

User Manual for Top Up PD Payment in PCS



Steps for making payment in PCS :: Top Up PD


- Login to PCS account
- Navigate to Payment module
- Select Top UP option
- Enter the payment details
- Select Bank
- Download the payment confirmation receipt
- Payment Verification steps

Visit www.indianpcs.gov.in [using IE browser] & enter the username & password.


← → https://www.indianpcs.gov.in/ipacpsweb/c/portal/layout?p_l_id=1 IPA- PCS

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Home | Login



Indian Port Community System



What major ports anchor on

Welcome to Port Community System You may also call +91-9910716769 for PCS Support related enquiries.

My Account

User Name

Password

Login

[Forgot Password?](#)

StakeHolder

[Stake Holder Registration](#)

DashBoard

[DashBoard](#)

Note: Dashboard is accessible for authorized users only[Port Officers, Port Chairman, IPA and Ministry of Shipping].

About IPA

IPA is an organisation that was conceived and constituted by the Major Ports of India under the Societies Registration act in 1966 with the prime objective of developing and increasing efficiency and productivity in ports and its working environment. The functioning body of IPA comprises of the Chairman of all Major Ports, which are the local authorities formed by a statute and function under the regulatory control of Ministry of Shipping, Road Transport & Highways, Govt of India. The Chairman of Association is elected in the Annual General Meeting while the Secretariat of IPA is headed by the Managing Director who operates from New Delhi.

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About PCS

Port Community System (PCS) is intended to integrate the electronic flow of trade related document/information and function as the centralized hub for the ports of India and other stakeholders like Shipping Lines/Agents, Surveyors, Stevedores, Banks, Container Freight Stations, Customs House agents, Importers, Exporters, Railways/CONCOR, Government regulatory agencies, etc. for exchanging electronic messages in secure manner.

[Read More](#)

Vessels At Ports

[Call Status](#) [Berth Status](#) [Departure Status](#) [Daily Position](#)


Help Desk

EMAIL:

support.ipcs@nic.in

Frequently Asked Questions (FAQ)


PCS Documents

 **PCS Messages**

- + VESSEL
- + CARGO
- + CUSTOMS
- + DIRECTORIES
- + TRANSPORT

Click on “Launch IPAPCS Web”

[Home](#) | [Change Password](#) | [My Account](#) | [Logout](#)

**Port** Community System

Welcome ! A A

Indian Port Community System

[Launch IPAPCS Web](#)

PCS Documents

- [ACKMSG Schemas](#)
- [PCSCCommon Schemas](#)
- [Daily Transaction Summary](#)
- [PCS Msg Cancellation Ack Error Processes](#)

