



Customer Plus User Manual For Instruction





Revision History

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1. Barge EDI

1.1 Instruction

1.1.1 <u>"Instruction" > "Barge EDI"</u>

This function allows user to download barge EDI instruction template.

User can downloading the following information by click the hyperlinks:

Figure:



- 1. Instruction Template
- 2. User Guide

2. Booking Voyage Transfer

2.1 Instruction

2.1.1 <u>"Instruction" > "Booking Voyage Transfer"</u>

This function allows user to:

- Change vessel/voyage for all associated bookings to another vessel/voyage; (Please refer to Voyage Transfer) **OR**

- Update expiry date of all associated bookings; (Please refer to Mass Update of Expiry Date) ${\bf OR}$

- Enquire Voyage Transfer History

Figure: Booking Voyage Transfer



Booking Voyage Transfer
Terminal HIT/CHT Y
Owner APL 🔽 (* mandatory)
VsI/Voy Code / (* mandatory)
New Vsl/Voy Code
New Expiry Date 15 / 05 / 2012 C (* mandatory dd/mm/yyyy)
Update Expiry Date
Voyage Transfer History Confirm Exit

Table: Booking Voyage Transfer Property Descriptions

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Container Owner	
Vsl/Voy Code	Line Vessel Code/Line Voyage Code of Original Voyage	
New Vsl/Voy Code	Line Vessel Code/Line Voyage Code of New Voyage	
New Expiry Date	New Expiry Date of associated booking(s) in case change is needed	
Update Expiry Date	Whether system update the Expiry Date of Booking Record of associated booking(s)	

1. Select "Owner"

2. Fill in at least "Vsl/Voy Code", "New Expiry Date" and other optional data

- Press "Voyage Transfer History" button to view Voyage Transfer History

3. Fill in also "New Vsl/Voy Code" to either:

- Leave "Update Expiry Date" un-checked to perform Voyage Transfer operation; **OR**

- Tick "Update Expiry Date" to perform Mass Update of Expiry Date

2.1.1.1 Voyage Transfer

System prompts E-mail Confirmation and shows result with number of accepted and number of rejected records displayed as below:

Figure: Booking Voyage Transfer Result



Term New	inal: Vsl/Voy Code:	HIT/CHT HNW/021E 24/08/2012	(dd/mmhaaau)		Owner: Vsl/Voy Code:	APL HNW/020E
Book	ings Accepted:	0	(uu/mm/yyyy)		Bookings Rejected:	10
No.	Booking No.	POD	Block	FD	Train	Reject Reason
1	32199330-7	SEA	SEA	STL	STL	Booking container already grounded!
2	32199216-2	SEA	SEA	CEN	CEN	Booking container already grounded!
3	31945697-4	SEA	SEW	CIN	CIN	Booking container already grounded!
4	32199341-6	SEA	SEW	RHE	RHE	Booking container already grounded!
5	32199339-1	SEA	SEW	RHE	RHE	Booking container already grounded!
6	32199338-9	SEA	SEW	RHE	RHE	Booking container already grounded!
7	32199340-3	SEA	SEW	RHE	RHE	Booking container already grounded!
8	32185667-9	VCP	VC1	TOR	TOR	Booking is cancelled
9	32214490-9	SEA	SEW	NXL	NXL	Booking is cancelled
10	32195091-7	VCP	VC1	TOR	TOR	Booking is cancelled

Table: Apply Criteria

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Container Owner	
New Vsl/Voy Code	Line Vessel Code/Line Voyage Code of New Voyage	
Vsl/Voy Code	Line Vessel Code/Line Voyage Code of Original Voyage	
New Expiry Date	New Expiry Date of associated booking(s) in case change is needed	DD/MM/YYYY
Bookings Accepted	Number of Booking(s) accepted by system	
Bookings Rejected	Number of Booking(s) rejected by system	

Table: Reject List

Field Name	Description	Value
No.	Reject List Record Number	
Booking No.	Booking Number	
POD	Port of Discharge	
Block	Block Code	
FD	Final Destination	
Train	Train Code	
Reject Reason	System shows the reason in which the selected booking is rejected. Voyage Transfer is rejected if: - The booking has container already grounded in terminal - The new vessel / voyage does not have the same Port of Discharge as the original vessel / voyage	

