
DataSoft Systems Bangladesh Limited

Web Portal

User Manual of COPINO upload

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Welcome to Web Portal

This is a simple, step-by-step tutorial for new users. Any basic user can follow these steps.

Feel free to browse around the site to get acquainted with its many features. For a step-by-step guide to get the most out of it, we recommend that you read the following tutorial. To make things easier for you, the guide can be viewed all vessel information, Container information and billing report. And user also can download PDF and saved on your computer.

1. Introduction:

COPINO

COPINO is used to transfer export data from excel sheet to CTMS server systems. It becomes a vital and indispensable part of today's commerce. The transfer of structured data from one trading partner to another trading partner creates a new challenge between the partners because each organization has its own set of terminologies, abbreviations, rules, and standards that best suit for itself. An intermediate media is thus developing to foster the smooth and errorless translations.

Considering the growing need of COPINO uploader, DataSoft Systems Bangladesh Ltd. has developed the COPINO WEB PORTAL. For Export, PREADVISE. It's based on universal practice related to administration, commerce and transport, and is not dependent on the type of business or industry.

2 How to Start

Only registered users can get the full functionality this portal has to offer. Need to open browser (Mozilla Firefox/Google Chrome/Internet Explorer).

2.1 URL

Write down the url address into the address bar and click on Go.

<http://122.152.50.209/myportpanel/>

3. SHIPPING AGENT PANEL

3.1 COPINO FORMAT:

- In your excel sheet, please keep blank ROW (1-10) in Colum A.
 - Also, keep full blank ROW (2 & 11).
 - Import rotation number should not be blank. Also, fill up with slash (/).
- See the entire image carefully.

