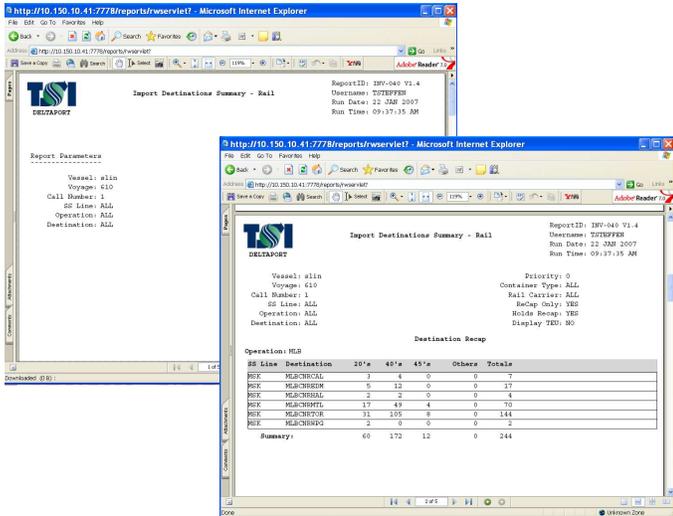




TERMINAL SYSTEMS INC.



EXTERNAL USER MANUAL



Contents

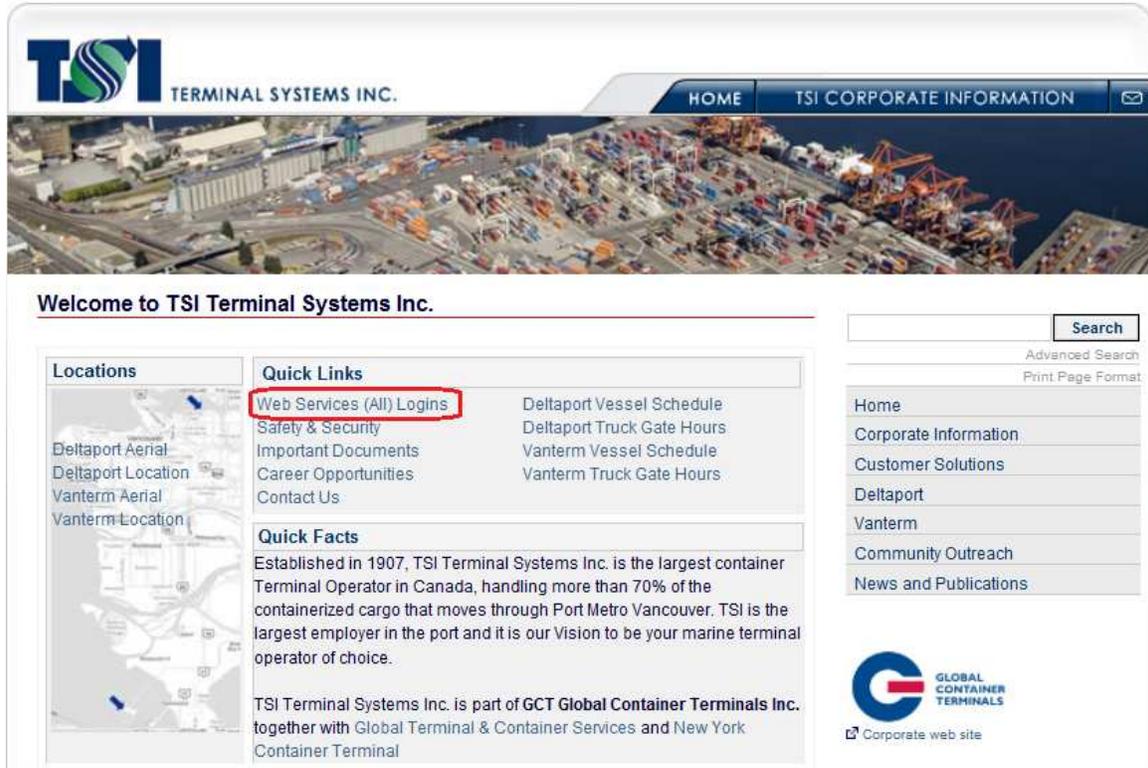
Using SSLVPN	1
Launching SSLVPN.....	1
Express Overview	4
Starting Navis Express.....	4
Express Basics	5
Using Forms	11
Code Values.....	18
Exiting Navis Express.....	20
Using Express Web Forms.....	21
Changing a Users Password	21
Bill of Lading Line Release for External Users.....	21
Querying on Bills of Lading in a Container.....	28
Guaranteeing Bills of Lading	29
WebAccess Overview.....	31
Starting Navis WebAccess.....	31
WebAccess Basics	32
Exiting Navis WebAccess.....	33
Using Navis WebAccess	34
Today	34
Today My Profile	36
Today Notify.....	39
Container Availability Inquiry.....	42
Containers EDO/Booking Details	45
Containers Container Details	56
Containers Maintain List	63

Using SSLVPN

Launching SSLVPN

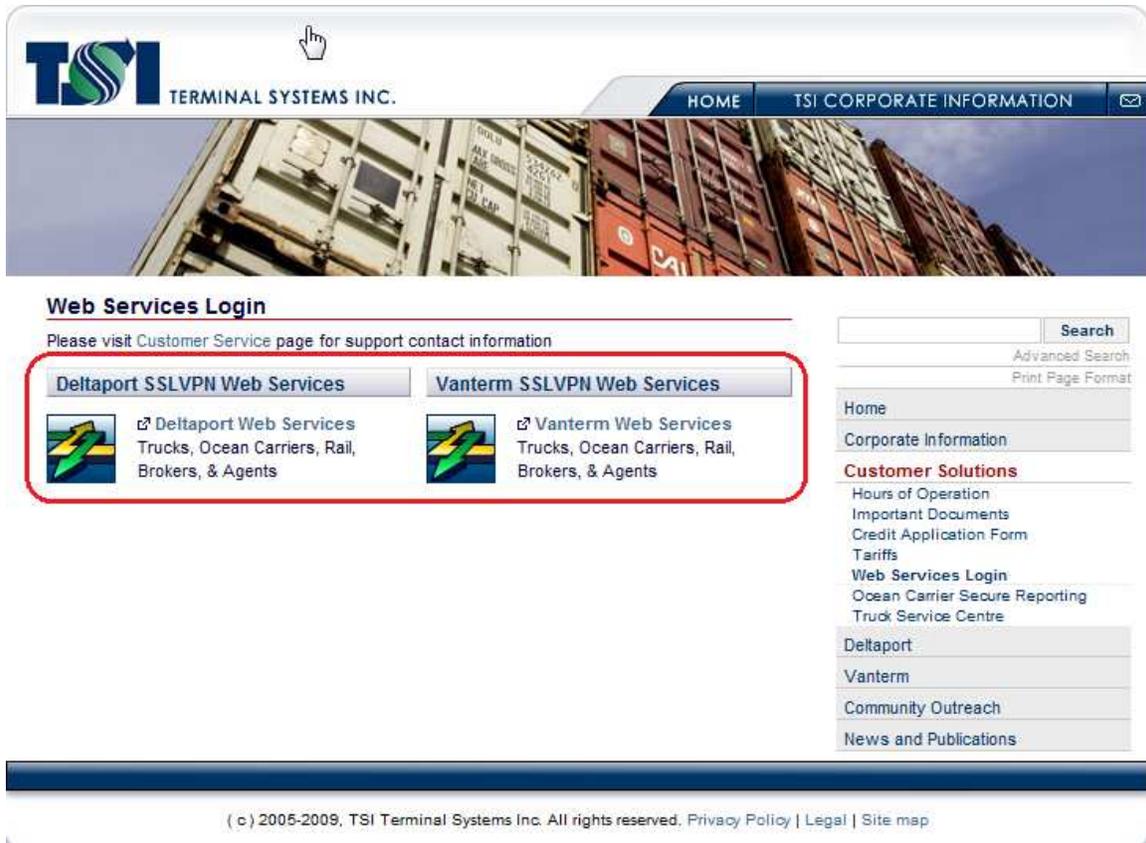
On the TSI website <http://www.tsi.bc.ca> click on the Web Services Log in.

Please note: Contact our Helpdesk at support@totalnetsol.com or 604-267-5330 to request a User Log In and password.



The following window will open.

Click on the Deltaport Web Services OR Vanterm Web Services item under SSLVPN Web Services.



The first time you access the SSLVPN you will get a warning about a Security Alert. To access the service without this warning every time, please follow the instructions that were e-mailed on March 14th for different versions of Internet Explorer (For example: Internet Explorer 6 or 7).

The following log in page will open. Enter your **Username** and **Password**. Click the **Logon** button.

The image shows a login form titled 'Remote Access Logon for TSI Terminal Systems Inc.'. The form has a blue header with the title in white. Below the header are two input fields: 'Username:' and 'Password:'. Below the 'Password:' field is a blue button with the text 'Logon' in white.

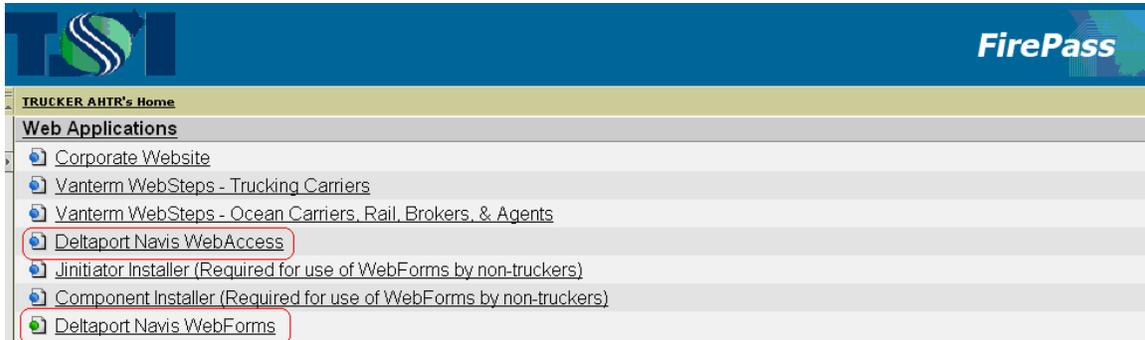
TSI Terminal Systems Inc.

Use of this portal is monitored.

Failure to comply with TSI's terms and conditions of use may result in loss of terminal access privileges and/or other actions as deemed necessary to ensure proper operation of this service.

External Users Manual – WebForms (Express) and WebAccess

This will take you to a list of Applications. This will include all applications for both Deltaport and Vanterm. To log into Web Forms, click on the **Deltaport Navis WebForms** item. To access WebAccess, click on the **Deltaport Navis WebAccess** item.



Express Overview

Starting Navis Express

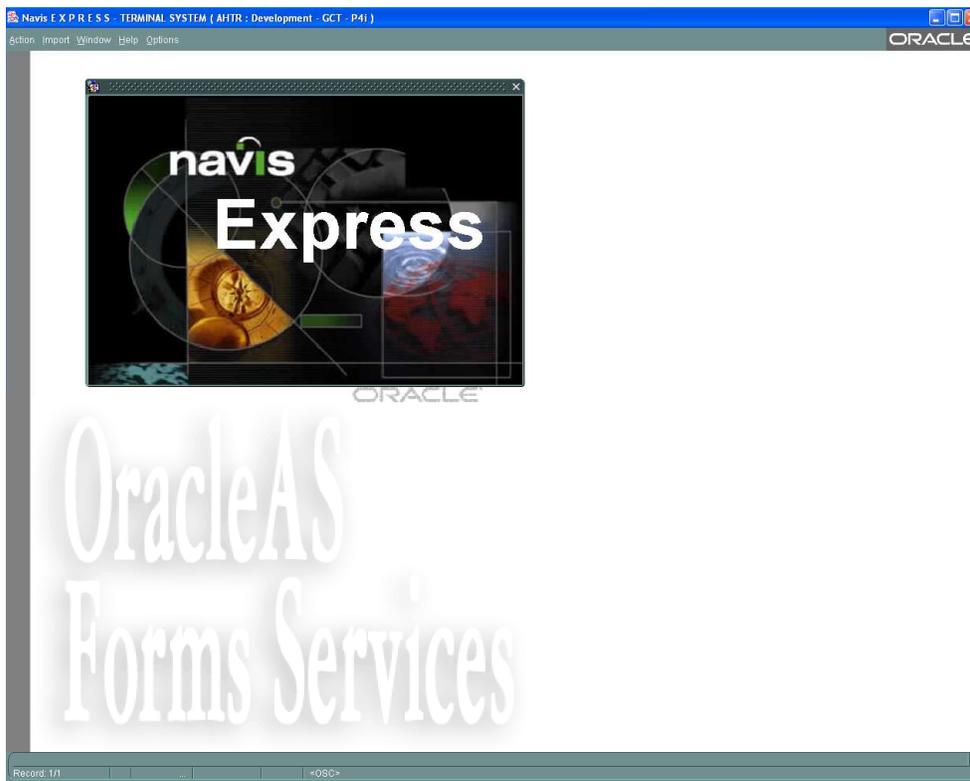
To start the Web Forms (Navis Express) application:



A dialog box titled "Ligon" with a close button (X) in the top right corner. It contains three input fields: "Username:" (empty), "Password:" (empty), and "Database:" (containing "EXP_DLT_PROD"). Below the fields are two buttons: "Connect" and "Cancel".

1. Enter your user ID in the Username field and press Tab or click in the next field.
2. Enter your password in the Password field and press Tab.
3. Click Connect or press Enter. Do NOT change the information in the Database field.

The Navis Express application window appears.



