TRAFFIC DEPARTMENT

No.TD/TM/GEN-249/1789

Dated, the 24th August, 2023

TRADE CIRCULAR

Sub: Customer Registration and extending Customer role in EBS Portal

PPA is in the process of implementation of EBS. All Port Users have to be registered in the EBS portal for performing necessary transactions with PPA. Port Users who have not registered in the EBS portal shall have to register immediately to obtain their User ID to gain access in the EBS portal.

All Port Users shall have to extend their Customer role for performing smooth transactions with the Port under different Customer type. A manual is enclosed herewith which elaborates step-by-step process of extending the customer role in the EBS portal. The URL of the EBS portal is as under.

https://portebs.indianpcs.gov.in/ebs-portal/

For any assistance in registering/extending the role in the EBS portal, Port Users may contact Shri. Arnab Mahato SAP CRM Consultant.

Email   : AM00824382@techmahindra.com
Mobile No. : 9051810077

Encl: As stated.

24/08/23

Sr. Asst. Traffic Manager
Paradip Port Authority

24-08-23

Copy to:

1) All Importers/ Exporters/ Steamer Agents/ Stevedores/ PPP operators/ Captive berth operators, Paradip for information and necessary action.
2) All Officers of Traffic Department for kind information.
3) Shri Arnab Mahato SAP CRM Consultant for information and necessary action.
4) Plot/ Import/ Marine/ Export/ Railway sections of Traffic Department for information and necessary action.
5) The Sr. Dy Director, EDP Cell for information and with a request to upload the same in the PPA website.

SAP User Manual - Customer Registration

SAP User Manual - Customer Role extension

Indian Ports Association (IPA)
Implementation of Port EBS Project

Enterprise Business System

Business Process Manual for

New Customer Master/ Customer Registration

Submitted by:

Tech Mahindra

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SAP User Manual - Customer Registration

Version History

Version No.	Date	Modified By	Modifications Made
1.0	2-Apr-2019	Sivaraman K Samiran Bhaumik	Initial Draft Version
1.1	23-May-2019	Sivaraman K	First Draft Version
1.2	22-January-2021	Samiran Bhaumik	Second Draft Version
1.3	2nd August 2022	Brijesh Kumar	Third Draft Version
1.4	8th August 2022	Brijesh Kumar	Fourth Draft Version
1.5	20th July 2023	Brijesh Kumar	Fifth Draft Version
1.5.1	24th August 2023	Arnab Mahato	Fifth Draft Version

Reviewed and Approved By

Name	Title	Date	Approved

Authors & Participants

Role	Name
SAP CRM Consultant	Arnab Mahato

SAP User Manual - Customer Registration

Please log in to the EBS Production Link

https://portebs.indianpcs.gov.in/ebs-portal/

Select the existing customer type and click on submit. If a customer has multiple role then, only this option will come.

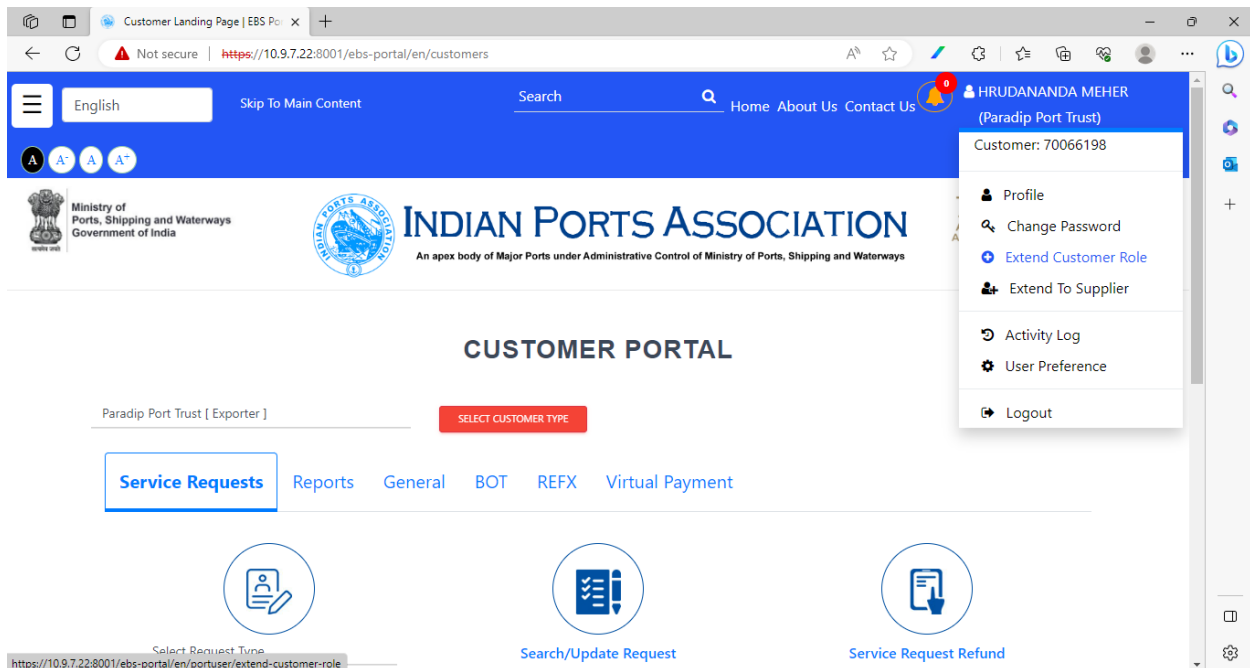Otherwise, it will go directly to the landing page.
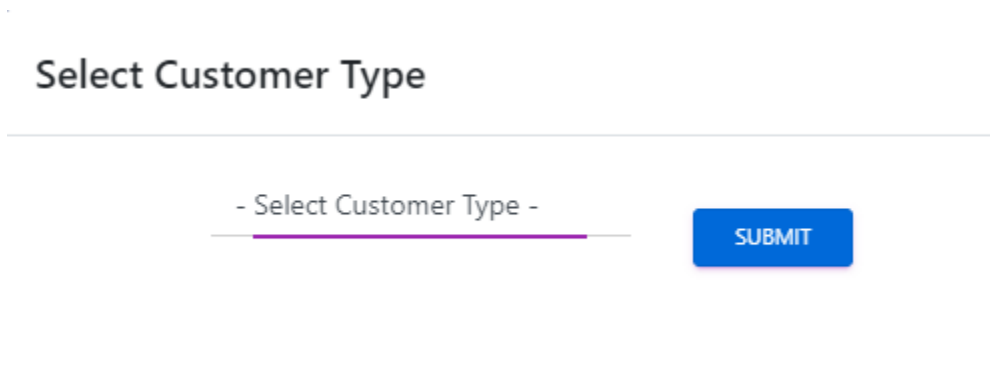
Upon moving the cursor to customer profile(Top right corner) some options will appear.

