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.

Click on "Launch IPAPCS Web"
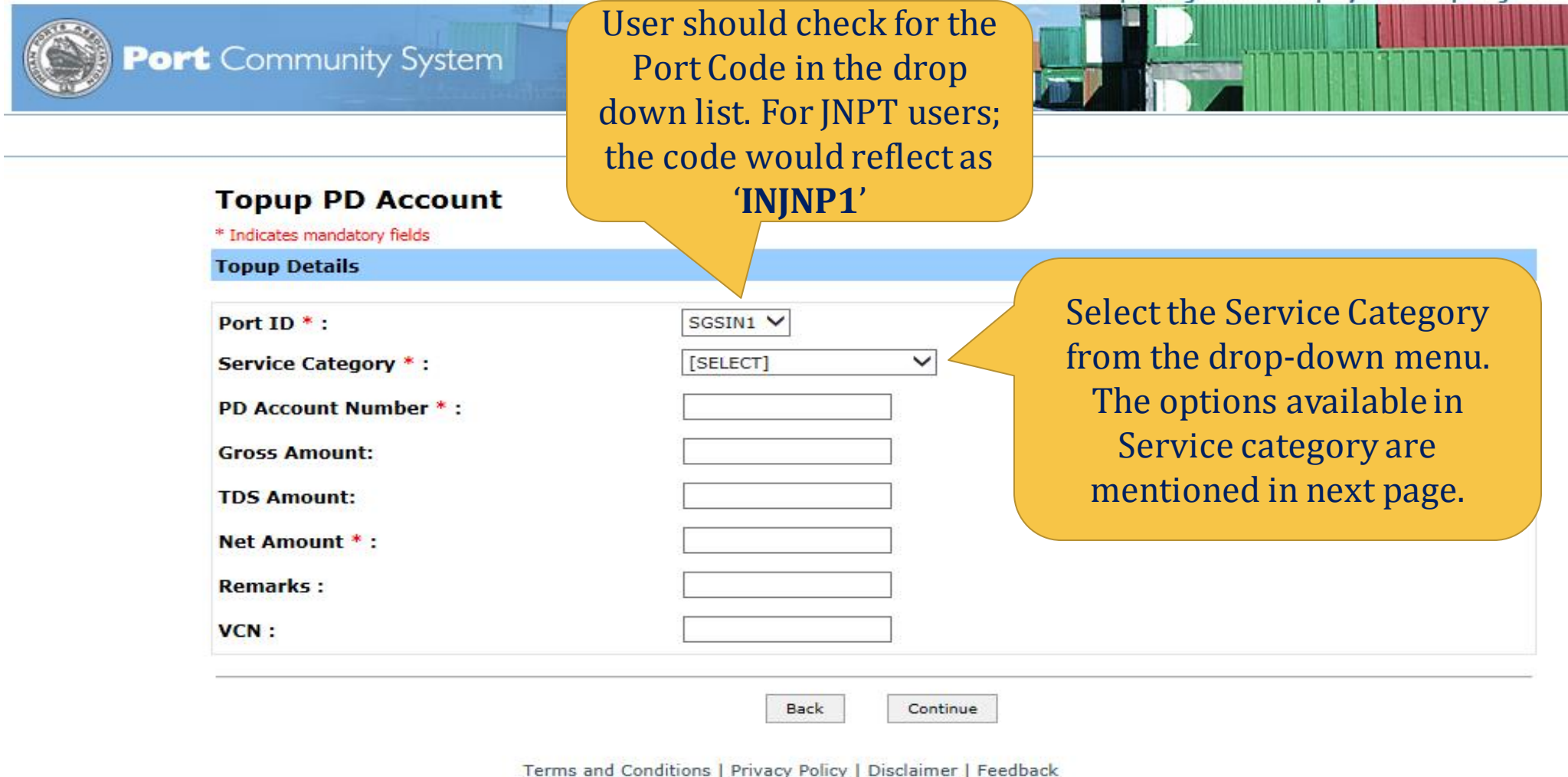
On the left hand side, go to Payment menu & select Top Up PD

Vessel ▶
Container ▶
Finance ▶
Transport ▶
Cargo ▶
Upload
VCN Link
Payment ▶

Make Payment
Top Up PD
Verify Payment
Search Transactions

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.

age Registration LINF):

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.

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.

Crew List(PAXLST):

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.

Berthing(BERMAN):

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

Port Community System

Topup PD Account
* Indicates mandatory fields

Topup Details

Port ID * :	SGSIN1
Service Category * :	[SELECT]
PD Account Number * :	
Gross Amount:	
TDS Amount:	
Net Amount * :	
Remarks :	
VCN :	

Back   Continue

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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.

Service Category : List of Values

Port Community System

Topup PD Account

* Indicates mandatory fields

Topup Details

Port ID * :	SGSIN1 ▾
Service Category * :	[SELECT]
	ALL DUES
	CARGO
PD Account Number * :	CONTAINER
	CONTAINERIZED CARGO
	LAND
Gross Amount:	RAIL
	STEVEDORING
TDS Amount:	VESSEL
Net Amount * :	
Remarks :	
VCN :	

Back   Continue

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.

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

Port Community System

Topup PD Account

* Indicates mandatory fields

Topup Details

Port ID * :	SGSIN1 ▾
Service Category * :	VESSEL ▾
PD Account Number * :	
Gross Amount:	
TDS Amount:	
Net Amount * :	
Remarks :	
VCN :	

Back   Continue

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

Port Community System

Topup PD Account

* Indicates mandatory fields

Topup Details

Port ID * :	SGSIN1
Service Category * :	VESSEL
PD Account Number * :	TESTPD1234
Gross Amount:	100
TDS Amount:	0
Net Amount * :	100
Remarks :	ENTER IF ANY
VCN :	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 * :	

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

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 * :	111

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	:	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

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

Vessel ▶		Make Payment
Container ▶		Top Up PD
Finance ▶		Verify Payment
Transport ▶		Search Transactions
Cargo ▶		
Upload		
VCN Link		
Payment ▶		

Vessel Module	Container Module	Cargo Module	Transport Module	Finance Module

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Crew List(PAXLST):

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, pass enger 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.

Port Community System

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"

Port Community System

Payment Details

Search [Note: Any one search field is mandatory]

Bill Number	: [_____]	**Transaction Date**		
PD Account Number	: [_____]	**From**	: [_____] 🔲 (DD/MM/YYYY)	
Status	: [SELECT] ▼	**To**	: [_____] 🔲 (DD/MM/YYYY)	
Bank	: [SELECT] ▼			

[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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Verify the Bill number

Verify Payment

* Indicates mandatory fields

Payment Details

Bill Number / Unique Number * :	12042017	Verify

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

Back

Enter the Bank Reference ID which would be available in the transaction statement of the account from which the payment has been made. Click on Verify

Verify Payment

* Indicates mandatory fields

Payment Details

Bill Number / Unique Number * :	12042017			Verify		

	Bank ReferenceID*	Service Category	Net Amount	Mode of Payment	Status	Action
○		Vessel	1	DUMMY	Pending	Verify

Verify Payment

* Indicates mandatory fields

Payment Details

Bill Number / Unique Number * :	12042017			Verify		

	Bank ReferenceID*	Service Category	Net Amount	Mode of Payment	Status	Action
⦿	123456	Vessel	1	DUMMY	Pending	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

Thank you!