User Manual of Electronic Delivery Order in TOS System

Step 1:

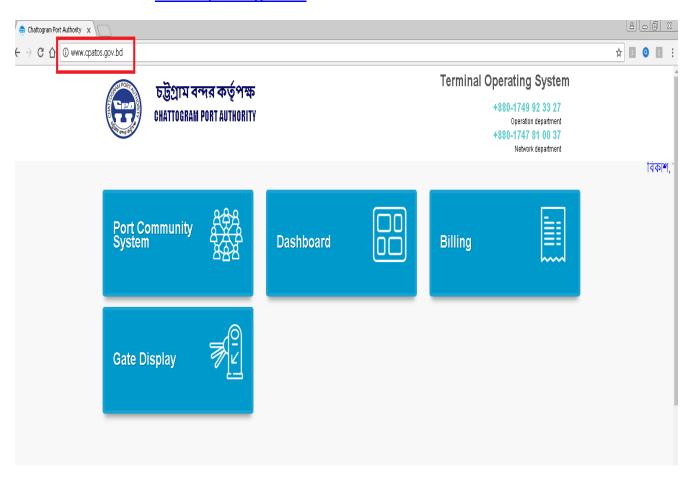
How to open browser?

At first open browser Google Chrome or any Browser

How to open cpatos?

Step 2:

Write the address www.cpatos.gov.bd in address bar



Step 3:

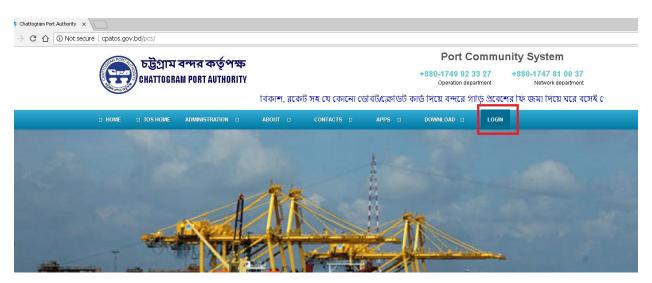
How to open port community system

Click on Port Community System

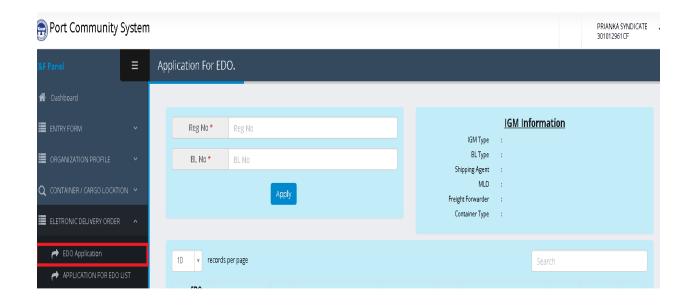


Step 4:

C&F Agent will login

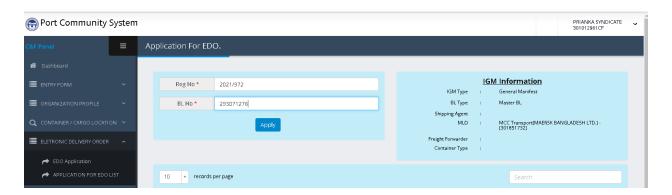


After logged in C&F Agent will click the Electronic Delivery Order \rightarrow EDO Application



Step 5:

After writing vessel Registration Number (Rotation Number) and BL Number click on Tab button from keyboard

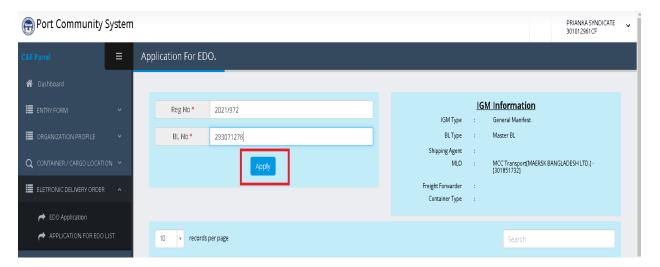


Then bellow IGM information will be shown in right side where BL Type and MLO/Shipping Agent information will be appeared



Step 6:

C&F Agent will Click on Apply Button



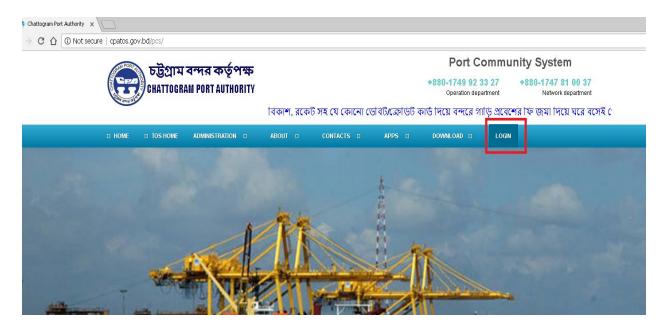


EDO Application submitted successfully and Shipping agent we get EDO application notification through Mobile SMS or Email. After getting notification shipping agent will login Port community system (PCS) with their Valid User ID & Password

Step: 7

How to login as Main Line/Agent?

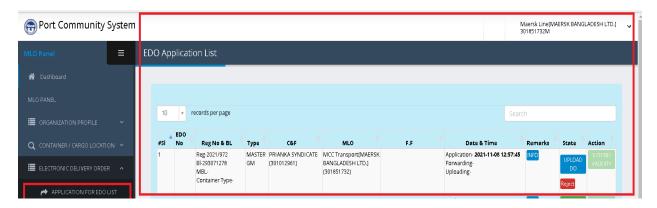
Click on Login as bellow:



Step 8:

Following login screen will be shown and write their user id and password:

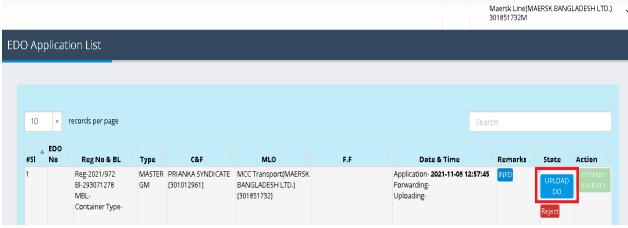
And click on login



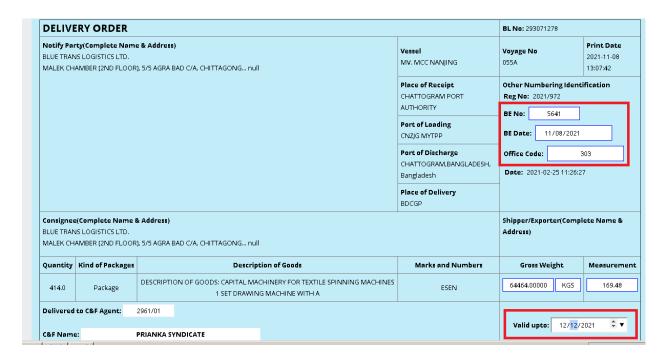
Step 9:

In case of Master BL

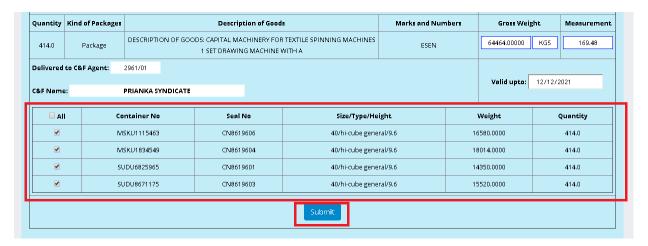
MLO/Shipping Agent will Click on Upload DO







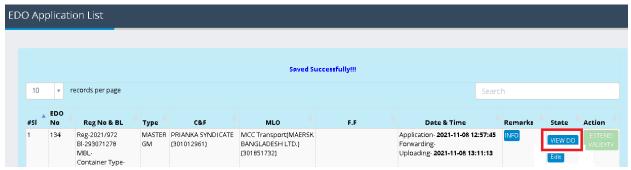
MLO/Shipping Agent will update the BE No, BE Date, Office Code and Valid Up-to date. If required shipping agent submit EDO partially.