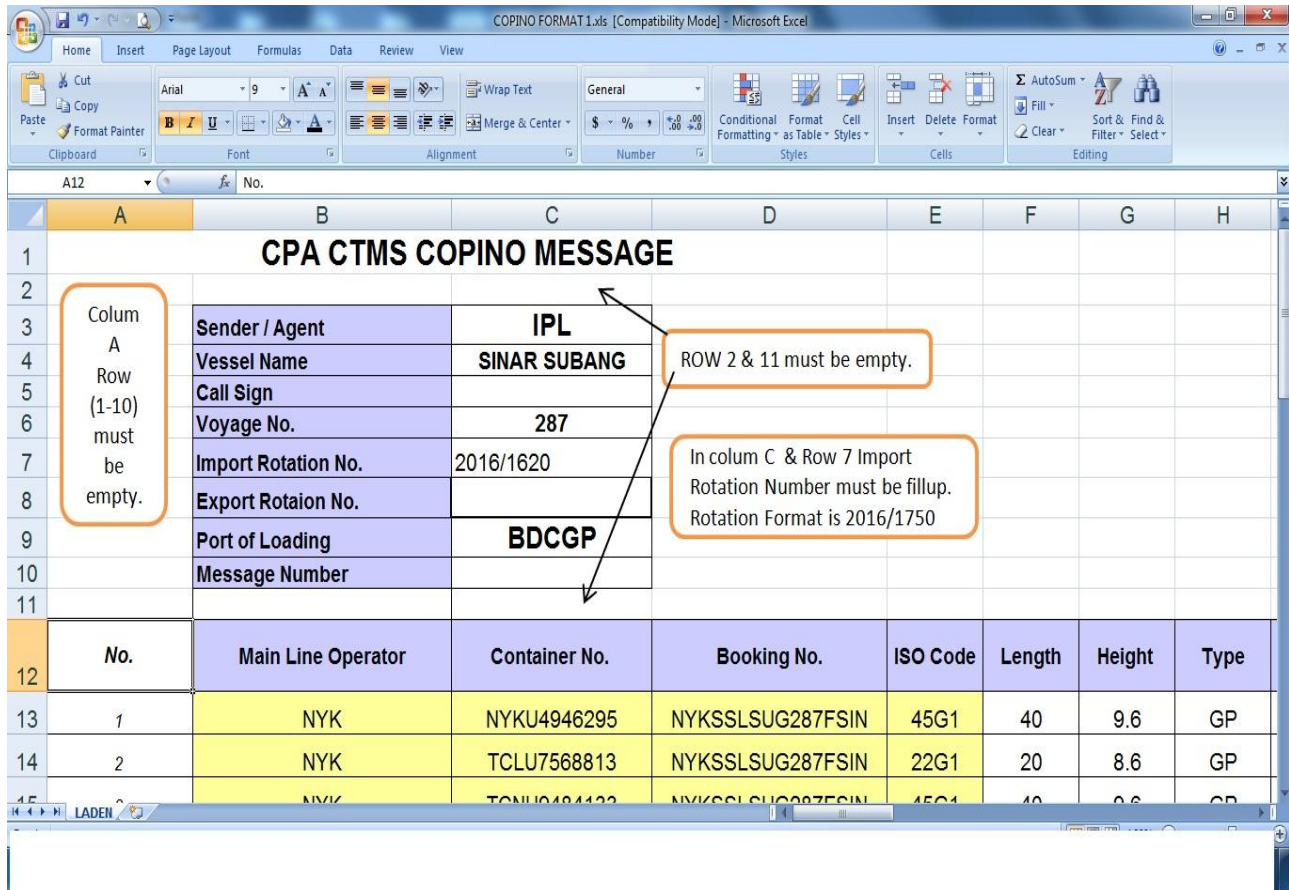


fig:excel format (header option)

- ❖ In your excel sheet, maintain or check all the necessary remarks.

3.2 MANDATORY FIELD

- MLO
- Container
- Category
- Status (MTY / FCL)
- POD
- ISO Code
- COMMODITY CODE (FOR FCL)

In your excel sheet, ROW 12 is the Headline & from 13 to start container listing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
11																			
12	No.	Main Line Operat	Container No.	Booking No.	ISO Code	Length	Height	Type	Mode of Transport	Transport Typ	Transport Oper	Transport	POD	FPOD	Gross WT	Category	Est (MTY /	Low Instruct	Rem
13	1	NYK	NYKU4946295	NYKSSLSUG287FSIN	45G1	40	9.6	GP	TRUCK	TRUCK	EPZ		SGSIN		13700	E	FCL		Garm
14	2	NYK	TCLU7568813	NYKSSLSUG287FSIN	22G1	20	8.6	GP	TRUCK	TRUCK	EPZ		SGSIN		6800	E	FCL		Garm
15	3	NYK	TCNU9484133	NYKSSLSUG287FSIN	45G1	40	9.6	GP	TRUCK	TRUCK	EPZ		SGSIN		13700	E	FCL		Garm
16	4	NYK	NYKU4116467	NYKSSLSUG287FSIN	45G1	40	9.6	GP	TRUCK	TRUCK	ICT		SGSIN		14000	E	FCL		Garm
17	5	NYK	NYKU5139301	NYKSSLSUG287FSIN	45G1	40	9.6	GP	TRUCK	TRUCK	ICT		SGSIN		14000	E	FCL		Garm
18	6	NYK	SEGU4914615	NYKSSLSUG287FSIN	45G1	40	9.6	GP	TRUCK	TRUCK	ICT		SGSIN		14000	E	FCL		Garm
19	7	NYK	TCLU5769423	NYKSSLSUG287FSIN	45G1	40	9.6	GP	TRUCK	TRUCK	ICT		SGSIN		14000	E	FCL		Garm
20	8	NYK	TCLU9577183	NYKSSLSUG287FSIN	45G1	40	9.6	GP	TRUCK	TRUCK	ICT		SGSIN		14000	E	FCL		Garm
21	9	NYK	TRLU7134375	NYKSSLSUG287FSIN	45G1	40	9.6	GP	TRUCK	TRUCK	ICT		SGSIN		14000	E	FCL		Garm
22	10	NYK	SEGU9184850	NYKSSLSUG287FSIN	45R1	40	9.6	RF	TRUCK	TRUCK	SAPL		SGSIN		22886	E	FCL		Frozer
23	11	KLB	SEGU9239660	KLB2875	45R1	40	9.6	RFR			EASTERN		SGSIN		22000	E	FCL		
24	12	KLB	KKFU6953013	KLB2875	45R1	40	9.6	RFR			SML		SGSIN		27000	E	FCL		
25	13	KLB	KKFU6667386	KLB2875	45R1	40	9.6	RFR			SML		SGSIN		29000	E	FCL		
26	14	KLB	KKFU6714786	KLB2875	45R1	40	9.6	RFR			SAPL(WEST)		SGSIN		27000	E	FCL		
27	15	KLB	KKFU6715416	KLB2875	45R1	40	9.6	RFR			SAPL(WEST)		SGSIN		25000	E	FCL		
28	16	SS	RFCU2021420	SSSINARSUBANGF287	22G1	20	8.6	GP	Truck	Truck	EBIL		SGSIN		4068	E	FCL		
29	17	HEG	HALU3725938	HEGSSUBANG287	22G1	20	8.6	GP			CEPZ		SGSIN	SGSIN	5,700	E	FCL		
30	18	HEG	HALU3725938	HEGSSUBANG287	22G1	20	8.6	GP			CEPZ		SGSIN	SGSIN	5,700	E	FCL		

