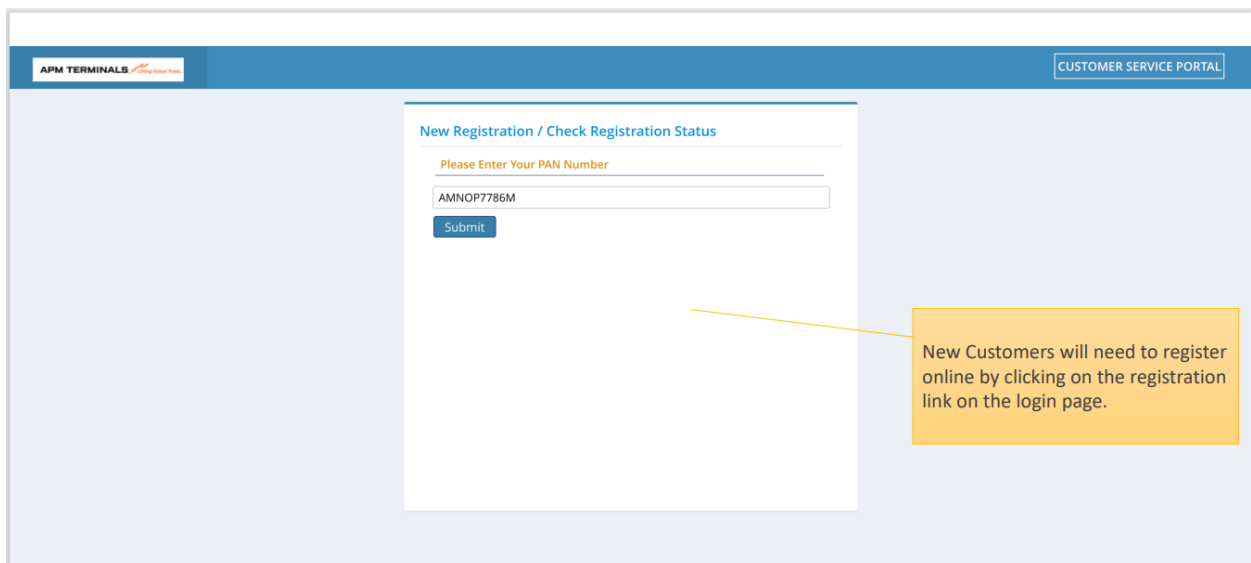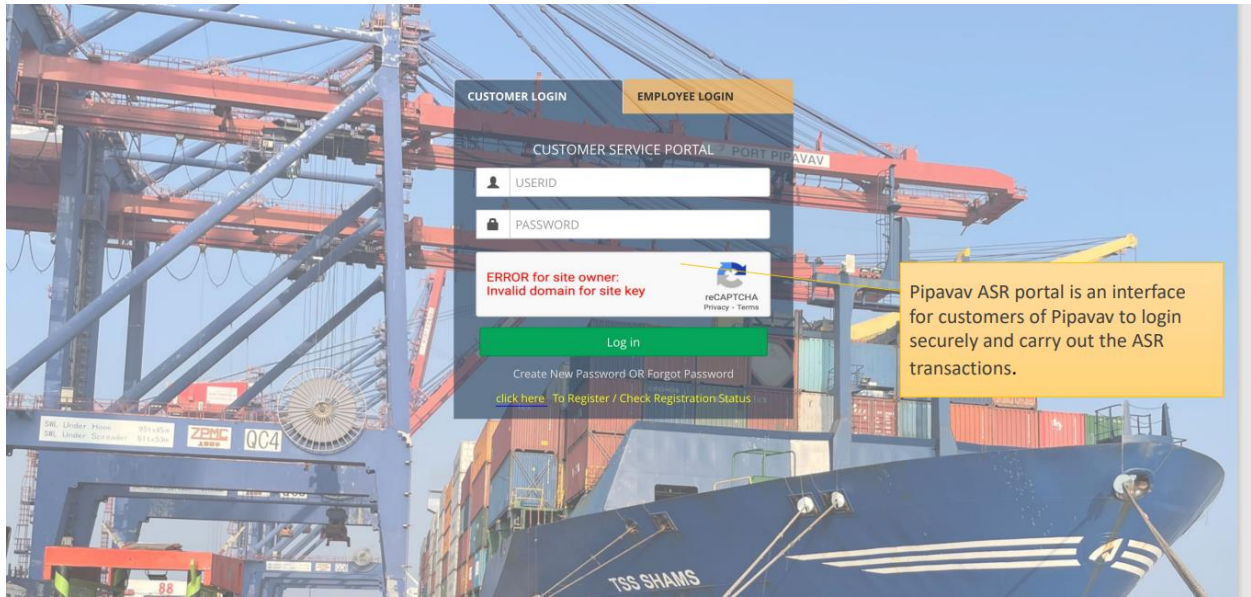2024