Click on Save. If require MLO/Shipping Agent can Edit also as bellow



MLO/Shipping Agent can click on View DO



and can see the full EDO as bellow format

MCC Transport(MAERSK BANGLADESH LTD.)

58, AGRABAD COMMERCIAL AREA (3RD FLOOR), CHITTAGONG, 4100., . License No: 1732/85, AIN No: , Contact No: 726556-9

DELIVERY ORDER				BL No: 293071278		
BLUE TRANS LOGISTICS LTD.			Vessel MV. MCC NANJING	Voyage No 055A	Print Date 2021-11-08 13:14:17	
MALEK CHAMBER (2ND FLOOR), 5/5 AGRA BAD C/A, CHITTAGONG null		Place of Receipt CNZJG	Other Numbering Identification EDO No: 134 Reg No: 2021/972 BE No: 5641			
		Port of Loading MYTPP				
			Port of Discharge CHATTOGRAM,BANGLADESH	BE Date: 2021-11-08 Office Code: 303 Date: 2021-02-25 11:26:27		
		Place of Delivery BDCGP	Date: 2021-02-23 11:20:27			
Consignee(Complete Name & Address) BLUE TRANS LOGISTICS LTD. MALEK CHAMBER (2ND FLOOR), 5/5 AGRA BAD C/A, CHITTAGONG null		Shipper/Exporter(Complete Name & Address)				
Quantity	Kind of Packages	Description of Goods	Marks and Numbers	Gross Weight	Measurement	
414.0	Package	DESCRIPTION OF GOODS: CAPITAL MACHINERY FOR TEXTILE SPINNING MACHINES 1 SET DRAWING MACHINE WITH A	ESEN	64464.00000KGS	169.48	
Applied at: 2021-11-08 12:57:45				3		
C&F Name: PRIANKA SYNDICATE			DICATE	Valid upto:	2021-12-12	

Container No	Seal No	Size/Type/Height	Weight	Quantity
MSKU1115463	CN8619606	40/hi-cube general/9.6	16580.0000	414.0
MSKU1834549	CN8619604	40/hi-cube general/9.6	18014.0000	414.0
SUDU6825965	CN8619601	40/hi-cube general/9.6	14350.0000	414.0
SUDU8671175	CN8619603	40/hi-cube general/9.6	15520.0000	414.0



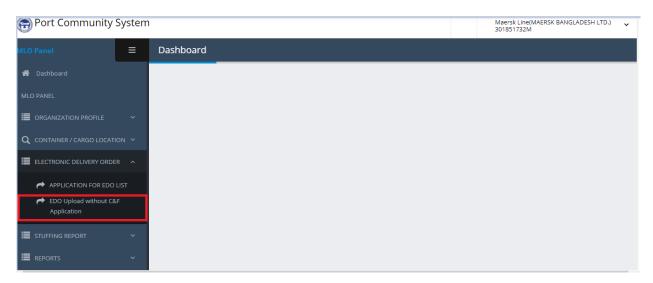


Step :9.1

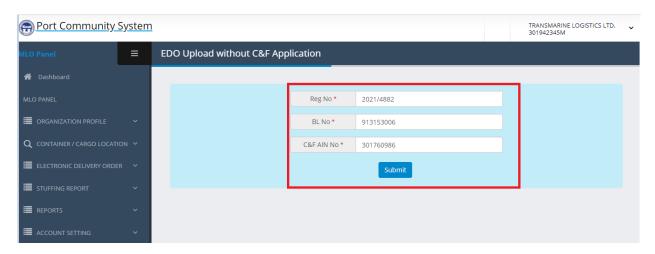
How to upload EDO without C& F Application?

Following login screen will be shown and write their user id and password:

And click on login



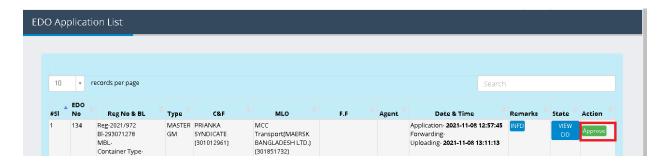
MLO/ Agent choose the EDO upload without C&F Application Drop Manu Bar then showing below Page.