2.1.1.2 Mass Update of Expiry Date

System shows result with number of accepted and number of rejected records displayed as below:



Figure: Booking Voyage Transfer Result

Во	oking Voyage Ti	ransfer Resu	lt				
Term	ninal:	HIT/CHT			Owner:	APL	
New	Vsl/Voy Code:	1			Vsl/Voy Code:	HNW/021E	
New	Expiry Date:	24/08/2012	(dd/mm/yyyy)				
Book	tings Accepted:	1			Bookings Rejected:	0	
No.	Booking No.	POD	Block	FD	Train	Reject Reason	
1	53147250-8	SEA	SEW	RFD	RFD	Success	
							Exit

2.1.1.3 Voyage Transfer History

Voyage Transfer History includes create, update and delete action performed on the records. The list is displayed in order by Update Date of ascending order.

User can further refine the result using:

- Booking Number; OR
- Update Date Range

Figure: Booking Voyage Transfer Amendment History List

Rooking No.		HNW			_			Voyage:		021E	
Ipdate Date:	From To	25 /	05	2012	1140	dd/mm/y	yyy hhmm YYY	Search			
No. Booking No.	Expiry Date	Company	Vessel	Voyage	New Expiry Date	New Company	New Vessel	New Voyage	Action Type	Update Date	User ID
5314725 8	e.	APL	HNW	021E	24/08/2012	APL	HNW	021E	Update	24/05/2012	SUPER

Table: Search Criteria

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Container Owner [Default: defined in User Profile]	
Vessel Code	Line Vessel Code	
Voyage Code	Line Voyage Code	
Booking No.	Booking Number [Default: blank]	
- Update Date: From - Update Date: To	Record Creation/Amendment Date Range [Default: - Update Date: From: blank - Update Date: To: Current Day]	DD/MM/YYYY hh:mm

Table: Search Result

Field Name	Description	Value	
Information Services Department	Version : Current		Page 8 of 154



No.	Record Number	
Booking No.	Booking Number	
Expiry Date	Booking Expiry Date	DD/MM/YYYY
Company	Line Code	
Vessel	Line Vessel Code	
Voyage	Line Voyage Code	
New Expiry Date	New Booking Expiry Date	
New Company	New Line Code	
New Vessel	New Vessel	
New Voyage	New Line Voyage Code	
Action Type	Type of action performed on selected record	
Update Date	Date in which record is updated	DD/MM/YYYY
User ID	Latest user who updated the selected record	

- 1. User can either:
- Fill in Booking Number; OR
- Fill in Date Range
- 2. Press "Search" button to refine result
- 3. User can either:
- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to exit the function

