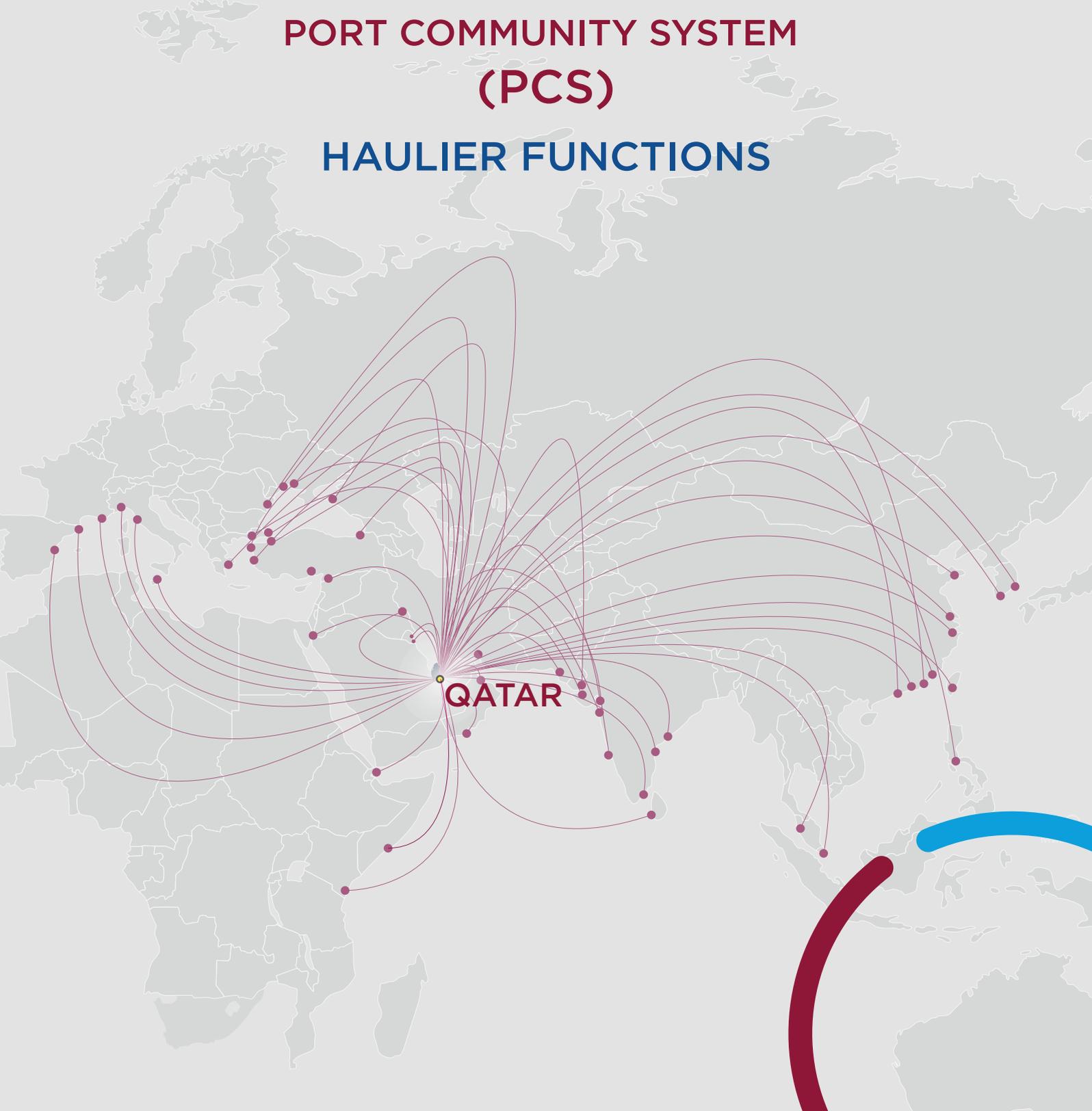


# USER GUIDE FOR PORT COMMUNITY SYSTEM (PCS)

## HAULIER FUNCTIONS



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## 1. PCS - Login

User can access **Port Community System (PCS)** if he/she is registered in the system and the user profile has been configured. Below is the screen shot of the **Log-In** page.