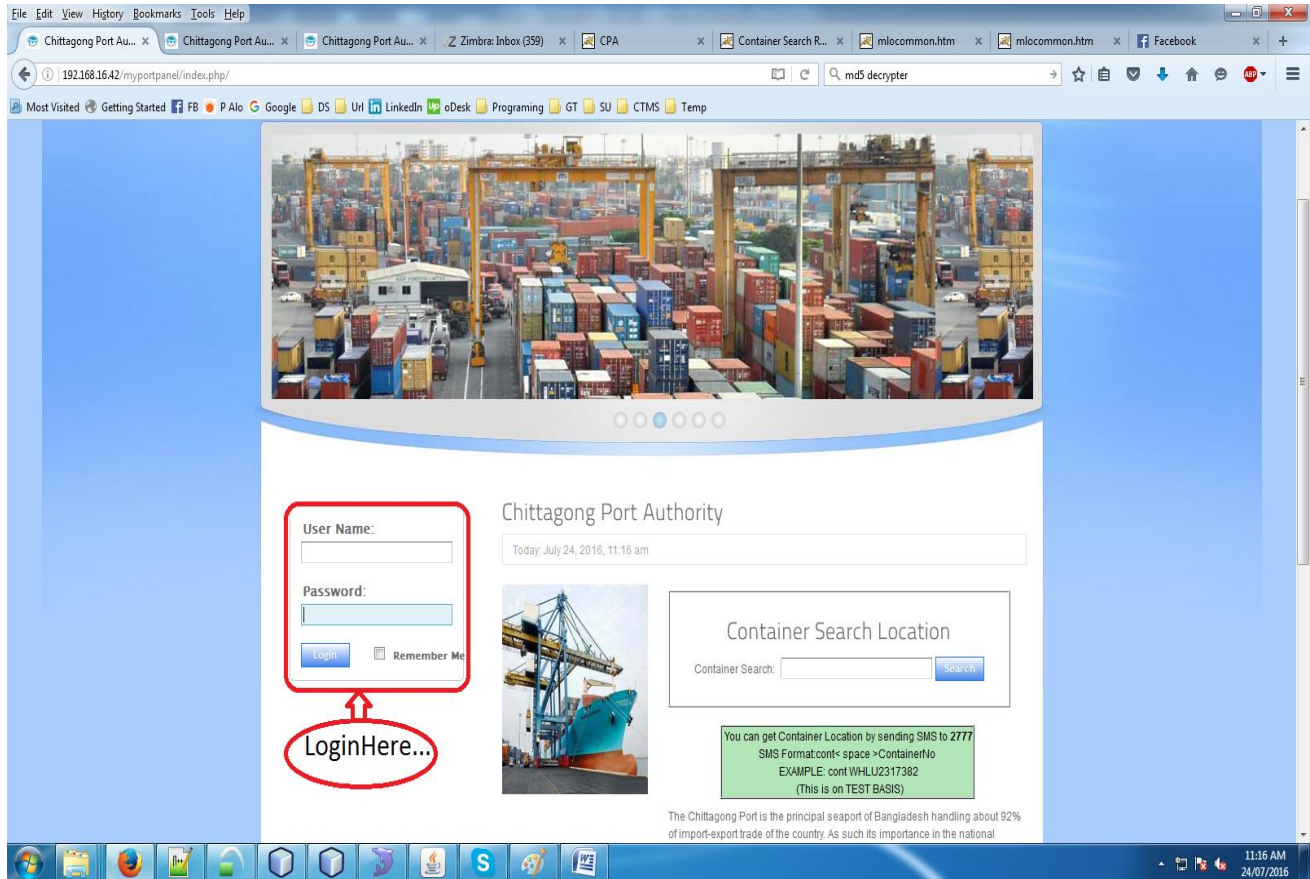
fig:excel format(container option)