2.1.1.4 E-mail Confirmation

1. System prompts email confirmation for user to determine whether email notification is required

Figure: Send Email Confirmation



- Press "Ok" button to send e-mail notification; OR

Figure: Email Notification

Froma	colus uat@hit	.com.hk			
To:				EmailList	
CC:					
				-	
Sender:	50550	Company	EGI	a a a a a a a a a a a a a a a a a a a	
sender.	Sull ratio data t	e specified information to	designated recipient up	on the request of its customers (the "	"Service"
Remarks24Tb	A VERY APPENDIX LAT MEMORY HILLS	The second s	and the second sector of the	and a subset of an an an an internet of the	ed technic
RemarksdHT: HTTS cannot an issues or probl	ens. You acknowledg	the safe delivery of such e that HITS shall not be re	information as a result sponsible or liable for a	of anilis not limited to any unexpecter ny loss or damage caused or alleged	d to be
RemarksdHT HTTS cannot av issues or probl caused by or in	nd does not guarantee ens. You acknowledg h connection with the	the sate delivery of such e that HITS shall not be re use of the Service.	information as a result sponsible or liable for a	of anil is not limited to any unexpected ny loss or damage caused or alleged	d to be
Remarks/HTP HTTS cannot an issues or proble caused by or in HTTS does not	and open of guarantee ens. You acknowledg h connection with the endorse and is not rea	the safe delivery of such e that HITS shall not be re use of the Service. ponsible for any content,	information as a result sponsible or liable for a products or other mater	of analis not limbed to any unexpected ny loss or damage caused or alleged tails on or available from the Service.	d to be
Remarksd400 HTTS connot ar issues or probl caused by or it HTTS does not You acknowle anytime and m third party for i	and does not guarantee ents. You acknowledg h connection with the andorse and is not no loge that HTIS reserve on time to time in its so any notification, suspe	the safe delivery of such e that HIIS shall not be re- use of the Service. ponsible for any content, s the right to modify or disc le discretions, with or with rision or discontinuation of	information as a result sponsible or liable for a products or other mater continue, temporarily or out notice. You agreet the Service.	of enails not limited to any unexpected ny loss or damage caused or alleged tails on or available from the Service, permanently the Service or any part it hat HTIS shall not be liable to you of	d to be t thereof a t b any
Remarks:0405 HTIS connot wi issues or proble caused by or it HTIS does not. You acknowle anytine and fin third party for it	s mission of sense to sense to indice not guarantee ents. You acknowledg is connection with the andorse and is not new dge that HTTS receive on time to time in its so my notification, suspe	the sate delivery of such is that HIIS shall not be re- use of the Service. possible for any content, is the right to mosify or disc le discretion, with or with nsion or discontinuation of	information as a result sponsible or latitle for a products or other mater continue, temporarily or lost notice. You agree t the Service.	of analis not initiated to any unexpected my loss or damage caused or alleged latic on or available from the Service, permanently the Service or any part it hat HTIS shall not be liable to you or to DK	ther to a
Remaik schiffs HTTS cannot an issues or proble caused by or in HTTS does not You acknowle anythe and fin third party for i	or management of several and the origination of the origination with the several sever	the safe delivery of such je that HIIS shall not be re- use of the Service. ponsible for any content, is the right to modify or disc le discretion, with or with nsion or discontinuation of	information as a result sponsible or faille for a products or other make continue, temporarily or isoft notice. You agree t the Service.	of analis not initiated to any unexpected ny loss or damage caused or alleged tails on or available from the Service, permanently the Service or any part that HTIS shall not be liable to you or to INK	there to an

-- User information and Email address are retrieved to email notification details

-- Click "To" or "CC" to select Email Address

Figure: Email List



-- Press "Confirm" button to confirm the selected email address

- Press "Cancel" button to process without e-mail alert and show the result

3. COD/COV

3.1 Instruction

3.1.1 <u>"Instruction" > "COD/COV" > Warning Message</u>

This function allows user to perform the following operations:

1. Change of Discharge Port (COD)



- 2. Change of Voyage (COV)
- 3. Change of Owner (COO)

When user press "COD/COV" hyperlink, system prompts alert message that transfer charges is required:

Figure: Attention

Attention		
	Transfer charge(s) will be incurred for the transaction (s). Please refer to billing invoice forward soon.	
	OK) Cancel	
		<picture:< td=""></picture:<>

User can press "OK" button to proceed

3.1.2 <u>"Instruction" > "COD/COV"</u>

Figure: COD/COV/COO

minal HIT 👻	Owner	APL 💌	
Vessel/Voyage			
Vessel Name			۹
truction Methods (must se	lect one choice):		
Voyage (Batch Assign)			
Container No.			
File Upload			
	Browse		
	Instruction History	CODICOVIC	no L Evit

Table: COD/COV/COO Property Description

Field Name	Description	Value
Terminal	Terminal [Default: HIT]	Read Only
Owner	Container Owner [Default: defined in User Profile]	
Vessel/Voyage	Line Vessel Code / Line Voyage Code	
Vessel Name	Vessel Name	

User can update COD/COV by one of the following methods:

- 1. Instruction is rejected if:
- The container is not of outbound status



- The container is updated by others
- The original or the target POD is locked
- The voyage is locked

2. It is suggested to put user contact information in the "Remarks" field during update, so HIT can contact the related parties if necessary

3. Container with DT, DU or PC hold code is allowed for COD, but a warning message is displayed in the Remarks column as a reminder