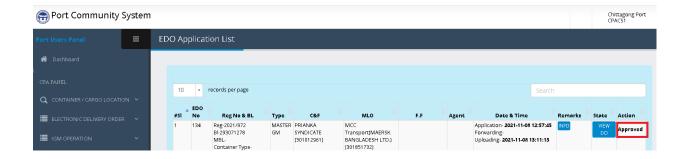


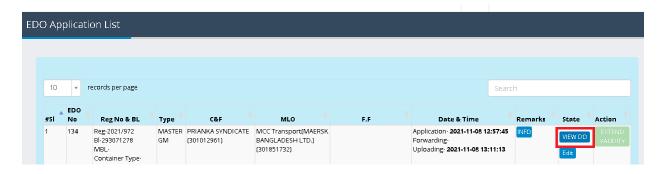
MLO/Agent input above the information then press submit Button

Step 10:

Manifest Staff of One Staff logging the port community system (PCS) through valid user Id & Password and can approve the EDO as bellow and shipping agent will get approved notification through Port community system (PCS).







And they also can see the EDO by clicking on view EDO

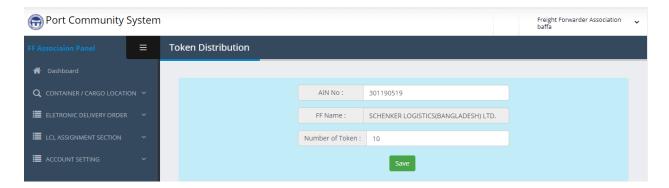
Sept-11.

In case of House BL

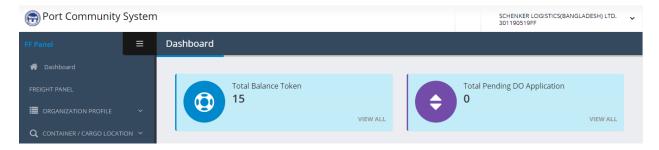
Freight Forwarder will need to token from Bangladesh Freight Forwarder association (BFFA) to upload EDO.

How to login as BFFA & How to distribution BAFFA Token?

BFFA Staff logging the port community system (PCS) through valid user Id & Password and can distribution the BAFFA token enlisted Freight Forwarder of BFFA.



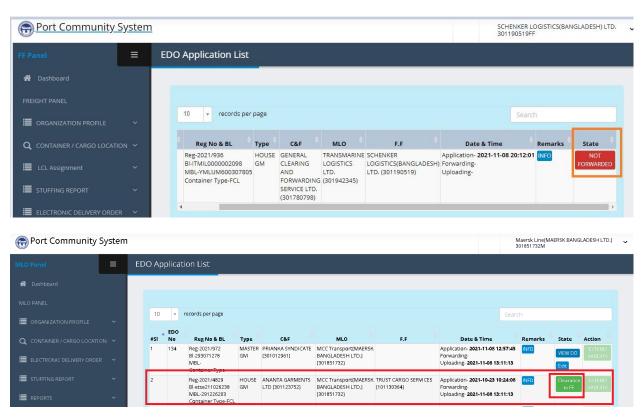
BFFA given the token of freight Forwarder then Freight forwarder will see the token in Freight forwader panel dashboard.

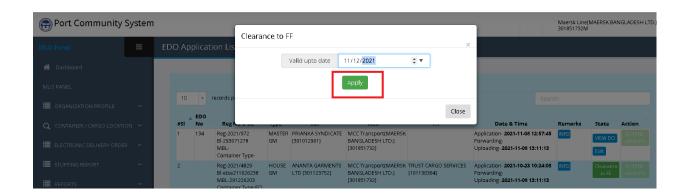


Step 12:

EDO Application notification will get Shipping agent & Freight Forwarder but Freight forwarder will not upload EDO in port community system (PCS) without

MLO / Shipping agent clearance. after clearance of MLO/ Shipping agent then Freight forwarder will get permission to upload EDO in Port Community system through their valid user Id & Password.



