### **User Manual of Electronic Delivery Order in TOS System**

## Step 1:

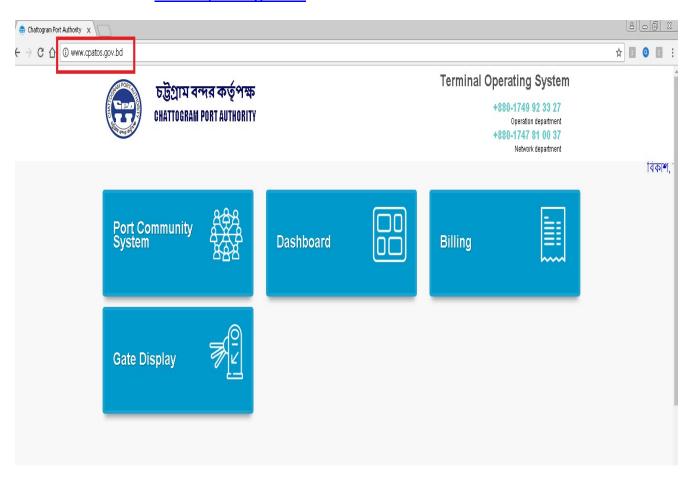
#### How to open browser?

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:

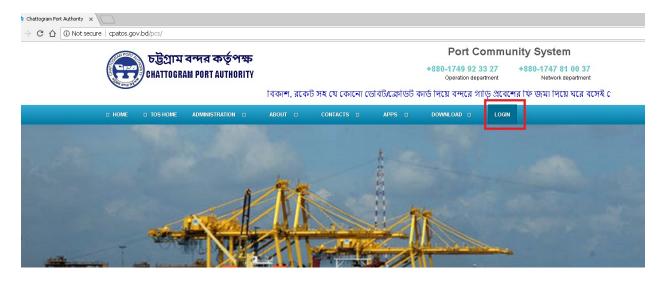
### How to open port community system

## Click on Port Community System

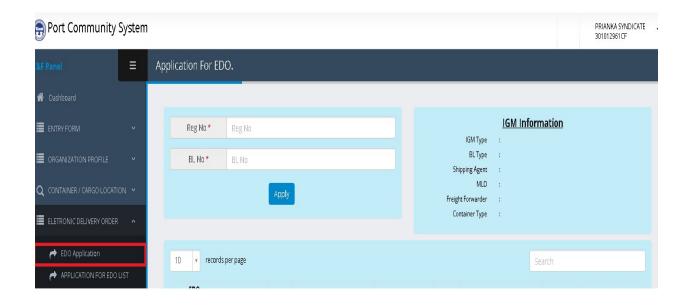


# Step 4:

## C&F Agent will login

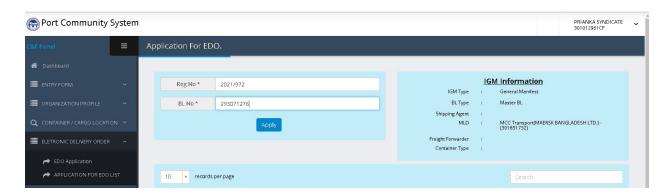


After logged in C&F Agent will click the Electronic Delivery Order  $\rightarrow$  EDO Application



## Step 5:

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

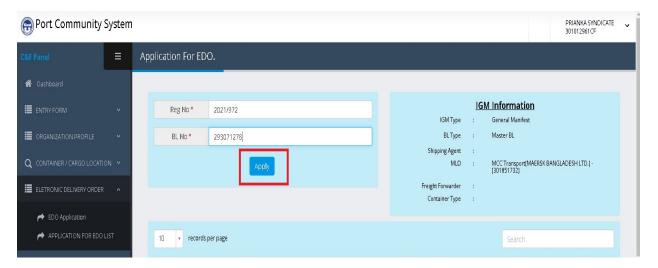


Then bellow IGM information will be shown in right side where BL Type and MLO/Shipping Agent information will be appeared



