



GPOFMS - USER MANUAL FOR PORT USERS & SUPPLIERS

Vessel Call

Abstract

This manual is to 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.

Ship Details List

Dashboard / Ship Details List

Add Ship Details

Show 10 entries

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
FOHFQH	5675675	fghfg	ftg	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	ghgfh	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

Showing 1 to 7 of 7 entries

Previous 1 Next

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

Add Ship Details

Dashboard / Ship Details List / Add Ship Details

Ship Details

Name Of The Vessel * SHIP ONE

IMO Number * 7894585

Official Number 788888

Distinctive Number Or Letter * 5

Vessel Flag * ☐ Indian ☒ Foreign

Nationality IND

Country Of Registry * Anguilla

Port Of Registry * 5

Registration Number * 1

Registration Date (built) * 2023

Vessel Category * STEEL CEMENT CARRIER

Vessel Type * Liquid

P & I * 1

NRT * 1

RGRT 855

GRT * 5

DWT * 5

Vessels LOA * 55

Vessels BEAM * 55

DRAFT - FORE * 5

DRAFT - AFTER * 55

Summer DRAFT 55

Breath * 555

Length * 5

Type Of Engine Outboard

Fule Used 4

Sea Area In Which Ship Is Certified To Operate 45

Save & Continue

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

The screenshot shows the 'Edit Ship Details' page in the GPO-FMS system. The left sidebar contains navigation links: 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', and 'Pre Arrival Ship Documents'. The 'Owner Details' tab is active, showing fields for Owner Name (OWNER NAME), Country (Democratic Republic Of The Congo), Address Line-1 (ADDRESS ONE), Address Line-2 (ADDRESS TWO), Address Line-3 (Enter Address Line-3), and Address Line-4 (Enter Address Line-4). Below this is the 'Survey Details' section with fields for SI No. (1), Survey Date (24-08-2023), Country (Liberia - LBR), Place (GANDHINAGAR), and Valid Up To (10-09-2023). 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. A red message states: '* Please Upload Below files and Fill Dates'. The section contains a table with document types and upload options:

Document Type	File	View Docs	Upload
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 (Approved)	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		Upload
Documents of Compliance	Choose File No file chosen		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.

Ship Details List

Showing 10 entries

Vessel Name	IMO Number	Port of Registry	Registration Number	Registration Date(Built)	Owner Name	Survey Date	Status	Validb	Action
NEW SHIP	7854589	IND	78565	2023	TEST	2023-08-24 00:00:00	Pending	08/31/2023	Edit View
SHIP ONE	7894585	5	1	2023	OWNER NAME	2023-08-24 00:00:00	Pending	09/10/2023	Edit View

Showing 1 to 2 of 2 entries

Previous 1 Next

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.

Add Vessel Call

Call Details Passenger Details Survey Details Party Details Services Details

Vessel Summary

Vessel Name	:	Vessel IMO No.	:
GRT (TON)	:	Vessel Flag	:
Vessel Category	:	Vessel Type	:
Trade Type	:	Last Port Call Country	:
Next Port Call Country	:	USD Rate	: 82.43

Port Details

Sub-Ports*

Umargaon

Vessel Basic Details

Vessel IMO Number / Name*	Master Name *	Shipping Line *	Clearance Type*
NEW SHIP 7854589	master	12	IN BLAST

Port Details

Sub-Ports*
Umergaon

Vessel Basic Details

Vessel IMO Number / Name*
NEW SHIP 7854589

Master Name*
master

Shipping Line*
12

Clearance Type*
IN BLLAST

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*
0

Indian*
0

Passenger Detail On Departure*

Foreign*
0

Indian*
0

Crew Detail On Departure*

Officer/Grade Capacity Of Officer*
0

Number Of Foreign Crew*
0

Number Of Indian Crew*
0

Crew Detail On Arrival*

Officer/Grade Capacity Of Officer*
0

Number Of Foreign Crew*
0

Number Of Indian Crew*
0

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

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

Sl 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

Active *

☒ Active
 ☐ InActive

At The Arrival Ship Documents

Document Type *	File	
Port dues Application	Choose File	No file chosen
		Upload
Document Type *	File	
Crew list at the time of arrival	Choose File	No file chosen
		Upload
Document Type *	File	
Anchoring Position	Choose File	No file chosen
		Upload
Document Type *	File	
Same bottom Cargo statement	Choose File	No file chosen
		Upload
Document Type *	File	
Import General Manifest	Choose File	No file chosen
		Upload
Document Type *	File	
Arrival report with General Information form No 01 to 03	Choose File	No file chosen
		Upload

Previous

Save & Continue

Skip

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

Cargo Details/Commodity Details

Item/Commodity* RGR* Jetty + Add

Quantity* UOM*

Name Of Importer* Importer Country* Importer Address*

Name Of Exporter* Exporter Country* Exporter Address*

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.

