



# 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 carry out 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)

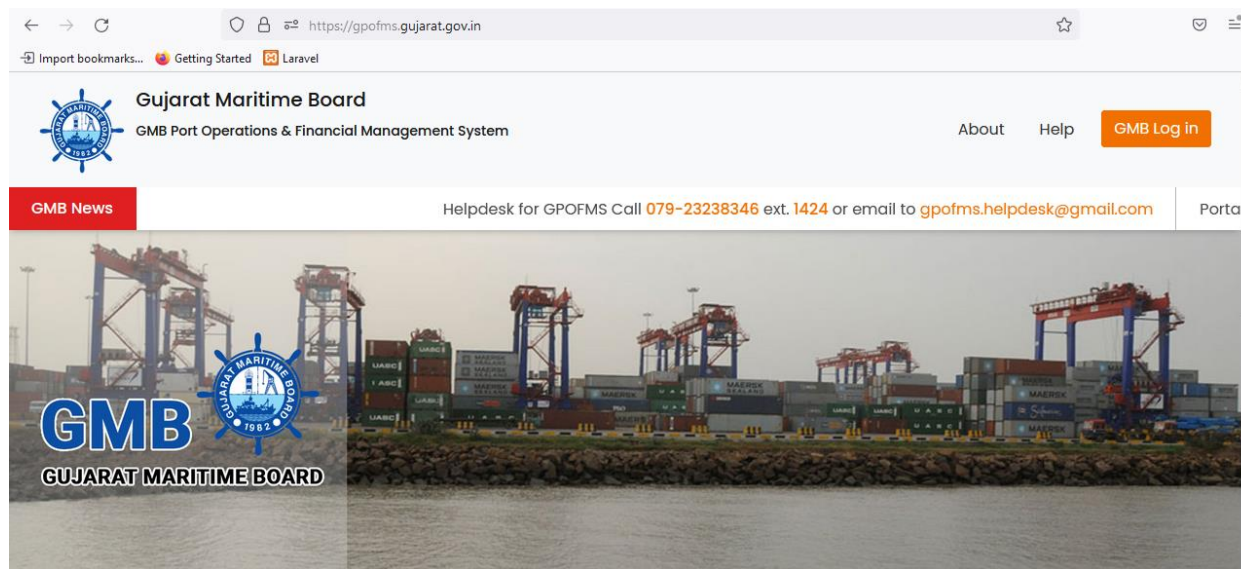
This document also instructs how to access the portal, how to reset the password and what to do in case a user forgets the password. This step is required for placing a vessel call and avail other services.

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

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

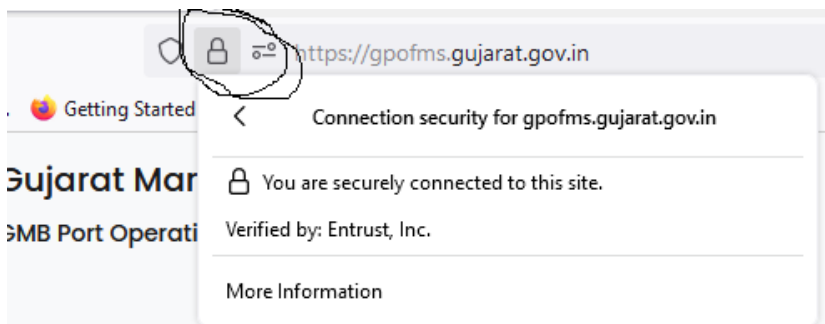
## 2. How to access the system

The site is hosted in the public URL <https://gpofms.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

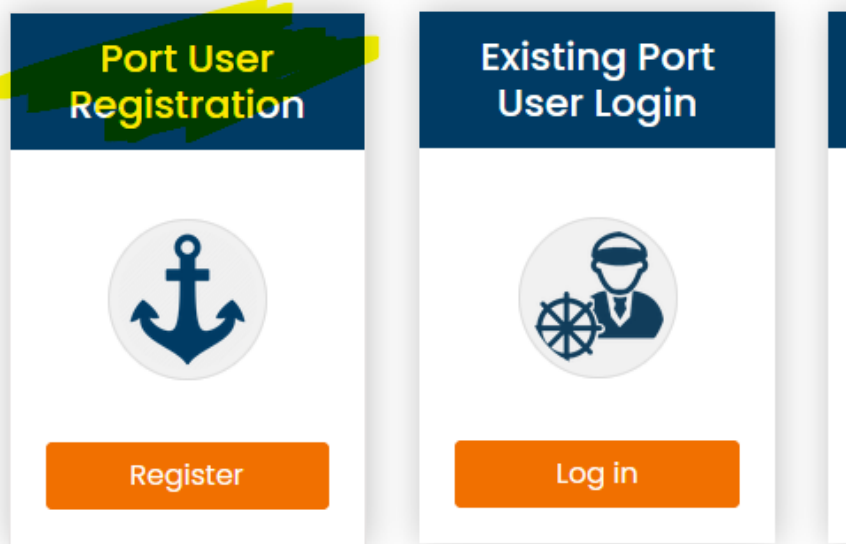
Always check for https and click on the lock image to check the correct source of the site.



