



## PORT COMMUNITY SYSTEM OF PAKISTAN

# USER MANUAL

## Pre-Arrival Declaration - Shipping Agent

This manual entails the submission of the security threat reporting, waste disposal, last 10 port calls, list of seafarer and vessel convoy processes by Shipping Agent which is the integral part of Port Community System (PCS) module.

2026

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# TABLE OF CONTENTS

1. Introduction.....	6
2. Background.....	6
3. Salient Features of PortVerse.....	7
4. Pre-Requisites for Cross Border Trade and Financial Transactions.....	8
5. System Requirements.....	8
6. Step by Step Process.....	9
6.1. User login – External User.....	9
6.2. Security Threat Reporting – Shipping Agent.....	10
6.2.1. Access to Security Threat Reporting.....	10
6.2.2. Submit Security Threat Reporting Form.....	11
6.2.3. View Acknowledgement.....	17
6.3. Waste Disposal Request Submission – Shipping Agent.....	19
6.3.1. Access to Waste Disposal.....	19
6.3.2. Submit Waste Disposal Request.....	20
6.4. Waste Disposal Payment – Shipping Agent.....	25
6.4.1. Access to Waste Disposal.....	25
6.4.2. Submit Waste Disposal Payment.....	27
6.5. Waste Disposal Penalty Payment – Shipping Agent.....	30
6.5.1. Access to Waste Disposal.....	30
6.5.1. Submit Waste Disposal Penalty Payment.....	32
6.6. Last 10 Port Calls – Shipping Agent.....	35
6.6.1. Access to Last 10 Port Calls.....	35
6.6.2. Submit Last 10 Port Calls.....	36
6.7. List of Seafarer – Shipping Agent.....	40
6.7.1. Access to List of Seafarer.....	40
6.7.2. Submit List of Seafarer.....	41
6.8. Vessel Convoy – Shipping Agent.....	46
6.8.1. Access to Vessel Convoy.....	46
6.8.2. Submit Vessel Convoy – Acquire from Port.....	47
6.8.3. Submit Vessel Convoy – Acquire Outside Port.....	54
6.9. Stowaways Declaration – Shipping Agent.....	61
6.9.1. Access to Stowaway declaration.....	61
6.9.2. Submit Stowaways Declaration form.....	62



## TABLE OF FIGURES

Figure 1 – PCS Portal .....	9
Figure 2 – Login Screen.....	9
Figure 3 – FAL Forms.....	10
Figure 4 – FAL Forms Dashboard.....	11
Figure 5 – Security Threat Reporting Form.....	11
Figure 6 – Security Threat Reporting Form.....	11
Figure 7 – Security Threat Reporting Form.....	12
Figure 8 – Security Threat Reporting Form.....	12
Figure 9 – Security Threat Reporting Form.....	13
Figure 10 – Security Threat Reporting Form.....	13
Figure 11 – Security Threat Reporting Form.....	14
Figure 12 – Security Threat Reporting Form.....	14
Figure 13 – Security Threat Reporting Form.....	15
Figure 14 – Security Threat Reporting Form.....	15
Figure 15 – Security Threat Reporting Form.....	16
Figure 16 – Security Threat Reporting Form.....	16
Figure 17 – FAL Forms Dashboard.....	17
Figure 18 – View Acknowledgement Status.....	17
Figure 19 – FAL Forms.....	19
Figure 20 – FAL Forms Dashboard.....	19
Figure 21 – Waste Disposal Request.....	20
Figure 22 – Waste Disposal Request.....	20
Figure 23 – Waste Disposal Request.....	21
Figure 24 – Waste Disposal Request.....	21
Figure 25 – Waste Disposal Request.....	22
Figure 26 – Waste Disposal Request.....	22
Figure 27 – Waste Disposal Request.....	23
Figure 28 – Waste Disposal Request.....	23
Figure 29 – Waste Disposal Request.....	24
Figure 30 – FAL Forms Dashboard.....	24
Figure 31 – FAL Forms.....	25
Figure 32 – FAL Forms Dashboard.....	26
Figure 33 – Waste Disposal Request.....	26
Figure 34 – Waste Disposal Request.....	27
Figure 35 – Waste Disposal Request.....	27
Figure 36 – Waste Disposal Request.....	28
Figure 37 – Waste Disposal Request.....	28
Figure 38 – Waste Disposal Request.....	29
Figure 39 – FAL Forms Dashboard.....	29
Figure 40 – FAL Forms.....	30
Figure 41 – FAL Forms Dashboard.....	30
Figure 42 – Waste Disposal Request.....	31
Figure 43 – Waste Disposal Request.....	32
Figure 44 – Waste Disposal Request.....	32
Figure 45 – Waste Disposal Request.....	33
Figure 46 – Waste Disposal Request.....	33
Figure 47 – Waste Disposal Request.....	34
Figure 48 – FAL Forms Dashboard.....	34
Figure 49 – FAL Forms.....	35



Figure 50 – FAL Forms Dashboard .....	35
Figure 51 – Last 10 Port Calls.....	36
Figure 52 – Last 10 Port Calls.....	36
Figure 53 – Last 10 Port Calls.....	37
Figure 54 – Last 10 Port Calls.....	37
Figure 55 – Last 10 Port Calls.....	38
Figure 56 – Last 10 Port Calls.....	38
Figure 57 - FAL Forms Dashboard Screen .....	39
Figure 58 – FAL Forms.....	40
Figure 59 – FAL Forms Dashboard .....	40
Figure 60 – List of Seafarer .....	41
Figure 61 – List of Seafarer .....	42
Figure 62 – List of Seafarer .....	42
Figure 63 – List of Seafarer .....	42
Figure 64 – List of Seafarer .....	43
Figure 65 – List of Seafarer .....	43
Figure 66 – List of Seafarer .....	44
Figure 67 – List of Seafarer .....	45
Figure 68 – FAL Forms.....	46
Figure 69 – FAL Forms Dashboard .....	46
Figure 70 – Vessel Convoy.....	47
Figure 71 – Vessel Convoy.....	47
Figure 72 – Vessel Convoy.....	48
Figure 73 – Vessel Convoy.....	48
Figure 74 – Vessel Convoy.....	49
Figure 75 – Vessel Convoy.....	49
Figure 76 – Vessel Convoy.....	50
Figure 77 – Vessel Convoy.....	50
Figure 78 – Vessel Convoy.....	51
Figure 79 – Vessel Convoy.....	52
Figure 80 – Vessel Convoy.....	52
Figure 81 – FAL Forms Dashboard .....	53
Figure 82 – Vessel Convoy.....	54
Figure 83 – Vessel Convoy.....	54
Figure 84 – Vessel Convoy.....	55
Figure 85 – Vessel Convoy.....	55
Figure 86 – Vessel Convoy.....	56
Figure 87 – Vessel Convoy.....	56
Figure 88 – Vessel Convoy.....	57
Figure 89 – Vessel Convoy.....	57
Figure 90 – Vessel Convoy.....	58
Figure 91 – Vessel Convoy.....	59
Figure 92 – Vessel Convoy.....	59
Figure 93 – Vessel Convoy.....	60
Figure 94 – Vessel Convoy.....	60
Figure 95 – FAL Forms Dashboard .....	61
Figure 99 - FAL Forms Screen .....	61
Figure 100 - Select VIR.....	61
Figure 101 - Stowaways Declaration Summary Card .....	62
Figure 102 - Stowaway Declaration Form Screen .....	62
Figure 103 - Add New Record.....	63
Figure 104 - Stowaways Form Overlay Screen.....	63
Figure 105 - Save Stowaways Record .....	64



Figure 106 - Stowaways Declaration Main Screen .....	64
Figure 107 - Download Template .....	65
Figure 108 - CSV Template.....	65
Figure 109 - Upload CSV .....	66
Figure 110 - Upload CSV Window.....	66
Figure 111 - Stowaways Form Main Screen.....	67
Figure 112 -Submit Stowaways Form .....	67
Figure 113 - Confirmation Alert.....	68
Figure 114 - FAL Forms Dashboard Screen .....	68



## 1. Introduction

Welcome to the Port Community System - PortVerse User Manual, your comprehensive guide to understanding this digital platform. PortVerse is designed to optimize, digitize, and integrate port operations, logistics processes, and regulatory procedures across Pakistan's maritime ports. It aims to enhance inter-agency coordination, streamline cargo management, and replace outdated, paper-based processes with efficient digital workflows. As an integral part of the Pakistan Single Window (PSW) initiative, PortVerse serves as a centralized hub, connecting port authorities, terminal operators, customs, logistics providers, and other stakeholders. This integration facilitates smoother, faster, and more transparent port operations, reducing congestion and aligning with the broader PSW framework. PortVerse is not just a tool for managing daily operations, but a strategic asset aimed at modernizing Pakistan's maritime trade environment, making it more competitive on the global stage. This manual will guide you through PortVerse's features and functionalities, providing the knowledge and tools you need to navigate and leverage the platform for enhanced efficiency and productivity.

## 2. Background

As a signatory to the WTO's Trade Facilitation Agreement (2015), Pakistan committed to establishing a 'National Single Window' (NSW) as a 'Category C' obligation, effective from 22nd February 2017. To fulfill this commitment, the Government of Pakistan enacted the Pakistan Single Window Act, 2021, designating Pakistan Customs as the Lead Agency. In line with this, Pakistan Customs established the Pakistan Single Window Company (PSWC), a not-for-profit organization under the Companies Act, 2017, to implement the PSW program. The PSWC has been designated as the Operating Entity under the PSW Act, responsible for developing and maintaining the PSW portal in collaboration with 77 public sector entities involved in regulating cross-border trade in Pakistan. The PSWC's role includes digitizing the processes of these entities, which will reduce time and costs, increase compliance, and significantly benefit economic operators such as importers, exporters, freight forwarders, clearing agents, shipping companies, and transporters. Additionally, the PSW program's implementation will enhance government controls and transparency.

The Port Community System (PCS), a core component of the PSW system, is designed to optimize, digitize, and integrate port and logistics processes and regulatory procedures. Its objectives include improving cargo management, enhancing inter-agency coordination, creating better B2G and B2B linkages, reducing port congestion, and ultimately saving time and costs for traders.



### 3. Salient Features of PortVerse:

- i. **Centralized Information Hub:** Platform for sharing information among all port stakeholders, including shipping lines, terminal operators, customs, and logistics providers.
- ii. **Real-Time Data Exchange:** Real-time exchange of data between various entities, improving coordination and decision-making.
- iii. **Single Window Access:** Offers a single window for submitting all necessary documentation and information required by various authorities, simplifying administrative processes.
- iv. **Automated Processes:** Streamlines and automates port operations, such as cargo tracking and vessel scheduling, reducing manual errors and processing times.
- v. **Integration with External Systems:** Seamlessly integrates with systems like PSW, WeBOC, and TOs to ensure a smooth flow of information across the port ecosystem.
- vi. **Enhanced Security:** Employs robust security protocols to protect sensitive data and ensure compliance with regulatory requirements.
- vii. **Customizable and Scalable:** Offers customizable modules to meet the specific needs of different ports and scalable to accommodate new functionalities.
- viii. **Analytics and Reporting:** Features powerful analytics and reporting tools to monitor port performance, identify trends, and optimize operations.
- ix. **User-Friendly Interface:** Designed with an intuitive interface that allows users to navigate the system easily, improving user adoption and efficiency.
- x. **Compliance Management:** Ensures that all operations and transactions comply with local and international regulations, minimizing the risk of non-compliance.

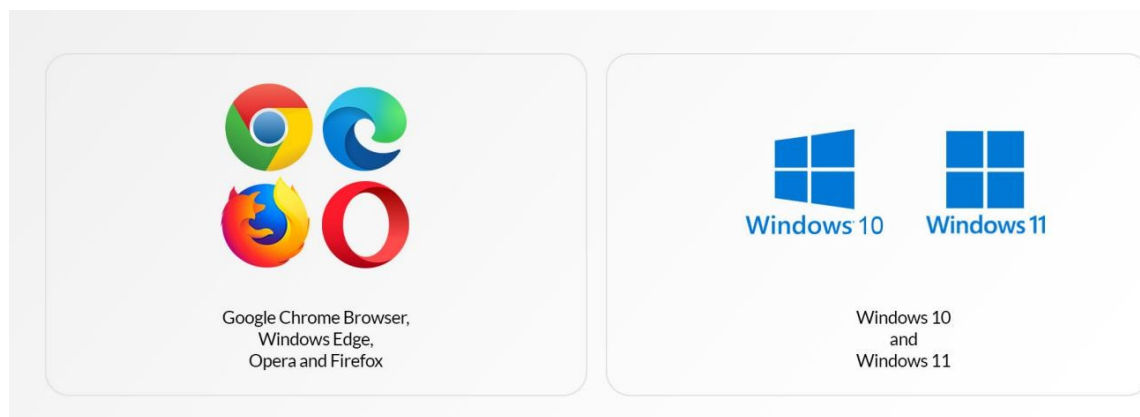


## 4. Pre-Requisites for Cross Border Trade and Financial Transactions

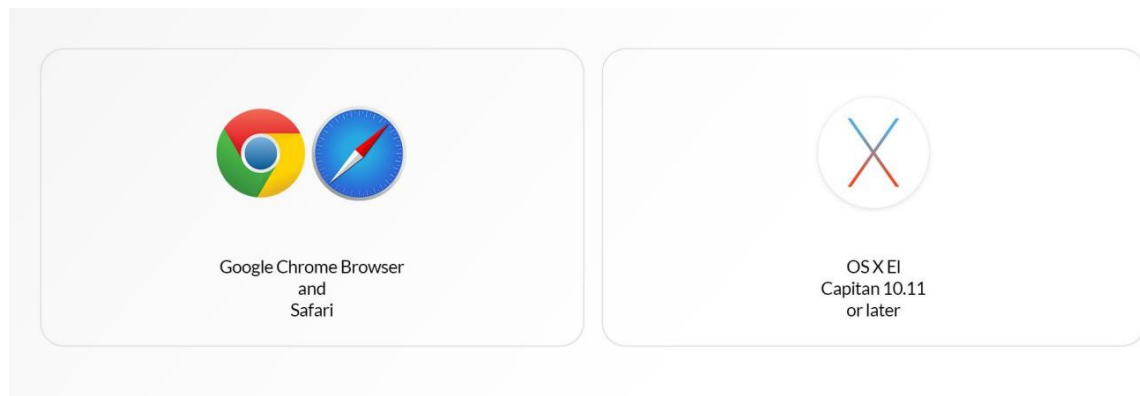
- i. Shipping agents must have an active subscription and registered with Pakistan Single Window (PSW).
- ii. Users must have valid PCS application credentials.
- iii. Shipping agents must be associated with shipping lines to perform the necessary operations through PCS.
- iv. Shipping agents must have a banking profile communicated to PSW by an AD.

## 5. System Requirements

To use PSW Portal on Windows®, the subscriber will require



To use PSW Portal on Mac®, the subscriber will need:



## 6. Step by Step Process

### 6.1. User login - External User

- i. Please visit “www.pcs.gov.pk” and click on the “Member Area” button.

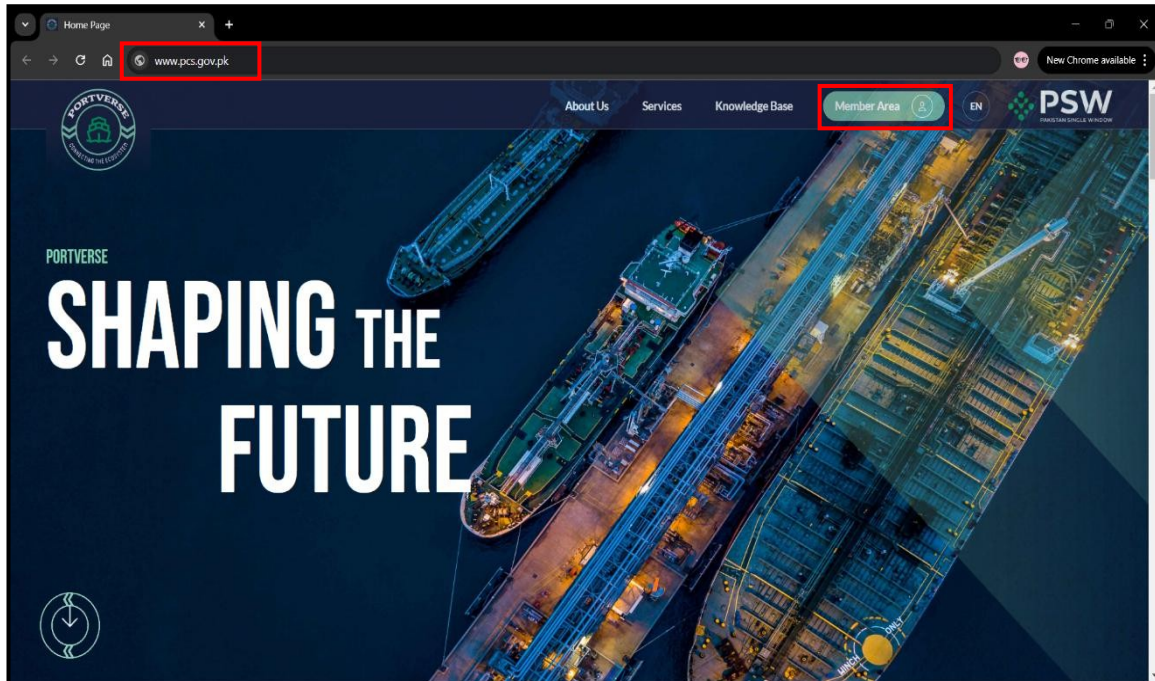


Figure 1 - PCS Portal

- ii.

Figure 2 - Login Screen Figure 3 - PCS Portal

- iii. Enter User ID and Password.
- iv. Click on Eye View icon to see password.
- v. After clicking the 'log in' button, main dashboard will appear.

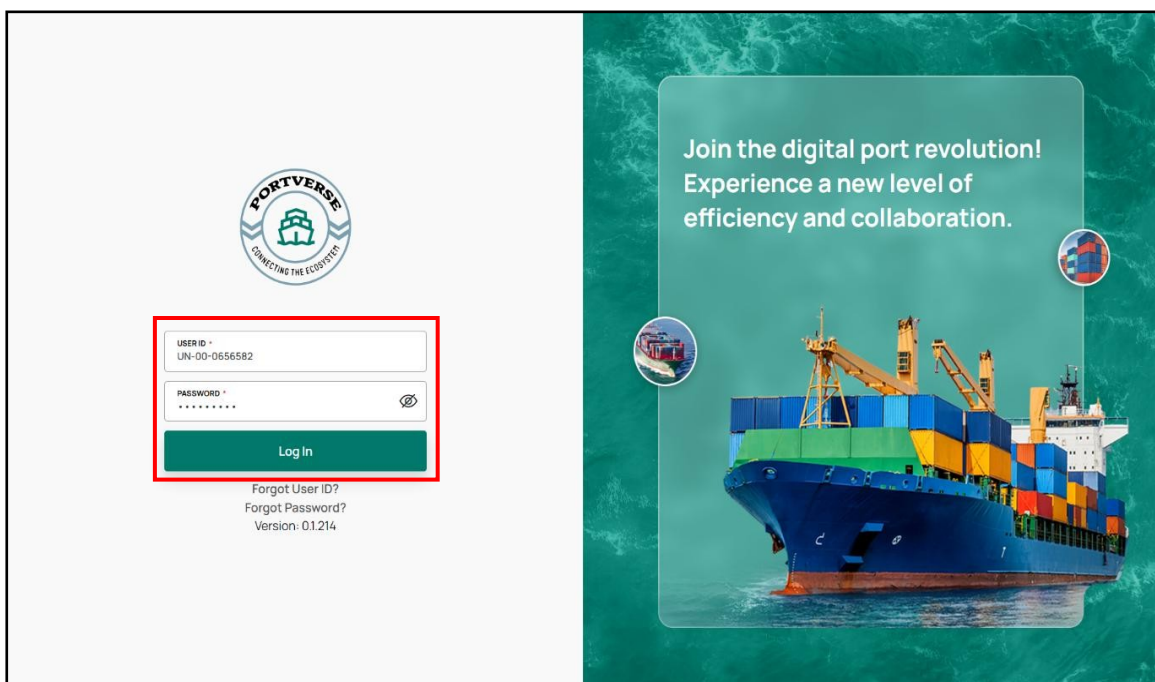


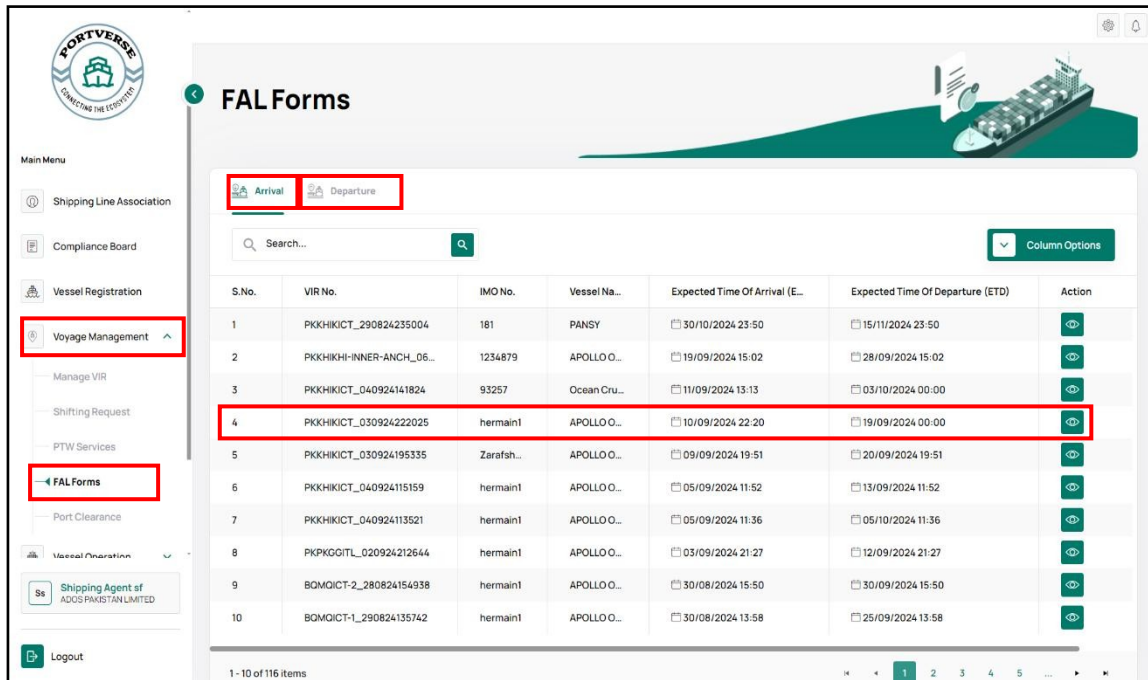
Figure 4 - Login Screen

Figure 5 - FAL Forms Figure 6 - Login Screen

## 6.2. Security Threat Reporting – Shipping Agent

### 6.2.1. Access to Security Threat Reporting

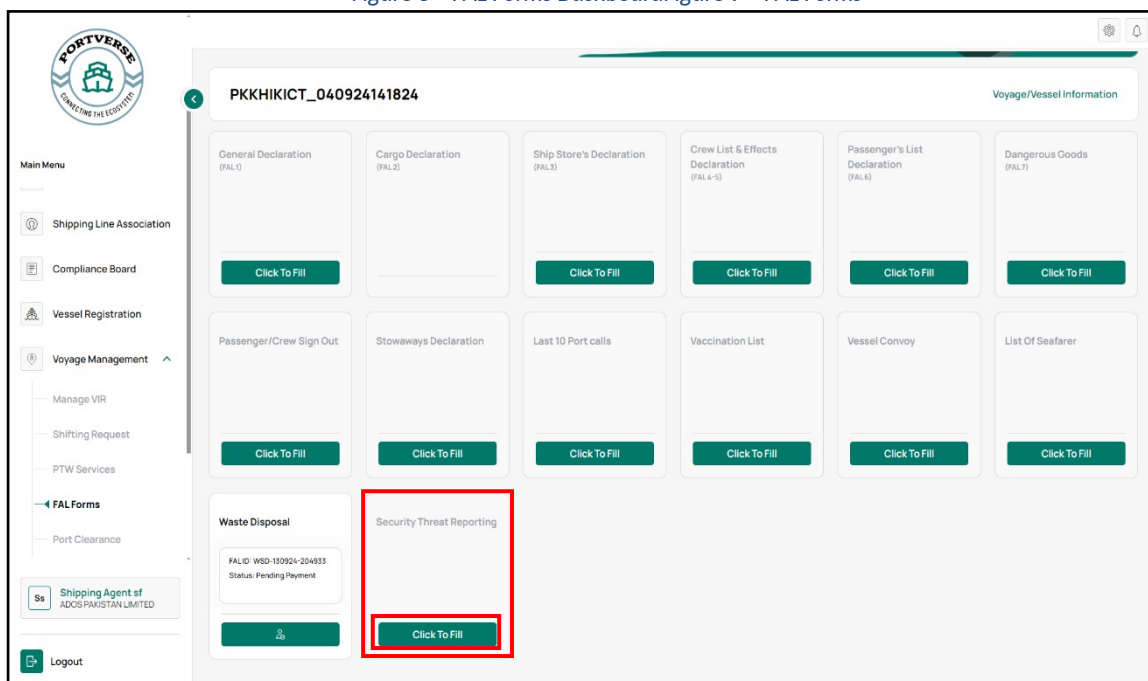
- i. Click on the “Voyage Management” to access the FAL Forms.
- ii. Click on the "FAL Forms" submenu under the Voyage Management.
- iii. Click on either of the "Arrival" or "Departure" tab.
- iv. Click on the “view” button next to a specific VIR.



S.No.	VIR No.	IMO No.	Vessel Na...	Expected Time Of Arrival (E...	Expected Time Of Departure (ETD)	Action
1	PKKHICT_290824235004	181	PANSY	30/10/2024 23:50	15/11/2024 23:50	👁
2	PKKHICT-INNER-ANCH_06...	1234879	APOLLO O...	19/09/2024 15:02	28/09/2024 15:02	👁
3	PKKHICT_040924141824	93257	Ocean Cru...	11/09/2024 13:13	03/10/2024 00:00	👁
4	PKKHICT_030924222025	hermain1	APOLLO O...	10/09/2024 22:20	19/09/2024 00:00	👁
5	PKKHICT_030924195335	Zarafsh...	APOLLO O...	09/09/2024 19:51	20/09/2024 19:51	👁
6	PKKHICT_040924115159	hermain1	APOLLO O...	05/09/2024 11:52	13/09/2024 11:52	👁
7	PKKHICT_040924113521	hermain1	APOLLO O...	05/09/2024 11:36	05/10/2024 11:36	👁
8	PKPGGITL_020924212644	hermain1	APOLLO O...	03/09/2024 21:27	12/09/2024 21:27	👁
9	BOMOICT-2_280824154938	hermain1	APOLLO O...	30/08/2024 15:50	30/09/2024 15:50	👁
10	BOMOICT-1_290824135742	hermain1	APOLLO O...	30/08/2024 13:58	25/09/2024 13:58	👁

Figure 7 – FAL Forms

Figure 8 – FAL Forms Dashboard Figure 9 – FAL Forms



PKKHICT\_040924141824

Voyage/Vessel Information

General Declaration (FAL 1)	Cargo Declaration (FAL 2)	Ship Store's Declaration (FAL 3)	Crew List & Effects Declaration (FAL 4-5)	Passenger's List Declaration (FAL 6)	Dangerous Goods (FAL 7)
Click To Fill	Click To Fill	Click To Fill	Click To Fill	Click To Fill	Click To Fill
Passenger/Crew Sign Out	Stowaways Declaration	Last 10 Port calls	Vaccination List	Vessel Convoy	List Of Seafarer
Click To Fill	Click To Fill	Click To Fill	Click To Fill	Click To Fill	Click To Fill
Waste Disposal FAL ID: WSD-130924-204933 Status: Pending Payment	Security Threat Reporting				
Click To Fill	Click To Fill				



Figure 10 – FAL Forms Dashboard

Figure 11 – Security Threat Reporting Form Figure 12 – FAL Forms Dashboard

### 6.2.2. Submit Security Threat Reporting Form

- i. Fill / select the required fields.

The screenshot shows the 'Security Threat Reporting' form. The left sidebar contains a 'Main Menu' with options like 'Shipping Line Association', 'Compliance Board', 'Vessel Registration', 'Voyage Management', 'Manage VIR', 'Shifting Request', 'PTW Services', 'FAL Forms', and 'Port Clearance'. The 'FAL Forms' option is selected. The main content area is titled 'Security Threat Reporting' and shows the vessel ID 'PKKHICT\_040924141824'. There are two tabs: 'Security Threat' (selected) and 'Documents'. The form is divided into sections: 'Required Security Level' (with a dropdown menu), 'Required Security Level (Port Authority)' (with a dropdown menu), 'Particulars of the ship and contact details' (with fields for IMO NO., VESSEL NAME, PORT OF REGISTRY, FLAG, VESSEL TYPE, CALL SIGN, GROSS TONNAGE, and ARRIVAL PORT), and a bottom row of fields for INMARSAT CALL NUMBER, PORT FACILITY OF ARRIVAL, NAME OF COMPANY, and CSO NAME. The 'PORT OF REGISTRY' and the bottom row of fields are highlighted with red boxes.

Figure 13 – Security Threat Reporting Form

The screenshot shows the 'Security Threat Reporting' form, continuing from the previous one. The 'Particulars of the ship and contact details' section is visible, with fields for VESSEL TYPE, CALL SIGN, GROSS TONNAGE, ARRIVAL PORT, INMARSAT CALL NUMBER, PORT FACILITY OF ARRIVAL, NAME OF COMPANY, and CSO NAME. Below this is the 'CSO CONTACT DETAILS' field, which is highlighted with a red box. The next section is 'Port and port facility information', with fields for EXPECTED DATE AND TIME OF ARRIVAL [ETA] and PRIMARY PURPOSE. The final section is 'Information required by SOLAS regulation XI-2/9.2.1', which contains several questions and fields: 'Does the ship have a valid International Ship Security Certificate (ISSC)?' (Yes/No), 'ISSUED BY (NAME OF ADMINISTRATION OR RS.)' (Abdul Ghafoor), 'EXPIRY DATE' (24/10/2024 08:08), 'Does the ship have an approved Ship Security Plan (SSP) on board?' (Yes/No), 'Security Level at which the ship is currently operating?' (Security Level 2), and 'LOCATION OF SHIP AT THE TIME THIS REPORT IS MADE' (Qwadar). The 'Information required by SOLAS regulation XI-2/9.2.1' section is highlighted with a red box.

Figure 16 – Security Threat Reporting Form

Figure 17 – Security Threat Reporting Form Figure 18 – Security Threat Reporting Form



S.No	Port	Country	UN Locode	Arrival Date & Time	Departure Date & Time	Security Lev..	Action
1	Weifang	China	CN	28/08/2024 10:04	02/09/2024 00:00	Security Lev..	

Figure 19 – Security Threat Reporting Form

Figure 20 – Security Threat Reporting Form Figure 21 – Security Threat Reporting Form

S.No.	Date From	Date To	Location	Latitude	Longitude	Ship-to-ship activity
01	30/08/2024	04/09/2024	Karachi			Security

Figure 22 – Security Threat Reporting Form

Figure 23 – Security Threat Reporting Form Figure 24 – Security Threat Reporting Form



Figure 25 – Security Threat Reporting Form

Figure 26 – Security Threat Reporting Form Figure 27 – Security Threat Reporting Form

Copyright © Pakistan Single Window  
Figure 28 – Security Threat Reporting Form



- iii. Upload required documents.
- iv. Click on OK button.