Express Basics

Overview

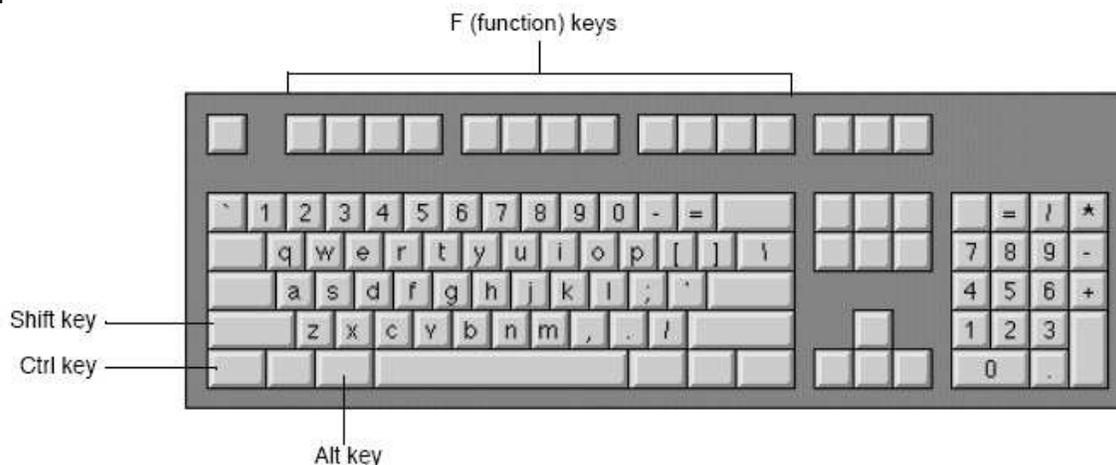
Navis Express is a relational database system that enables you to manage all aspects of terminal operations.

You perform tasks in Navis Express using Navis Express forms, which consist of data fields grouped in blocks. You use these forms to view, enter, and change information in the Navis Express database. The forms are organized by function and task under the menus in the Navis Express application window.

The Navis Express interface enables you to perform tasks by using either a menu command, a toolbar icon, or a keyboard shortcut.

Keyboard Conventions

The following illustration shows the special keys that work in combination with other keys to provide shortcuts.



Quick keys provide shortcuts to toolbar tools or **Action** menu items.

To view a list of quick keys and their corresponding actions, do one of the following:

- Select **Help>Show Quick Keys**.
- Press **Ctrl+F1**

Looking at Navis Express

The Navis Express application window provides access to all the Navis Express forms. The application window consists of a title bar, menu bar, and control buttons.

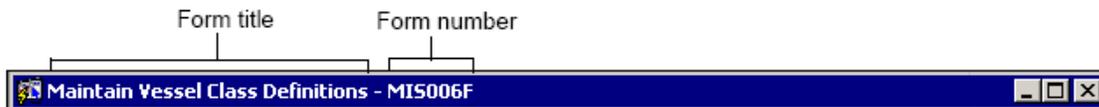


Title Bars

The title bar in the Navis Express application window displays the title of the application: **Navis EXPRESS – TERMINAL SYSTEM.**



Each Navis Express form also has a title bar that displays the title and number of the form.



Control Buttons

The window control buttons appear on all title bars. They have the following functions:



Minimize. The **Minimize** button reduces the window to a button on the Windows NT task or in the application window.



Maximize. The **Maximize** button increases the size of the window to the largest possible size for the terminal screen.



Restore. The **Restore** button returns a window to its previous size. Once a window is restored, this button changes into the **Maximize** button.



Close. The **Close** button closes or quits the open form or window.

Menu Bar

Below the title bar is the Navis Express menu bar, which provides access to all Navis Express forms.



Menus

Menus group forms by function or task. For example, all forms that you use for import or export operations appear under the **Import** and **Export** menus.

To open a form, do one of the following:

- Click any form menu item to open its corresponding form.
- Press **Alt** and the underlined letter of the menu item you want. In the following example you would press **Alt+I+G**.



The selected form displays:

Number	Size	Type	Ht

Toolbar

When you open a Navis Express form, the application window displays a toolbar. The toolbar is a column of icons or tools that allow you to access commonly-used commands, such as **Commit** and **Enter Query**. The following table describes the toolbar icons and commands they access.

Table 2-1. Navis Express toolbar contents

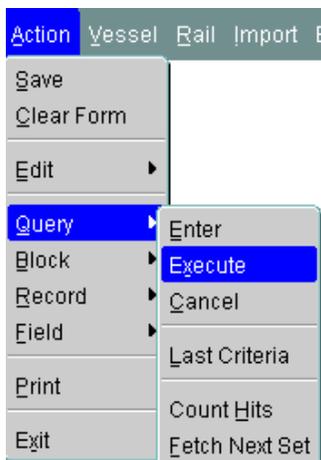
Command	Icon	Shortcut	Description
Commit		F10	Updates an existing record or saves a new record to the Navis Express database. Changes to a record are temporary until they are committed to the database.
Exit		Ctrl+q	Closes the current Navis Express form.
Enter Query		F7	Places Navis Express in query mode. A query is a request to retrieve records from the database. With Navis Express in query mode, you enter <i>selection criteria</i> in selected areas of a form (fields) to specify which records you want retrieved from the database. One or more fields can be used to specify selection criteria.
Execute Query		F8	Retrieves a record or set of records from the Navis Express database. The executed query is based on the selection criteria entered in the associated form.
Cancel Query		Ctrl+q	Ends a query request before you select Execute Query .
Previous Record		Up-Arrow on keyboard	Allows you to view a set of records that were retrieved from the Navis Express database during a query. Scrolls up through a set of records one record at a time.
Next Record		Down-Arrow on keyboard	Allows you to view a set of records that were retrieved from the Navis Express database during a query. Scrolls down through a set of records one record at a time.

Table 2-1. Navis Express toolbar contents (cont) (cont)

Command	Icon	Shortcut	Description
Previous Block		Ctrl+Page Up	Moves the cursor to the previous block on a form.
Next Block		Ctrl+Page Down	Moves the cursor to the next block on a form.
Insert Record		F6	Adds a new record to the database. A <i>record</i> is a group of related data. One record corresponds to a row of data in a Navis Express database table.
Delete Record		Shift+F6	Deletes a record from the database.
List of Values		F9	Displays a list of predefined values that you can use to enter data into a particular field. You can also access a list of values by double-clicking in the field.

Action Menu

Each icon on the toolbar has a corresponding menu item in the **Action** menu. To complete a task, you can select an **Action** menu item.



Note You can also print and exit from the **Action** menu.

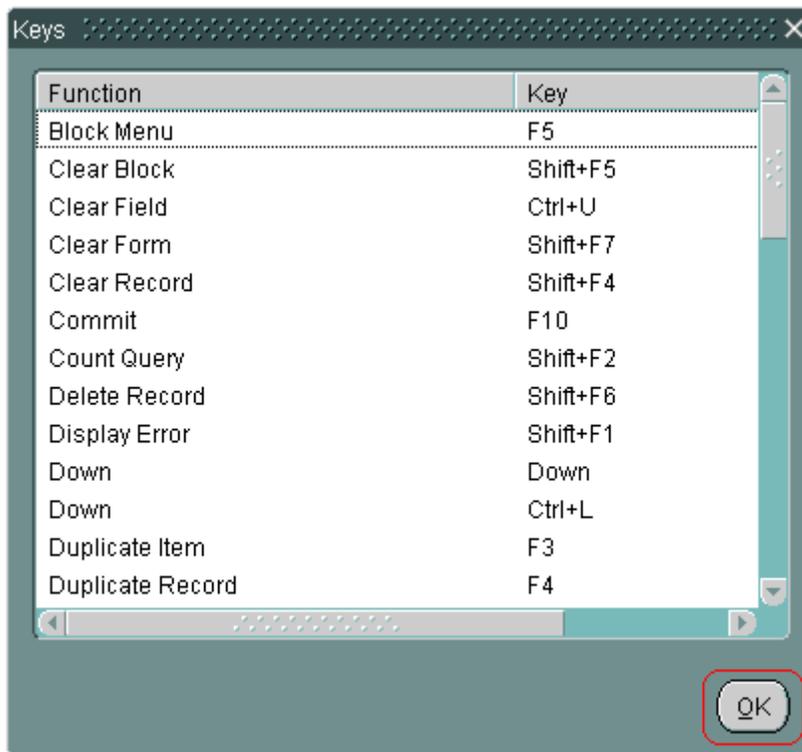
Quick Keys

Quick keys provide shortcuts to toolbar tools or **Action** menu items.

To view a list of quick keys (shortcuts):

- Select Help>Show Quick Keys.
- OR
- Press Ctrl+F1.

The Keys window appears.



Click OK or press Enter to exit.

Message Line

The message line appears at the bottom of the Navis Express application window and displays Navis Express system messages and error messages. For example, the message line can tell you which key to press to execute or cancel a query, how many records you will retrieve with a query, what kinds of data are required in a particular field, and so on.



Status Line

The status line appears below the message line and displays specific information about the current form. For example, the status line displays information about the record you are viewing.



Using Forms

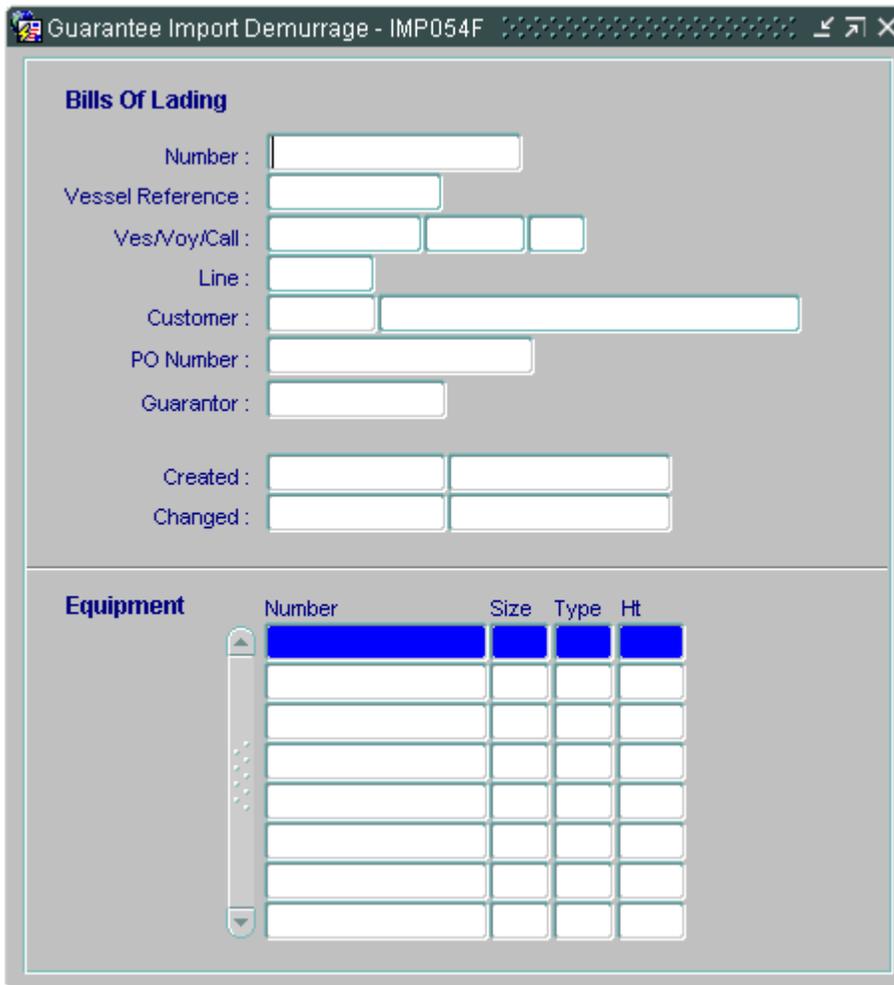
Opening a Form

You can access any form through the menu bar. For example, to open the **Container Carrier Release to (External Users) – YRD011FTSI** form using the menu:

- Select **Import>Guarantee import Demurrage**.



The following form will open.



Guarantee Import Demurrage - IMP054F

Bills Of Lading

Number :

Vessel Reference :

Ves/Voy/Call :

Line :

Customer :

PO Number :

Guarantor :

Created :

Changed :

Equipment

Number	Size	Type	Ht

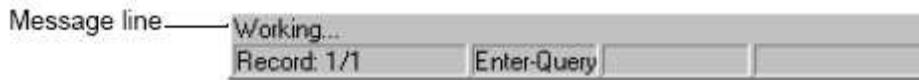
Querying Navis Express

When you open a form in Navis Express, it often opens in query mode. A *query* is a request for information from the database.

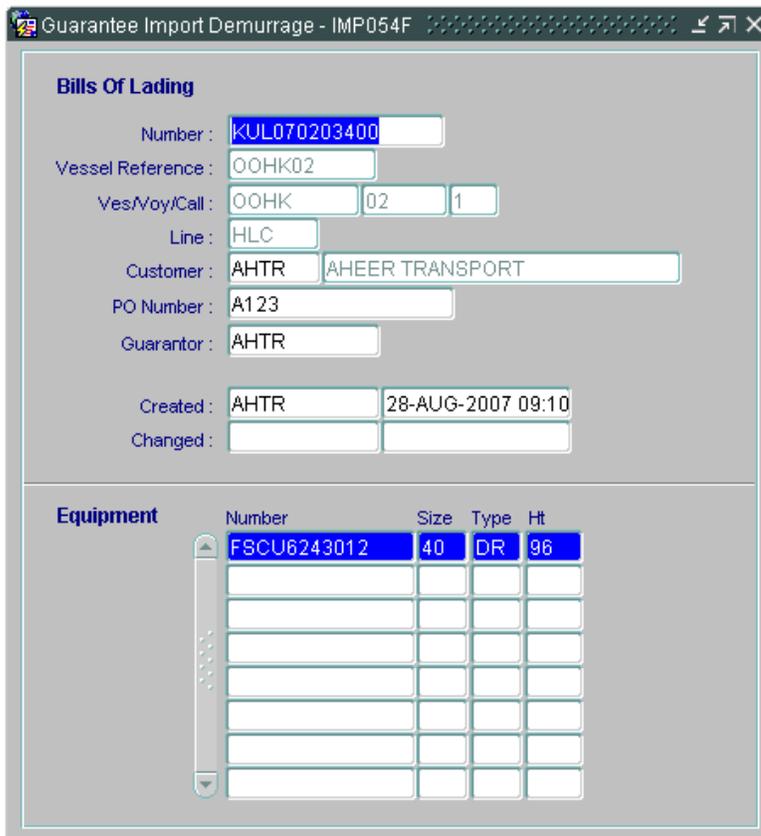
To execute a simple query:

1. From the menu, select **Yard>Container Carrier Release To (External Users)**. The **Container Web Form for External Users YRD011FTSI** form opens.
2. Click **Enter Query**  or select **Action>Query>Enter [F7]**.
3. Click **Execute Query**  or select **Action>Query>Execute [F8]**.

