PORTVERSE
CONNECTING THE ECOSYSTEM

PSW
PAKISTAN SINGLE WINDOW

PORT COMMUNITY SYSTEM OF PAKISTAN

USER MANUAL

PCS-DO Noncontainerized - Shipping Agents (SA)

This Manual outlines the process for creating Delivery Order (noncontainerized) for Shipping Agents and Freight Forwarders.



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1. Introduction

Welcome to the Port Community System - PortVerse User Manual, your comprehensive guide to understanding this digital platform. PortVerse is designed to optimize, digitalize, and integrate port operations, logistics processes, and regulatory procedures across Pakistan's maritime ports. It aims to enhance interagency coordination, streamline cargo management, and replace outdated, paper intensive processes with efficient digital workflows.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.

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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 digitalizing 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, digitalize, and integrate port and logistics processes and regulatory procedures. Its objectives include improving cargo management, enhancing interagency 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:** Synchronous 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 Terminal Operator Systems (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.

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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).

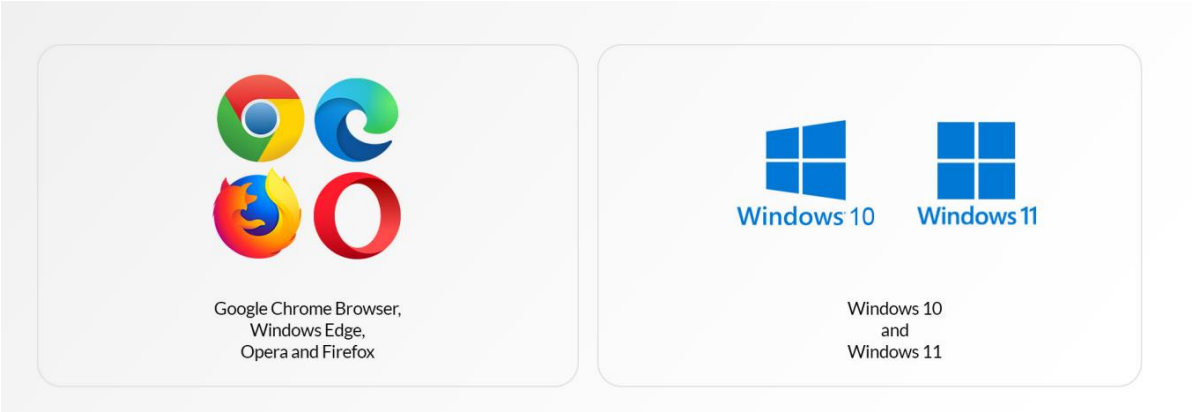
ii. Users must have valid PCS application credentials.

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 Authorized Dealer (AD).

5. System Requirements

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



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



Google Chrome Browser
and
Safari



OS X El
Capitan 10.11
or later

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6. Step by Step Process – shipping agents/Freight Forwarders

1.1. User Login

i. Please visit ''www.pcs.gov.pk" and click the 'Member Area' button. You will be redirected to the login interface.

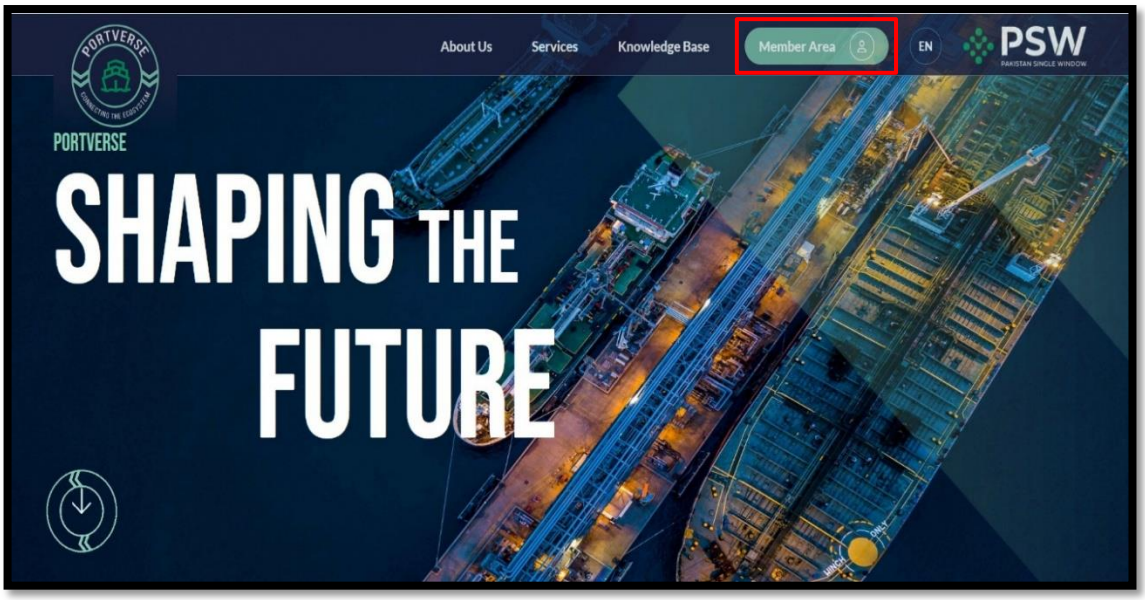


Figure 1

ii. At the login screen, enter your login credentials.

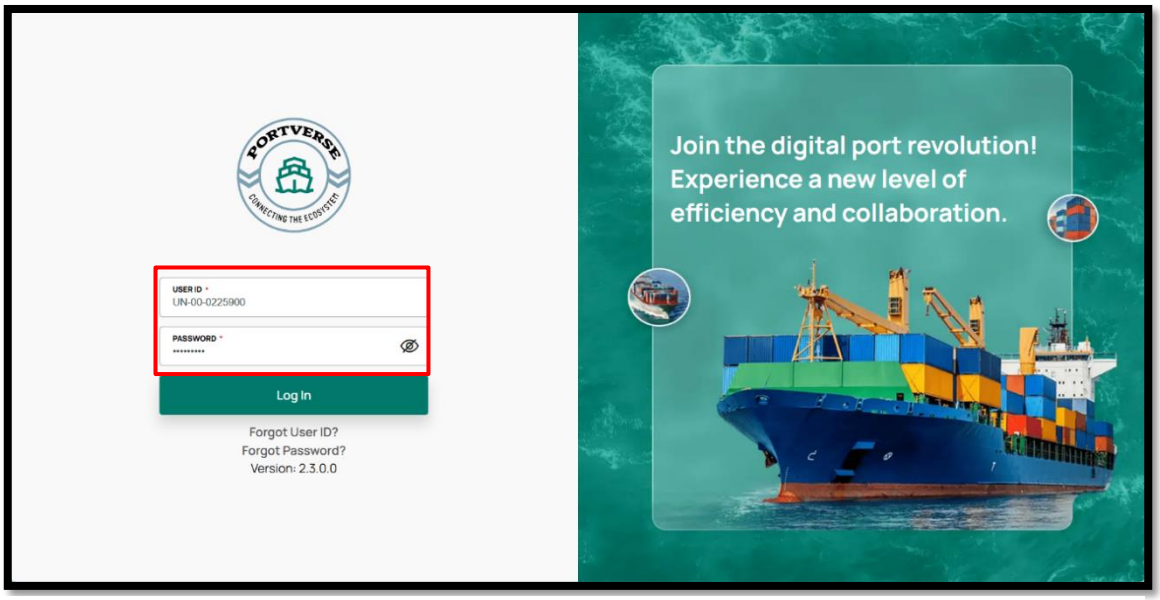


Figure 2

1.2. Delivery Order Request

i. Upon successful log-in, the dashboard will appear. On the 'Main Menu' screen, click 'Vessel Operations' to expand the list.

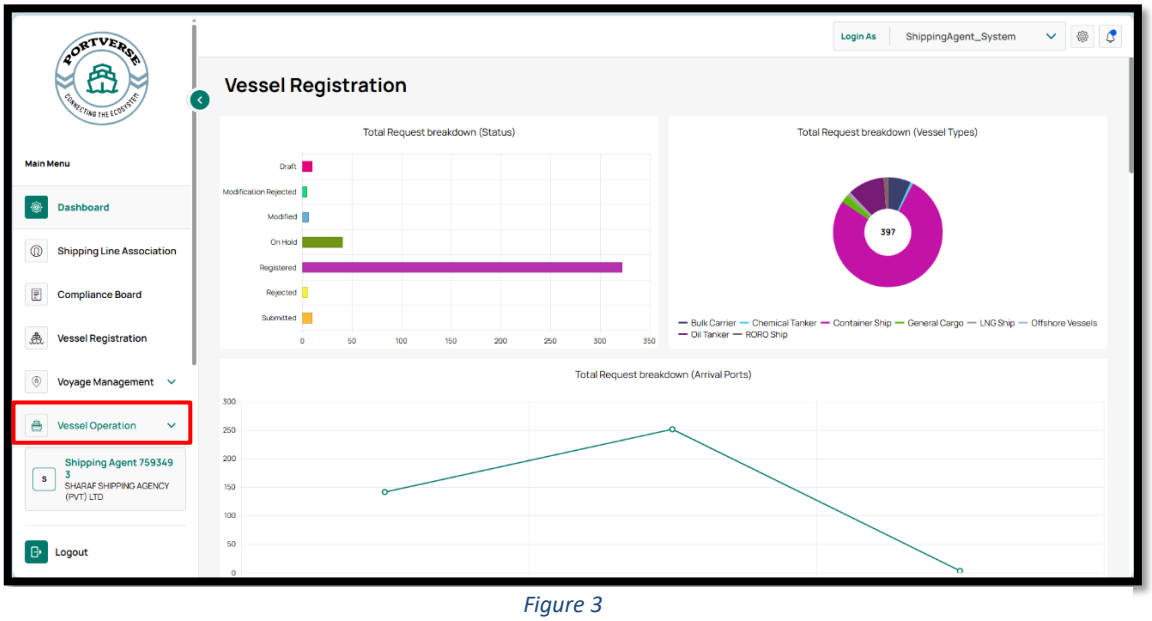


Figure 3

ii. Under Vessel Operations, click the Delivery Order tab.

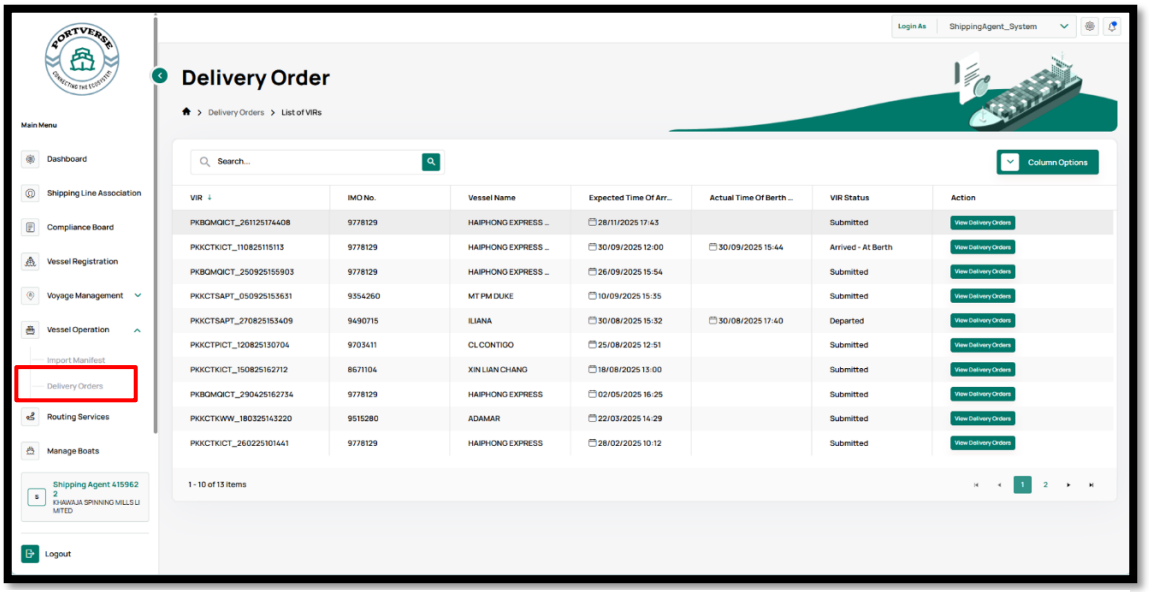


Figure 4

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iii. On the Delivery Order screen, a list of Vessel Intimation Reports (VIRs) will appear. Select the relevant VIR.

