

CUSTOMER
plus

 **HUTCHISONPORTS**
HIT



Customer Plus User Manual For Email Notification

Revision History

Version Number	Change Description	Effective Date	Section Author
Current		2009-03-27	ops-w

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1. Email Notification

Instructions

This function allows you to notify concerned parties the instruction results in way of email through Customer Plus.

This feature is incorporated in all instruction functions, including

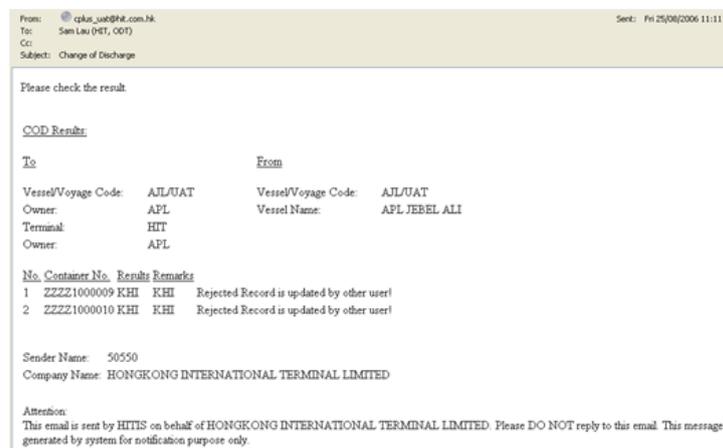
- Booking Voyage Transfer
- COD/COV
- Empty Container Return
- Exception Handling
- Export Booking
- Hold (OL/PI/PV)
- Inbound Control
- Late Come Container

2. Receive Email Notification

- Below is the email notification received which shows the details of instruction result including successful and failures records

- Login user and login company will be captured as the Sender Name and Company Name in the email notification

Figure:



<Picture>

3. Send Email Notification

Take COD function as example,

- Select 'Terminal' that is a mandatory field. HIT is the defaulted value.
- Select 'Owner' that is a mandatory field
- Enter Vessel/Voyage Code that is a mandatory field
- Application will be rejected if
- The voyage is estimated to arrive in 6 hours
- The voyage is locked
- Click 'COD' button for COD application

Figure: COD/COV

<Picture>

- COD application screen will be displayed as below

Figure: Change of Discharge Port/Destination

<Picture>

Figure:

<Picture>

- Enter the target containers, POD/Block Code, FD/Train Code or Remarks field
- Max. 30 containers can be applied at one time
- local or cross terminal outbound and transshipment outbound containers are allowed to apply for

Figure: Change of Discharge Port/Destination

No.	Container No.	New POD/Block Code	New FD/Train Code	Remarks
1	ZZZZ1000009	KHI	KHI	Remarks 123
2	ZZZZ1000010	KHI	KHI	
3				

- Click 'OK' button to confirm entries
- Details of target containers will be retrieved for verification before submitting the application

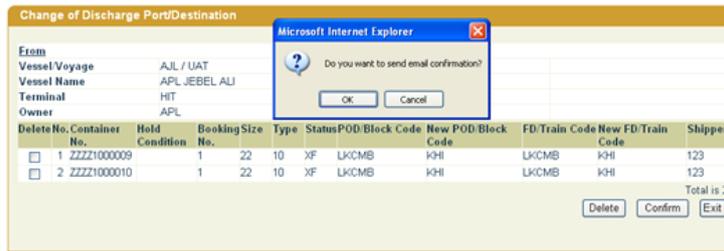
Figure: Change of Discharge Port/Destination

Delete No.	Container No.	Hold Condition	Booking Size	Type	Status	POD/Block Code	New POD/Block Code	FD/Train Code	New FD/Train Code	Shipper	
<input type="checkbox"/>	1	ZZZZ1000009	1	22	10	XF	LKCMCMB	KHI	LKCMCMB	KHI	123
<input type="checkbox"/>	2	ZZZZ1000010	1	22	10	XF	LKCMCMB	KHI	LKCMCMB	KHI	123

Total is 2

- To remove the wrongly input container, check the 'Delete' checkbox next to 'No.' column and then click 'Delete' button
- Click 'Confirm' button to submit the application.
- Email notification message box is prompted, asking whether user needs e-mail notification.
- Click 'OK' if needs e-mail notification, 'Cancel' to process without e-mail alert and show the result.