3.3 LOGIN

URL: <http://122.152.50.209/myportpanel/>

Login ID : Your login id

Password : Your login password



After login use upload option for copino upload..

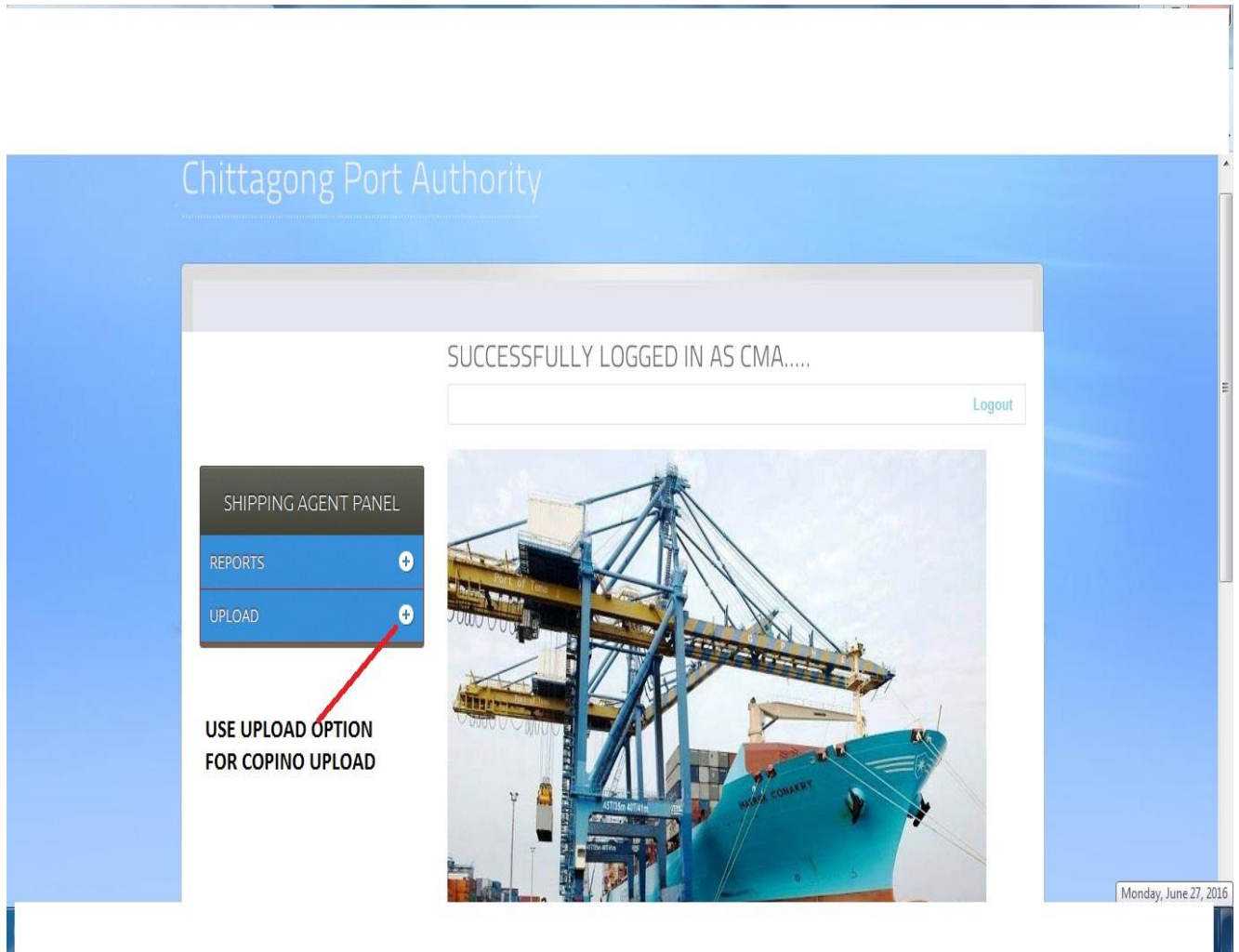


Fig: Shipping agent panel

- ❖ Now select EXCEL UPLOAD FOR COPINO > Then Browse your unloadable file from your computer > Then Upload it.