Figure 31 – Security Threat Reporting Form

Figure 32 – Security Threat Reporting Form Figure 33 – Security Threat Reporting Form

Figure 34 – Security Threat Reporting Form

Figure 35 – Security Threat Reporting Form Figure 36 – Security Threat Reporting Form



- v. Upload document will be visible in the grid.
- vi. Click on “Submit” button.

Name	Document Type	Upload Date	Expiry Date	Comments	Action
0309202413412859-ship registry.txt	Certificate of Regi...	03/09/2024	DD/MM/YYYY		
2609202419590763-new.txt	Minimum Safe Ma...	26/09/2024	DD/MM/YYYY		

Figure 37 – Security Threat Reporting Form

Figure 38 – Security Threat Reporting Form Figure 39 – Security Threat Reporting Form

- vii. A confirmation alert will appear.
- viii. Click on “Yes” button.

Name	Document Type	Upload Date	Expiry Date	Comments	Action
0309202413412859-ship registry.txt	Certificate of Regi...	03/09/2024	DD/MM/YYYY		
2609202419590763-new.txt	Minimum Safe Ma...	26/09/2024	DD/MM/YYYY		

Figure 40 – Security Threat Reporting Form

- ix. Then a success alert appears.
- x. Click on "OK" button.

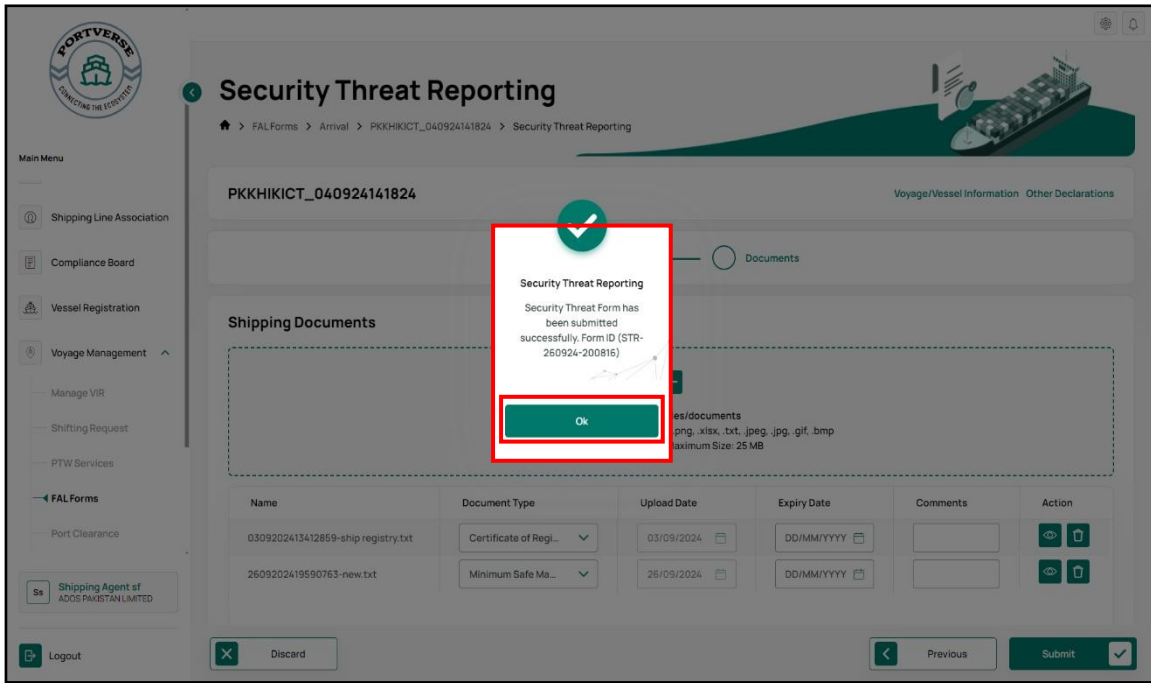


Figure 43 - Security Threat Reporting Form

Figure 44 - Security Threat Reporting Form Figure 45 - Security Threat Reporting Form

- xi. The submitted request will appear on the FAL Forms summary card with its ID and submission date.

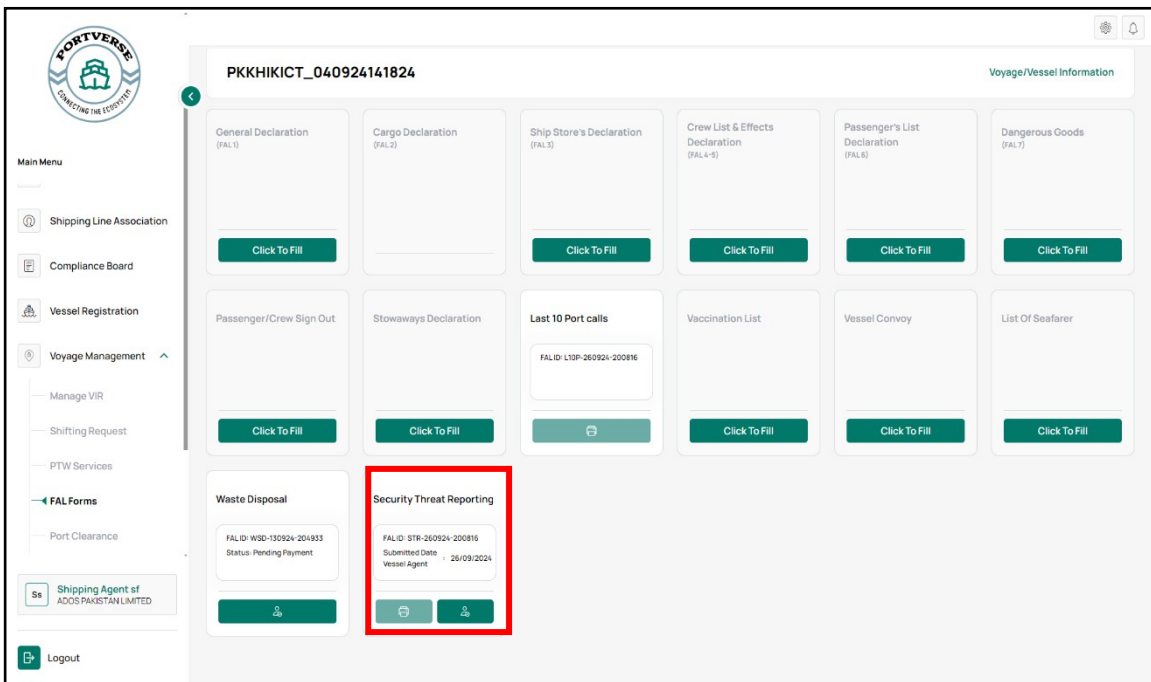


Figure 46 - Security Threat Reporting Form

Figure 47 - FAL Forms Dashboard Figure 48 - Security Threat Reporting Form



### 6.2.3. View Acknowledgement

- i. Click on the “View Acknowledgement” button on Security Threat Reporting card.

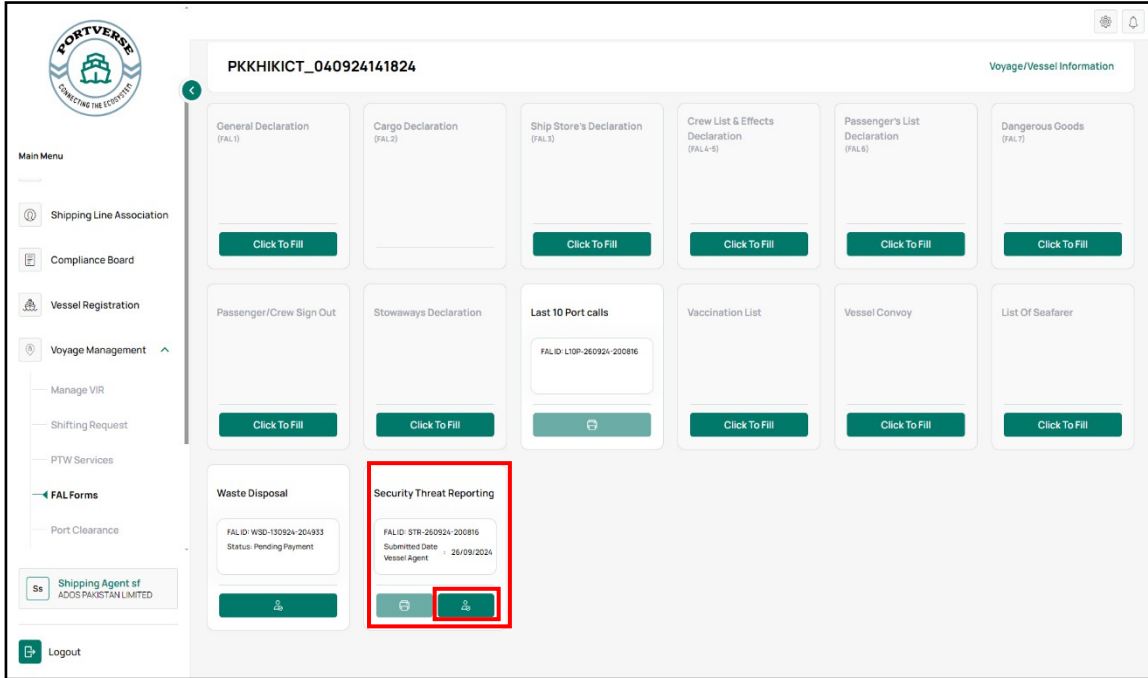


Figure 49 – FAL Forms Dashboard

Figure 50 – View Acknowledgement Status Figure 51 – FAL Forms Dashboard

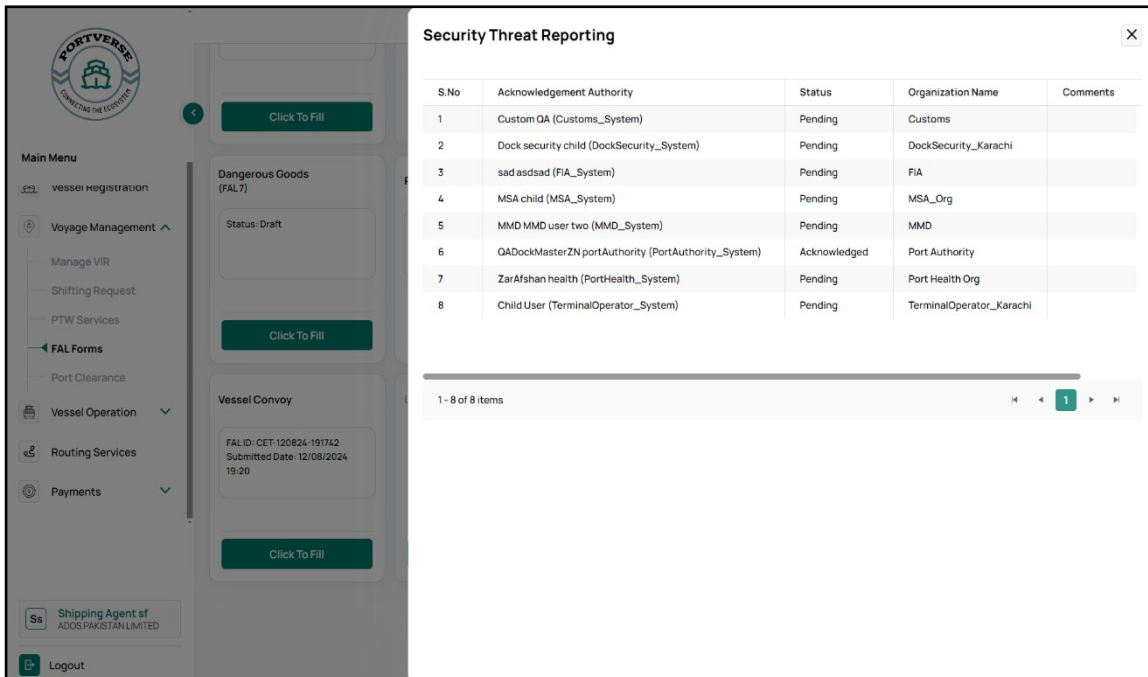


Figure 52 – View Acknowledgement Status

Figure 53 – View Acknowledgement Status



## 6.3. Waste Disposal Request Submission – Shipping Agent

### 6.3.1. Access to Waste Disposal

- Click on the **"Voyage Management"** to access the FAL Forms.
- Click on the **"FAL Forms"** submenu under the Voyage Management.
- Click on either of the **"Arrival"** or **"Departure"** tab.
- Click on the **"view"** button next to a specific VIR.

**FAL Forms**

Arrival | Departure

Search...

S.No.	VIR No.	IMO No.	Vessel Na...	Expected Time Of Arrival (E...	Expected Time Of Departure (ETD)	Action
1	PKKHIKICT_290824235004	181	PANSY	30/10/2024 23:50	15/11/2024 23:50	👁
2	PKKHIKHI-INNER-ANCH_06...	1234879	APOLLO O...	19/09/2024 15:02	28/09/2024 15:02	👁
3	PKKHIKICT_040924141824	93257	Ocean Cru...	11/09/2024 13:13	03/10/2024 00:00	👁
4	PKKHIKICT_030924222025	hermain1	APOLLO O...	10/09/2024 22:20	19/09/2024 00:00	👁
5	PKKHIKICT_030924195335	Zarafsh...	APOLLO O...	09/09/2024 19:51	20/09/2024 19:51	👁
6	PKKHIKICT_040924115159	hermain1	APOLLO O...	05/09/2024 11:52	13/09/2024 11:52	👁
7	PKKHIKICT_040924113521	hermain1	APOLLO O...	05/09/2024 11:36	05/10/2024 11:36	👁
8	PKPGGITL_020924212644	hermain1	APOLLO O...	03/09/2024 21:27	12/09/2024 21:27	👁
9	BOMOICT-2_280824154938	hermain1	APOLLO O...	30/08/2024 15:50	30/09/2024 15:50	👁
10	BOMOICT-1_290824135742	hermain1	APOLLO O...	30/08/2024 13:58	25/09/2024 13:58	👁

1 - 10 of 116 items

Figure 54 – FAL Forms

- Click on the **"Click To Fill"** button on waste Disposal card.

**FAL Forms Dashboard**

(FAL 1) (FAL 2) (FAL 3) (FAL 4-5) (FAL 6)

Total No Of MBL: 5

Click To Fill

Dangerous Goods (FAL 7)

Passenger/Crew Sign Out

Stowaways Declaration

Last 10 Port calls

Vaccination List

Click To Fill

Click To Fill

Click To Fill

Click To Fill

Click To Fill

Vessel Convoy

List Of Seafarer

Waste Disposal

Security Threat Reporting

Click To Fill

Click To Fill

Click To Fill

Click To Fill

Figure 55 – FAL Forms Dashboard

### 6.3.2. Submit Waste Disposal Request

- i. Fill / select the required fields.
- ii. Click on “Add New” button to add waste details.

The screenshot shows the 'Waste Disposal' form in the PORTVERSE system. The form is titled 'Waste Disposal' and shows a request for vessel 'PKKHICT\_030924222025'. The form fields are: LAST PORT WHERE WASTE WAS DELIVERED (Abu Dhabi), DATE OF LAST WASTE DELIVERY (26/09/2024 04:00), SERVICE PROVIDER COMPANY (Al Haj Chemicals), SERVICE PROVIDER REPRESENTATIVE (Abdul Shaakor), SERVICE REQUEST DATE & TIME (31/10/2024 18:00), NEXT PORT OF DELIVERY (Karachi Container Termin...), ANNUAL PORT (Wu Chong Kou), and TERMINAL (Wu Chong Kou). The remarks are 'Please handle carefully.' The 'Add New' button is highlighted with a red box.

Figure 56 – Waste Disposal Request

- iii. Fill out the required fields.
- iv. Click on “save” button.

The screenshot shows the 'Waste Disposal' form in the PORTVERSE system, with the 'Type and amount of waste for discharge to facility' modal open. The modal fields are: WASTE TYPE (MARPOL Annex II NLS), WASTE SUB-TYPE (Category Y), OTHER WASTE TYPE, QUANTITY (M3) (32), MAXIMUM DEDICATED STORAGE (432), AMOUNT OF WASTE RETAINED ON BOARD (52), PORT AT WHICH REMAINING WASTE WILL BE DELIVERED (Karachi Container Terminal), and ESTIMATE AMOUNT OF WASTE TO BE GENERATED BETWEEN NOTIFICATION AND NEXT PORT OF CALL (85). The 'Save' button is highlighted with a red box.

Figure 57 – Waste Disposal Request

- v. After saving the information, respective record will be displayed on the main screen.

**Waste Disposal**

PKKHICKT\_030924222025

Waste Disposal Request

LAST PORT WHERE WASTE WAS DELIVERED \* Abu Dhabi

DATE OF LAST WASTE DELIVERY \* 26/09/2024 04:00

SERVICE PROVIDER COMPANY \* Al Haj Chemicals

SERVICE PROVIDER REPRESENTATIVE \* Abdul Shakoor

SERVICE REQUEST DATE & TIME \* 31/10/2024 18:00

NEXT PORT OF DELIVERY Karachi Container Termin...

ARRIVAL PORT Wu Chong Kou

TERMINAL \* Wu Chong Kou

REMARKS Please handle carefully.

S.No	Waste Type	Waste Sub-type	Other Waste Type	Quantity(m3)	Maximum Dedicated Storage	Amount Of Waste Retained On Board	Port At
1	MARPOL Annex II NLS	Category Y		32	432	52	Karach

Figure 58 – Waste Disposal Request

- vi. Click on “next” button.

**Waste Disposal**

PKKHICKT\_030924222025

Waste Disposal Request

LAST PORT WHERE WASTE WAS DELIVERED \* Abu Dhabi

DATE OF LAST WASTE DELIVERY \* 26/09/2024 04:00

SERVICE PROVIDER COMPANY \* Al Haj Chemicals

SERVICE PROVIDER REPRESENTATIVE \* Abdul Shakoor

SERVICE REQUEST DATE & TIME \* 31/10/2024 18:00

NEXT PORT OF DELIVERY Karachi Container Termin...

ARRIVAL PORT Wu Chong Kou

TERMINAL \* Wu Chong Kou

REMARKS Please handle carefully.

Waste Retained On Board	Port At Which Remaining Waste Will Be Delivered	Estimate Amount Of waste To Be Generated Between Notification And Next Port Of Call	Action
	Karachi Container Terminal	85	

Next

Figure 59 – Waste Disposal Request



vii. Click on “+” icon to upload documents.

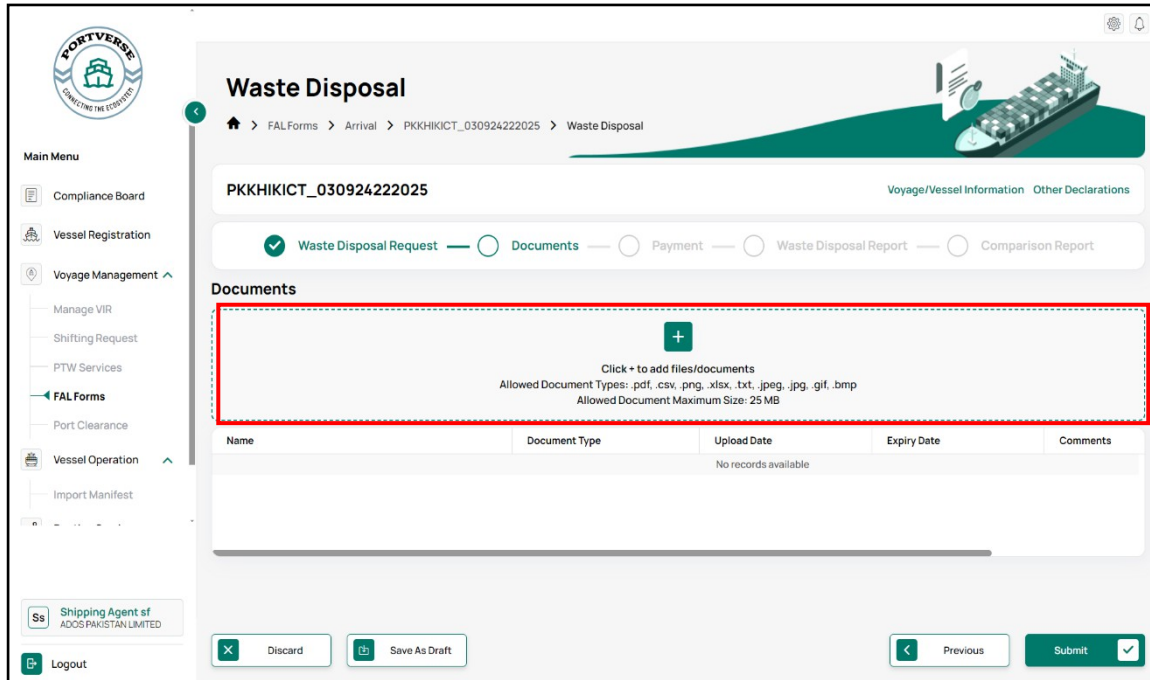


Figure 60 – Waste Disposal Request

viii. Select document(s) to upload.

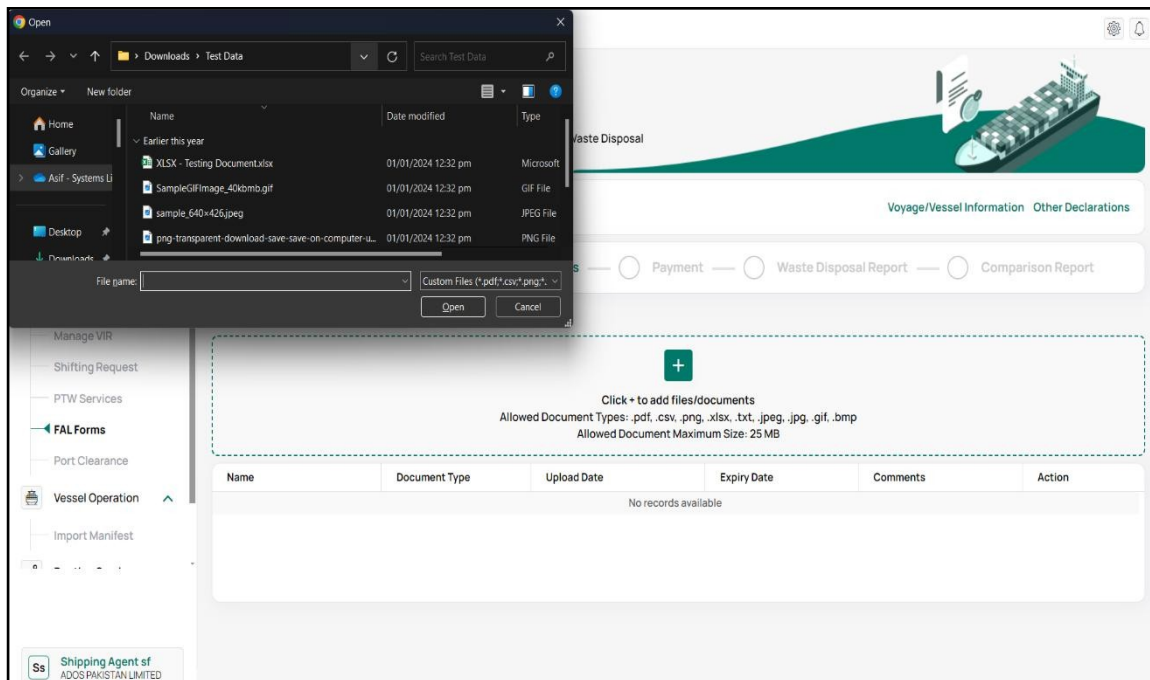


Figure 61 – Waste Disposal Request



- ix. Uploaded document(s) will be displayed in the grid.
- x. Click on the “Submit” button.

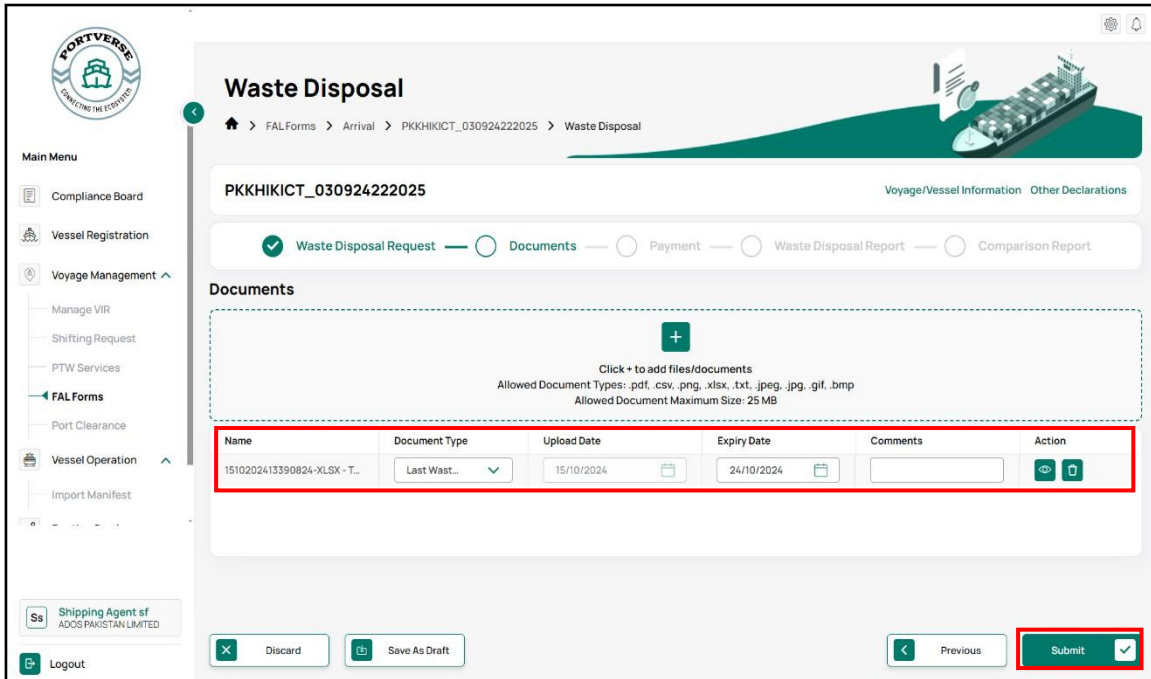


Figure 62 – Waste Disposal Request

- xi. A confirmation alert will appear.
- xii. Click on “Yes” button.

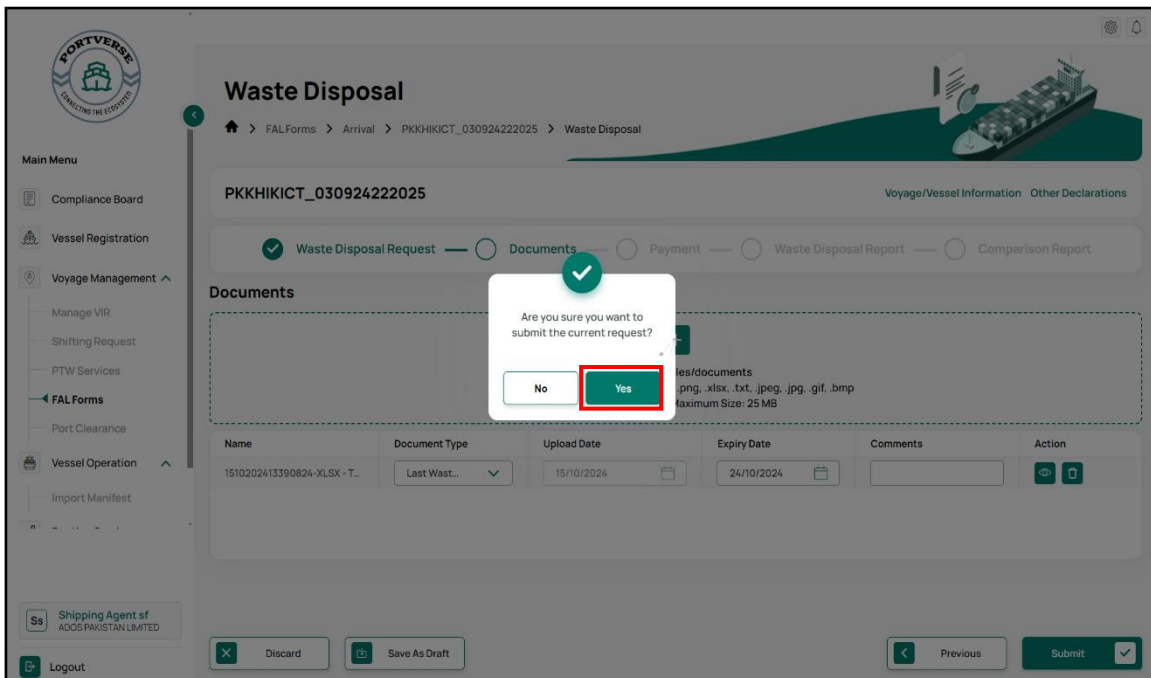


Figure 63 – Waste Disposal Request



- xiii. Then a success alert appears.
- xiv. Click on “OK” button.