## Step 6:

## C&F Agent will Click on Apply Button



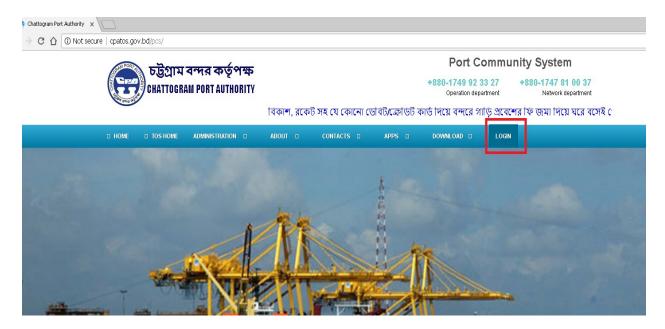


EDO Application submitted successfully and Shipping agent we get EDO application notification through Mobile SMS or Email. After getting notification shipping agent will login Port community system (PCS) with their Valid User ID & Password

## Step: 7

How to login as Main Line/Agent?

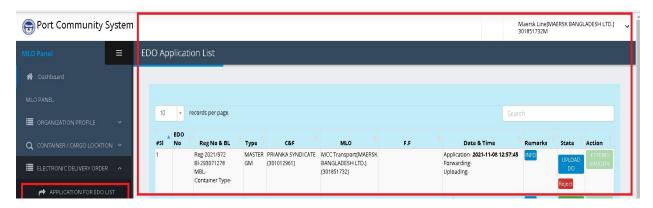
Click on Login as bellow:



## Step 8:

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

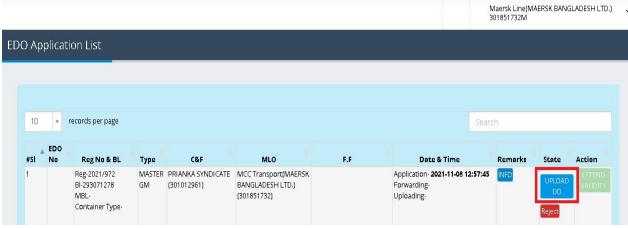
## And click on login



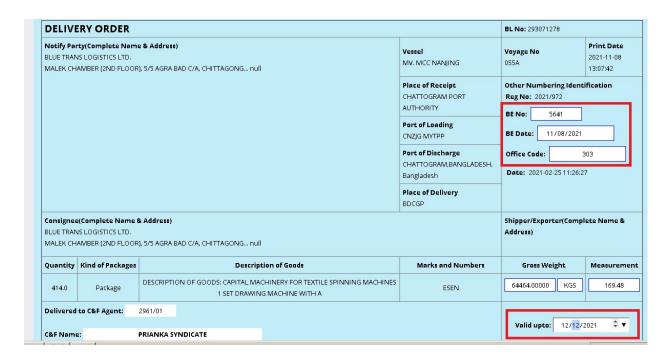
## Step 9:

#### In case of Master BL

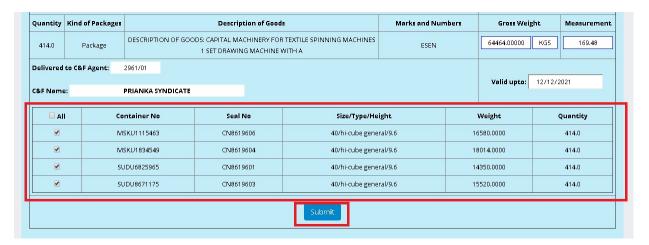
MLO/Shipping Agent will Click on Upload DO







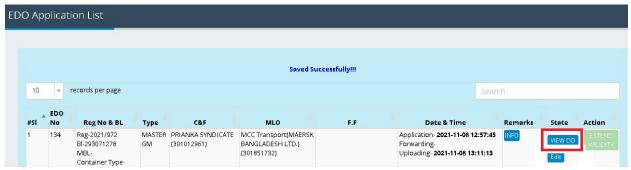
MLO/Shipping Agent will update the BE No, BE Date, Office Code and Valid Up-to date. If required shipping agent submit EDO partially.



