

भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण पत्तन,पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार Inland Waterways Authority of India

Ministry of Ports, Shipping and Waterways, Government of India

Standard Operating Procedure

For

(CAR-D PORTAL)

Portal introduction:

CAR-D is an easy to access web-based portal for collection, compilation, analysis and dissemination of all the Cargo and Cruise movement data for IWAI and its stakeholders. This will help in near real time capturing of Cargo traffic and passenger traffic with the help of regional offices and other Port Trusts. This will remove dependency on manual monthly excel based reporting of the traffic data.

Following procedures shall be followed during the input and approval of the entries made in the Car-D portal:

1. The initiator shall login Car-D portal with the designated login credentials under the Login tab at the home page <u>https://iwaicargoportal.nic.in</u>



	Login ×
	Your Email Address
	Password
2 Initiator/Approver/External	Forgot Your Password?
Approver/Admin	Login
<u>login page</u>	
	I'm not a robot
	Cancel

3. Initiator (s) login page having the following screen have <u>Create New Cargo</u> <u>Movement / Cruise Movement</u> tab button creating a cargo movement and cruise movement details.

iwaicargoportal.n	iic.in/web/w	kspa 🗙	+										-	٥
€ → C	ŵ	Ū	https://iv	vaicargoportal.n	ic.in/web/workspac	ce/cargo		••• ত র	Search			⊻	\ 🗄	
পায়ালগ্ন মিয়ালগ্ন	อ_าวดี Inla ^{Minis}	i अन्तर्देश Water	शीय जलमार्ग ways Auth g, Government	प्राधिकरण ority of Ind of India	dia								Ļ	0
Hello Cargoadn	nin		E Cargo i≡	Cruise										
Works			Cargo (22687)	Pending For App	roval (29) Pendii	ng For External Ap	proval (0)					+ Add New	Cargo	
5			Month	~ C	Drigin NW	✓ Origin	i Terminal 🗸 🗸	Destinati	on NW 🗸	Destination	Terminal	Search	Expo	t
Dashr (+)	ard		Month	Origin NW	Origin Term	Destination	Destination	Commodity	Quantity	Submitted [Approved D	Status	Ac	tion
Create C			Apr-2021	Coastal Port	Hazira	NW-10	Dharamta r	Steel Cargo	2208.82	Apr 15, 2021	Apr 15, 2021	Under Approval	ø i	Edit
(+) Create C) Cruise												De	tail
Repo	rts	>	Apr-2021	Coastal Port	Hazira	NW-10	Dharamta r	Steel Cargo	2208.06	Apr 15, 2021	Apr 15, 2021	Under Approval	i De	Edit

4. Clicking on Button opens a Create Cargo Form, which resembles as below:

भारतीय भारतीय Inland Ministry of	য়তনেইগীয তনেমার্গ ঘ্রায়িকেহল Waterways Authority of India Shipping, Government of India	A 😜
Hello Cargoadmin	Create Cargo Home > Cargo	
Workspace	Origin / मूल National Waterway / राष्ट्रीय जलमार्ग Enter National Waterway	Destination / गंतव्य National Waterway / राष्ट्रीय जलमार्ग Enter National Waterway
Create Cargo	- Select Origin Termina / भूव टॉमनव - Select Origin Jetty - Via National Waterway / राष्ट्रीय जलमार्ग के माध्यम से - Select Via -	- Select Jetty - Vessel Arrival Time and Date / जलयान आगमन का समय व तिथि dd-mm-yyyy
Reports	Loading Commencement Time and Date / साउन प्रारंभ हान का समय य ताय dd-mm-yyyy	Unloading Commencement Time and Date / अनलोडिंग प्रारंभ होने का समय य तिथि dd-mm-yyyy 💼 मिH : MM AM
Master Data	dd-mm-yyyy 🗰 HH : MM AM Vessel Departure Time and Date / जलयान प्रस्थान का समय व तिथि dd-mm-yyyy 📸 HH : MM AM	Unloading Completion Time and Date / अन्त्लोरिंग पूरा होने का समय व विथि dd-mm-yyyy 💼 मिम : MM AM

भारतीय अगरतीय अगरतीय अगरतीय अ Inland V Ministry of S	লেইেপ্নীয় অন্যোগ মাটিফেয়্য Vaterways Authority of India Shipping, Government of India		• •
Hello Cargoadmin	प्रियामा 2777 Voyage Distance (km) / यात्रा की दूरी (कियी)		
Workspace	Cargo Type / कार्गो प्रकार	Commodity / वस्तु	
	Select Cargo V	Select Commodity	~
Dashboard	Quantity in MT / मात्रा (मीट्रिक टन में)	Shipper Name / शिप्पर का नाम	
	Quantity	Shipper Name	
Create Cargo	Vessel owner / जलयान स्वामी		
_	Select Vessel owner 🗸		
Create Cruice	Vessel Operator / जलयान परचालक		
Create Cruise	Vessel Operator		
	Remarks / टिप्पणी	\frown	
Reports	Remarks		
Mactor Data	Canc Save	Draft Submit	
Waster Data			
e >			
Authentication	Copyright © 2020 IW	A All F hts reserved	

5. The initiator has to input the following man atory data in the above screens:

a) Origin National Waterway	b) Drigin Terminal
c) Vessel Departure Date	d) Destination National Waterway
e) Destination Terminal	f) Vessel Arrival Date
g) No of Passengers	h) Shipper Name
i) Vessel Owner	j) Vessel Name
k) Vessel Capacity	1) Vessel Operator
m) Voyage Distance	

After input of the above data click tab **Save Draft** and/or **Submit**.