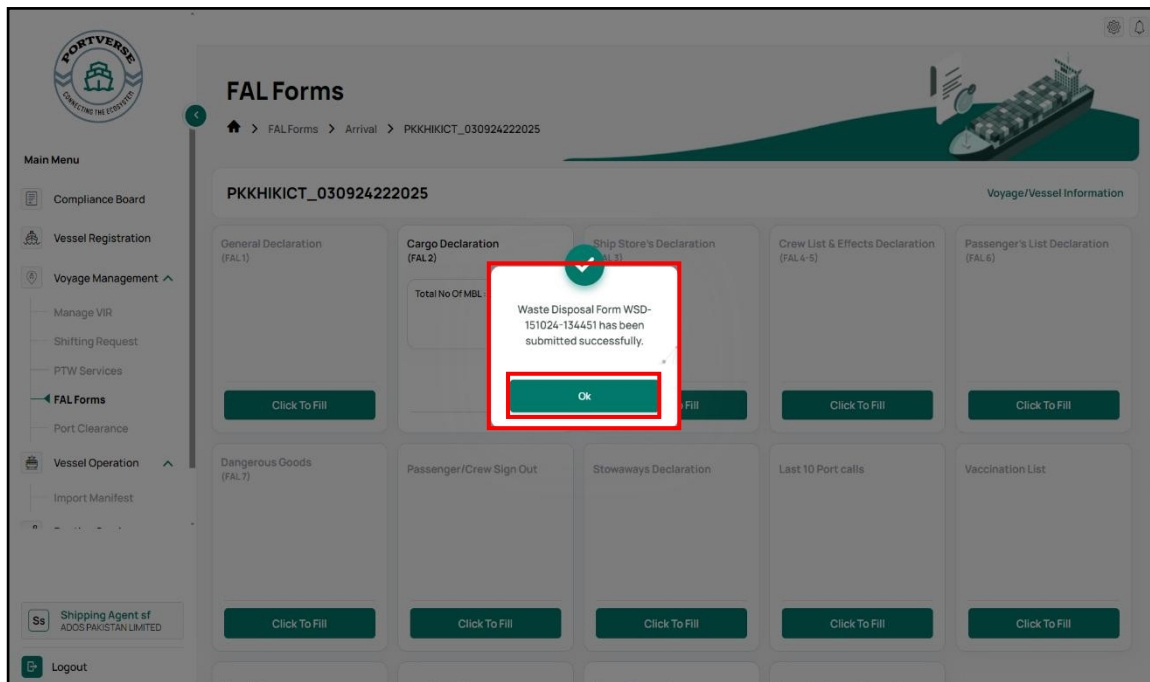
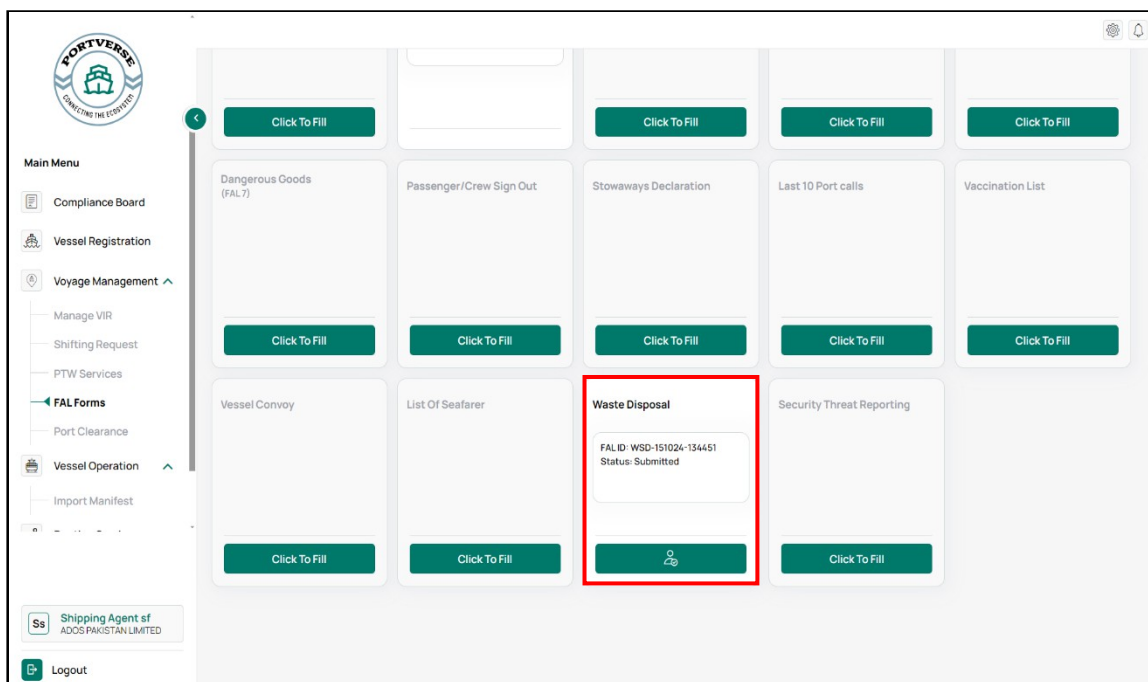


Figure 64 – Waste Disposal Request

- xv. The submitted request will appear on the FAL Forms summary card with its ID and 'Submitted' status.  
*Note: Submitted request is sent to Port Authority for approval*



## 6.4. Waste Disposal Payment – Shipping Agent

### 6.4.1. Access to Waste Disposal

- Click on the “Voyage Management” to access the FAL Forms.
- Click on the "FAL Forms" submenu under the Voyage Management.
- Click on either of the "Arrival" or "Departure" tab.
- Click on the “view” button next to a specific VIR.

S.No.	VIR No.	IMO No.	Vessel Na...	Expected Time Of Arrival (E...	Expected Time Of Departure (ETD)	Action
1	PKKHIKICT_290824235004	181	PANSY	30/10/2024 23:50	15/11/2024 23:50	👁
2	PKKHIKHI-INNER-ANCH_06...	1234879	APOLLO O...	19/09/2024 15:02	28/09/2024 15:02	👁
3	PKKHIKICT_040924141824	93257	Ocean Cru...	11/09/2024 13:13	03/10/2024 00:00	👁
4	PKKHIKICT_030924222025	hermain1	APOLLO O...	10/09/2024 22:20	19/09/2024 00:00	👁
5	PKKHIKICT_030924195335	Zarafsh...	APOLLO O...	09/09/2024 19:51	20/09/2024 19:51	👁
6	PKKHIKICT_040924115159	hermain1	APOLLO O...	05/09/2024 11:52	13/09/2024 11:52	👁
7	PKKHIKICT_040924113521	hermain1	APOLLO O...	05/09/2024 11:36	05/10/2024 11:36	👁
8	PKPGGITL_020924212644	hermain1	APOLLO O...	03/09/2024 21:27	12/09/2024 21:27	👁
9	BOMOICT-2_280824154938	hermain1	APOLLO O...	30/08/2024 15:50	30/09/2024 15:50	👁
10	BOMOICT-1_290824135742	hermain1	APOLLO O...	30/08/2024 13:58	25/09/2024 13:58	👁

Figure 66 – FAL Forms

- Click on the waste disposal card on FAL Forms dashboard screen.

**Note: If the waste disposal request is approved by the Port Authority, Waste Disposal request status will be displayed as “Pending Payment.”**

Dashboard overview with various cards:

- Total No Of MBL : 5
- Dangerous Goods (FAL 7)
- Passenger /Crew Sign Out
- Stowaways Declaration
- Last 10 Port calls
- Vaccination List
- Vessel Convoy
- List Of Seafarer
- Waste Disposal**  
FAL ID: WSD-151024-134451  
Status: Pending Payment
- Security Threat Reporting

Figure 67 – FAL Forms Dashboard

vi. Click on the “view” button on waste disposal grid.

The screenshot displays the 'Waste Disposal' section of the FAL Forms Dashboard. The breadcrumb trail is: Home > FAL Forms > Arrival > PKKCTKICT\_030924222025 > Waste Disposal. The main content area shows a search bar and a table with the following data:

Form ID	Requested By	Submission Date & Time	Status	Remarks	Action
WSD-151024-134451	Shipping Agent	15/10/2024 13:44	Pending Payment	Please handle carefully.	

The table indicates 1 - 1 of 1 items. The user is logged in as 'ShippingAgent\_System'.

Figure 68 – Waste Disposal Request

## 6.4.2. Submit Waste Disposal Payment

- i. Review the payment details.
- ii. Click on “view” button.

Figure 69 – Waste Disposal Request

- iii. Click on “x” button to close overlay.

Figure 70 – Waste Disposal Request

iv. Click on “submit” button.

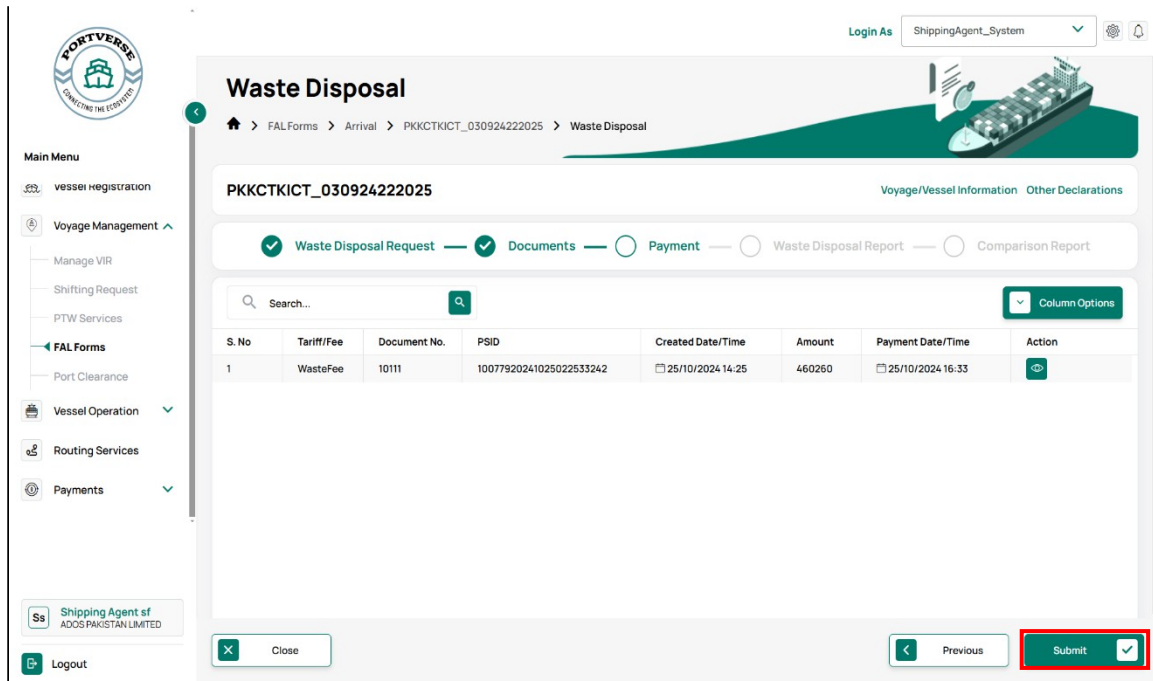


Figure 71 - Waste Disposal Request

- vi. A confirmation alert will appear.
- vii. Click on “Yes” button.

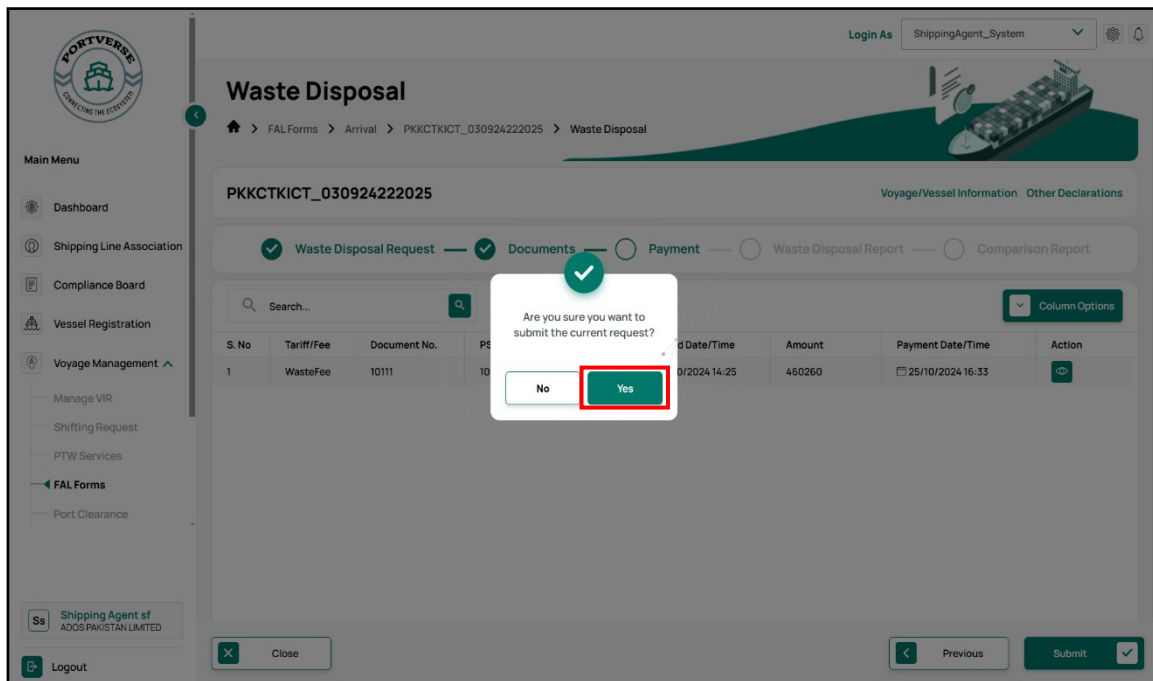


Figure 72 - Waste Disposal Request



- viii. Then a success alert appears.
- ix. Click on “OK” button.

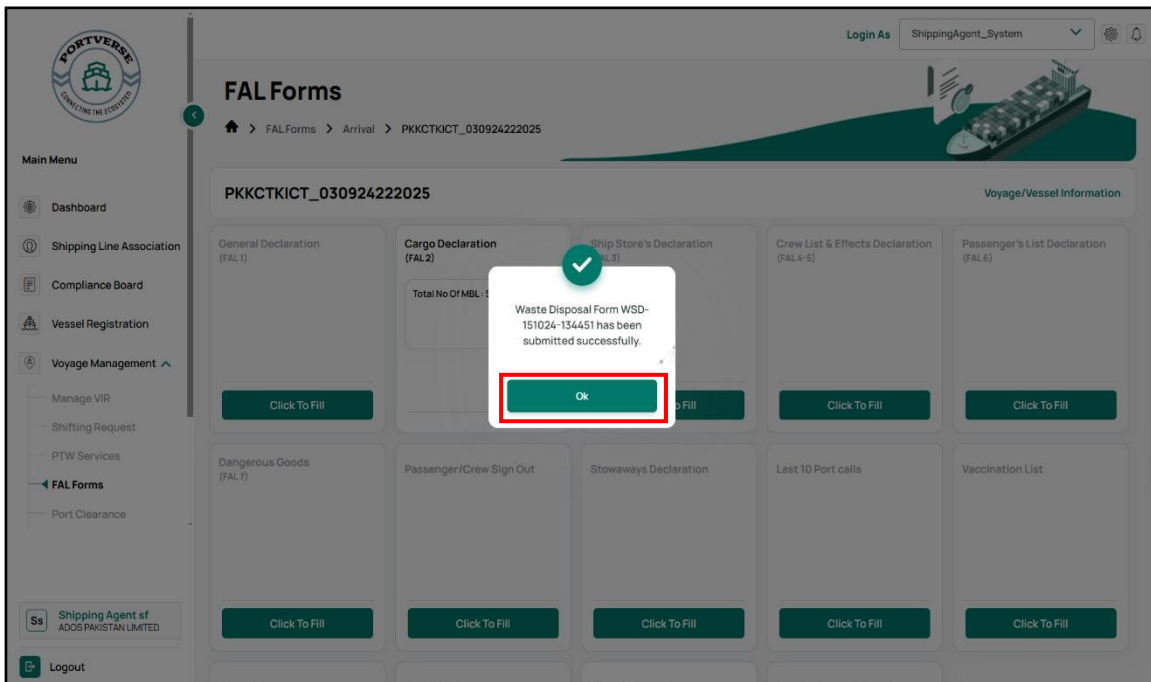


Figure 73 – Waste Disposal Request

- x. The submitted request will appear on the FAL Forms summary card with its ID and status.

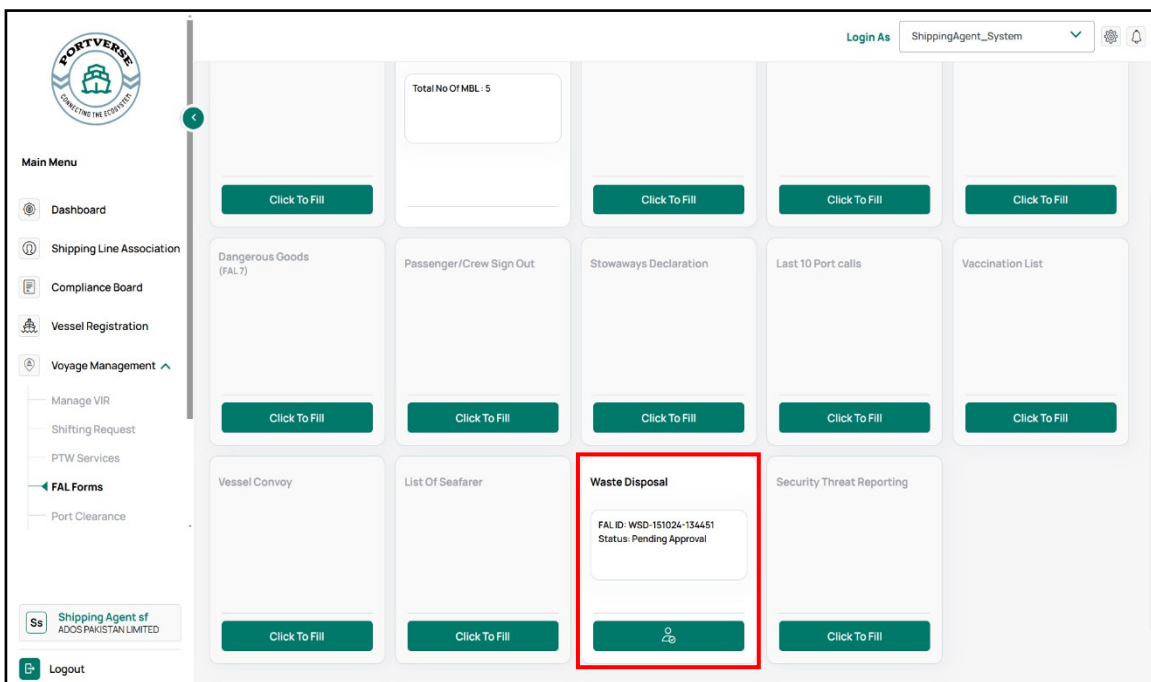
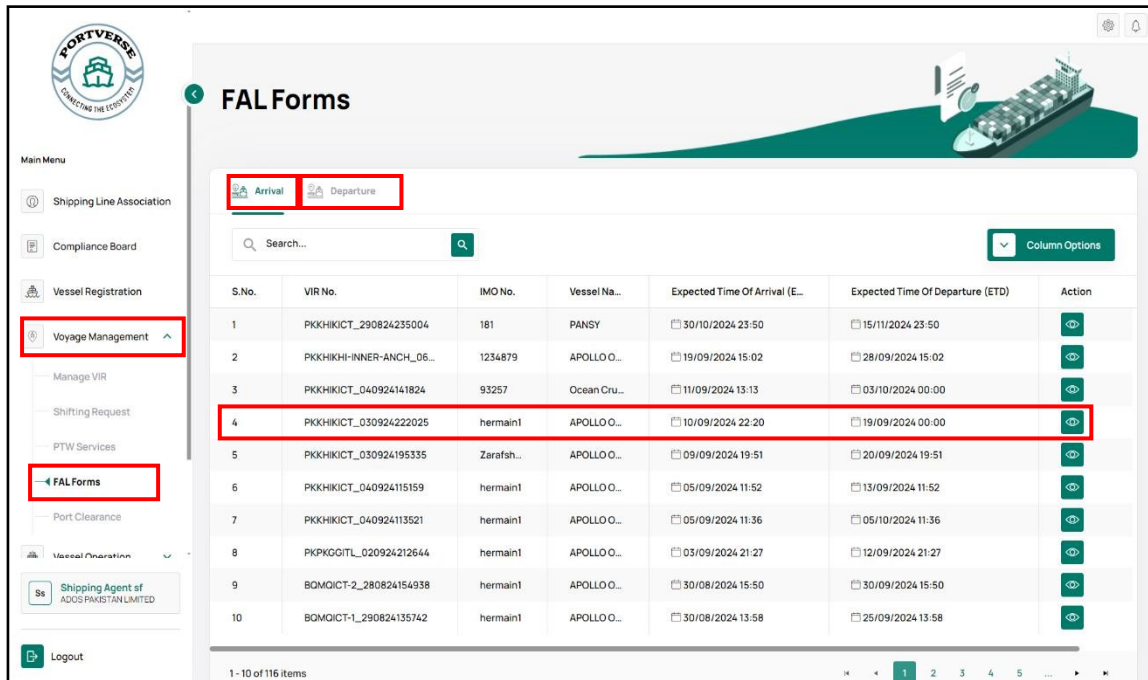


Figure 74 – FAL Forms Dashboard

## 6.5. Waste Disposal Penalty Payment – Shipping Agent

### 6.5.1. Access to Waste Disposal

- Click on the “Voyage Management” to access the FAL Forms.
- Click on the "FAL Forms" submenu under the Voyage Management.
- Click on either of the "Arrival" or "Departure" tab.
- Click on the “view” button next to a specific VIR.

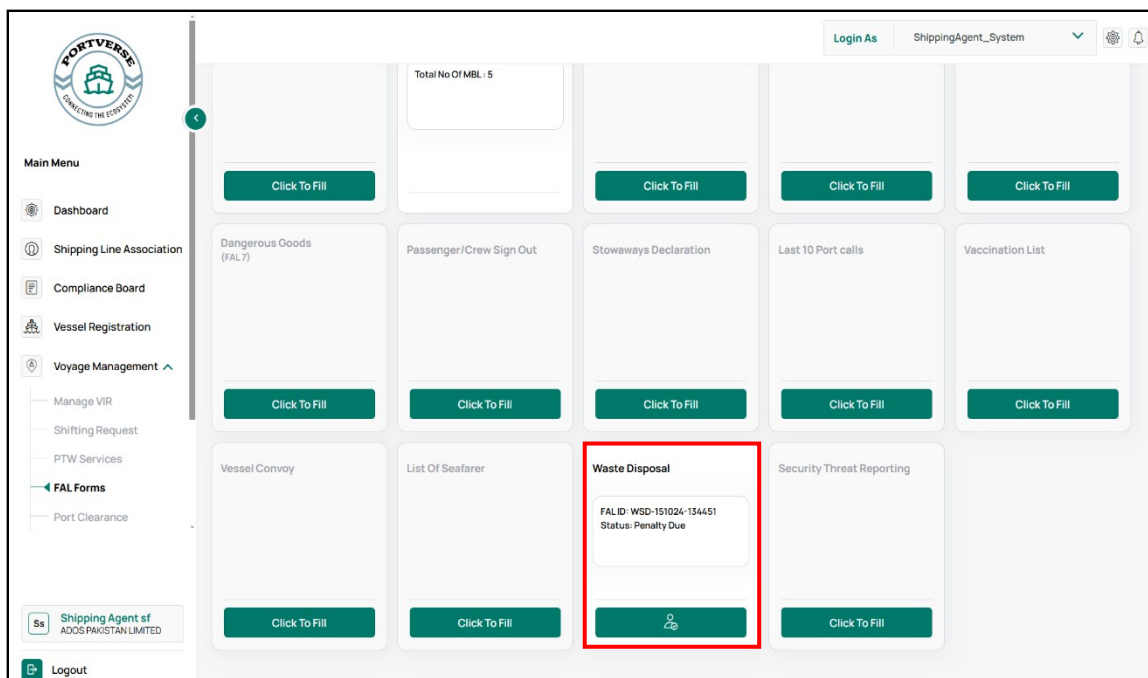


S.No.	VIR No.	IMO No.	Vessel Na...	Expected Time Of Arrival (E...	Expected Time Of Departure (ETD)	Action
1	PKKHIKICT_290824235004	181	PANSY	30/10/2024 23:50	15/11/2024 23:50	👁
2	PKKHIKHI-INNER-ANCH_06...	1234879	APOLLO O...	19/09/2024 15:02	28/09/2024 15:02	👁
3	PKKHIKICT_040924141824	93257	Ocean Cru...	11/09/2024 13:13	03/10/2024 00:00	👁
4	PKKHIKICT_030924222025	hermain1	APOLLO O...	10/09/2024 22:20	19/09/2024 00:00	👁
5	PKKHIKICT_030924195335	Zarafsh...	APOLLO O...	09/09/2024 19:51	20/09/2024 19:51	👁
6	PKKHIKICT_040924115159	hermain1	APOLLO O...	05/09/2024 11:52	13/09/2024 11:52	👁
7	PKKHIKICT_040924113521	hermain1	APOLLO O...	05/09/2024 11:36	05/10/2024 11:36	👁
8	PKPKGGITL_020924212644	hermain1	APOLLO O...	03/09/2024 21:27	12/09/2024 21:27	👁
9	BOMOICT-2_280824154938	hermain1	APOLLO O...	30/08/2024 15:50	30/09/2024 15:50	👁
10	BOMOICT-1_290824135742	hermain1	APOLLO O...	30/08/2024 13:58	25/09/2024 13:58	👁

Figure 75 – FAL Forms

- Click on the waste disposal card on FAL FORMS dashboard screen.

**Note: If there is any penalty amount applied on waste disposal request, Waste Disposal request status will be displayed as “Penalty Due.”**



Dashboard overview showing various cards with 'Click To Fill' buttons. The 'Waste Disposal' card is highlighted in red and contains the following information:

- FAL ID: WSD-151024-134451
- Status: Penalty Due



vi. Click on the “view” button on waste disposal grid.

**Waste Disposal**

PKKCKICT\_030924222025

Form ID	Requested By	Submission Date & Time	Status	Remarks	Action
WSD-151024-134451	Shipping Agent	15/10/2024 13:44	Penalty Due	Please handle carefully.	

Figure 77 - Waste Disposal Request

## 6.5.1. Submit Waste Disposal Penalty Payment

- i. Review the payment details.
- ii. Click on “view” button.

The screenshot displays the 'Waste Disposal' section of the PORTVERSE application. The breadcrumb trail is 'FALForms > Arrival > PKKCKTICT\_030924222025 > Waste Disposal'. The main content area shows a table with the following data:

S.No	Tariff/Fee	Document No.	PSID	Created Date/Time	Amount	Payment Date/Time	Action
1	WasteFee	10111	10077920241025022533242	25/10/2024 14:25	460260	25/10/2024 16:33	
1	Waste Disposal Penalty	10111	10077920241028123856193	28/10/2024 00:38	460260	28/10/2024 01:17	

Figure 78 – Waste Disposal Request

- iii. Click on “x” button to close overlay.

The screenshot shows the 'Payment' overlay window. The 'Payment Information' section contains the following details:

- IMO No.: hermain1
- VIR No.: PKKCKTICT\_030924222025
- Payment Type: PCS-WDP-FEE
- Document No.: 10111
- Creation Date/Time: 28/10/2024 00:38
- Vessel Agent NTN: 0656582
- Vessel Agent Business Name: ADOS PAKISTAN LIMITED
- Paid Date/Time: 28/10/2024 01:17

The 'Payment Breakup' section shows the following table:

Particulars	Amount
Waste Disposal Penalty	10
<b>Total</b>	<b>460260</b>

The 'Mode of Payment' section shows:

- Payment Mode: PSID: 10077920241028123856193
- Amount [PKR]: 460260
- In Words: Four Hundred and Sixty Thousand Two Hundred and Sixty Only

Figure 79 – Waste Disposal Request

iv. Click on “submit” button.

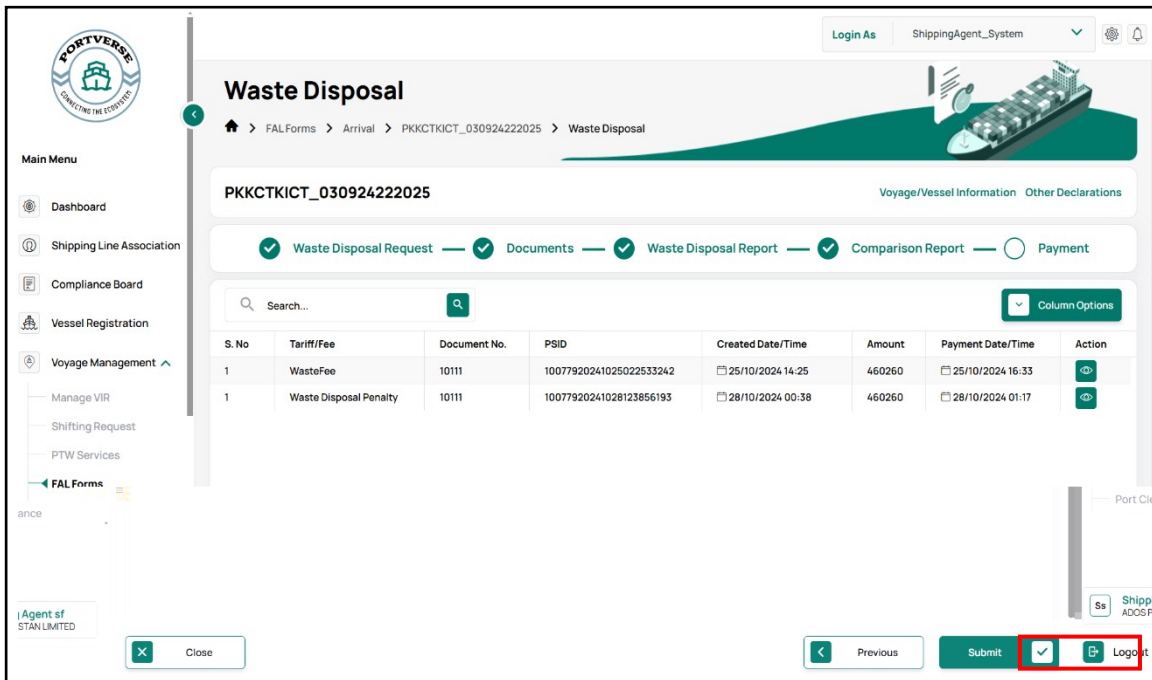


Figure 80 – Waste Disposal Request

- v. A confirmation alert will appear.
- vi. Click on “Yes” button.

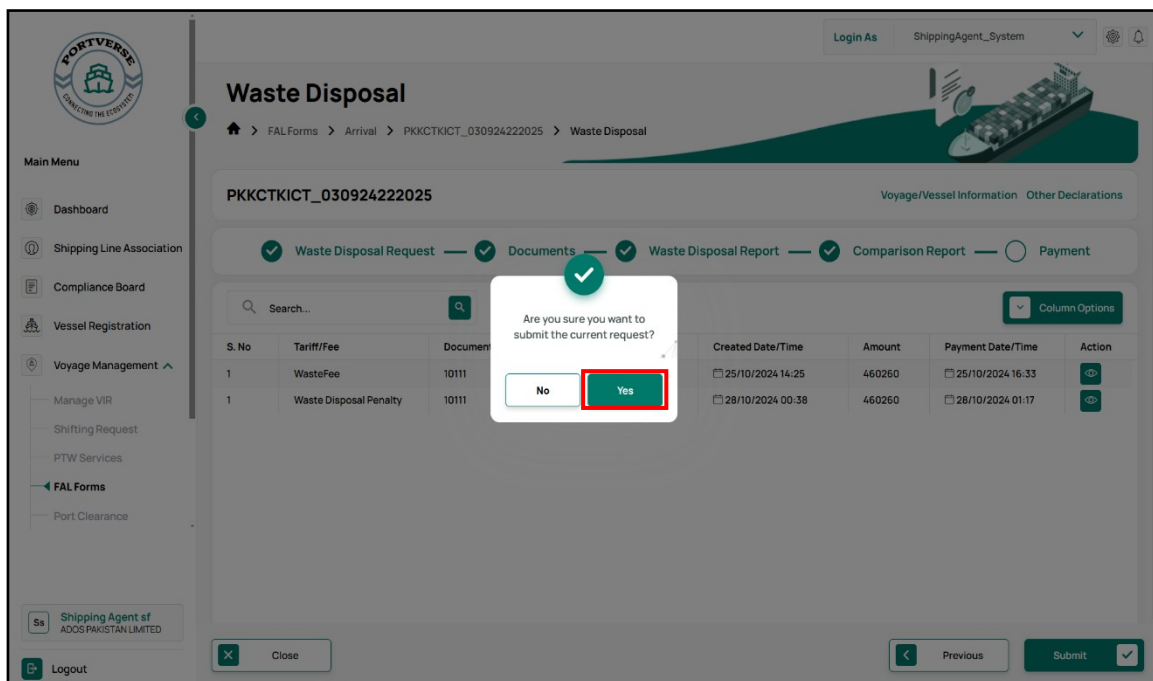


Figure 81 – Waste Disposal Request

- vii. Then a success alert appears.
- viii. Click on “OK” button.