URL: <https://pcs.mwani.com.qa/pcs/login.faces>

MWANI QATAR موانئ قطر

ميناء حمد  
HAMAD PORT

Port Community System

Login العربية

User name mail@npp.com

Password Enter your password

Login

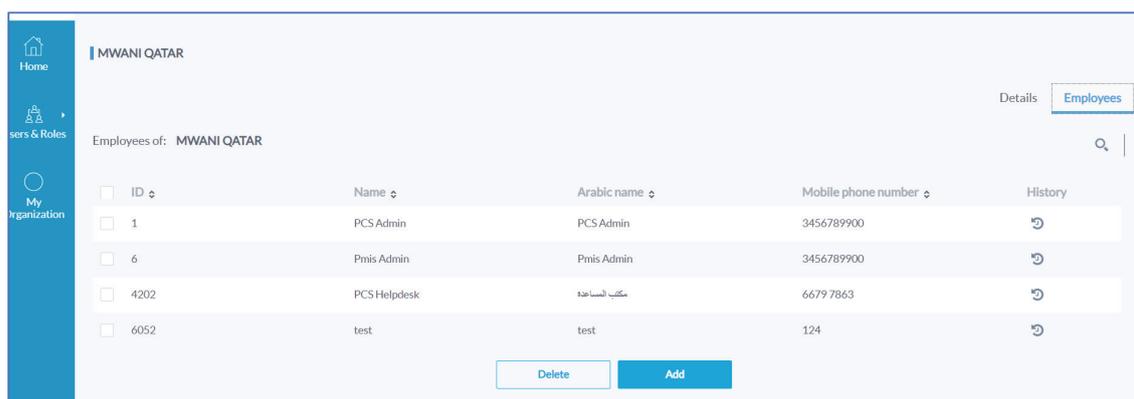
Forget password?

For questions and comments, please contact PCS helpdesk at : +974 6679 7863/+974 4045 3249  
Email: pcshelpdesk@mwani.com.qa

- **User name:** Email ID as registered in the PCS system.
- **Password:** The user shall enter his/her password as shared by PCS Helpdesk.
- **Login button:** Pressing the Login button will result in the system presenting the 'Landing page'.
- **Language selector:** User can switch language by hitting the **Arabic** button and toggle back to **English**.

## 2. Add New user in PCS system

1. Login to PCS application as the **Focal Point / Super User** of the Organization.
2. Navigate to **My Organization** → **Employees**.



The screenshot shows the 'Employees' page for 'MWANI QATAR'. The page has a sidebar with 'Home', 'Users & Roles', and 'My Organization'. The main content area shows a table of employees with the following data:

| ID   | Name         | Arabic name   | Mobile phone number | History |
|------|--------------|---------------|---------------------|---------|
| 1    | PCS Admin    | PCS Admin     | 3456789900          |         |
| 6    | Pmis Admin   | Pmis Admin    | 3456789900          |         |
| 4202 | PCS Helpdesk | مكتب المساعدة | 6679 7863           |         |
| 6052 | test         | test          | 124                 |         |

At the bottom of the table, there are two buttons: 'Delete' and 'Add'.

3. Click on **Add**

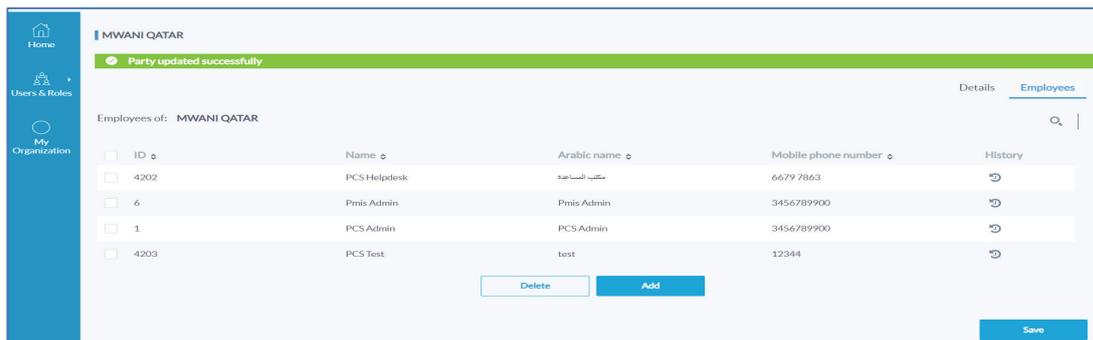
The screenshot shows the 'Add employee' form with the following sections:

- Name:** Fields for 'First and last name', 'Arabic name', 'Eligible system user' (checkbox), and 'Black listed' (checkbox).
- Communication mechanisms:** A dropdown for 'Communication type' (set to 'Select One'), a 'Number/Address' field, and a '+ ' button. Below is a table with columns 'Communication type' and 'Number/Address', showing 'No records found'.
- Known roles:** A 'Role type:' label, an 'Available role types' list (including CEO, Company security officer, Crew employment officer, Dangerous goods contact, Declarant's agent), and an 'Assigned role types' list.