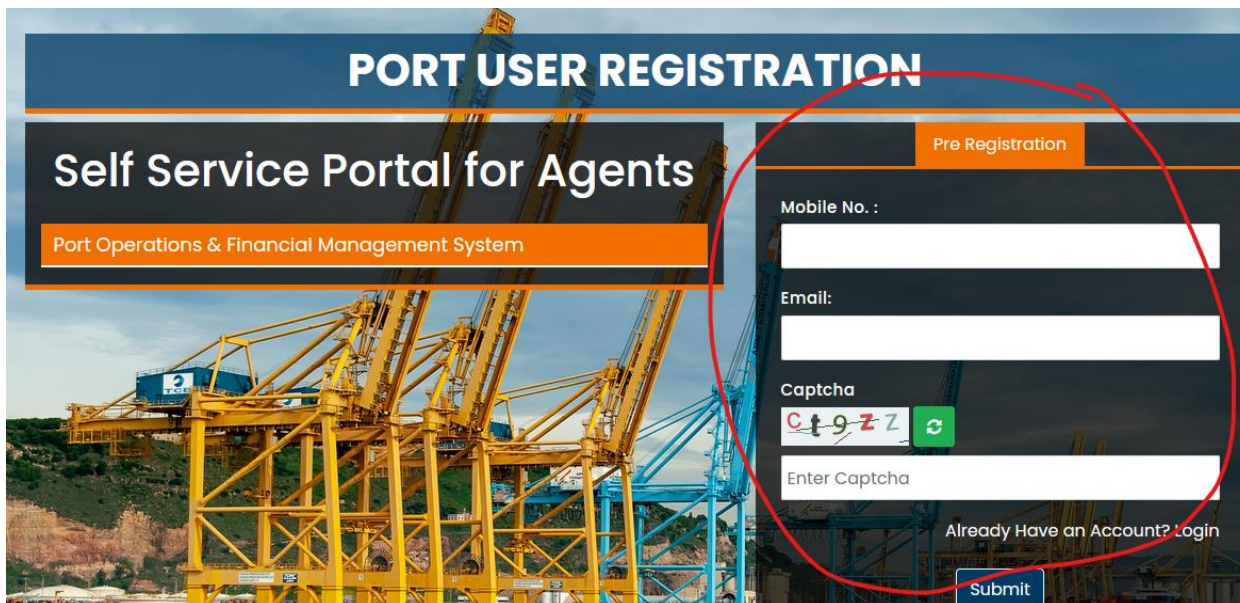
### 3. Steps involved in New Port User Creation

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

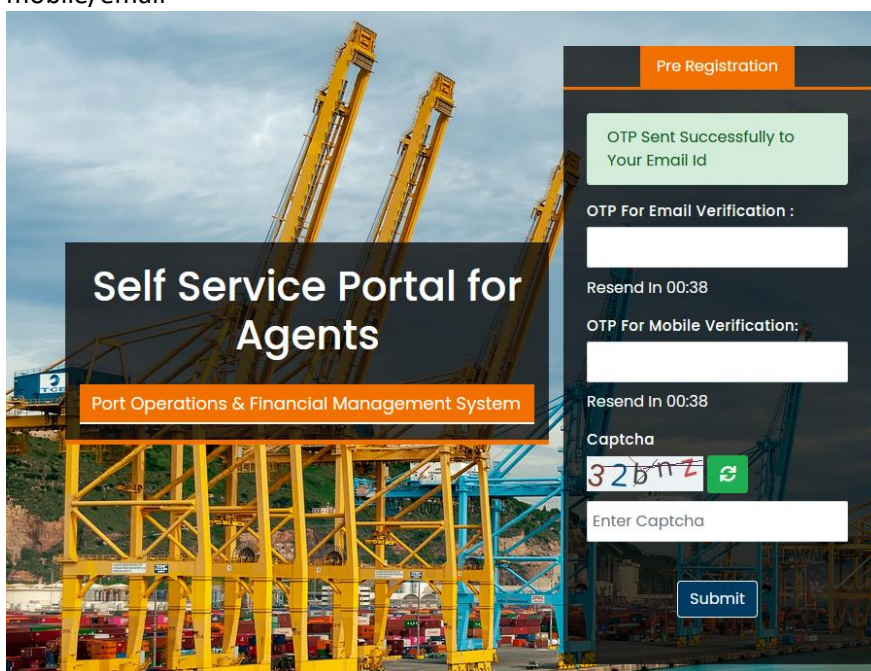
Integrated Solution for Gujarat Maritime Board, Po