Figure: Change of Discharge Port/Destination

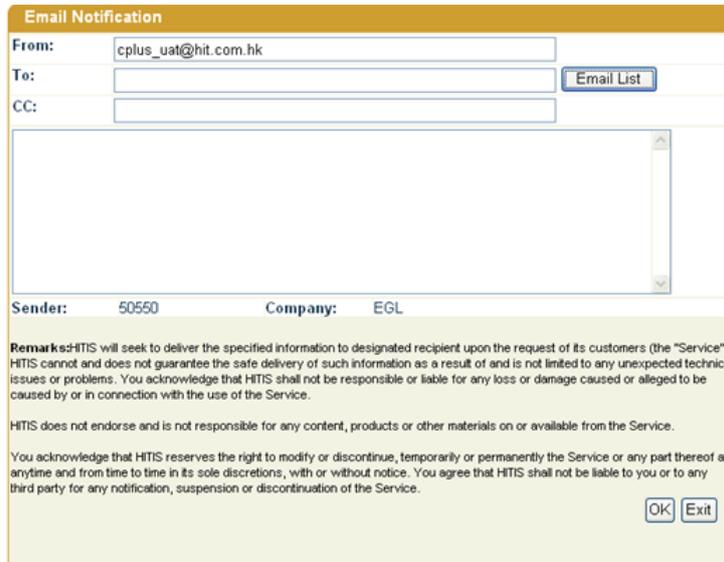


<Picture>

- Email Notification content box will be appeared if user confirm to process with e-mail notification.

- Click 'Email List' button to list out Email list.

Figure: Email Notification



<Picture>

- User information and Email address will be retrieved to Email List.

- Click 'To' or 'CC' to select Email Address.

Figure: Email List

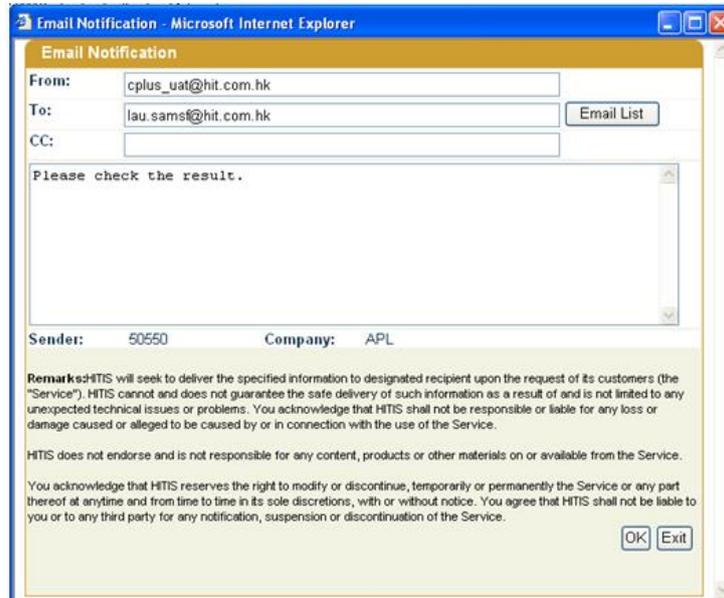


<Picture>

- Input Email address and Email content if any.

- Click 'OK' to send email and show the result.

Figure: Email Notification



<Picture>

- Email content is similar as the following.

Figure:



<Picture>

Result will be responded instantly as below

Figure: Change of Discharge Port/Destination -Results

Change of Discharge Port/Destination -Results

From

Vessel/Voyage AIL / UAT

Vessel Name APL JEBEL ALI

Terminal HIT

Owner APL

No.	Container No.	New POD/Block Code	New FD/Train Code	Action	Result	Remarks
1	ZZZZ1000009	KHI	KHI	Update	Rejected	Record is updated by other user!
2	ZZZZ1000010	KHI	KHI	Update	Rejected	Record is updated by other user!

Total is 2

<Picture>

- Click 'Continue' button to perform COD instructions for other containers
- Click 'Amend' button to amend the rejected records if any. Amend button will only be enabled if there is any rejected application
- Click 'Exit' button to quit the function

Figure:

