V.O.CHIDAMBARANAR PORT TRUST

INTEGRATED MANAGEMENT SYSTEM

E.D.P.CENTRE

DEPARTMENTAL HANDBOOK

PROCESSING WORKS IN PIS MODULE

(HAND BOOK NO : QEDP012)

ISO 9001:2015

Issue No.1   **Date: 02.01.2018**

V.O.CHIDAMBARANAR PORT TRUST
EDP CENTRE
DEPARTMENTAL MANUAL (QEDP)

PROCESSING WORKS IN PIS MODULE
HAND BOOK NO. QEDP012

I N D E X

LIST OF RECIPIENTS OF THIS MANUAL

Sl. No.	Recipients	Controlled Copy No.
1.	Deputy Chairman	1
2.	Financial Adviser & Chief Accounts Officer	2
3.	Management Representative (ISO Cell)	3
4.	Sr.Deputy Director (EDP)	4
5.	Soft Copies of the manual accessible to All Assistant Directors All Data Processing Officers	

Originated by : Departmental Manual Committee	Issue No. : 1 Date : 02.01.2018
Approved by : Sr.Dy.Director	Page No. : 1 of 1 Revision No : 0 Date : 02.01.2018

INTEGRATED MANAGEMENT SYSTEM

**V.O.CHIDAMBARANAR PORT TRUST
EDP CENTRE**

REVISION SHEET

Document Name   **:**   **Departmental Manual - Hand Book**
            Code   **:**   **QEDP012**

I. Issue Status :

Sl. No.	Issue No.	Date	Reasons for Re-issue
1	1	10.3.2004	Implementation of QMS in EDP ISO:9001:2000
2	2	15.2.2010	Due to changes from ISO:9001:2000 standard to the new version ISO:9001:2008
3	3	24.2.2012	Due to renaming of Tuticorin Port Trust as V.O.CHIDAMBARANAR Port Trust.
4	4	03.02.2016	Change of Manual after ERP implementation
5	1	02.01.2018	Change of Manual after IMS implementation

II. Revision Status of Issue No.1   dated : 02.01.2018

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ABBREVIATIONS

EPIS	:	Enterprise Port Information System
ERP	:	Enterprise Resource Planning
PCS	:	Port Community System
CHD	:	Cargo Handling Division
EDI	:	Electronic Data Interchange
VPN	:	Virtual Private Network
CFS	:	Container Freight System
SAP	:	Systems, Applications and Products

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PROCESSING WORKS IN PIS MODULE

Procedure	:	Month end processing works in Port Operation System
Authority	:	Financial Adviser & Chief Accounts Officer
Responsibility	:	DD(SR)

In EPIS module in ERP handles port operation activities with following sub modules.
  a. Vessel
  b. Cargo Operation
  c. Railway Operation
  d. Container Operation
  e. Equipment
  f. Risk Management
  g. Finance
  h. PCS
  i. CHD Operation

Vessel Module
    Vessel Module handles all the vessel related activities like Vessel Movement, Vessel Landing or Loading of Cargo, Vessel Assessment, Endorsement & Billing Processes. Vessel Registration and Payments are being done by the Port Users through PCS website (www.indianpcs.gov.in). All vessel related activities are fed in the system by Traffic and Marine Department.

PROCESSING WORKS IN PIS MODULE

Cargo Operation, Railway Operation & Equipment

Cargo Operation Module handles all the Wharfage charges activities, Cargo Log sheet, Vehicle Movement in gate/berth, Gate Pass and Wharfage Billing Processes. Railway Module handles all the Wagon activities, Wagon Placement Loading/Landing, Railway siding charges assessment and Billing Processes. Equipment Module handles all the Private equipment handling activities, Equipment assessment, Pvt. Equipment License issue and Billing Processes.

Payments are being collected from the Port Users through PCS website (www.indianpcs.gov.in) All cargo, railway and equipment related activities are fed in the system by Traffic Department.

Risk Management System

Risk management system handles all risk management activies like dangerous good arrival notification, incident reporting etc. The details are fed in the system by Marine Department.
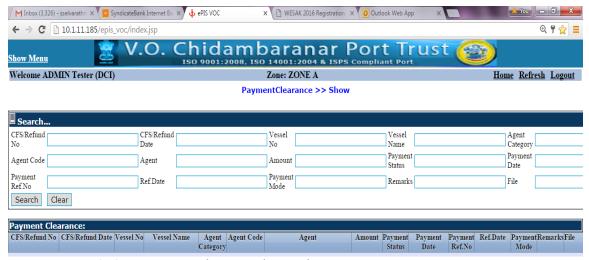
Finance

Finance module handles the payment collection through PCS/EDI and refund payments. Assessment charges collections are being done through PCS and payment details are fed in the system by Revenue section. Refund payment is being made through EDI. EDP has provided VPN access to Banks for transferring EDI refund payment details and also to receive refund payment status from Banks.

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Payment clearance is done through screen Finance -> Transaction -> Payment Clearance – Show/Edit

1. Enter CFS No or Vessel No and search
2. Click the details and enter Payment clearance number.

PCS
Vessel Registration and Berth Request is being done through PCS by Port users. The MHX Hub client system supports to receive data from PCS to Port. EDP will monitor the file transfer from PCS to Port. Also, EDP will approve the stake holder registration made by the Users for getting user Id and password to access PCS website (www.indianpcs.gov.in)

CHD Operation
CHD Operation Module handles all the Cargo Handling division activities like gang booking, Levy charges collection, Roster preparation and Gang allocation along with Piece rate calculation. Levy charges Payments are being collected by the CHD from Port Users through EDI from banks.   All CHD Operation related activities are fed in the system by L&T staff as per contract.
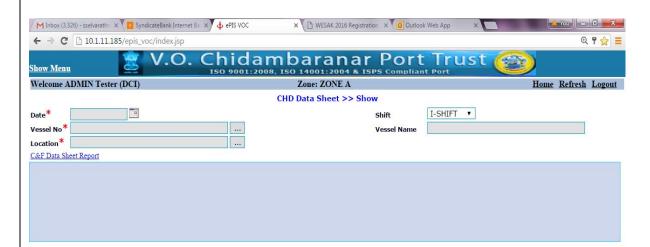
EDP & L&T is preparing the piece rate on month basis. It involves activities like Data sheet entering, Incentive Processing & Incentive report and Annexure format report printing.

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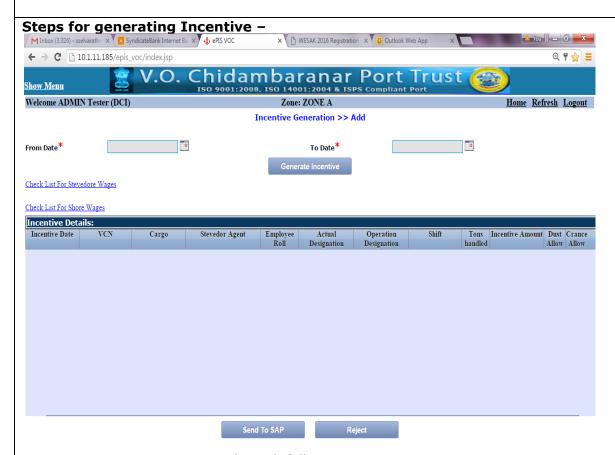## PROCESSING WORKS IN PIS MODULE

Steps for entering Data sheet-

1. Data sheet are collected from CHD and fed in the system through following screen CHD Operation -> Transaction-> CHD Data Sheet -> Show/EDI

2. Enter Date and choose Shift
3. Select Vessel No & Location from the list
4. The gang wise details will be shown as per indent
5. The tonnage and datum will be entered as provided in Data sheet hard copy
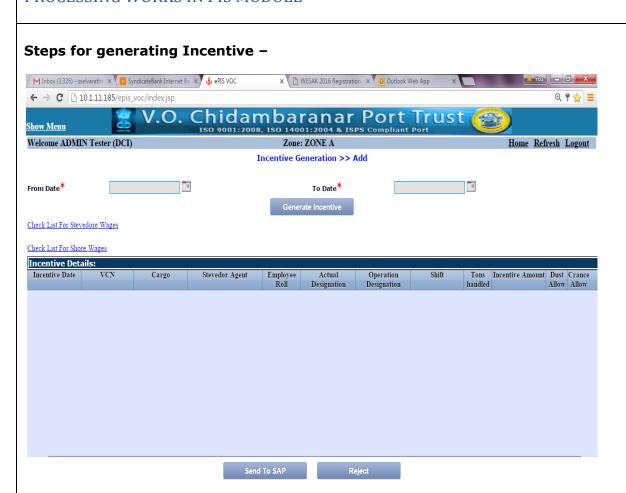
PROCESSING WORKS IN PIS MODULE

Steps for generating Incentive –

1. Incentive generating is through following screen
    CHD Operation -> Transaction-> Incentive Generation -> Add
2. Enter From Date and End date (For eg. 01/01/2016 and 31/01/2016 for
    generating incentive for the month of January 2016
3. Press **Generate Incentive** Button
4. It will take some time to generate.   After generating the incentive, respective
    reports can be printed by clicking <u>Check list for Stevedore Wages</u> or <u>Check list for
    Shore Wages</u>
5. Once the report is verified, **Send to SAP** button is used to post the incentive to
    HR module in SAP for making salary payment to the CHD labours.

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6. EDP has also the role of monitoring and troubleshooting any discrepancies and coordinating with L&T in making any changes/improvements in the system for all modules.