



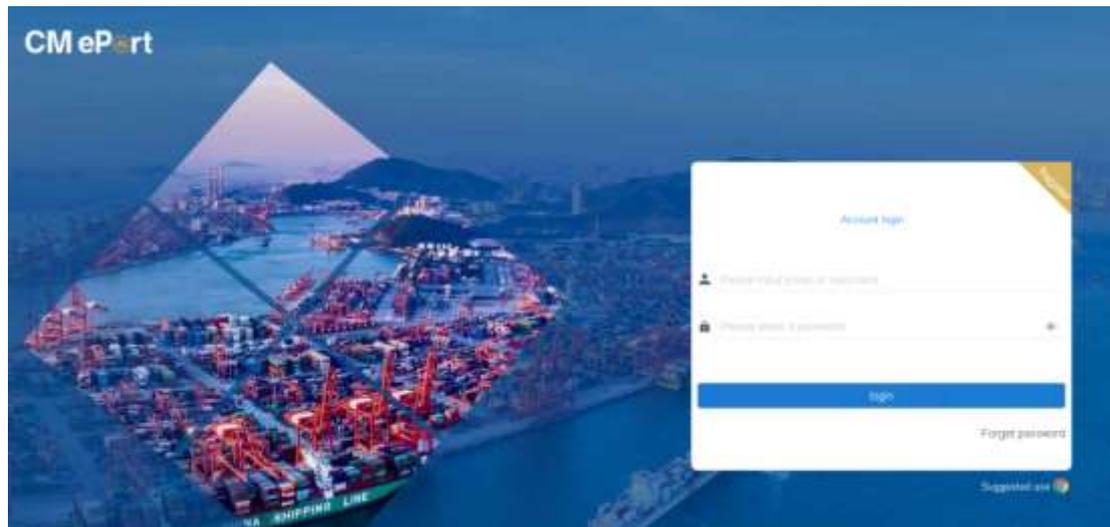
CM EPORT USER MANUAL
GUIDE –HIP

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Access to the system

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

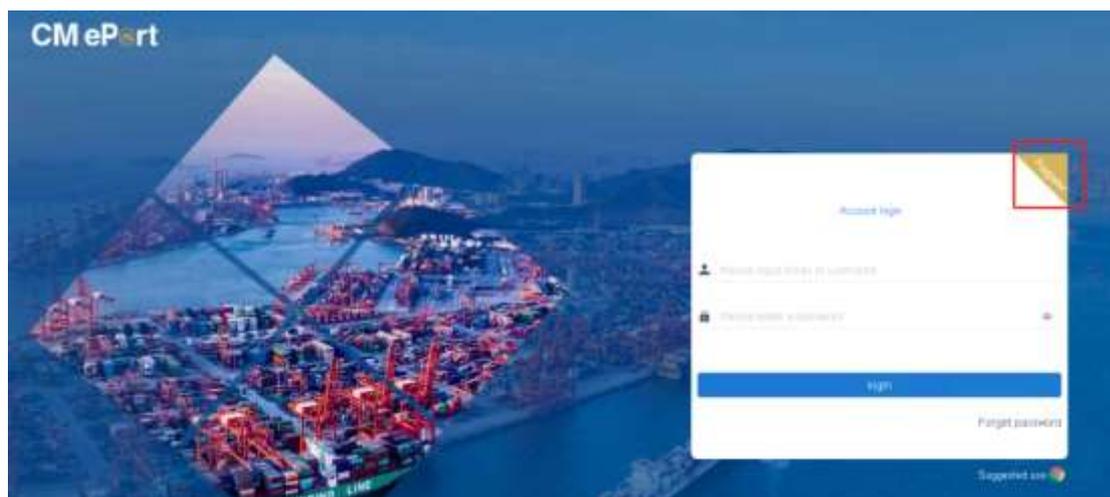


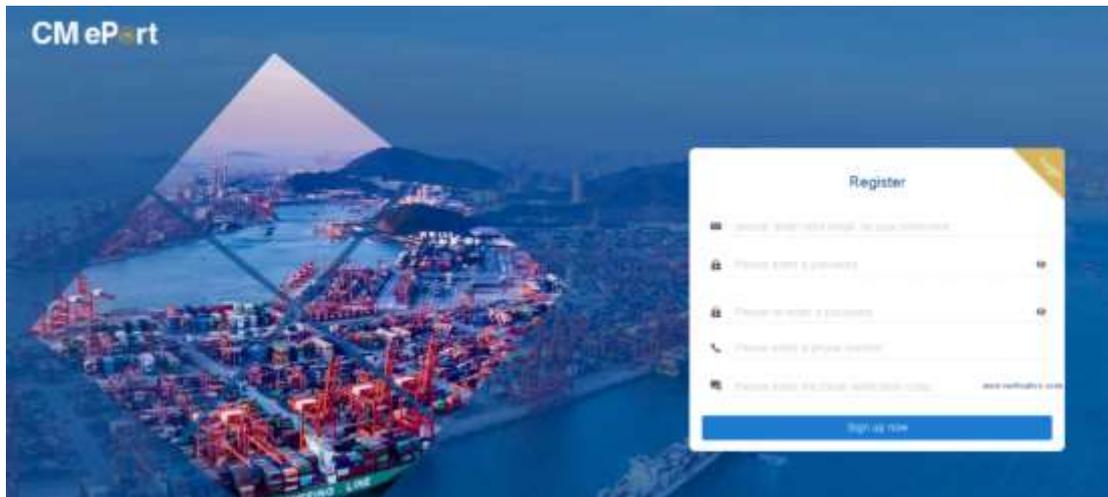