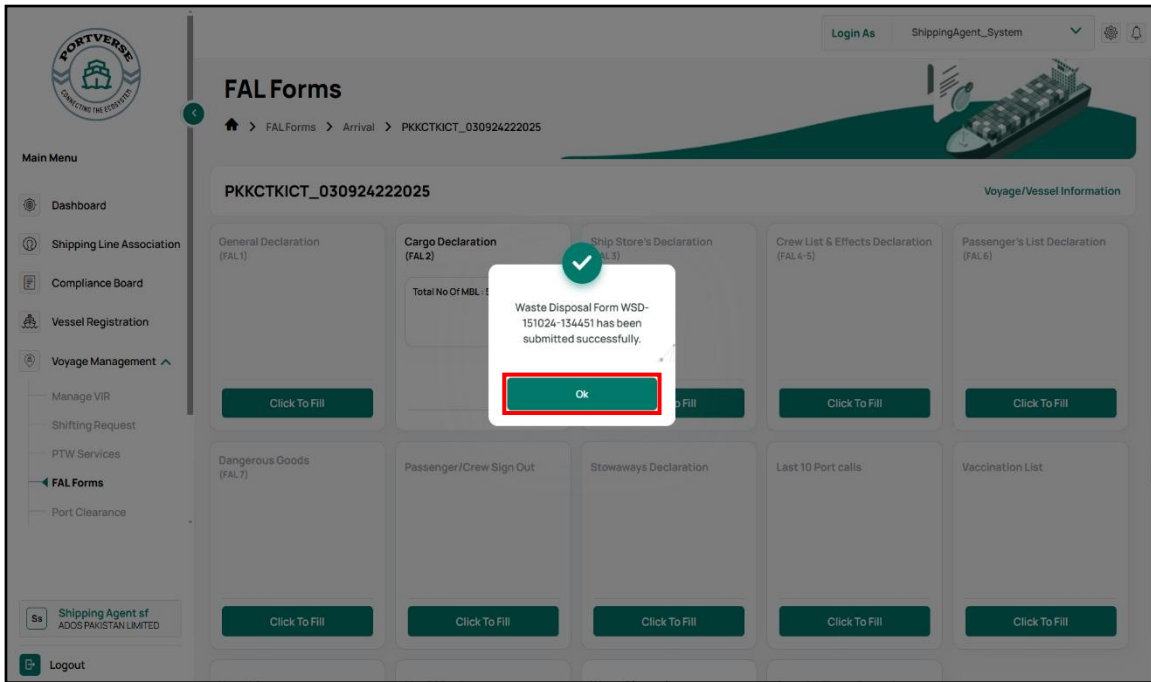


Figure 82 – Waste Disposal Request

- ix. The submitted request will appear on the FAL Forms summary card with its ID and “Penalty Paid” status.

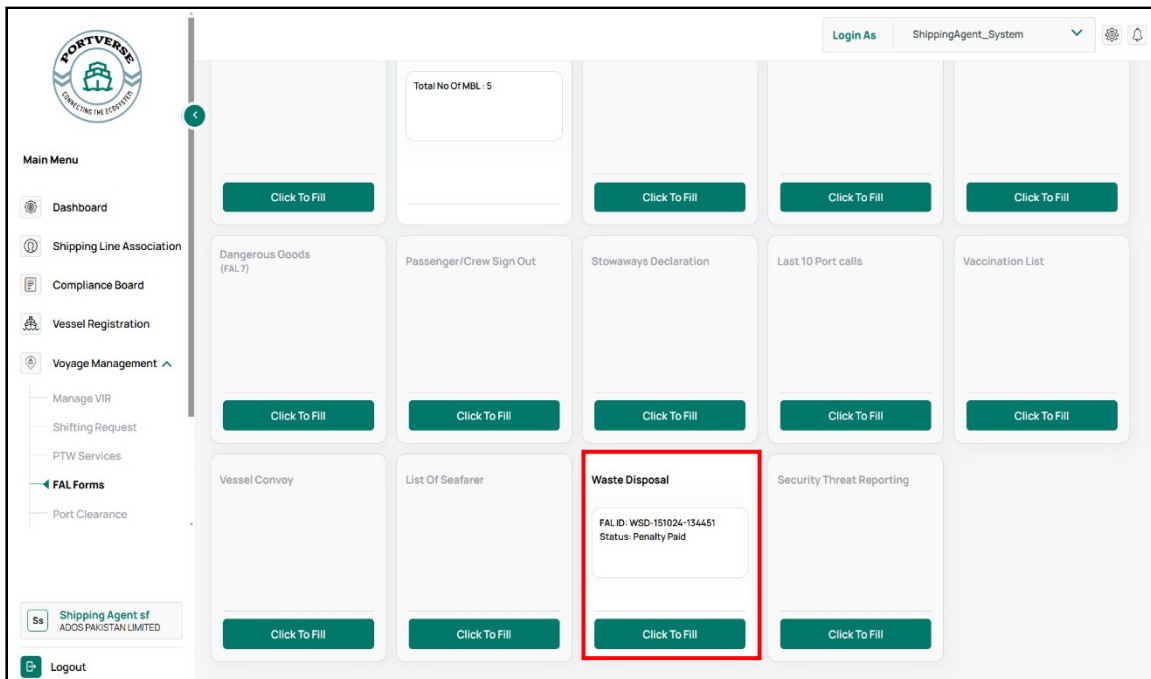


Figure 84 – FAL Forms



## 6.6. Last 10 Port Calls – Shipping Agent

### 6.6.1. Access to Last 10 Port Calls

- i. Click on the “Voyage Management” to access the FAL Forms.
- ii. Click on the "FAL Forms" submenu under the Voyage Management.
- iii. Click on either of the "Arrival" or "Departure" tab.
- iv. Click on the “view” button next to a specific VIR.

S.No.	VIR No.	IMO No.	Vessel Na...	Expected Time Of Arrival (E...	Expected Time Of Departure (ETD)	Action
1	PKKHIKICT_290824235004	181	PANSY	30/10/2024 23:50	15/11/2024 23:50	👁
2	PKKHIKHI-INNER-ANCH_06...	1234879	APOLLO O...	19/09/2024 15:02	28/09/2024 15:02	👁
3	PKKHIKICT_040924141824	93257	Ocean Cru...	11/09/2024 13:13	03/10/2024 00:00	👁
4	PKKHIKICT_030924222025	hermain1	APOLLO O...	10/09/2024 22:20	19/09/2024 00:00	👁
5	PKKHIKICT_030924195335	Zarafsh...	APOLLO O...	09/09/2024 19:51	20/09/2024 19:51	👁
6	PKKHIKICT_040924115159	hermain1	APOLLO O...	05/09/2024 11:52	13/09/2024 11:52	👁
7	PKKHIKICT_040924113521	hermain1	APOLLO O...	05/09/2024 11:36	05/10/2024 11:36	👁
8	PKPKGGITL_020924212644	hermain1	APOLLO O...	03/09/2024 21:27	12/09/2024 21:27	👁
9	BOMQICT-2_280824154938	hermain1	APOLLO O...	30/08/2024 15:50	30/09/2024 15:50	👁
10	BOMQICT-1_290824135742	hermain1	APOLLO O...	30/08/2024 13:58	25/09/2024 13:58	👁

Figure 85 – FAL Forms

Figure 86 – FAL Forms Dashboard

PKKCTKICT\_030924222025

Voyage/Vessel Information

General Declaration (FAL 1)	Cargo Declaration (FAL 2) Total No Of MBL: 5	Ship Store's Declaration (FAL 3)	Crew List & Effects Declaration (FAL 4-5)	Passenger's List Declaration (FAL 6)
Click To Fill	Click To Fill	Click To Fill	Click To Fill	Click To Fill
Dangerous Goods (FAL 7)	Passenger/Crew Sign Out	Stowaways Declaration	Last 10 Port calls	Vaccination List
Click To Fill	Click To Fill	Click To Fill	Click To Fill	Click To Fill

Figure 88 – FAL Forms Dashboard

## 6.6.2. Submit Last 10 Port Calls

- i. Click on “Add New” button.

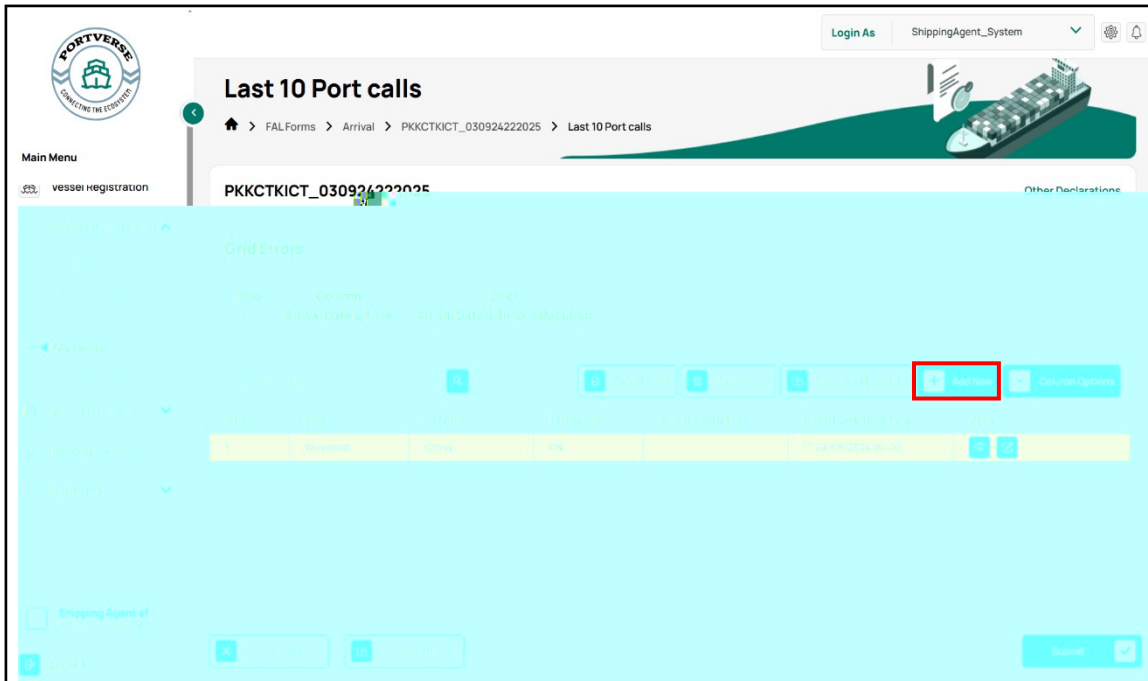


Figure 91 – Last 10 Port Calls

Figure 92 – Last 10 Port Calls Figure 93 – Last 10 Port Calls

- iii. Click on “save” button.

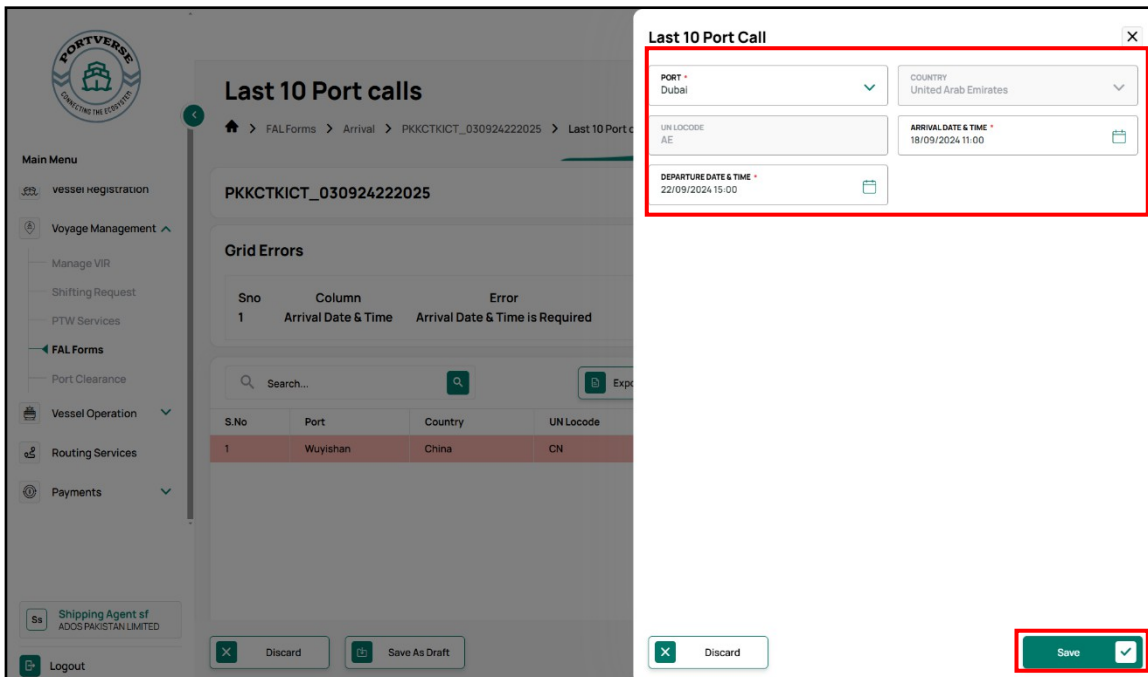


Figure 94 – Last 10 Port Calls

Figure 95 – Last 10 Port Calls Figure 96 – Last 10 Port Calls



- iv. After saving the information, respective record will be displayed on the main screen

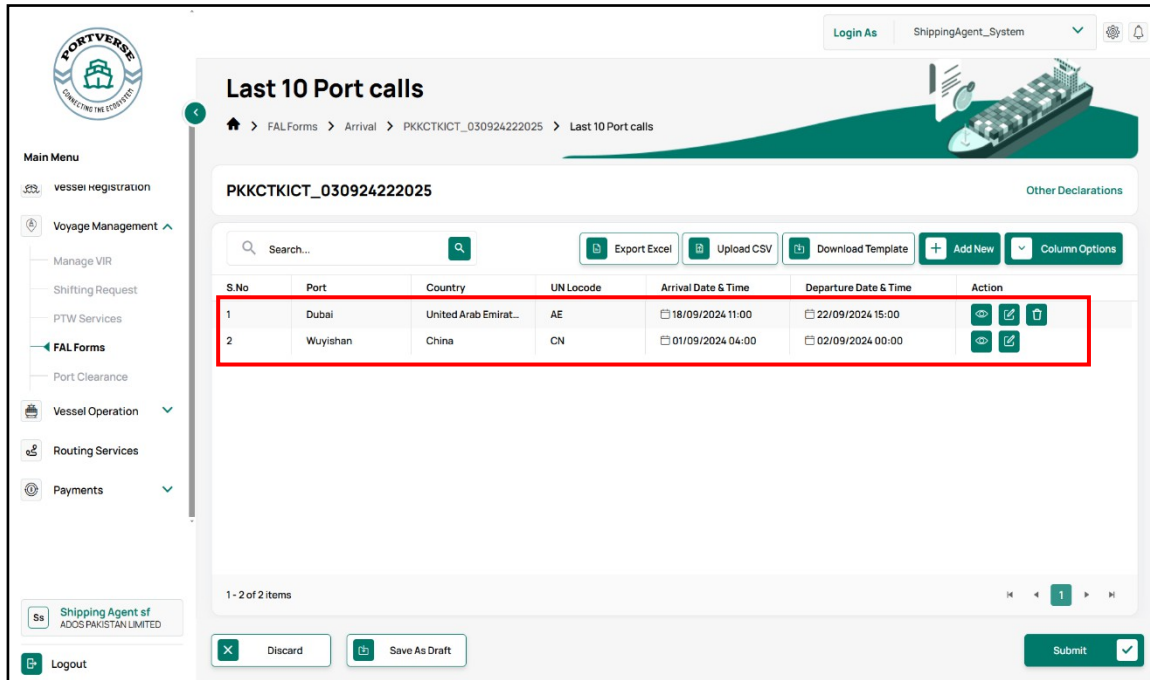


Figure 97 – Last 10 Port Calls

Figure 98 – Last 10 Port Calls Figure 99 – Last 10 Port Calls

- v. Repeat the above step until details pertaining to the last 10 ports are added in the form.
- vi. Alternatively, data can be added through Upload CSV functionality.
- vii. To download the Last 10 Port Calls template, click on the **“Download template”** button.
- viii. Click on **“submit”** button.

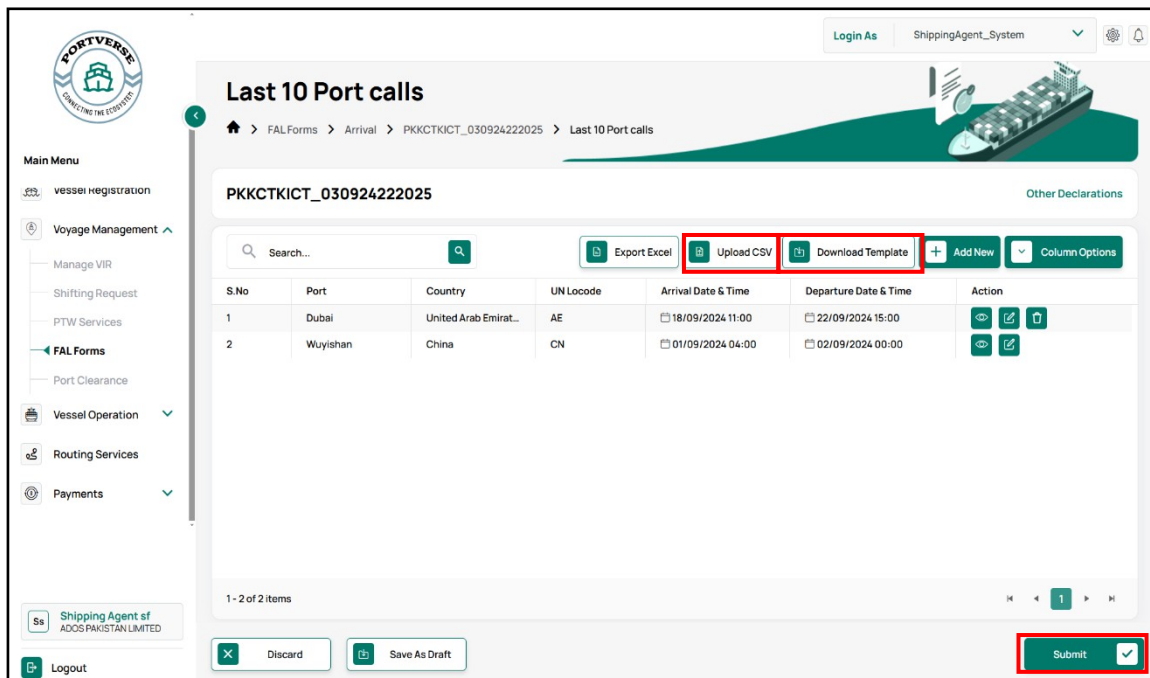


Figure 100 – Last 10 Port Calls

Figure 101 – Last 10 Port Calls Figure 102 – Last 10 Port Calls



- ix. A confirmation alert will appear.
- x. Click on the “Yes” button.

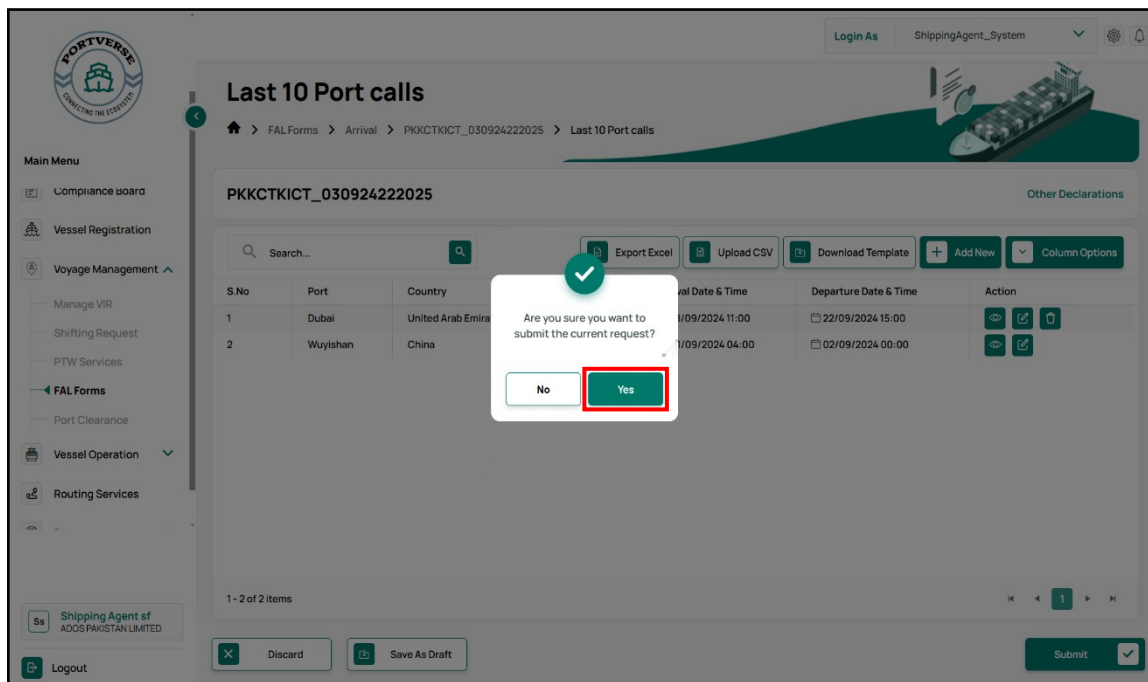


Figure 103 – Last 10 Port Calls

Figure 104 – Last 10 Port Calls Figure 105 – Last 10 Port Calls

- xii. Click on “OK” button.

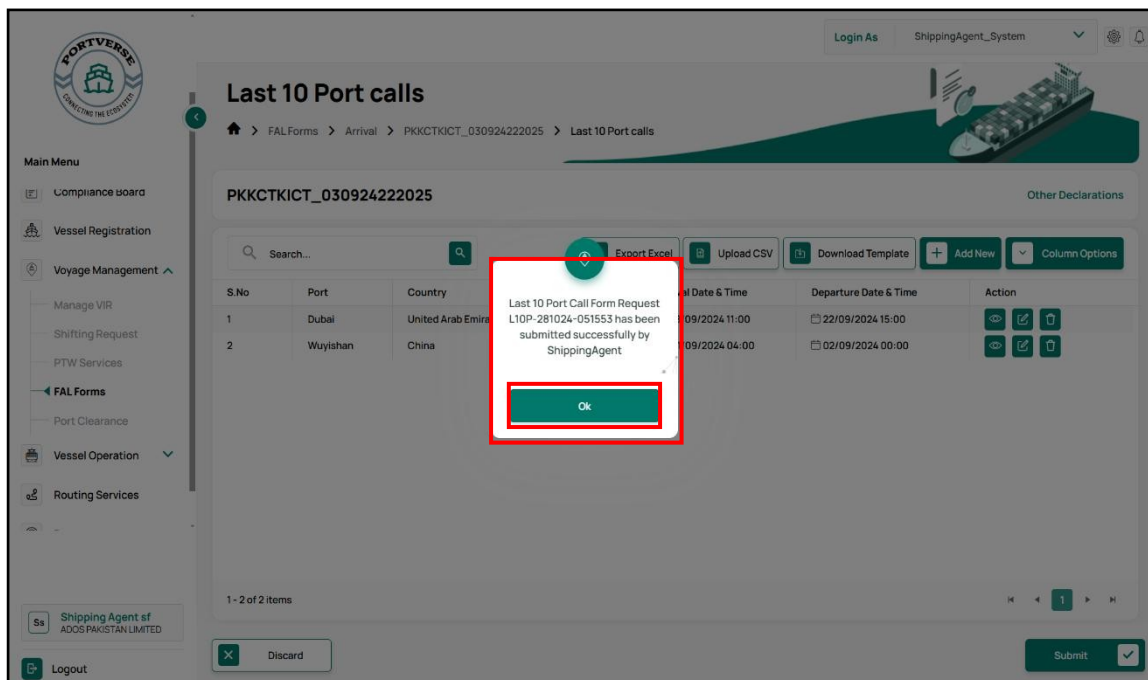


Figure 106 – Last 10 Port Calls

Figure 107 - FAL Forms Dashboard Screen Figure 108 – Last 10 Port Calls



- xiii. The submitted request will appear on the FAL Forms summary card with its ID and submission date.

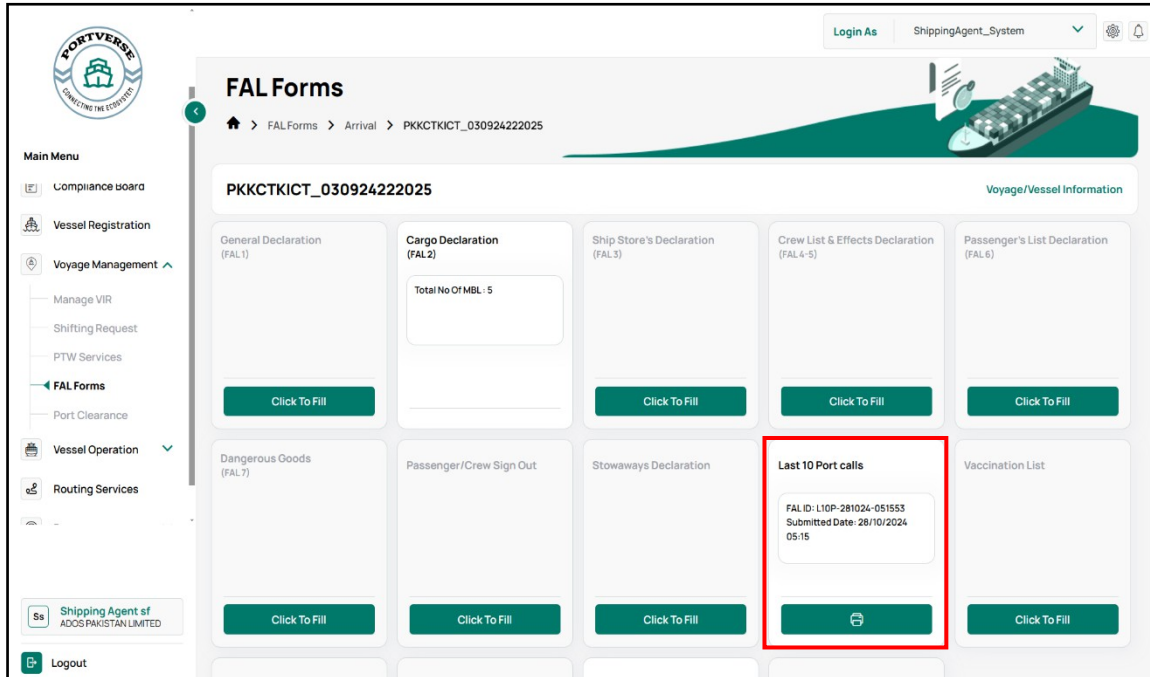


Figure 109 - FAL Forms Dashboard Screen

Figure 110 - FAL Forms Figure 111 - FAL Forms Dashboard Screen



## 6.7. List of Seafarer – Shipping Agent

### 6.7.1. Access to List of Seafarer

- i. Click on the “Voyage Management” to access the FAL Forms.
- ii. Click on the "FAL Forms" submenu under the Voyage Management.
- iii. Click on either of the "Arrival" or "Departure" tab.
- iv. Click on the “view” button next to a specific VIR.

S.No.	VIR No.	IMO No.	Vessel Na...	Expected Time Of Arrival (E...	Expected Time Of Departure (ETD)	Action
1	PKKHIKICT_290824235004	181	PANSY	30/10/2024 23:50	15/11/2024 23:50	
2	PKKHIKHI-INNER-ANCH_06...	1234879	APOLLO O...	19/09/2024 15:02	28/09/2024 15:02	
3	PKKHIKICT_040924141824	93257	Ocean Cru...	11/09/2024 13:13	03/10/2024 00:00	
4	PKKHIKICT_030924222025	hermain1	APOLLO O...	10/09/2024 22:20	19/09/2024 00:00	
5	PKKHIKICT_030924195335	Zarafsh...	APOLLO O...	09/09/2024 19:51	20/09/2024 19:51	
6	PKKHIKICT_040924115159	hermain1	APOLLO O...	05/09/2024 11:52	13/09/2024 11:52	
7	PKKHIKICT_040924113521	hermain1	APOLLO O...	05/09/2024 11:36	05/10/2024 11:36	
8	PKPKGGITL_020924212644	hermain1	APOLLO O...	05/09/2024 21:27	12/09/2024 21:27	
9	BQMOICT-2_280824154938	hermain1	APOLLO O...	30/08/2024 15:50	30/09/2024 15:50	
10	BQMOICT-1_290824135742	hermain1	APOLLO O...	30/08/2024 13:58	25/09/2024 13:58	

Figure 112 – FAL Forms

Figure 113 – FAL Forms Dashboard

The dashboard displays several modules, each with a "Click To Fill" button. The "List of Seafarer" module is highlighted with a red box. Other modules include "Total No of MBL: 5", "Dangerous Goods (FAL 7)", "Passenger/Crew Sign Out", "Stowaways Declaration", "Last 10 Port calls" (with FAL ID: L10P-281024-051553 and Submitted Date: 28/10/2024 05:15), "Vaccination List", "Vessel Convoy", "Waste Disposal" (with FAL ID: WSD-151024-134451 and Status: Closed), and "Security Threat Reporting".



## 6.7.2. Submit List of Seafarer

- i. Click on “Add New” button.

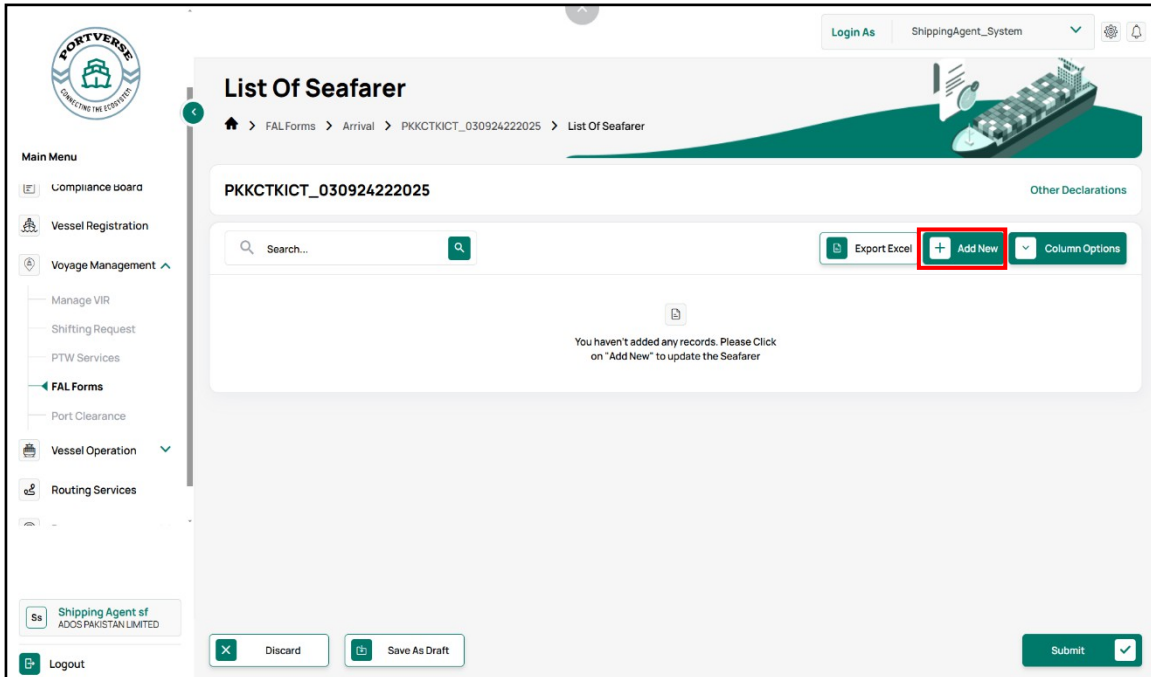


Figure 118 – List of Seafarer

Figure 119 – List of Seafarer Figure 120 – List of Seafarer

- iii. Click on “+” button to upload document.