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

	D	ELIVERY OF	BL No: 293071278				
Notify Party(Complete Name & Address) 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				Other Numbering Identification 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	-Date: 2021-02-25 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		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			Uploaded	l at: 2021-11-08 13:11:13			
C&F Name: PRIANKA SYN			NDICATE	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



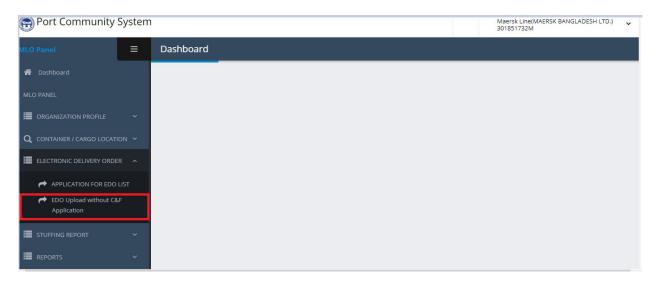


### Step :9.1

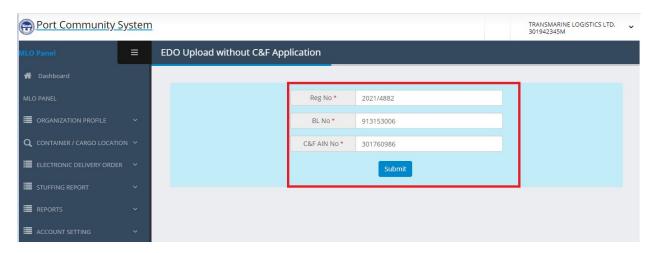
#### How to upload EDO without C& F Application?

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

And click on login



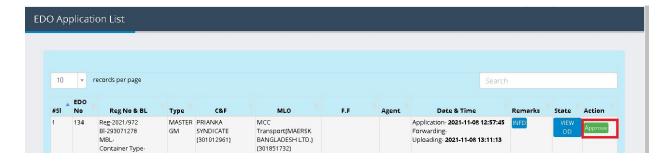
MLO/ Agent choose the EDO upload without C&F Application Drop Manu Bar then showing below Page.



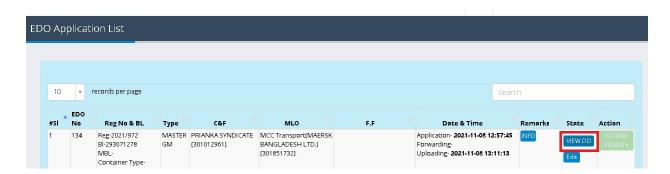
MLO/Agent input above the information then press submit Button

### **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

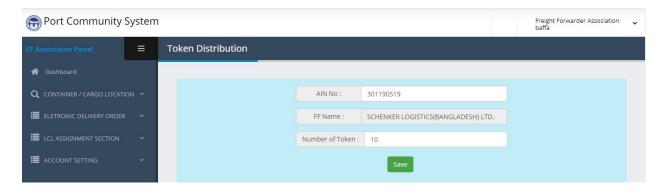
#### Sept-11.

#### In case of House BL

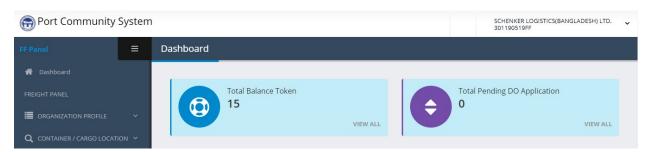
Freight Forwarder will need to token from Bangladesh Freight Forwarder association (BFFA) to upload EDO.

#### 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.



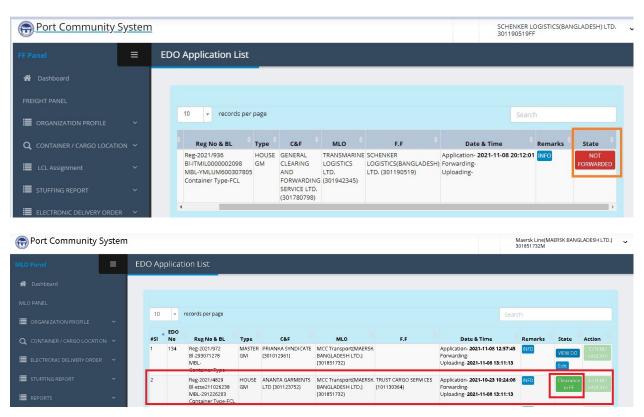
BFFA given the token of freight Forwarder then Freight forwarder will see the token in Freight forwader panel dashboard.



