



CM EPORT USER MANUAL GUIDE -HIP

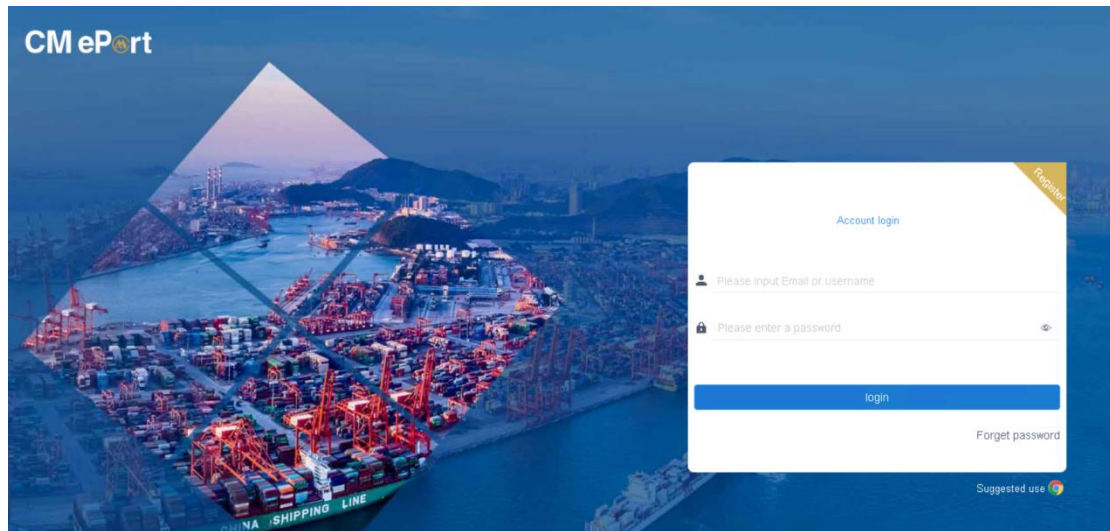
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Access to the system

To access the CM ePort, please use the provided link (<http://www.cmeport.lk>) .