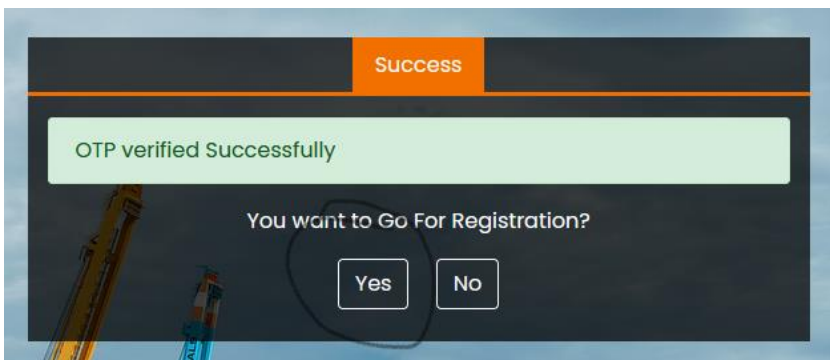
Step 1: Click on the Register button under the Port User Registration panel for new port user / supplier registration.



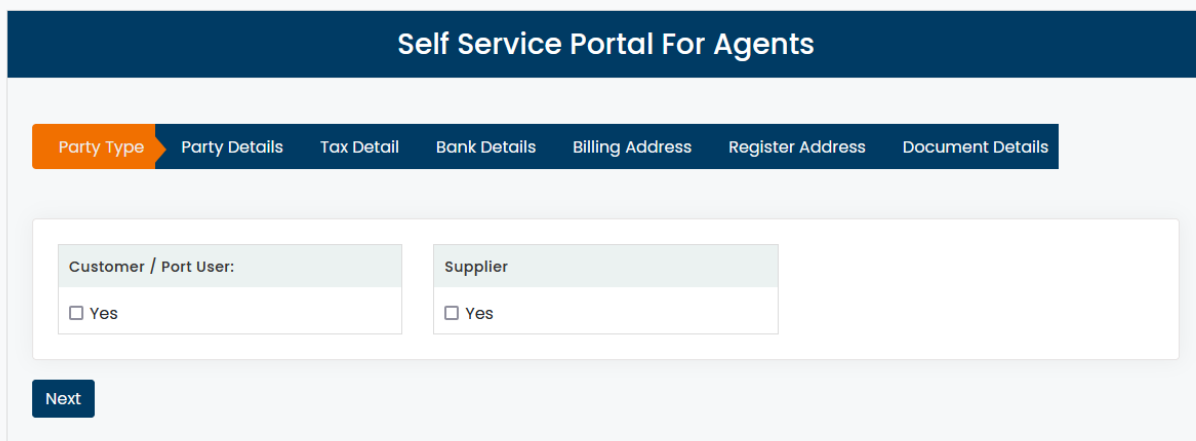
Step 2: Enter the Mobile Number and the E-mail of the party registering for the new port user / supplier along with the correct CAPTCHA value and press submit. An OTP will be sent to the mobile/email