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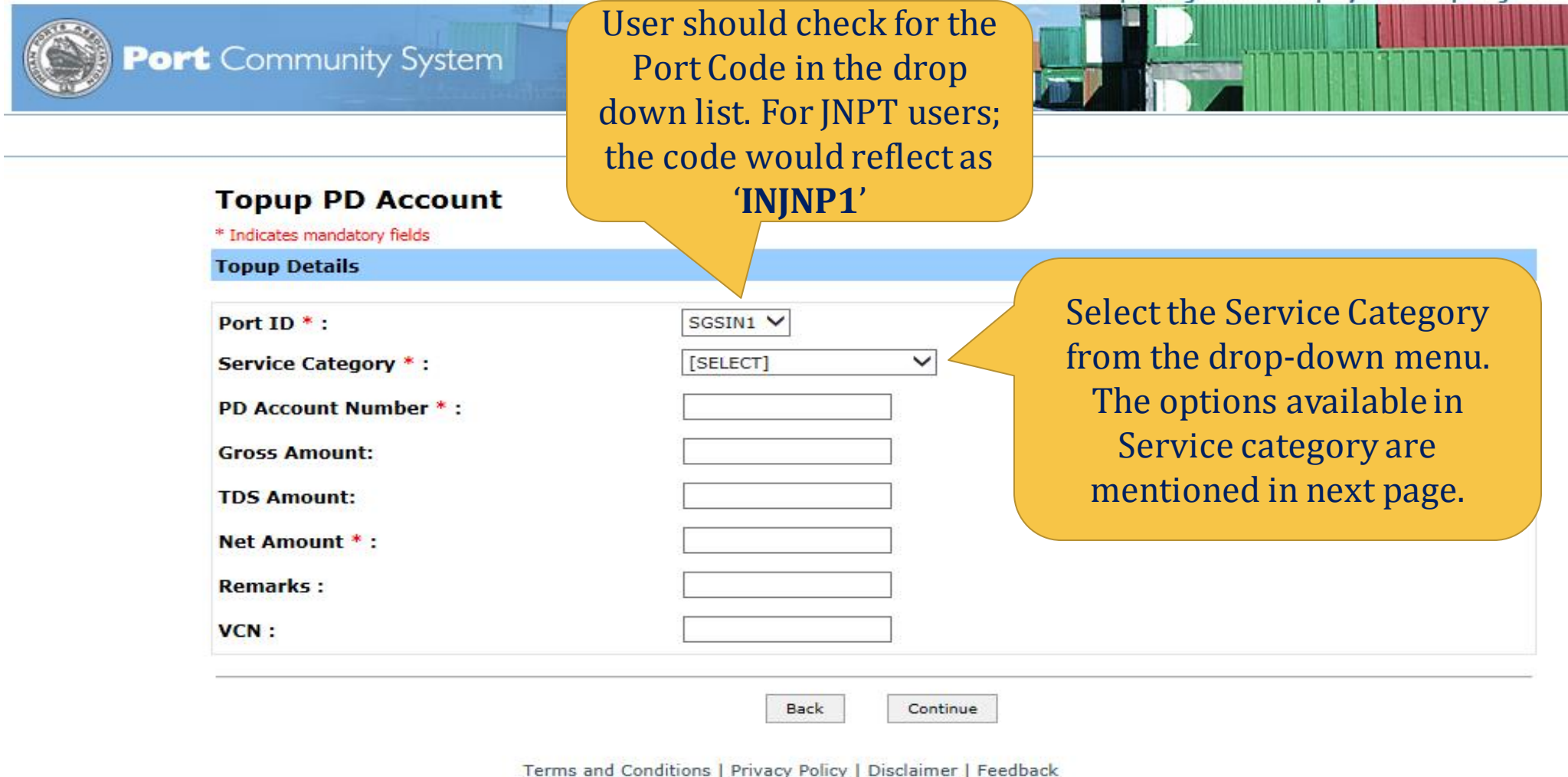
On the left hand side, go to Payment menu & select Top Up PD



The screenshot displays a software interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of menu items: Vessel, Container, Finance, Transport, Cargo, Upload, VCN Link, and Payment. The 'Payment' menu is expanded, showing sub-items: Make Payment, Top Up PD, Verify Payment, and Search Transactions. The main content area is divided into five modules: Vessel Module, Container Module, Cargo Module, Transport Module, and Finance Module. The 'Vessel Module' is selected, showing the 'Vessel Profile(VESPRO):' section. This section contains text about vessel registration in PCS, a 'Vessel Registration (VIA/VCN):' section with text about the Shipping Agent (SA) filing a request, a 'Crew List(PAXLST):' section with text about the Passenger List Message (PAXLST), and a 'Berthing(BERMAN):' section with text about the VIA/VCN generation and berthing application.