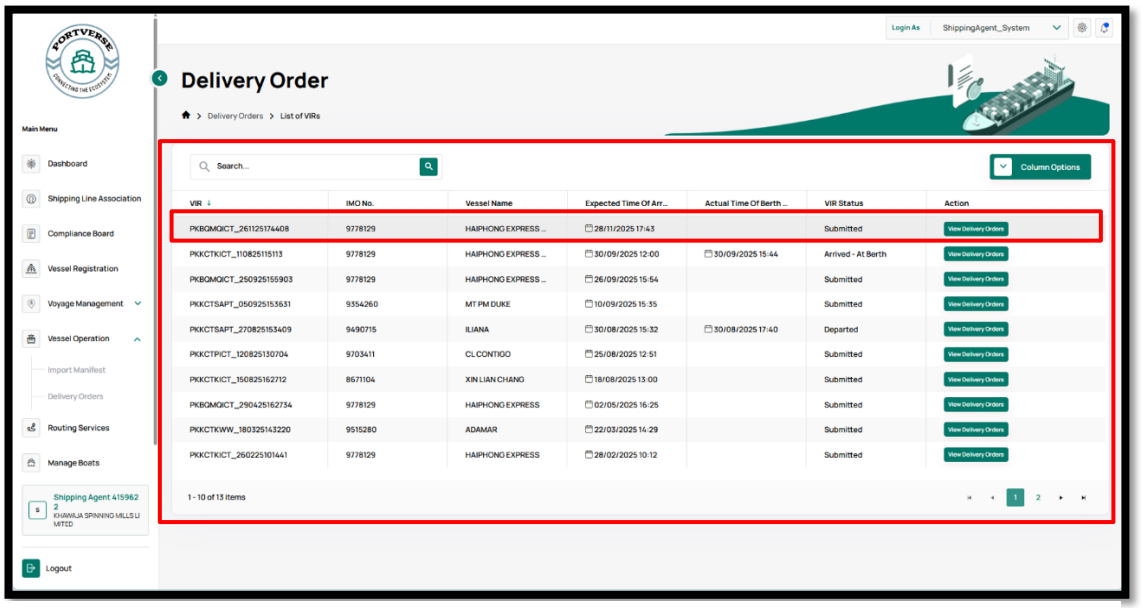


Figure 5

iv. After selecting the VIR, drag it to the right side of the screen. In the Action tab, click 'Edit'.

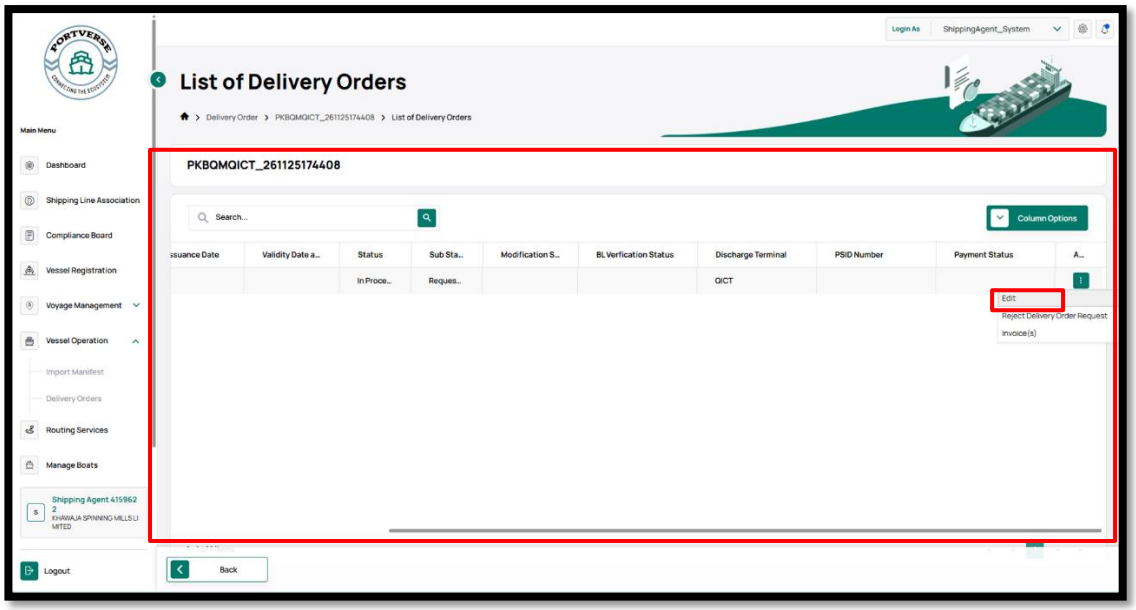


Figure 6

1.2.1. General & Consignee/Goods Details

i. Under the General & Consignee/Goods Details section, enter the Delivery Order (DO) number, then select the Validity Date and Time by clicking the Calendar button.

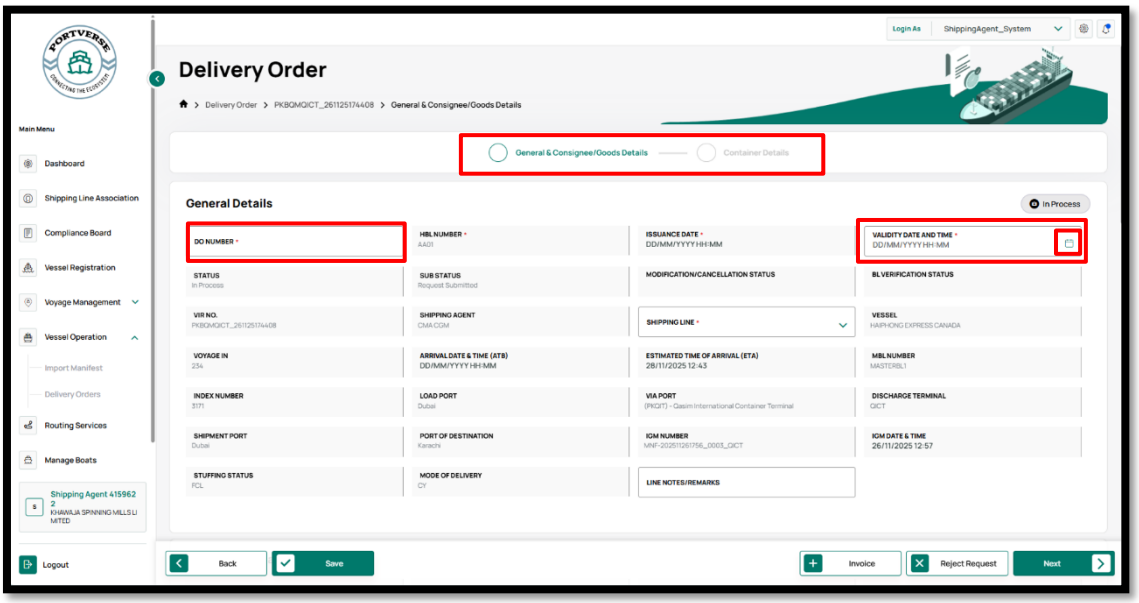


Figure 7

ii. Select the 'Shipping Line' by clicking the Down Arrow button and enter remarks

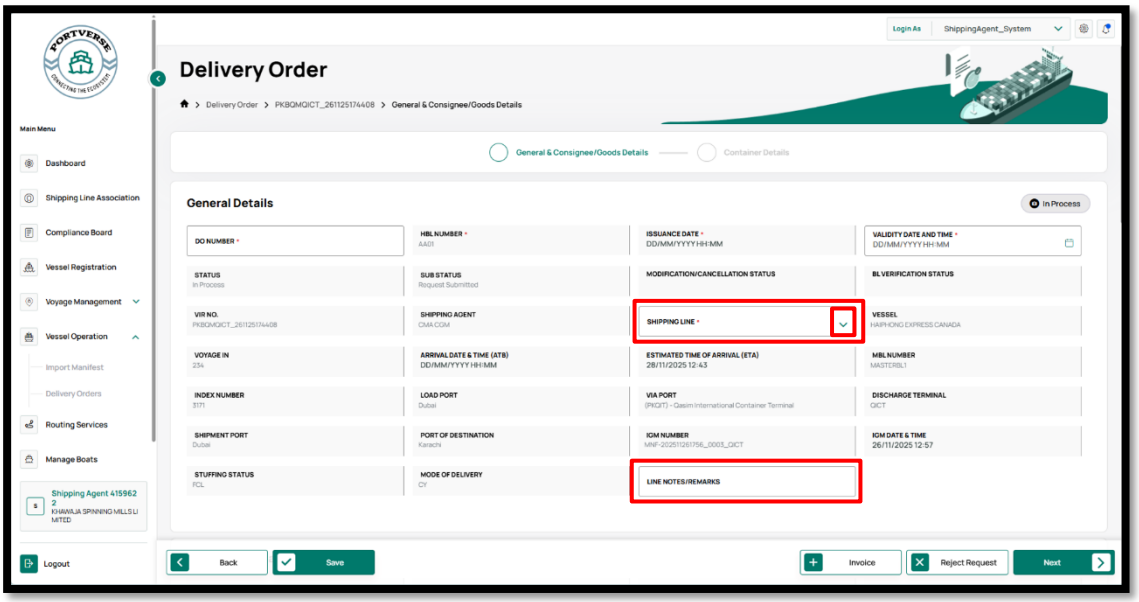


Figure 8

(optional).

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iii. Under the Notify Party section, add or remove parties by clicking the 'Add', 'Edit' or 'Delete' buttons in the Actions tab. Then click on the 'Next' button.

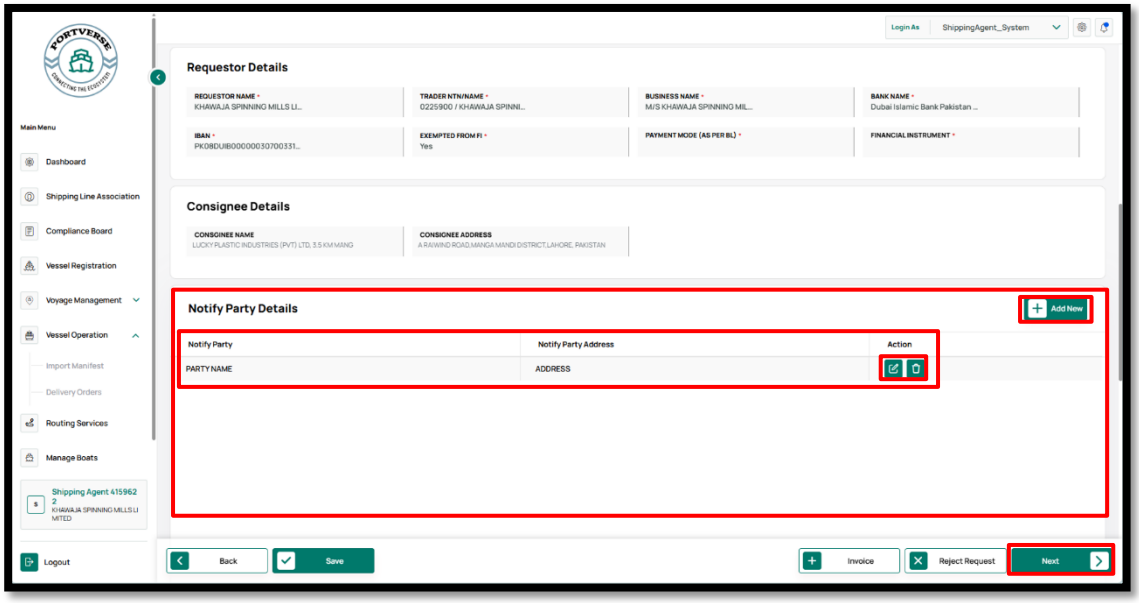


Figure 9

1.2.2. Cargo Details

i. Under the Cargo Details section, review the cargo details.

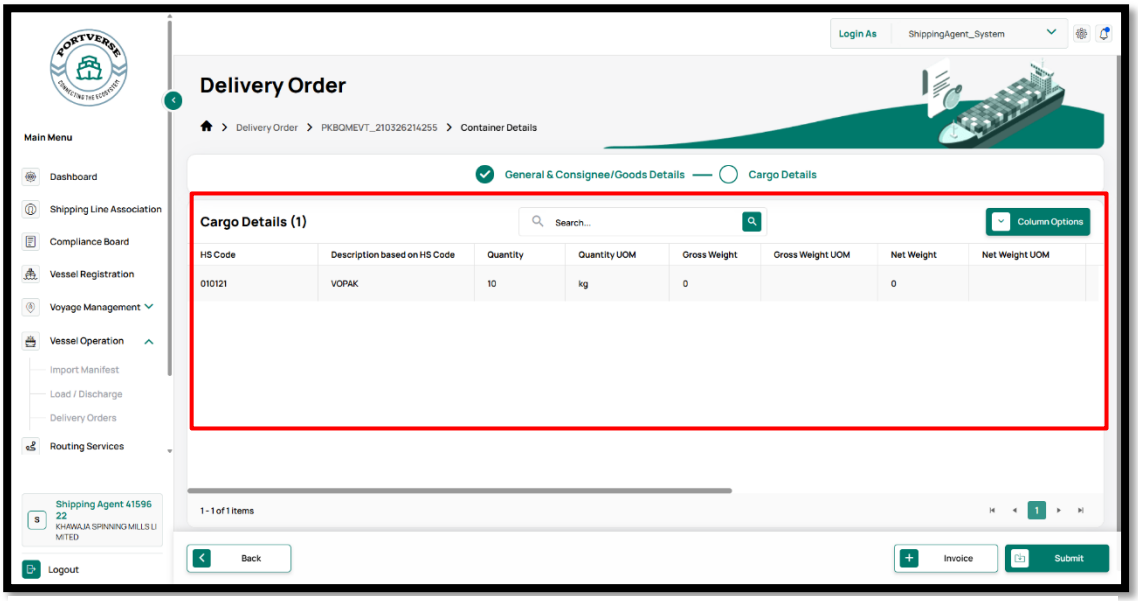


Figure 10

ii. Under the Action's tab, click the three dots icon to edit the Cargo details.