4. Container with PV hold code is allowed for COV and will release after success

5. For any enquiry of COD/COV failure, please contact Ship Planning section at 26197620

6. User must select one of the below mentioned methods:

- Voyage (Batch Assign) (Please refer to Update by Voyage (Batch Assign)); **OR**

- Container No. (Please refer to Update by Container No.); OR

- File Upload (Please refer to File Upload) (excel format according to container number)

3.1.2.1 <u>Update by Voyage (Batch Assign)</u>

User can change COD/COV for $\ensuremath{\textbf{ALL}}$ containers of the selected voyage at one time

To update COD/ COV by Voyage:

Figure: COD/COV/COO

	onner	•		
Vessel/Voyage	/			
Vessel Name			•	
Container No.				
Container No.				
File Upload				
	Browse			



- 1. Select "Owner" fields
- 2. Select "Voyage" radio button
- 3. User can either:
- Fill in Vessel/Voyage Code; OR
- Fill in Vessel Name and press red dot to browse for the voyage

4. Press "COD/COV/COO" button to proceed to the following screen

Figure: COD/COV/COO

Terminal :	HIT		Owner :	APL	
Vessel/Voyage :	GEM/ 154E		Vessel Name :	APL GERMANY	-
New Vessel-Voyag	e :	1			
New Vessel Name	:			۲	
New POD/Block Co	de :				
New FD/Train Cod	e: [
New Owner :					
				Confirm Exi	E.
					D 1 1
					</td

Table: Search Criteria

Field Name	Description	Value
Terminal	Terminal [Default: HIT]	Read Only
Owner	Container Owner [Default: defined in User Profile]	
Vessel/Voyage	Line Vessel Code / Line Voyage Code	
Vessel Name	Vessel Name	

Table: New Port of Discharge / Voyage / Owner Information

Field Name	Description	Value
New Vessel/Voyage	New User Assigned Line Vessel Code/Line Voyage Code [Default: blank]	
New POD/Block Code	New User Assigned Port of Discharge/Block Code [Default: blank]	
New Final Destination/Train Code	New User Assigned Final Destination/ Train Code [Default: blank]	
New Owner	New User Assigned Owner Code [Default: blank]	

5. Fill in at least **EITHER** one of the following pair of data:

- New Vessel/Voyage; OR



- New POD/Block Code; OR
- New Owner
- 6. Press "Confirm" button to show the confirmation screen:

Figure: COD/COV/COO



7. Press "Confirm" button to confirm the change and E-mail Confirmation

8. Process Result is shown immediately, there are three possibilities:

Figure: COD/COV/COO

Terminal :	HIT/CHT	Owner :	APL
Vessel/Voyage :	HNW/ 021E	Vessel Name :	HYUNDAI NEW YORK
New Vessel/Voyage :	1	New Vessel Name :	
New POD/Block Code :	CNSHA	New FD/Train Code :	
New Owner :			
Reference No: 1045, records	received & under proce	ssing. Please check the instruction	on status in COD COV COO History
			Exi
			-

- Accept: Instruction is accepted
- Reject: Instruction is rejected
- Proceeding: Instruction subjects to HIT OPS decision

3.1.2.2 Update by Container No.

User can change COD/COV for list of container number of the selected voyage at one time. Maximum 100 containers can be applied at each time. Local, cross terminal outbound and transshipment outbound containers are allowed for application.

To update COD/ COV by Container No.:

Figure: COD/COV/COO



Ferminal HIT/CHT	Owner	•	
Vessel/Voyage	/		
Vessel Name			
estruction Methods (mu	et select one choice):		
mad decion medioda (mu	ist select one choice).		
 Voyage (Batch Assig 	in)		
 Voyage (Batch Assig Container No. 	n)		
 Voyage (Batch Assig Container No. File Upload 	an)		
Voyage (Batch Assig Container No. File Upload	Browse		

- 1. Select "Owner" fields
- 2. Select "Container No." radio button
- 3. User can either:
- Fill in Vessel/Voyage Code; OR

- Fill in Vessel Name and press red dot to browse for the voyage

4. Press "COD/COV/COO" button to proceed to the following screen

system supports COD+COV and COD in the same page.