4. Enter the Employee details (First and Last name, Arabic Name)
5. Check the 'Eligible System user' checkbox (This is important to enable the user in the system)
6. Select the Communication Type 'Electronic Email' and enter the Email ID.
7. Click on + sign to add the Email ID. Add the Communication type 'Cellular phone' also.

This screenshot shows the 'Communication mechanisms' section after adding an email address. The 'Communication type' dropdown is set to 'Electronic mail' and the 'Number/Address' field contains 'Admin@mwani.com.qa'. A '+ ' button is visible next to the field. A 'Delete' button is at the bottom right.

8. Select and Assign Role type. Click Add
9. Employee will be added for the Organization. Click Save.
10. New employee will be added successfully for the Organization



11. Select **Manage Users** in the menu.



12. In the **Manage Users** page, click on **Add** button. The below popup will appear.

**Add user** [Close]

Contact :  \*

User name :  \*

Lock user :

Roles

| Available roles         | Assigned roles |
|-------------------------|----------------|
| Customs Clearance Agent | Focal point    |

[→] [→|] [←] [←|]

[Close] [Save]

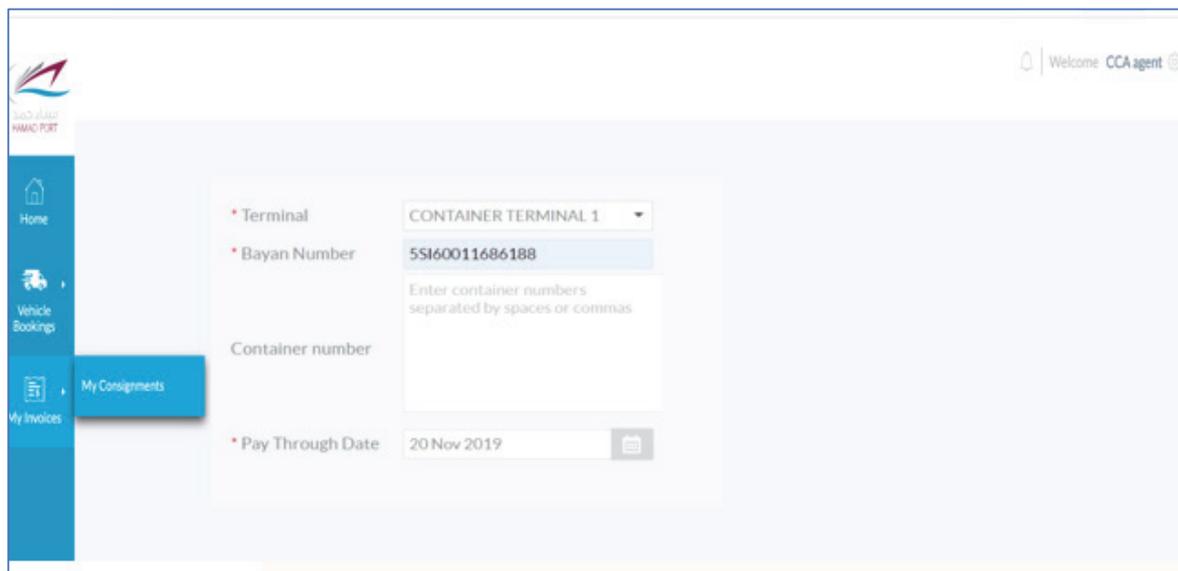
13. Select the **Contact** (Previously added Employee in **My Organization**). Username/Email ID appears.
14. Select the **Role: Customs Clearance Agent** and assign.
15. Click **Save**
16. New user is added successfully with the assigned role to the system.

Note: After adding the new user in the system, kindly share the Email ID/ First Name/Last Name of the new user at [pcshelpdesk@mwani.com.qa](mailto:pcshelpdesk@mwani.com.qa). We will share the credentials to the respective users.

## 3. Haulier Functions

### 3.1 Prepayment Advise

1. Login PCS using the credentials and home page will appear.
2. Click on **My Invoices** and select **My Consignments**.



The screenshot shows the CCA agent web portal interface. On the left, there is a vertical navigation menu with icons for Home, Vehicle Booking, My Consignments (highlighted), and My Invoices. The main content area displays a form for requesting prepayment advice. The form includes the following fields:

- \* Terminal:** A dropdown menu currently showing "CONTAINER TERMINAL 1".
- \* Bayan Number:** A text input field containing "55160011686188". Below this field is a placeholder text: "Enter container numbers separated by spaces or commas".
- Container number:** An empty text input field.
- \* Pay Through Date:** A date picker field showing "20 Nov 2019".