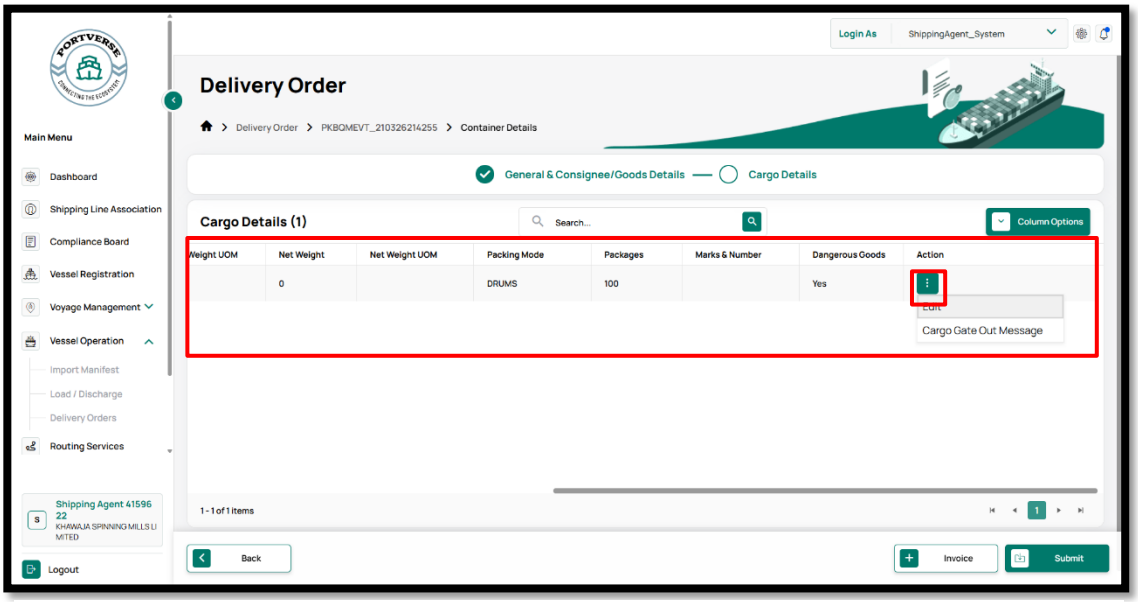


Figure 11

iii. Update data in relevant fields.

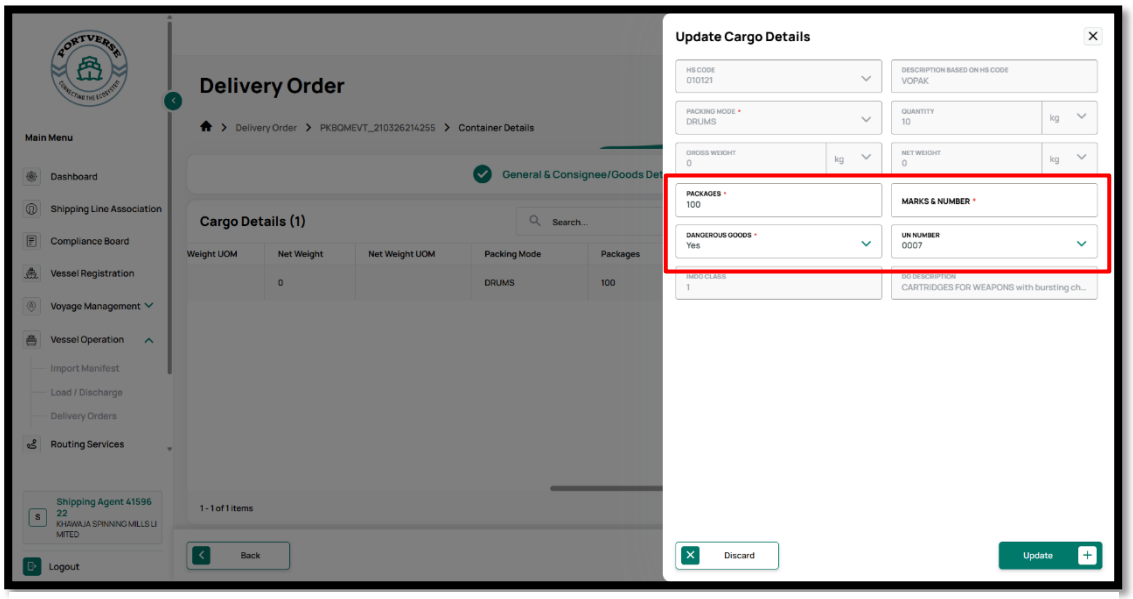


Figure 12

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iv. Click the Update button to submit the updated cargo details.

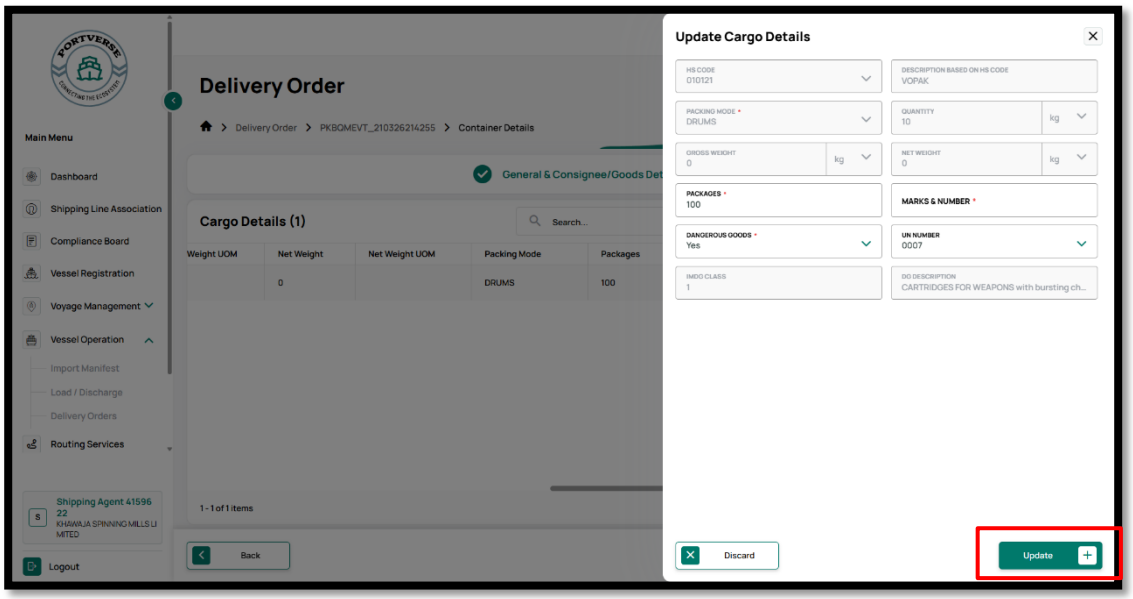


Figure 13

1.3. Bank Endorsement

i. Click the Send for Bank Endorsement button to obtain intimation of bank endorsement on BL.

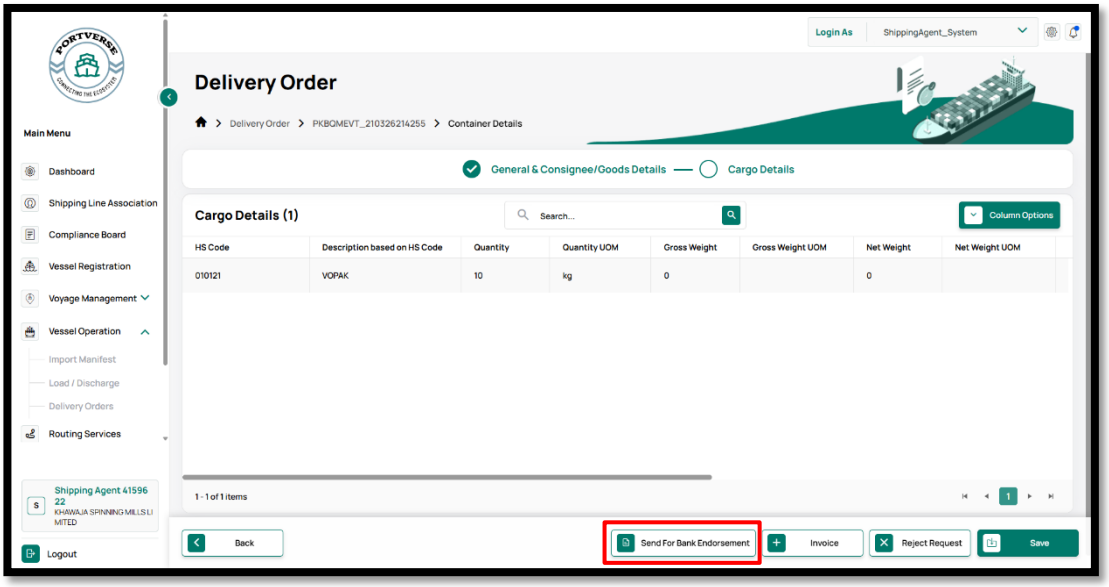


Figure 14

Note: Send for Bank Endorsement is an optional step. Delivery Order can be issued without electronic intimation on BL endorsement by Bank.

ii. Click the 'OK' button to proceed.

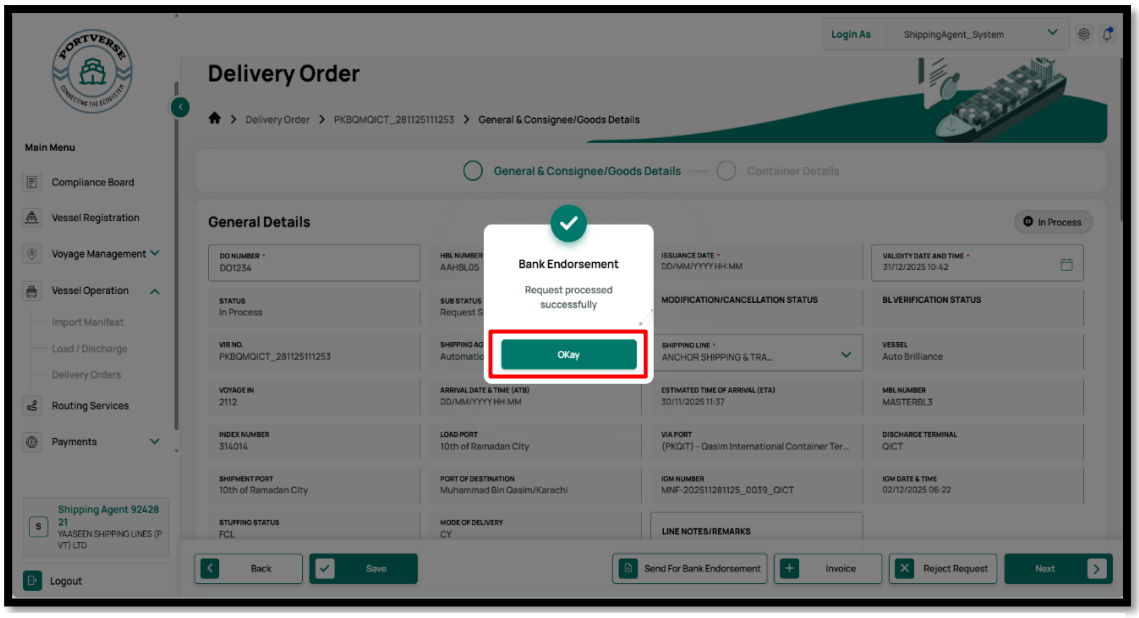


Figure 15

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1.4. Invoice Creation

1.4.1. Generate Invoice

i. On the General Details screen, click the ‘Invoice’ button to create an invoice.