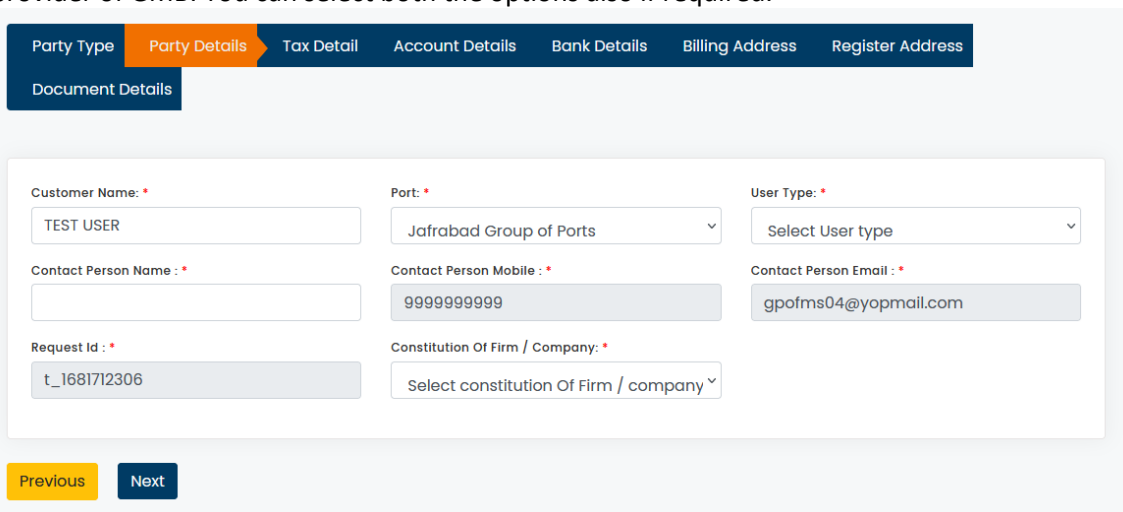
Step3: Enter both the OTPs received in the window provided and submit along with CAPTCHA.



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



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.



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 : \*

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

Document Details

GST:  Yes  No      SEZ: \*  Yes  No

GSTIN : \*      Legal Name : \*      Trade Name : \*      GST Type : \*

07AAACN2185JIZE      matics Centre Services Inc.      National Informatics Centre      Regular

PAN: \*      Permanent Account Number: \*

Yes  No      AAACN2185J

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: *	<input checked="" type="checkbox"/> GMB <input checked="" type="checkbox"/> GOG	Application Account Type For <b>GMB:</b> *	Application Account Type For <b>GOG:</b> *
		<input checked="" type="radio"/> PLD <input type="radio"/> Non - PLD	<input type="radio"/> PLD <input checked="" type="radio"/> Non - PLD

Previous
Next

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 : <input type="text" value="BKID0002020"/>	Bank Name : <input type="text" value="BANK OF INDIA"/>	Branch Name : <input type="text" value="GANDHINAGAR , SECTOR 16, BANK OF IND"/>
Bank Account Holder Name : <input type="text"/>	Bank Account Number : <input type="text"/>	Account Type : <input type="radio"/> Savings <input type="radio"/> Current

Previous
Next

Step 9: The bank details of the party is to 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: \*

Billing Address 2:

Billing Address 3:

Billing State: \*

Billing District: \*

Billing Taluka: \*

Billing City: \*

Billing Pin Code:

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

[Previous](#) [Next](#)

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: \*

Register Address 2:

Register Address 3:

Register State: \*

Register District: \*

Register Taluka: \*

Register City: \*

Register Pin Code:

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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 style="width: 90%;" type="text" value="PAN Copy"/>	File <input style="width: 90%;" type="text" value="Browse... No file selected."/>	<input style="width: 90%; background-color: #27ae60; color: white;" type="button" value="Upload"/>
Document Type <input style="width: 90%;" type="text" value="GST Registration"/>	File <input style="width: 90%;" type="text" value="Browse... No file selected."/>	<input style="width: 90%; background-color: #27ae60; color: white;" type="button" value="Upload"/>
Document Type <input style="width: 90%;" type="text" value="Bank Details / Cancelled Cheque"/>	File <input style="width: 90%;" type="text" value="Browse... No file selected."/>	<input style="width: 90%; background-color: #27ae60; color: white;" type="button" value="Upload"/>
Document Type <input style="width: 90%;" type="text" value="Other"/>	File <input style="width: 90%;" type="text" value="Browse... No file selected."/>	<input style="width: 90%; background-color: #27ae60; color: white;" 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**

<b>Customer Name: *</b> <input type="text" value="TEST"/>	<b>Port: *</b> <input type="text" value="Select Port"/>	<b>Constitution Of Firm / Company: *</b> <input type="text" value="Private Limited Company"/>
<b>User Type: *</b> <input type="text" value="Organization/Firm"/>	<b>Customer / Port User:</b> <input type="text" value="Yes"/>	<b>Supplier</b> <input type="text" value="Yes"/>
<b>Contact Person Name: *</b> <input type="text" value="TEST"/>	<b>Contact Person Mobile: *</b> <input type="text" value="8460590190"/>	<b>Contact Person Email: *</b> <input type="text" value="gpofms04@yopmail.com"/>