Figure: Change of Voyage



A. Search Criteria

Field Name	Description	Value
Vessel/Voyage	Line's Vessel & Voyage Code	
Vessel Name	Vessel Name	
Terminal	Terminal [Default: HIT]	Read Only
Owner	Container Owner [Default: defined in User Profile]	

B. Mass Update Parameter



New Owner	New User Assigned Owner Code (Mass Update) [Default: blank]	
New Vsl Code	New User Assigned Line Vessel Code (Mass Update) [Default: blank]	
New Voy Code	New User Assigned Line Voyage Code (Mass Update) [Default: blank]	
New POD/Block Code	New User Assigned Port of Discharge/Block Code [Default: blank]	
New FD/Train Code	New User Assigned Final Destination/ Train Code [Default: blank]	
Contact Info / Remarks	User Remarks ; optional; (Mass Update) [Default: blank]	
Optional Ports Pod/Block	Optional User Assigned Port of Discharge/Block Code (Mass Update) [Default: blank]	
New Vessel Name	User can input Vessel Name and press the red ball next to the field for searching target voyage (Mass Update) [Default: blank]	

C. Container List

Field Name	Description	Value
No.	Record Number [Default: blank]	
Container No.	Container Number [Default: blank]	
New Owner	New User Assigned Owner Code [Default: blank]	
New Vsl Code	New User Assigned Line Vessel Code (Mass Update) [Default: blank]	
New Voy Code	New User Assigned Line Voyage Code (Mass Update) [Default: blank]	
New POD/Block Code	New User Assigned Port of Discharge/Block Code [Default: blank]	
New FD/Train Code	New User Assigned Final Destination/ Train Code [Default: blank]	
Remarks	User Remarks (Mass Update) [Default: blank]	
Optional Ports Pod/Block	Optional User Assigned Port of Discharge/Block Code (Mass Update) [Default: blank]	
New Vessel Name	User can input Vessel Name and press the red ball next to the field for searching target voyage (Mass Update) [Default: blank]	



5. Fill in each record with at least **EITHER** one of the following pair of data:

- New Vessel/Voyage; OR
- New POD/Block Code; OR
- New Owner

6. User can use Mass Update to update the large amount of data at one time

7. Press "Confirm" button to confirm the change and E-mail Confirmation

Note: the new values will apply to those rows with container number. Those rows without container number will be ignored

Figure: COD/COV/COO



8. Press "Confirm" button to confirm the change and E-mail Confirmation

9. Process Result is shown immediately, there are three possibilities:

Figure: COD/COV/COO

ssel/Voyage : HNW/ 021E Vessel Name : HYUNDAI NEW Y w Vessel/Voyage : / New Vessel Name : HYUNDAI NEW Y w POD/Block Code : CNSHA New FD/Train Code : HYUNDAI NEW Y	INCODIC.
w Vessel/Voyage : / New Vessel Name : w POD/Block Code : CNSHA New FD/Train Code :	YORK
w POD/Block Code : CNSHA New FD/Train Code :	
w Owner :	
erence No: 1045, records received & under processing. Please check the instruction status in COD C	COV COO History
	Exi

- Accept: Instruction is accepted
- Reject: Instruction is rejected
- Proceeding: Instruction subjects to HIT OPS decision



3.1.2.3 File Upload

User can change COD/COV by upload CSV file:

Figure: COD/COV/COO

erminal HIT/CHT	Owner 🗾	
Vessel/Voyage	/	
Vessel Name		
struction Methods (must sel	ct one choice):	
Voyage (Batch Assign)		
Container No.		
File Upload		
	Browse	
	Instruction History COD/COV/	COO Exit

- 1. Select "Owner" fields
- 2. Select "File Upload." radio button
- 3. Press "Browse" button to select a valid excel file

- User can set the excel format in "User Admin" > "Upload Excel Configuration"

- 4. User can either:
- Fill in Vessel/Voyage Code; OR
- Fill in Vessel Name and press red dot to browse for the voyage
- 5. Press "COD/COV/COO" to proceed:

Figure: Change of Voyage



- Detail of target container(s) is retrieved for user verification before submitting the application



6. Fill in each record with at least **EITHER** one of the following pair of data:

- New Vessel/Voyage; OR
- New POD/Block Code; OR
- New Owner
- 7. User can use Mass Update to update the data
- 8. Press "Confirm" button to display the confirmation screen

Figure: COD/COV/COO

COD/CO	V/COO															
From																
Vessel/Vo	yage	н	NW / 0	021E												
Vessel Na	me	H	YUND	AI NE	W YORK											
Terminal		H	IT/CHT													
Owner		A	PL													
DeleteNo.	Container No.	Hold	Ne	w	New Vsl	New Voy	Booking	g Size	Тур	e Stat	usPOD/Blog	kNew POD	Block	FD/Train	New FD/Train	n Shipper
		Condit	ionOw	vner	Code	Code	No.				Code	Code		Code	Code	
□ 1	APLV12345679							20	G1	XM	CNSHA	CNSHA		CNSHA		
																Total is 1
														Del	ete Confir	m Exit

9. Press "Confirm" button to confirm the change and E-mail Confirmation

Note: rows without container number will be ignored automatically by system.

10. Process Result is shown immediately, there are three possibilities:

Figure: COD/COV/COO

Terminal :	HIT/CHT	Owner :	API
Vessel/Voyage :	HNW/ 021E	Vessel Name :	HYUNDAI NEW YORK
New Vessel/Voyage :	1	New Vessel Name :	
New POD/Block Code :	CNSHA	New FD/Train Code :	
New Owner :			
Reference No: 1045, record	received & under proce	ssing. Please check the instruction	on status in COD COV COO History
			Ex

- Accept: Instruction is accepted
- Reject: Instruction is rejected
- Proceeding: Instruction subjects to HIT OPS decision

3.1.2.4 E-mail Confirmation

1. System prompts email confirmation for user to determine whether email notification is required



Figure: Send Email Confirmation

Windows	s Internet Explorer 🛛 🗙	
2	Do you want to send email confirmation?	
	OK Cancel	<picture></picture>

- Press "Ok" button to send e-mail notification; OR

Figure: Email Notification

a round	cplus_uat@hit	.com.hk			
To:				EmailList	
CC:					
				2	8
				0	8
Sender: Remarkschill HTTS cannot er ssues or probi caused by or i HTTS does not	50550 S will beek to deliver th nil does not guarantee lens. You acknowledg in connection with the andorse and is not rea doe that HTIS second	Company: the specified information to the safe delivery of such is getted HTE shall not be re- use of the Service. sponsible for any content, is sithe right to modify or date	EGL sectionated recipient upon information as a result of sponsible or liable for an products or other materia continue, temporarily or a	the request of its oustomers (in anilis not limited to any unexpec- loss or damage caused or alleg its on or available from the Service waveneetic the Service or any on	e "Se ted to ed to

-- User information and Email address are retrieved to email notification details

-- Click "To" or "CC" to select Email Address

Figure: Email List

Com	ipany: EG	L		
No.	User Name	Email Address	Group	To CC
1	UAT	uat@uat.com	UAT	
	To 💌	00 💌 🖸	Cle	ar Exit

- -- Press "Confirm" button to confirm the selected email address
- Press "Cancel" button to process without e-mail alert and show the result



3.1.2.5 Mass Update

Figure: Mass Update

		New Owner	New Vsl Code	New Voy Code	New POD/Block Code	New FD/Train Code	Remarks	Optional F	Ports POI	D/Block		
						[Assign	1
No.	Container No.	New Owner	New Vsl Code	New Voy Code	New POD/Block Code	New FD/Train Code	Remarks	Optional F	orts POI	D/Block	Select	
1	APL22346546											
2	APL22346547					-		_			- r	
3	APL22346548					[
4	APL22346549					-						
5	APL22346550				_	[_	-			
6	APL22346551					[<pictu< td=""></pictu<>