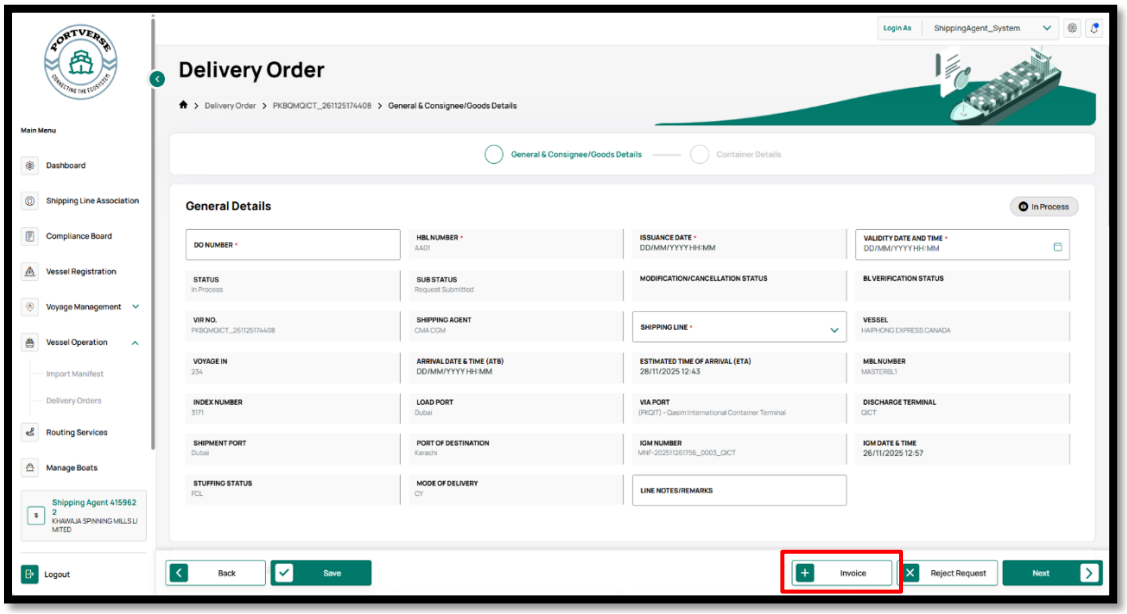


Figure 16

ii. Click the ‘Create Invoice’ button.

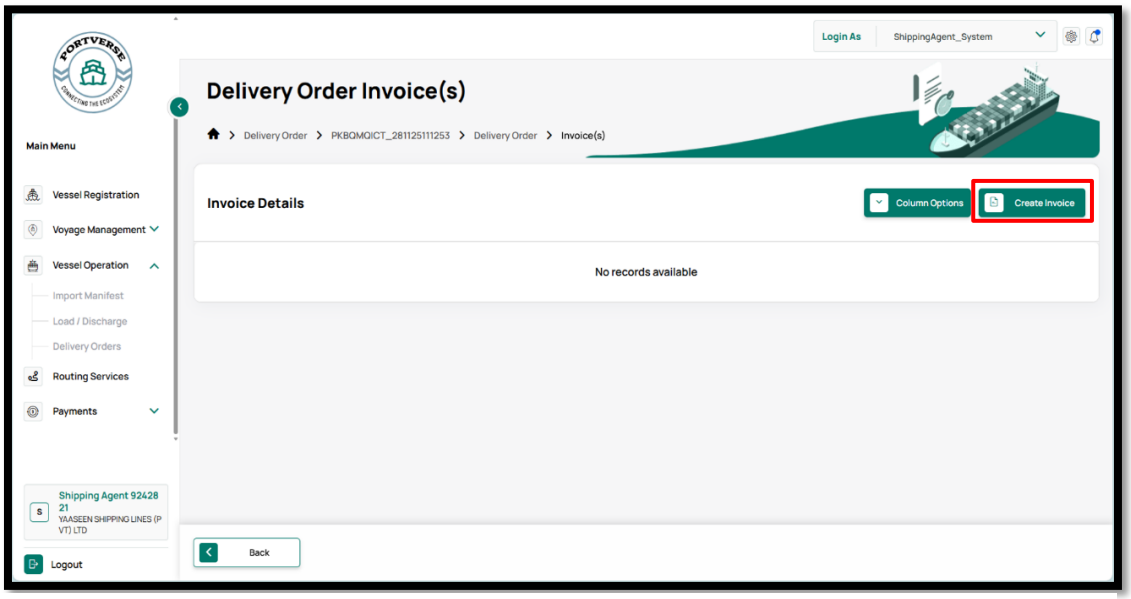


Figure 17

iii. Select the ‘Invoice Type’ using the dropdown arrow and enter the invoice number.

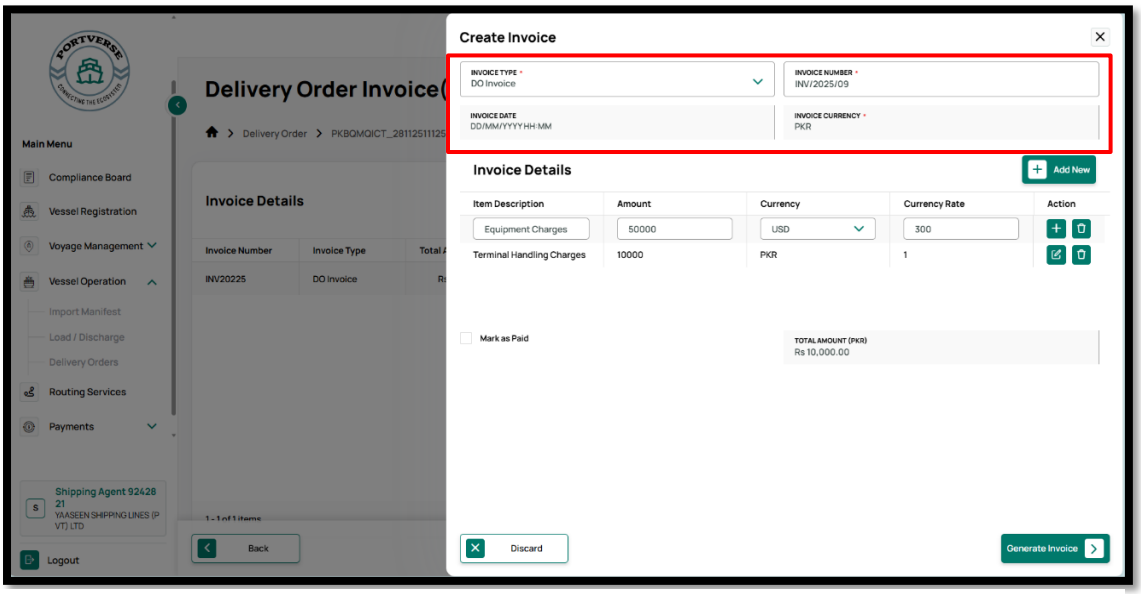


Figure 18

iv. Enter the invoice details.

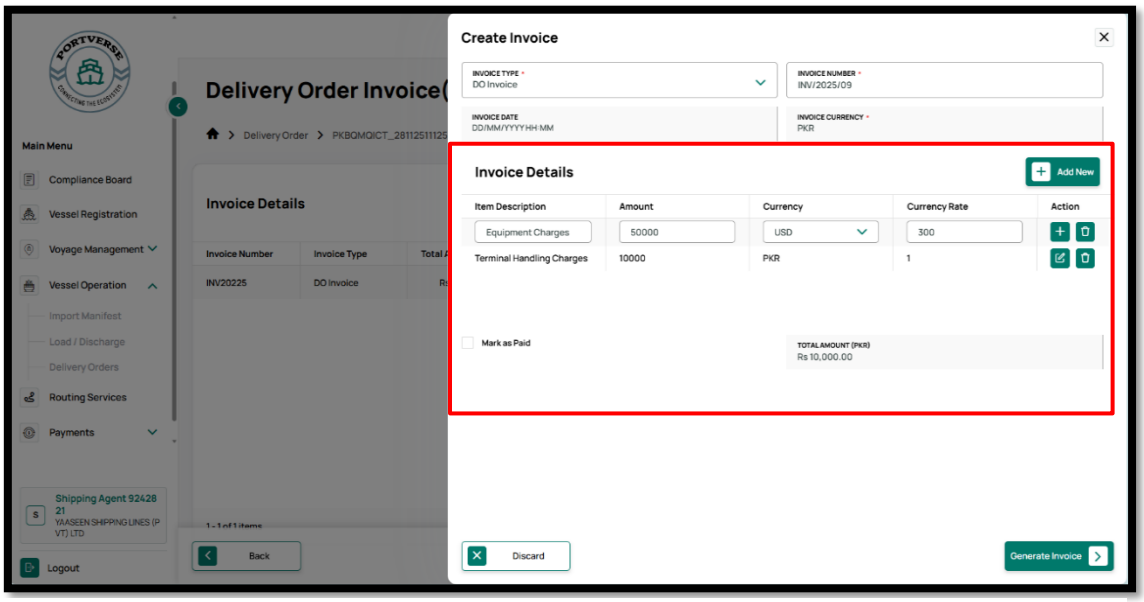


Figure 19

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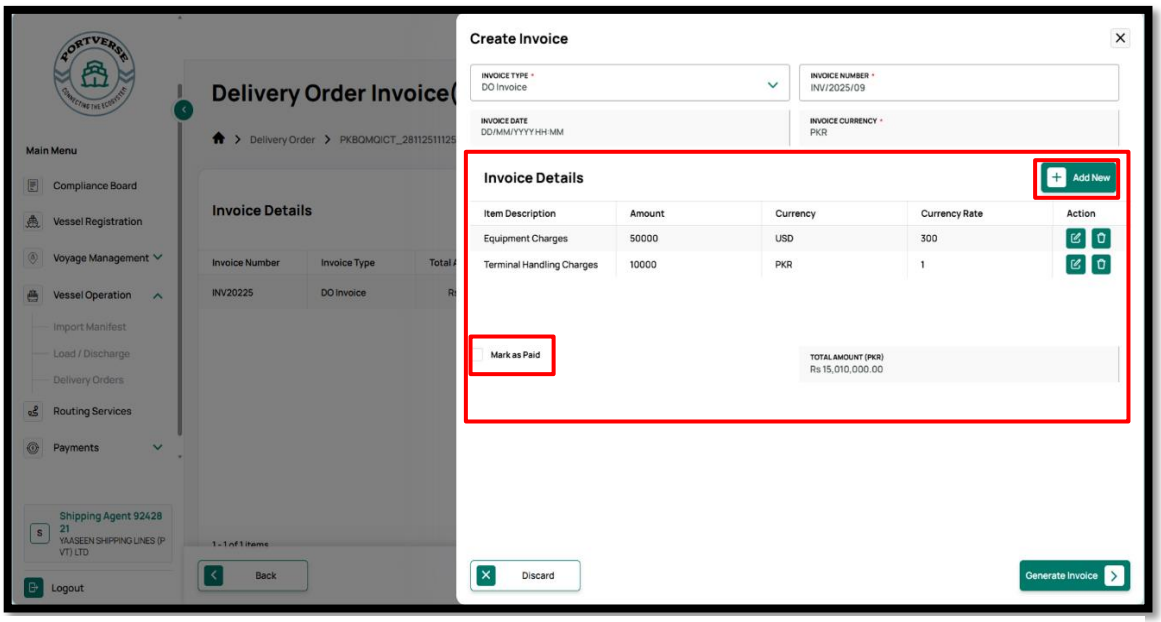


Figure 20

v. To add a new row, click the Add New button.

Note: You may mark the invoice as paid by select the 'Mark as Paid' option. Alternatively, this could also be done by invoice listing screen.

vi. Click the 'Generate Invoice' button to create the invoice.

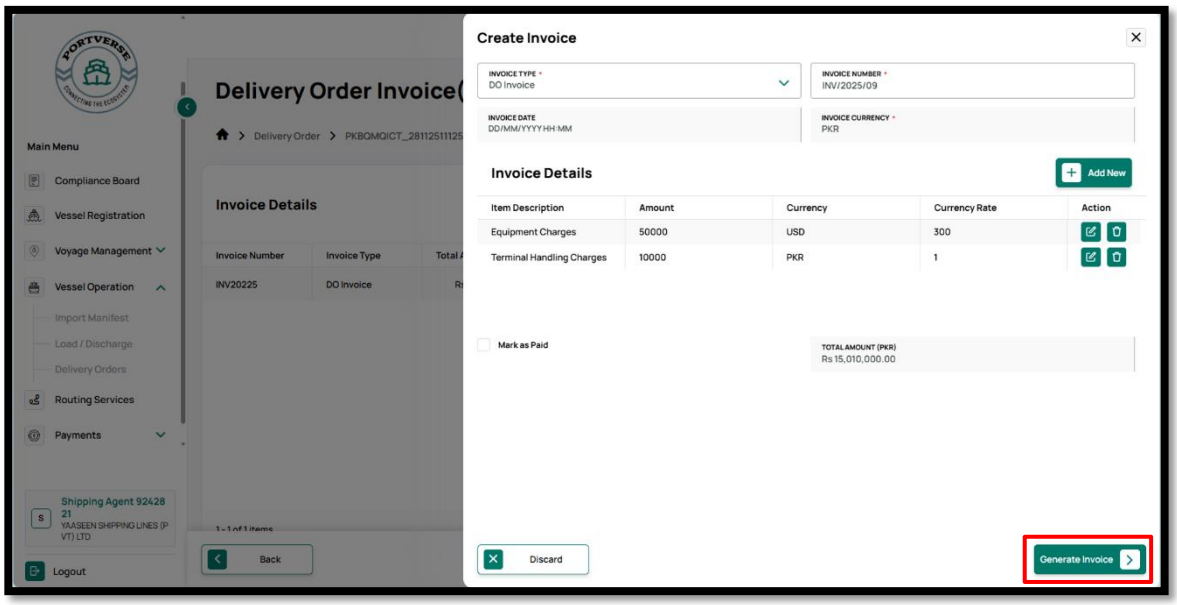


Figure 21

vii. Click the ‘Ok’ button to proceed.