**Tax Details**

<b>Is GST:</b> <input type="text" value="Yes"/>	<b>Is SEZ:</b> <input type="text" value="No"/>
<b>GSTIN :</b> <input type="text"/>	<b>Legal Name :</b> <input type="text"/>
<b>Trade Name :</b> <input type="text"/>	

**Accounts Details**

<b>Registration Type: *</b> <input type="text" value="GMB GOG"/>	<b>Application Account Type For GMB: *</b> <input type="text" value="Non-PLD"/>	<b>Application Account Type For GOG: *</b> <input type="text" value="Non-PLD"/>
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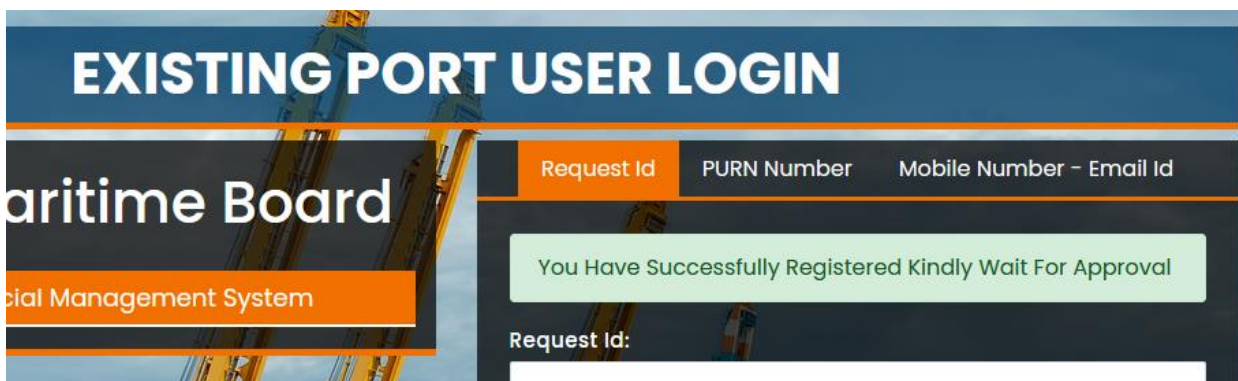
**Port User Documents**

Document Type	File
PAN Copy	<a href="#">View Docs</a>
GST Registration	<a href="#">View Docs</a>
Bank Details / Cancelled Cheque	<a href="#">View Docs</a>
Other	<a href="#">View Docs</a>

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.