While the Navis Express system executes the query, the message line indicates that the system is working:



When the system finishes executing the query, Navis Express displays the first record.



The screenshot shows the Navis Express interface for "Guarantee Import Demurrage - IMP054F". It displays the "Bills Of Lading" section with the following fields:

- Number: KUL070203400
- Vessel Reference: OOHK02
- Ves/Voy/Call: OOHK 02 1
- Line: HLC
- Customer: AHTR AHEER TRANSPORT
- PO Number: A123
- Guarantor: AHTR
- Created: AHTR 28-AUG-2007 09:10
- Changed:

Below the "Bills Of Lading" section is the "Equipment" section, which displays a table with the following data:

Number	Size	Type	Ht
FSCU6243012	40	DR	96

If there is more than one record resulting from the query, press the **Down Arrow** key to scroll through the matching records.

Moving Between Fields

Navis Express forms consist of data fields grouped in blocks. A field is an area in a Navis Express form into which you can enter data.

To move the cursor from field to field, do one of the following:

- Press **Tab**.
- Press **Enter**.
- Click directly in the field.

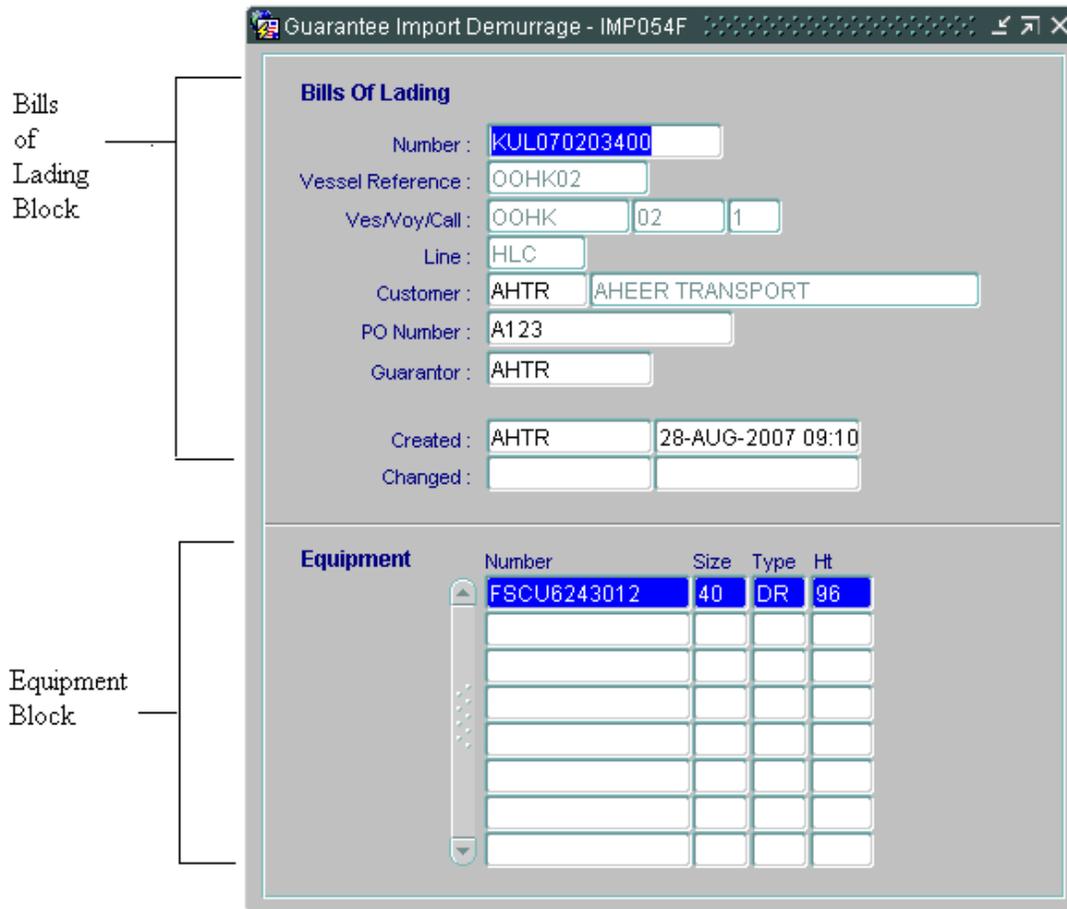
To move the cursor within a field:

- Use the **Left Arrow** and **Right Arrow** keys on your keyboard.

Sometimes, the data contained within a field is longer than the number of characters displayed on the form. In this case, you can use the arrow keys on the keyboard to move horizontally through the data.

Moving Between Blocks

A *block* is a group of related fields within a form, identified by a title. There may be more than one block in a form.



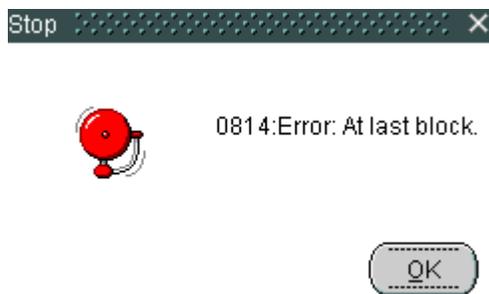
To move the cursor from block to block, do one of the following:

- Click **Next Block**. 
- Press **Ctrl+Page Down**.

To move the cursor back to the first field of a previous block, do one of the following:

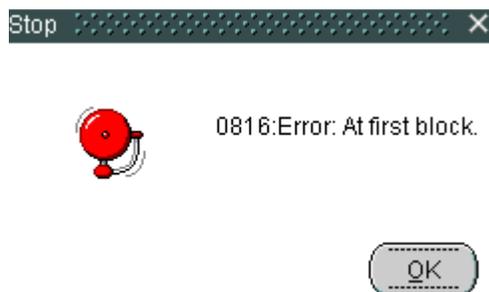
- Click **Previous Block**. 
- Press **Ctrl+Page Up**.

If you try to move the cursor to the next block while in the last block, Navis Express displays a warning:



- Click **OK** or press **Enter** to remove the message.

If you try to move the cursor to a previous block while in the first block, a similar warning appears.



Moving Between Records

A *record* is a group of related data. A record corresponds to a row of data in a database table. For example, each trucking company has its own record. When you submit a query, you ask Navis Express to show you one or more records that are already in the database.

In the section *Querying Navis Express* the simple query retrieves multiple records from the database; however, only one record displays. The status line displays the message:

Record: 1/?



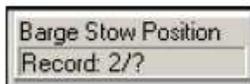
The **1** means that you are looking at the first record in a set of records. The **?** means that there are more records underneath the first record.

To view the second record, do one of the following:

- Click the **Next Record** icon on the toolbar.
- Press **Down Arrow** on the keyboard.



The status line now displays the message:



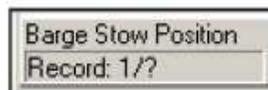
The **2** means that you are looking at the second record in a set of records. The **?** means that there are more records underneath the second record.

To view the first or previous record, do one of the following:

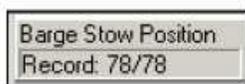
- Click the **Previous Record** icon on the toolbar.
- Press **Up Arrow** on the keyboard.



The status line now displays the message:



If you scroll through the set to the last record, the status line displays a message similar to the following:



This message means that you are at the 78th record in a set of 78 records. If you scroll back to the first record, the status line displays:



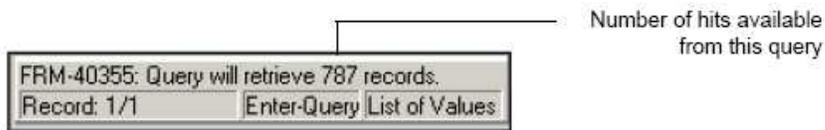
Counting Hits

You can find out how many records a query will retrieve prior to executing the query. This is called *counting hits*.

To count hits:

1. Open a form.
2. Click the **Enter Query** icon  or select **Action>Query>Enter [F7]**.
3. Select **Action>Query>Count Hits**.

The message line at the bottom of the Navis Express window indicates how many records this particular query will retrieve.



To execute the query:

- Click the **Execute Query** icon  or select **Action>Query>Execute [F8]**.

To cancel the query:

- Click the **Cancel Query** icon  or select **Action>Query>Cancel [Ctrl+q]**.

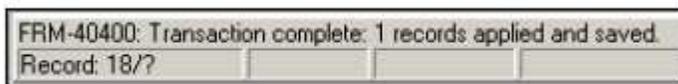
Saving a Record

After you use a form to enter or change information, you need to save or commit the information to the database.

To save a record to the database:

- Click the **Commit** icon  or select **Action>Save [F10]**.

The message line displays the following message:



Viewing a Record

To view a record:

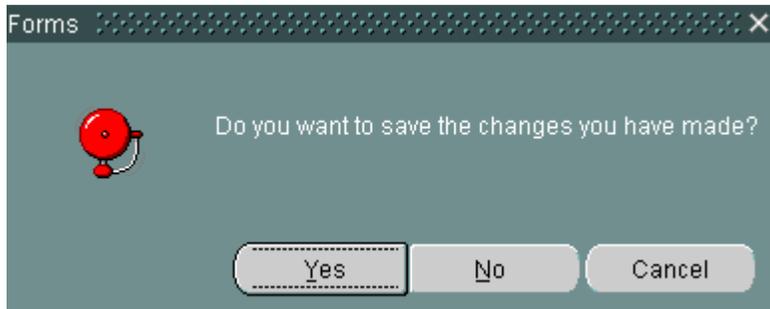
1. Open a form and click the **Enter Query** icon  or select **Action>Query>Enter [F7]**.
2. Place the cursor in the field for the information you want to retrieve, for example, the ID for a vessel.
3. Enter a value in the field or press **F9** and select from the list of values if available.
4. Click the **Execute Query** icon  or select **Action>Query>Execute [F8]**.

Closing a Form

To close a form, do one of the following:

- Click the **Close** icon .
- Click the **Exit** icon .
- Press **Ctrl+q**.

If you did not save your last transaction, Navis Express displays a warning message.



To proceed:

- Click **Yes** or press **Enter** to save your work
- Click **Cancel** to resume working with the open form.
- Click **No** to quit without saving.

Code Values

Equipment Codes

DESCRIPTION	EQSZ_ID	EQTP_ID	EQHT_ID
20' Bin Container 4'0"	20	BN	40
20' Bin Container 4'3"	20	BN	43
20' Bulk Container 8'0"	20	BU	80
20' Bulk Container 8'6"	20	BU	86
20' Bulk Container 9'0"	20	BU	90
20' Bulk Container 9'6"	20	BU	96
20' Dry Container 8'0"	20	DR	80
20' Dry Container 8'6"	20	DR	86
20' Dry Container 9'0"	20	DR	90
20' Dry Container 9'6"	20	DR	96
20' Flat Rack Container 8'0"	20	FR	80
20' Flat Rack Container 8'6"	20	FR	86
20' Flat Rack Container 9'0"	20	FR	90
20' Flat Rack Container 9'6"	20	FR	96
20' Hard Top Container 8'0"	20	HT	80
20' Hard Top Container 8'6"	20	HT	86
20' Hard Top Container 9'0"	20	HT	90
20' Hard Top Container 9'6"	20	HT	96
20' Insulated Reefer Container 8'0"	20	IN	80
20' Insulated Reefer Container 8'6"	20	IN	86
20' Open Side Container 8'0"	20	OS	80
20' Open Side Container 8'6"	20	OS	86
20' Open Side Container 9'0"	20	OS	90
20' Open Side Container 9'6"	20	OS	96
20' Open Top Container 8'0"	20	OT	80
20' Open Top Container 8'6"	20	OT	86
20' Open Top Container 9'0"	20	OT	90
20' Open Top Container 9'6"	20	OT	96
20' Platform Container 2'0"	20	PL	20
20' Reefer Container 8'0"	20	RF	80
20' Reefer Container 8'6"	20	RF	86
20' Reefer Container 9'0"	20	RF	90
20' Reefer Container 9'6"	20	RF	96
20' Tank Container 8'0"	20	TK	80
20' Tank Container 8'6"	20	TK	86
20' Vent Container 8'6"	20	VE	86
20' Vent Container 9'6"	20	VE	96
40' Bin Container 4'3"	40	BN	43
40' Bulk Container 8'0"	40	BU	80
40' Bulk Container 8'6"	40	BU	86