Common Instructions: If you do not possess an account for logging in to our system, kindly register first.

Registration

1. Register User

Click on “register” icon in the upper right corner.



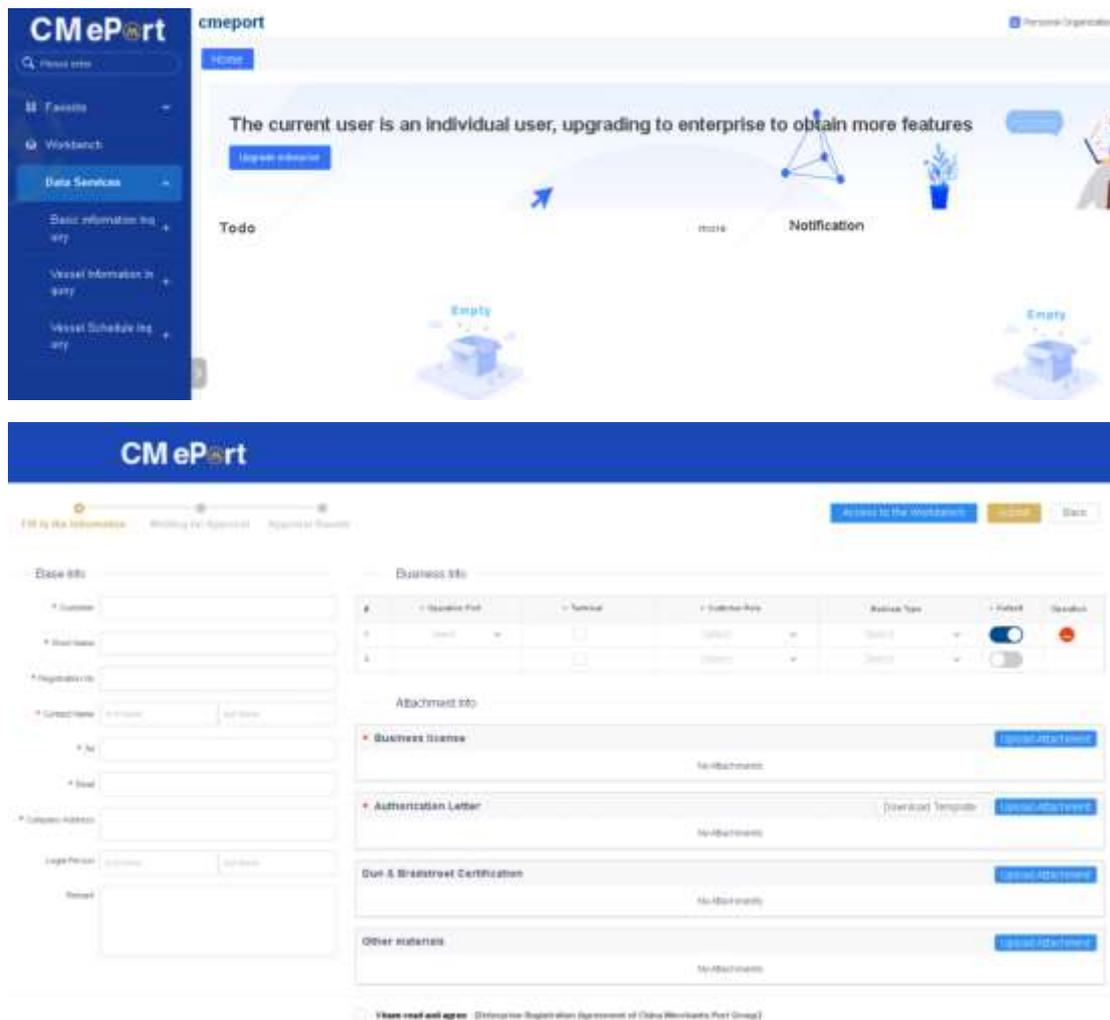


Common Instructions:

- 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.