In the top right corner of the page, there is a user greeting: "Welcome CCA agent".

3. Provide the **Terminal > CT1**
4. Provide the **Bayan Number**.
5. Provide **Container Number** if payment has to be made for the specific container.
6. Provide the **Pay Through Date** and click on '**Request Prepayment Advice**' button.
7. Invoice screen will appear with details of charges for each specific container.

Advance Payment Invoice

Welcome KARPPAM VEETIL SHAHEEB

Vessel Name Effective Date Status: Not posted

Invoice Number: 8498

Invoice Date Customs Number: Not posted 55160011686188

| Event Type                   | Event Description                               | Quanti... | Rate (QAR) | Amount (QAR) |
|------------------------------|---|-----------|------------|--------------|
| UV_XRAY_INSPECTION_IMPORT_40 | 40' Container de-stuffing and re-stuffing fo... | 1         | 370.00     | 370.00       |
| UV_WEIGHBRIDGE               | Terminal-Warehouses Gate Weighbridge p...       | 1         | 30.00      | 30.00        |
| UV_WEIGHBRIDGE               | Terminal-Warehouses Gate Weighbridge p...       | 1         | 30.00      | 30.00        |
| UV_XRAY_INSPECTION_IMPORT_40 | 40' Container de-stuffing and re-stuffing fo... | 1         | 370.00     | 370.00       |
| UV_WEIGHBRIDGE               | Terminal-Warehouses Gate Weighbridge p...       | 1         | 30.00      | 30.00        |
| UV_WEIGHBRIDGE               | Terminal-Warehouses Gate Weighbridge p...       | 1         | 30.00      | 30.00        |
| UV_XRAY_INSPECTION_IMPORT_40 | 40' Container de-stuffing and re-stuffing fo... | 1         | 370.00     | 370.00       |
| UV_XRAY_INSPECTION_IMPORT_40 | 40' Container de-stuffing and re-stuffing fo... | 1         | 370.00     | 370.00       |
| UV_WEIGHBRIDGE               | Terminal-Warehouses Gate Weighbridge p...       | 1         | 30.00      | 30.00        |
| UV_XRAY_INSPECTION_IMPORT_40 | 40' Container de-stuffing and re-stuffing fo... | 1         | 370.00     | 370.00       |

Total amount: 4,000.00

Page 1 of 2

Invoice PDF Pay

8. Go through the invoice

9. Click on **Invoice PDF** button to get invoice in PDF format

|                              |   |   |        |        |
|------------------------------|---|---|--------|--------|
| UV_XRAY_INSPECTION_IMPORT_40 | 40' Container de-stuffing and re-stuffing fo... | 1 | 370.00 | 370.00 |
| UV_WEIGHBRIDGE               | Terminal-Warehouses Gate Weighbridge p...       | 1 | 30.00  | 30.00  |
| UV_WEIGHBRIDGE               | Terminal-Warehouses Gate Weighbridge p...       | 1 | 30.00  | 30.00  |
| UV_XRAY_INSPECTION_IMPORT_40 | 40' Container de-stuffing and re-stuffing fo... | 1 | 370.00 | 370.00 |
| UV_WEIGHBRIDGE               | Terminal-Warehouses Gate Weighbridge p...       | 1 | 30.00  | 30.00  |
| UV_WEIGHBRIDGE               | Terminal-Warehouses Gate Weighbridge p...       | 1 | 30.00  | 30.00  |
| UV_XRAY_INSPECTION_IMPORT_40 | 40' Container de-stuffing and re-stuffing fo... | 1 | 370.00 | 370.00 |
| UV_XRAY_INSPECTION_IMPORT_40 | 40' Container de-stuffing and re-stuffing fo... | 1 | 370.00 | 370.00 |
| UV_WEIGHBRIDGE               | Terminal-Warehouses Gate Weighbridge p...       | 1 | 30.00  | 30.00  |
| UV_XRAY_INSPECTION_IMPORT_40 | 40' Container de-stuffing and re-stuffing fo... | 1 | 370.00 | 370.00 |