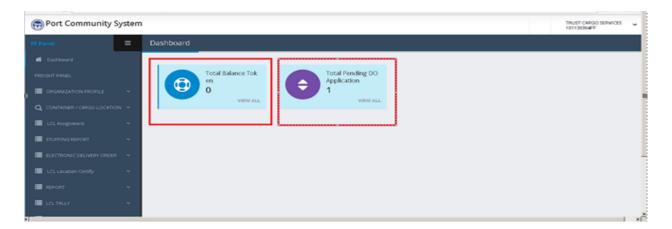




Step 13

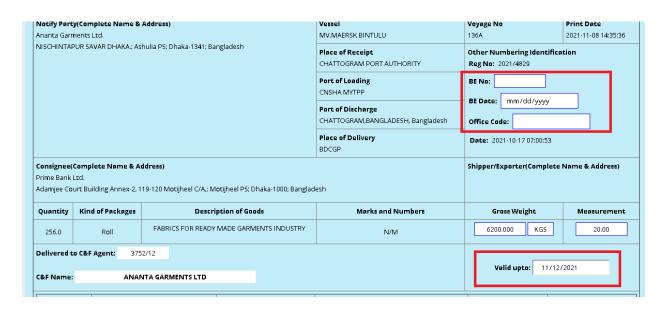
Login as Freight Forwarder

After getting clearance of MLO/ Shipping agent then Freight forwarder will get permission to upload EDO in Port Community system through their valid user Id & Password.



Freight Forwarder (FF) can see how many BAFA's tokens are available to upload EDO and how many pending EDO Applications are available as above.

Freight Forwarder will update the BL No., BL Date, and office Code Valid up to date will be assigned by MLO/ Agent.



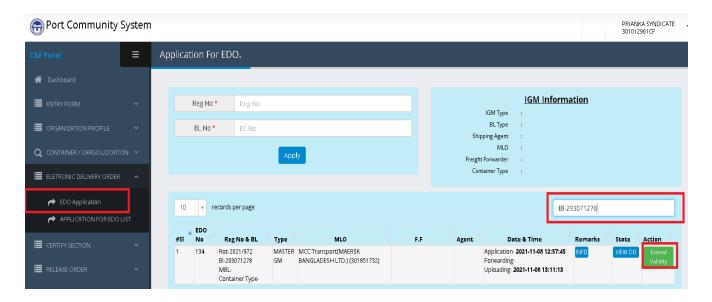
then click on Submit button. If no tokens from BAFA available that case FF will get bellow notification and FF can refill from BAFA



After uploading EDO by FF one stop manifest section can approve as Step 10

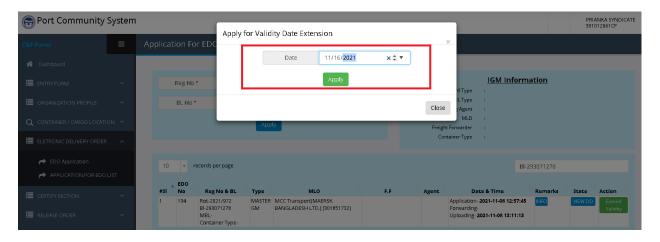
Step 14:

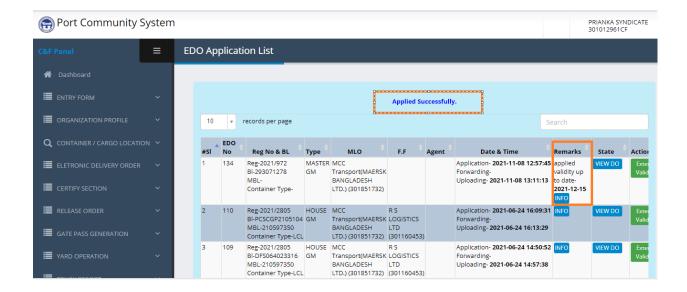
How C&F can extend Valid up to date?