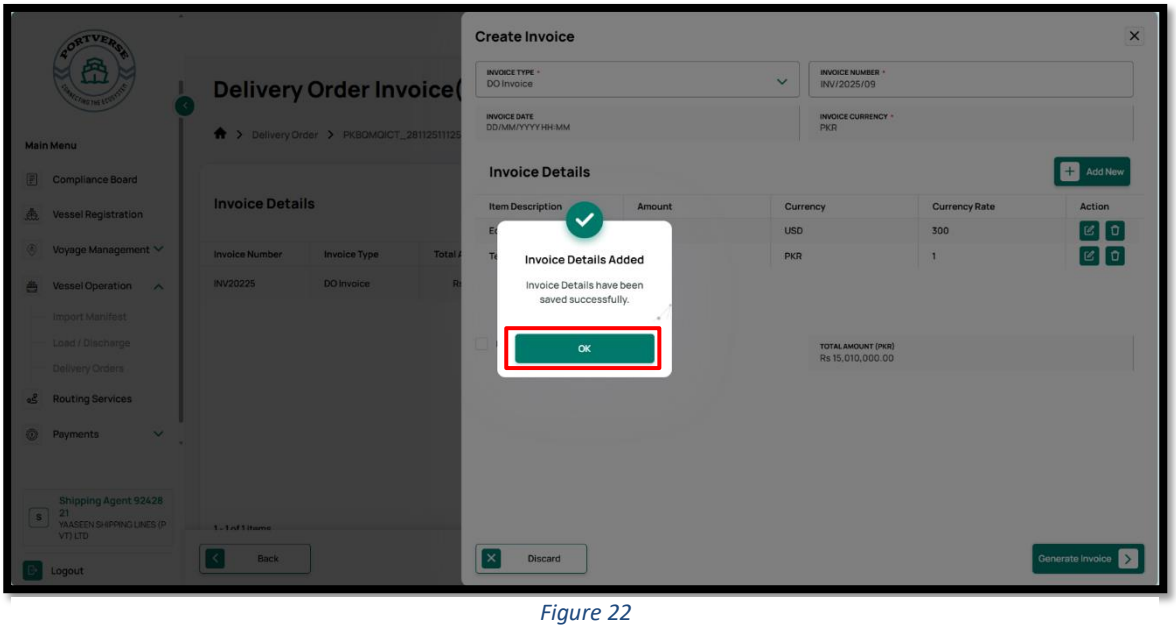


Figure 22

1.4.2. View Invoice

i. On the Invoice Details screen, click the ‘Print’ icon in the Actions tab to view the invoice.

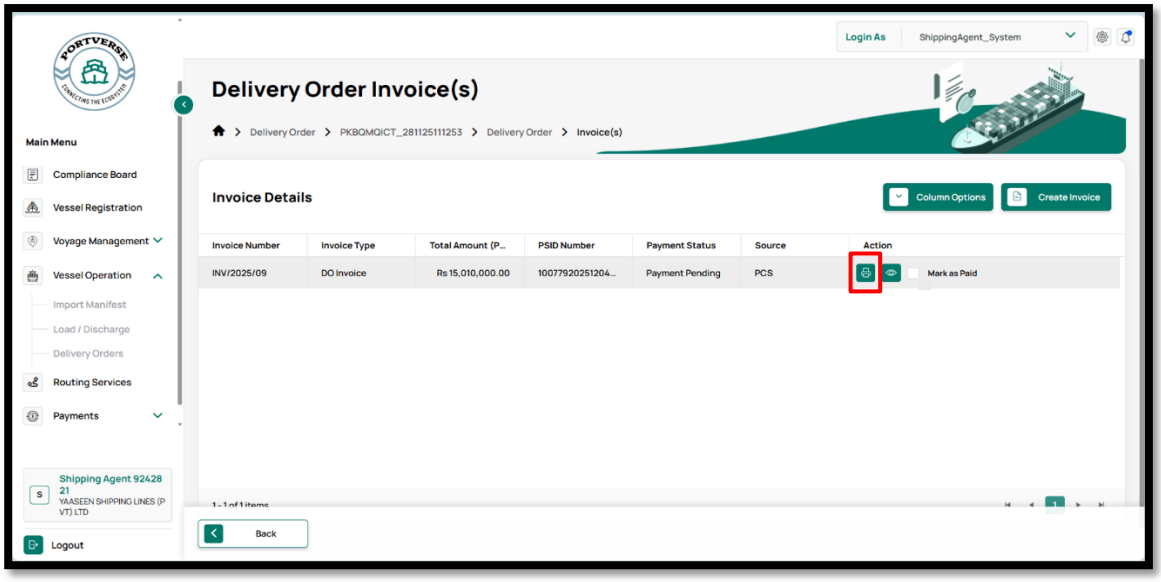


Figure 23

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ii. Review the invoice and click the ‘Close’ button to proceed.

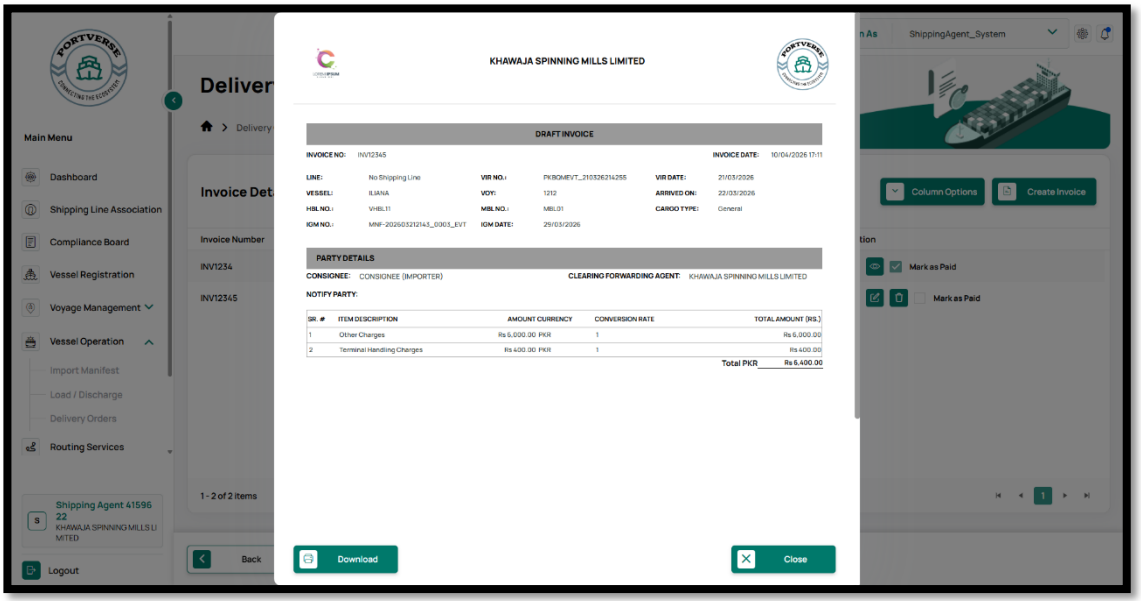


Figure 24

1.4.3. Mark As Paid

i. In the Invoice Details section, select the Mark as Paid option to proceed

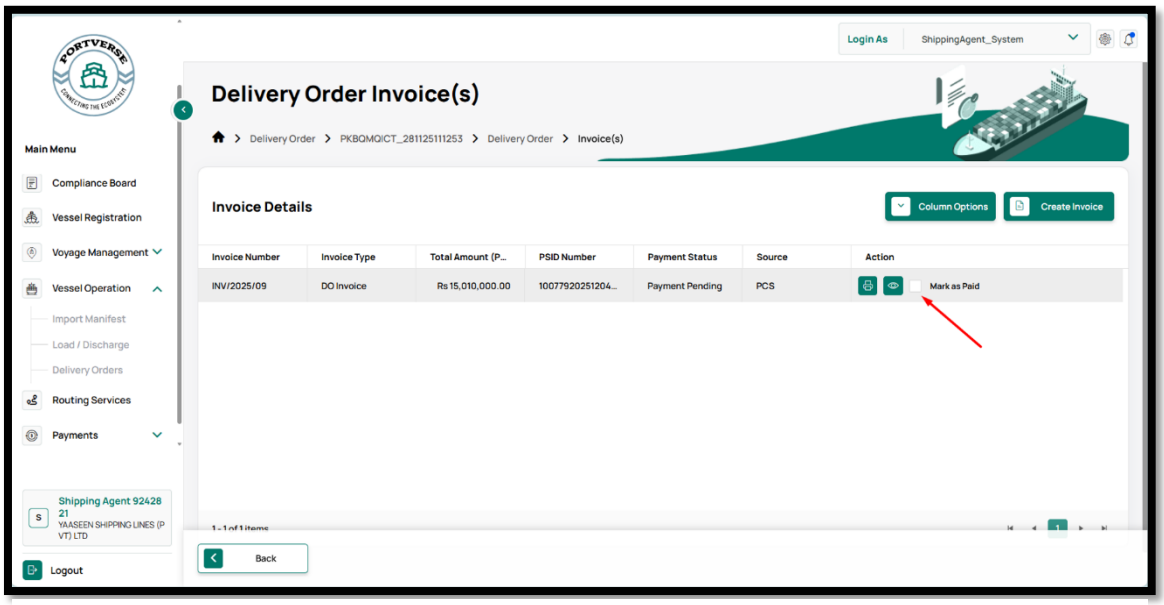


Figure 25

without payment.

ii. Enter the ‘Paid By’ details and click the ‘Submit’ button.

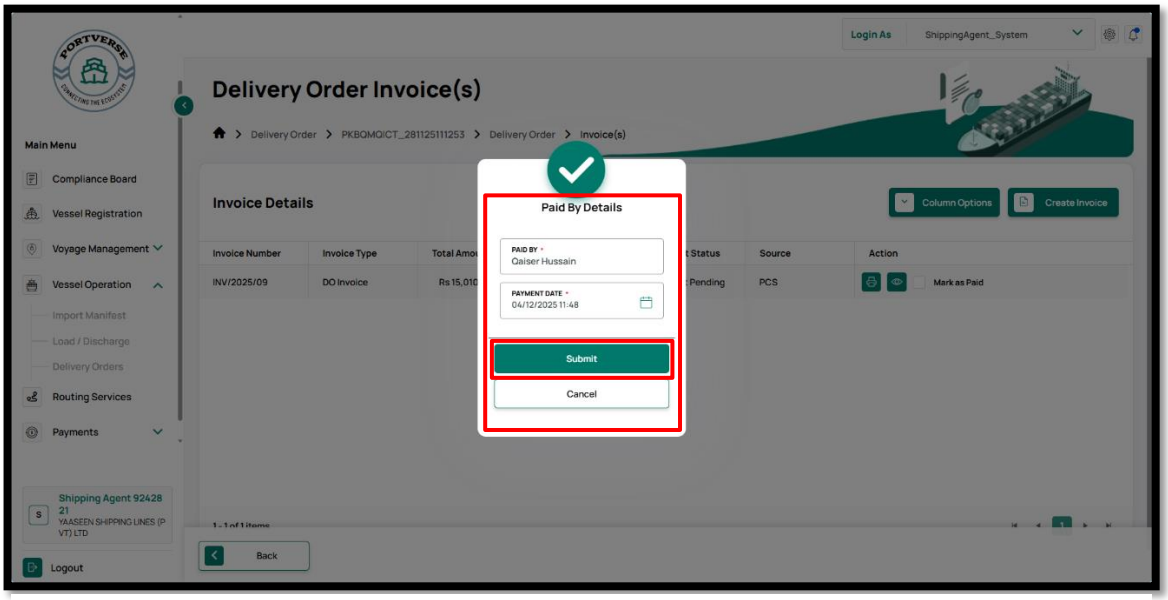


Figure 26

iii. Click the OK button to proceed.