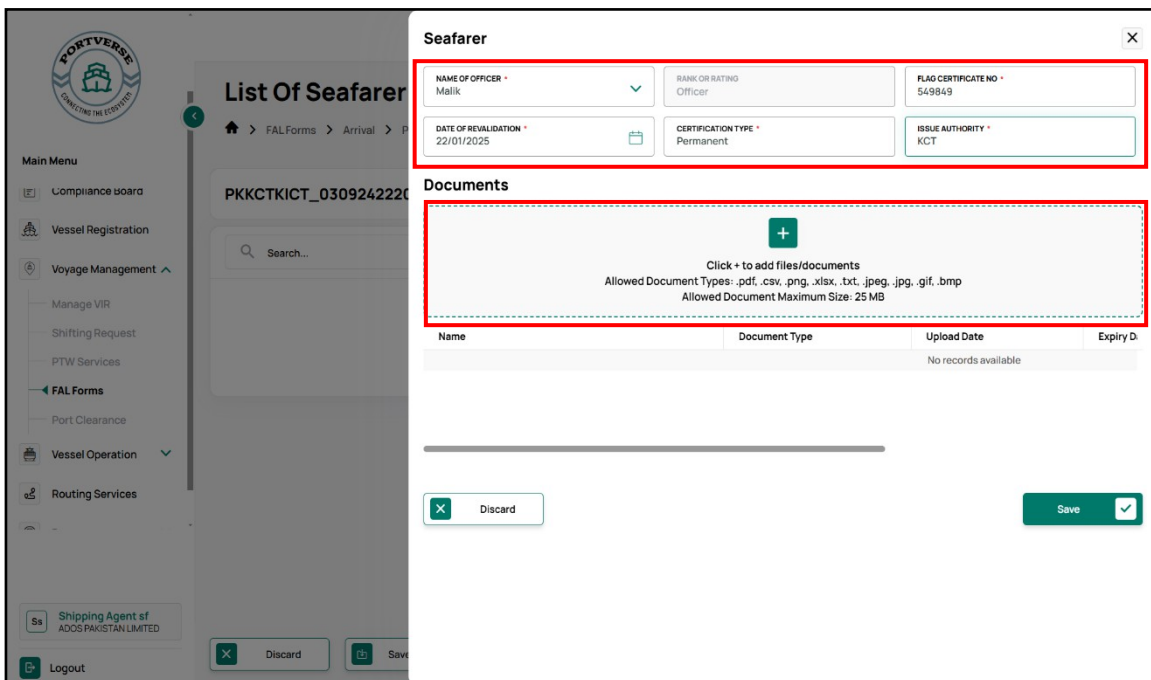




Figure 121 – List of Seafarer

Figure 122 – List of Seafarer Figure 123 – List of Seafarer

- iv. Select document to upload.

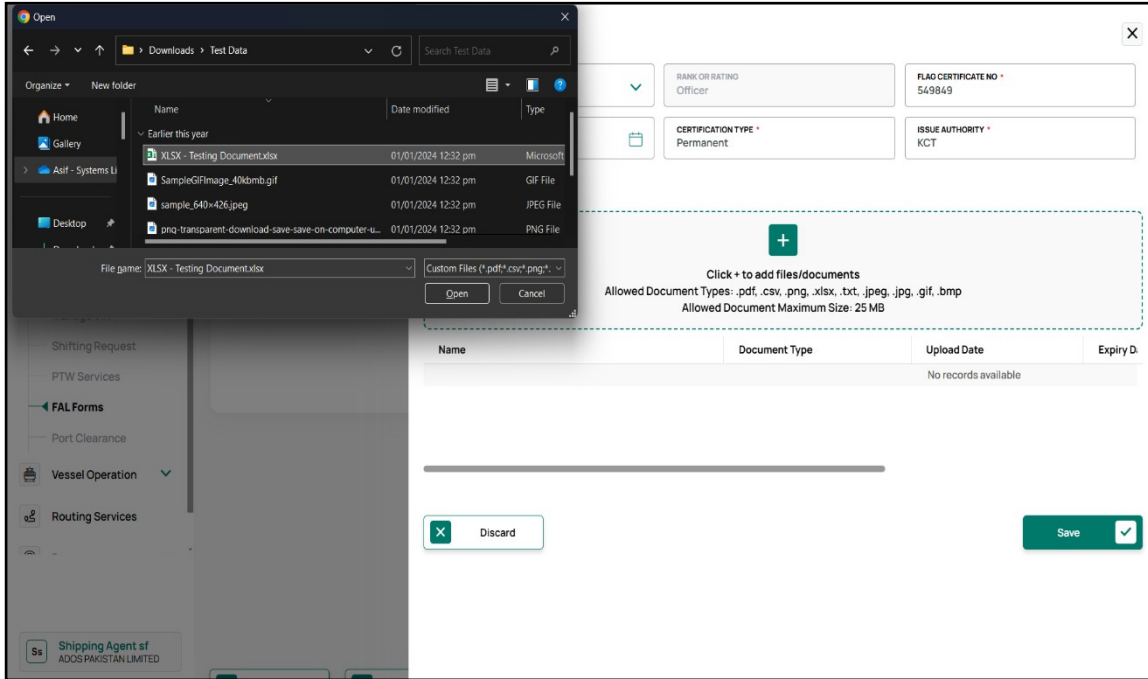


Figure 124 – List of Seafarer

Figure 125 – List of Seafarer Figure 126 – List of Seafarer

- v. Uploaded document will appear in the grid.
- vi. Click on “save” button.

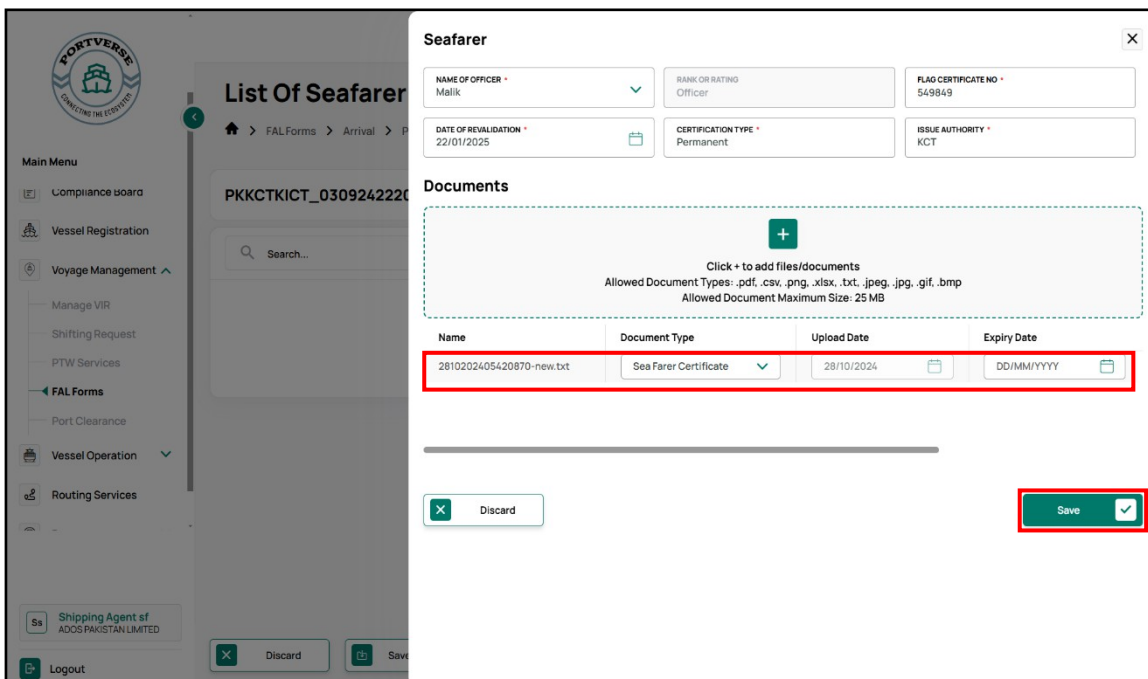


Figure 127 – List of Seafarer



vii. Click on “submit” button.

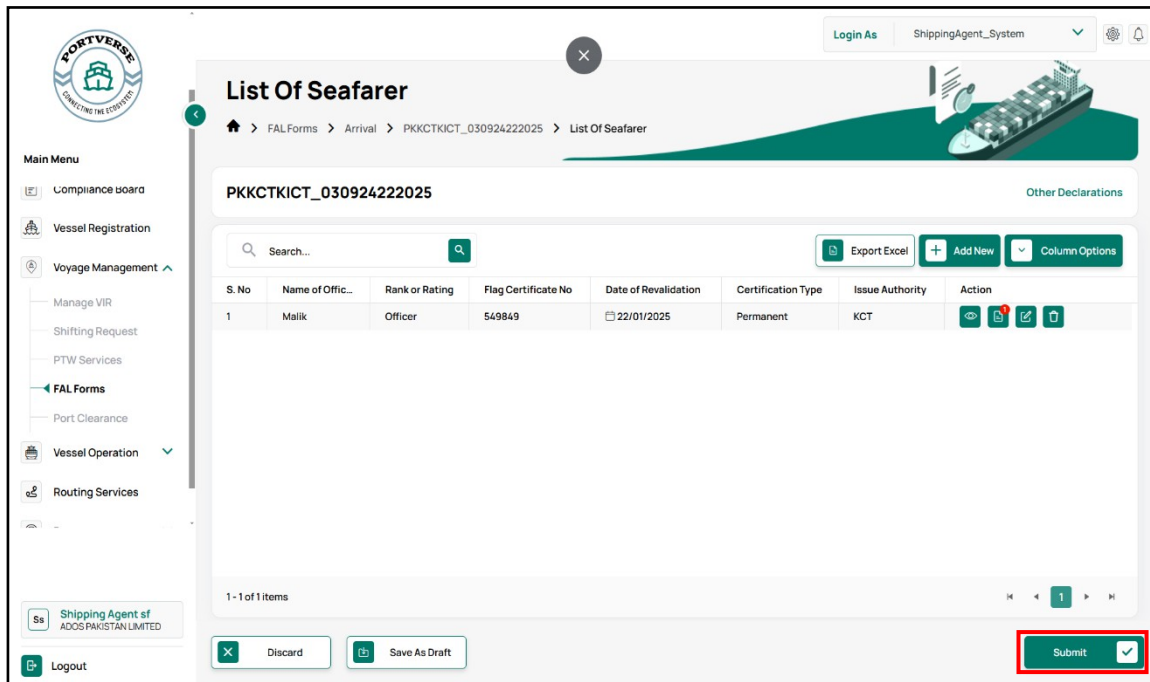


Figure 130 – List of Seafarer

Figure 131 – List of Seafarer Figure 132 – List of Seafarer

viii. A confirmation alert will appear.

ix. Click on “Yes” button.

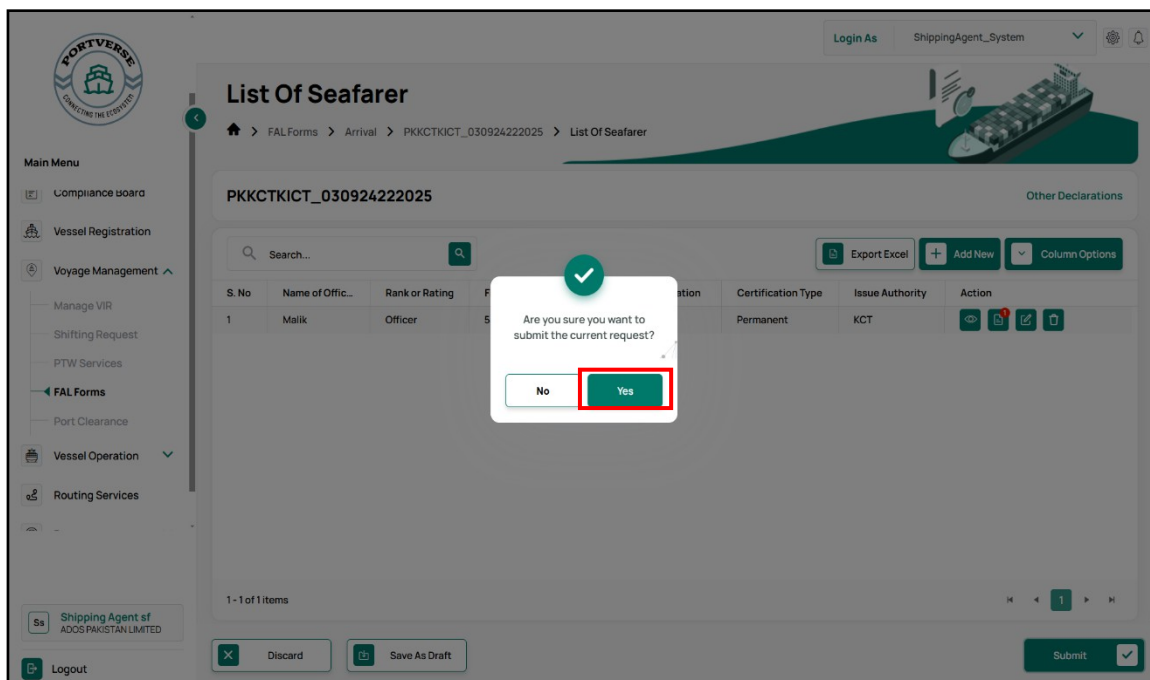


Figure 133 – List of Seafarer



- x. Then a success alert appears.
- xi. Click on “OK” button.

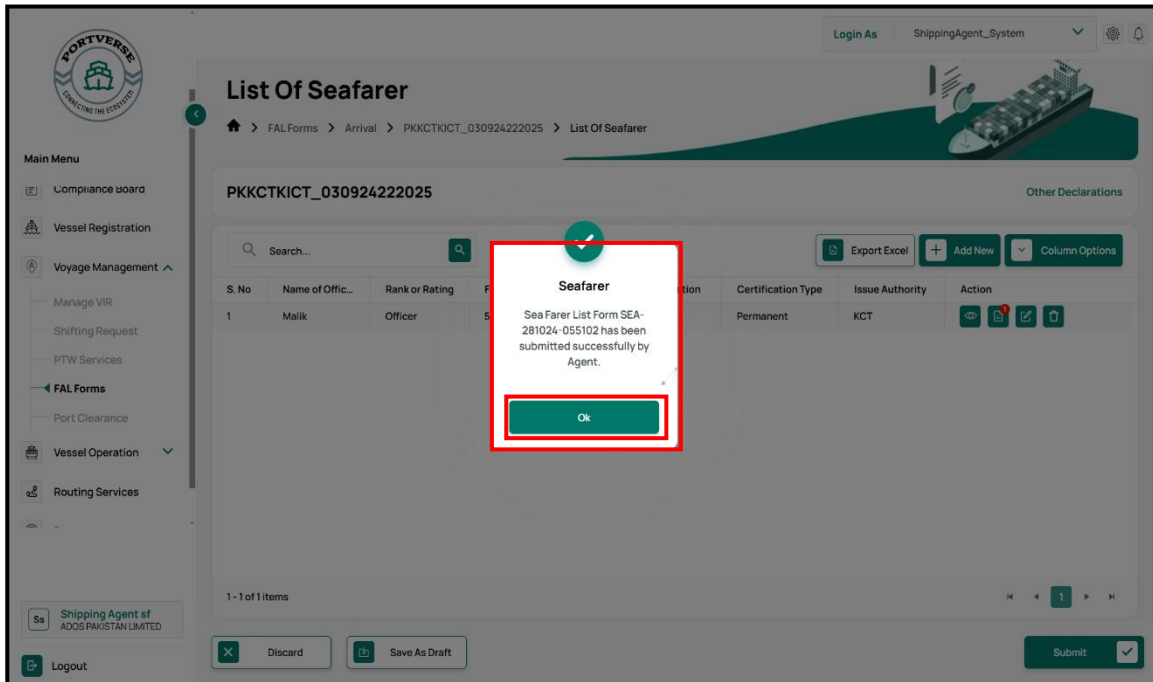
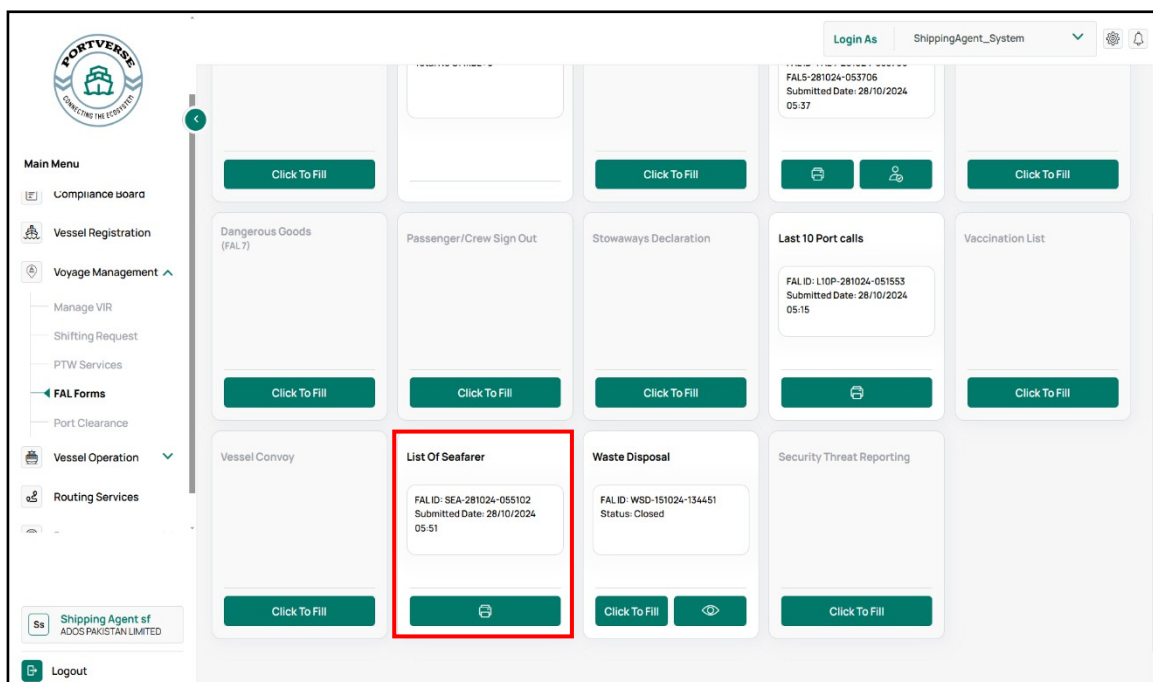


Figure 136 - List of Seafarer

Figure 137 - List of Seafarer Figure 138 - List of Seafarer

- xii. The submitted request will appear on the FAL Forms summary card with its ID and submission date.





*Figure 139 – List of Seafarer*

*Figure 140 – FAL Forms*  
*Figure 141 – List of Seafarer*

## 6.8. Vessel Convoy – Shipping Agent

### 6.8.1. Access to Vessel Convoy

- i. Click on the “Voyage Management” to access the FAL Forms.
- ii. Click on the "FAL Forms" submenu under the Voyage Management.
- iii. Click on either of the "Arrival" or "Departure" tab.
- iv. Click on the “view” button next to a specific VIR.

S.No.	VIR No.	IMO No.	Vessel Name	Expected Time of Arrival (ETA)	Expected Time of Departure (ETD)	Action
1	PKKHIKICT_290824235004	181	PANSY	30/10/2024 23:50	15/11/2024 23:50	👁️
2	PKKHIKHI-INNER-ANCH_06...	1234879	APOLLO O...	19/09/2024 15:02	28/09/2024 15:02	👁️
3	PKKHIKICT_040924141824	93257	Ocean Cru...	11/09/2024 13:13	03/10/2024 00:00	👁️
4	PKKHIKICT_030924222025	hermain1	APOLLO O...	10/09/2024 22:20	19/09/2024 00:00	👁️
5	PKKHIKICT_030924195335	Zarafsh...	APOLLO O...	09/09/2024 19:51	20/09/2024 19:51	👁️
6	PKKHIKICT_040924115159	hermain1	APOLLO O...	05/09/2024 11:52	13/09/2024 11:52	👁️
7	PKKHIKICT_040924113521	hermain1	APOLLO O...	05/09/2024 11:36	05/10/2024 11:36	👁️
8	PKPGGITL_020924212644	hermain1	APOLLO O...	03/09/2024 21:27	12/09/2024 21:27	👁️
9	BOMOICT-2_280824154938	hermain1	APOLLO O...	30/08/2024 15:50	30/09/2024 15:50	👁️
10	BOMOICT-1_290824135742	hermain1	APOLLO O...	30/08/2024 13:58	25/09/2024 13:58	👁️

Figure 142 – FAL Forms

Figure 143 – FAL Forms Dashboard

The dashboard displays several key metrics and modules:

- Total No of MBL:** 5
- Dangerous Goods (FAL7):** Click To Fill
- Passenger/Crew Sign Out:** Click To Fill
- Stowaways Declaration:** Click To Fill
- Last 10 Port calls:** Click To Fill
- Vaccination List:** Click To Fill
- Vessel Convoy:** Click To Fill (highlighted)
- List Of Seafarer:** Click To Fill
- Waste Disposal:** Click To Fill
- Security Threat Reporting:** Click To Fill

Figure 145 – FAL Forms Dashboard

## 6.8.2. Submit Vessel Convoy – Acquire from Port

- i. Click on “Add New” button.

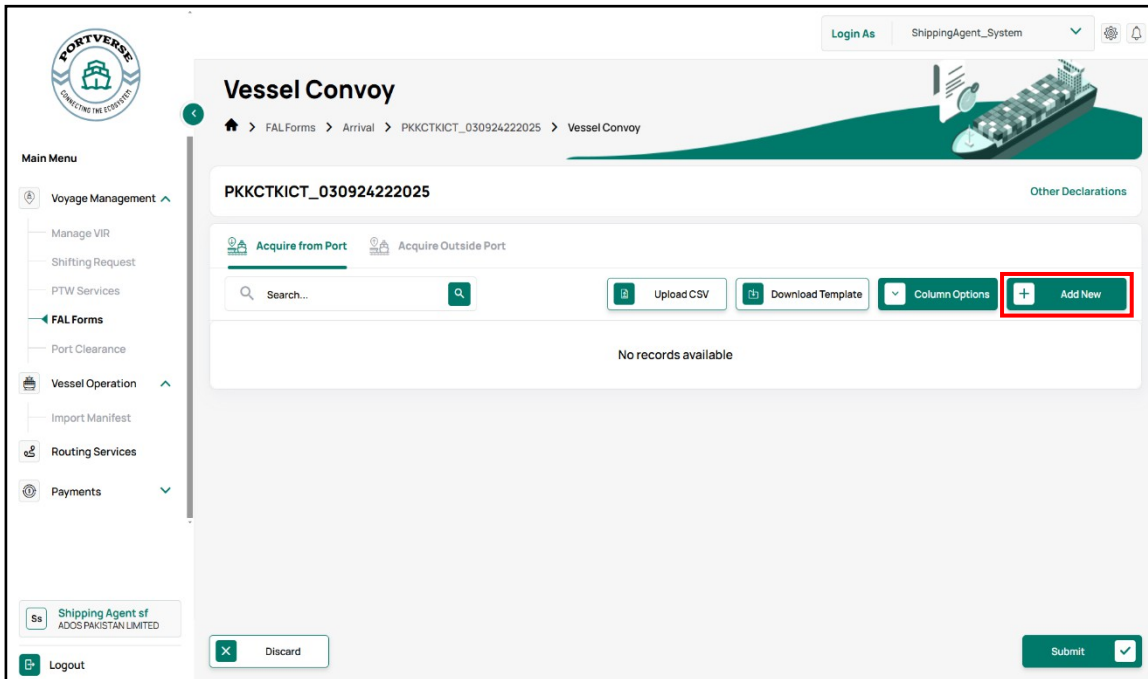


Figure 148 – Vessel Convoy

Figure 149 – Vessel Convoy Figure 150 – Vessel Convoy

- iii. Click on “save” button.

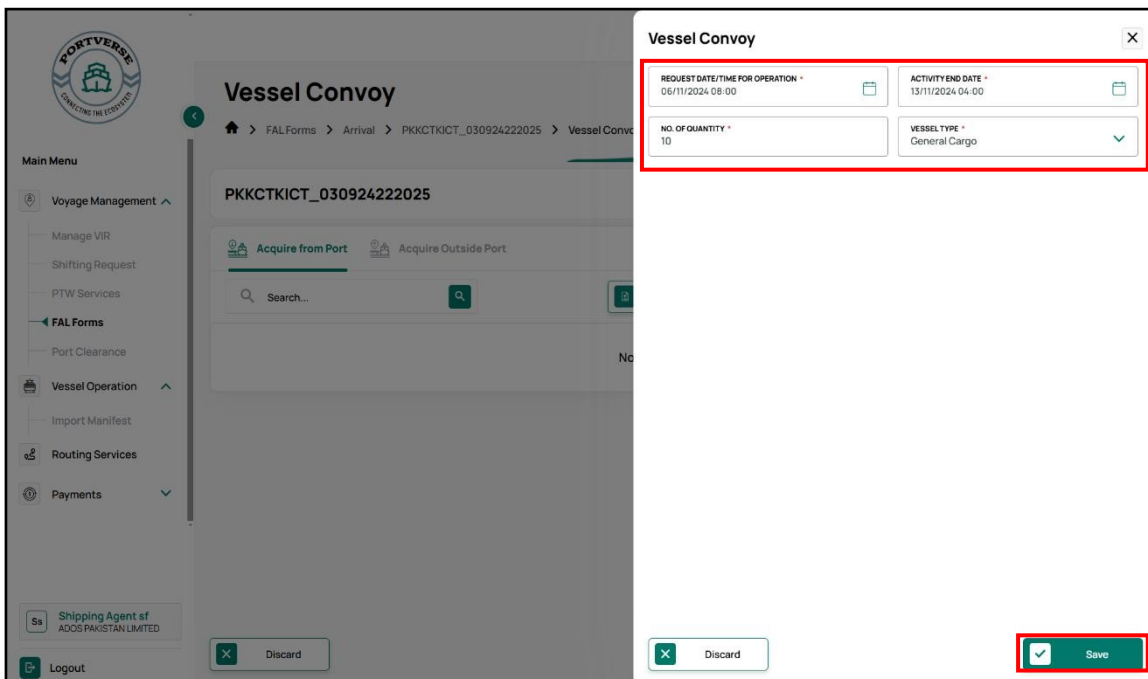


Figure 151 – Vessel Convoy

Figure 152 – Vessel Convoy Figure 153 – Vessel Convoy

- iv. After saving the information, respective record will be displayed on the main screen.

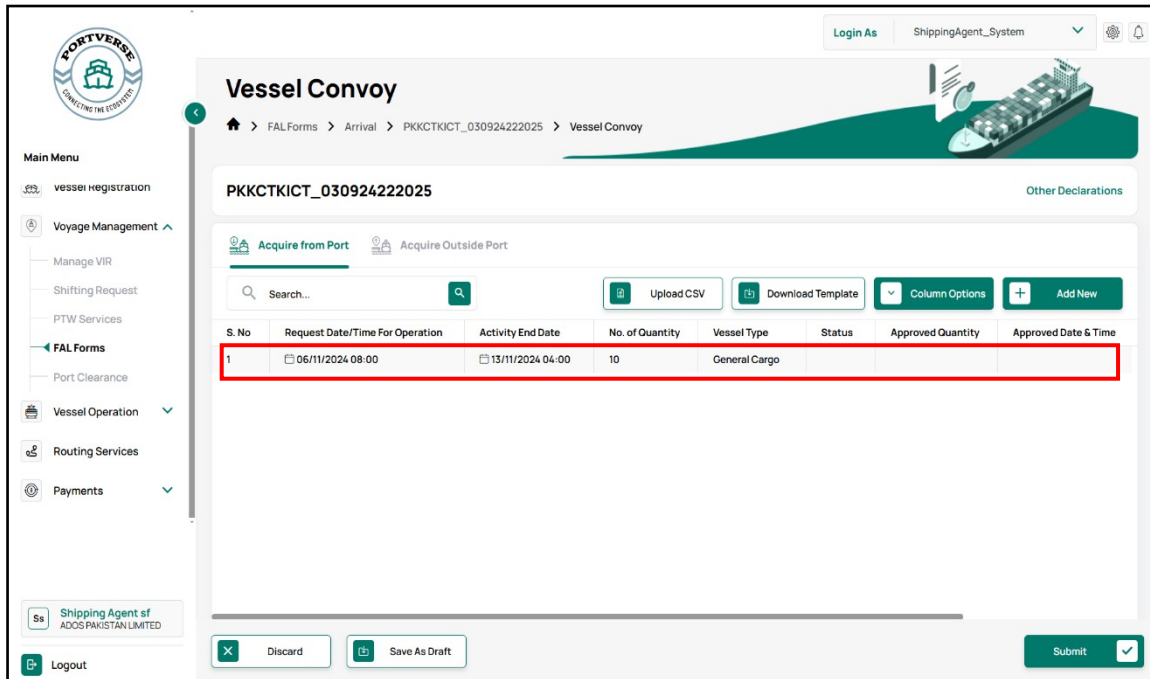


Figure 154 - Vessel Convoy

Figure 155 - Vessel Convoy Figure 156 - Vessel Convoy

- v. Repeat the above step until details pertaining to all the vessel convoy are added in the form.
- vi. Alternatively, data can be added through Upload CSV functionality.
- vii. To download the Vessel Convoy template, click on the "Download template" button.

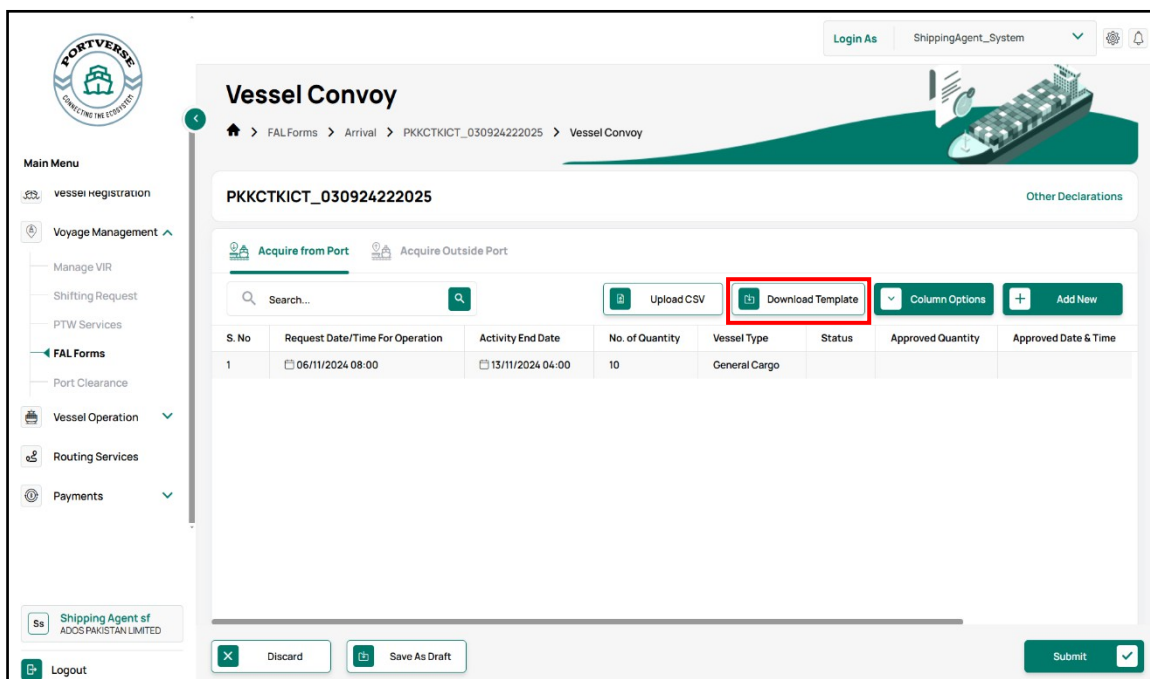


Figure 157 - Vessel Convoy



viii. Update the CSV file as per requirement.