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	RGR (TON) :	85
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		

Party Details

Port Users (Agent)* Select Service Type* ☒ GMB ☒ GOG + Add Party

PLD Account (Billed To)* ☒ TEST - AC -IRPSU00138 -- GMB ☒ TEST - AC -2RPSU00138 -- GOG

Party Address*

Billing Address -- HALL NO. 2 AND 36TH FLOOR, NBCC TOWER 15, BHIKJI CAMA PLACE, NEW DELHI HALL NO. 2 AND 36TH FLOOR, NBCC TOWER 15, BHIKJI CAMA PLACE, NEW DELHI HALL NO. 2 AND 36TH FLOOR, NBCC TOWER 15, BHIKJI CAMA PLACE, NEW DELHI

District -- Dfdr **Taluka** -- GDFDFD **City** -- NEW DELHI **Pincode** 110066

Select Services

* Please Select Any services

GMB Services

☒ Embarking & Disembarking Fees
 ☒ Anchorage Fees
 ☐ Beaching Fees
 ☐ Fresh Water Supply Charges (SRV)
 ☐ Mooring fees
 ☐ Towage Charges
 ☐ VTMS Fees (Gulf of Kutch)
 ☐ Abstract Bill (Employee)
 ☐ Financial assistance to the HKC compliant plots at Alang Soshiya Ship
 ☐ Construction of Ring Road at Bhavnagar by R & B Department, Bhavnagar

☒ Pilotage Fees
 ☐ Vehicle Entry Fees
 ☐ Berth Hire Charge
 ☐ Port Dues Steamers & Sailing Vessels
 ☐ Transshipment Charges
 ☐ Other Port Recovery
 ☐ Store Purchases
 ☐ Financial assistance to the HKC compliant plots at Alang Soshiya ship
 ☐ Apprentice training scheme

GOG Services

☒ Landing Fees
 ☒ WaterFront Royalty
 ☐ 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*

☒ HSD - Landing Fees
 ☐ Waterfront Royalty (Container Foreign Vessel)
 ☐ Waterfront Royalty (Crude Foreign Vessel)
 ☐ Waterfront Royalty (LNG Foreign Vessel)
 ☐ Passenger Embarking/Disembarking (By Non Cruise Liners Foreign Vessel)
 ☒ Anchorage Charges
 ☐ Only Pilot Is Provided By GMB, Launch Vessel Is Not Provided Upto 30,000 GRT (Foreign Vessel)

☒ Waterfront Royalty (Solid Cargo Foreign Vessel)
 ☐ Waterfront Royalty (Car Foreign Vessel)
 ☐ Waterfront Royalty (Liquid Other Than POL Foreign Vessel)
 ☐ Waterfront Royalty (POL Foreign Vessel)
 ☐ Passenger Embarking/Disembarking (By Cruise Liners Foreign Vessel)
 ☐ Pilot With Launch Vessel Is Provided By GMB Upto 30,000 GRT (Foreign Vessel)
 ☐ 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	T	1	Per	1	71.414	
Date From - To					Service Type	
09-08-2023 0:00 - 09-08-2023 23:59					GOG	
					Narration	
					71.414(RATE) * 1	

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

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

Verifier Officer	
Verifier Officer	NARESH JAGAD

[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

Show 10 entries Search:

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	12	Foreign	full	Export	N	person name	OKH	pending	Edit View

Showing 1 to 1 of 1 entries Previous 1 Next

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

[Add Vessel Call](#)

Show 10 entries Search:

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 exercitatio ss	08-09-2023 12:35 23	Approved	View Add SOF Request For NDC Show Docs

Showing 1 to 1 of 1 entries Previous 1 Next

3. Add SOF

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

SOF Vessel Call Detail

Vessel Summary

Vessel Name :	MV AMBUJA SHIKHAR	Vessel IMO No :	9059822
GRT (TON) :	1871	Vessel Flag :	Indian
Vessel Flag :	Indian	Vessel Category :	Mini Bulk Carrier

SOF Summary

SOF Activity: Date & Time: Remark:

SOF Activity: Date & Time: Remark:

4. Show Documents

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

Document

GUJARAT MARITIME BOARD
 Government of Gujarat
 Super Bypass, Sector 18/3, Chh Road, Gandhinagar - 380015
 Phone : 07923235140 Email : gmbo.sofa@gmail.com

TEST
 Trade & Transit: TEST 2023-24
 City: TEST Pin Code: 110066 Est No: 6408-SUVA-2023-2024-1543
 Trade Name: Contact Person: Phone: Est Date: 09-08-2023
 Category: B2C

VALSAD - MAGDALLA (SURAT) GROUP OF PORTS PAN : AARCG6676L

Ship/Vessel Details		Jetty Details	
Name: MV AMBUJA SHIKHAR	No. IMO 9059822	Name:	
Type: 1	Nationality: CEMENT CARRIER	Type:	partial
Flag: MUMBAI	Country: India	Lead Type:	Valid
Capacity: 2837.22		Managed by:	
GRT: 1871			