DESCRIPTION	EQSZ_ID	EQTP_ID	EQHT_ID
40' Bulk Container 9'0"	40	BU	90
40' Bulk Container 9'6"	40	BU	96
40' Dry Container 8'0"	40	DR	80
40' Dry Container 8'6"	40	DR	86
40' Dry Container 9'0"	40	DR	90
40' Dry Container 9'6"	40	DR	96
40' Flat Rack Container 8'0"	40	FR	80
40' Flat Rack Container 8'6"	40	FR	86
40' Flat Rack Container 9'0"	40	FR	90
40' Flat Rack Container 9'6"	40	FR	96
40' Hard Top Container 8'0"	40	HT	80
40' Hard Top Container 8'6"	40	HT	86
40' Hard Top Container 9'0"	40	HT	90
40' Hard Top Container 9'6"	40	HT	96
40' Insulated Reefer Container 8'6"	40	IN	86
40' Insulated Reefer Container 9'6"	40	IN	96
40' Open Side Container 8'0"	40	OS	80
40' Open Side Container 8'6"	40	OS	86
40' Open Side Container 9'0"	40	OS	90
40' Open Side Container 9'6"	40	OS	96
40' Open Top Container 8'0"	40	OT	80
40' Open Top Container 8'6"	40	OT	86
40' Open Top Container 9'0"	40	OT	90
40' Open Top Container 9'6"	40	OT	96
40' Platform Container 2'0"	40	PL	20
40' Reefer Container 8'0"	40	RF	80
40' Reefer Container 8'6"	40	RF	86
40' Reefer Container 9'0"	40	RF	90
40' Reefer Container 9'6"	40	RF	96
40' Tank 8'6"	40	TK	86
40' Tank 9'6"	40	TK	96
40' Vent Container 8'6"	40	VE	86
40' Vent Container 9'0"	40	VE	90
40' Vent Container 9'6"	40	VE	96
45' Dry Container 9'0"	45	DR	90
45' Dry Container 9'6"	45	DR	96
45' Flat Rack Container 9'6"	45	FR	96
45' Hard Top Container 9'6"	45	HT	96
45' Open Side Container 9'6"	45	OS	96
45' Open Top Container 9'6"	45	OT	96
45' Platform Container 2'0"	45	PL	20
45' Reefer Container 9'6"	45	RF	96
45' Vent Container 9'6"	45	VE	96
48' Dry Container 9'6"	48	DR	96

DESCRIPTION	EQSZ_ID	EQTP_ID	EQHT_ID
53' Dry Container 9'6"	53	DR	96
Genpac	40	GP	96

Container Categories

E	Export
I	Import
M	Empty Storage
R	Restow
S	Stay on Board
T	Tranship

Container Statuses

E	Empty
F	Full
L	Less than Container

Exiting Navis Express

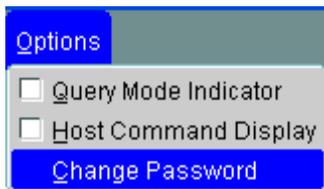
To quit the Web Forms application:

- Click Action>Exit (Ctrl+Q).
- OR
- Click Close .

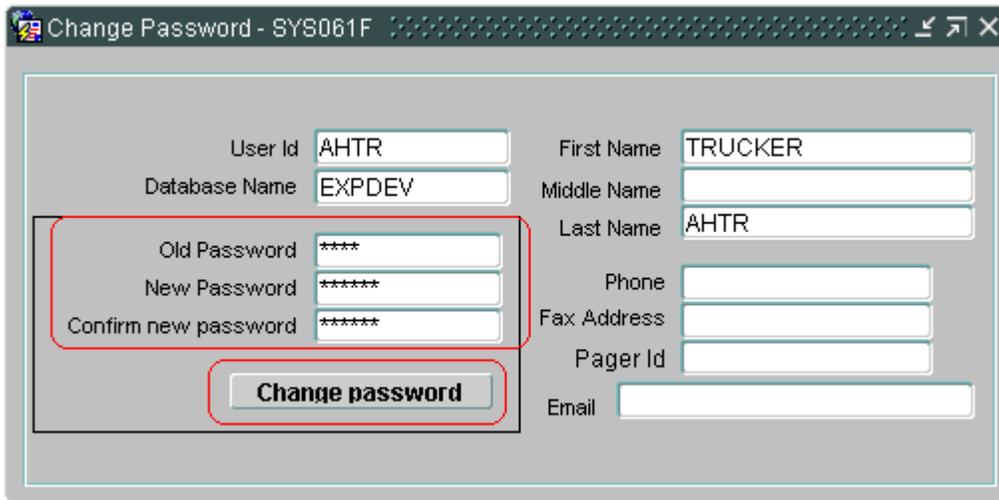
Using Express Web Forms

Changing a Users Password

1. To change the users password, go to **Options>Change Password**



2. The following form will open.

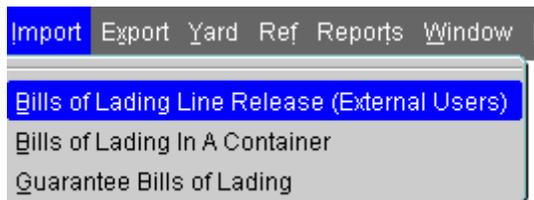
A screenshot of a web browser window titled 'Change Password - SYS061F'. The form contains several input fields: 'User Id' (AHTR), 'Database Name' (EXPDEV), 'First Name' (TRUCKER), 'Middle Name' (empty), 'Last Name' (AHTR), 'Old Password' (masked with ****), 'New Password' (masked with *****) and 'Confirm new password' (masked with *****) are highlighted with a red box. Below these fields is a 'Change password' button. Other fields include 'Phone', 'Fax Address', 'Pager Id', and 'Email'.

3. Enter the **Old Password**, the **New Password** and **Confirm new password**.
4. Click on the **Change password** button.

Bill of Lading Line Release for External Users

This form can be used to query the status and details of a Bill of Lading.

1. To query on a Bill of Lading go to **Import>Bills of Lading Line Release (External Users)**



The following form will open.

Bills of Lading

Number:

Line:

Inbound Vessel/Voyage:

Delivery Instructions:

Line Release:

Customs Release:

Cargo Control Nbr:

GIS:

ERC:

EDI Interchange Nbr:

Equipment

Number	Size	Type	Height	Holds
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

2. Press F7, enter the B/L number in the **Number** field, press F8.

Bills of Lading

Number: 003700350840
 Line: EVR
 Inbound Vessel/Voyage: URSL 56047 1
 Delivery Instructions:
 Line Release: RELEASED
 Customs Release: HOLD
 Cargo Control Nbr: 9476003700350840
 GIS: 2 Message content rejected with comment
 ERC: 01 CCN not on file
 EDI Interchange Nbr: 1075

Equipment

Number	Size	Type	Height	Holds
EMCU9348777	40	DR	96	<input type="checkbox"/>
UESU4711026	40	DR	96	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

3. The system will return the details of the B/L.
4. This form shows the following details:
 - A. Line – The Steamship Line
 - B. Inbound Vessel/Voyage – The Vessel Name / Voyage / Call
 - C. Delivery Instructions – These can either be rail or off dock instructions.
(See below for a description and examples.)

This is an example of a Rail container:

Bills of Lading

Number: 001700055281
 Line: EVR
 Inbound Vessel/Voyage: URBN 53048 1
 Delivery Instructions: **MLB CNR TOR**
 Line Release: RELEASED
 Customs Release: INBOND
 Cargo Control Nbr:
 GIS:
 ERC:
 EDI Interchange Nbr:

Equipment

Number	Size	Type	Height	Holds
EMCU5226024	40	RF	96	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Rail instructions consist of three blocks which together define the way a container is to move on rail.

Delivery Instruction:

1. The first block in the Delivery Instruction field defines the customs and steamship line release statuses.

MLB - Mini Landbridge Rail – These containers are moving under the Steamship Line’s bond to their final destination. The Line Release status will be RELEASED. The Customs Release status will be INBOND.

DLB - Duty Paid Landbridge Rail – These containers are custom clearing in Vancouver prior to departure. The Steamship Line has made the rail arrangements for these containers. The Line Release will be RELEASED. The Customs Release will show RELEASED once Canada Customs has cleared the goods.

REG - Regular Rail – Regular rail is customs clearing in Vancouver prior to departure. Here a 3rd party has made the rail arrangements for the containers. The Line release will either show HELD or RELEASED. The Customs Release will show RELEASED once Canada Customs has cleared the goods.

2. The second block in the Delivery Instruction field defines the rail line which is moving the container, i.e. CNR / CPR.
3. The third block in the rail concatenated field defines the destination, i.e. TOR / MTL / CAL etc.

This is an example of an Off Dock container:

Bills of Lading

Number: 001700086208
 Line: EVR
 Inbound Vessel/Voyage: UNIO 57081 1
 Delivery Instructions: ODK TRK CNT
 Line Release: RELEASED
 Customs Release: INBOND
 Cargo Control Nbr:
 GIS:
 ERC:
 EDI Interchange Nbr:

Equipment

Number	Size	Type	Height	Holds
EMCU2443134	40	DR	86	
EMCU1037660	40	DR	86	

Like the rail delivery instructions, the Off Dock instructions consist of three blocks.

1. The first block shows that the container is an Off Dock (ODK). When a container has ODK instructions it will have a Line Release status of RELEASED and a Customs Release Status of INBOND.
2. If a container has ODK delivery instructions, the second block will always show as TRK (truck).
3. The third block is for the off dock warehouse. The following is a list of the off docks and their abbreviated codes:

Code	Mode	Destination	Description
ODK	TRK	ALS	ALLCAN LOGISTICS SERVICES
ODK	TRK	CFI	CONSOLIDATED FASTFRATE
ODK	TRK	DMC	DAMCO
ODK	TRK	FSD	FRASER SURREY DOCKS
ODK	TRK	HARB	HARBOUR LINK
ODK	TRK	ISA	ISAAC FREIGHT
ODK	TRK	LEI	LOCHERS EVERS INTERNATIONAL
ODK	TRK	MDS	MAERSK DISTRIBUTION SERVICES
ODK	TRK	PHY	PACIFIC HIGHWAY
ODK	TRK	RTC	RYDER CRSA LOGISTICS
ODK	TRK	SCH	SCHENKER

External Users Manual – WebForms (Express) and WebAccess

ODK	TRK	TDK	TDK LOGISTICS
ODK	TRK	VIF	CP VIF
ODK	TRK	VIT	CN VIT

- D. Line Release
- E. Customs Release
- F. Cargo Control Number
- G. GIS - (General Indicator)

Examples of **GIS** Codes:

1. **(2)** Rejected with comment
(Note: The comment regarding the GIS code will appear in the ERC field)
2. **(4)** Goods Released

- H. **ERC** (Application Error Information) – this message explains the error code from the **GIS** field.

Examples of **ERC** Codes:

1. **(01)** CCN not on file
2. **(03)** Duplicate Arrival Notice – CCN already released
3. **(07)** CCN already released/referred, Delivery Inst./Status Query not accepted
4. **(15)** Cannot arrive goods; already released & acquitted.

- I. EDI Interchange Number

Some examples of EDI messages:

Bills of Lading

Number: 001700086801
 Line: EVR
 Inbound Vessel/Voyage: URSL 56047 1
 Delivery Instructions:
 Line Release: RELEASED
 Customs Release: RELEASED
 Cargo Control Nbr: 9476001700086801
 GIS: 4 Goods Released
 ERC:
 EDI Interchange Nbr: 1053

Equipment

Number	Size	Type	Height	Holds
EISU5637959	40	RF	96	

External Users Manual – WebForms (Express) and WebAccess

Bills of Lading

Number: 003700266067
 Line: EVR
 Inbound Vessel/Voyage: URSL 56047 1
 Delivery Instructions:
 Line Release:
 Customs Release: HOLD
 Cargo Control Nbr: 9476003700266067
 GIS: 2 Message content rejected with comment
 ERC: 15 Cannot arrive goods; already released & acquitted
 EDI Interchange Nbr: 1075

Equipment

Number	Size	Type	Height	Hold
LTIU2551700	20	DR	86	X
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

Bills of Lading

Number: 003700350840
 Line: EVR
 Inbound Vessel/Voyage: URSL 56047 1
 Delivery Instructions:
 Line Release: RELEASED
 Customs Release: HOLD
 Cargo Control Nbr: 9476003700350840
 GIS: 2 Message content rejected with comment
 ERC: 01 CCN not on file
 EDI Interchange Nbr: 1075

Equipment

Number	Size	Type	Height	Hold
EMCU9348777	40	DR	96	<input type="checkbox"/>
UESU4711026	40	DR	96	<input type="checkbox"/>
<input type="text"/>				
<input type="text"/>				

J. Equipment – This displays all the containers associated with the B/L

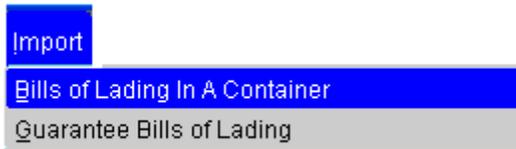
Equipment

Number	Size	Type	Height	Holds
LTIU9004731	40	RF	96	

Querying on Bills of Lading in a Container

- To query on a container and its Bills of Lading, go to

Import>Bills of Lading In A Container



The following form will open in query mode.

Bills Of Lading In A Container - IMP012F

Equipment

Number: Vessel:
 Size: Voyage:
 Type: Category:
 Height: Status:
 Delivery Instruction:

Bills of Lading

Line	B/L Number	Line Status	Customs Status	Release Nbr:
HLC	HKG060949644	RELEASED	INBOND	
OCL	CED12345678			

- Enter the container number, press F8.

7. In the **Bills of Lading** block of the form all Bills of Lading for the specified container will be listed.

Guaranteeing Bills of Lading

Charges can only be protected for an entire B/L. Individual containers cannot be protected.