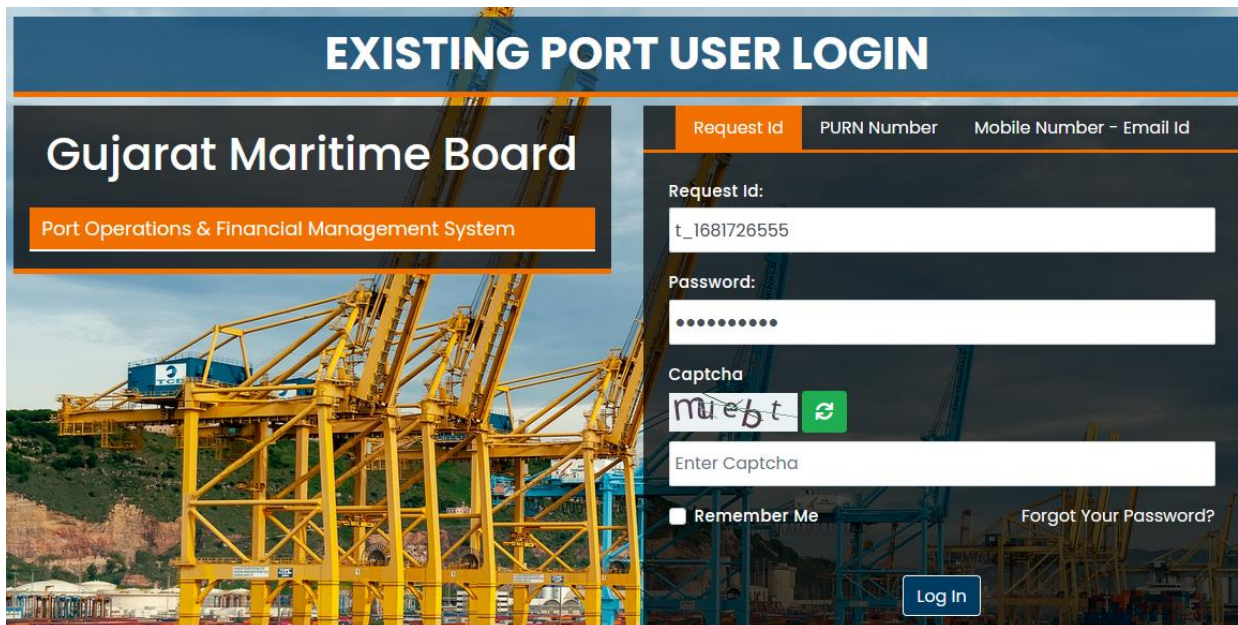


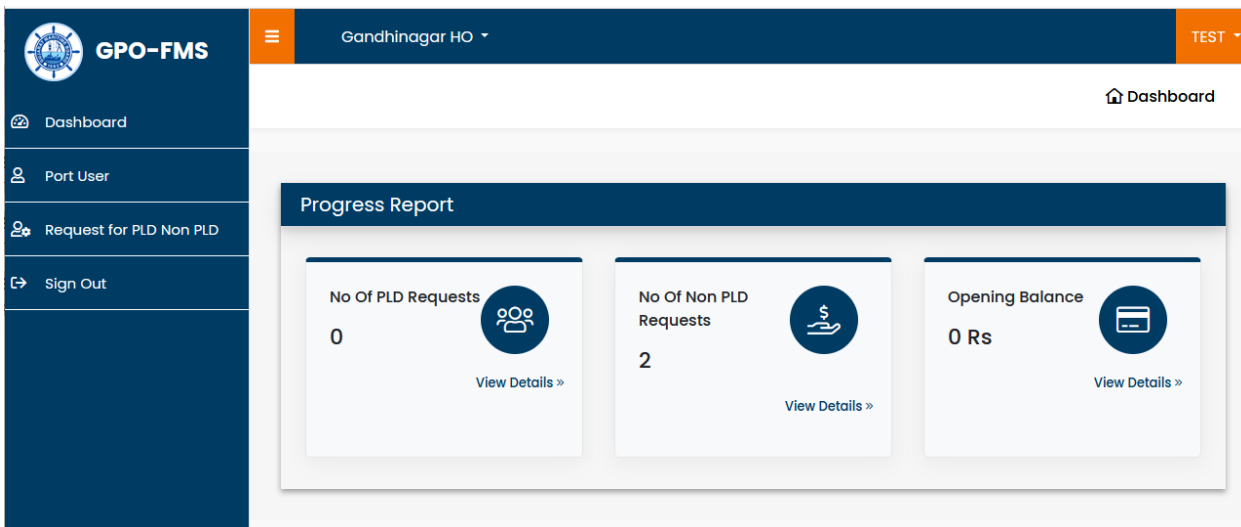
#### 4. Login to the system

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.

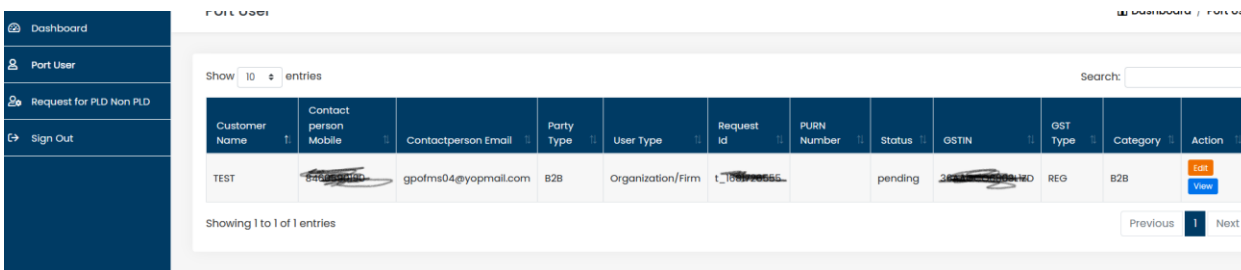
##### 4.1 Login with temporary registration id and check the status

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.