### **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

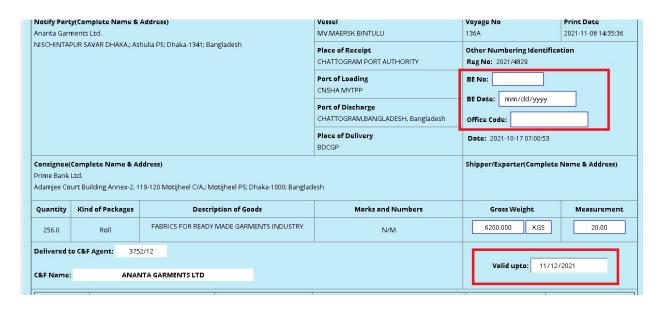
#### **Login as Freight Forwarder**

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.



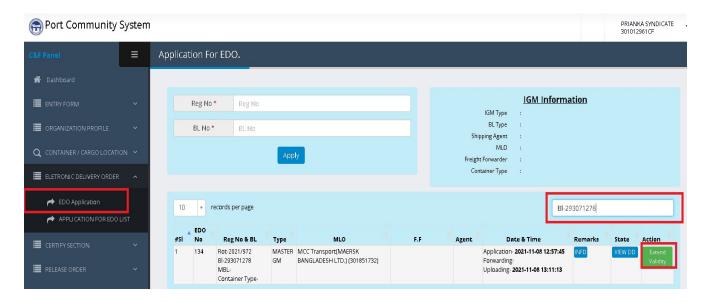
then click on Submit button. If no tokens from BAFA available that case FF will get bellow notification and FF can refill from BAFA



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

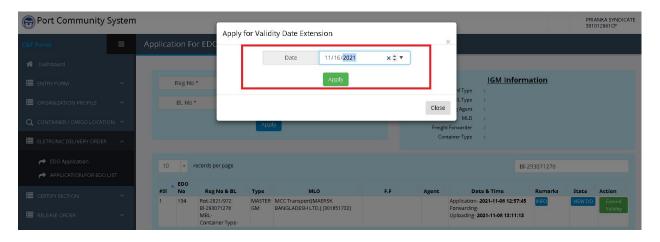
## **Step 14:**

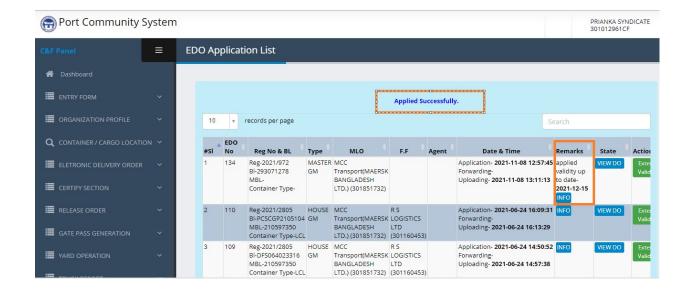
#### How C&F can extend Valid up to date?



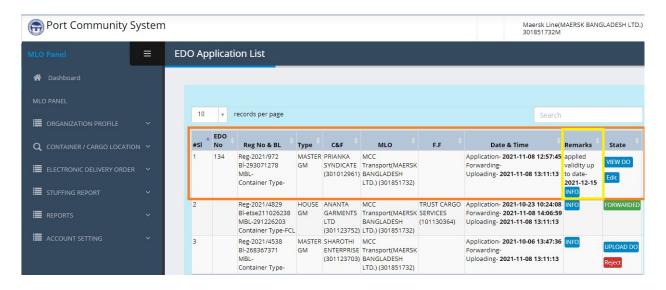
C&F agent will login to www.cpatos.gov.bd and will click on Electronic Delivery Order→EDO Application