Vessel Module	Container Module	Cargo Module	Transport Module	Finance Module
Vessel Profile(VESPRO): In PCS, the new vessel registration will be done centrally. Shipping Lines will not be required to file the application to individual Ports. Shipping lines can update the profile of the vessel. PCS will forward the vessel profile message to the ports. The ports will also be able to download the message from the PCS. Vessel Registration (VIA/VCN): The Shipping Agent (SA) will be filing a request to the PCS for issue of VIA/VCN (Vessel Identification Advice / Vessel Call Number, a unique identification number for the voyage). Crew List(PAXLST): This Passenger List Message (PAXLST) permits the transfer passenger/crew data from a Customs, Immigration or other designated authority in the country of departure to the appropriate authorities in the country of arrival of the means of transport. Where national privacy legislation permits, and with the agreement of all parties involved, this message may also be exchanged between carriers and Customs, Immigration, Police or any designated authorities. Berthing(BERMAN): The VIA/VCN generation is considered as Vessel intimation by the Ship Owner/Lineragent/Shipping Agent to Port. However, complete details of the voyage are submitted in the berthing application. It is proposed that the Berthing application and the Pilot application be clubbed together in single document. The berthing application contains the complete particulars of the vessel Profile. Berthing application contains the complete particulars of the vessel Profile. Berthing application contains the complete particulars of the vessel Profile.				

Below is the default Top Up PD account page.
Port ID would be auto-selected as INJNP1.



The screenshot shows the 'Topup PD Account' page of the Port Community System. The header includes the Port Community System logo and a background image of shipping containers. A yellow callout bubble points to the 'Port ID' dropdown menu, which is currently set to 'SGSIN1'. Another yellow callout bubble points to the 'Service Category' dropdown menu, which is currently set to '[SELECT]'. The form fields are as follows:

Topup PD Account	
* Indicates mandatory fields	
Topup Details	
Port ID * :	SGSIN1 ▼
Service Category * :	[SELECT] ▼
PD Account Number * :	<input type="text"/>
Gross Amount:	<input type="text"/>
TDS Amount:	<input type="text"/>
Net Amount * :	<input type="text"/>
Remarks :	<input type="text"/>
VCN :	<input type="text"/>

At the bottom of the form, there are two buttons: 'Back' and 'Continue'. Below the buttons, there are links for 'Terms and Conditions', 'Privacy Policy', 'Disclaimer', and 'Feedback'.

User should check for the Port Code in the drop down list. For JNPT users; the code would reflect as 'INJNP1'

Select the Service Category from the drop-down menu. The options available in Service category are mentioned in next page.

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Service Category : List of Values



The payments will go to respective ports [as mentioned in drop down list], if a different port code is displayed, please don't proceed and highlight to PCS Help Desk / Port officials immediately.

Topup PD Account

* Indicates mandatory fields

Topup Details

Port ID * :	<input type="text" value="SGSIN1"/>
Service Category * :	<div><div>[SELECT]</div><div>ALL DUES CARGO CONTAINER CONTAINERIZED CARGO LAND RAIL STEVEDORING VESSEL</div></div>
PD Account Number * :	<input type="text"/>
Gross Amount:	<input type="text"/>
TDS Amount:	<input type="text"/>
Net Amount * :	<input type="text"/>
Remarks :	<input type="text"/>
VCN :	<input type="text"/>

Back

Continue

PD Account number would be a drop-down menu from which the details could be selected. If details do not appear; PD account number can be entered manually in the text field



Topup PD Account

* Indicates mandatory fields

Topup Details

Port ID * :	<input type="text" value="SGSIN1"/>
Service Category * :	<input type="text" value="VESSEL"/>
PD Account Number * :	<input type="text"/>
Gross Amount:	<input type="text"/>
TDS Amount:	<input type="text"/>
Net Amount * :	<input type="text"/>
Remarks :	<input type="text"/>
VCN :	<input type="text"/>

Back

Continue

Enter the Gross Amount, TDS amount [enter 0 if TDS is 0] & Net amount. Click on Continue



Topup PD Account

* Indicates mandatory fields

Topup Details

Port ID * :	<input type="text" value="SGSIN1"/>
Service Category * :	<input type="text" value="VESSEL"/>
PD Account Number * :	<input type="text" value="TESTPD1234"/>
Gross Amount:	<input type="text" value="100"/>
TDS Amount:	<input type="text" value="0"/>
Net Amount * :	<input type="text" value="100"/>
Remarks :	<input type="text" value="ENTER IF ANY"/>
VCN :	<input type="text" value="OPTIONAL"/>