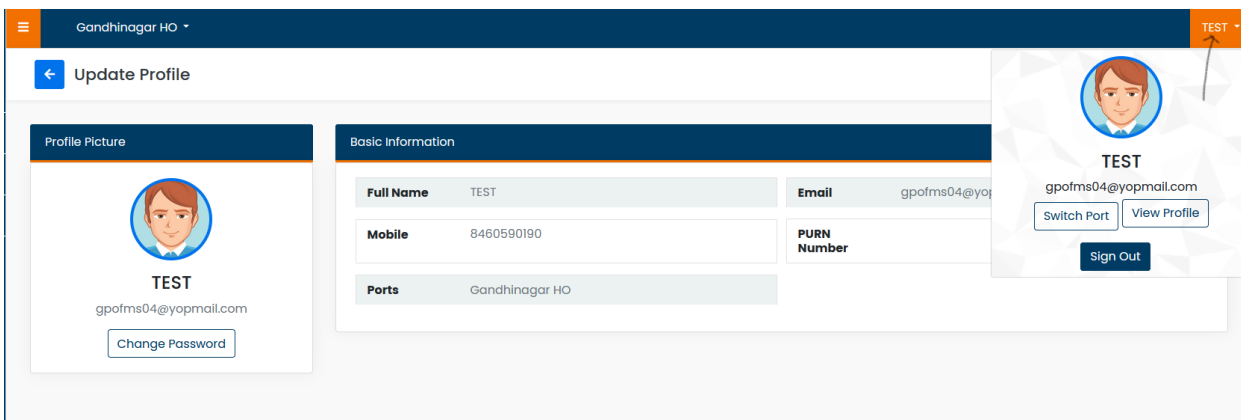


Step 2: Click on the Port user link on the side menu the request status will be shown.



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.



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		<a href="#">Edit</a>
TEST		Gandhinagar HO	GMB	Non - PLD		B2B	Pending		<a href="#">Edit</a>
TEST		Gandhinagar HO	GMB	Billing		B2B	Pending		<a href="#">Edit</a>

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 received 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.

**Port User** Dashboard / Port User

Show 10 entries Search:

Customer Name	Contact person Mobile	Contactperson Email	Party Type	User Type	Request Id	PURN Number	Status	GSTIN	GST Type	Category	Action
TEST	[REDACTED]	test@[REDACTED].com	B2C With PAN	Organization/Firm	[REDACTED]	[REDACTED]	Approved			B2C	<a href="#">Edit</a> <a href="#">View</a>

Showing 1 to 1 of 1 entries Previous 1 Next

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**Requested for PIA - Non PIA Users List** Dashboard / Requested for PIA - Non PIA Users List

[Add Request](#)

Show 10 entries Search:

Port User Name	PURN Number	Port Name	Type	Account Type	Account Number	Party type	Status	Ledger	Action
TEST	[REDACTED]	Jamnagar Group of Ports	GOG	Non - PLD	[REDACTED]	B2C With PAN	Approved		<a href="#">View</a>
TEST	[REDACTED]	Jamnagar Group of Ports	GMB	Non - PLD	[REDACTED]	B2C With PAN	Approved		<a href="#">View</a>

Showing 1 to 2 of 2 entries Previous 1 Next

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

- Dashboard
- Port User
- Request for PLD Non PLD
- Traffic
- Ship Details
- 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.

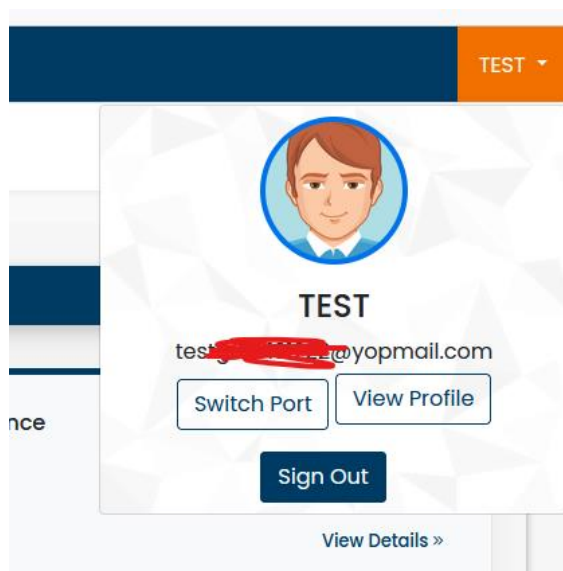
### 4.3 Logging Out

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.