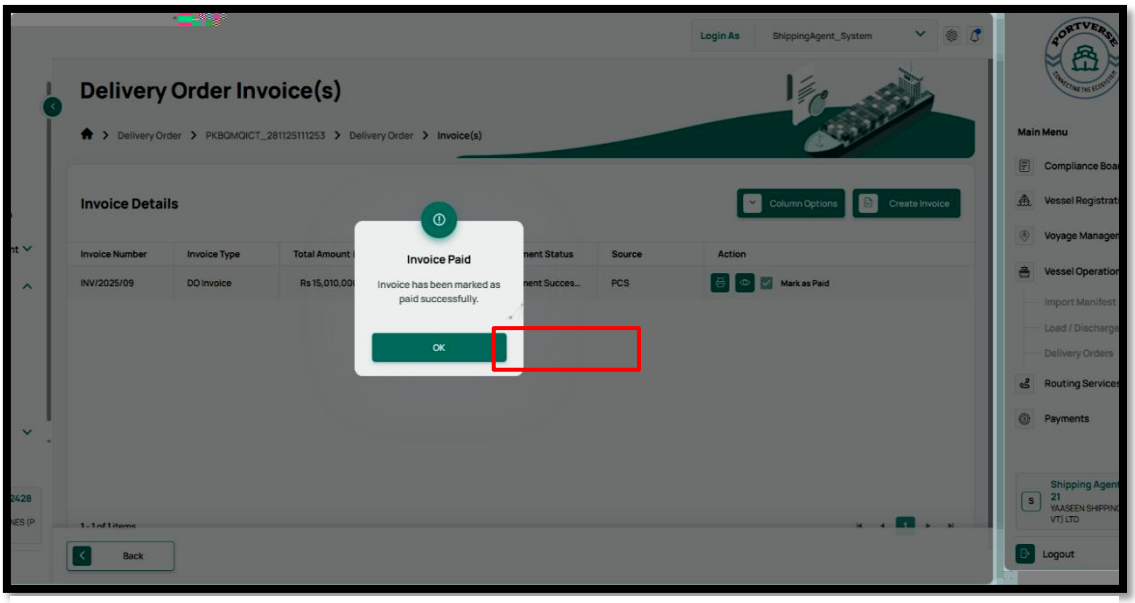


Figure 27

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1.5. Print Delivery Order

i. On the List of Delivery Orders screen, select the relevant delivery order and click on the three dots. Then select Print Delivery Order.

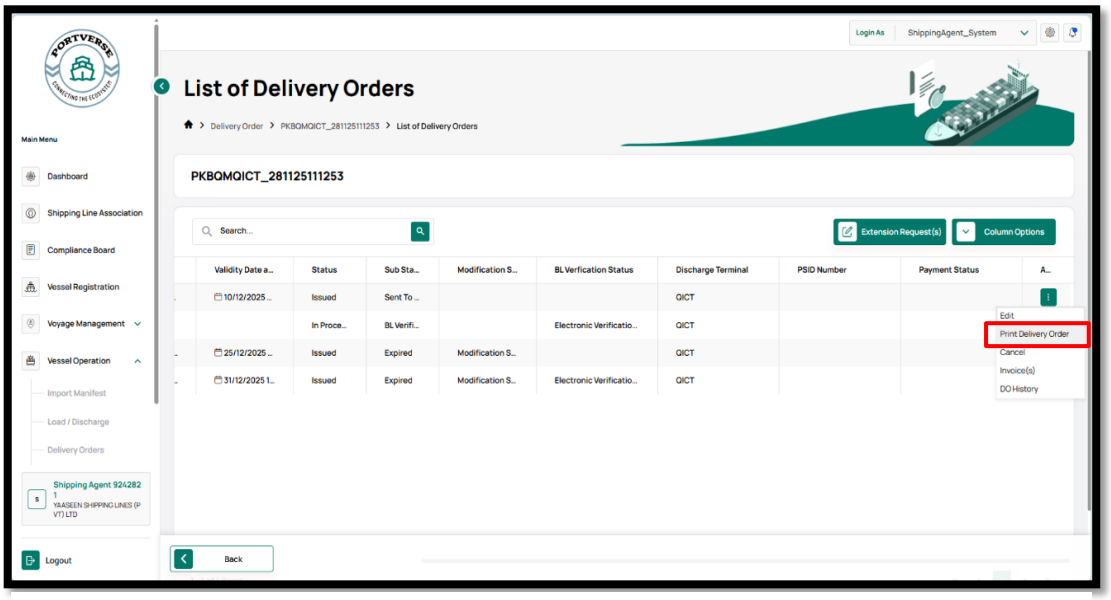


Figure 28

ii. Click on the 'Download' button to print the delivery order.

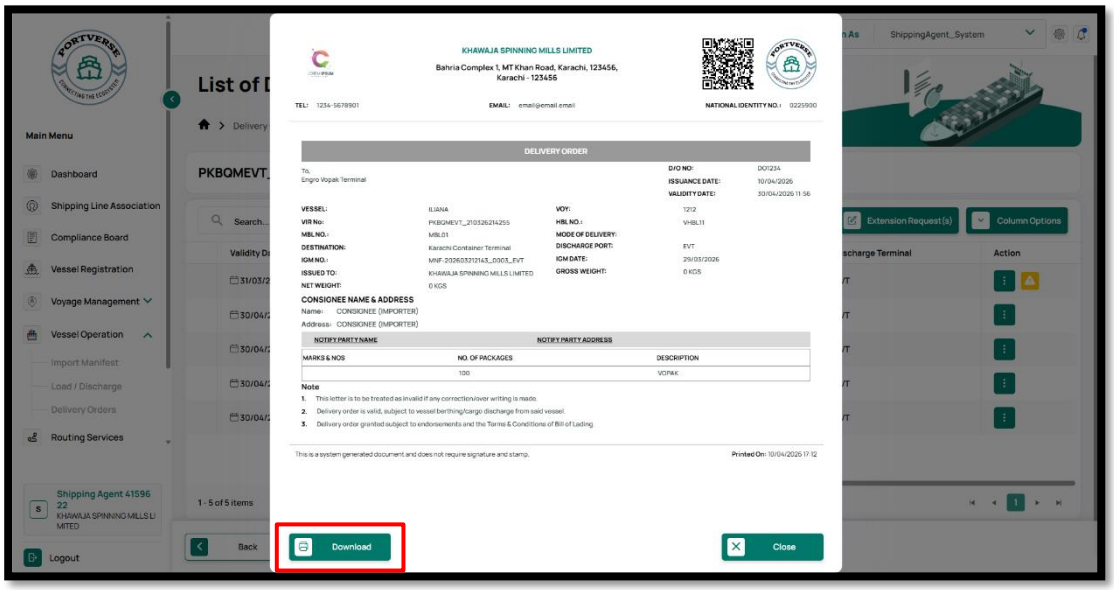


Figure 29

1.6. Extension of Delivery Order

i. To extend Delivery Order, click on the 'Extension Request(s) button on the List of Delivery Order Screen.

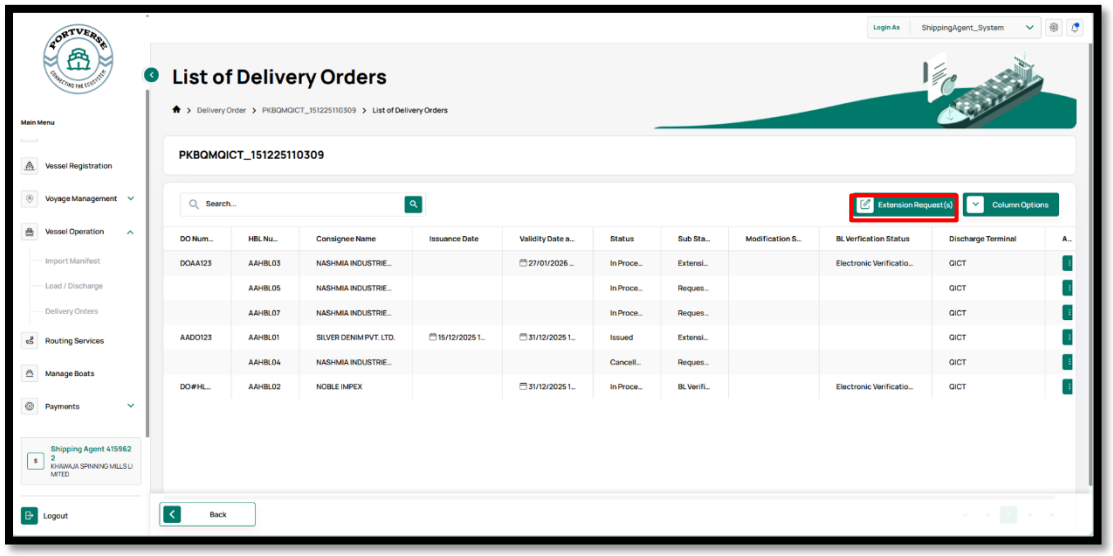


Figure 30

ii. Select the relevant Delivery Order and click on the 'View Request' button.

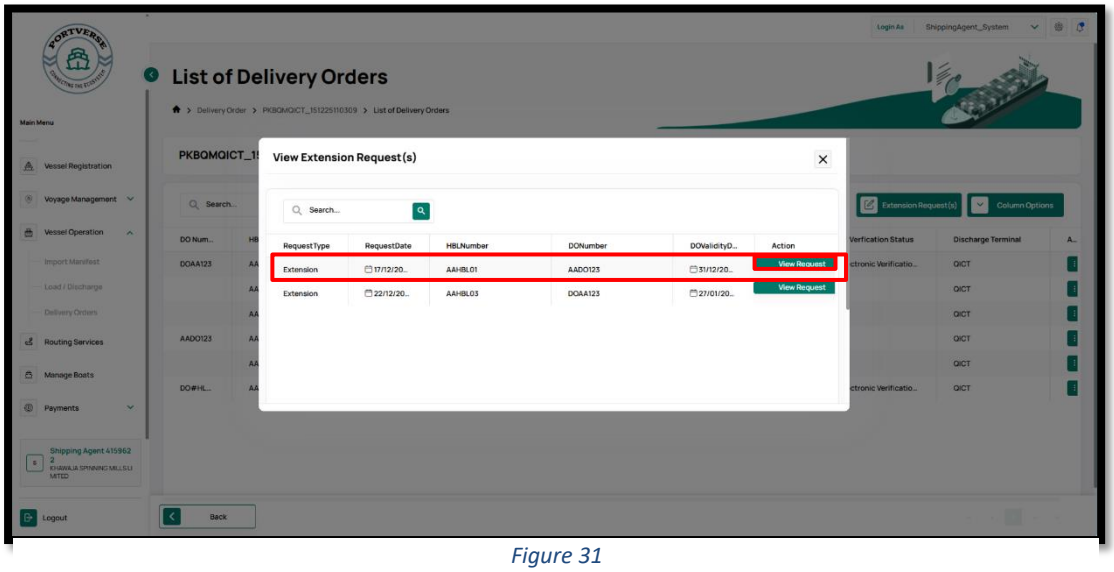


Figure 31

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iii. Under the Approve Extension tab, select the ‘New Validity Date’ by clicking the calendar icon.

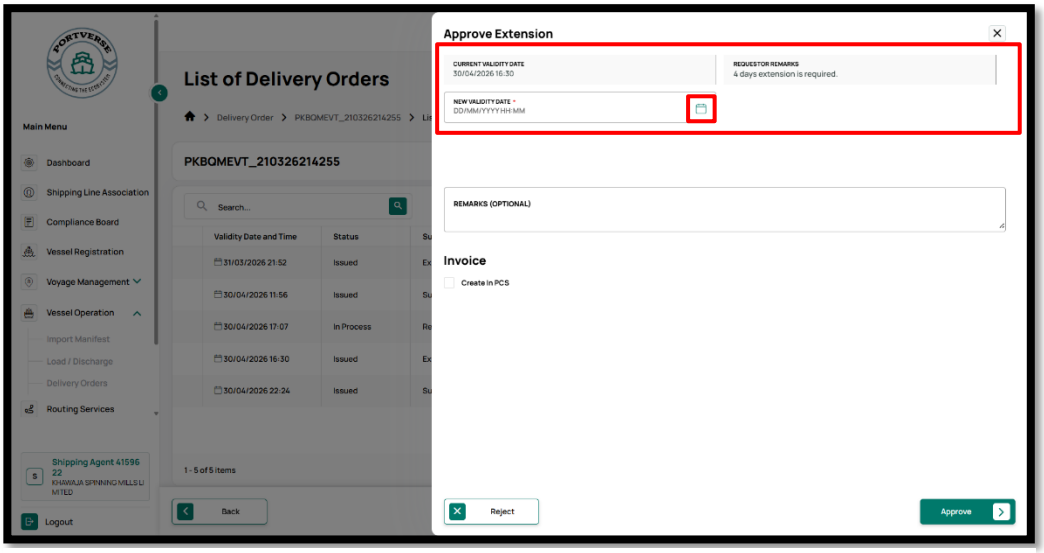


Figure 32

iv. Add ‘Remarks’ and under the invoice tab, select the ‘Create in PCS’ checkbox.