Common Instructions:

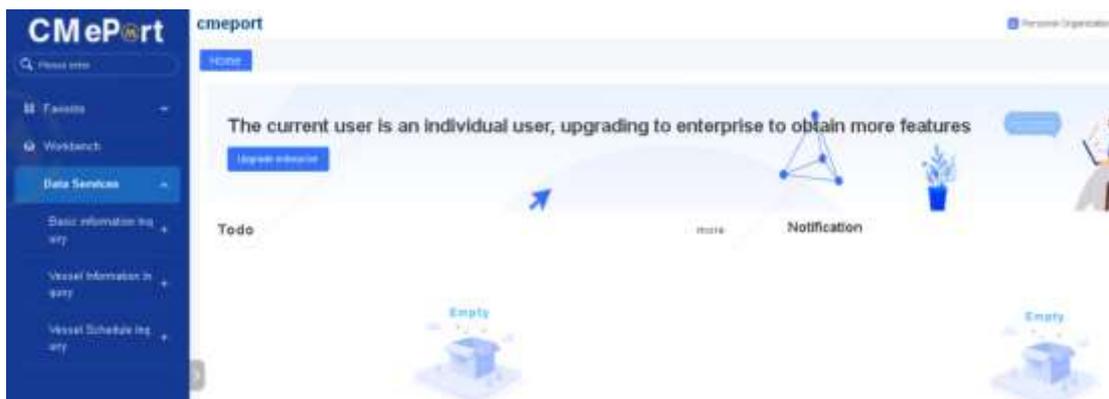
- If you haven't associated an enterprise with your account, logging in will automatically prompt you to register your enterprise information.
- It is crucial to provide accurate details in the registration form. Incorrect information may result in the rejection of your registration request.
- Upon approval 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

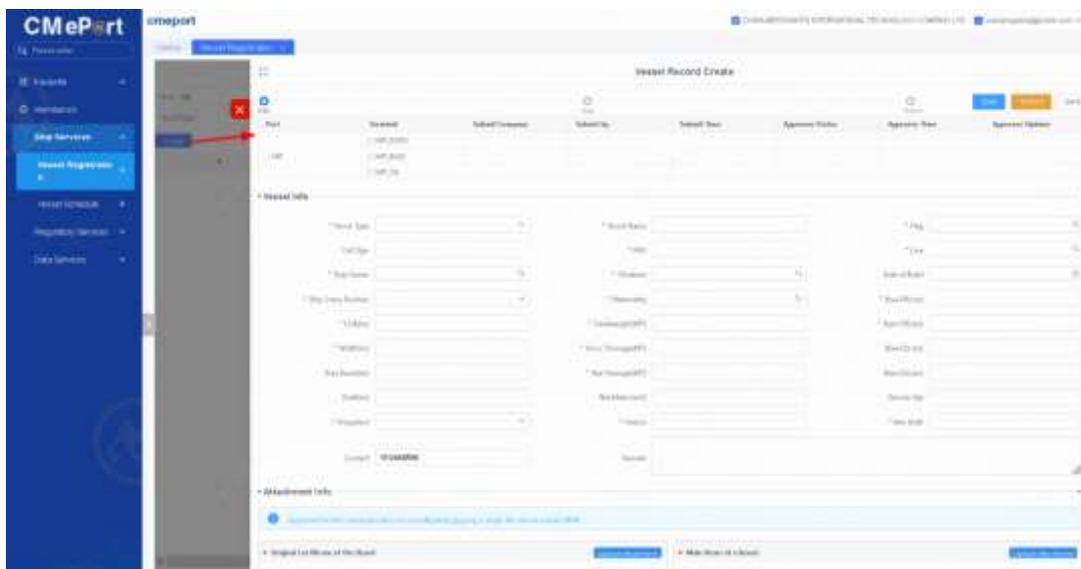
2.1 Vessel Registration

Through CM ePort, users can conveniently apply for vessel registration, benefiting from a one-time 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.