3.4 SELECT EXCEL FILE

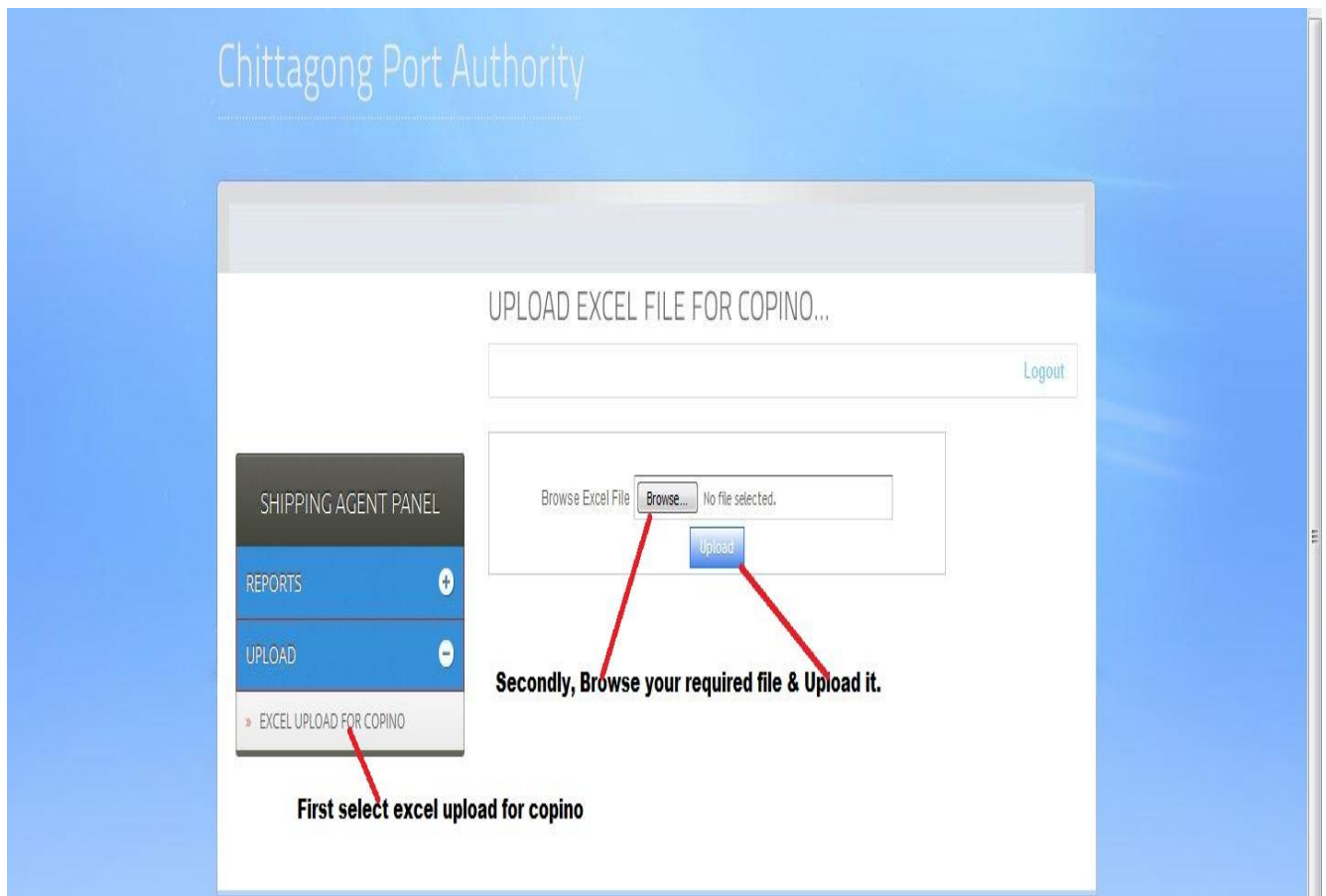


Fig: Copino upload form

- ❖ If there is any missing and miss spelling information in your copino file (.xls), you will find error like below image.
- ❖ If You face any problem to upload Excel file in browser you must save as excel file format to XML Spreadsheet 2003.