SAP User Manual - Customer Registration

Please click on extend customer role.

SAP User Manual - Customer Registration

Please select appropriate port and customer role. Rest details will be auto populated.

We need to enter the contact person details as well.

Then click on next.

It will take us to the next page where the required documents need to be attached.

After completion of the document upload, tick on the terms and condition checkbox and click on preview and then submit.

On successful completion below pop up will appear. Click on OK.

SAP User Manual - Customer Registration

Provisional Customer Registration Application (Under Approval)

New Customer registration request submitted (Pending with Port for approval)

The Customer registration request has been submitted successfully to the respective port. Once the port approves the submitted request, the registered customer will be notified about the same and will be provided with login credentials to the registered email address. Applicant/Customer can utilize this login credentials to access the EBS portal

Below mentioned are the details of your request. Kindly make a note of the Transaction ID/ reference number for further communication with the Port.

Transaction ID/ reference number :	2C2A54048D
Customer Group :	C & F Agent
Agency/Company/Customer Name :	HRUDANANDA MEHER
Message Transfer Email ID :	am00824382@techmahindra.com
Port Name :	Paradip Port Authority

<

An E-mail verification link will be sent in your registered E-mail ID, please verify to submit the application to the port

Ok

One email will be received in the registered email id for email verification.

no-reply@portebs.in	Customer Registration Request - 2C2A54048D	Thu 8/24/2023 5:15 PM	209 KB

Hi HRUDANANDA MEHER , Thank you for your application with Paradip Port Authority. Please verify your email address by clicking on the link below or by opening it in

Please click on the email verification link.

SAP User Manual - Customer Registration

Customer Registration Request - 2C2A54048D

NR no-reply@portebs.in
To ✔ Arnab Mahato

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

📄 PDF 2C2A54048D.pdf
145 KB

😊 ↩ Reply ↩↩ Reply All

Hi HRUDANANDA MEHER ,

Thank you for your application with Paradip Port Authority. Please verify your email address by clicking on the link below or by opening it in your browser.

https://10.9.7.22:8001/ebs-portal/customer/email-address/verify?trans_id=MkMyQTU0MDQ4RA==&email=YW0wMDgyNDM4MkB0ZWNobWFoaW5kcmEuY29t

Based on the Verification, your details will be processed further. Please find the submitted form attached herewith this mail for your reference.

Subject to the approval of the submitted form and payment if necessary, customer record will be created in Port system and the details shall be sent in a separate email along with user credentials.

If payment is required for registration, an online link will be sent to the respective email address to complete payment.

Payment for registration can also be done in respective port digitally/electronically.

We value your business and we look forward to work with you.

Thanks and regards,

Paradip Port Authority

Customer role extension process is completed once the email is successfully verified.

EMAIL VERIFICATION

Your account **am00824382@techmahindra.com** has been verified successfully.

Back to Home