

User Guide for Stakeholder Registration in PCS



Indian Port
Community System

Open Internet Explorer & in address bar type
"www.indianpcs.gov.in"

ports
anchor on

Welcome to Port Community System

Please contact on 9910716769 for any support related queries.



My Account

User Name

Password

Login

[Forqot Password?](#)

StakeHolder

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.

[Read More](#)

About PCS

Port Community System (PCS) is intended to integrate the electronic flow of trade related

Help Desk

TOLL FREE NUMBER:

1-800-11-5055

EMAIL:

support.ipcs@nic.in

[Frequently Asked Questions \(FAQ\)](#)

My Account

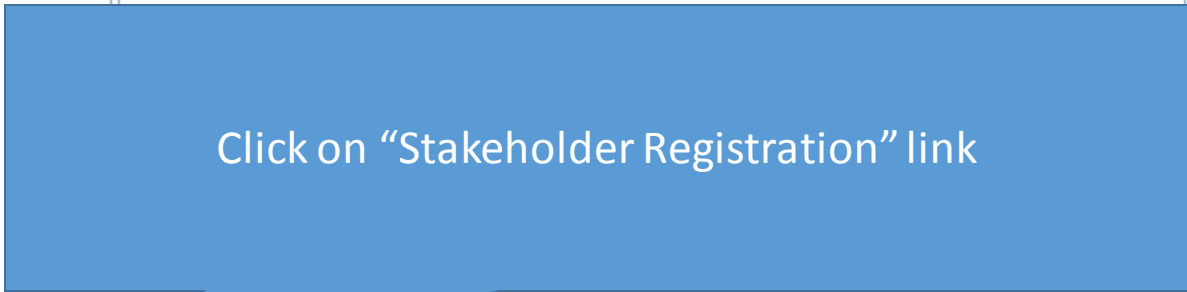
User Name

Password

Login

[Forgot Password?](#)

About IPA



StakeHolder

[Stake Holder Registration](#)

DashBoard

[DashBoard](#)

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

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.

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Vessels At Ports

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

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PCS Documents

PCS Messages

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



Indian Port Community System



What major ports
anchor on

You may also call +91-9910716769 for PCS Support

system

Select the role from "Party Function Qualifier Code" list
For ex: Importer/Exporter

Select the port from "Registered Port" list.
For ex: Jawaharlal Nehru

Stakeholder Details

Party Function Qualifier Code * :

Registered Port * :

PAN * :

Enter the Company's PAN ID

- New Registration
- Re-Submit

Next

Cancel

For new registration, please select the "New Registration" radio button & click on "Next"

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Indian Port Community System



What major ports
anchor on

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ystem

Register Stakeholder

* indicate mandatory fields

Stakeholder Details

Party Function Qualifier Code * :

PAN * :

ABCDEF489M

New Registration

Re-Submit

Jawaharlal Nehru

Message from webpage



Are you sure, Do you want to proceed for Stakeholder Registration Form

OK

Cancel

A pop up message would come up asking for the confirmation.
Please click on "OK"

Stakeholder Registration

* indicate mandatory fields

Agent Details

Party Func Qualifier Code :	Importer/Exporter [IE]	Port Code :	INJNP1
PAN * :	XXXXXXXXXX	Agency/Account Name * :	<input type="text"/>
Trade : *	<input type="radio"/> Costal <input checked="" type="radio"/> Foreign		
IE Code * :	<input type="text"/>		
Registration Date * :	<input type="text"/>  (DD/MM/YYYY)	Expire Date * :	<input type="text"/>  (DD/MM/YYYY)
Message Transfer Email * :	<input type="text"/>	Original Policy Section :	<input type="text"/>
Entered By :	<input type="text"/>	Entered Date * :	<input type="text" value="12/07/2017"/> (DD/MM/YYYY)

Branch Address

<input type="checkbox"/>	Branch Name	Address1 *	Address2	Branch State *	Branch PIN *	Branch Ph No.	Branch Email
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Stakeholder Contact Details