1. Fill in at least one of the mass update columns

Figure: Fill In At Least One Column to Update

New Owner	New Vsl Code
	HIT

No.	Container No.	New Owner	New Vsl Code	
1	APL22346546			
2	APL22346547			
3	APL22346548			<picture></picture>

2. Tick the check box of "Select" column to select the container record(s) that need to update

Figure: Tick The Check Box To Update Record(s)

No.	Container No.	New Owner	New Vsl Code	New Voy Code	New POD/Block Code	New FD/Train Code	Remarks	Option	al Ports POE	//Block	Select	
1	APL22346546										A	
2	APL22346547			- I							R I	
3	APL22346548		-						_		4	<picture></picture>

3. Press "Assign" button to apply the change to the selected columns

Figure: Press Assign Button to Update The Selected Column(s)





3.1.2.6 COD/COV Checking Logic



3.1.3 Logic Checking

3.1.3.1 Allow COD/COV even container not exists

- Allow shipping line perform COD/COV on CPlus even 1st leg voyage's COPRAR and EDI Bay Plan not exist in nGen

- Temporarily store COD/COV instruction
- All COD/COV instruction will be marked as "Proceeding"
- The reason should be "Container not found"
- The scope not included Voyage (Batch Assign)

3.1.3.2 Port of Call Validation

- Check the "New POD/Block Code" by POD of "New 2nd leg voyage"

- Once the "New POD/Block Code" or "New FD/Train Code" not in the list of "POD" of the new 2nd leg voyage, indicate that the new "New POD/Block Code" and/or "New FD/Train Code" is not available.

- Also, extend the function to all fields. Once user input invalid information in any field(s), show the error mark next to the field.

plu	ISTOMER	-spit	-				44								
Co	ataiser Details	mpty Container Return Locatio	Pick Up	lesse	Schedule	erminal rrangem	Special 1	Traffic	View Cam	HIT Forms Refe	ence	FAQ			
Enc	quiry Rep	ort Center	Instruct	on	EDI Gatev	ay	Code Des	crip	tion User	Admin Syste	em Adr	nin (onta	ct Mai	in Menu Log
														As of Frid	02 Nov 2012 14:
		25													
Ch	ange of Voyag	e													
Fron	n														
Vess	el/Voyage		1												
Vess	el Name		UITIOUT												
Own	ier		ninom												
		New Owner	New Vsl Code		New Voy Code		New POD/Bloc Code	ck	New FD/Train Code	Contact Info / Remarks	Optio	onal Po	rts P	OD/Block	New Vessel
						-							_	_	
														and the	-125
No.	Container No.	New Owner	New Vsl Code	Ne Co	w Voy de	Nev POI Cod	v D/Block le		New FD/Train Code	Contact Info / Remarks	Optio	onal Po	orts P	OD/Block	New Vessel
1	ABC123	MOLU									1				
2	CDE123	1				•	SGSIN				1				
3	DEF123	1	2V	-	N001	1									
4		-	-			-	-		-	-	-		_		
	I	1	1		1		-		1	1				1	10



- Allow user select correct new 2nd leg voyage's POD by combo box

- If user input record by upload EXCEL file, check "New POD/Block Code" and "New FD/Train Code" of new 2nd leg voyage for each container. Prompt user update the correct port from the "POD" list of new 2nd leg voyage.

-- Indicate which record has POD unmatch problem

- Also perform the checking for all containers after user press the "Confirm" button

3.1.3.3 <u>Handle Multiple companies COD/COV/COO handling. i.e. EGL</u> + LT + HML + EMS

Similar as C+ Enquiry function, C+ allow user login one company, then apply COD/COV/COO instruction for different companies. i.e.

- In nGen, EGL and HML belong to one company (EGL); LT and EMS belong to another company (LT)

- In C+, user login as EGL, system allow user to apply COD/COV/COO instruction for the container of different owners: EGL + LT + HML + EMS. (this grouping already exists in C+ enquiry)

3.1.3.4 <u>Handle COD/COV/COO for Barge to Vessel, onboard</u> <u>container</u>

- Allow user to apply COD/COV/COO instruction for Barge onboard containers (all status), COV to Vessel in C+.

- Logic should be similar as Vessel onboard containers, COV to Vessel in C+.