Remarks & VCN
are optional field

Back

Continue

Select Bank from the list provided in this screen

Payment Confirmation

* Indicates mandatory fields

Bank List

- ☐ DUMMY BANK FOR TESTING ONLY
- ☐ Syndicate Bank
- ☐ Central Bank Of India
- ☐ HDFC (HDFC Bank)
- ☐ IDBI (Industrial Development Bank of India)
- ☐ UNB (Union Bank of India)

Payment Details

Note: Please notice the Bill Number

Bill Number	2017050685183341
Port ID	SGSIN1
Service Category	Vessel
PD Account	TESTPD1234
Gross Amount	100
TDS Amount	0
Amount	100
Remarks	ENTER IF ANY
VCN	OPTIONAL
MerchantID * :	<input type="text"/>

Once the Bank is selected; Merchant ID field would get auto-filled. Click on Confirm.

Payment Confirmation

* Indicates mandatory fields

Bank List

<input checked="" type="radio"/>	DUMMY BANK FOR TESTING ONLY
<input type="radio"/>	Syndicate Bank
<input type="radio"/>	Central Bank Of India
<input type="radio"/>	HDFC (HDFC Bank)
<input type="radio"/>	IDBI (Industrial Development Bank of India)
<input type="radio"/>	UNB (Union Bank of India)

Payment Details

Note: Please notice the Bill Number

Bill Number	2017050685183341
Port ID	SGSIN1
Service Category	Vessel
PD Account	TESTPD1234
Gross Amount	100
TDS Amount	0
Amount	100
Remarks	ENTER IF ANY
VCN	OPTIONAL
MerchantID * :	<input type="text" value="111"/>

A decorative vertical bar on the left side of the slide, featuring a golden-yellow background with embossed financial symbols including the dollar sign (\$), yen sign (¥), and Euro sign (€).

Then PCS would redirect the page to the respective Bank's net banking website.

Enter the credentials for net banking & confirm the payment. Once the details are successful at Bank's end, Bank would redirect the user to PCS application with a confirmation screen & receipt to be downloaded.



Payment confirmation screen. Click on “Save as Copy” to save a PDF copy of the transaction receipt.

Confirmation - Payment Details

Your Transaction has been Successful. Please note the following Transaction Details :

Name of the Party	: ttsa01
PD Account	: TESTPD1234
Common Reference Number	: 2017050685183512
Merchant Code	: 111
Service Category	: V - VESSEL
Bill Number	: 2017050685183341
Net Amount(Rs)	: 100
Transaction Date	: 06/05/2017
Bank ReferenceID	: 123456789
Bank Transaction Status	: SUCCESS
Remarks	: ENTER IF ANY
VCN	: OPTIONAL

Note: Above Payment details are Forwarded to the PORT, Please check with PORT.

Ok

Save as Copy

Print This Page

Screenshot of PDF copy. Once the receipt is successfully generated please check with Port for the receipt of payment at their end.



Port Community System (PCS)

Confirmation - Payment Details

Your Transaction has been Successful. Please note the following Transaction Details :

Name of the Party	: tstsa01
PD Account	: TESTPD1234
Common Reference Number	: 2017050685183512
Merchant Code	: 111
Service Category	: V - VESSEL
Bill Number	: 2017050685183341
Net Amount (Rs)	: 100
Transaction Date	: 06/05/2017
Bank ReferenceID	: 123456789
Bank Transaction Status	: SUCCESS
Remarks	: ENTER IF ANY
VCN	: OPTIONAL

Users can view their transaction history by navigating to Payment > Search Transactions menu



