



**Syama Prasad Mookherjee Port, Kolkata**  
(Earstwhile known as KoPT)  
**श्यामाप्रसादमुखर्जीपोर्ट, कोलकाता**  
**An ISO 9001 : 2000 PORT**



यातायातविभाग  
Traffic Department  
यातायातप्रबन्धककार्यालय  
Traffic Manager's Office

40, Circular Garden Reach Road, Kolkata – 700 043  
Tfc/GZZY 241/ Online Exim Process (Bulk/B-Bulk)

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Date: 04.02.2022

**ALL CONCERNED CIRCULAR**

**Sub: Online EXIM Process for Bulk/B-Bulk Cargo under Ease of Doing Business**

Online processing of all documents related to Cargo EXIM process has been developed and made available in SMP, Kolkata website under “POMS Online Services” for all Import/Export Cargo (Bulk/B-Bulk) for the last two months on trial basis. The same will be mandatory w.e.f. **01.03.2022**.

Below official URL link of POMS ONLINE SERVICE may be used to access the New Import/Export Process through web portal. URL: <http://203.153.37.38/ccuPomsPosWeb/>

All registered shipping lines and CHAs who already have the user ID and PASSWORD for POMS Online Services may send the attached undertaking **Annexure I** by email to [ct.nsd@kolkataporttrust.gov.in](mailto:ct.nsd@kolkataporttrust.gov.in)

For any assistance and follow up regarding new registration, generation of user ID and Password, please contact above email ID or contact NIC: Mail: [nic@kolkataporttrust.gov.in](mailto:nic@kolkataporttrust.gov.in) / Ph: +91 33 71003377

All the registered users will submit the required information through newly developed online web interface along with supporting scanned copies of documents. There are two modules for respective users, which are given below Import/Export leg wise:

**For Import Leg:**

- a) “Import Application” for the CHA nominated by Importer.
- b) “Import Ready Application” for the CHA nominated by Importer.

The details of the above functionalities are given as under:-

- 1) The nominated CHA will file “Import Application” with Bill of Entry Cargo Details along with a scanned copy of actual Bill of Entry & Bill of Lading, Delivery order (EDO), Authorization letter of Importer, Packing List and invoice & other documents (if any) in PDF format.
- 2) SMP, Kolkata personnel will enter the details of EDO and Bill of Entry and accept Import Application in POMS after verifying attached documents along with the paid Jetty Challan indicating payment particulars (Cargo Wharfage).

- 3) After the cargo is allowed to pass out by customs, CHA will file "Import Ready Application" or Out of Charge of Customs (OOC) along with scanned copies of actual OOC.
- 4) SMP, Kolkata personnel will allow the delivery after due verification of attached documents and realization of all port dues.

**Note:** Data once submitted through the online portal will be treated as final and processed accordingly. User will be fully responsible for all costs and consequences for any incorrect or incomplete submission. User also has to agree to indemnify SMP, Kolkata and hold it harmless against any claims, costs or consequences arising at any point of time due to incorrect or incomplete data submission.

Registered & licensed CHAs, CFS operators or Self clearing Importers having PD account are requested to use this facility by submission of "**Import Application**" for effecting delivery or removal of all Import Bulk & B-Bulk cargo from 06:31 AM on and from 01.03.2022 through this method / procedure.

For any other issues, complications or clarifications port users can email to: [nic@kolkataporttrust.gov.in](mailto:nic@kolkataporttrust.gov.in) or contact on phone: +91 33 7100 3377. Issues remaining unresolved may be escalated to the officers at the NSD Container Terminal or KPD Section.

#### **For Export Leg:**

- a) "**Export Dock Challan Application**" for CHA nominated by Exporter.
- b) "**Export Ready Application**" for the CHA nominated by the Exporter.

The details of the above functionalities are given as under:

- 1) Nominated CHA will file "**Dock Challan Application**" with Shipping Bill & Cargo details along with scanned copy of Actual Shipping Bill, Export Cart-In Order, Authorization letter of Exporter, Packing List, Invoice & other documents (if any) in PDF format.
- 2) SMP, Kolkata personnel will complete Shipping Bill entry and accept Dock Challan in POMS after verifying attached documents and data entered electronically. After that SRO will be generated for Export Cargo entry.
- 3) After the Cargo is made ready, CHA will file "**Export Ready Application**" (LEO reference & date) along with scanned copies of Actual Let Export Order of Customs.
- 4) SMP, Kolkata personnel will complete the Export posting in System & do shipment as per existing practices.

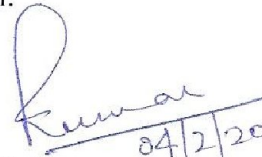
**Note:** Data once submitted through the online portal will be treated as final and processed accordingly. User will be fully responsible for all costs and consequences for any incorrect or incomplete submission. User also has to agree to indemnify SMP, Kolkata and hold it harmless against any claims, costs or consequences arising at any point of time due to incorrect or incomplete data submission.



Registered & licensed CHAs, CFS operators or Self clearing Exporters having PD account are requested to use this facility by submission of "**Dock Challan Application**" for receiving of all Export Bulk & B-Bulk cargo from 06:31 AM on and from 01.03.2022.

For any other issues, complications or clarifications port users can email to: [nic@kolkataporttrust.gov.in](mailto:nic@kolkataporttrust.gov.in) or contact on phone: +91 33 7100 3377. Issues remaining unresolved may be escalated to the Officers at the NSD Container Terminal.

**Encl : Annexure I**

  
(P. Kumar)  
Sr. Dy. Traffic Manager  
for Traffic Manager  
SMP, Kolkata



Undertaking to be submitted by the Concerned CHA on company letterhead signed by authorized signatory, with a certified copy of the authorization to sign for Online EXIM process for Bulk & Break Bulk cargo in Web Portal.

Sub: Undertaking for use of the web portal

Dear Sir,

1. I / We..... (Name of the party) have fully understood that any cost of consequence for incorrect or incomplete data entry while using the web portal will be on my account, so far as the responsibility for data submitted by me or any of my employees on the web portal is concerned.
2. I / We..... (Name of the party) undertake to indemnify SMP, Kolkata and hold it harmless against any claim(s) from any party (or parties) arising at any point of time for incorrect or incomplete data entry while using the web portal so far as the responsibility for data submitted by me or any of my employees on the web portal is concerned.

Signature and Seal of the Party

We are submitting this undertaking as required for the use of the online web portal.

Yours faithfully,

Signature of Party: .....

Name: .....

Designation: .....

Date: .....

Seal of the Party: .....

\* Note: Soft Copy may be mailed to [ct.nsd@kolkataporttrust.gov.in](mailto:ct.nsd@kolkataporttrust.gov.in) . Hard copy to be sent by hand to KPD/NSD/Container Terminal Office or by post to Office of the Traffic Manager, SMPK.