Total amount: 4,000.00

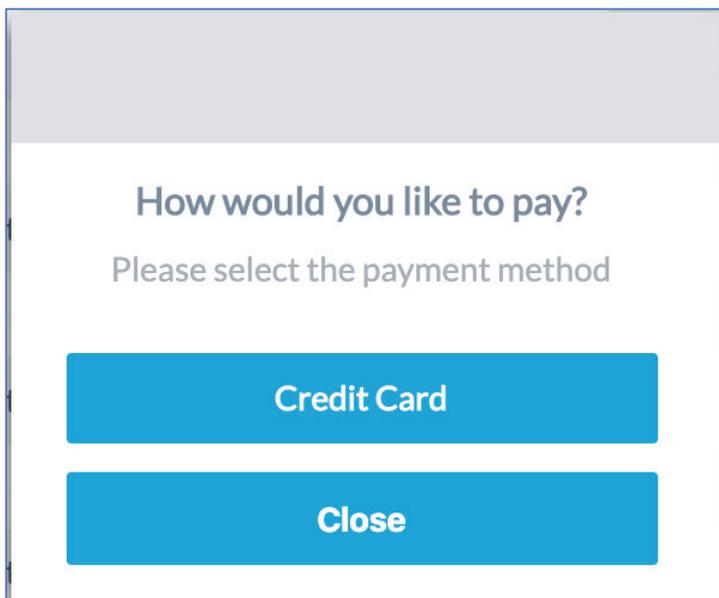
Page 1 of 2

Invoice PDF Pay

10. Click on **Pay** button to initiate payment process via bank

11. Provide the **Payment Method**

- **Credit Card**



How would you like to pay?  
Please select the payment method

Credit Card

Close

12. Once the payment method is selected, user is routed to payment gateway.

13. Provide the **Customer Details** to complete the payment.

14. Click on **Next** to proceed

The screenshot shows a web interface with a navigation bar at the top containing 'Billing', 'Payment', 'Review', and 'Receipt'. The 'Billing' tab is highlighted in green. Below the navigation bar, there are two main sections. On the left, the 'Billing Information' section has a title and a lock icon, followed by a list of required fields: First Name, Last Name, Company Name, Address, City, Country/Region (a dropdown menu), State/Province, and Zip/Postal Code. On the right, the 'Your Order' section shows a summary with 'Total amount' and '2.00 QAR'.

15. Provide the **Payment Information**.
16. Select the **Card Type (Master or Visa type)**
17. Provide the **Card Number, CVN** and the card **Expiry Details**
18. Click on **Next** to proceed the payment.

The screenshot shows the same web interface as the previous one, but now the 'Payment' tab is highlighted in green. The 'Payment Details' section is active and contains the following fields: Card Type (with radio buttons for 'VISA Visa' and 'Mastercard'), Card Number (with a masked input field), Expiration Date (with two dropdown menus for month and year), and CVN (with a text input field and a small image of a card). Below these fields are 'Back' and 'Next' buttons. The 'Your Order' summary on the right remains the same, showing 'Total amount' of '2.00 QAR'. A 'Cancel Order' link is visible at the bottom left of the 'Payment Details' section.

19. The invoice will be paid.

20. User will be directed to **Payment Confirmation**

21. The user shall be directed back to PCS Consignment Invoice screen and show the message as '**Payment was successful**'

22. Following changes shall be in the Invoice:

a) **Paid Amount:** The amount user paid

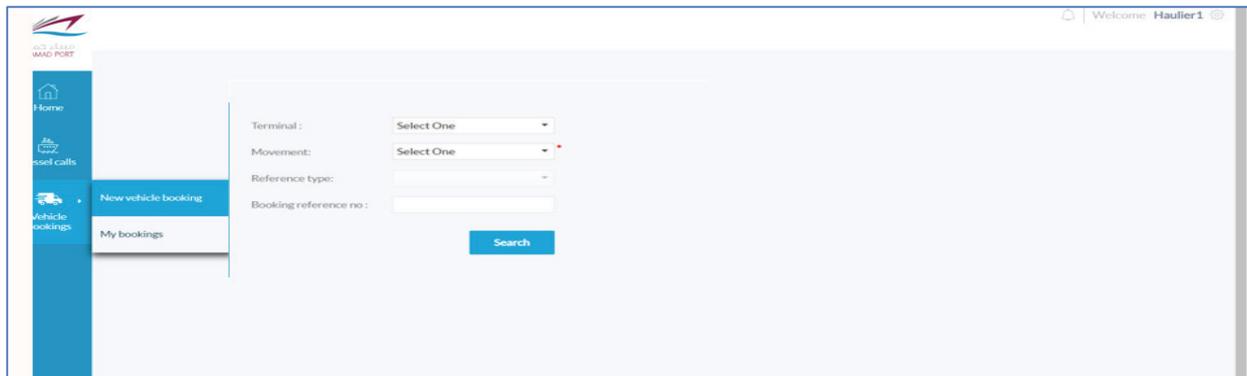
b) **Invoice Status:** Change from Draft to Final

c) **Invoice PDF:** It will reflect Final Invoice.