Ship Service > Vessel Registration > Create >



Select Port and the terminal > Fill relevant data > Attached necessary documents > Submit



Then you can see the status as **Pending Review** and then the HIP Port control team will review it. After review and approved by port control, you can see the status as **Reviewed**. If it is rejected, the status will appear as **Rejected** and you will be received an e-mail notifications.

#	Port	Terminal	Vessel Name	Call Sign	IMO	Shipping Company	Status
1	HP	HP_EDRD	WESLBY10		729881	UNITON	Reviewed
2	HP	HP_EDRD	VERBAJ0211		5226607	UNITON	Reviewed
3	HP	HP_PALE	STAR HIGH-TDRY		632891	UNITON	Reviewed
4	HP	HP_EDRD	QAT ACE		7470803	UNITON	Reviewed
5	HP	HP_EDRD	SPORT UAT2		7626622	UNITON	Reviewed
6	HP	HP_EDRD	SPORT UAT1		5226684	UNITON	Pending Review

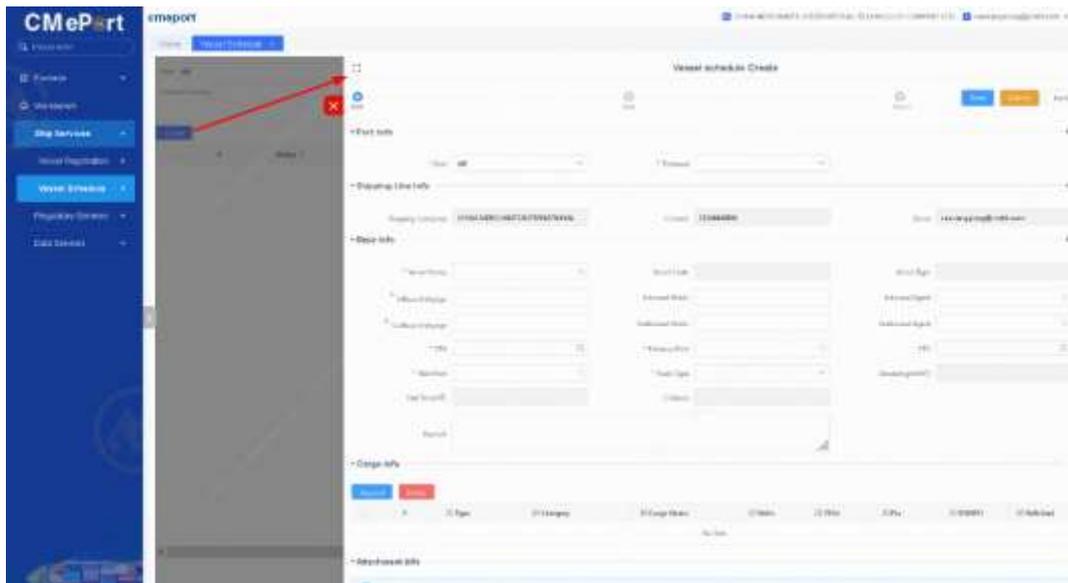
2.2 Vessel Schedule

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.

Ship service > Vessel Schedule > Create



Select Port and the terminal > Fill relevant data > Add cargo details by adding new append > Attached necessary documents > Submit



Then you can see the status as “Pending Review” and then the HIP Port control team will review it. After review and approved by port control, you can see the status as “Reviewed. If it is rejected, the status will appear as “Rejected “and you will be received an e-mail notifications.

#	Status	Terminal	Vessel Ref	Vessel	Vessel Name	Inbound Voyage
1	Reviewed	HIP_RD00	5200	hg12	VESSEL00252	12
2	Reviewed	HIP_RD00	20051	V30051	VESSEL00251	1
3	Reviewed	HIP_BULK	HIPS-BBV#0022	SN001	STAR NIGHTHAWK	1
4	Reviewed	HIP_RD00	HIPS-ROY#9000	UT92	UAT ACE	1
5	Pending Review	HIP_RD00		EP92	EPORT UAT2	U1
6	Pending Review	HIP_RD00		EPUAT1	EPORT UAT1	1

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.