ASR

USER MANUAL
APM TERMINALS PIPAVAV

1) User need to be a registered in the ASR Portal in APM Terminals, Pipavav.

2) Login in Customer Service Portal through Company Website –www.easrppv@apmterminal.com

3) Select on Click here to the new registration.

PD Account Registration

Customer Details

Field	Value
*Customer Type	Select
*Primary Verification Email Id	
*Name To Be Displayed On Inv	
Company Reg. Date	
*PAN No	AMNOP7786M TAN No
* Letter of Registration	Choose file No file chosen Reset pdf [File Size Only 1MB]
*Applicant Category	Select
Registration No	Registration Place
*IE Code	
Customs Notification No. Granted For DPD Facility	
Serial No. In The Above Notification	
*Local Address	
*Phone/Fax No.	

> Customers are required to fill in all the required info and upload the documents in the correct format & size.

---

b.

c.

d.

e.

GST Details   Add More

Do You Have GST No ? Yes

| *GST No. | *Address | * Certificate | Choose fi Reset pdf [File Size Only 1MB] |

* E-mail address for Electronic Data Interchange i.e. EDI (Only one)

* E-mail address for receiving reefer monitoring and reefer variance reports (Only one)

Estimated Volume (Monthly)

Initial Deposit

* Kindly provide the Email Id to send the OTP

☐ * I Accept Terms & Condition

Self Declaration : * Name :   * Designation

Send For Registration

> On submit and email will be sent to the email id mentioned for OTP verification. Once verified the admin team will verify the docs and details and accordingly confirm or reject the registration.
>
> Customer will be sent an email accordingly to confirm the same.

4) Once after the approval customer will get the user ID in the registered email ID

5) Using that User ID for the first login need to reset the password.

Dashboard view

1) Click on blocks for getting data.

2) Total ASR's will show all the ASR put for the month

3) Approval Pending will show all those ASR which are pending for Approval orExecution

4) Execution Approved block shows ASR which are executed.

5) Rejected ASR block show all those ASR which are rejected by Approval desk orExecution desk