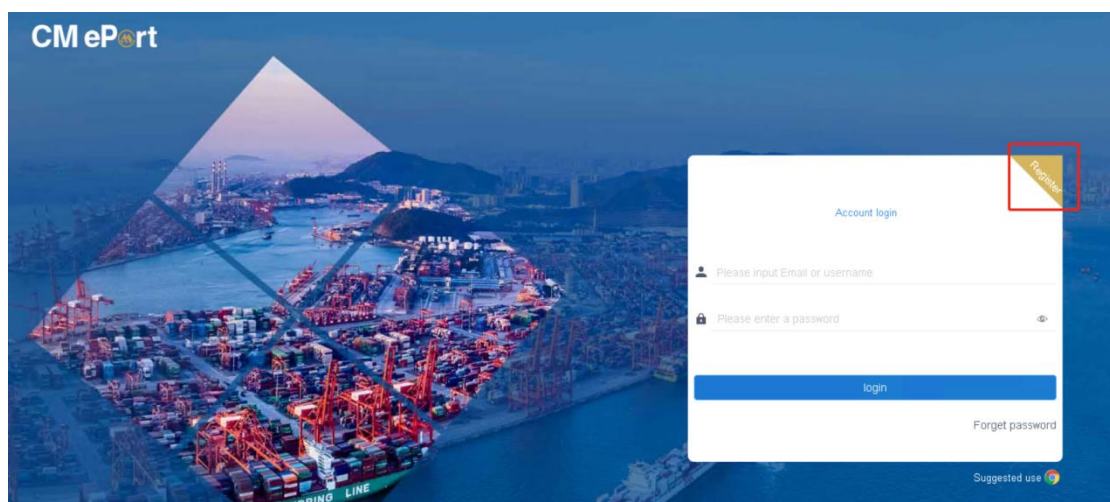


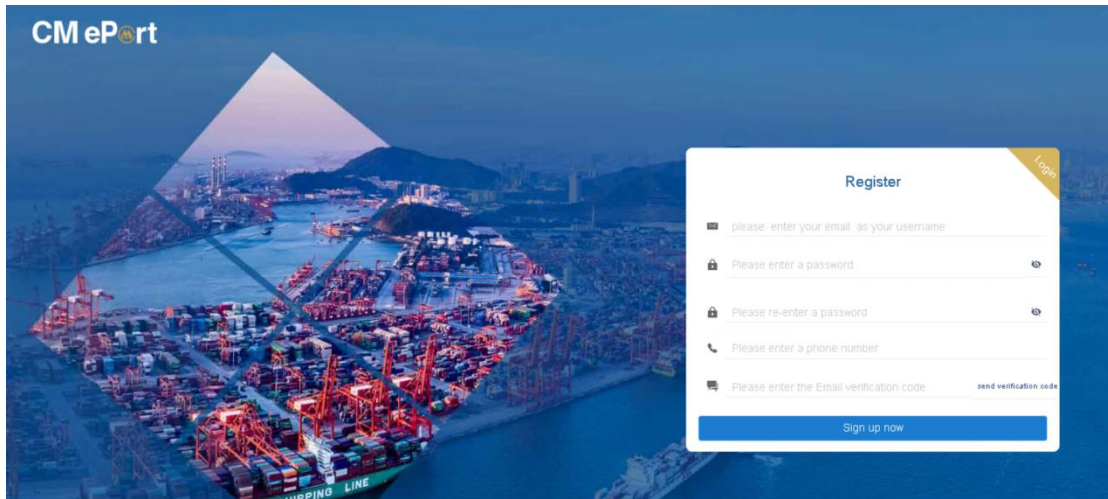
Common Instructions: If you do not possess an account for logging in to our system, kindly register first.

Registration

1. Register User

Click on “register” icon in the upper right corner.



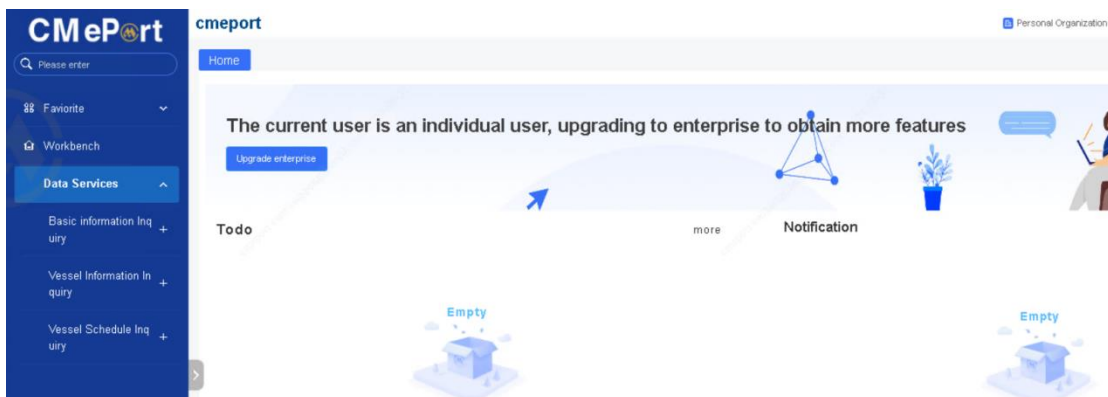


Common Instructions:

- Your email will serve as your account login, so it is necessary to enter it accurately.
- After inputting the required information, click on the “Send Verification Code” link. You will then receive an email containing the verification code.
- Enter the verification code received in the email and click the “Sign up now” button. Once the system verifies and approves your information, you will be redirected to the Login page. Congratulations, you are now ready to log in.

2. Login and Register Enterprise Information

Once you have logged into our system, you can associate your enterprise information with your account, thereby upgrading it to an enterprise account.



CM ePort

Fill in the Information Waiting for Approval Approval Results

Access to the Workbench Submit Back

Base Info

- Customer
- Short Name
- Registration No
- Contact Name (First Name, Last Name)
- Tel
- Email
- Company Address
- Legal Person (First Name, Last Name)
- Remark

Business Info

#	Operation Port	Terminal	Customer Role	Business Type	Default	Operation
1	Select	<input type="checkbox"/>	Select	Select	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	Select	Select	<input type="checkbox"/>	<input type="checkbox"/>

Attachment Info

- Business license: No Attachments [Upload Attachment]
- Authorization Letter: No Attachments [Download Template] [Upload Attachment]
- Dun & Bradstreet Certification: No Attachments [Upload Attachment]
- Other materials: No Attachments [Upload Attachment]

I have read and agree (Enterprise Registration Agreement of China Merchants Port Group)

Common Instructions:

- If you haven't associated a enterprise with your account, logging in will automatically prompt you to register your enterprise information.
- It is crucial to provide accurate details in the registration form. Incorrect information may result in the rejection of your registration request.
- Upon approval of your registration request, you will receive an email notification with the approval result.
- In case you're unable to associate a enterprise, simply click on the "Access to the Workbench" button to directly enter the workbench and utilize functions for personal user.
-