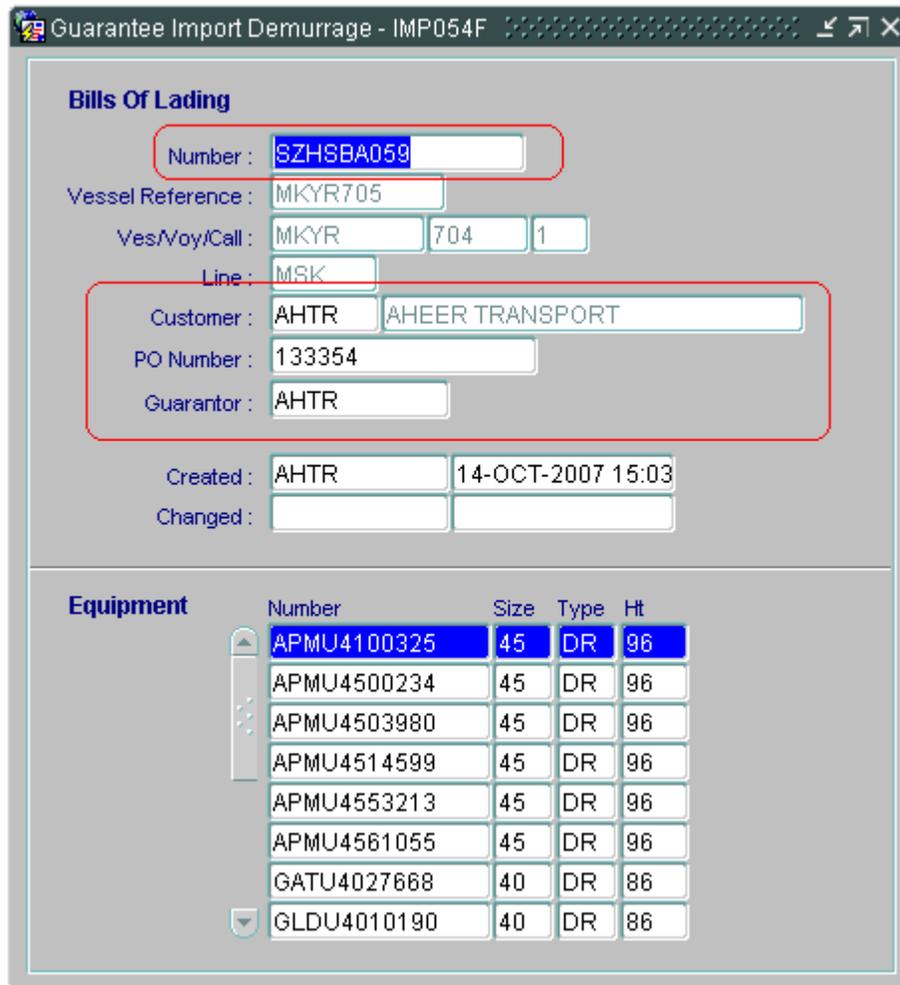
Please note: Only those customers with a credit account will have access to this form.

1. To protect demurrage charges, go to

Web Forms>Import>Guarantee Bills of Lading.



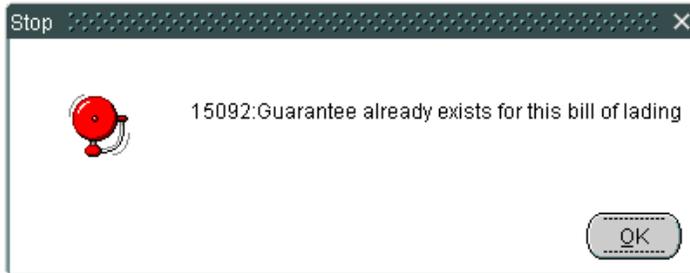
2. The following window will open. This form does not open in query mode.

A screenshot of a web application window titled 'Guarantee Import Demurrage - IMP054F'. The window contains a form with two main sections: 'Bills Of Lading' and 'Equipment'.
Bills Of Lading Section:
- Number: SZHSBA059 (highlighted with a red box)
- Vessel Reference: MKYR705
- Ves/Voy/Call: MKYR, 704, 1
- Line: MSK
- Customer: AHTR, AHEER TRANSPORT (highlighted with a red box)
- PO Number: 133354
- Guarantor: AHTR
- Created: AHTR, 14-OCT-2007 15:03
- Changed: (empty fields)
Equipment Section:
A table with columns: Number, Size, Type, Ht.

Number	Size	Type	Ht
APMU4100325	45	DR	96
APMU4500234	45	DR	96
APMU4503980	45	DR	96
APMU4514599	45	DR	96
APMU4553213	45	DR	96
APMU4561055	45	DR	96
GATU4027668	40	DR	86
GLDU4010190	40	DR	86

3. Enter the B/L, press the Tab key and the details associated with the B/L will auto-populate. The **Customer** and **Guarantor** fields will default with the user's details.
4. A **PO Number** can also be entered if required.

Note: If a guarantee already existed for the B/L, then you would get the below warning.



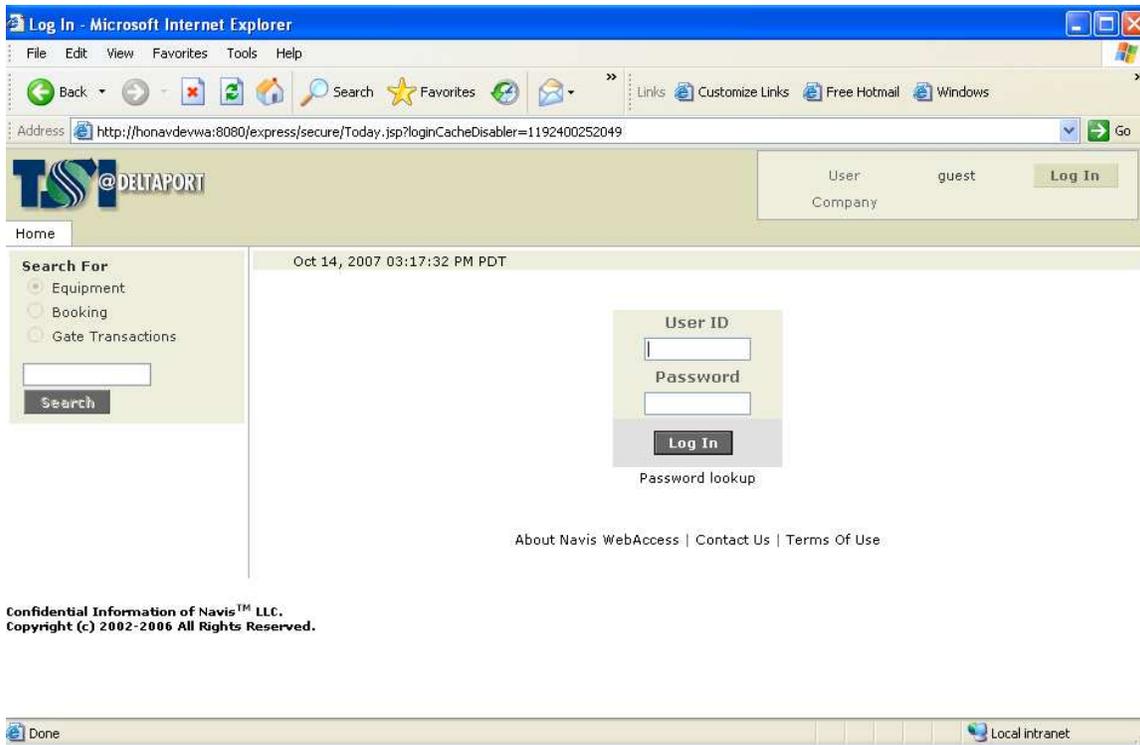
5. Save changes. (F10 or )

Removing Storage Protection

Please contact Customer Solutions to request a storage protection removal.

WebAccess Overview

Starting Navis WebAccess

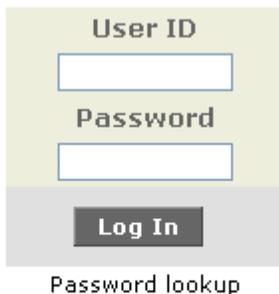


To log in:

1. Click the **Log In** button at the top right of the Navis WebAccess screen.



2. Under User ID, enter your user name.
3. Enter your password and click Log In.



[About Navis WebAccess](#) | [Contact Us](#) | [Terms Of Use](#)

Note: If you require a User ID, please contact our Helpdesk at support@totalnetsol.com or 604-267-5300

The Password lookup function is not available.

WebAccess automatically logs you out if you have not requested a web page for over 20 minutes.

WebAccess Basics



Menu Bar

The Menu Bar displays those menus you have been given access to.

Menu Items

The Menu Items are the commands available through a particular menu.

Search Area

Please note that although the **Search For** items are visible, they are **non-functioning**.

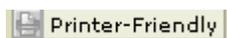
Command Buttons



Login - used to log into WebAccess.



Logout - used to log out of WebAccess



Printer Friendly – used to print the content in the display area only.



Convert to an Excel Spreadsheet



Convert to PDF.



Calendar Pop Up – enables you to select a date with the correct format.

Exiting Navis WebAccess

To log out:

1. Click on the **Logout** button at the top right of the WebAccess screen.

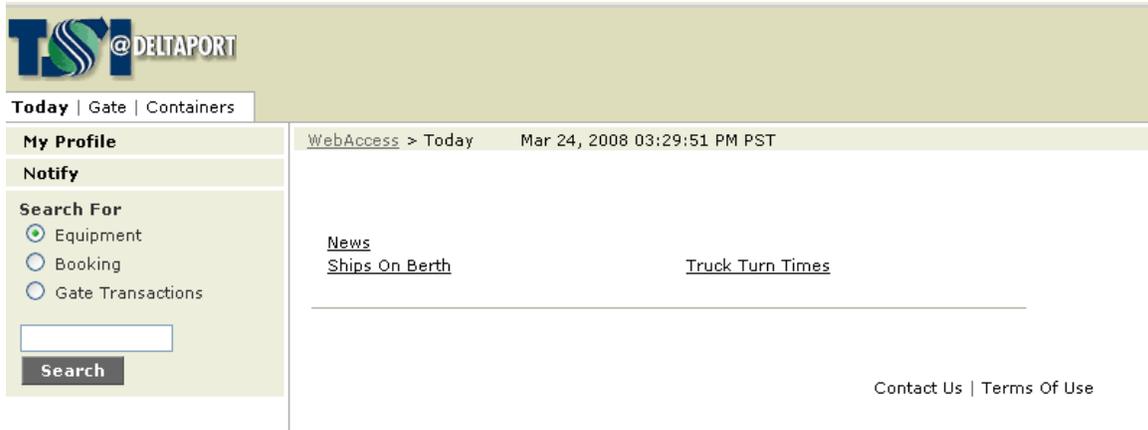


Using Navis WebAccess

Today

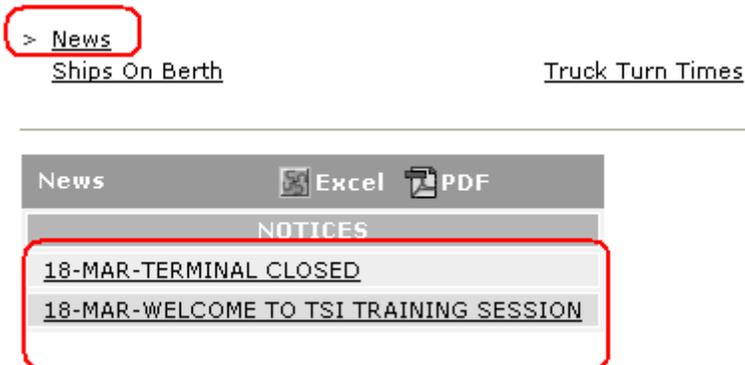
The following is the **Home Page** for WebAccess. There are 3 items available on the Home Page:

- News
- Ships On Berth
- Truck Turn Times

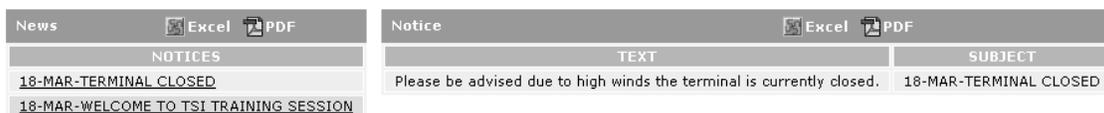


News

Clicking on the News item will return a list of notifications.



Clicking on one of the news items will open up a Notice section where the full message will appear.



Ships On Berth

Clicking on the Ships On Berth item will return a list of ships which are currently at the terminal's berth.

News
> [Ships On Berth](#) [Truck Turn Times](#)

Ships On Berth				Excel	PDF
SHIP ON BERTH	VOYAGE	CALL	ESTIMATED DEPARTURE		
NYK CASTOR	69	1	17 MAR 08 23:00		
XIN SU ZHOU	80	1	17 MAR 08 23:00		
ZIM HONG KONG	63	1	17 MAR 08 23:00		
EVER ULTRA	31094	1	18 MAR 08 23:00		
OOCL HONG KONG	10	1	20 MAR 08 23:00		

Please note at this time although the vessels are underlined indicating the user can drill down further on these items, the vessel schedule is not currently functioning properly. If a user clicks on one of the vessels the following notification will be displayed.

*" You have been denied access to this feature.
If you believe that you have reached this page in error, please click the
"Request Access" button below. This will send an email to your administrator
requesting access to this feature.*

Request Access
Cancel

If you see this message, click '**Cancel**'. 'Request Access' has no functionality.