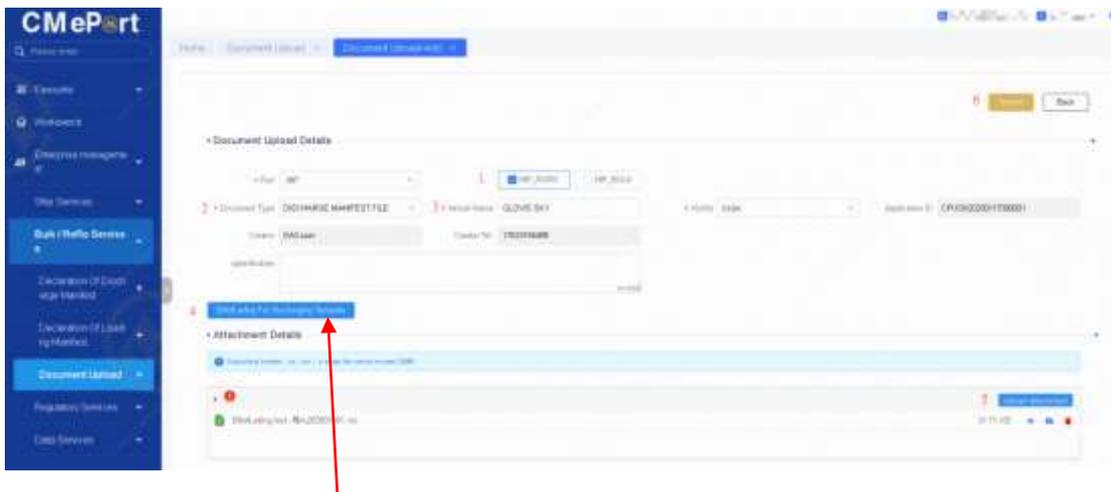
2.3.1 Upload discharge manifest/EDI

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](#) >



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



(If you do not have the standard EDI format, you can download the template and fill.)

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.

Port	Terminal	Document Type	Attachment	application id	B/L No.	Updater	Update Time	Passo	Approval Status
HP	HP_RCRD	DISCHARGE MANIF.	View	CPUSH00000000...		HP INTERFACE USER	2025-01-04 10:00:25		Reviewed
HP	HP_RCRD	DISCHARGE MANIF.	View	CPUSH00000000...		HP INTERFACE USER	2025-01-04 09:00:08		Reviewed
HP	HP_RCRD	LOADING MANIFEST	View	CPUSH00000000...		HP INTERFACE USER	2025-01-01 15:45:27		Reviewed
HP	HP_RCRD	DISCHARGE MANIF.	View	CPUSH00000000...		HP INTERFACE USER	2025-01-01 15:30:01		Reviewed
HP	HP_RCRD	DISCHARGE MANIF.	View	CPUSH00000000...		HP INTERFACE USER	2025-01-15 16:03:07		Reviewed
HP	HP_RCRD	DISCHARGE MANIF.	View	CPUSH00000000...		HP INTERFACE USER	2025-01-15 16:01:06	Final-nd	Approval rejected
HP	HP_RCRD	DISCHARGE MANIF.	View	CPUSH0004123190...		HP INTERFACE USER	2025-01-15 16:40:00		Reviewed
HP	HP_RCRD	LOADING MANIFEST	View	CPUSH0004123190...		HP INTERFACE USER	2025-01-02 15:42:27		Reviewed
HP	HP_RCRD	DISCHARGE MANIF.	View	CPUSH0004123190...		HP INTERFACE USER	2025-01-01 15:53:06		Reviewed
HP	HP_RCRD	DISCHARGE MANIF.	View	CPUSH0004123190...		HP INTERFACE USER	2025-01-15 16:03:06		Reviewed
HP	HP_RCRD	DISCHARGE MANIF.	View	CPUSH0004123190...		HP INTERFACE USER	2025-01-15 16:45:45	Final of Lo	Approval rejected
HP	HP_RCRD	LOADING MANIFEST	View	CPUSH0004123190...		HP INTERFACE USER	2024-12-01 16:20:01		Reviewed
HP	HP_RCRD	DISCHARGE MANIF.	View	CPUSH0004123190...		HP INTERFACE USER	2024-12-01 16:20:01		Reviewed
HP	HP_RCRD	DISCHARGE MANIF.	View	CPUSH0004123190...		HP INTERFACE USER	2025-01-01 16:33:31		Approval rejected

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.