Then search the BL and click on Extend Validity

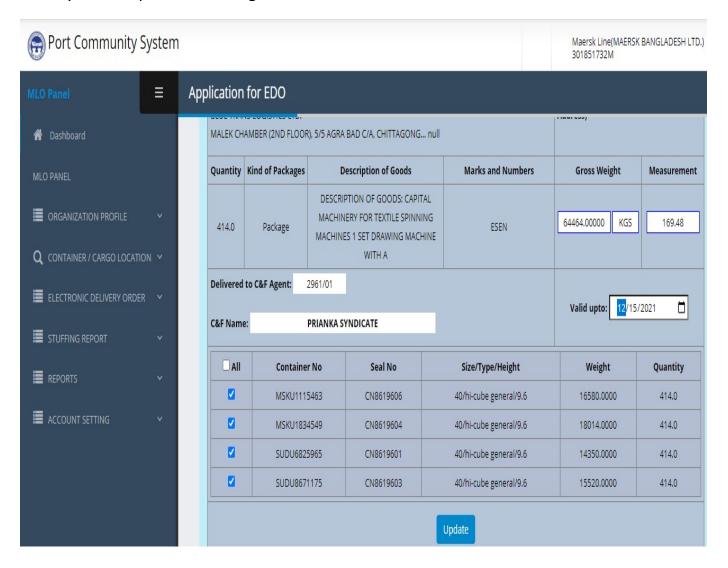




## After apply the Extend Validity MLO/Agent will get notification



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





#### TRICON GLOBAL LOGISTICS LTD

SHAFI BHABAN (4TH FLOOR),6,SK.MUJIB, ROAD,AGRABAD C/A,CHITTAGONG. License No: 3768/12, AIN No: 301123768, Contact No: 031-713147

DELIVERY ORDER				BL No: 01PKGCG	No: 01PKGCGP009510	
Notify Party(Complete Name & Address) Nabisco Biscuit And Bread Factory Ltd. 77, SHAHID TAJUDDIN AHMED SARONI, TEJGAON I/A, DHAKA-1208; Tejgaon I/A PS; Dhaka- 1208; Bangladesh			Vessel OEL SHASTA	Voyage No Print Date 95N 2022-04-03 12:5		
			Place of Receipt MYPKG	Other Numbering Identification EDO No: Age00000022 Reg No: 2022/1297 BE No: 587965		
			Port of Loading MYPKG			
			Port of Discharge CHATTOGRAM,BANGLADESH	BE Date: 2022-03-28 Office Code: 301 Remarks: Date: 2022-03-12 10:36:49		
			Place of Delivery BDCGP			
Southeast I Eunoos Cer	Bank Limited		evel # 2, 3 & 16), Dhaka-1000,	Shipper/Exporte Address)	r(Complete Name &	
Quantity	Kind of Packages	Description of Goods	Marks and Numbers	Gross Weigh	nt Measurement	
1110.0	Roll	UNPRINTED BOPP FILM 1,110 ROLLS (9,340.65KGS) H.S. CODE NO. 3920.20.90	NM	10050.00000K	GS 25.00	
Aj	pplied at: 202	2-04-03 10:36:45	Issued a	t: 2022	10.11	
C&F Lic: 1075/80		C&F Name: S. M. CORPORATION		81.31.3	pto: 2022-04-03	

Container No	Seal No	Size/Type/Height/Status/Location	Weight	Quantity	Valid Upto
ISMU3005461	ILS095955	20/general/8.6/FCL/2591	10050.0000	1110	2022-04-03





## C&F Agent & Main Line Operator (MLO) House BL Extend of up-to validity date

After submitting Request of C&F agent for Up to valid date Main line operator (MLO) will get Notification to increase Up-to valid date. After increasing Up-to validity dates in Main line operator (MLO) side.

## **Freight Forwarder Agent:**

Freight Forwarder agent will see Up-to Validity date which is increased Main line Operator (MLO) & Freight Forwarder agent will be Updating others requirement then click Update Bottom.

C&F Agent:
After Updating by Freight forwarding then all EDO Information is available in TOS side with new Up-to Validity Date which is wants C&F agents.
This document prepared by Terminal Operation System (TOS) Team.