Ship/Vessel Movement Details		Agent Details	
Import/Export: Foreign/Export	Domestic Export: Non Vessel	Name: TEST	
R.GRT: 0.00	Conv. Rate (Rs.): 0.00	Type: Organization/Type	
		Email ID: gmbo@1122@gmail.com	
		Contact Person: PERSON NAME/A	
		Phone: 9999997876	
		Name:	

No.	Services & Calculation	RHS/AC	Ant as per schedule (I) of SoP (A)	Ant as per SoP (B)
1	Mooring fees (0.3028471) * 1871 (GRT) * 1	996751	0	1100
2	Mooring fees (0.4058471) * 1871 (GRT) * 1	996751	0	738
	Total		0	1838.00
	SGST		9.00%	165.42
	CIGST		9.00%	165.42

Ant in Word: Two Thousand Two Hundred And Two
 Narration : made

5. Upload NDC Documents

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

GPO-FMS

Magdalla (Surat) Group of Ports
TEST

Dashboard
Port User
Request for PLD Non PLD
Sub Users
Traffic
Vessel Survey
Sign Out

NDC Documents List
Dashboard / NDC Documents List

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	<input type="text" value="01-07-2022"/>
Document Type*	File*	Valid Upto*
International Oil Pollution Prevention Certificate	<input type="button" value="Choose File"/> july mpr nidhi.pdf	<input type="text" value="09-08-2023"/>
Document Type*	File*	Valid Upto*
International SewagePollution Prevention Certificate	<input type="button" value="Choose File"/> july mpr nidhi.pdf	<input type="text" value="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	<input type="text" value="09-08-2023"/>
Document Type*	File*	Valid Upto*
Cargo Ship Safety Radio Certificate	<input type="button" value="Choose File"/> july mpr nidhi.pdf	<input type="text" value="09-08-2023"/>

Document Type*	File*	Valid Upto*
Maritime Health Declaration Form	<input type="button" value="Choose File"/> july mpr nidhi.pdf	<input type="text" value="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	<input type="text" value="09-08-2023"/>
Document Type*	File*	Valid Upto*
Certificate of Competency of Crew	<input type="button" value="Choose File"/> july mpr nidhi.pdf	<input type="text" value="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	<input type="text" value="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	<input type="text" value="09-08-2023"/>
Document Type*	File*	Valid Upto*
Statement of Facts	<input type="button" value="Choose File"/> july mpr nidhi.pdf	<input type="text" value="09-08-2023"/>
Document Type*	File*	Valid Upto*
Final draft survey	<input type="button" value="Choose File"/> july mpr nidhi.pdf	<input type="text" value="09-08-2023"/>
Document Type*	File*	Valid Upto*
Export General Manifest	<input type="button" value="Choose File"/> july mpr nidhi.pdf	<input type="text" value="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.

Other Estimation List

Port: Jafarabad Group of Ports | Estimation No: Select Estimation No | Approved Date: All

Show: 10 entries | Search:

EST Number	User Name	Service Type	Net Amount	Created By	Created On	Verified By	Verified At	Approved By	Approved At	Status	Action
GOG-JFKO2023-2024-118	ULTRATECH CEMENT LIMITED	GOG	11800	MR.M D KOLADIYA	04/05/2023 17:23	MR.M D KOLADIYA	04/05/2023 17:18	MR. S A GANDHI	04/05/2023 17:18	Approved	View
GOG-JFKO2023-2024-119	ULTRATECH CEMENT LIMITED	GOG	2950000	MR. S A GANDHI	04/05/2023 17:39	MR.M D KOLADIYA	04/05/2023 17:18	MR. S A GANDHI	04/05/2023 17:18	Approved	View

Showing 1 to 2 of 2 entries | Previous 1 Next

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.

Other Estimation List

Estimation Details

Estimate No	: GOG-JFKO2023-2024-118	Status	: Approved
Invoice No	: 236	Service Type	: GOG
COST@ 9%	: 900.00	SOST@ 9%	: 900.00
IOST@ 0%	: 0.00	Basic Amount	: 10000.00
Net Amount	: 11800.00	Show Estimation PDF	: View Pdf
Show Invoice PDF	: View Pdf	Show Intimation PDF	: View Pdf
Show JV PDF	:	TDS	: N
Convert To Service Bill	: Y		

Party Details

Party Name	: ULTRATECH CEMENT LIMITED	Account No	: 28PJF00006
Service Type	: GOG	Party Category	:
Party GST Type	: REG		

Estimation Services

Service Head	Service Name	Narration	Unit	Validity	Validity Period	Date From-To	Rate	Quantity	COST	SOST	IOST	Basic Amount	Net Amount
License Fees	License Fees (Agreement)			1	1	2023-05-04 00:00:00 2023-05-04 23:59:00	10000	1	900 @9%	900 @9%		10000	11800

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

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.