## 3.2 Vehicle Booking Management

### 3.2.1 New Vehicle Booking

#### 1. Click on Vehicle Bookings



The screenshot shows a web application interface for 'New vehicle booking'. The top right corner displays 'Welcome Haulier1'. The left sidebar contains navigation links: Home, Vessel calls, New vehicle booking (highlighted), and My bookings. The main content area features a form with the following fields:

- Terminal: Select One (dropdown menu)
- Movement: Select One (dropdown menu)
- Reference type: (dropdown menu)
- Booking reference no.: (text input field)
- Search: (blue button)

#### 2. Enter the values required in Terminal, Movement and Booking Reference Number

1. For Import, Enter Import Delivery Order Number
2. For Export, Enter Export Booking Order Number
3. For Empty Return Order, Enter Empty Return Order Number
4. For Empty Release Order, Enter Empty Release Order Number

#### 3. Click on Search

HAMD PORT  
HAMAD PORT

Home

Vessel calls

Vehicle Bookings

Terminal :

Movement:

Reference type:

Booking reference no :

Search

4. Based on booking reference number – System shows the list of **Containers** on the left side for the **booking reference number**
5. Right side – **Slot Availability** for a week time is shown
6. Select the **Container** to be booked from the list of containers
7. Select the preferred **Time slot** and click '**Go**'

Reference type: Import/Delivery Order Nu

Booking reference no: 584541074

Search

Results

584541074

- SUDU6885075 40'
- MRKU5021490 40'
- MRKU5600280 40'
- CAXU9071708 40'
- SUDU6786344 40'
- HASU4915075 40'
- MRKU5274950 40'
- MSKU0145226 40'
- MRKU6221867 40'
- MRSU3766470 40'

|       | Sun 11/10     | Mon 11/11     | Tue 11/12     | Wed 11/13     | Thu 11/14 | Fri 11/15 | Sat 11/16 |
|-------|---------------|---------------|---------------|---------------|-----------|-----------|-----------|
| 00:00 |               |               |               |               |           |           |           |
| 01:00 | 00:00 - 11:59 | 00:00 - 11:59 | 00:00 - 11:59 | 00:00 - 11:59 |           |           |           |
| 02:00 | 100%          | 100%          | 100%          | 100%          |           |           |           |
| 03:00 |               |               |               |               |           |           |           |
| 04:00 |               |               |               |               |           |           |           |
| 05:00 |               |               |               |               |           |           |           |
| 06:00 |               |               |               |               |           |           |           |
| 07:00 |               |               |               |               |           |           |           |
| 08:00 |               |               |               |               |           |           |           |
| 09:00 |               |               |               |               |           |           |           |
| 10:00 |               |               |               |               |           |           |           |
| 11:00 |               |               |               |               |           |           |           |
| 12:00 |               |               |               |               |           |           |           |
| 13:00 | 12:00 - 23:59 | 12:00 - 23:59 | 12:00 - 23:59 | 12:00 - 23:59 |           |           |           |
| 14:00 | 100%          | 100%          | 100%          | 100%          |           |           |           |
| 15:00 |               |               |               |               |           |           |           |
| 16:00 |               |               |               |               |           |           |           |
| 17:00 |               |               |               |               |           |           |           |
| 18:00 |               |               |               |               |           |           |           |
| 19:00 |               |               |               |               |           |           |           |
| 20:00 |               |               |               |               |           |           |           |
| 21:00 |               |               |               |               |           |           |           |
| 22:00 |               |               |               |               |           |           |           |
| 23:00 |               |               |               |               |           |           |           |

● Slot available ● Partially available ● Slot full

Go

- System displays the **Appointment Details** for the selected container with the time slot
- Select the **Vehicle** from the drop down.
- Click on '**Make reservation**'.