<input type="checkbox"/>	Sr No.	Person Name *	Designation	Phone No.	Mobile No. *	Contact Email
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

 Add Row  Delete Row

The stakeholder registration would appear on the screen as shown here:

Enter the IE code

Enter the Company name in
"Agency/Account Name"

Agent Details

Party Func Qualifier Code : In...er [IE]
PAN * : XXXX
Trade : * Cos... Foreign
IE Code * :
Registration Date * : (DD/MM/YYYY)
Message Transfer Email * :
Entered By :

Port Code : INJNP1
Agency/Account Name * :
Expire Date * : (DD/MM/YY)
Original Policy Section :
Entered Date * : 12/07/2017 (DD/MM/YYYY)

Enter the "Expire Date"

Enter the email address for
communication purposes with PCS.

Enter the date on which the stakeholder
registration form is being submitted. System would
show the default date

Branch Address

Enter the company's address in the below mandatory fields. Fields marked with * are mandatory fields.

<input type="checkbox"/>	Branch Name	Address1 *	Address2	Branch State *	Branch PIN *	Branch Ph No.	Branch Email
<input type="checkbox"/>							

Stakeholder Contact Details

<input type="checkbox"/>	Sr No.	Person Name *	Designation	Phone No.	Mobile No. *	Contact Email
<input type="checkbox"/>	1					

Add Row Delete Row

Enter the contact details of the person who would be authorized person on behalf of company to communicate related to PCS activities.

Attach the soft copy of the "IEC Certificate" / "PAN Card" & other respective details in .JPG, .PDF or .ZIP format & click on submit

Attach Required Document

Aadhar/IEC Cert. * :

Voter Identity Card :

Passport :

Pan Card :

Driving License :

(Click "Browse" to select a file. You can attach JPG,PDF or Zip format files)

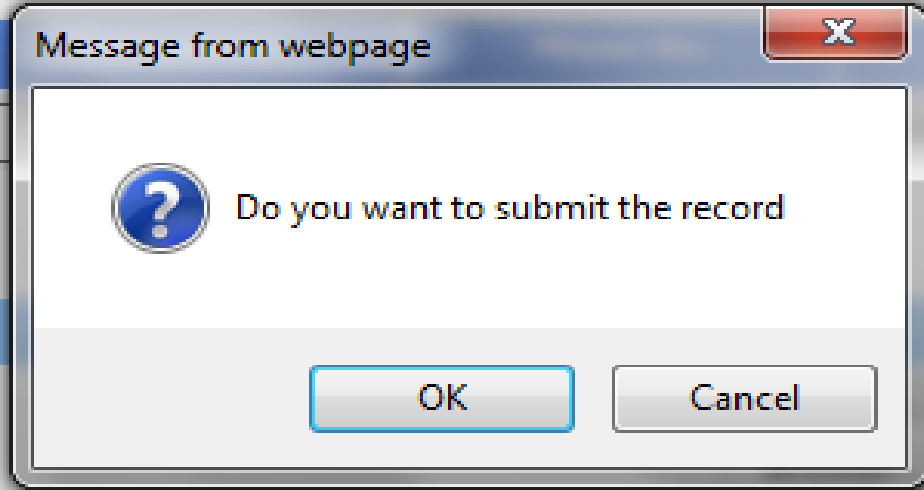
ils

n Name *

Mobile No. *

0000000

nt



Click on "Ok" to submit the record

Submit Cancel

Register Stakeholder

Stakeholder Registration Request Confirmation

[Print Preview](#)



Thank You. Your Registration details have been Submitted Successfully to your Respective Port.

Please note the following Details:

Transaction ID/Common Ref No. :
Stakeholder Group :
Agency Name : test
Email-ID : test@test.com

Note: Please note of above **TransactionID/Common Ref No.** for Future Reference.

Add More Branch Details

Cancel

A confirmation message would be displayed to the user along with the Transaction No. for future reference. Once Port would approve the profile, user would receive a mail on their registered email address [Message Transfer email] as the confirmation of approval of stakeholder registration in PCS. PCS team would create the credentials only after the approval from Port's end.

Thank you!!