Functions

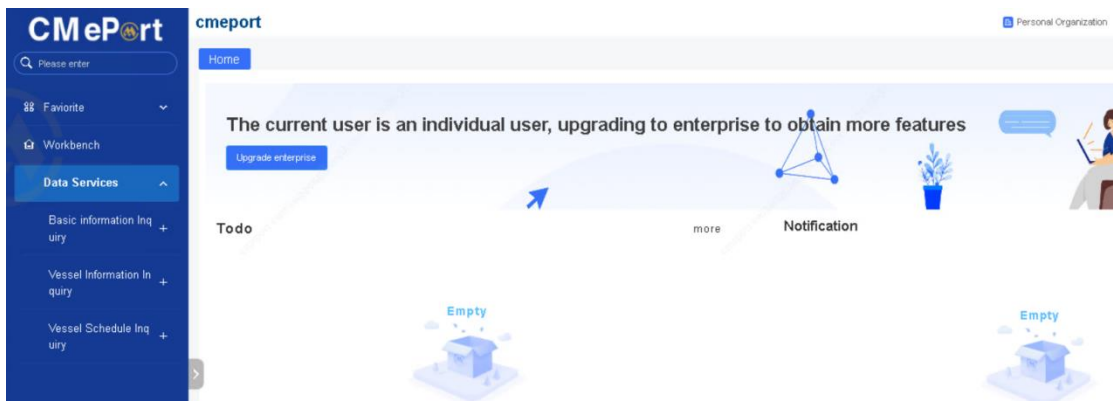
The information accessible to registered users varies according to their assigned 'Role Type.'

Below are some key functions that may be available depending on the role.

1. Functions for Personal user

All users have universal access to the functions of 'Basic Information Inquiry,' 'Vessel

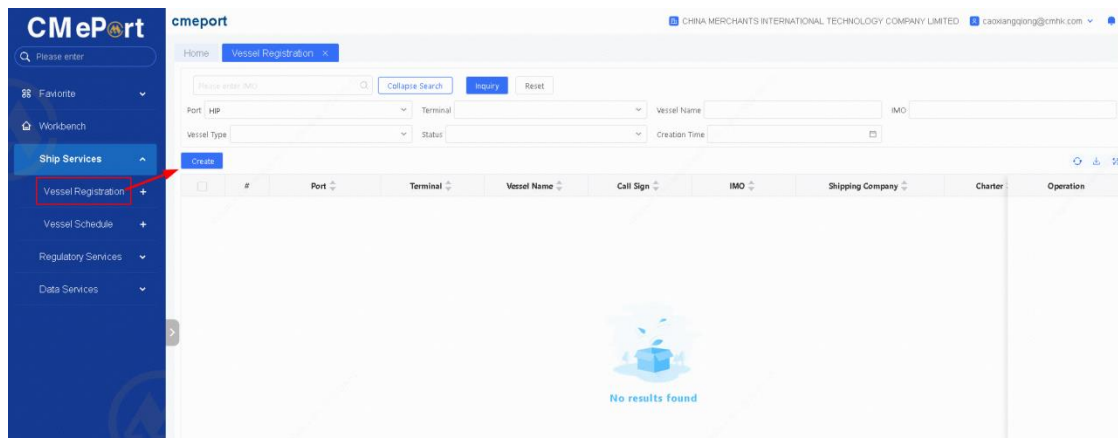
Information Inquiry,' and 'Vessel Schedule Inquiry.'