Create appointment

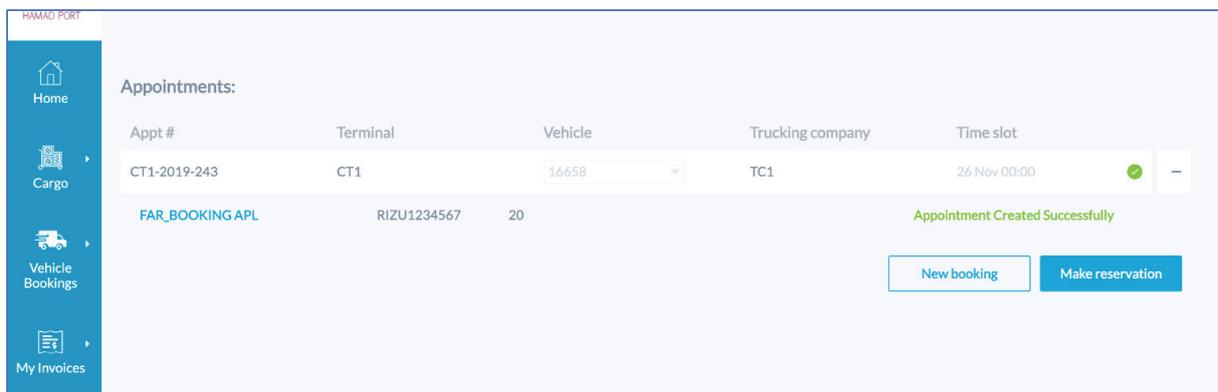
Welcome CCA Test 1

Appointments:

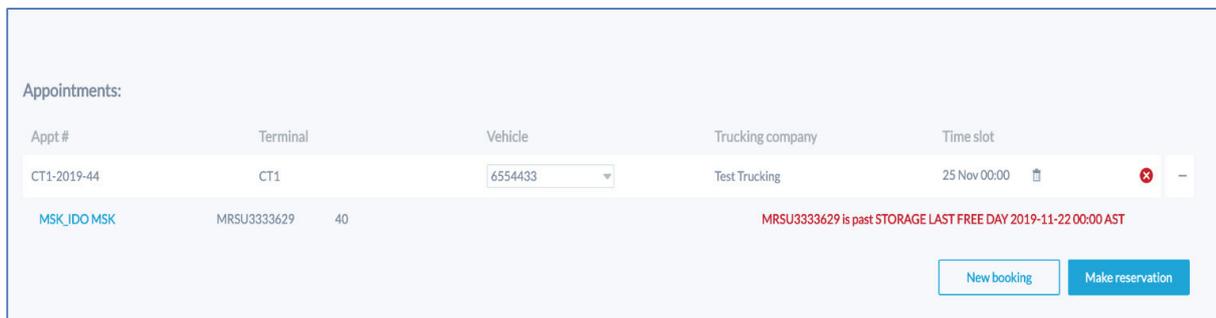
| Appt #       | Terminal    | Vehicle | Trucking company | Time slot    |
|--------------|-------------|---------|------------------|--------------|
| CT1-2019-246 | CT1         | 166677  | Truck Co 2       | 27 Nov 00:00 |
| ID0006 WHL   | WHSU2322321 | 20      |                  |              |

Best pick

- Once the time slot is available and request has been verified, system will indicate with a green mark that booking has been confirmed