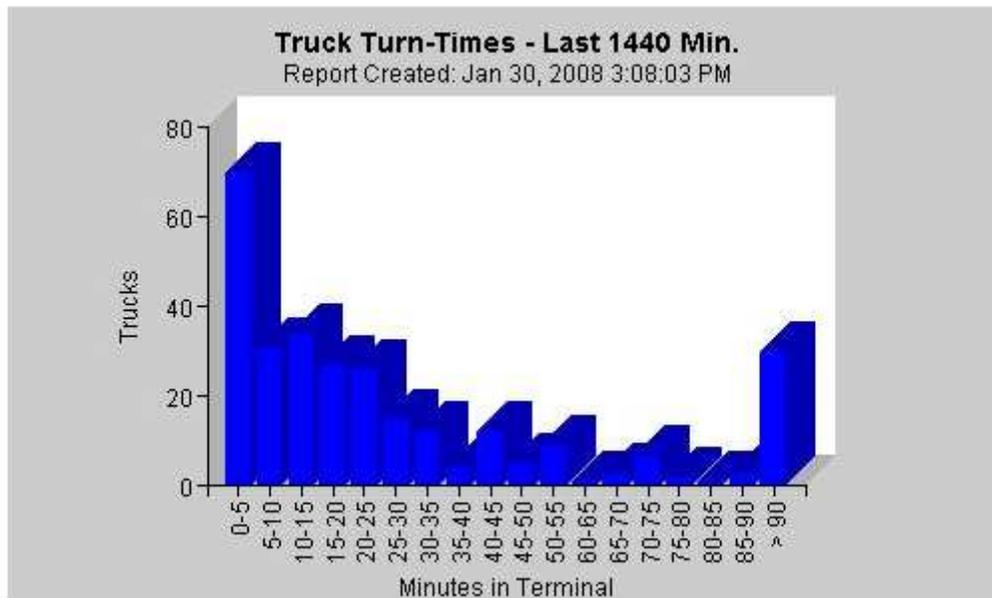
Truck Turn Times

Clicking on Truck Turn Times will return a graph showing the turn times of trucks in the terminal for the last 1440 minutes. (24 hours)

[News](#)
[Ships On Berth](#)

> [Truck Turn Times](#)

(No data available for chart: Truck Turn-Times - Last 60 Min.)



Today My Profile

User Profile

To view or make changes to your user profile:

1. Go to **Today>My Profile>Details**.

Today Containers

My Profile

WebAccess > Today > My Profile Mar 24, 2008 02:22:00 PM PST

Notify

Search For

- Equipment
- Booking
- Gate Transactions

Search

User ID s004 User Type User User Employer S004

Details Privileges Access

User ID * s004 Password * ●●●●

First Name FF Last Name * SCHENKER OF

Employer * S004 User Type * User

Work Group * THIRD Phone

Fax Email somebody@scl

Locale en_US Location

SMS Number

SMS Weekday Availability(HH24:MM)

From To

SMS Weekend Availability(HH24:MM)

From To

Submit

Change any details in the Details tab and click the Submit button.

You can change the following profile information:

- Password
- First Name
- Last Name
- Phone
- Email
- Location

Be sure to change your **Password** the first time after you log in.

As well, be sure to enter your **Email address**. Once entered and submitted, your email address will default in the notifications and alerts sections.

All other fields are protected.

Note: The Fax and SMS functions are not supported.

External Users Manual – WebForms (Express) and WebAccess

To see the users list of privileges:

1. Go to **Today>My Profile>Privileges**. A list of privileges is displayed.

User ID User Type User Employer

USER
PRIVILEGE ID
CONTAINERS.AVAILABILITY.CHECK
CONTAINERS.EDODETAILS.READ
HELP.USER
SHIPS.SCHEDULE.READ
TODAY.FRONTPAGE.VIEW
TODAY.MYPROFILE.VIEW
TODAY.NOTIFY
CONTAINERS.DETAILS.READ

To see what types of access a user has:

1. Go to **Today>My Profile>Access**. A list of the company's whose data can be viewed is displayed.

User ID User Type User Employer

USER	
COMPANY NAME	COMPANY TYPE
ALL Trucking Companies	trucking company
AMERICAN PRESIDENT LINES	line operator
CHINA OCEAN SHIPPING (CANADA) INC.	line operator
CHINA SHIPPING (CANADA) AGENCY	line operator
CMA-CGM	line operator
CSAV AGENCY NORTH AMERICA	line operator
EVERGREEN	line operator
HANJIN SHIPPING CO. LTD.	line operator
HAPAG LLOYD	line operator
HATSU MARINE	line operator
HYUNDAI MERCHANT MARINE (HYUNDAI AM	line operator
K-LINE CANADA LTD.	line operator
LLOYD TRIESTINO	line operator
MAERSK CANADA INC.	line operator
MITSUI OSK LINES (APL (CANADA) LTD.	line operator
NYK LINE	line operator
OOCL	line operator
P & O NEDLLOYD LTD.	line operator
PACIFIC INTERNATIONAL LINES	line operator
PIPELINE RAILCAR OPERATION	line operator
SEABRIDGE INT'L SHIPPING INC.	line operator
ZIM LINE CANADA	line operator

Today Notify

A customer can request notification be sent directly to them via email through WebAccess.

1. To do this go to **WebAccess>Today>Notify**

The following window will open.

The screenshot shows the TSI@DELTA PORT WebAccess interface. The breadcrumb trail is 'WebAccess > Today > Notify'. The page title is 'Mar 24, 2008 01:45:30 PM PST'. On the left, there is a navigation menu with 'Today' and 'Containers' highlighted. Below that, 'My Profile' and 'Notify' are visible. The 'Notify' section has a search bar and a 'Search' button. The main form area contains the following fields:

- Container : AMFU8405441
- Notify Me When : Available - Container becomes available
- Notification by : Email
- Address/Number : jfaulkner@tsi.bc.ca

At the bottom right of the form are 'Submit' and 'Reset' buttons. Below the form is a 'pending' status bar with 'Excel' and 'PDF' icons. A table header shows 'NOTIFYREMOVE EQ_NBR EVENT CREATED' and a message 'No items found for this table.'

2. In the **Container** field enter the required container number.
3. Next, from the drop down menu in the **Notify Me When** field, select the event you wish to receive notification on

Available - Container becomes available

Available - Container becomes available

DELIVER FULL CONTAINER OUT OF GATE

DELIVERY EMPTY CONTAINER OUT OF GATE

DEPART OUTBOUND TRAIN

DISCHARGE CONTAINER FORM VESSEL

LOAD CONTAINER ON RAILCAR

LOAD CONTAINER ON VESSEL

RECEIVE A FULL CONTAINER AT THE GATE

RECEIVE EMPTY CONTAINER AT THE GATE

UNLOAD CONTAINER FROM RAILCAR

4. Enter the email address where you would like the notification sent.
5. **Submit** the request.
6. Once submitted, the request will show under the **pending** queue at the bottom of the screen. When notification has been successfully sent, the request will move to the right hand **recent** list giving you the date and time the message was extracted.

External Users Manual – WebForms (Express) and WebAccess

Message(s)
Update was successful.

Container :

Notify Me When : Available - Container becomes available

Notification by : Email

Address/Number : jfaulkner@tsi.bc.ca

Submit
 Reset

pending				recent		
NOTIFYREMOVE	EQ_NBR	EVENT	CREATED	EQ_NBR	EVENT	EXTRACTED
<input checked="" type="checkbox"/>	ABCU2200655	AVAILABLE	2007-03-30 14:21:17.0	ABCU2200655	FULL OUT	2007-03-30 15:05:01.0
<input checked="" type="checkbox"/>	AMFU8405441	AVAILABLE	2007-04-04 19:24:58.0	BSBU3060514	AVAILABLE	2007-03-28 18:05:01.0
				BSBU3060751	AVAILABLE	2007-03-29 09:05:01.0
				BSIU9094538	AVAILABLE	2007-03-29 09:05:01.0

The following is an example of the email notification the user will receive showing the container's availability. Please note the notification will come from noreply@tsi.bc.ca. Do **NOT** reply to these emails. They are an information notification only.

From: noreply@tsi.bc.ca
To: Janet Faulkner
Cc:
Subject: Container Event Notification

DELTAPORT

EMAIL: jfaulkner@tsi.bc.ca

The import containers listed below are ready for pickup:

ACSU2010240:

PIN Number:
Size/Type/Height: 2210 [20 DR 86]
Line Operator: CSL
Category/Status: I/F
Vessel/Voyage: XTAO 72
Load Port: SHA
Discharge Port: VAN
Destination: VAN
Commodity:
Consignee:
Group ID:
Yard Pos.: Y621U.3
Chassis Nbr:
Required Chassis Type:
Seal: H411914
Bill of Lading/Booking:
Reefer Temp:
Haz Paperwork Required: NO
Released by Line: YES
Released by Customs: NO
Released by Agriculture: YES
Stopped: NO
Location: DLT Y621U.3
Notes:

Container Availability Inquiry

- To query on a container's availability in WebAccess, go to

Web Access>Containers>Availability Inquiry

The following window will open.

Today **Containers**

Availability Inquiry

EDO/Booking Details

Container Details

Maintain List

Search For

Equipment

Booking

Gate Transactions

Search

WebAccess > Containers > Availability Inquiry Mar 24, 2008 01:47:56 PM PST

DeliveryInq [Excel](#) [PDF](#)

Equipment IDs: ALBE1234567

Trucking Company: ANY

Pickup Date: 24-Mar-2008

Submit

AVAILABLE	EQUIP ID	PORT LFD	PORT PTD	PORT GTD	LOCATION	LINE STATUS	CUSTOM STATUS	AGRI STATUS	DEMURRAGE OWED	OTHER HOLDS
No items found for this table.										

- Enter the container number in the **Equipment IDs** field. This can be a multitude of containers.
- Enter a trucking company if required. The system will default to ANY, however you can select a company from the List of Values. Click on the drop down arrow and highlight the trucking company.
- Select the Pickup Date. (Clicking on the Calendar icon will open a calendar.)

October 2007

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Click the **Submit** button. The following window will open. The red X denotes the container is NOT available for pick up.

DeliveryInq Excel PDF

Equipment IDs:

Trucking Company:

Pickup Date:

Submit

AVAILABLE	EQUIP ID	PORT			LOCATION	LINE STATUS	CUSTOM STATUS	AGRI STATUS	DEMURRAGE OWED	OTHER HOLDS
		LFD	PTD	GTD						
✘	<u>ALBE1234567</u>				Y	HOLD	HOLD		N	Y

6. Click on the **EQUIP ID**. The container's impediments are returned.

Note: Any item in WebAccess that is presented with an underline can be clicked on to drill down to more information.

Message(s)

0091:EQ ALBE1234567 CANADA CUSTOMS INSPECTION

HOLDS: customs, line, other

ALBE1234567 is NOT available due to these impediments

DeliveryInq Excel PDF

Equipment IDs:

Trucking Company:

Pickup Date:

Submit

AVAILABLE	EQUIP ID	PORT			LOCATION	LINE STATUS	CUSTOM STATUS	AGRI STATUS	DEMURRAGE OWED	OTHER HOLDS
		LFD	PTD	GTD						
✘	<u>ALBE1234567</u>				Y	HOLD	HOLD		N	Y

7. If the container is available, a green check mark denotes the container is ready for pick up.

DeliveryInq Excel PDF

Equipment IDs	ACCU2200654
Trucking Company	ANY
Pickup Date	26-Mar-2007

Submit

AVAILABLE	EQUIP ID	PORT			LOCATION	LINE STATUS	CUSTOM STATUS	AGRI STATUS	DEMURRAGE OWED	OTHER HOLDS
		LFD	PTD	GTD						
	ACCU2200654				Y	RELEASED	RELEASED		N	N

The following are a list of possible messages regarding a container's unavailability:

Availability Inquiry Messages
Storage charges owed = \$nnnn.nn
Last free day was DDMMYY
Bill of Lading held by line operator
Bill of Lading not released by customs
CANADA CUSTOMS INSPECTION
CUSTOMS DOCKSIDE / TAILGATE EXAM
DAMAGE HOLD
EXPORT DEMURRAGE HOLD
HOLD
MISSING HAZARDOUS DECLARATION
MISSING HAZARDOUS PERMIT
Not in the Yard! On the Vessel
QUEEN'S BOND / E44
STEAMSHIP LINE HOLD
SURVEY / INSPECTION
TAILGATE CHARGES OWING
TRANSPORT CANADA HOLD
VACIS CHARGES OWING
VACIS EXAM
WOOD PACKING DESTUFF HOLD
WOOD PACKING PAPERWORK HOLD

Querying on Demurrage Owed

1. Go to **WebAccess>Containers>Availability Inquiry**

The following window will open.

Today **Containers**

Availability Inquiry

EDO/Booking Details

Container Details

Maintain List

Search For

Equipment

Booking

Gate Transactions

Search

WebAccess > Containers > Availability Inquiry Mar 24, 2008 01:50:52 PM PST

DeliveryInq

Equipment IDs

Trucking Company

Pickup Date

Submit

AVAILABLE	EQUIP ID	PORT			LOCATION	LINE STATUS	CUSTOM STATUS	AGRI STATUS	DEMURRAGE OWED	OTHER HOLDS
		LFD	PTD	GTD						
No items found for this table.										

- Query on the container. If demurrage is owed, the system will show the total amount owing.

Message(s)

12898:Storage charges owed = \$ 5250.00

9093>Last free day was 21MAR07

HOLDS: demurrage owed

AMFU3120615 is NOT available due to these impediments

DeliveryInq

Equipment IDs

Trucking Company

Pickup Date

Submit

AVAILABLE	EQUIP ID	PORT			LOCATION	LINE STATUS	CUSTOM STATUS	AGRI STATUS	DEMURRAGE OWED	OTHER HOLDS
		LFD	PTD	GTD						
X	<u>AMFU3120615</u>	21-MAR-2007			Y	RELEASED	RELEASED		Y	N

Unfortunately once demurrage has been protected, the system will no longer show the amount owing. The container will show available for pick up unless an impediment other than demurrage exists.