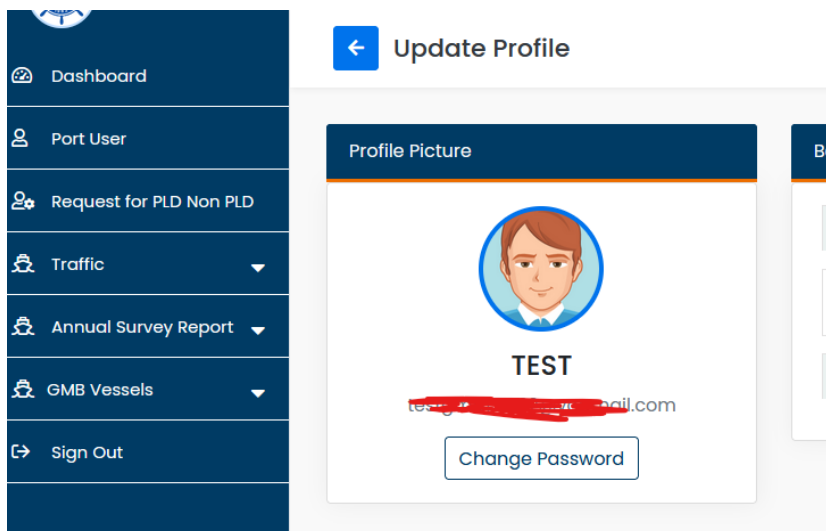
Step 1. Click on the user name show on the top right corner.



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.





← Update Password

**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 IdPURN NumberMobile Number - Email Id

Request Id:

Password:


Captcha  


Enter Captcha

Remember Me Forgot Your Password?

Reset Password With EmailReset Password With Mobile

Email:

Captcha  


Enter Captcha

Reset Password With Email      Reset Password With Mobile

OTP Has Been Sent On Your Registered Email-id

Email:

Captcha

Enter Captcha

Step 3: Check the mail of 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](#)

Submit OTP

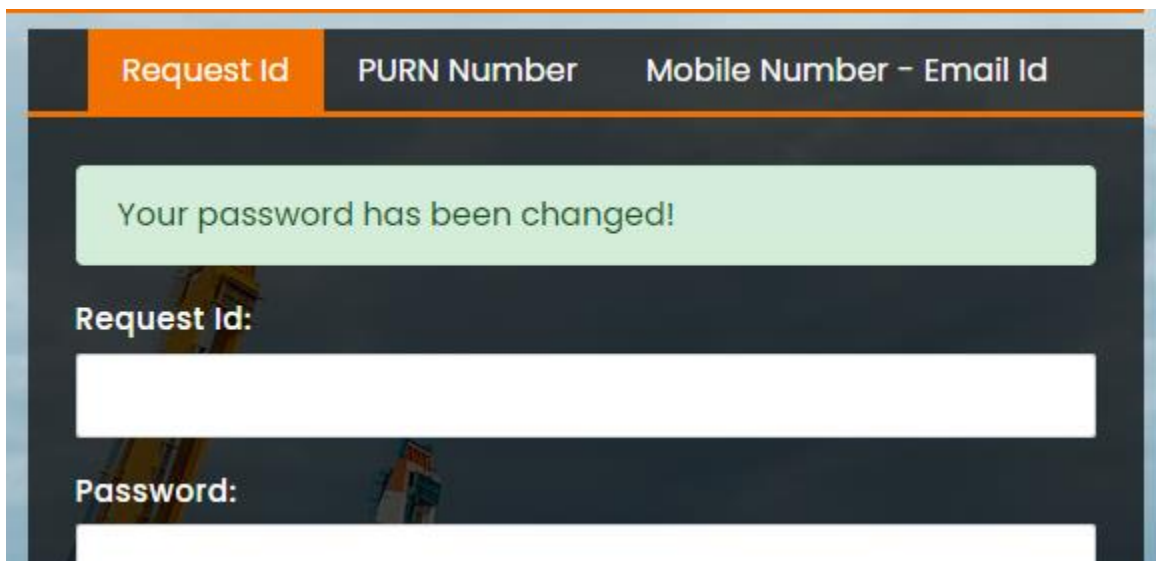
OTP:

Captcha

Enter Captcha

Submit OTP

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



The screenshot shows a web form with a dark blue header and a light green success message. The header contains three tabs: 'Request Id' (selected), 'PURN Number', and 'Mobile Number - Email Id'. Below the header, a light green box displays the message 'Your password has been changed!'. Underneath, there are two input fields: 'Request Id:' and 'Password:'. The 'Request Id' field is empty, and the 'Password' field is partially visible.

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](mailto:gpofms.gujarat.gov.in).