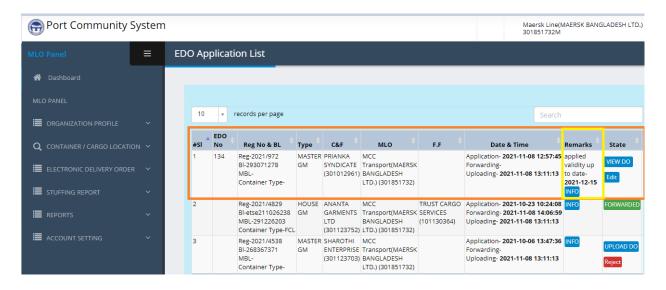
C&F agent will login to www.cpatos.gov.bd and will click on Electronic Delivery Order→EDO Application

Then search the BL and click on Extend Validity

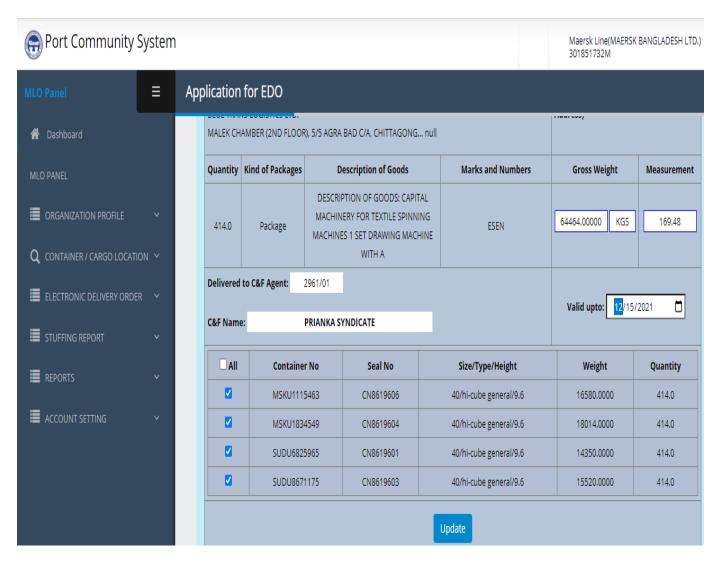




After apply the Extend Validity MLO/Agent will get notification



if required to increase the up-to validity date MLO/ Agent will be update up-to validity date request of C& F agent.



MCC Transport(MAERSK BANGLADESH LTD.)

58, AGRABAD COMMERCIAL AREA (3RD FLOOR), CHITTAGONG, 4100., . License No: 1732/85, AIN No: , Contact No: 726556-9

	D	ELIVERY OR	DER	BL No: 2930712	78
Notify Party(Complete Name & Address) BLUE TRANS LOGISTICS LTD. MALEK CHAMBER (2ND FLOOR), 5/5 AGRA BAD C/A, CHITTAGONG null			Vessel MV. MCC NANJING	Voyage No 055A	Print Date 2021-11-08 21:12:29
			Place of Receipt CNZJG	EDO No: 134 Reg No: 2021/972 BE No: 5641 BE Date: 2021-11-08 Office Code: 303 Date: 2021-02-25 11:26:27	
			Port of Loading MYTPP		
		Port of Discharge CHATTOGRAM,BANGLADESH			
			Place of Delivery BDCGP		
BLUE TRA	NS LOGISTICS	ame & Address) LTD. FLOOR), 5/5 AGRA BAD C	A, CHITTAGONG null	Shipper/Export Address)	er(Complete Name &
Quantity	Kind of Packages	Description of Goods	Marks and Numbers	Gross Weig	ht Measurement
414.0	Package	DESCRIPTION OF GOODS: CAPITAL MACHINERY FOR TEXTILE SPINNING MACHINES 1 SET DRAWING MACHINE WITH A	ESEN	64464.000001	KGS 169.48
A	Applied at: 202	21-11-08 12:57:45	Uploaded	at: 2021 11 09 1	2.11.12
	c	&F Name: PRIANKA SYN	IDICATE	Valid	upto: 2021-12-15

Container No	Seal No	Size/Type/Height	Weight	Quantity
SUDU8671175	CN8619603	40/hi-cube general/9.6	15520.0000	414.0
SUDU6825965	CN8619601	40/hi-cube general/9.6	14350.0000	414.0
MSKU1834549	CN8619604	40/hi-cube general/9.6	18014.0000	414.0
MSKU1115463	CN8619606	40/hi-cube general/9.6	16580.0000	414.0





In case of House BL Extend of up-to validity date MLO/ Agent will be update Up-to Validity date automatically updated Freight forwarder Uploading EDO.

This document prepared by Terminal Operation System (TOS) Team.