Containers EDO/Booking Details

Bookings are associated with an Export Vessel. EDO's (Empty Delivery Order) are empty releases not associated with any vessel.

To view Booking and EDO (Empty Delivery Order) details, open Containers menu & select EDO/Booking Details.



TSI@DELTA PORT

Today **Containers**

- Availability Inquiry
- EDO/Booking Details**
- Container Details
- Maintain List

Search For

- Equipment
- Booking
- Gate Transactions

Search

The following will display

WebAccess > Containers > EDO/Booking Details Jul 19, 2007 03:25:42 PM PDT

Booking/EDO

Submit

Enter Booking or EDO number, click on submit

Submit

Export Bookings are associated with a vessel

Equipment Order Detail

EQNBR: can123022 | Report Created Sep 27, 2007 8:40:43 PM

Nbr	CAN123022	POL	VANCOUVER
Line	CMA	POD	SHANGHAI
Outbound Ship	XIN NAN TONG	POD2	
Voyage	79	Status	F
Call	1	Special Stow	
Origin		Stow Block	
Dest.		Hazard	
Shipper		Trucker	
Consignee		Dray Status	
Priority		Dray	
No Empty		Hold Partial	Mtys From
No Full		Oversize	Ref.
Override Cutoff		Mode	Military
Notes		Group	

Equipment Types

QTY	MTY	RCVD	SIZE	TYPE	HT	COMMODITY		TEMP	TUNIT	VENT	VUNIT	MATL	FEATURE	GRADE	WGT	UNITS
						CODE	DESC.									
15	0	11	40	DR	96	LUMB	LUMBER									

Equipment Out For Order

EQNBR	CATEGORY	STATUS	WGT	UNITS	SIZE	TYPE	HT	POSITION
No items found for this table.								

Equipment In For Order  								
EQNBR	CATEGORY	STATUS	WGT	UNITS	SIZE	TYPE	HT	POSITION
CMAT5168100	E	F	29580	KG	40	DR	96	V-XNAT-180508
TGHT8640803	E	F	30350	KG	40	DR	96	V-XNAT-180708
TRLT7344793	E	F	30100	KG	40	DR	96	V-XNAT-180808
ECMT9342491	E	F	30120	KG	40	DR	96	V-XNAT-180302
INKT2478372	E	F	28840	KG	40	DR	96	V-XNAT-180506
ECMT9502584	E	F	29540	KG	40	DR	96	V-XNAT-180706
CLHT8322319	E	F	29830	KG	40	DR	96	V-XNAT-180504
INKT2487163	E	F	29060	KG	40	DR	96	V-XNAT-180304
CMAT5128940	E	F	29010	KG	40	DR	96	V-XNAT-180306
INKT2684250	E	F	29002	KG	40	DR	96	V-XNAT-180410
INKT2676980	E	F	29210	KG	40	DR	96	V-XNAT-180608

Nbr = Booking Number, Outbound Ship = Export Vessel, Voyage = Voyage Number, POD = Port of Discharge, Status = F (Full) or E (Empty)

Equipment Types section displays number of containers for a booking, number of empty containers that have been released (delivered), the number of containers received, the size/type/height, the commodity and any reefer details.

Equipment Out For Order section displays empty containers released (delivered) against the booking.

Equipment In For Order section displays full containers received against the booking.

From the booking you can drill down on the Outbound Ship to view the vessel schedule

Vschedule  													
VESSEL NAME	AGENCY	SERVICE	TERMINAL	BERTH	IMPORT					EXPORT			
					VOYAGE	ARRIVE	DELIVERY		VOYAGE	DEPART	RECEIVAL		
							BEGIN	LAST FREE			BEGIN	END	
							DRY	REEF			DRY	REEF	
XNAT:XIN NAN TONG		ANW	DLT	B1	78	26 SEP 10:00	30-SEP	20-SEP	79	30 SEP 18:00	04-SEP	05-SEP	

If the Booking number exists for multiple vessels, the following will display.

[WebAccess](#) > Containers Jul 19, 2007 03:58:25 PM PDT

Orders  							
Booking Number: CAN115711 Report Created Jul 19, 2007 3:58:25 PM							
NBR	LINE	SHIP	VOYAGE	CALL	POL	POD	POD2
CAN115711	CMA	CCHI	82	1	VAN	SHA	
CAN115711	CMA	XZHJ	66	1	VAN	SHA	

In this example, the booking exists for 2 vessels:

- CCHI 82 1 (CSCL CHIWAN)
- XZHJ 66 1 (XIN ZHAN JIANG)

Select the booking corresponding with the required vessel.

External Users Manual – WebForms (Express) and WebAccess

The booking details will be displayed:

Equipment Order Detail

EQNBR: CAN115711 | Report Created Jul 19, 2007 4:16:17 PM

Nbr	CAN115711	POL	VANCOUVER
Line	CMA	POD	SHANGHAI
Outbound Ship	<u>CSCL CHIWAN</u>	POD2	
Voyage	82	Status	F
Call	1	Special Stow	
Origin		Stow Block	
Dest.		Hazard	
Shipper		Trucker	
Consignee		Dray Status	
Priority		Dray	
No Empty		Hold Partial	Mtys From
No Full		Oversize	Ref. CAN115711
Override Cutoff		Mode	Military
Notes		Group	

Equipment Types

[Excel](#) [PDF](#)

QTY	MTY	RCVD	SIZE	TYPE	HT	COMMODITY		TEMP	TUNIT	VENT	VUNIT	MATL	FEATURE	GRADE	WGT	UNITS
						CODE	DESC.									
14	0	0	20	DR	86	AGRP	AGRICULTURAL PRODUCT									

Equipment Out For Order

[Excel](#) [PDF](#)

EQNBR	CATEGORY	STATUS	WGT	UNITS	SIZE	TYPE	HT	POSITION
-------	----------	--------	-----	-------	------	------	----	----------

No items found for this table.

Equipment In For Order

[Excel](#) [PDF](#)

EQNBR	CATEGORY	STATUS	WGT	UNITS	SIZE	TYPE	HT	POSITION
-------	----------	--------	-----	-------	------	------	----	----------

No items found for this table.

External Users Manual – WebForms (Express) and WebAccess

IMO Export Booking example:

Equipment Order Detail

EQNBR: van226124 | Report Created Jul 21, 2007 10:04:20 AM

Nbr	VAN226124	POL	VANCOUVER
Line	CMA	POD	SHANGHAI
Outbound Ship	<u>CSCL CHIWAN</u>	POD2	
Voyage	82	Status	F
Call	1	Special Stow	
Origin		Stow Block	
Dest.		Hazard	3
Shipper	HAPPY CHEMICALS	Trucker	
Consignee	FANCY AUTO PAINTERS	Dray Status	
Priority		Dray	
No Empty		Hold Partial	Mtys From
No Full		Oversize	Ref.
Override Cutoff		Mode	Military
Notes		Group	

Equipment Types

QTY	MTY	RCVD	SIZE	TYPE	HT	COMMODITY		TEMP	TUNIT	VENT	VUNIT	MATL	FEATURE	GRADE	WGT	UNITS
						CODE	DESC.									
1	0	0	40	DR	86	PAIN	PAINT									

Equipment Out For Order

EQNBR	CATEGORY	STATUS	WGT	UNITS	SIZE	TYPE	HT	POSITION
No items found for this table.								

Equipment In For Order

EQNBR	CATEGORY	STATUS	WGT	UNITS	SIZE	TYPE	HT	POSITION
No items found for this table.								

External Users Manual – WebForms (Express) and WebAccess

REEFER Export Booking example:

Equipment Order Detail

EQMNR: van327235 | Report Created Jul 21, 2007 10:11:34 AM

Nbr	VAN327235	POL	VANCOUVER
Line	CMA	POD	HONG KONG
Outbound Ship	<u>CSCL CHIWAN</u>	POD2	
Voyage	82	Status	F
Call	1	Special Stow	
Origin		Stow Block	
Dest.		Hazard	
Shipper		Trucker	
Consignee		Dray Status	
Priority		Dray	
No Empty		Hold Partial	Mtys From
No Full		Oversize	Ref.
Override Cutoff		Mode	Military
Notes		Group	

Equipment Types

QTY	MTY	RCVD	SIZE	TYPE	HT	COMMODITY		TEMP	TUNIT	VENT	VUNIT	MATL	FEATURE	GRADE	WGT	UNITS
						CODE	DESC.									
1	0	0	40	RF	96	BEFR	BEEF, FROZEN	-18	C	0	%					

Equipment Out For Order

EQMNR	CATEGORY	STATUS	WGT	UNITS	SIZE	TYPE	HT	POSITION
No items found for this table.								

Equipment In For Order

EQMNR	CATEGORY	STATUS	WGT	UNITS	SIZE	TYPE	HT	POSITION
No items found for this table.								

Export Booking with Special Stow instructions example:

Equipment Order Detail

EQNBR: CAN115943 | Report Created Jul 21, 2007 10:17:33 AM

Nbr	CAN115943	POL	VANCOUVER
Line	CMA	POD	SHANGHAI
Outbound Ship	<u>CSCL CHIWAN</u>	POD2	
Voyage	82	Status	F
Call	1	Special Stow	U/D
Origin		Stow Block	
Dest.		Hazard	
Shipper		Trucker	
Consignee		Dray Status	
Priority		Dray	
No Empty		Hold Partial	Mtys From
No Full		Oversize	Ref. CAN115943
Override Cutoff		Mode	Military
Notes		Group	

Equipment Types

QTY	MTY	RCVD	SIZE	TYPE	HT	COMMODITY		TEMP	TUNIT	VENT	VUNIT	MATL	FEATURE	GRADE	WGT	UNITS
						CODE	DESC.									
6	0	0	20	DR	86	AUTP	AUTO PARTS									

Equipment Out For Order

EQNBR	CATEGORY	STATUS	WGT	UNITS	SIZE	TYPE	HT	POSITION
-------	----------	--------	-----	-------	------	------	----	----------

No items found for this table.

Equipment In For Order

EQNBR	CATEGORY	STATUS	WGT	UNITS	SIZE	TYPE	HT	POSITION
-------	----------	--------	-----	-------	------	------	----	----------

No items found for this table.

Note: Do not attempt to drill-down into the Outbound Ship as this feature is currently disabled. If you happen to click on a Vessel, the following message will be displayed:

*" You have been denied access to this feature.
If you believe that you have reached this page in error, please click the
"Request Access" button below. This will send an email to your administrator
requesting access to this feature.*

Request Access

Cancel

If you see this message, click '**Cancel**'. 'Request Access' has no functionality.

These are the special stow values in use:

Valid values for SPECIAL STOW

Find %

220	220 VOLT ONLY
440	440 VOLT ONLY
AFH	AWAY FROM HEAT
AUP	AUTO PARTS
AUT	AUTOS
CFS	CFS USE
DAM	DAMAGED
FDS	FOODSTUFF
FLB	FLATRACK BUNDLE
FUM	FUMIGATE
HID	HIDES
HSC	HIGH SECURITY
LMV	LD MT TO VESSEL
MAL	MALT
O/D	ON DECK STOW
ODF	ON DECK FORWARD HOUSE
ODP	ON DECK PROTECTED
ODT	ON DECK TOP TIER
ONI	ONION 1 DOOR OFF
SUR	SURVEY REQUIRED
TWO	TWO DOORS OFF
U/D	UNDER DECK STOW
UDH	UNDER DECK NO HEAT
UDW	UNDER DECK BELOW WATER
UNE	UNEVEN LOAD

EDO (Equipment Delivery Orders) are not associated with a vessel

Equipment Delivery Orders are used to reposition containers from the terminal to other facilities via the truck gate. Example: Off Hires, For Sale, Repair, etc.

There is no vessel or port of discharge information on the Equipment Delivery Order

Equipment Order Detail

EQNBR: delco1234 | Report Created Jul 20, 2007 2:26:02 PM

Nbr	DELCO1234	POL	
Line	CMA	POD	
Outbound Ship		POD2	
Voyage		Status	M
Call		Special Stow	
Origin		Stow Block	
Dest.		Hazard	
Shipper		Trucker	
Consignee		Dray Status	
Priority		Dray	
No Empty	Hold Partial	Mtys From	
No Full	Oversize	Ref.	
Override Cutoff	Mode	Military	
Notes	Group		

Equipment Types

QTY	MTY	RCVD	SIZE	TYPE	HT	COMMODITY		TEMP	TUNIT	VENT	VUNIT	MATL	FEATURE	GRADE	WGT	UNITS
						CODE	DESC.									
20	0	0	40	DR	86											

Equipment Out For Order

EQNBR	CATEGORY	STATUS	WGT	UNITS	SIZE	TYPE	HT	POSITION
No items found for this table.								

External Users Manual – WebForms (Express) and WebAccess

EDO example:

Equipment Order Detail

EQNBR: delco1234 | Report Created Jul 20, 2007 2:52:14 PM

Nbr	DELCO1234	POL
Line	CMA	POD
Outbound Ship		POD2
Voyage		Status M
Call		Special Stow
Origin		Stow Block
Dest.		Hazard
Shipper		Trucker
Consignee		Dray Status
Priority		Dray
No Empty	Hold Partial	Mtys From
No Full	Oversize	Ref.
Override Cutoff	Mode	Military
Notes	Group	

MTY delivered displays 4

Equipment Types  																
QTY	MTY	RCVD	SIZE	TYPE	HT	COMMODITY		TEMP	TUNIT	VENT	VUNIT	MATL	FEATURE	GRADE	WGT	UNITS
						CODE	DESC.									
20	4	0	40	DR	86											

Empty containers delivered against this Equipment Delivery Order

Equipment Out For Order  								
EQNBR	CATEGORY	STATUS	WGT	UNITS	SIZE	TYPE	HT	POSITION
<u>COSU1234567</u>	M	E	3500	KG	40	DR	86	C-OUT-OUT
<u>GSTU9074680</u>	M	E	3740	KG	40	DR	86	C-OUT-OUT
<u>TRIU9466353</u>	M	E	3830	KG	40	DR	86	C-OUT-OUT
<u>ECMU4307311</u>	M	E	3720	KG	40	DR	86	C-OUT-OUT

Containers Container Details

This form will show you limited container details at the current moment.

