GPOFMS - USER MANUAL FOR PORT USERS & SUPPLIERS

Vessel Survey

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 Vessel Survey Request

The system is a self-service system. By clicking the Vessel Survey of Vessel Survey menu of the sidebar the port user /supplier can Add Vessel Survey Request.

Click on the Add Vessel Survey Details on the top right corner.

Step 1: The Port user /supplier can add Vessel Details from Vessel Details Tab.

Ver 1.0

Step 2: The Port user /supplier can add Owner Details.

Step 3 The Port user /supplier can upload document details for Vessel Survey Request , also they can view documents after uploading it.

Ver 1.0

Step 4: The Port user /supplier can send The request to verifier port officer.

The Vessel Survey Request is created successfully. Status will be pending until the Port Officers is verifies/approves it. When the Port Officers verifies the ship, status will be changed to verified and when they approves it, status will be changed to approved.

2. View / Edit Vessel Survey Request

The port user/supplier can view and edit the Vessel Survey Request from here.

Ver 1.0

Ver 1.0

3. Preview Form 1

The port user/supplier can preview the Form 1 document after submitting the request.

Ver 1.0

4. Add Vessel Services

The system is a self-service system. By clicking the Vessel Services of Vessel Survey menu of the sidebar the port user /supplier can Add Vessel Service.

Click on the Add Vessel Services on the top right corner.

Step 1: The Port user /supplier can add vessel service.

Ver 1.0

Step 2: The Port user /supplier can add Survey Fees and the amount will automatically calculated.

The Port user /supplier can View Vessel Service Details

Ver 1.0