6. The entry of the Cargo Data is displayed as under:

Cargo Details:

Cargo Detail			
Home 🤌 Cargo			
Cargo Details			
Information			
Origin National Waterway:	Foreign Port	Destination National Waterway:	NW-111
Origin Jetty/Terminal(Chainage):	Foreign Port	Destination Jetty/Terminal{Chainage}:	Goa
Loading Commencement Time and Date:	10-07-2020 12:00	Vessel Arrival Time and Date:	30-07-2020 12:00
Loading Completion Time and Date:	10-07-2020 12:00	Unloading Commencement Time and Date:	01-08-2020 12:00
Vessel Departure Time and Date:	20-07-2020 12:00	Unloading Completion Time and Date:	01-08-2020 12:00
Cargo Form:	Dry Bulk	Commodity:	Steam Coal
Quantity in MT:	4023	Shipper Name:	M/s Adani Wilmar Ltd.
Vessel owner:	NA	Vessel Name:	M.V Jyestharaj
Vessel DWT:	50000	Vessel Operator:	Backwater Navigation Company
		Edit Back	

- 7. If the details entered are not appropriate the initiator may **Edit** the data under Save Draft option as appropriate and then Submit.
- 8. After submission by the initiator, the data entries shall be instrumentally shown as follows:

Workspace Cargo:

k Cargo I :≡ Cru	uise							
Cargo (500) Pendi	ng For Approval (5) Extern	hal Approval (0)					+ Add	New Cargo
Month	 ✓ Origin NW 	~	Origin Terminal	✓ Destination N	vw v	Destination Terminal	~	Search
Month	Origin NW	Origin Terminal	Destination NW	Destination Termin	Commodity	Quantity	Status	Action
Jul-2020	Foreign Port	Foreign Port	NW-111	Goa	Steam Coal	4023	Approved	🖉 Edit i Detail
Aug-2020	NW-1	T.T. Shed	NW-2	Dhubri (10)	Coal	1	Approved	🖉 Edit î Detail
Jun-2020	NW-3	Q10 berth- Cochin Port Trust	NW-3	FACT,UD	Rock Phosphate	1000	Approved	Edit i Detail
Jun-2020	NW-1	qwe	NW-2	Dhubri (10)	Testing commodity1	1	Draft Save	🖉 Edit i Detail
Jul-2020	NW-1	T.T. Shed	NW-2	Dhubri (10)	Fly ash	1000	Approved	🖉 Edit i Detail

- 9. Thereafter, the activity for **Approven** comes-up, wherein the approver may **Edit** and/or Approve the data entered by Initiator, which would further push the data entry to the viewboard of **External Approver**.
 - a) List Displays all cargo movements available in the database. The Data can be filtered using search bar.
 - b) Detail option displayed the detail of the cargo movement.
 - c) Edit option open the cargo movements in an editable form

Workspace Cargo - (Pending for Approval):

🌲 Cargo 🗄 Cruise										
Cargo (500)	Cargo (500) Pending For Approval (5) External Approval (0) + Add New Cargo									
Approve										
Select	Month	Origin NW	Origin Terminal	Destination NW	Destination Terminal	Commodity	Quantity (metric ton)	Status	Action	
	May-2020	NW-1	Haldia	NW-2	Pandu	Coal	10000	Under Approval	🖉 Edit/ İ Detail	
	May-2020	NW-1	Haldia	NW-2	Pandu	Coal	10000	Under Approval	🖉 Edit/ i Detail	
	May-2020	NW-1	Haldia	NW-2	Pandu	Coal	10000	Under Approval	🖉 Edit/ İ Detail	
	May-2020	NW-1	Haldia	NW-2	Pandu	Coal	10000	Under Approval	🖉 Edit/ i Detail	
	May-2020	NW-1	Haldia	NW-2	Pandu	Coal	10000	Under Approval	🖉 Edit/ i Detail	

List displays various cargo movements pending for approval of the users.

10. Once the data entry is appropriated and approved by the External Approver, the data shall automatically transmit to the Dashboard for information to the Public.

Workspace Cargo - (Pending for External Approver):

🚊 Cargo 🛛 ः≡ Crui	ise				
Cargo (17321) Pend	ding For Approval (6) Pend	ding For External Approval (1)			+ Add New Cargo
30/9/2020	#	Search Approv	e		
MONTH	Origin NW	Origin Terminal	Destination NW	Destination Terminal	Quantity
September	NW-1	Diamond Harbour	NW-2	Dolgama	1