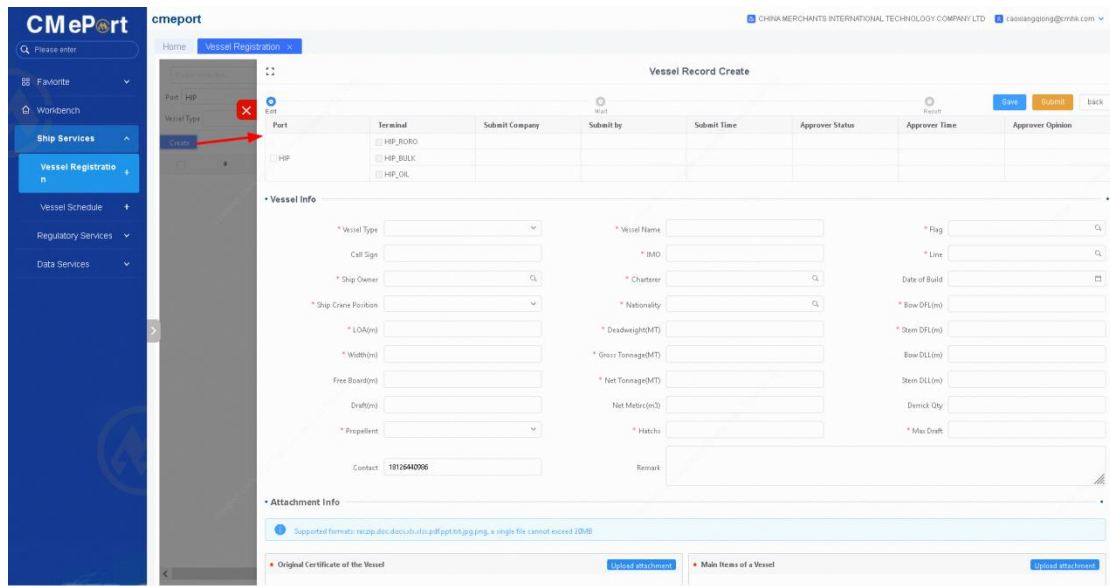


2. Function for Enterprise User

2.1 Vessel Registration

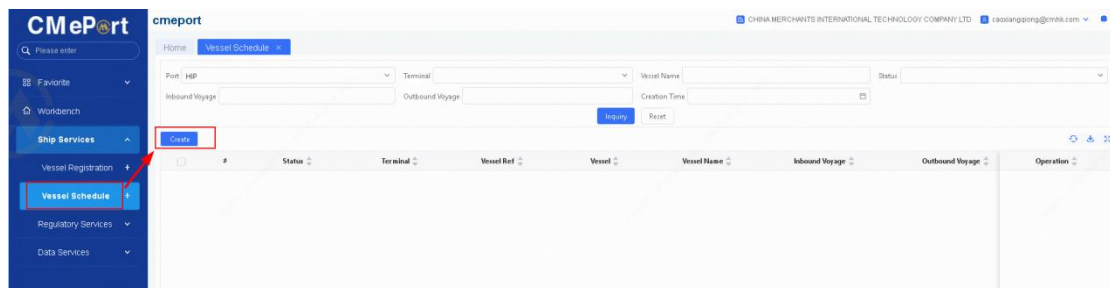
Through CM ePort, users can conveniently apply for vessel registration, benefiting from a one-time registration process that is universally recognized across all terminals, eliminating the hassle of multiple registrations. Upon inputting the vessel registration details, users have the flexibility to submit them to one or multiple terminals. Upon receipt, the respective terminal operators can then review and either approve or reject the registration application.

