

ePortal BPSB – Vessel Registration Quick Guide

There are 3 modules in the Vessel Registration program, which are

1. Submission
2. Amendment
3. Tracking

This program allows you to add a new vessel that is not found in the system (i.e. maiden voyage).

1 Submission of Vessel Registration

To submit an Vessel Registration, locate the Vessel Registration menu on your left side panel.



Illustration 1: Menu



1. Click on Submit to start a submission. The registration screen will appear
2. Fill in the fields necessary in illustration 2, 3, 4, and 5. Make sure all **mandatory fields** are filled.

Registration of Vessel

*** Mandatory Field**

Name of Vessel *	:	<input type="text"/>
Project Purpose Flag *	:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Short Name of Vessel	:	<input type="text"/>
Shipping Agent Code *	:	EPORT COMPANY
Vessel Type *	:	<input type="text" value="Please Select"/>
Foreign/Domestic Flag *	:	<input type="radio"/> Foreign <input checked="" type="radio"/> Domestic <input type="radio"/> Both
Nationality *	:	<input type="text"/>
Vessel Category *	:	<input type="text" value="Please Select"/>
Vessel Class	:	<input type="text" value="Please Select"/>
		<small>Required only when Vessel's Container Flag is 'YES'</small>
Tramping Vessel *	:	<input type="radio"/> Yes <input checked="" type="radio"/> No
BIMP Vessel *	:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Port of Registration *	:	<input type="text"/> Search
Trade Limit *	:	<input type="text" value="- Please Select -"/>
Registration Expiry Date	:	<input type="text" value="23"/> <input type="text" value="12"/> <input type="text" value="2008"/> (DD:MM:YYYY)
Master of Vessel	:	<input type="text"/>
Master's License Number	:	<input type="text"/>
Hatch Cover *	:	<input type="text" value="Please Select"/>
Number of Hatches	:	<input type="text"/>
		<small>Required only when Hatch Cover is not None</small>
Owner Code	:	<input type="text" value="Please Select"/>
Conference Code	:	<input type="text" value="Please Select"/>
Charterer Code	:	<input type="text" value="Please Select"/>

Illustration 2: Vessel Registration - General Information

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CAPACITY OF CARGO HOLD	
Maximum Deck Tier	: <input type="text"/>
Maximum Hold Tier	: <input type="text"/>
Maximum Deck Row	: <input type="text"/>
Maximum Hold Row	: <input type="text"/>
	<small>Required only when Maximum Deck Row is filled</small>
Maximum Deck Bay	: <input type="text"/>
Maximum Hold Bay	: <input type="text"/>
	<small>Required only when Maximum Deck Bay is filled</small>
Grain Capacity	: <input type="text"/> Ton
Bales Capacity	: <input type="text"/> Ton
TEU Capacity	: <input type="text"/> TEUS
Unit Capacity	: <input type="text"/> UNITS
Passenger Capacity	: <input type="text"/> HEADS
RORO Capacity	: <input type="text"/> RORO
Year Built	: <input type="text"/>
Call Sign *	: <input type="text"/>
Alongside Flag*	: <input type="radio"/> Yes <input checked="" type="radio"/> No

Illustration 3: Capacities of Cargo Hold

BRIDGE	
Bridge Location *	: <input type="radio"/> Midship <input type="radio"/> Stern <input type="radio"/> Forward
Bridge Distance from Stern	: <input type="text"/> Metre
Bridge Distance from Bow	: <input type="text"/> Metre

GANGWAY	
Gangway Location *	: <input type="radio"/> Both <input type="radio"/> None <input type="radio"/> Portside <input type="radio"/> Starboard
Gangway Distance from Stern/Bow	: <input type="text"/> Metre

RAMP	
Ramp Location *	: <input type="radio"/> Both (Bow and Stern) <input type="radio"/> Bow <input type="radio"/> Mid <input type="radio"/> None <input type="radio"/> Others <input type="radio"/> Port Side <input type="radio"/> Starboard <input type="radio"/> Stern
Port Side	: <input type="radio"/> Afterpart <input type="radio"/> Forepart <small>Required only when Ramp Location = 'Portside'</small>
Starboard	: <input type="radio"/> Afterpart <input type="radio"/> Forepart <small>Required only when Ramp Location = 'Starboard'</small>
Ramp Type	: <input type="text"/> <small>Required only when Ramp Location is not 'None'</small>
Ramp Distance from Stern / Bow	: <input type="text"/> M <small>Required only when Ramp Location is not 'None'</small>

TONNAGES	
Gross Registered Tonnage (GRT) *	: <input type="text"/>
Nett Registered Tonnage (NRT) *	: <input type="text"/>
Deadweight Tonnage (DWT) *	: <input type="text"/>

PHYSICAL DIMENSION	
Overall Length *	: <input type="text"/> Metre
Source of Overall Length	: <input type="text" value="Please Select"/>
Poop Length	: <input type="text"/> Metre
Forehead Length	: <input type="text"/> Metre
Beam *	: <input type="text"/> Metre
Fully Loaded Draft (FLD) *	: <input type="text"/> Metre
Air Draft (AD)	: <input type="text"/> Metre

Illustration 4: Tonnages and Dimensions

VESSEL FACILITIES INFORMATION

Self Sustaining * : Yes No

The following fields are required when Self Sustaining ="Yes".