To generate new ASR click on "Create New ASR" as shown in fig below
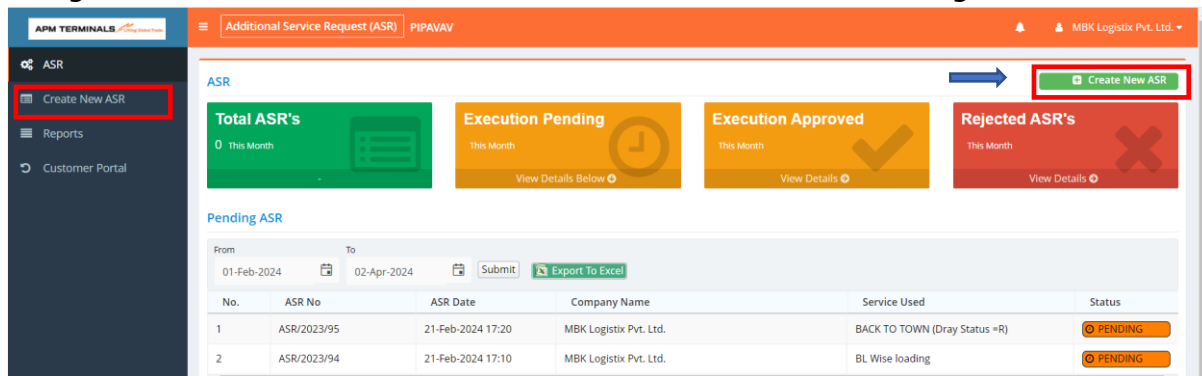
6) Select Service Dropdown
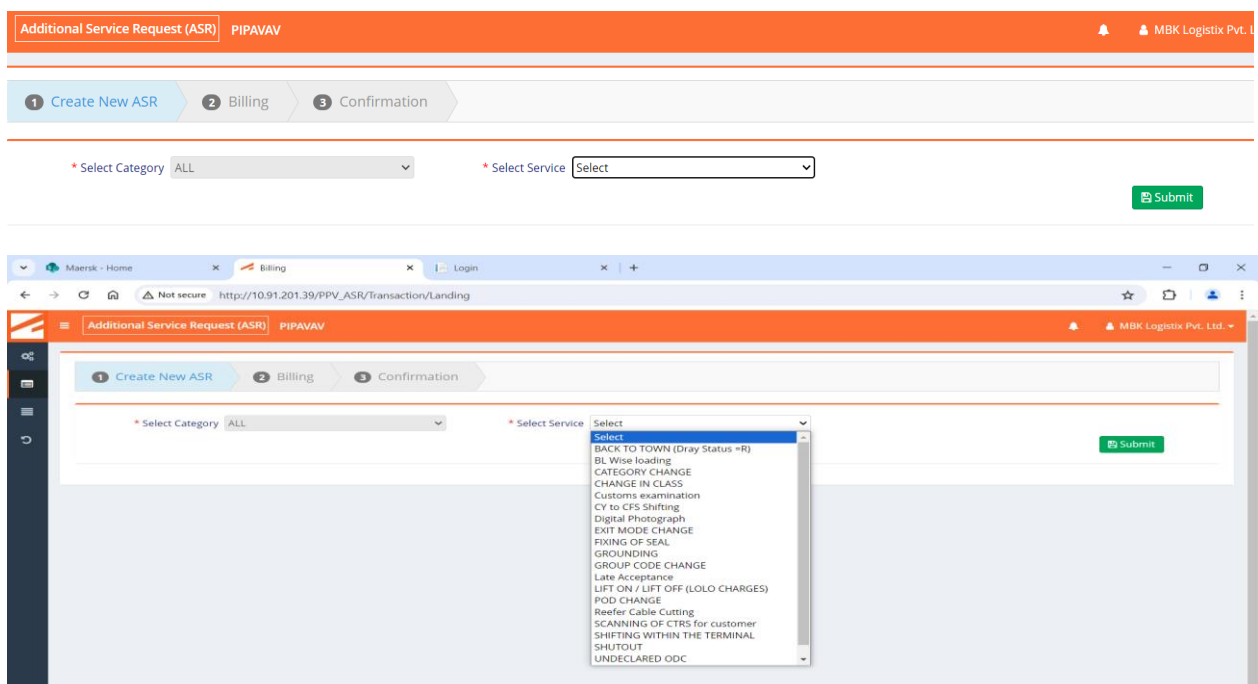
7) Template provision is given. Download the Template.

8) Upload the container details and select the Import.

9) After the container details will get popup with all the information

	Container No	Line Code	VIA NO.	Size	Status	Category	Arrival Mode	Departure Mode	In time
☑	TCKU2093786	SCI	SMU23385	20	Full	Import	Truck	Train	02-Oct-2023 11:07

10) After submit the ASR the below Successful message will display

11) ASR details comes in Dashboard under Pending Block

12) Email of ASR raised with ASR number will be sent to the customer and Approvaldesk

For any queries put Email to Customer Support Desk

service.pipavav@apmterminals.com