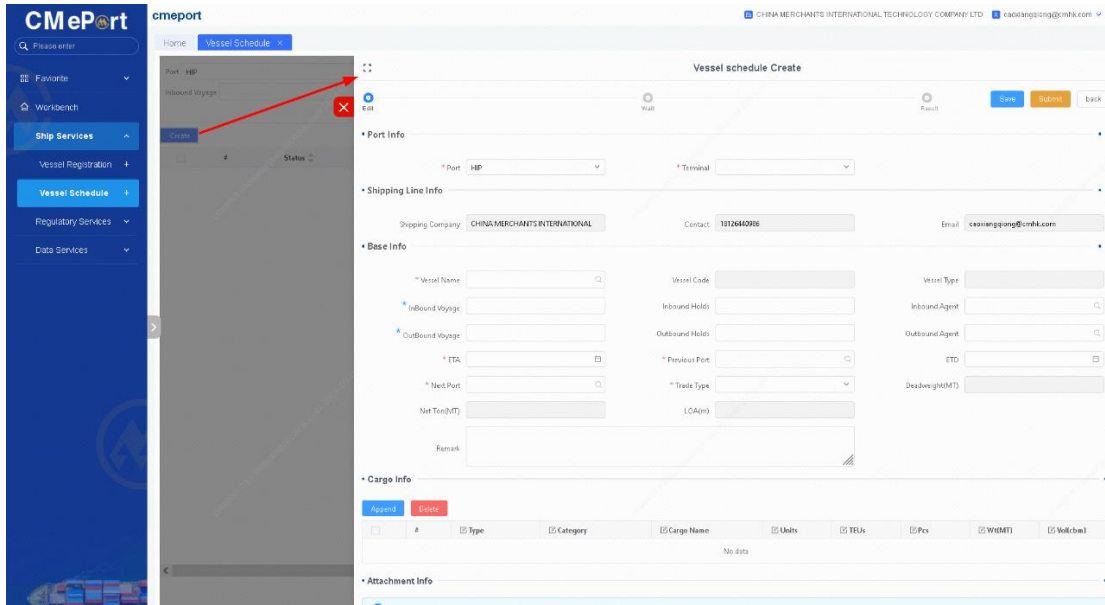




2.2 Vessel Schedule

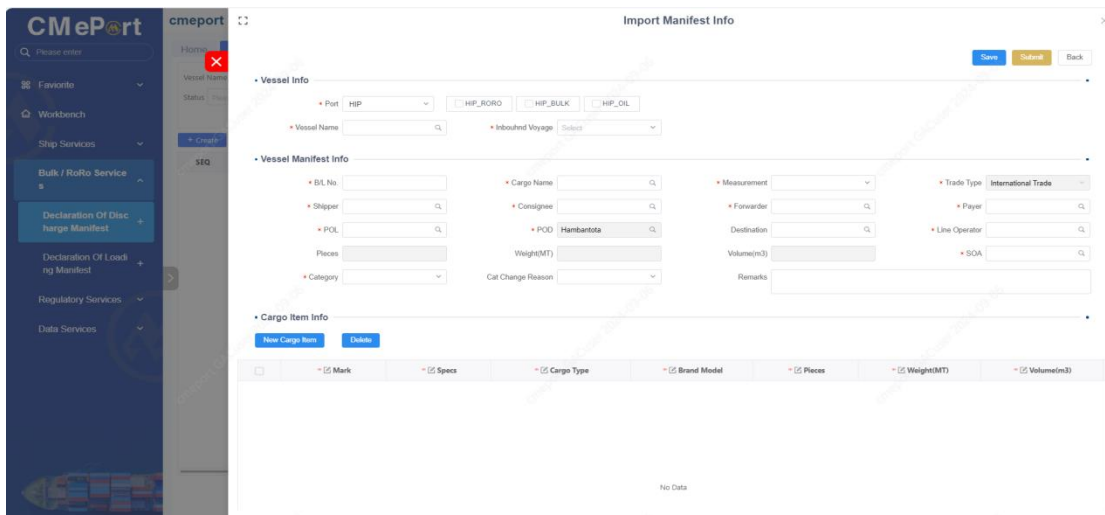
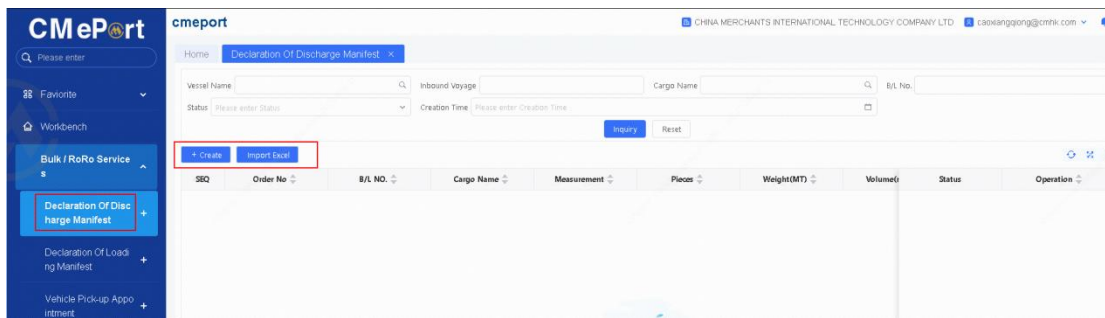
Users can apply for vessel schedules via CM ePort, which requires prior verification of vessel registration. If the vessel is already registered, users may proceed to fill out the necessary information. If not, vessel registration must be completed prior to the schedule application. Once the application information is submitted, the corresponding terminal operators have the option to approve or reject the request.