Deck Crane : Yes

Deck Crane Tonnage : Tonne
Required only when Deck Crane is checked

Swing Boom : Yes

Swing Boom Tonnage : Tonne
Required only when Swing Boom is checked

Heavy Lift Boom : Yes

Heavy Lift Boom Tonnage : Tonne
Required only when Heavy Lift Boom is checked

Other Equipment : Yes

Other Equipment Tonnage : Tonne
Required only when Other Equipment is checked

Remarks :

Illustration 5: Vessel Facilities

3. Once all the necessary fields are filled, click on Submit to submit this registration.
4. Illustration 6 shows the submitting progress. If the submission is successful, illustration 7 will be shown.

Vessel Registration

Vessel Name : AIRSEAL


 Submitting Document, Please Wait...

Illustration 6: Submitting Vessel Registration

Vessel Registration

New Vessel Registration has been submitted.

Vessel Name: AIRSEAL

Vessel Type: Container Vessel

Illustration 7: Submitted Successfully

2 View Previous Submissions and Vessels

In the tracking mode, the previous submissions and their statuses can be viewed and amended here. The vessels registered to this shipping agent can also be found here. The various document status can be found here.

- Accepted : This document has been processed and accepted by the port.
- Pending : This document has been submitted to port, but waiting for port user to process.
- Not Submitted : This document has not been submitted to the port.
- Rejected : This document has been processed by the port, but rejected due to some reasons.
- From BPSB : This vessel has been added by BPSB.

To submit an Vessel Registration, locate the Vessel Registration menu on left side panel.



1. Click on the View. A list of vessels and submissions will appear.

Vessel Name, click to view the details

Vessel Registration List

No	Vessel Name	Vessel Type	Port Of Registration	Foreign/Domestic Flag	Submit Date / Person	Status
1	AIRSEAL	Container Vessel	MELAKA	Domestic	23-12-2008 15:48 / Jason Chuo	Pending
2	SUPER BELL	Container Vessel	O/P-INDON.,KALIMANTA	Both	12-12-2008 08:51 / Jason Chuo	Accepted
3	v1	Car Carrier	ELBASAN	Domestic	11-12-2008 16:08 / Tze Min Voon	Pending
4	SUPER FROSTY	Mixed Cargo Vessel	MIRI	Both	11-12-2008 09:45 / Jason Chuo	Pending
5	EPORT TEST SHIP	Mixed Cargo Vessel	KUCHING, SARAWAK	Domestic	24-06-2008 09:24 / Jason Chuo	Pending
6	HIGHLANDER	Mixed Cargo Vessel	MIRI	Domestic	21-06-2008 11:10 / Jason Chuo	Pending
7	CARGO CRUISER	Mixed Cargo Vessel	KUCHING, SARAWAK	Both	21-06-2008 11:04 / Jason Chuo	Pending
8	MAJU JASON	Mixed Cargo Vessel	KELANG	Domestic	29-04-2008 16:54 / Jason Chuo	Pending
9	KAPAL	Tanker - LPG	BINTULU	Domestic	21-02-2008 14:41 / User Two	Pending
10	abc	Tanker - Gas	PANAMA CITY	Both	21-02-2008 14:41 / User One	Pending

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Navigate to next pages or previous page using the controls here

Illustration 8: Vessel Registration List

2. If the document's status is **Rejected**, click on it to view why this submission is rejected (illustration 9).



Illustration 9: Reject remarks

3. Click on the [Vessel Name](#) to view the details (illustration 10).

Vessel Registration Details

Vessel Code	:	
Document ID	:	VS20081223-0001
Status	:	Pending
Shipping Agent Code	:	EPORT COMPANY
Name of Vessel	:	AIRSEAL
Original Vessel Name	:	AIRSEAL
Project Purpose Flag	:	No
Short Name of Vessel	:	
Vessel Type	:	Container Vessel
Foreign/Domestic Flag	:	Domestic
Nationality	:	MALAYSIA
Vessel Category	:	Container
Vessel Class	:	BOUL
Tramping Flag	:	No
BIMP Flag	:	No
Port of Registration	:	MELAKA
Trade Limit	:	HOME TRADE

Document ID of this submission

Illustration 10: Vessel Details

4. There are a few buttons at the bottom of the screen. They are :
 - Back : Back to previous page.
 - Resubmit : Resubmit this submission (appear only when this document's status is **NOT SUBMITTED**).
 - Amend : Amend this submission and send to port (appear only when this document's status is **PENDING**).

5. Click on Amend will redirect to the data entry screen (illustration 2, 3, 4, 5) with the vessel informations pre-populated on the screen.



Illustration 11: Buttons

6. Click on Resubmit will resubmit this vessel to the port.

~ END ~