CM EPORT USER MANUAL GUIDE -HIP

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Access to the system

To access the CM ePort, please use the provided link (<u>http://www.cmeport.lk</u>).



Common Instructions: If you do not possess an account for logging in to our system, kindly register first.

Registration

1. Register User

Click on "register" icon in the upper right cornet.





Common Instructions:

- > Your email will serve as your account login, so it is necessary to enter it accurately.
- After inputting the required information, click on the "Send Verification Code" link. You will then receive an email containing the verification code.
- Enter the verification code received in the email and click the "Sign up now" button. Once the system verifies and approves your information, you will be redirected to the Login page. Congratulations, you are now ready to log in.

2. Login and Register Enterprise Information

Once you have logged into our system, you can associate your enterprise information with your account, thereby upgrading it to an enterprise account.

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Common Instructions:

- If you haven't associated an enterprise with your account, logging in will automatically prompt you to register your enterprise information.
- It is crucial to provide accurate details in the registration form. Incorrect information may result in the rejection of your registration request.
- > Upon approval of your registration request, you will receive an email notification with the approval result.
- In case you're unable to associate an enterprise, simply click on the "Access to the Workbench" button to directly enter the workbench and utilize functions for personal user.

Functions

The information accessible to registered users varies according to their assigned 'Role Type.' Below are some key functions that may be available depending on the role.

1. Functions for Personal user

All users have universal access to the functions of 'Basic Information Inquiry,' 'Vessel Information Inquiry,' and 'Vessel Schedule Inquiry.'



2. Function for Enterprise User

2.1 Vessel Registration

Through CM ePort, users can conveniently apply for vessel registration, benefiting from a onetime registration process that is universally recognized across all terminals, eliminating the hassle of multiple registrations. Upon inputting the vessel registration details, users have the flexibility to submit them to one or multiple terminals. Upon receipt, the respective terminal operators can then review and either approve or reject the registration application.

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2.2Vessel Schedule

Users can apply for vessel schedules via CM ePort, which requires prior verification of vessel registration. If the vessel is already registered, users may proceed to fill out the necessary information. If not, vessel registration must be completed prior to the schedule application. Once the application information is submitted, the corresponding terminal operators have the option to approve or reject the request.

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2.3 Declaration Of Discharge Manifest/EDI

Users can upload discharge manifest/EDI file data through "Document upload" feature. After the terminal successfully processes the upload, the uploaded manifest/EDI data can be viewed in the "Declaration of Discharge Manifest/EDI" function.

2.3.1 Upload discharge manifest/EDI

First, check the box for the terminal, then select the document type as "Discharge Manifest/EDI File". Fill in the vessel name and voyage number. Next, download the template and fill in the discharge manifest/EDI data. Finally, upload the discharge manifest/EDI file and submit it. On the document upload feature list page, you can view the upload records and the terminal's processing results, and you will receive an email with the terminal's processing results.

Bulk/RORO Services > Document Upload > Create application >

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Select Port and the terminal > select document type, vessel name, voyage > attach Discharging EDI (BillofLading) > Submit

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Then you can see the status as "Pending Approval" and then the HIP Planning team will review it. After review and approved by planning team, you can see the status as "Reviewed. If it is rejected, the status will appear as "Approval rejected" and you will be received an e-mail notification with reason to reject.

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2.3.2 View the uploaded discharge manifest/EDI data

After the terminal successfully processes the upload, users can view the uploaded discharge manifest/EDI data in the "Declaration of Discharge Manifest" function.

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2.4 Declaration Of Loading Manifest/EDI

Users can upload loading manifest/EDI file data through "Document upload" feature. After the terminal successfully processes the upload, the uploaded manifest/EDI data can be viewed in the "Declaration of Loading Manifest/EDI" function.

2.4.1 Upload loading manifest/EDI

First, select the terminal checkbox, then choose the document type as "Loading Manifest/EDI File", select "Loading Type", fill in the vessel name and voyage number. Next, download the template and fill in the loading manifest/EDI data. Finally, upload the loading manifest/EDI file and submit it. On the document upload feature list page, you can view the upload records and the terminal's processing results, and you will also receive an email with the terminal's processing results.

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Select Port and the terminal > select document type, vessel name, voyage > attach Loading EDI (TDR.) > Submit

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2.4.2 View the uploaded loading manifest/EDI data

After the terminal successfully processes the upload, users can view the uploaded loading manifest/EDI data in the "Declaration Of Loading Manifest/EDI" function.

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Feedback and Consultation

Planning & control- OPS Department (For any Consultation about EDI upload)

- ▶ Tel: +94764077605
- ➢ Email: planning@hipg.lk

ePort Support team

Email: eport_support@cmhk.com

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- Email: <u>portcontrol@hips.lk</u>

BPL Team -

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- ➢ Email: bpl@hipg.lk