3.5 ERROR FIELD

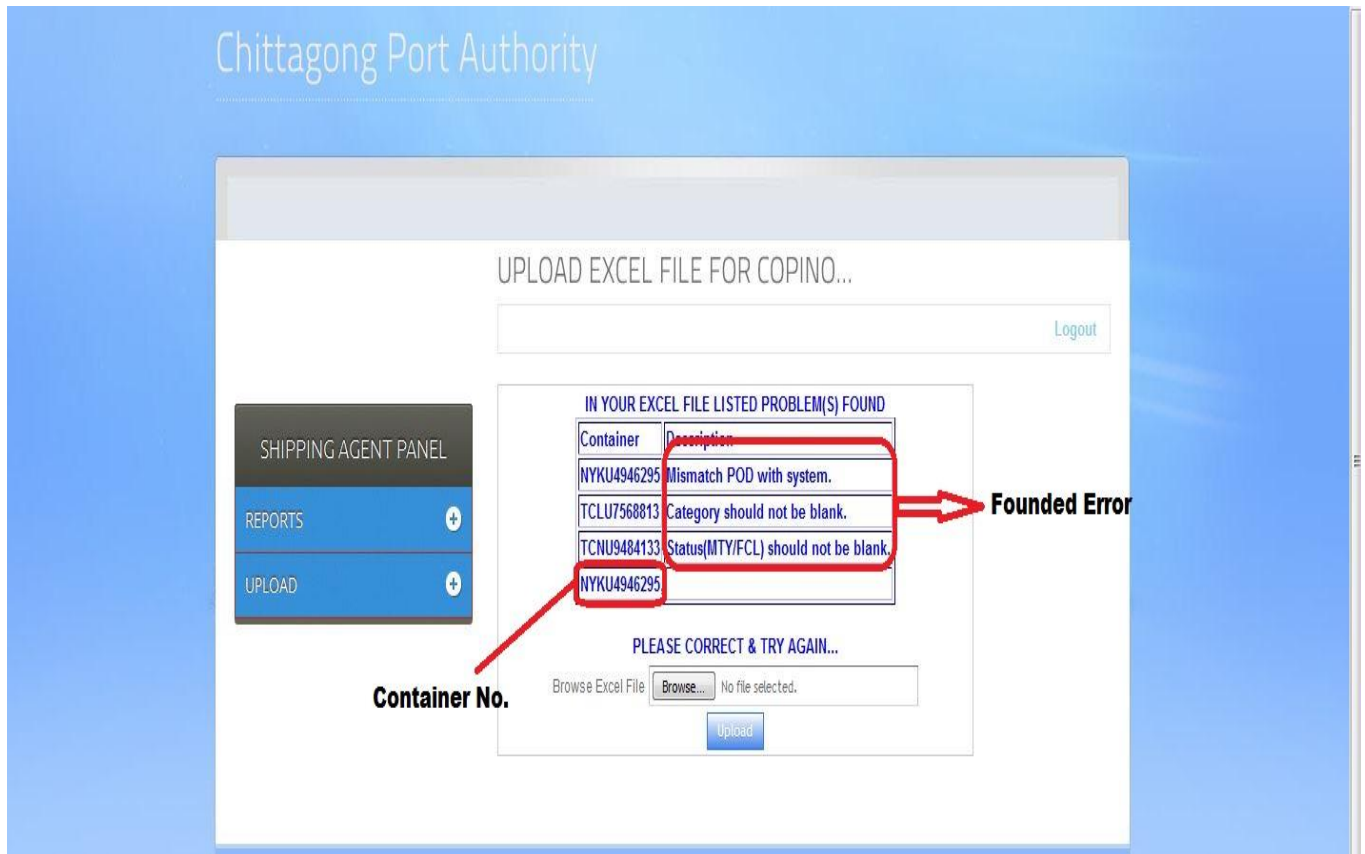


Fig : Copino upload form with error

Problem solving procedure:

1. Copy the container(s) which shown error like above picture
2. Find the container(s) in your copino file.
3. Solve the given all error of the container(s)
4. Upload copino again.

3.6 PROBLEM LIST

Some listed problems are given below:

Problem 1. **Container number error or container no Mismatch.**

Solution: PLZ check container digit, if there any space please removes space in excel file or call DATASOFT helpline to add container no is missing for particular export rotation no.

Problem 2. **Mismatch (POD) port of discharge?**

Solution: You can check available POD for any Rotation/Vessel in Portpanel .You must ensure field is not missing or wrong and POD should not more than 5 digit .

Problem 3: **Category filed missing.**

Solution: category should not be blank Status (always use E for export).

Problem 4: **Vessel visit reference number or rotation number wrong.**

Solution: You have to enter exact rotation no with Slash (/). Like (2016/1800)

Problem 5: **ISO Code should not be blank.**

Solution: ISO Code must match with container ISO Code.

Problem 6: **Shipping Agent should not be blank.**

Solution: Check shipping agent carefully and fill up it only short form like (GBX, APL, MBL).

Problem 7: **What will be the offdock code & Commodity code ?**

Solution: Offdock code is available in portpanel and it is fixed, commodity codes same as import code.