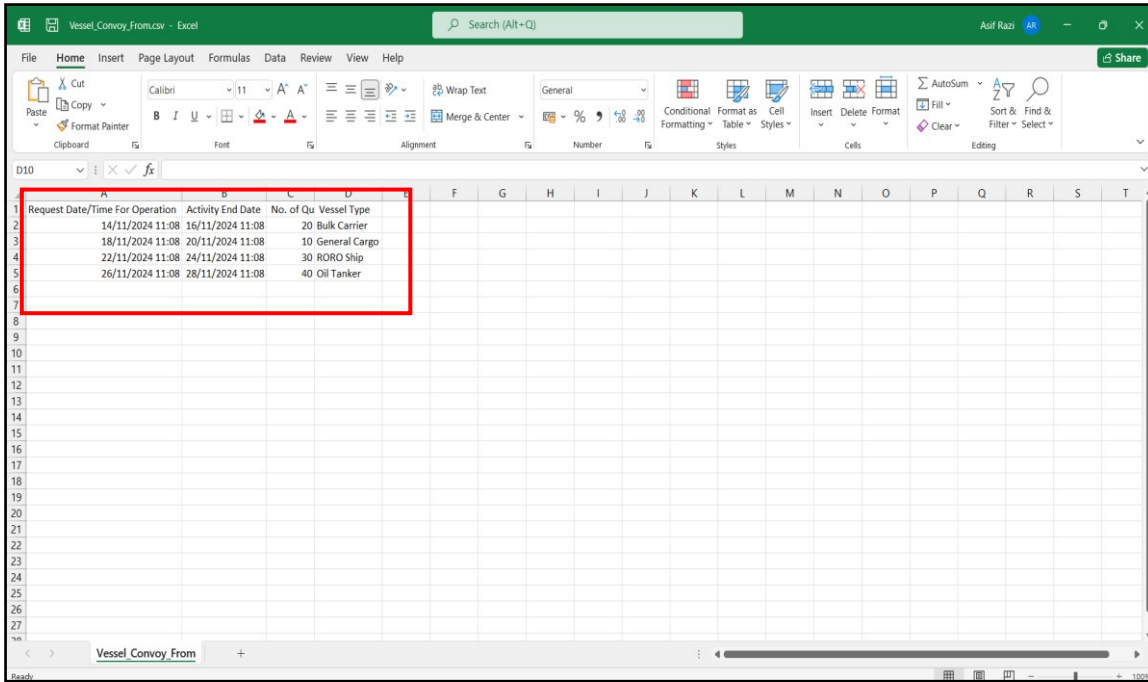
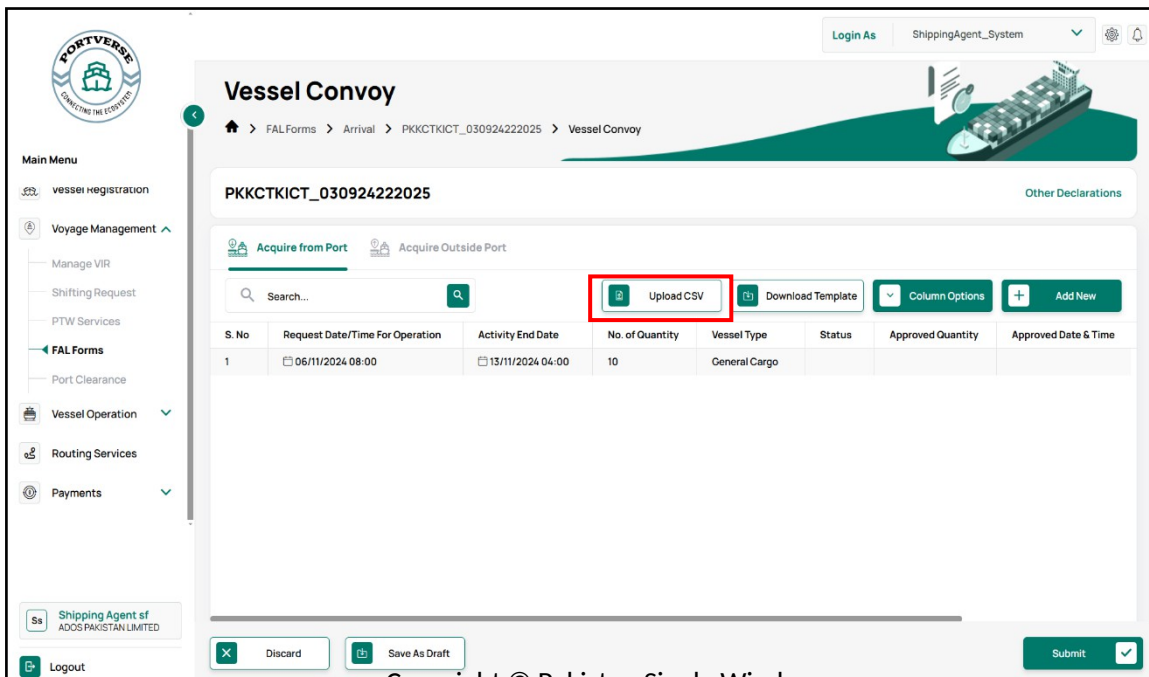


Figure 160 – Vessel Convoy

Figure 161 – Vessel Convoy Figure 162 – Vessel Convoy

ix. Click on the “Upload” Button



Copyright © Pakistan Single Window  
Figure 163 – Vessel Convoy



- x. A window will appear for file attachment. Once the relevant file is selected click on the “Upload” Button.

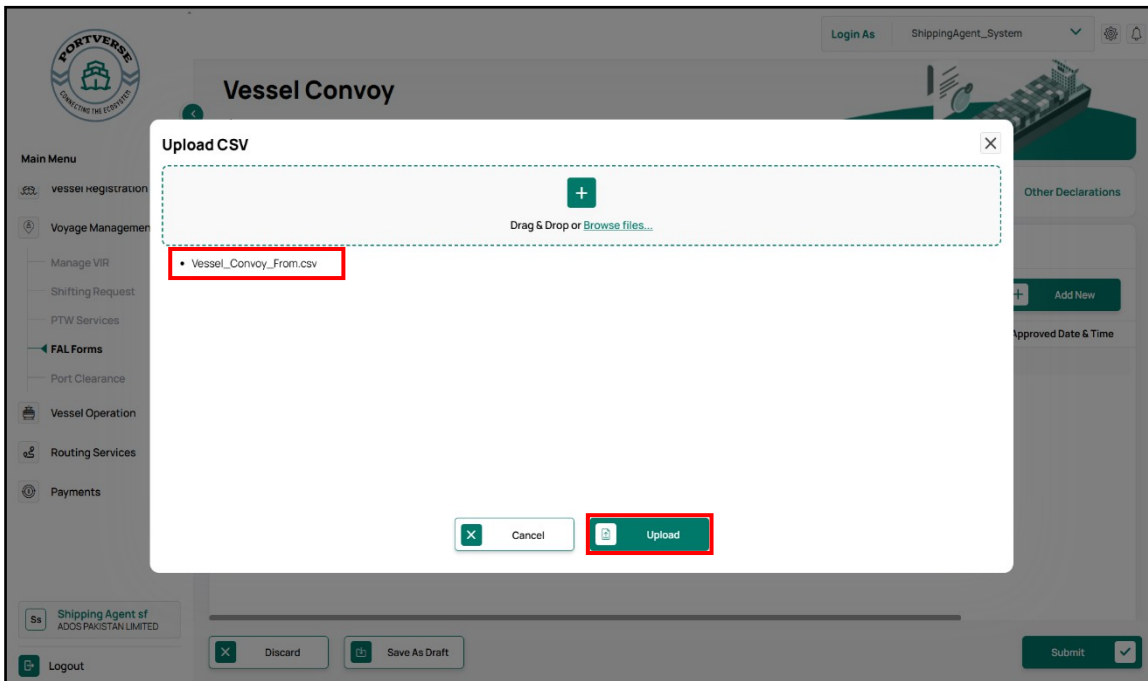


Figure 166 – Vessel Convoy

Figure 167 – Vessel Convoy Figure 168 – Vessel Convoy

- xi. records will be displayed on the main screen.
- xii. Update these records by clicking on the “edit” icon (If required)

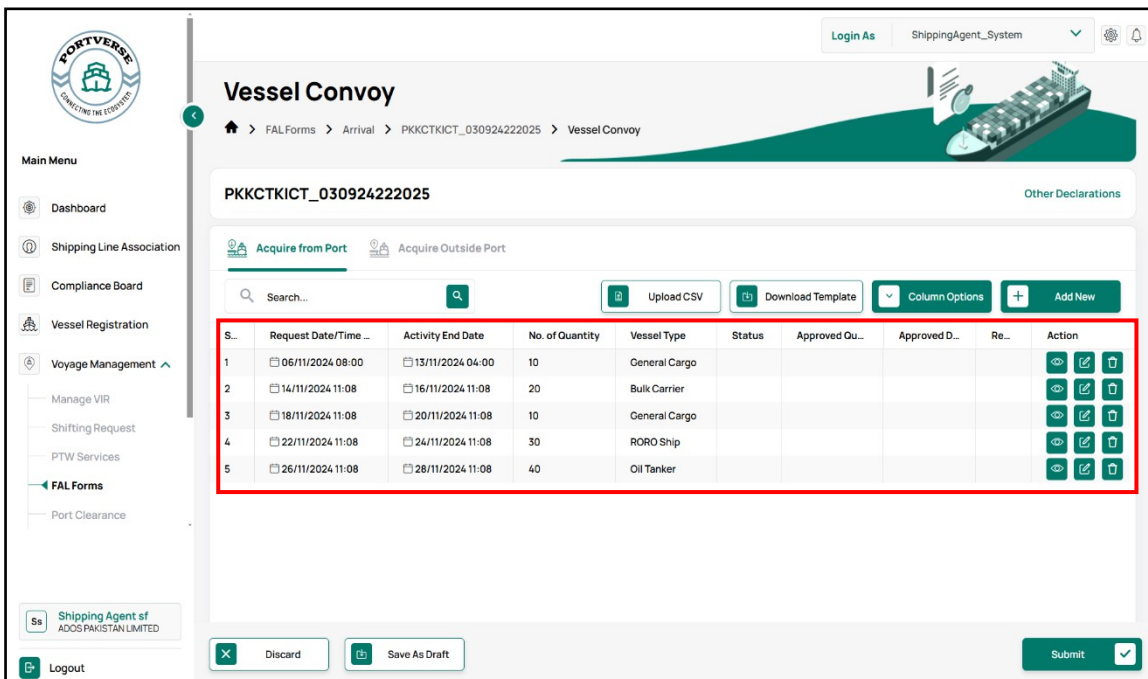


Figure 169 – Vessel Convoy

Figure 170 – Vessel Convoy Figure 171 – Vessel Convoy



xiii. Click on “submit” button.

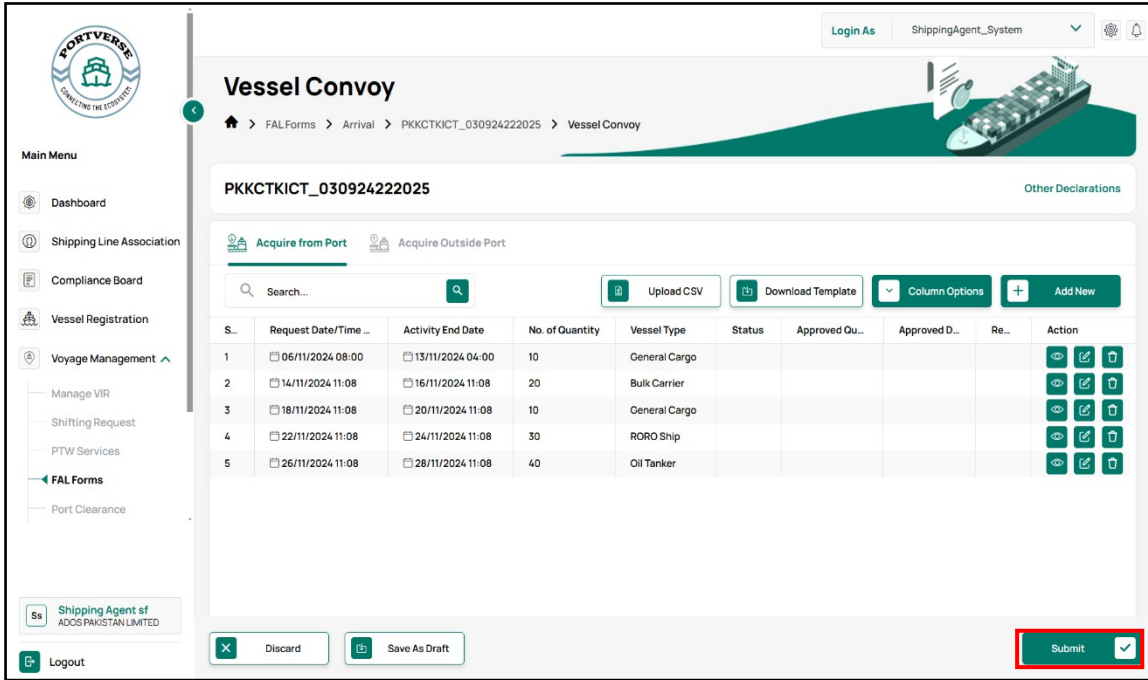


Figure 172 – Vessel Convoy

Figure 173 – Vessel Convoy Figure 174 – Vessel Convoy

xiv. A confirmation alert will appear.

xv. Click on “Yes” button.

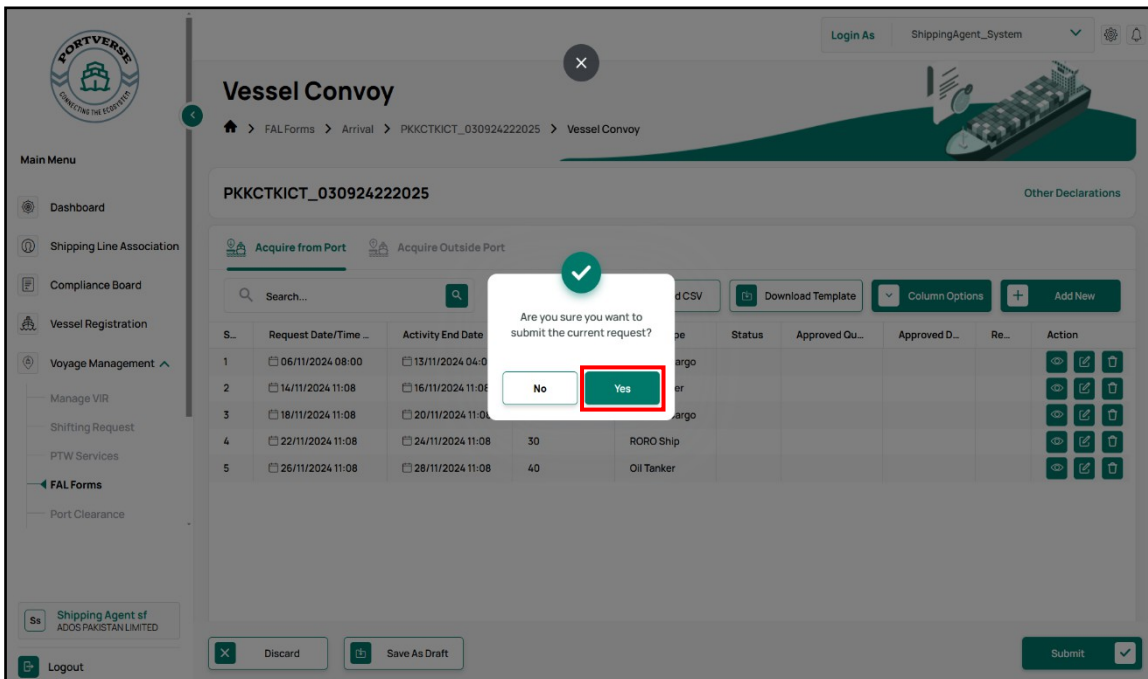




Figure 175 – Vessel Convoy

Figure 176 – Vessel Convoy Figure 177 – Vessel Convoy

- xvi. Then a success alert appears.
- xvii. Click on “OK” button.

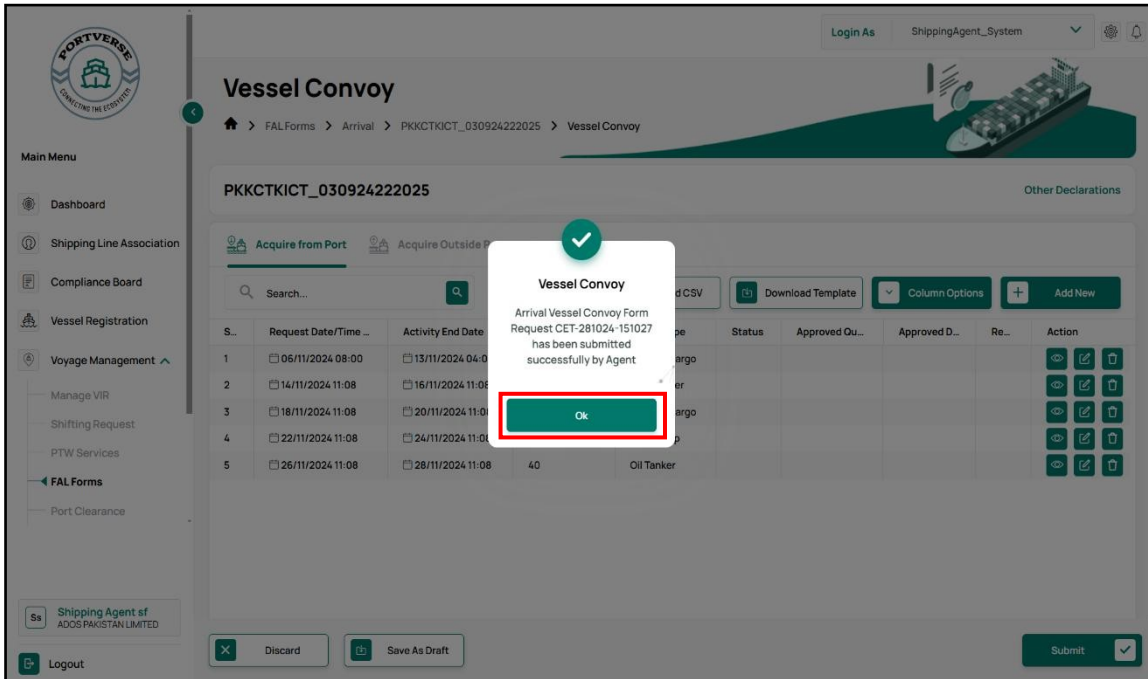


Figure 178 – Vessel Convoy

Figure 179 – FAL Forms Dashboard Figure 180 – Vessel Convoy

- xviii. The submitted request will appear on the FAL Forms summary card with its ID and submission date.
- xix. Click on the “View Approval” icon to view the approval status

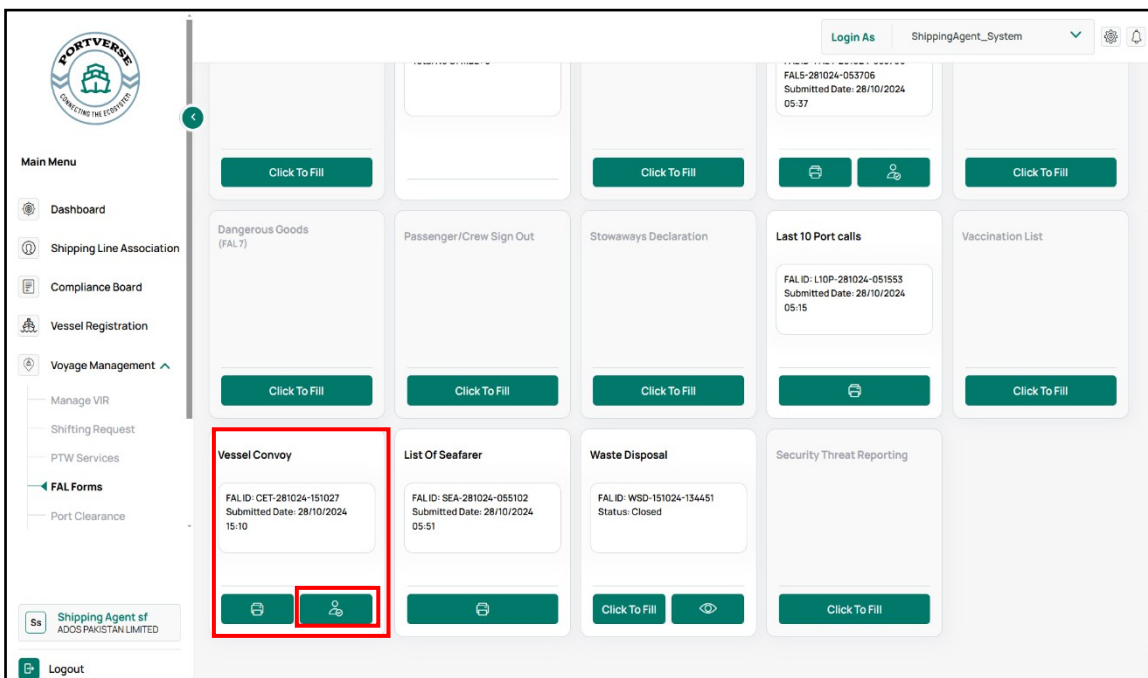


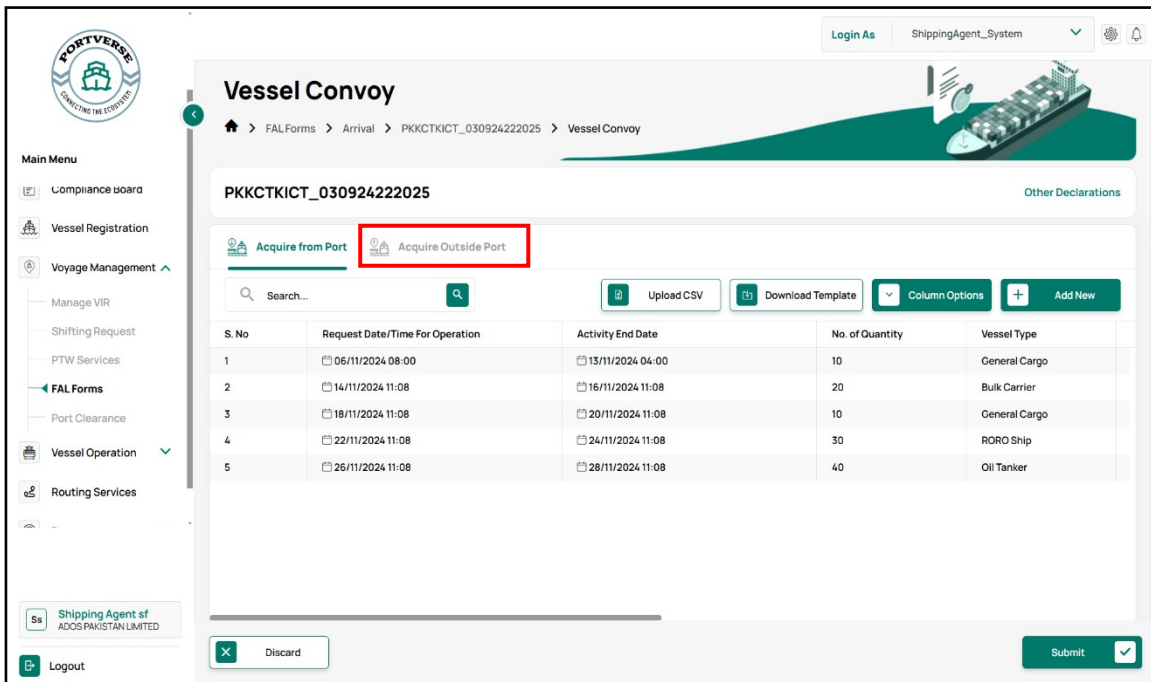


Figure 181 - FAL Forms Dashboard

Figure 182 - Vessel Convoy Figure 183 - FAL Forms Dashboard

### 6.8.3. Submit Vessel Convoy – Acquire Outside Port

- i. Click on “Acquire Outside Port” tab.

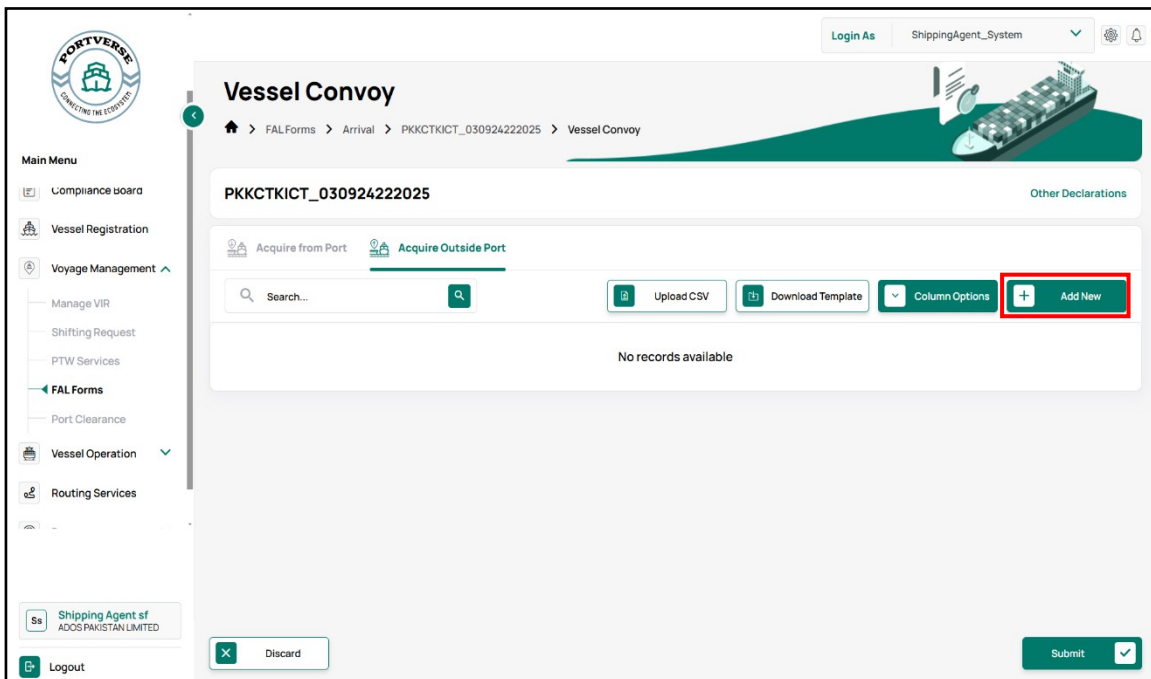


The screenshot shows the 'Vessel Convoy' interface for the ID 'PKKCTKICT\_030924222025'. The 'Acquire Outside Port' tab is highlighted with a red box. Below the tabs, there is a search bar and several action buttons: 'Upload CSV', 'Download Template', 'Column Options', and 'Add New'. A table with 5 rows is displayed, showing details for each vessel in the convoy.

S. No	Request Date/Time For Operation	Activity End Date	No. of Quantity	Vessel Type
1	05/11/2024 08:00	13/11/2024 04:00	10	General Cargo
2	14/11/2024 11:08	16/11/2024 11:08	20	Bulk Carrier
3	18/11/2024 11:08	20/11/2024 11:08	10	General Cargo
4	22/11/2024 11:08	24/11/2024 11:08	30	RORO Ship
5	26/11/2024 11:08	28/11/2024 11:08	40	Oil Tanker

Figure 184 – Vessel Convoy

Figure 185 – Vessel Convoy Figure 186 – Vessel Convoy



The screenshot shows the 'Vessel Convoy' interface for the ID 'PKKCTKICT\_030924222025'. The 'Acquire Outside Port' tab is selected. The table area is empty, displaying 'No records available'. The 'Add New' button is highlighted with a red box.

Figure 187 – Vessel Convoy

Figure 188 – Vessel Convoy Figure 189 – Vessel Convoy

- iii. Fill / select the highlighted fields.
- iv. Click on "save" button.

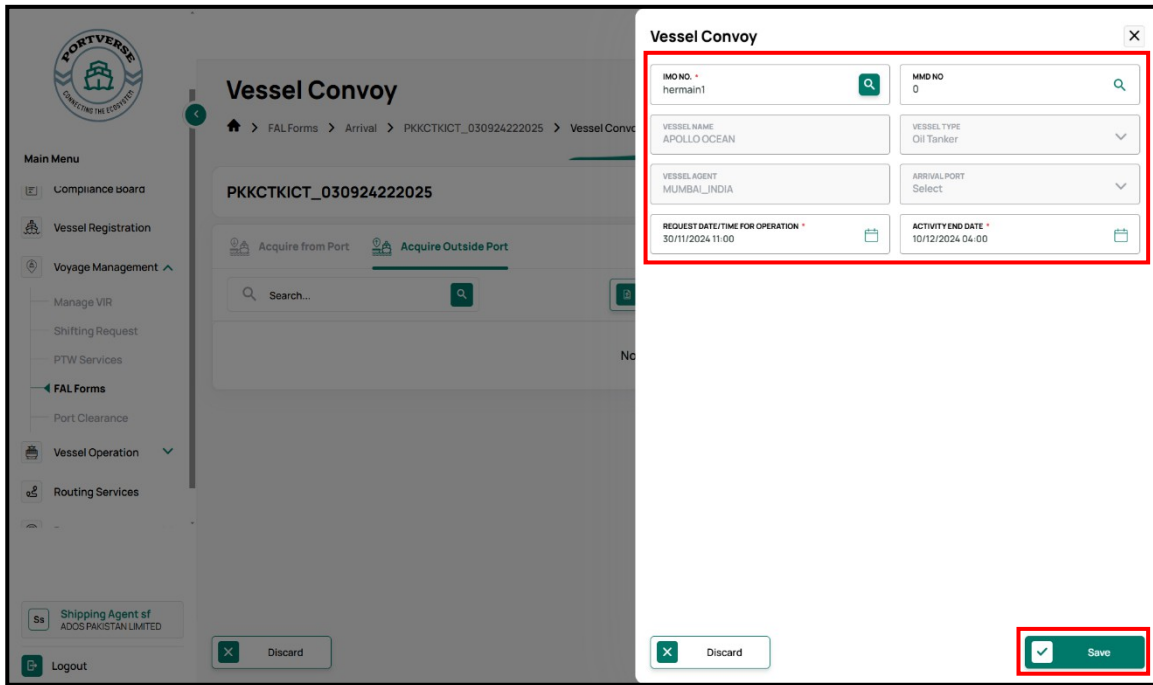


Figure 190 – Vessel Convoy

Figure 191 – Vessel Convoy Figure 192 – Vessel Convoy

- v. After saving the information, respective record will be displayed on the main screen.