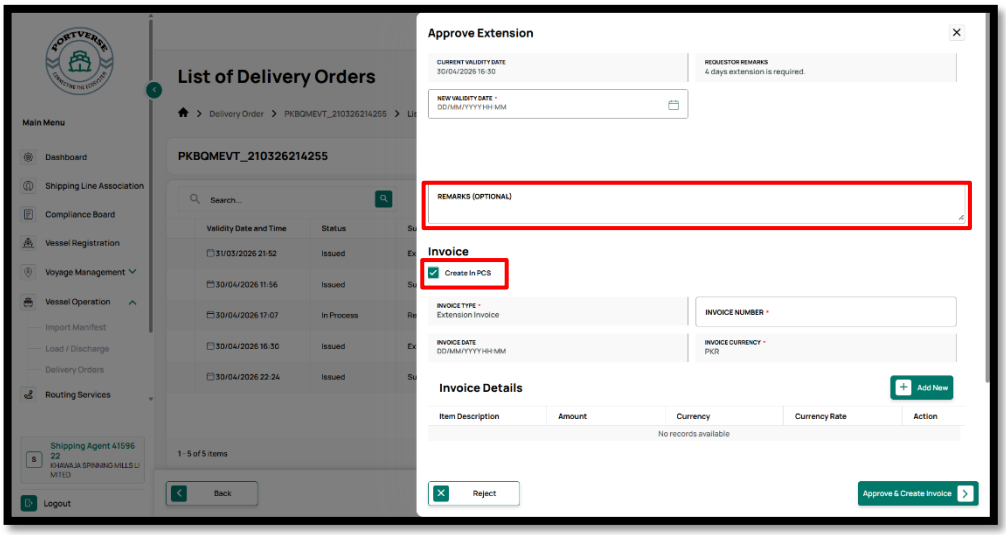


Figure 33

v. Enter the 'Invoice Number' and click on the 'Add New' button to add invoice details. Click on the 'Approve & Create Invoice' button to proceed.

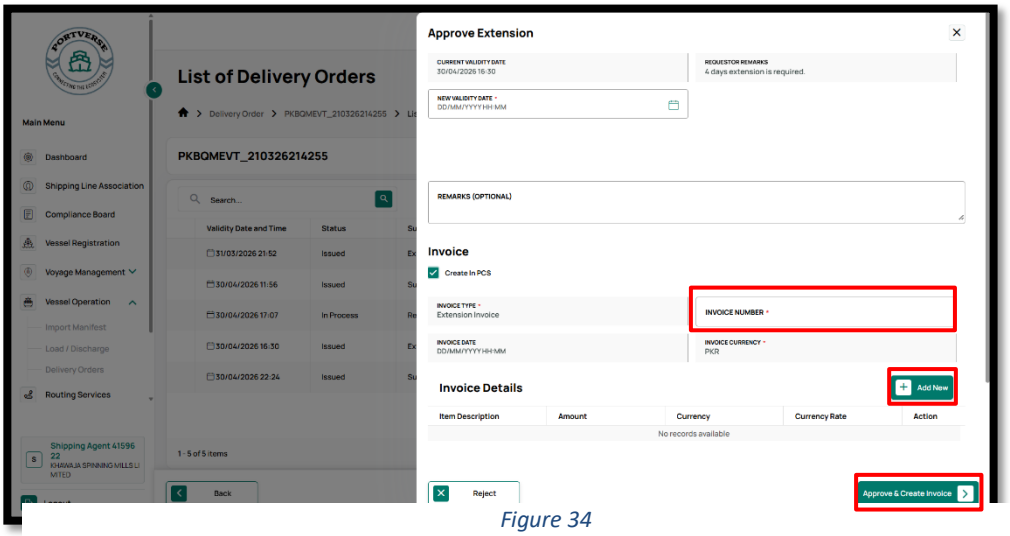


Figure 34

vi. Click on the 'Ok' button to proceed further.

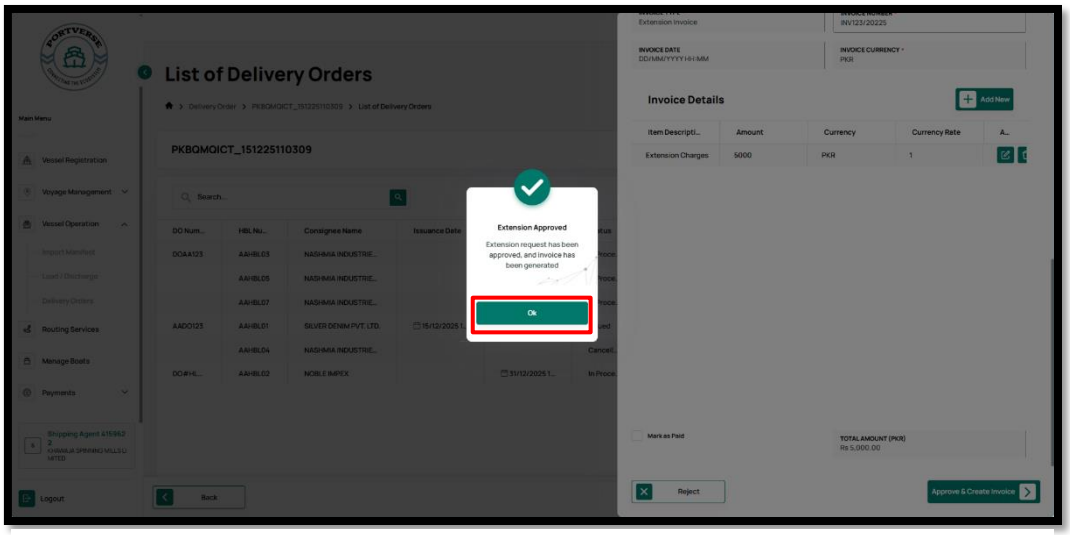
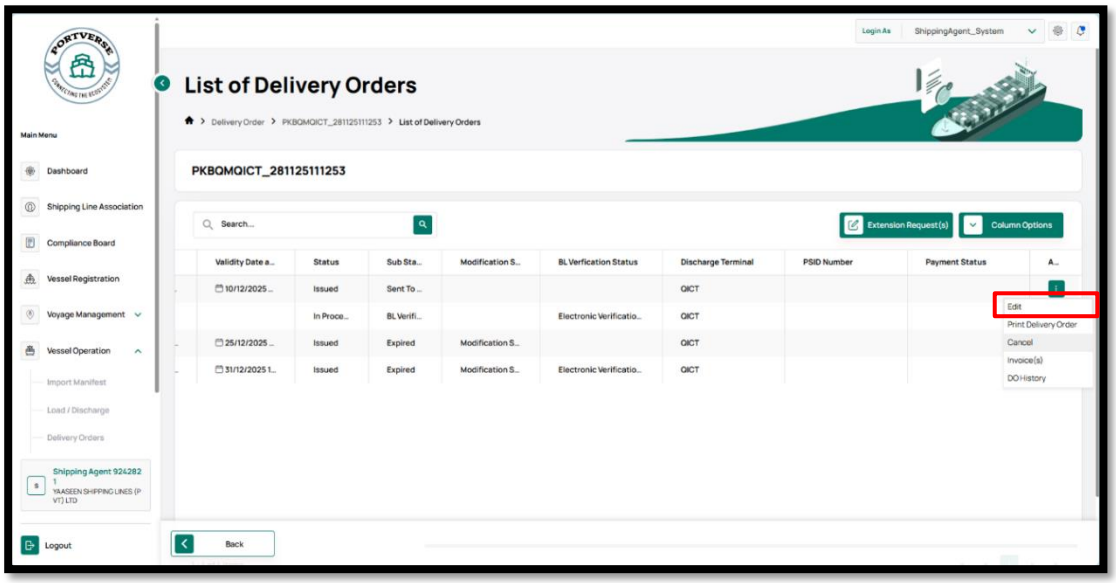


Figure 35

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1.7. Cancel Delivery Order

i. On the List of Delivery Orders screen, select the relevant delivery order and click on the three dots. Then select ‘Cancel’.



ii. Add ‘Remarks’ for the cancellation and click on the ‘Submit’ button.

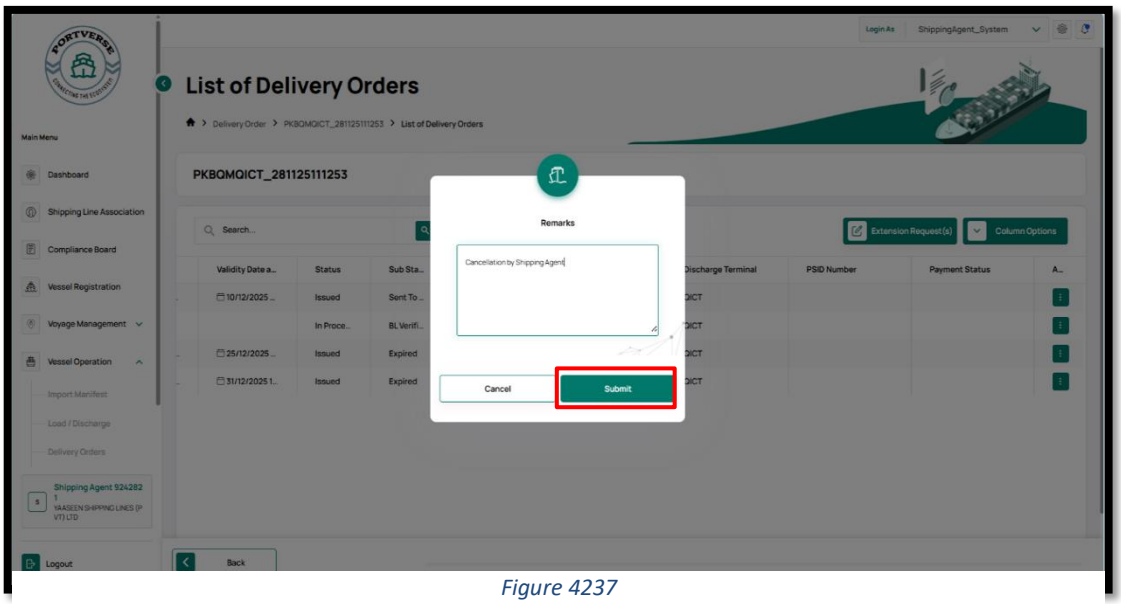


Figure 4237

1.8. Rejection of Delivery Order

i. On the General Details screen, click the Reject Request button to reject the Delivery Order request.

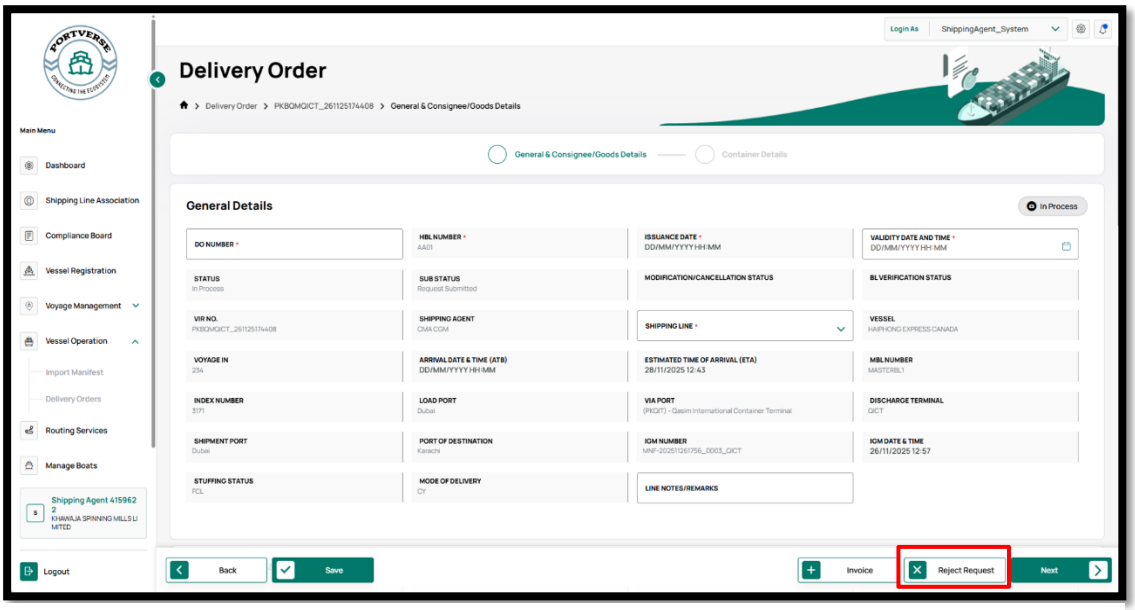


Figure 4338

ii. Add remarks for the rejection and click the Submit button.

