

## **JAWAHARLAL NEHRU PORT CONTAINER TERMINAL (JNPCT):**

### **TRUCK REGISTRATION & BOOKING PROCEDURE**

#### **NOTE:**

1. All the trucks along with their drivers coming to JNPCT are required to be registered prior to visiting Terminal. The registration link has been provided in the e-Form-13 portal for which access is given to the registered Agencies. However, transporters can also use the same link for this purpose directly without any log-in Id. Details of Truck / driver provided here shall be correct and authenticated, else, Truck / Driver cannot proceed ahead.
2. This activity is required to be carried out by CFS Operators / transporters for their trucks, Shipping Agencies for trucks carrying DPE / DPD / empty containers.

#### **Step 1: Registration of truck details such as truck registration number and uploading RC.**

Truck registration Number, Type (20' / 40' / 45') & RC Copy are mandatory for Truck Registration which is to be carried out in the form provided in the truck registration link.

*(Correct information is mandatory as it cannot be modified at any later stage)*

#### **Step 2: Registration of Driver details such as Driver License No, uploading scan copy of license.**

Driver License Number, Name & License Copy are mandatory for Driver registration which is to be carried out in the form provided in the driver registration link.

*(Correct information is mandatory as it cannot be modified at any later stage except at Survey Points wherein driver details can be altered subject to already registered and available in AGS System).*

#### **Step 3: Truck Booking**

Once truck / driver details are registered in AGS, Truck booking can be carried out prior to actual movement of truck towards Terminal. Enter Truck Number, Driver Registration and assign export container number(s) and Import-PIN number wherever required (if truck picks up import container(s) for delivery in return trip). For DPD container(s) add DPD container number for pickup.

## **EXPORT PROCEDURE**

### **NOTE:**

1. Generation of Export e-Form-13 by Shipping Agency by entering correct information of export containers.

*(Pre-Gate in TOS web application for generation of PIN is not required and shall not be done as this activity is automated with information in e-form-13 with JNPCT TOS at In Survey Point in Automated Gate System (AGS)).*

2. Truck Booking:

Once the e-Form13 for export container is generated by Shipping Agency, after carrying out truck / driver registration (as stated above - if not done earlier), truck booking is to be carried out by Shipping Agency for empty containers / factory containers and CFS Operator for CFS stuffed containers prior to actual movement of truck.

### **Step 1: In Survey Point:**

Registration of truck & driver along with Truck booking has to be completed before coming to this point. In-Survey-Point of JNPCT is located near Ambawadi on the roads going to JNPCT Container Gates (new check-post - 1.5 kms prior to JNPCT In-Gates).

Trucks carrying CFS stuffed containers (and factory stuffed containers routed through CFS) or Empty Export Containers to approach In-Survey-Point directly.

Whereas, Trucks carrying only Factory stuffed containers will move inside holding / parking area for getting LEO from Customs and after approval of Customs in e-Form-13 Portal, truck will move through holding yard exit towards In-Survey-Point.

At In-Survey-Point, the surveyor equipped with TABLET enters the Truck Number to Search the truck booking details. At this stage, Container details as entered / available in export e-Form-13 and Driver details are fetched & populated on the screen and all container details are assigned to the RFID BAT card (RFID tag affixed on it -which will be issued to Truck driver) at the IN Survey Point. (Only in case of driver change, driver details can be altered subject to availability of new driver details in AGS)

The Surveyor captures images of export container and its seal number. In case of export empty container, image of empty container (inside) is captured. All the information is uploaded and assigned to that container.

After Survey, BAT card (RFID tag affixed on it) will be issued to Truck.

## **Step 2: In Gates:**

As soon as the truck carrying export container(s) arrives at In-Gate, the AGS identifies the RFID BAT given on the truck and allows it to proceed further under camera zone. The live details of truck / container are captured by 5 cameras installed (in each lane) and live view of these cameras along with the container details including Customs approval (for DPE containers) already available in AGS are displayed to CISF for their verification. With the online approval of CISF in AGS, the boom barrier will be opened automatically and the truck proceeds further towards printer kiosk. Wherein, Drop-Off-Ticket slip will be delivered to the Driver. (This slip will indicate container details along with the Yard location for dropping the said export container). The truck proceeds to designated yard.

(While returning back if the truck is picking import container/s, system will automatically allot pickup ticket/s also for such trucks carrying export containers at In gates provided Import PIN number is entered at the time of truck booking - as stated in truck booking and Import Procedure).

(No provision of Change / amendment of truck / driver / Container details at In Gates.)

## **Step 3: Out Survey Point:**

Out-Survey-Point (Porta-cabin with trucks shade) is located near TT maintenance office before JNPCT Out-Gates.