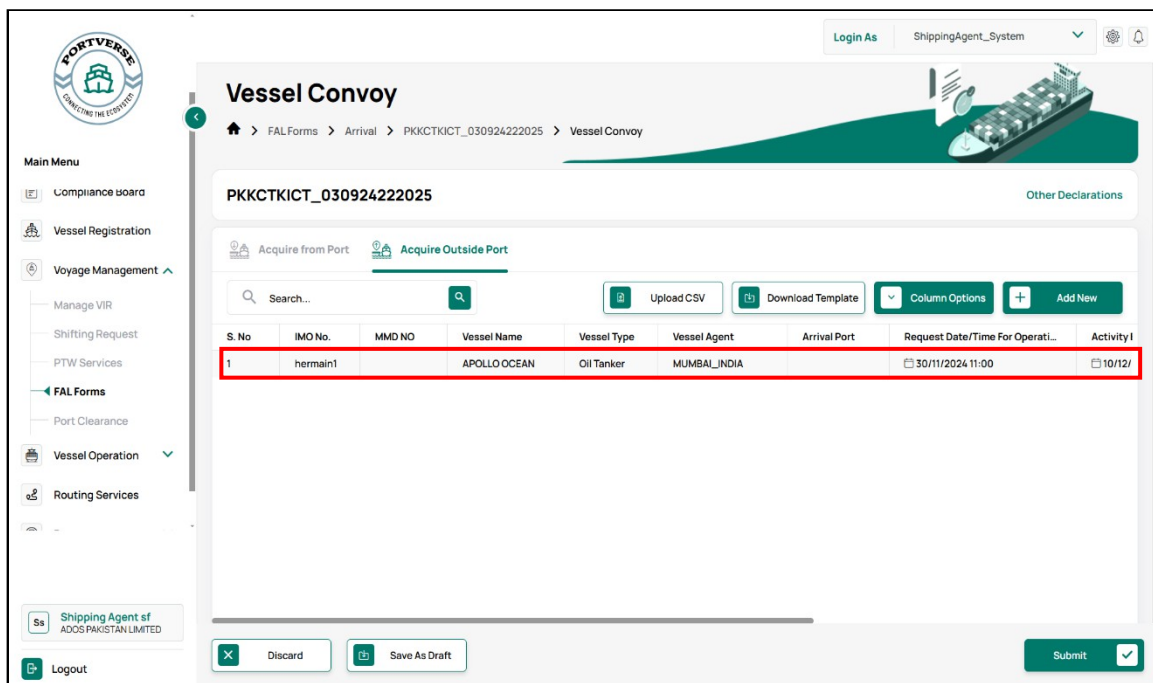


Figure 194 – Vessel Convoy Figure 195 – Vessel Convoy



- vi. Repeat the above step until details pertaining to all the vessel convoy are added in the form.
- vii. Alternatively, data can be added through Upload CSV functionality.
- viii. To download the Vessel Convoy template, click on the “Download template” button.

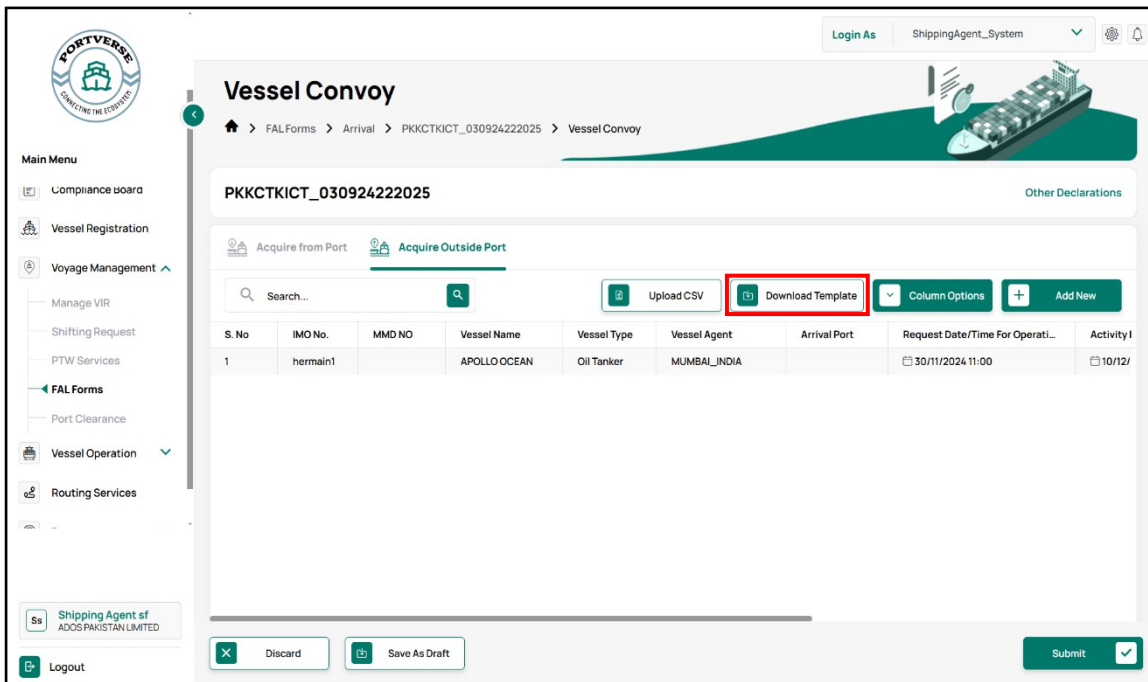


Figure 196 – Vessel Convoy

Figure 197 – Vessel Convoy Figure 198 – Vessel Convoy

viii. Update the CSV file as per requirements.

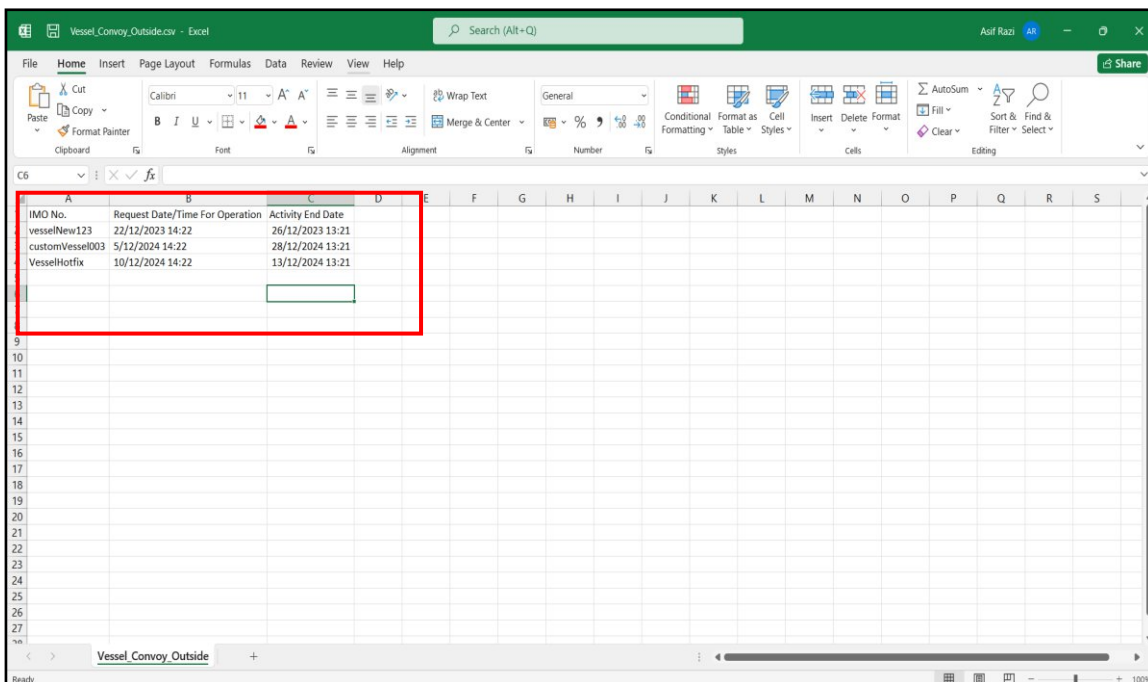


Figure 199 – Vessel Convoy

Figure 200 – Vessel Convoy Figure 201 – Vessel Convoy



**Note:** By default, system will ignore the 1st row of the CSV template (Sample data)

- x. Click on the **“Upload CSV”** Button

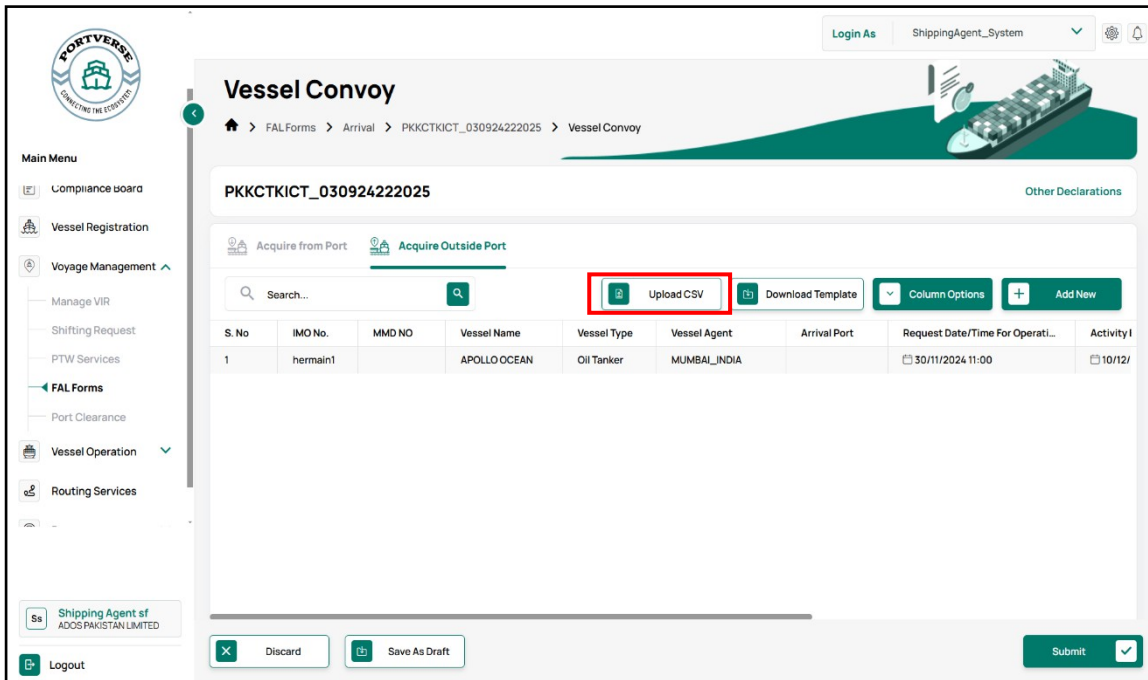


Figure 202 – Vessel Convoy

Figure 203 – Vessel Convoy Figure 204 – Vessel Convoy

**“Upload”** Button.

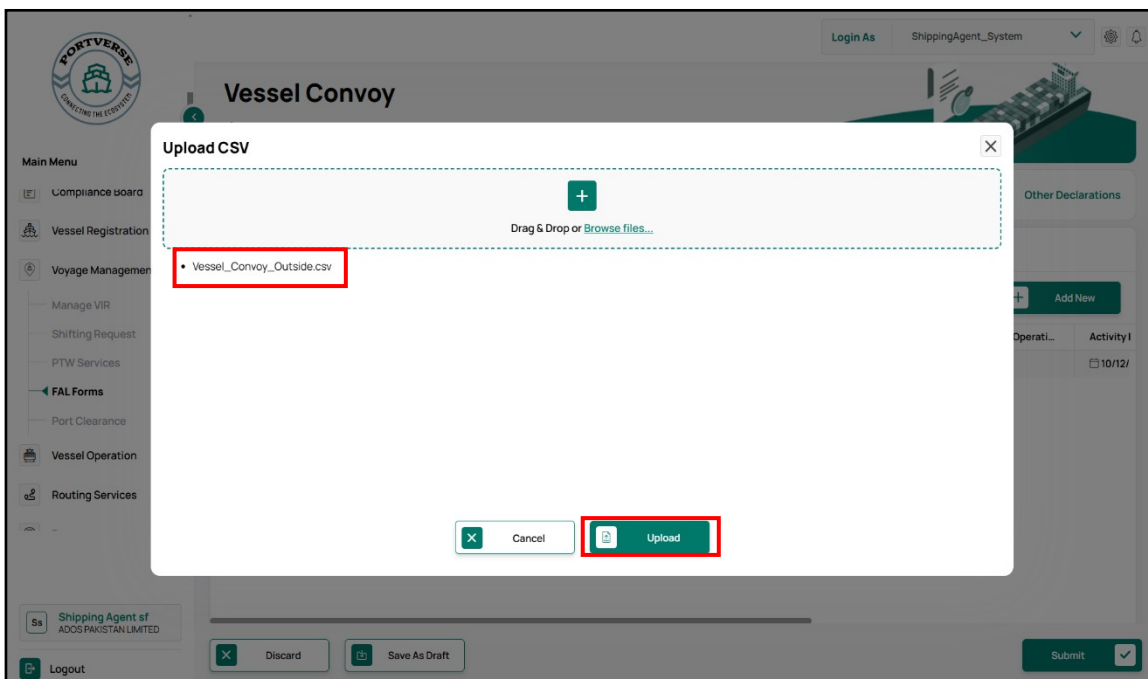


Figure 205 – Vessel Convoy

Figure 206 – Vessel Convoy Figure 207 – Vessel Convoy



- xii. Records will be displayed on the main screen.
- xiii. Update these records by clicking on the “edit” icon (If required)

S.No	IMO No.	MMD NO	Vessel Name	Vessel Type	Vessel Agent	Arrival Port	Request Date/Time For Operati...	Activity I
1	hermain1		APOLLO OCEAN	Oil Tanker	MUMBAI_INDIA		30/11/2024 11:00	10/12/
2	vesselNe...		PANSY11	Oil Tanker	11	Karachi Cont...	22/12/2023 14:22	26/12/
3	customV...		PANSY22	Container S...	22	Karachi Cont...	05/12/2024 14:22	28/12/
4	VesselH...		hermain	Oil Tanker	hermain	Karachi Cont...	10/12/2024 14:22	13/12/

Figure 208 – Vessel Convoy

Figure 209 – Vessel Convoy Figure 210 – Vessel Convoy

Vessel Agent	Arrival Port	Request Date/Time For Operati...	Activity End Date	Status	Approved Date & Time	Remarks	Action
MUMBAI_INDIA		30/11/2024 11:00	10/12/2024 04:00				
	Karachi Cont...	22/12/2023 14:22	26/12/2023 13:21				
	Karachi Cont...	05/12/2024 14:22	28/12/2024 13:21				
hermain	Karachi Cont...	10/12/2024 14:22	13/12/2024 13:21				



Figure 211 – Vessel Convoy

xiv. Click on “submit” button.

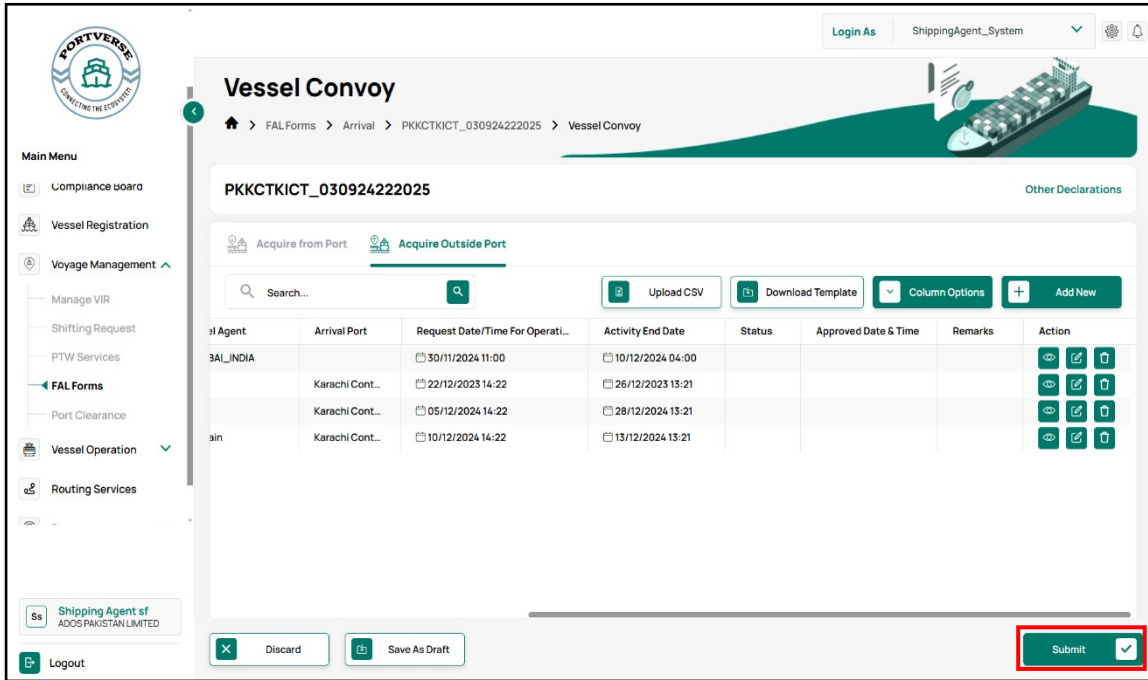


Figure 214 – Vessel Convoy

Figure 215 – Vessel Convoy Figure 216 – Vessel Convoy

xv. A confirmation alert will appear.

xvi. Click on “Yes” button.

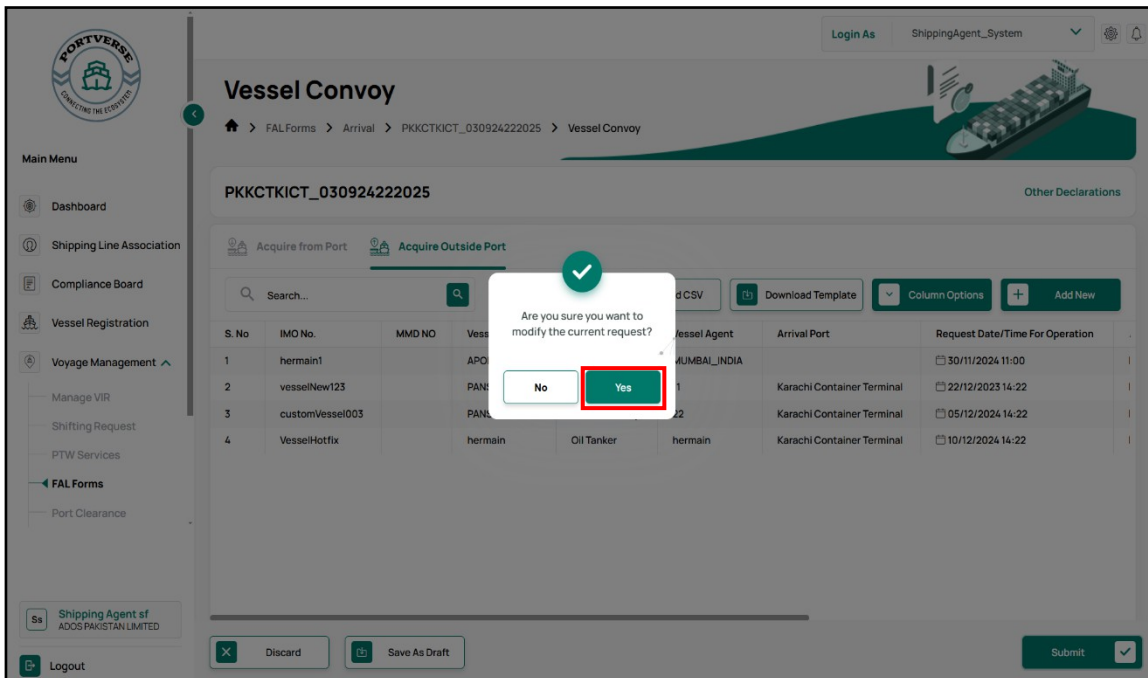




Figure 217 – Vessel Convoy

Figure 218 – Vessel Convoy Figure 219 – Vessel Convoy

- xvii. Then a success alert appears.
- xviii. Click on “OK” button.

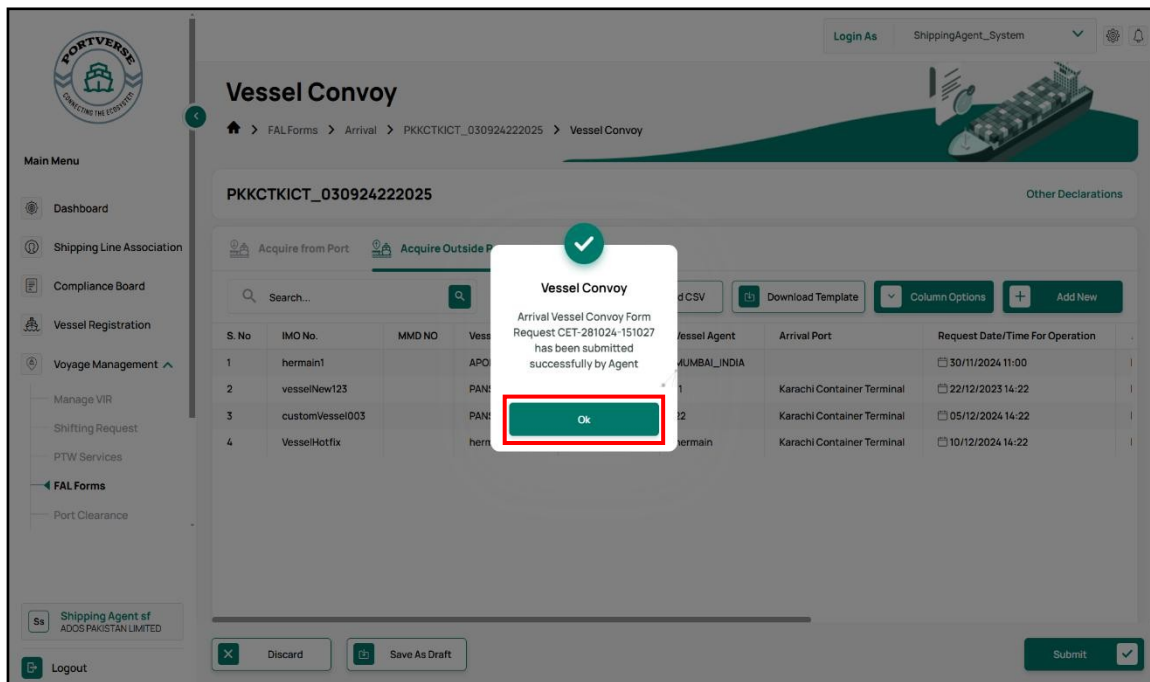


Figure 220 – Vessel Convoy

Figure 221 – FAL Forms Dashboard Figure 222 – Vessel Convoy

- xix. The submitted request will appear on the FAL Forms summary card with its ID and modification date.
- xx. Click on the “View Approval” icon to view the approval status

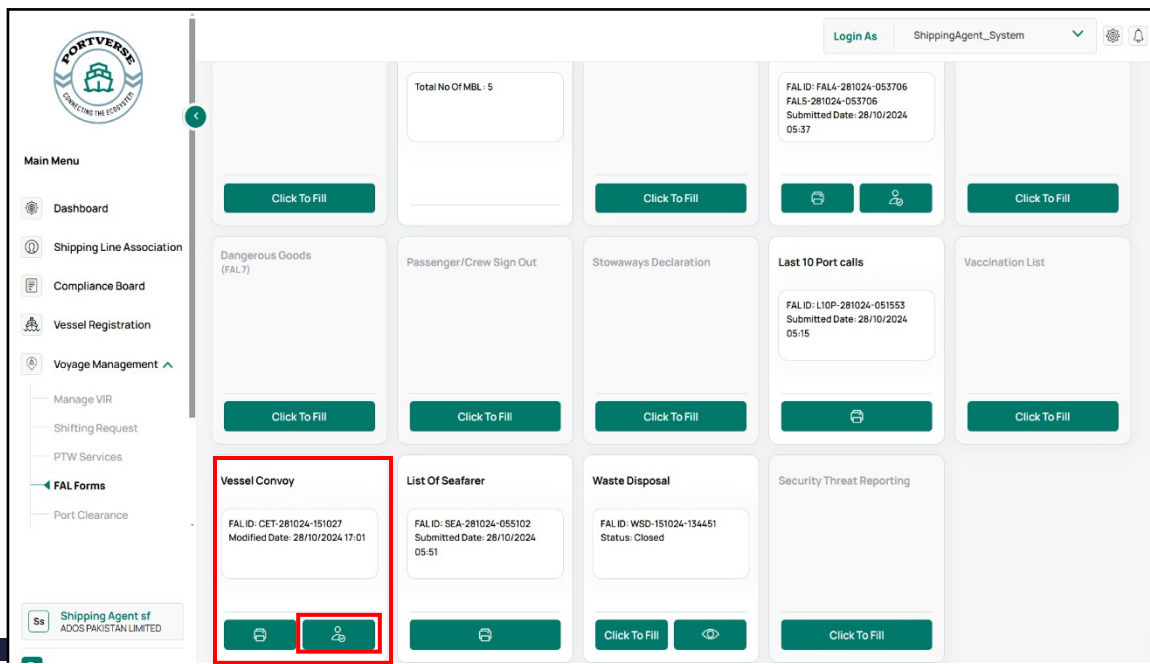




Figure 223 – FAL Forms Dashboard

Figure 224 - FAL Forms Screen Figure 225 – FAL Forms Dashboard

## 6.9. Stowaways Declaration – Shipping Agent

### 6.9.1. Access to Stowaway declaration

- i. Click on the **Voyage management** menu to access the FAL Forms.
- ii. Click the **FAL Forms** sub menu option under the voyage management.
- iii. Click on either of the "Arrival" or "Departure" tab.

S.No.	VIR No.	IMO No.	Vessel Name	Expected Time Of Arrival (ETA)	Expected Time Of Departure (ETD)	Action
1	PKKHPICT_270824141...	9221671	ELZA	31/08/2024 14:12	31/08/2024 14:13	[Action]
2	PKKHPICT_150824135...	9221671	ELZA	31/08/2024 13:49	12/09/2024 13:49	[Action]
3	PKKHPICT_280824133...	dasdsaq	APOLLO OC...	29/08/2024 13:37	30/08/2024 00:00	[Action]
4	PKKHPICT_270824130...	9221671	ELZA	28/08/2024 14:22	30/09/2024 14:22	[Action]
5	PKKHPICT_260824131...	9221671	ELZA	26/08/2024 15:27	27/08/2024 15:27	[Action]
6	PKKHPICT_020724164...	4300001	APOLLO OC...	25/07/2024 16:44	16/10/2024 16:44	[Action]
7	PKKHPICT_180724155...	RUMAIS...	APOLLO OC...	19/07/2024 15:59	24/07/2024 00:00	[Action]
8	PKKHPICT_150724160...	RUMAIS...	APOLLO OC...	15/07/2024 23:23	25/07/2024 23:23	[Action]
9	PKKHPICT_020724165...	4300001	APOLLO OC...	05/07/2024 16:56	30/09/2024 16:56	[Action]
10	PKKHPICT_270624144...	afshani2...	APOLLO OC...	28/06/2024 14:44	26/07/2024 14:44	[Action]

Figure 226 - FAL Forms Screen

iv.

Figure 227 - Select VIR Figure 228 - FAL Forms Screen

S.No.	VIR No.	IMO No.	Vessel Name	Expected Time Of Arrival (ETA)	Expected Time Of Departure (ETD)	Action
1	PKKHPICT_270824141...	9221671	ELZA	31/08/2024 14:12	31/08/2024 14:13	[Action]
2	PKKHPICT_150824135...	9221671	ELZA	31/08/2024 13:49	12/09/2024 13:49	[Action]
3	PKKHPICT_280824133...	dasdsaq	APOLLO OC...	29/08/2024 13:37	30/08/2024 00:00	[Action]
4	PKKGGITL_29082410...	9221671	ELZA	29/08/2024 10:55	31/08/2024 10:51	[Action]
5	PKKHPICT_270824130...	9221671	ELZA	28/08/2024 14:22	30/09/2024 14:22	[Action]
6	PKKHPICT_260824131...	9221671	ELZA	26/08/2024 15:27	27/08/2024 15:27	[Action]
7	PKKHPICT_020724164...	4300001	APOLLO OC...	25/07/2024 16:44	16/10/2024 16:44	[Action]
8	PKKHPICT_180724155...	RUMAIS...	APOLLO OC...	19/07/2024 15:59	24/07/2024 00:00	[Action]
9	PKKHPICT_150724160...	RUMAIS...	APOLLO OC...	15/07/2024 23:23	25/07/2024 23:23	[Action]
10	PKKHPICT_020724165...	4300001	APOLLO OC...	05/07/2024 16:56	30/09/2024 16:56	[Action]

## 6.9.2. Submit Stowaways Declaration form

- i. Click on the “Click to fill” button on the Stowaways Declaration summary card

The screenshot shows the 'FAL Forms' interface for vessel PKPKGITL\_290824105102. A sidebar on the left contains navigation options like 'Shipping Line Association', 'Compliance Board', and 'FAL Forms'. The main area displays a grid of declaration cards: General Declaration (FAL 1), Cargo Declaration (FAL 2), Ship Store's Declaration (FAL 3), Crew List & Effects Declaration (FAL 4-5), Passenger's List Declaration (FAL 6), Dangerous Goods (FAL 7), Passenger/Crew Sign Out, Stowaways Declaration (highlighted with a red box), Last 10 Port calls, Vaccination List, Vessel Convoy, List Of Seafarer, Waste Disposal, and Security Threat Reporting. Each card includes a 'Click To Fill' button.

Figure 232 - Stowaways Declaration Summary Card

- ii.

Figure 233 - Stowaway Declaration Form Screen

- iii. Enter No of Persons and Period of Stay.

The screenshot shows the 'Stowaways Declaration' form for vessel PKPKGITL\_290824105102. At the top, there are two input fields: 'NO. OF PERSONS' with the value '5' and 'PERIOD OF STAY' with the value '5'. Below these fields is a search bar and a toolbar with buttons for 'Export Excel', 'Upload CSV', 'Download Template', 'Add New', and 'Column Options'. A message states: 'You haven't added any records. Please Click on "Add New" or upload a CSV file to update the Stowaway Declaration'. At the bottom, there are 'Discard', 'Save As Draft', and 'Submit' buttons.

Figure 235 - Stowaway Declaration Form Screen

Figure 236 - Add New Record

- iv. Click on the “Add New” button to manually add data.