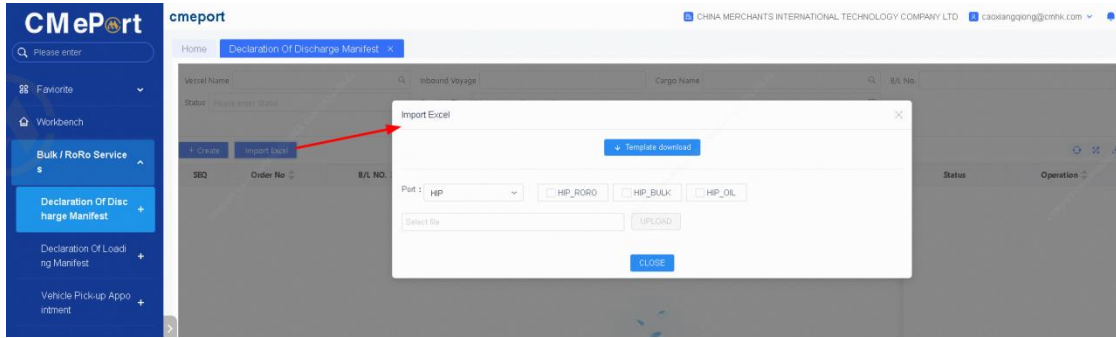




2.3 Declaration Of Discharge Manifest

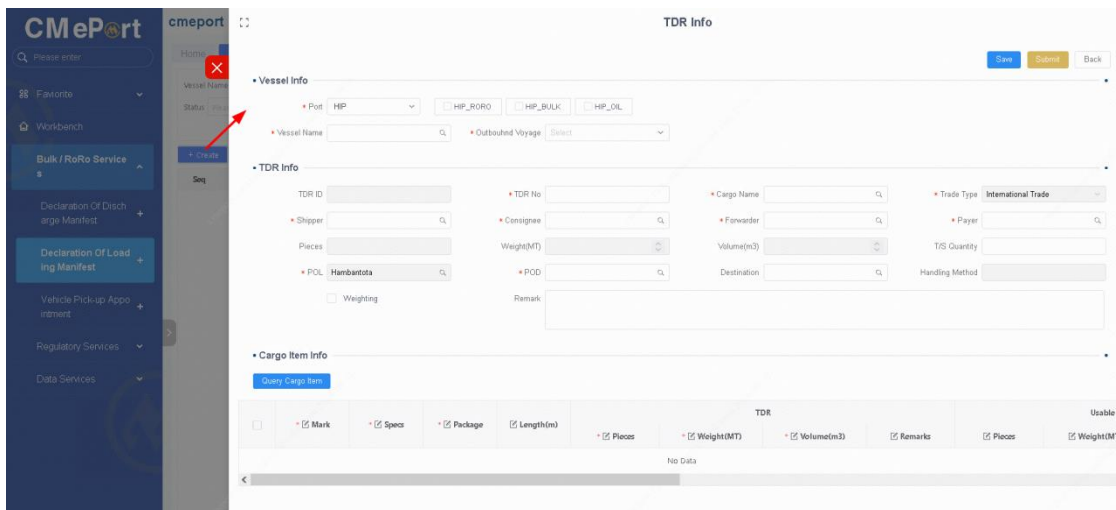
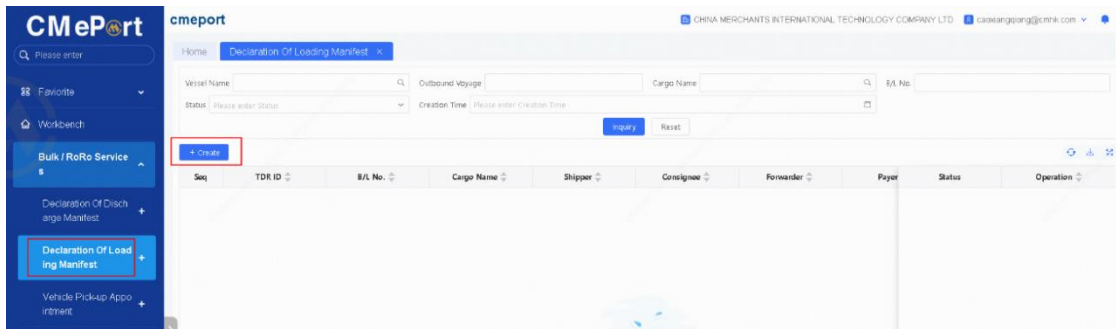
Users can submit an application for the discharge manifest via CM ePort, which facilitates adding multiple shipping marks per form on the page and importing multiple manifests with varying shipping marks. Once the application information is received, the corresponding terminal operators have the discretion to approve or reject the request.





2.4 Declaration Of Loading Manifest

Users can apply for the loading manifest through CM ePort, where they can retrieve B/L (Bill of Lading) information and supplement the shipment's bill of lading details. Upon submission, the corresponding terminal operators will review the application and have the option to approve or reject it.



Feedback and Consultation

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