After dropping the export container(s) in designated yard as prescribed in Drop Off Ticket, the empty truck moves to Out-Survey-Point (Porta-cabin provided near TT maintenance office) wherein, surveyor carry out checks of the truck / driver details and then is allowed to move out towards Out Gates. (Only in case of driver change, driver details can be altered subject to availability of new driver details in AGS).

## **Step 5: Out Gates:**

CISF carries necessary checks of the truck with respect to AGS and once its approval is done, **BAT is deposited by the truck driver & collected by CISF** and the boom barrier opens up to allow the truck to proceed to printer kiosk. The truck driver to collect the out gate passes (EIR) and leave the gates.

(No provision of Change / amendment of truck / driver / Container details at In Gates.)

**(Truck driver to deposit BAT card prior to exit through Out Gates)**

## **IMPORT PROCEDURE**

### **NOTE:**

1. Generation of Import PIN Number by Transporter of CFS / SA as per existing procedure.
2. Truck Booking:

Once truck / driver details are registered in AGS, Truck booking can be carried out prior to movement of empty truck. Enter Truck Number, Driver Registration and assign Import-PIN number in truck booking form for picking up import container(s) for delivery. For DPD container(s) add DPD container number for pickup. Registered Empty Trucks to approach In-Survey-Point of JNPCT located near Amba-wadi on the roads going to JNPCT Container Gates (new check-post - 1.5 kms prior to JNPCT In-Gates).

### **Step 1: In Survey Point:**

Empty Trucks to approach In-Survey-Point in JNPCT Parking Area. Registration & Truck booking have to be completed before coming this point.

The surveyor equipped with TABLET enters the Truck Number to Search the truck booking details. At this stage, Container and Driver details are fetched & populated on the screen and all container details are assigned to the RFID BAT card (RFID tag affixed on it) will be issued to Truck driver at the IN Survey Point. (Only in case of driver change, driver details can be altered subject to availability of new driver details in AGS)

The empty truck proceeds directly towards In Gates for receiving pickup ticket(s) in AGS.

### **Step 2: In Gates:**

As soon as the Empty truck arrives at In-Gate, The AGS identifies the RFID BAT given on the truck and allows it to proceed further under camera zone. The live details of Truck are captured by 5 cameras installed (in each lane) and live view displayed to CISF for their verification. With the approval of CISF in AGS, the boom barrier will be opened automatically and the truck proceeds further towards printer kiosk. Wherein, Pick-Up-Ticket slip will be delivered to the Driver. (This slip will indicate container details along with the Yard location for picking the said import container). The truck proceeds to designated yard.

*(No provision of Change / amendment of truck / driver / Container details at In Gates.)*

### **Step 3: Out Survey Point:**

Out-Survey-Point (Porta-cabin with trucks shade) is located near TT maintenance office before JNPCT Out-Gates.

After picking the import container/s from the designated yard as prescribed in Pick-Up-Ticket, the truck moves to Out-Survey-Point. (Porta-cabin provided near TT maintenance office). The Surveyor captures images of import container and its seal number. In case of import empty container, image of empty container (inside-view) is captured. All the information is uploaded and assigned to that container.

For DPD containers, the customs approval is mandatory prior to reaching Out-Survey-Point. The Customs official shall grant the approval for such containers in AGS portal / access given to them.

### **Step 4: Out Gates:**

CISF carries necessary checks of the truck with respect to AGS and once its approval is done, **BAT is deposited by the truck driver & collected by CISF** and the boom barrier opens up to allow the truck to proceed to printer kiosk. The truck driver to collect the out gate passes (EIR) and leave the gates.

**(Truck driver to deposit BAT card prior to exit through Out Gates)**

## **INTER-TERMINAL TRUCK MOVEMENT**

### **JNPCT to Neighboring Terminal:**

**Step 1:** The truck after offloading Export container at JNPCT wishes to take Import container from GTI / DPW will move towards the porta cabin (ITT) installed at South end of POC Import yard for completion of transaction in JNPT Automated gate system (AGS). The Surveyor carries necessary checks of the truck with respect to AGS and once its approval is done, generate out gate passes (EIR). The truck driver to collect the out gate passes (EIR) and deposit the BAT Card and then leave for GTI / DPW.

### **(Truck driver to deposit BAT card prior to exit for other Terminal)**

### **Neighboring Terminal to JNPCT:**

**NOTE:** Registration of truck & driver along with Truck booking has to be completed before coming this point. In the absence, pick up tickets cannot be issued.

**Step 1:** The truck after offloading Export container at GTI / DPW wishes to take Import container from JNPCT will move towards the porta cabin installed at South end of POC Import yard (ITT). The surveyor equipped with TABLET enters the Truck Number and relevant details will be automatically displayed on the TABLET. After approval, Pick-Up-Ticket slip will be delivered to the Driver. (This slip will indicate container details along with the Yard location for picking the said import container).

The truck proceeds to designated import yard. Import procedure follows.

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