S.	Del.	B/L	Car.	Me.	Res.	Wtd.	Vol.	U.	St.	Car.	Doc.	Page	POB	POD	Est.	App.	Del.	Cre.	Status	Open
1	020018	020018	General	Weight	0.00	10.000	11.000	Feet	MARA	SHAWC	Common	Common	ALCA	Feet				CAC User	Approved	
2	020018	020018	General	Weight	0.00	10.000	11.000	Feet	MARA	SHAWC	Common	Common	ALCA	Feet				CAC User	Approved	
3	020018	020018	General	Weight	0.00	10.000	11.000	Feet	MARA	SHAWC	Common	Common	ALCA	Feet				CAC User	Approved	
4	020018	020018	General	Weight	0.00	10.000	11.000	Feet	MARA	SHAWC	Common	Common	ALCA	Feet				CAC User	Approved	

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.

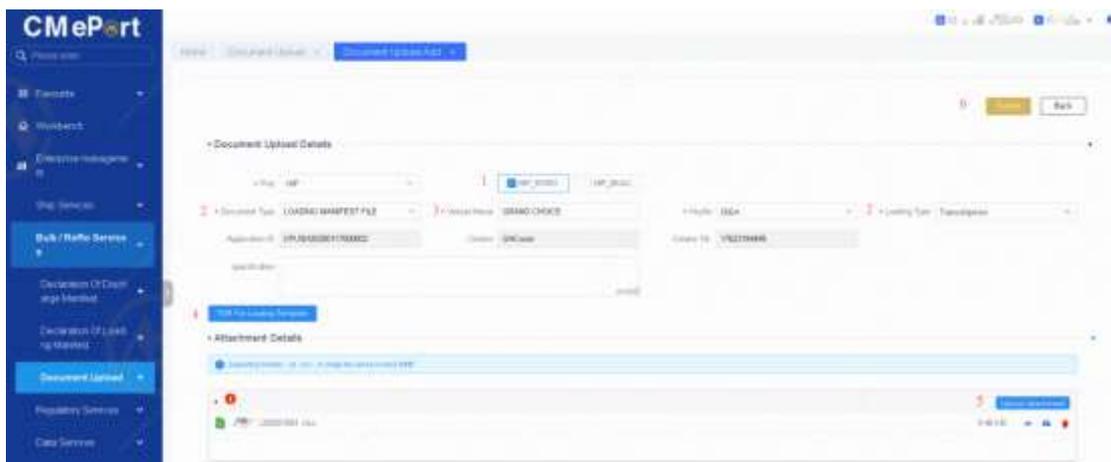
2.4.1 Upload loading manifest/EDI

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.

[Bulk/RORO Services](#) > [Document Upload](#) > [Create application](#) >



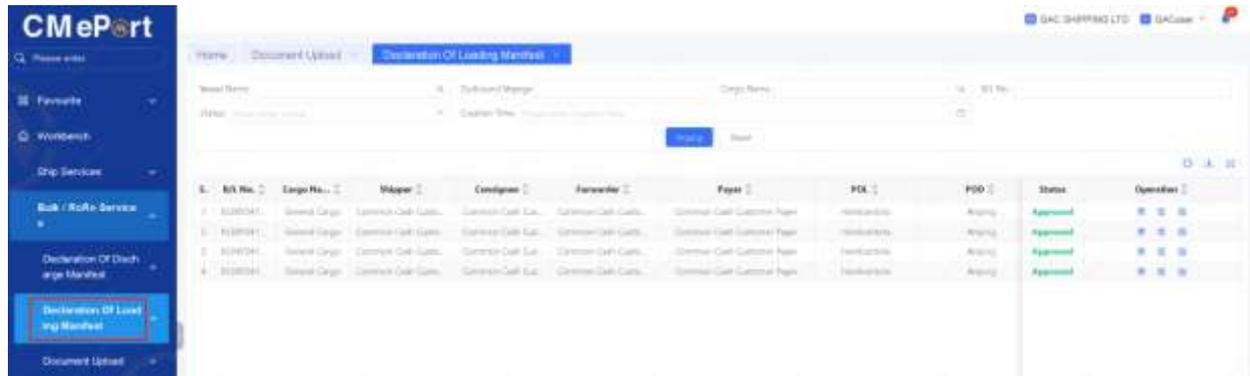
[Select Port and the terminal](#) > [select document type, vessel name, voyage](#) > [attach Loading EDI \(TDR.\)](#) > [Submit](#)



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.

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.



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

Port Control - (For any Consultation about vessel Registration or schedule)

- Tel: +94764078051
- Email: portcontrol@hips.lk

BPL Team -

- Tel: +94764077625
- Email: bpl@hipg.lk