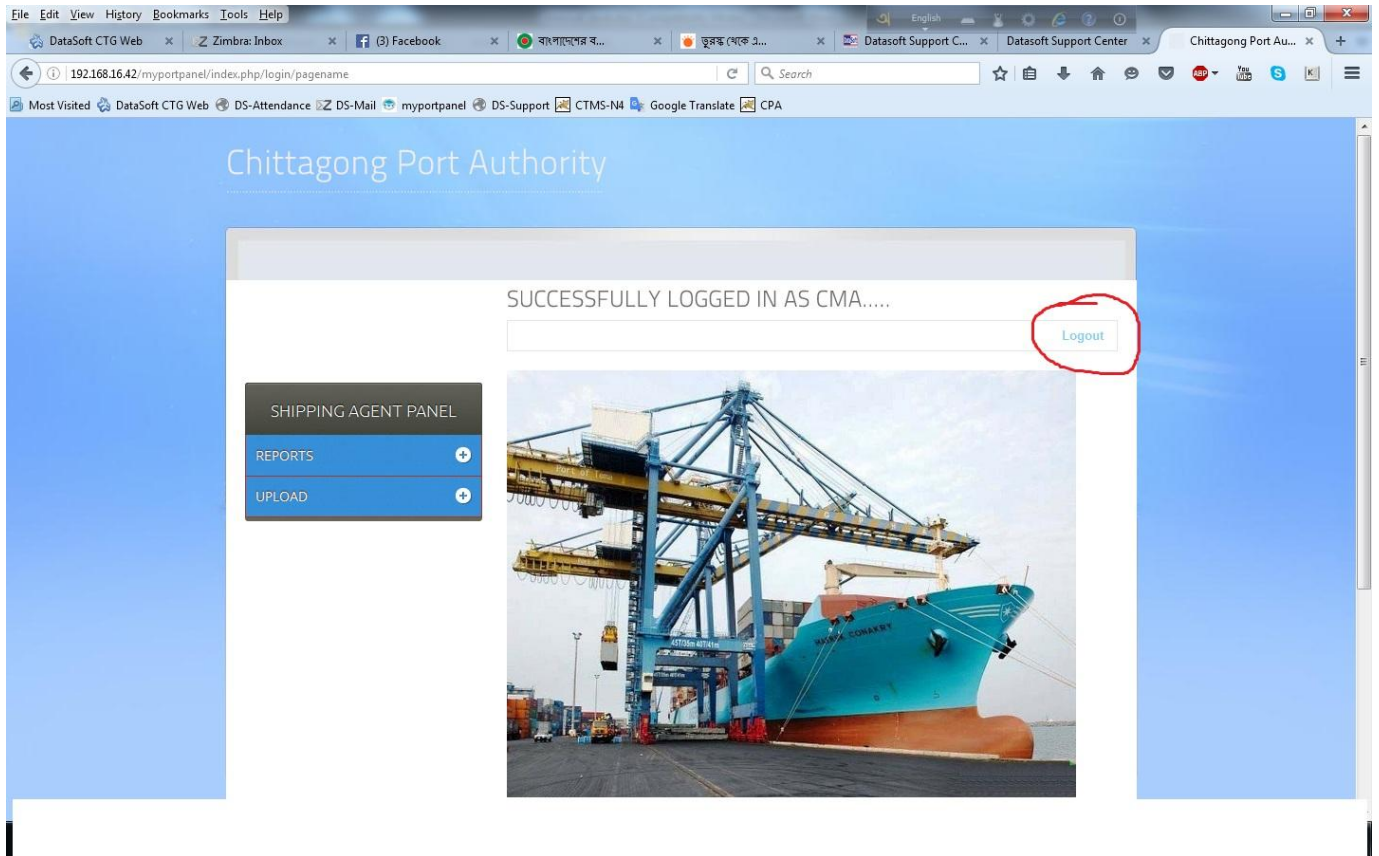
The screenshot shows an Excel spreadsheet with the following data:

No.	Main Line Operator	Container No.	Booking No.	ISO Code	Transport Operator	POD	FPOD	Gross WT	Category(E/T)	Status (MTY)
1	MSD	MEDU1489113	MSCCMONTEREY161601	22G1	BM	MYTPP		4436	E	FCL
2	MSD	MEDU3191665	MSCCMONTEREY161601	22G1	BM	MYTPP		9952	E	FCL
3	MSD	CLHU4383255	MSCCMONTEREY161601	42G1	EBIL	MYTPP		14469	E	FCL
4	MSD	MSCU5029169	MSCCMONTEREY161601	42G1	EBIL	MYTPP		10205	E	FCL
5	MSD	MSCU5957769	MSCCMONTEREY161601	42G1						

After you solved all the problems you can upload file in the below link:

<http://122.152.50.209/myportpanel/>

LOGOUT PANEL



After successfully upload you can logout from here.