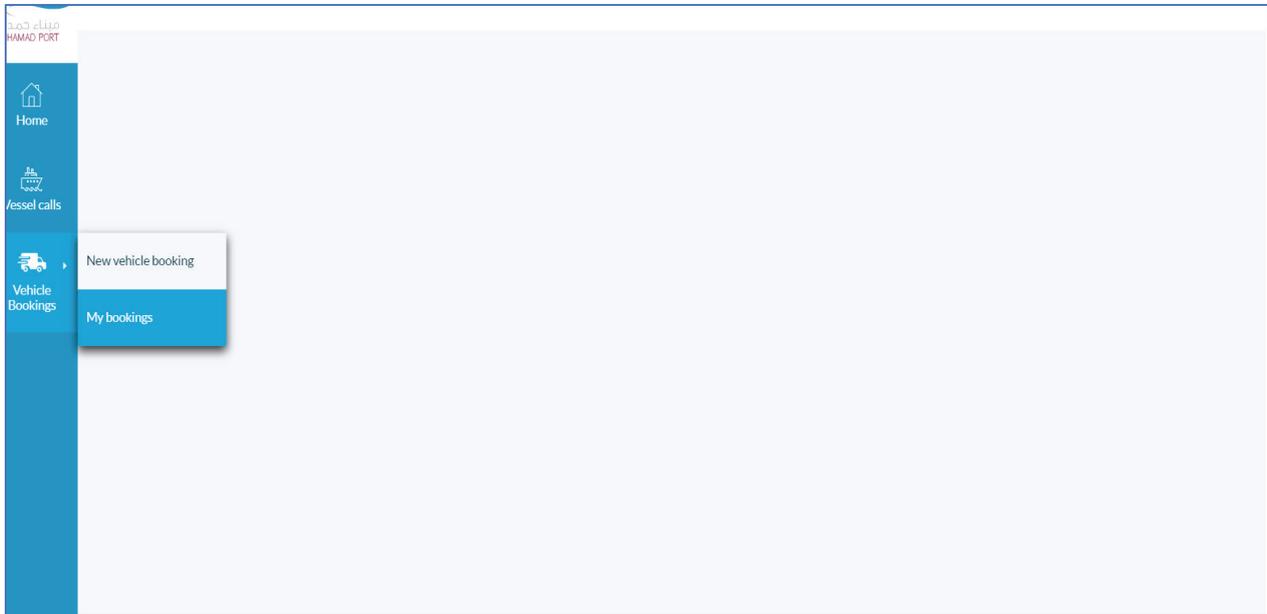


- System displays the error message in case of booking rejected. Error is shown on the page to indicate the user of the rejection details.



### 3.2.2 View My Bookings

- Click on 'Vehicle Bookings'.
- Click on 'My Bookings'.



3. Click on **Terminal** for which the user wants to see the bookings
4. After selection of Terminal, Provide the **Start Date** and **End Date**
5. Click on **'Search'**

**My vehicle bookings**

Terminal:

From:

To:

Show:

| Appointment | Location | Time slot               | Haulier | Vehicle | Movement | Status |
|-------------|----------|-------------------------|---------|---------|----------|--------|
| CT1-2019-51 | CT1      | 22 Nov 2019 12:00-23:59 |         | 166656  |          |        |
| CT1-2019-56 | CT1      | 24 Nov 2019 12:00-23:59 |         | 166656  |          |        |
| CT1-2019-59 | CT1      | 25 Nov 2019 12:00-23:59 |         | 166656  |          |        |
| CT1-2019-60 | CT1      | 25 Nov 2019 12:00-23:59 |         | 166656  |          |        |

6. System displays all the **appointments** booked for the selected terminal and time period

7. Click on any **'Appointment'**

The screenshot shows the 'My vehicle bookings' interface. At the top, there is a search filter with the following fields: Terminal (CT1), From (21 Nov 2019 00:00), and To (25 Nov 2019 00:00). A blue 'Search' button is located below the filter. Below the search filter, there is a 'Show:' section with a table of appointments. The table has the following columns: Appointment, Location, Time slot, Haulier, Vehicle, Movement, and Status. The table contains four rows of data:

| Appointment | Location | Time slot               | Haulier | Vehicle | Movement | Status |
|-------------|----------|-------------------------|---------|---------|----------|--------|
| CT1-2019-51 | CT1      | 22 Nov 2019 12:00-23:59 |         | 166656  |          |        |
| CT1-2019-56 | CT1      | 24 Nov 2019 12:00-23:59 |         | 166656  |          |        |
| CT1-2019-59 | CT1      | 25 Nov 2019 12:00-23:59 |         | 166656  |          |        |
| CT1-2019-60 | CT1      | 25 Nov 2019 12:00-23:59 |         | 166656  |          |        |

A blue 'New booking' button is located at the bottom right of the table.

8. On clicking on the **Appointment**, the details of the selected appointment will be shown to the users

9. Click on **Cancel** to cancel the appointment

The screenshot shows the details of a selected appointment. The page title is 'My vehicle bookings' and the user is logged in as 'CCA agent'. The appointment details are as follows:

|                      |                         |                     |             |
|----------------------|-------------------------|---------------------|-------------|
| Allocated time slot: | 22 Nov 2019 12:00-23:59 | Appointment number: | CT1-2019-51 |
| Appointment status:  |                         | Haulier:            |             |
| Reference Number:    | MSK_IDO                 | Declaration Number: | 166656      |
| Vehicle:             |                         | Vehicle:            | 166656      |
| Container number     | 20/40'                  | Movement            |             |
| MRKU5484365          | 4510                    |                     |             |

At the bottom right, there are two buttons: 'Cancel appointment' and 'Change appointment'.

10. Click on **Change Appointment** to update the booking.

11. User can update the **Vehicle Number**
12. Trucking company associated with the truck is reflected
13. Provide the updated truck plate.
14. Click on **Make Reservation**
15. **Vehicle booking** will be updated with the updated vehicle number.

Appointments:

| Appt #      | Terminal | Vehicle | Trucking company | Time slot    |   |
|-------------|----------|---------|------------------|--------------|---|
| CT1-2019-51 | CT1      | 6554433 | Test Trucking    | 22 Nov 12:00 |  - |

MRKU5484365

For questions and comments, please contact **PCS Helpdesk @ +974 66797863/+974 4045 3249**. Email: [pcshelpdesk@mwani.com.qa](mailto:pcshelpdesk@mwani.com.qa)