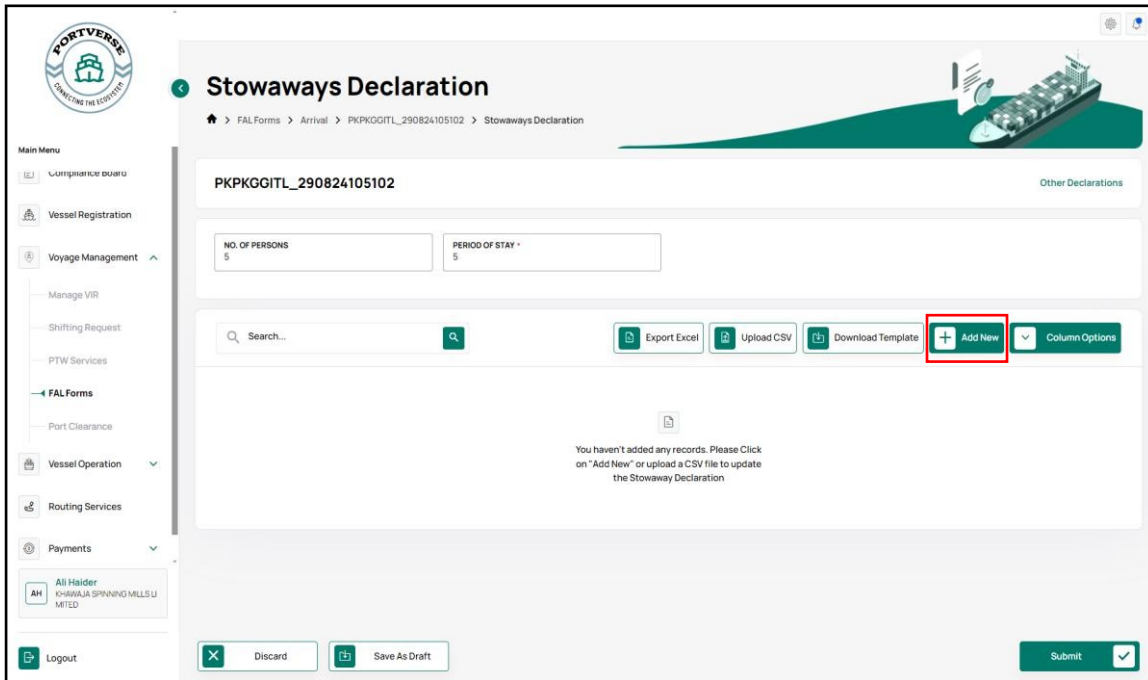


Figure 238 - Add New Record

Figure 239 - Stowaways Form Overlay Screen Figure 240 - Add New Record

- v. Form fields will have default values.
- vi. Form fields will have default values.

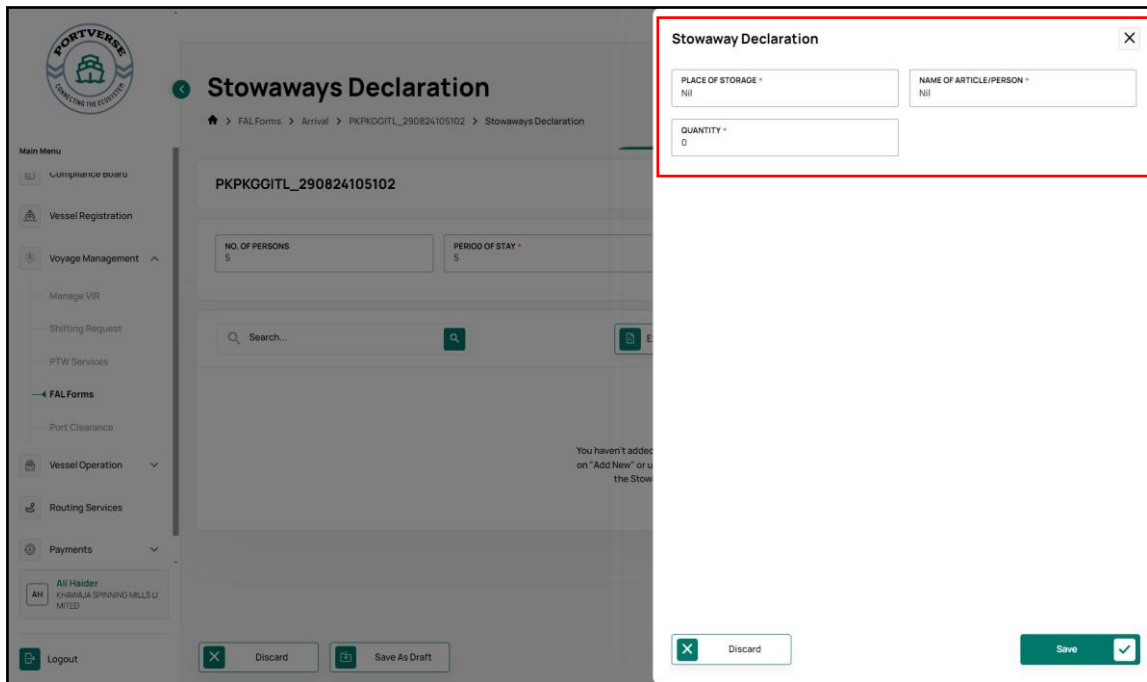


Figure 241 - Stowaways Form Overlay Screen

Figure 242 - Save Stowaways Record Figure 243 - Stowaways Form Overlay Screen

- vii. Enter the updated field values.
- viii. Click on the “Save” button.

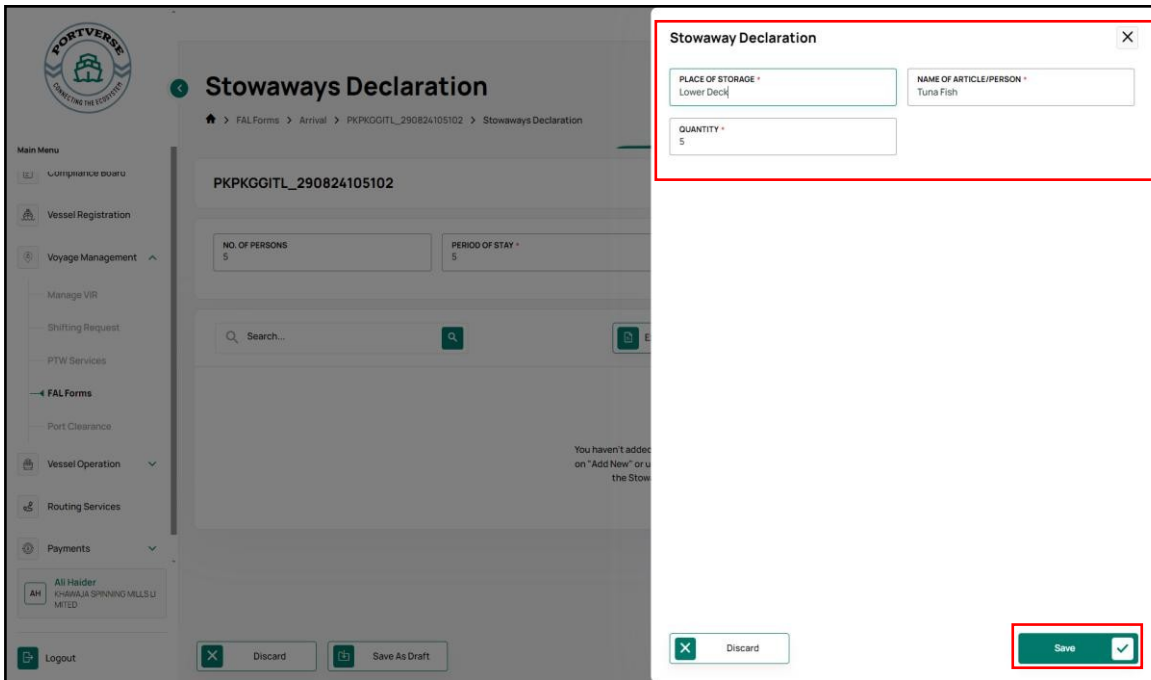


Figure 244 - Save Stowaways Record

Figure 245 - Stowaways Declaration Main Screen Figure 246 - Save Stowaways Record

- ix.

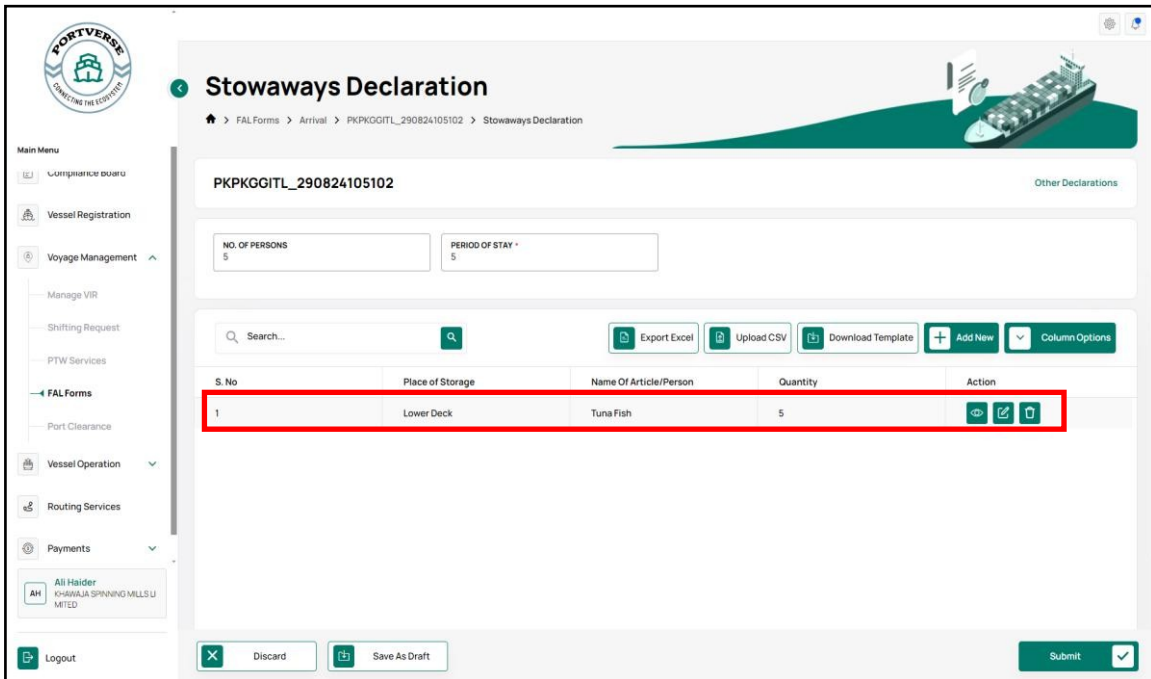


Figure 247 - Stowaways Declaration Main Screen

Figure 248 - Download Template Figure 249 - Stowaways Declaration Main Screen



- x. Repeat the above step until details pertaining to all the Stowaways are added in the form.
- xi. Alternatively, data can be added through Upload CSV functionality.
- xii. To download the Stowaways Declaration template, click on the “Download template” button

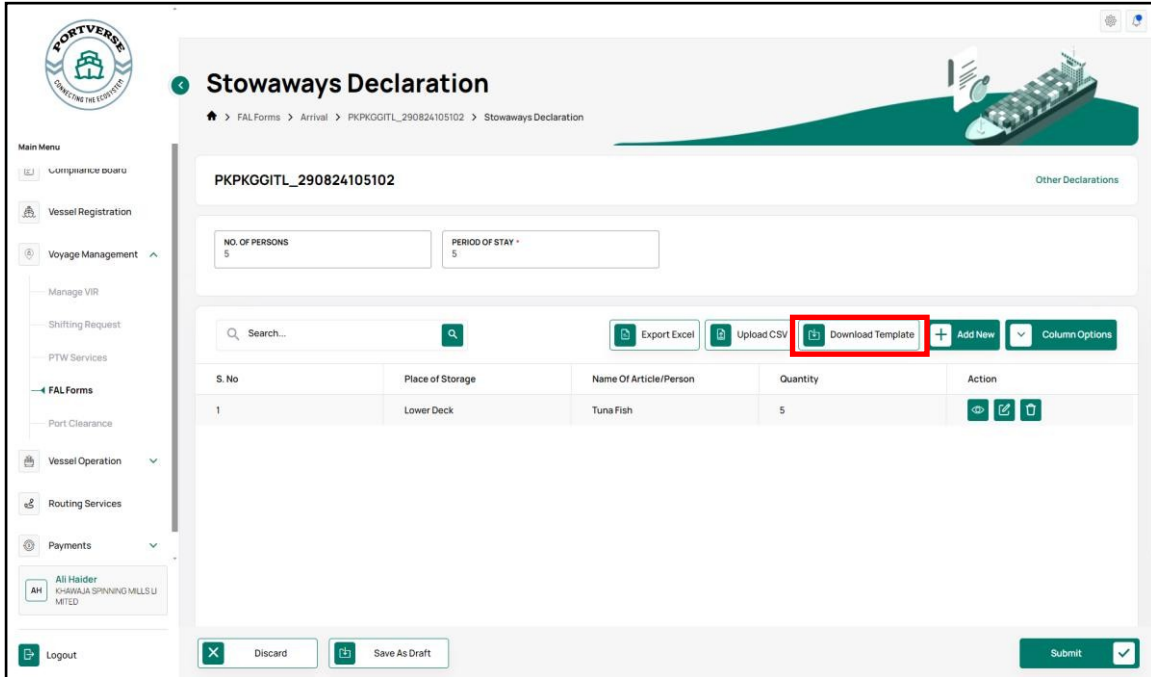


Figure 250 - Download Template

Figure 251 - CSV Template Figure 252 - Download Template

xii

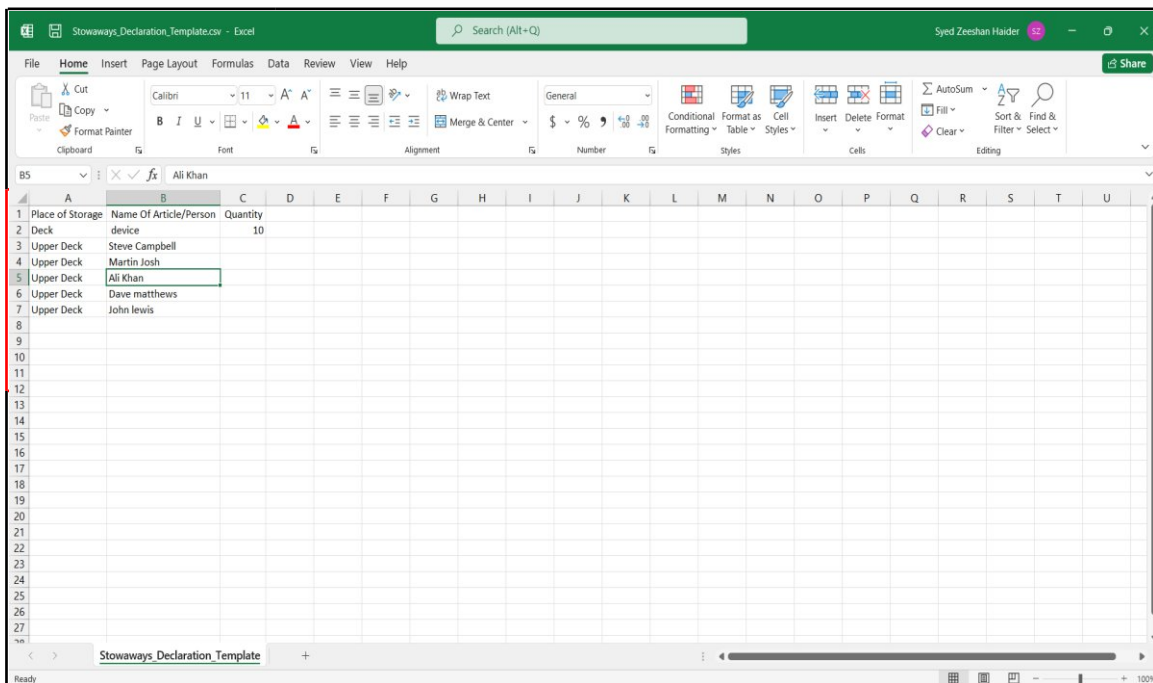


Figure 254 - Upload CSV Figure 255 - CSV Template



**Note:** By default, system will ignore the 1st row of the CSV template (Sample data)

xiv. Click on the **“Upload”** Button

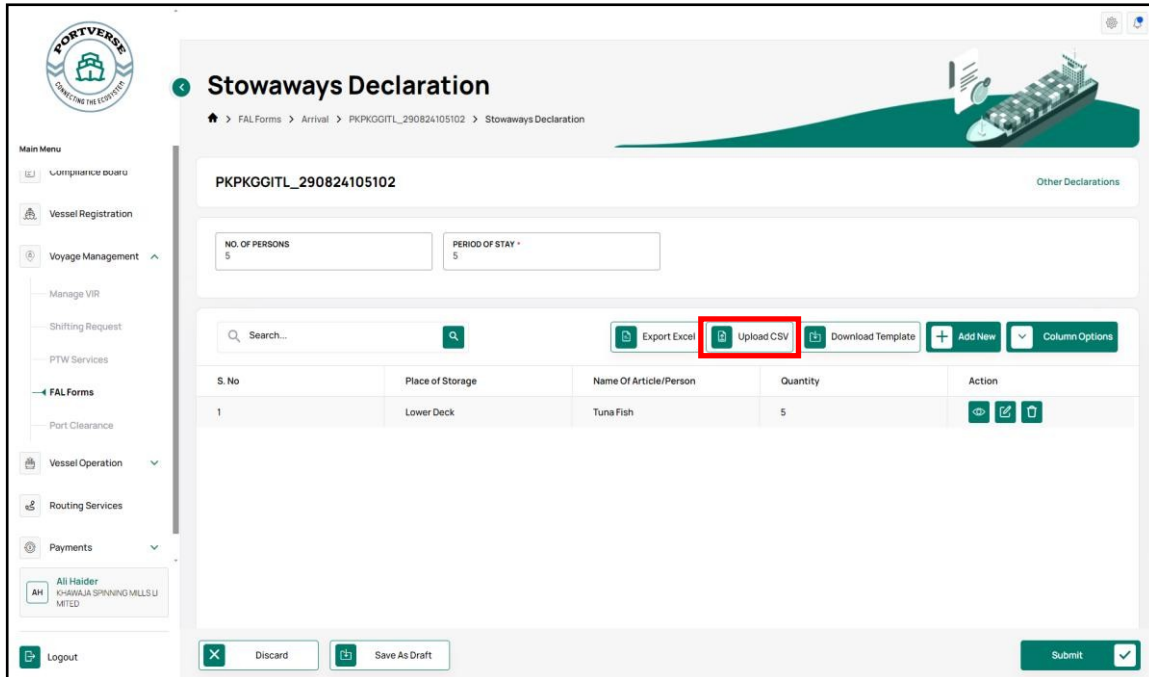


Figure 256 - Upload CSV

Figure 257 - Upload CSV Window

xv. A window will appear for file attachment. Once the relevant file is selected click on the **“Upload”** Button.

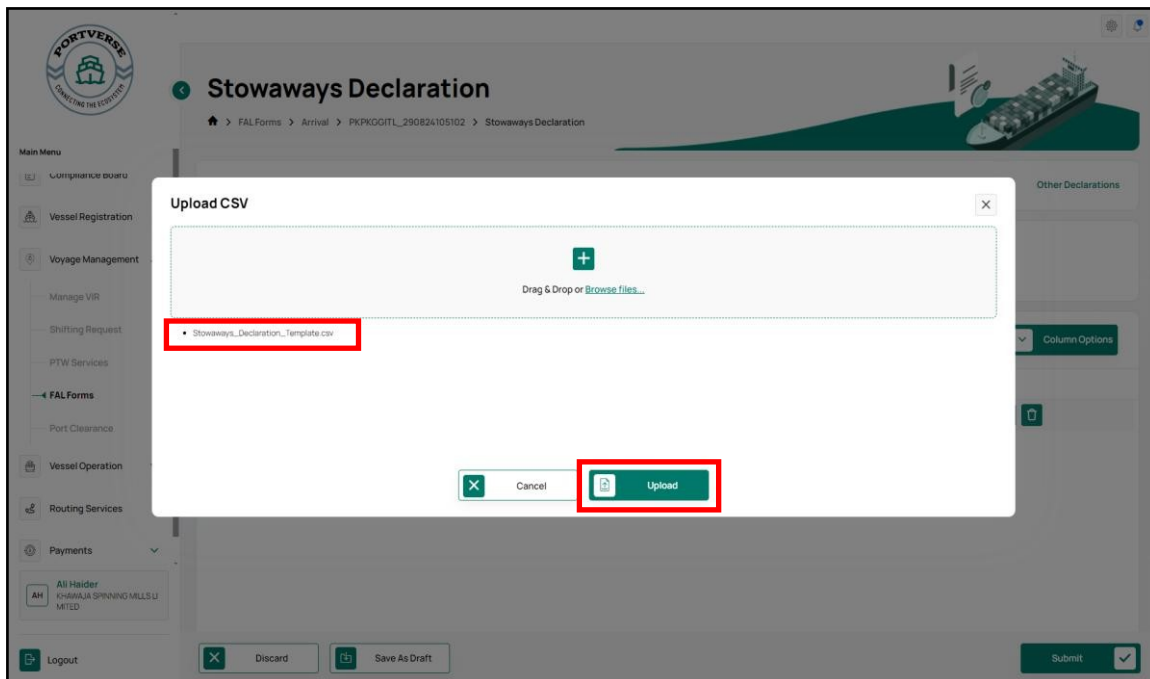


Figure 259 - Upload CSV Window

Figure 260 - Stowaways Form Main Screen

Figure 261 - Upload CSV Window



- xvi. Records will be displayed on the main screen.
- xvii. Update these records by clicking on the “edit” icon (If required)

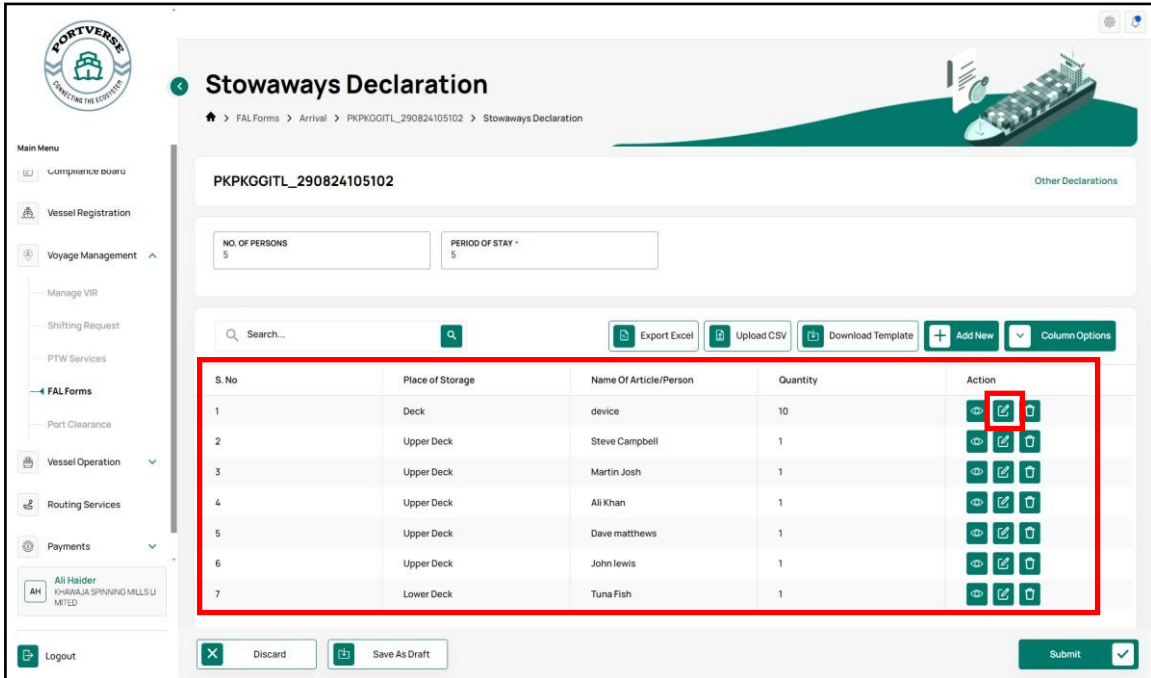


Figure 262 - Stowaways Form Main Screen

xviii.

Figure 263 - Submit Stowaways Form Figure 264 - Stowaways Form Main Screen

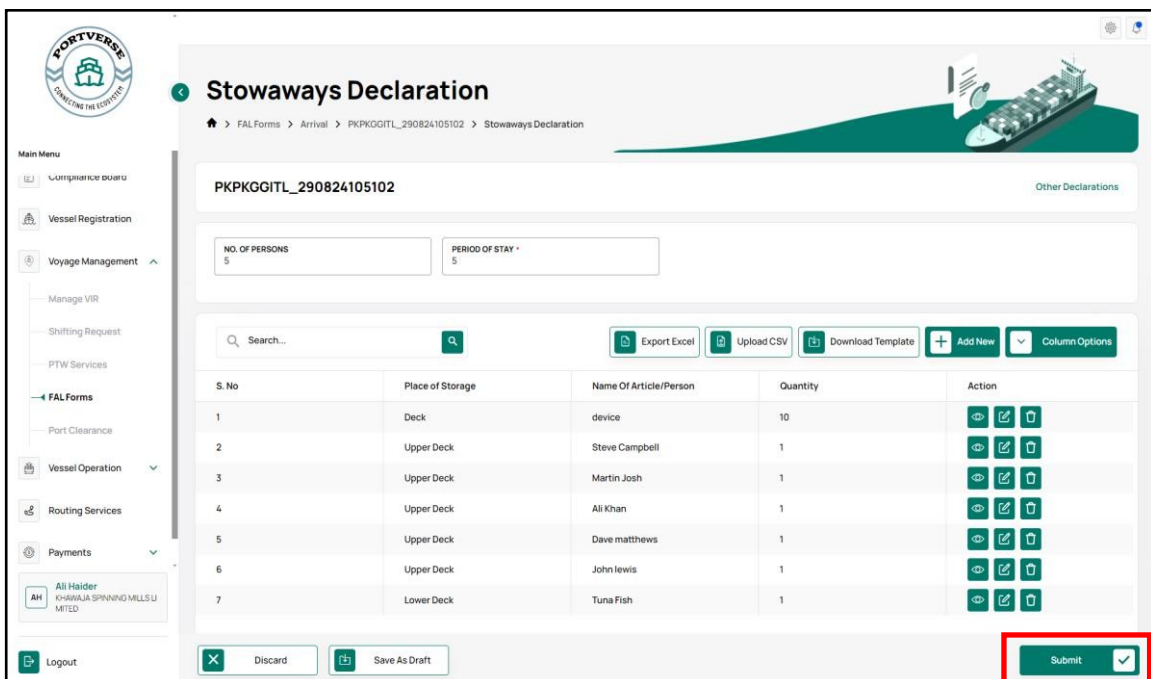


Figure 265 - Submit Stowaways Form

Figure 266 - Confirmation Alert Figure 267 - Submit Stowaways Form



- xix. System will generate a confirmation alert.
- xx. Click on the “Yes” button to proceed.

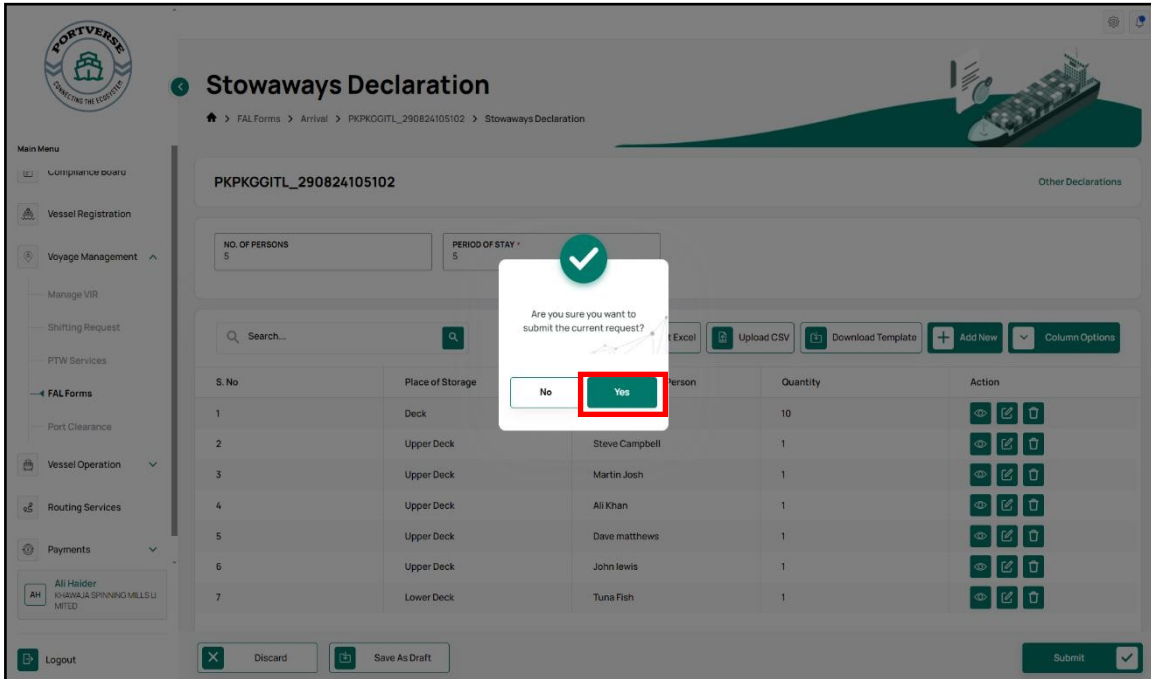
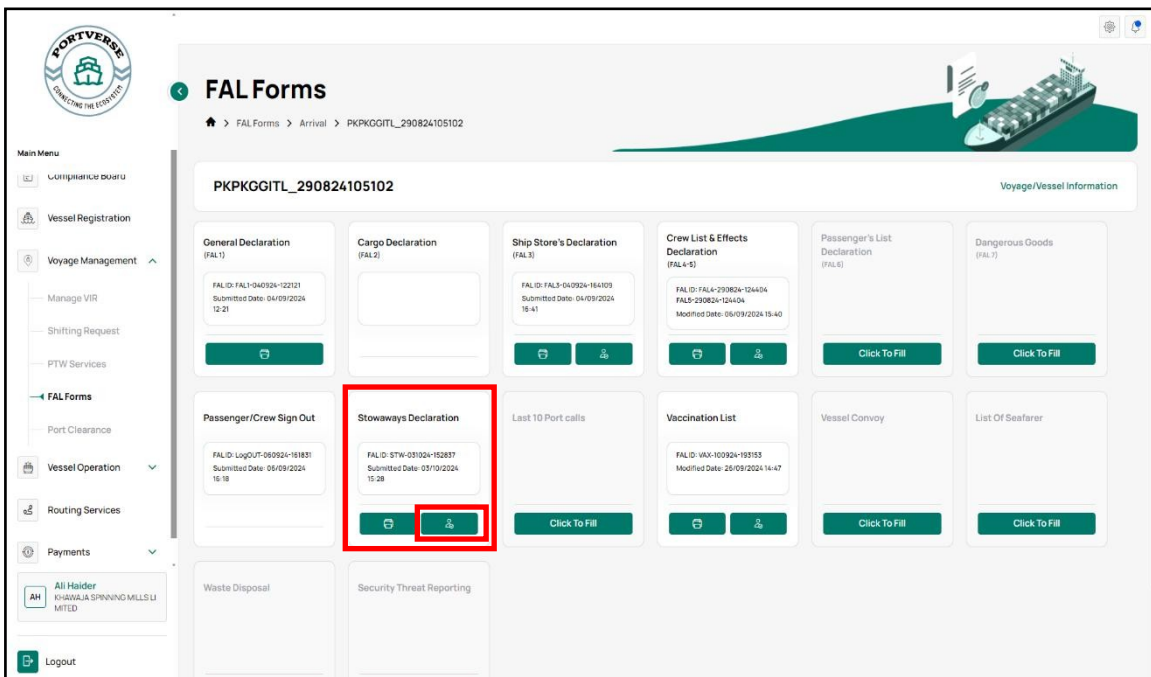


Figure 268 - Confirmation Alert

Figure 269 - FAL Forms Dashboard Screen Figure 270 - Confirmation Alert

- xxi. date.
- xxii. Click on the “View Approval” icon to view the approval status



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Figure 271 - FAL Forms Dashboard Screen



+92 21 111 111 779



info@pcs.gov.pk



www.pcs.gov.pk



PSW - Head Office, Islamabad:

2nd Floor, NTC Headquarters, Sector G-5/2, Islamabad