The screenshot displays a web application interface. On the left is a vertical navigation menu with the following items: Vessel, Container, Finance, Transport, Cargo, Upload, VCN Link, and Payment. The 'Payment' item is highlighted in dark green, and a sub-menu is open next to it, containing: Make Payment, Top Up PD, Verify Payment, and Search Transactions. The 'Search Transactions' option is highlighted in blue. The main content area is divided into five horizontal tabs: Vessel Module, Container Module, Cargo Module, Transport Module, and Finance Module. The 'Vessel Module' is currently selected. Below the tabs, the content is organized into sections with headings and descriptive text:

- Vessel Profile(VESPRO):**

In PCS, the new vessel registration will be done centrally. Shipping Lines will not be required to file the application to individual Ports. Shipping lines can update the profile of the vessel. PCS will forward the vessel profile message to the ports. The ports will also be able to download the message from the PCS.
- Vessel Registration (VIA/VCN):**

The Shipping Agent (SA) will be filing a request to the PCS for issue of VIA/VCN (Vessel Identification Advice / Vessel Call Number, a unique identification number for the voyage.
- Crew List(PAXLST):**

This Passenger List Message (PAXLST) permits the transfer passenger/crew data from a Customs, Immigration or other designated authority in the country of departure to the appropriate authorities in the country of arrival of the means of transport. Where national privacy legislation permits, and with the agreement of all parties involved, this message may also be exchanged between carriers and Customs, Immigration, Police or any designated authorities.
- Berthing(BERMAN):**

The VIA/VCN generation is considered as Vessel intimation by the Ship Owner/Lineragent/Shipping Agent to Port. However, complete details of the voyage are submitted in the berthing application. It is proposed that the Berthing application and the Pilot application be clubbed together in single document. The berthing application contains the complete particular of the vessel Profile, hazardous cargo information, passenger information, routing of the vessel and container/cargo particulars.

All the transactions made by user would be available in this page for reference purposes & can filter the records as per given search criteria.



Payment Details

Search [Note: Any one search field is mandatory]

Bill Number :

PD Account Number :

Status : [SELECT] ▼

Bank : [SELECT] ▼

Transaction Date

From : (DD/MM/YYYY)

To : (DD/MM/YYYY)

Search

Clear

Payment Transaction List

Bill Number	Bill Date	Transaction Date	Amount	Bank	PD Account No	Status	Action
2017050685183341	06/05/2017	06/05/2017	100	DUMMY	TESTPD1234	Success	View
12042017	12/04/2017	12/04/2017	1	DUMMY		Pending	Verify Payment

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In case of a transaction in Pending state; click on “Verify Payment”



Payment Details

Search [Note: Any one search field is mandatory]

Bill Number :

PD Account Number :

Status :

Bank :

Transaction Date

From :

To :

Search

Clear

Payment Transaction List

Bill Number	Bill Date	Transaction Date	Amount	Bank	PD Account No	Status	Action
2017050685183341	06/05/2017	06/05/2017	100	DUMMY	TESTPD1234	Success	View
12042017	12/04/2017	12/04/2017	1	DUMMY		Pending	Verify Payment

Verify the Bill number



Verify Payment

* Indicates mandatory fields

Payment Details

Bill Number /
Unique Number * :

	Bank ReferenceID*	Service Category	Net Amount	Mode of Payment	Status	Action

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Payment Details

Verify

Payment Details

Verify

[Back](#)

Click on Confirm. The page would auto redirect from PCS > Bank > PCS; the verification is successful, user would get the confirmation screen & an option to download the payment receipt in PDF format

Payment Confirmation

Transaction Details	
Bill Number	12042017
Bank ReferenceID	123456
Merchant Code	111
Service Category	Vessel
Net Amount	1
Payment Mode	DUMMY BANK FOR TESTING ONLY
Transaction Status	Pending

[Back](#)

[Confirm](#)

A decorative vertical bar on the left side of the slide, featuring a gold color and a pattern of various currency symbols (dollar, euro, yen, pound, etc.) in a 3D, embossed style.

Thank you!