Open Containers menu & select Container Details

Today Containers
Availability Inquiry
EDO/Booking Details
▶ Container Details
Maintain List

The following will display

[WebAccess](#) > [Containers](#) > Container Details Jul 18, 2007 01:09:03 PM PDT

Container Number

Submit

Enter container number & click on Submit

Submit

Container Details will be displayed

[WebAccess](#) > [Containers](#) > Container Details Sep 27, 2007 07:52:55 PM PDT

Equipment Detail

Container: AMFT8721270 | Report Created Sep 27, 2007 7:52:55 PM

		Current Position:	C054C.3		
Category:	E	Chassis:	Height:	96	
Status:	F	Accessory:	Length:	40	
Group:			Type:	DR	
I/B Carrier:	AMEA002	Bkg/EDO:	<u>90520125</u>	Weight:	20000KG
O/B Carrier:	OOHK		POL:	VAN	
Line Operator:	HLC		POD:	SIN	
Reefer:			Destination:	INMAA	
Hazardous:			Damaged:		

Damage

 [Excel](#)  [PDF](#)

AREA	TYPE	REPORTED	REPAIRED	PICS	DESCRIPTION	NOTES
------	------	----------	----------	------	-------------	-------

No items found for this table.

Hazard

 [Excel](#)  [PDF](#)

IMDG	UNDG NBR	PICS	DESCRIPTION
------	----------	------	-------------

No items found for this table.

Import Containers

Equipment Detail

Container: zcsu2326737 | Report Created Jul 18, 2007 3:07:40 PM

		Current Position:	301182	
Category:	I	Chassis:	Height:	86
Status:	F	Accessory:	Lenght:	40
Group:			Type:	DR
I/B Carrier:	CCHI	Bkg/EDO:	Weight:	6371KG
O/B Carrier:	TRUCK		POL:	HKG
Line Operator:	ZIM		POD:	VAN
Reefer:			Destination:	
Hazardous:			Damaged:	

Category = I (Import), Status = F (Full) or E (Empty), Outbound Carrier = TRUCK or Rail Carrier, Current Position = Dock Location or Stow Position

Damage & Hazardous details will also be displayed if applicable

Empty Containers

Equipment Detail

Container: dlhu4503432 | Report Created Jul 19, 2007 9:32:10 AM

		Current Position:	U076C.3	
Category:	M	Chassis:	Height:	86
Status:	E	Accessory:	Lenght:	40
Group:			Type:	DR
I/B Carrier:	AHTR047	Bkg/EDO:	Weight:	3500KG
O/B Carrier:			POL:	
Line Operator:	ZIM		POD:	
Reefer:			Destination:	
Hazardous:			Damaged:	

Category = M (Storage), Status = E (Empty), Inbound Carrier = Truck ID or Railcar, Booking/EDO = Booking number (if applicable), Current Position = Dock Location

Damage & Hazardous details will also be displayed if applicable

Export Containers

Equipment Detail

Container: AMFT5000162 | Report Created Sep 27, 2007 8:01:51 PM

Current Position:		J013D.2	
Category:	E	Chassis:	Height: 86
Status:	F	Accessory:	Lenght: 20
Group:		Type:	DR
I/B Carrier:	DAV32	Bkg/EDO:	<u>1060224210</u> Weight: 23999.99KG
O/B Carrier:	OOHK	POL:	VAN
Line Operator:	OCL	POD:	KHH
Reefer:		Destination:	
Hazardous:		Damaged:	

Category = E (Export), Status = F (Full) or E (Empty), Inbound Carrier = TRUCK or Rail Carrier, Outbound Carrier = Export Vessel, Booking/EDO= Booking Number, Current Position = Dock Location or Stow Position

Damage & Hazardous details will also be displayed if applicable

Booking numbers are underlined which will allow you to drill down to view limited details.

Booking details display

Equipment Order Detail

EQNBR: VAN106989 | Report Created Jul 19, 2007 10:00:58 AM

Nbr	VAN106989	POL	VANCOUVER
Line	ZIM	POD	BUSAN
Outbound Ship	<u>CSCL CHIWAN</u>	POD2	
Voyage	82	Status	F
Call	1	Special Stow	
Origin		Stow Block	
Dest.	QIN	Hazard	
Shipper		Trucker	
Consignee		Dray Status	
Priority		Dray	
No Empty		Hold Partial	Mtys From
No Full		Oversize	Ref.
Override Cutoff		Mode	Military
Notes		Group	

Equipment Types 																
QTY	MTY	RCVD	SIZE	TYPE	HT	COMMODITY		TEMP	TUNIT	VENT	VUNIT	MATL	FEATURE	GRADE	WGT	UNITS
						CODE	DESC.									
3	1	0	40	DR	86	LUMB	LUMBER									

Equipment Out For Order 									
EQNBR	CATEGORY	STATUS	WGT	UNITS	SIZE	TYPE	HT	POSITION	
<u>CLHU4503432</u>	M	E	3500	KG	40	DR	86	C-OUT-OUT	

Equipment In For Order 									
EQNBR	CATEGORY	STATUS	WGT	UNITS	SIZE	TYPE	HT	POSITION	
No items found for this table.									

Equipment Types section displays number of containers for a booking, number of empty containers that have been released (delivered), the number of containers received, the size/type/height, the commodity and any reefer details.

Equipment Out For Order section displays empty containers released (delivered) against the booking

Equipment In For Order section displays full containers received against the booking

Do not drill-down into the Outbound Ship as this feature is currently disabled. If you happen to click on an outbound ship, the following message will be displayed:

*" You have been denied access to this feature.
If you believe that you have reached this page in error, please click the
"Request Access" button below. This will send an email to your administrator
requesting access to this feature.*



If you see this message, click '**Cancel**'. 'Request Access' has no functionality.

IMO Export container

Equipment Detail

Container: ctu4827312 | Report Created Jul 23, 2007 8:50:53 AM

Current Position:		H030A.1	
Category:	E	Chassis:	Height: 86
Status:	F	Accessory:	Lenght: 40
Group:		Type:	DR
I/B Carrier:	TRUCK	Bkg/EDO:	<u>VAN226124</u> Weight: 16000KG
O/B Carrier:	CCHI	POL:	VAN
Line Operator:	CMA	POD:	SHA
Reefer:		Destination:	
Hazardous:	3	Damaged:	

Damage

AREA	TYPE	REPORTED	REPAIRED	PICS	DESCRIPTION	NOTES
No items found for this table.						

Hazard

IMDG	UNDG NBR	PICS	DESCRIPTION
3	1263		PAINT

Reefer Export container

Equipment Detail

Container: slrf4968120 | Report Created Jul 23, 2007 9:26:41 AM

		Current Position:	B118E.3	
Category:	E	Chassis:	Height:	96
Status:	F	Accessory:	Length:	40
Group:		Type:	RF	
I/B Carrier:	AHTR027	Bkg/EDO:	<u>VAN428346</u>	Weight: 30100KG
O/B Carrier:	CCHI	POL:	VAN	
Line Operator:	CMA	POD:	HKG	
Reefer:	-18	Destination:		
Hazardous:		Damaged:		

Inbound Export Rail container

Equipment Detail

Report Created Jul 23, 2007 1:09:21 PM

		Current Position:	BB2	
Category:	E	Chassis:	Height:	86
Status:	F	Accessory:	Length:	20
Group:		Type:	DR	
I/B Carrier:	<u>CP523264</u>	Bkg/EDO:	<u>CSMTRB037D</u>	Weight: 20643KG
O/B Carrier:	CCHI	POL:	VAN	
Line Operator:	CSL	POD:	SHA	
Reefer:		Destination:	SHA	
Hazardous:		Damaged:		

Outbound Import Rail container

Equipment Detail

Container: gldu0740630 | Report Created Jul 23, 2007 1:30:31 PM

		Current Position:	BB1	
Category:	I	Chassis:	Height:	96
Status:	F	Accessory:	Length:	40
Group:		Type:	DR	
I/B Carrier:	CMJA	Bkg/EDO:	Weight:	10209KG
O/B Carrier:	CNR	POL:	NGB	
Line Operator:	ZIM	POD:	VAN	
Reefer:		Destination:	MTL	
Hazardous:		Damaged:		

Containers Maintain List

To view details for multiple pieces of equipment, you can use the **Maintain List** command to create lists of containers that do not necessarily share specific equipment criteria, such as high priority equipment you need to track closely. All query details are real-time.

You can create one or more lists of containers that you want to track. For example, you may want to create a list of 'Hot' containers that you need to track closely. Once you have made a list, you can view the following data for all the containers on the list:

- Status
- Position
- Inbound / Outbound Carrier
- Arrival / Departure Date and Time
- Whether an event notice has been sent
- Real-time container details (by clicking on the container ID)

You can maintain an unlimited number of container lists and one container can appear on more than one list.

To create a container list go to **WebAccess>Containers>Maintain List**.

The screenshot shows a navigation menu for 'Containers'. The menu items are: Today, Containers (highlighted with a red box), Availability Inquiry, EDO/Booking Details, Container Details, and Maintain List (highlighted with a red box). Below the menu is a search section with radio buttons for 'Equipment' (selected), 'Booking', and 'Gate Transactions'. There is a search input field and a 'Search' button.

The following window will open.

The screenshot shows a 'List' dropdown menu with 'Define New List' selected. Below the dropdown is a 'Submit' button.

With the 'Define New List' selected, click **Submit**. A **Maintain List** entry screen will open.

The screenshot shows the 'Maintain List' entry screen. It has a 'New List Name' field, five 'Container' fields, and 'Submit' and 'Reset' buttons. Below the form is a table with columns: LISTREMOVE, LIST_ID, EQNBR, CAT, ST, SZ, TP, POSITION, IN TIME, CARRIER, OUT TIME, CARRIER, and NOTICE SENT. The table is empty, and the text 'No items found for this table.' is displayed below it.

LISTREMOVE	LIST_ID	EQNBR	CAT	ST	SZ	TP	POSITION	IN TIME	CARRIER	OUT TIME	CARRIER	NOTICE SENT
No items found for this table.												

Enter the list name in the New List field then enter up to 5 equipment numbers below.

External Users Manual – WebForms (Express) and WebAccess

New List Name :

Container :

Container :

Container :

Container :

Container :

Submit
Reset

list

LISTREMOVE	LIST_ID	EQNBR	CAT	ST	SZ	TP	POSITION	IN		OUT		NOTICE SENT
								TIME	CARRIER	TIME	CARRIER	

No items found for this table.

Note: If you need to add more equipment, when you click Submit you will see 5 more fields.

Click Submit. Scroll down to the bottom of the screen to see the report results.

Message(s)

Update was successful.

Update was successful.

Update was successful.

List :

Container :

Container :

Container :

Container :

Container :

Submit
Reset

list

LISTREMOVE	LIST_ID	EQNBR	CAT	ST	SZ	TP	POSITION	IN		OUT		NOTICE SENT
								TIME	CARRIER	TIME	CARRIER	
<input checked="" type="checkbox"/>	HOT BOXES	CLHU2721184	I	F	20	DR	Y DLT 0039C.3	26-AUG-2007 05:50	V UNIV 05053 1			
<input checked="" type="checkbox"/>	HOT BOXES	EISU1717357	I	F	40	DR	Y DLT N034F.3	26-AUG-2007 03:30	V UNIV 05053 1			
<input checked="" type="checkbox"/>	HOT BOXES	LTIU4262179	I	F	40	DR	C OUT OUT	26-AUG-2007 02:26	V UNIV 05053 1	27-SEP-2007 15:09	T QUAN QUAQ388 0709271405	

Once a List has been created, when you are back at the beginning of the Maintain List form, the drop down box will now include the List you have created.

List

- Define New List
- HOT BOXES

External Users Manual – WebForms (Express) and WebAccess

To rerun your report, select it from the list and click Submit.

To add equipment to the list, enter the equipment IDs in the container fields at the top of the screen.

List : HOT BOXES

Container :

Container :

Container :

Container :

Container :

To remove equipment from the list, click on the remove button  at the far left column of the report and click Submit.

list Excel PDF													
LISTREMOVE	LIST_ID	EQNBR	CAT	ST	SZ	TP	POSITION	IN			OUT		NOTICE SENT
								TIME	CARRIER		TIME	CARRIER	
	HOT BOXES	CLHU2721184	I	F	20	DR	Y DLT 0039C.3	26-AUG-2007 05:50	V UNIV 05053 1				
	HOT BOXES	EISU1717357	I	F	40	DR	Y DLT N034F.3	26-AUG-2007 03:30	V UNIV 05053 1				
	HOT BOXES	LTIU4262179	I	F	40	DR	C OUT OUT	26-AUG-2007 02:26	V UNIV 05053 1	27-SEP-2007 15:09	T QUAN QUAQ388 0709271405		

To return to the original screen to create another list simply click on the Reset button.

List : ORANGES

Container :

Container :

Container :

Container :

Container :

list Excel PDF													
LISTREMOVE	LIST_ID	EQNBR	CAT	ST	SZ	TP	POSITION	IN			OUT		NOTICE SENT
								TIME	CARRIER		TIME	CARRIER	
	ORANGES	NYKU2399476	I	F	20	DR	Y DLT M009E.3	12-FEB-2008 10:12	V OOMA 52 1				

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This will return you to the Define new List window.

List 