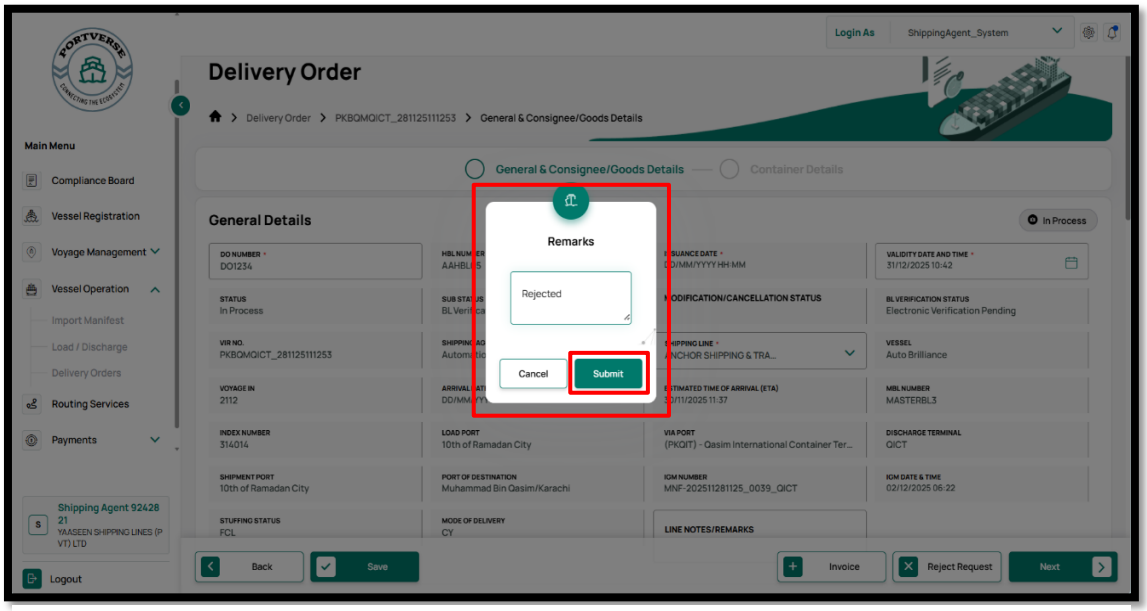


Figure 39

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1.9. Delivery Order History

i. On the List of Delivery Orders screen, select the relevant delivery order and click on the three dots. Then select 'DO History'.

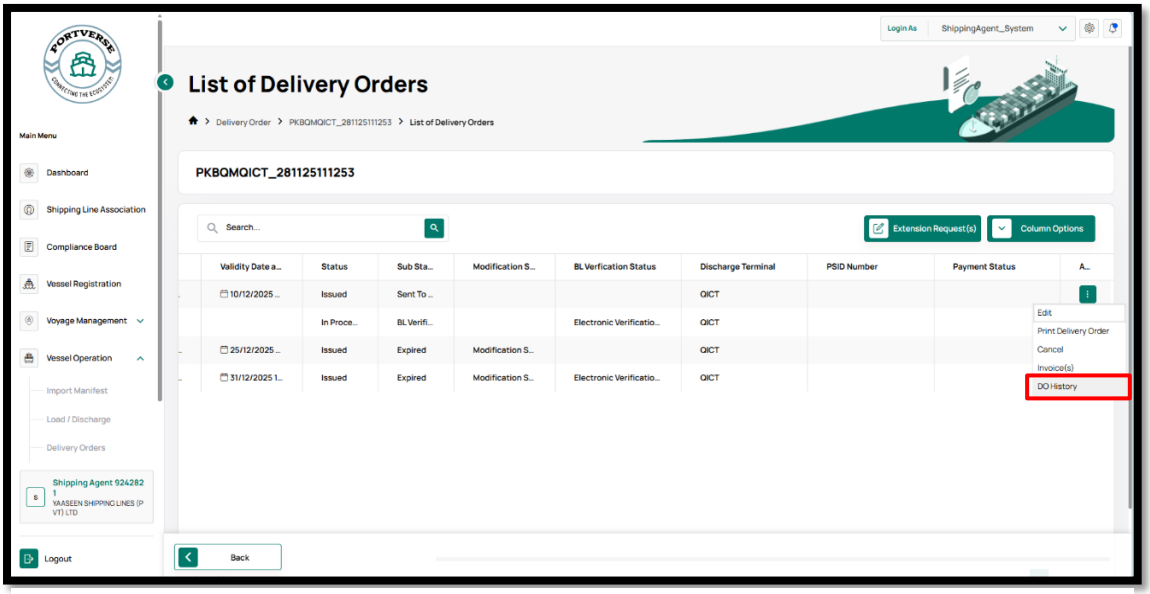


Figure 40

ii. Click the View Details button in the Actions tab to see full order information.

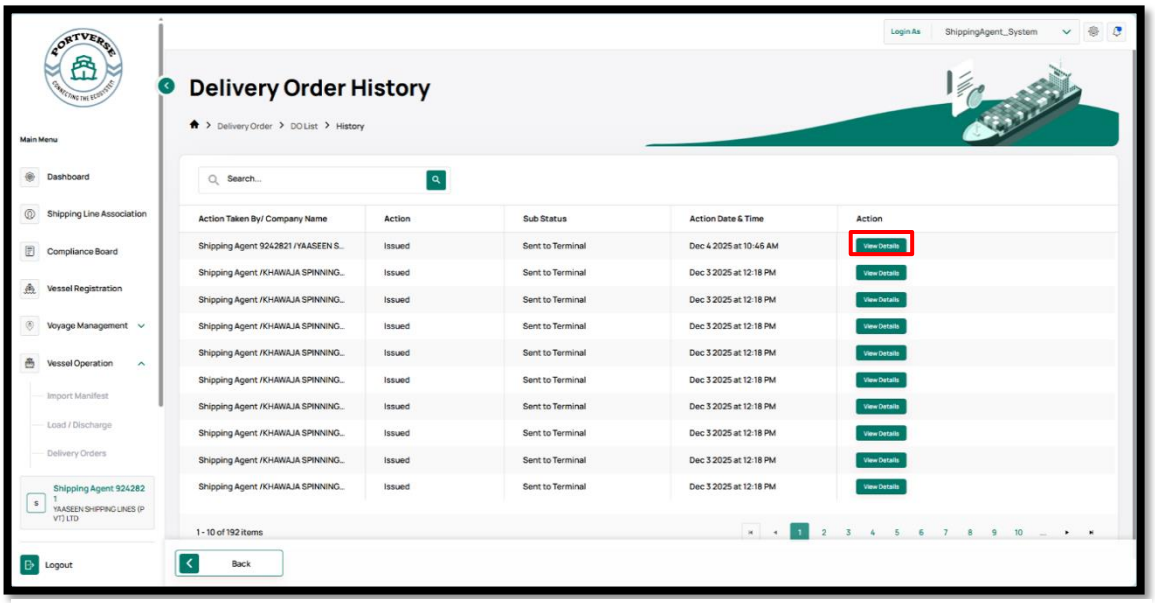


Figure 4641

iii. Review the complete historical snapshot of the delivery order.

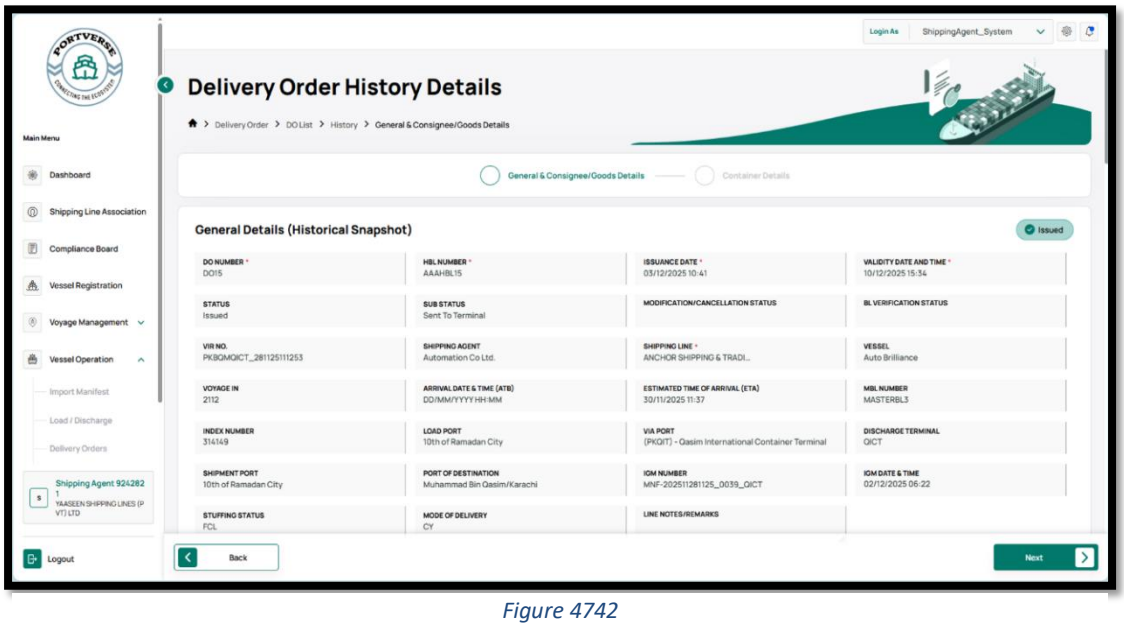


Figure 4742

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1.10. Update Organization Logo & Address

i. Click on the ‘Setting’ (gear) icon, and then click on ‘My Organization’ button.

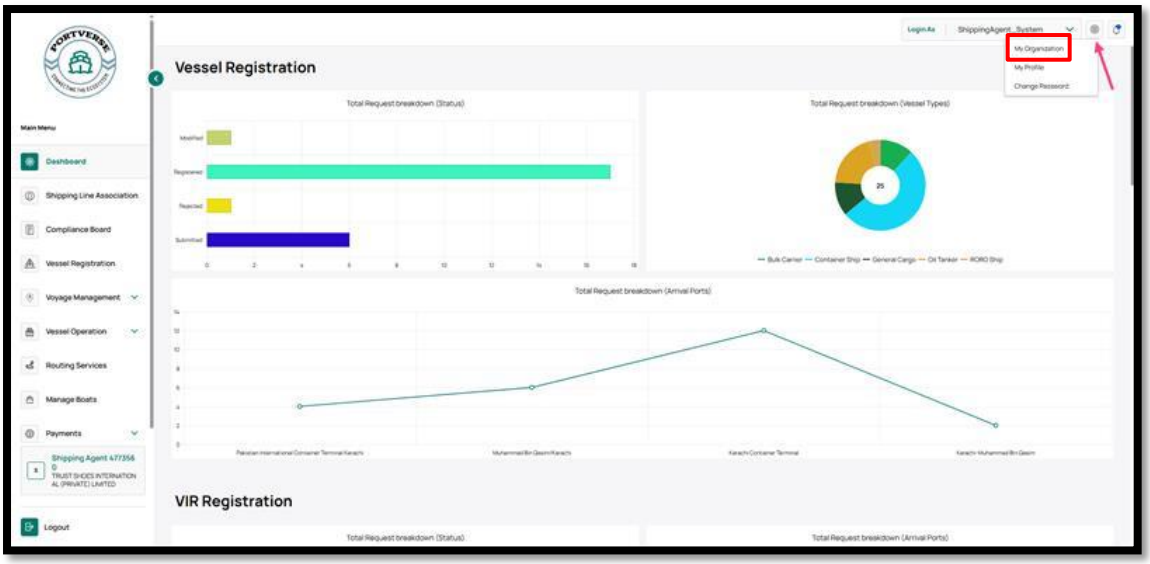


Figure 48

ii. Upload logo, address, city, postal code, email address and telephone. Then click on the ‘Save’ button.

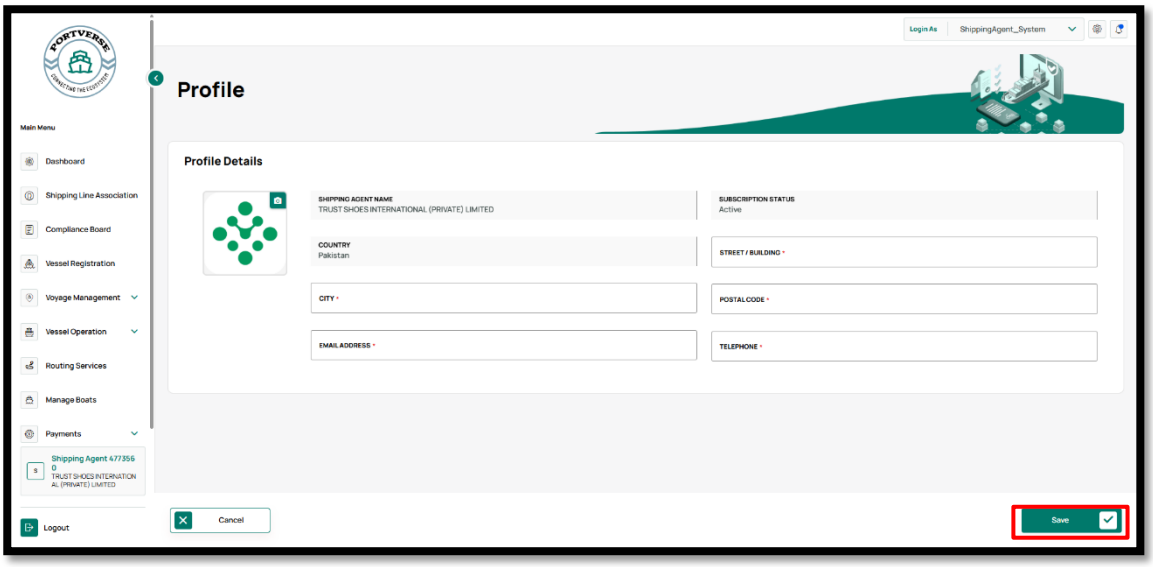


Figure 4943

Contact Information Need any assistance?

Please feel free to contact us as:

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CONNECTING THE ECOSYSTEM



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