3.1.3.5 Handle 1000 COD/COV/COO records in one batch

- C+ allow user to apply 1000 COD/COV/COO instructions in one batch.

- Please consider to have several seperated pages (Similar to Inbound Control instruction) module.

- Display the "Total Imported Records" on the Right upper side of the screen if user import data by upload EXCEL





3.1.3.6 <u>Change COD/COV/COO validation - Skip original voyage</u> validation, but only validate container level

Figure - Existing Vessel and Voyage validation screen

Terminal HIT -	Owne	er EGL 💌		
Vessel/Voyage	/	1		
Vessel Name			۲	
nstruction Methods (must select one c	hoice):			
Voyage (Batch Assign)				
 Container No. 				
C File Upload				
	Browse			
		Instruction History	COD/COV/COO Exit	F
	Windows Internet	Explorer X		
	Windows Internet	Explorer X		
	Windows Internet	Explorer X		

- To proceed COD/COV/COO instruction in "Container No." or "File Upload", C+ allow user to input container or upload file directly, without input original "Vessel/Voyage"

- If user doesn't input the original "Vessel/Voyage", C+ do not validate original vessel and voyage value. But still continue to validate Owner, Container No. and target "Vessel/Voyage".

- If user input original "Vessel/Voyage", C+ continue validate original vessel and voyage value.

- If user input "Vessel" value, but leave "Voyage" {Blank}; Or if user input "Voyage" value, but leave "Vessel" {Blank}, then:

System will prompt error message, not allow to proceed.

- Email notification changes:

-- If user doesn't input original the original "Vessel/Voyage", email Subject and Content doesn't need to display original "Vessel/Voyage"

-- Add new fields "Old Voyage / Berthing Terminal", in front of the "New Voyage / Berthing Terminal"





Figure: Email notification content

APL IOLITE V.158E (HIT4) - COV, COD, COO Instruction -	Message (HTML)							
jke Edit Vjew Insert Format Iools Actions Help								
🗼 Reply 🙈 Reply to Al 🙈 Forward 🎒 💫 🥐 🙆 🦄	× + - + - A'	=] () =						
- <u>-</u> <u>A</u> <u>B</u> <u>I</u> <u>U</u> <u>=</u> = =	目目目目目目	÷						
irom: mkur uatilitie com bk							Sent- 1	0 m 7/19/2011 1-96 PM
 EDIUAT SPL (HIT, ODT); Jenny Cheng (ODT Contractor); Emily 	Wong (HPH, HPSC-OD	T); EDIUAT_LOGS (HIT,	ODT); G	JUSUAT,	ACT (HIT, OL	T); EDILIA	L_YPL	001/10/2011 11:00111
ubject: APC TOLLIE V. 158E (HL14) COV, COD, COO Instruction								
Reference No.: 1								
Dear Sir, Skip this two pa	ts if user doesn't d Lea through C+							
ou are advised that the rouowing instruction has been applied of	n the C+ system, piea	se be noted according	uy.					
COV, CO	D, COO Instruction							
ORIGINAL VESSEL Name: APL IOLITE								
Berthing Terminal: HIT4 Arid	new field -							
Owner/VsI/Voy: HMM/HOL/INE	Voyage /							
Service Code: US4E Bert	hing Terminal							
TD Date Time: 11/07/2011 18:00								
	014		- 014		Passan			
to. Berting Terminal	POD Block FD	POD Block FD	Other	Outer	Date Time	Remarks	Statua	Reject Resson
EDMU4985544 NF 45 G1 COV+COD+COO AHMG/HH/K 023E/ACT8	CNYAN - YANGSHAN	USCHI - CHICAGO	APLU	APLE	19/07/2011		Accept	
TD 574314344 OF 2101 COD-COD	CNYAN - YANGSHAN	USCHI - CHICAGO	4.07.11	ADER	10.07/2011		Palari	Versen IADAC MICL (1997) research
	IPYOK - YOKOHAMA	CNYAN - YANGSHAN	10.00	10.00	13:35		- Alexandre	reyage partice more tree, came
IMCU3847845 XF 20/10 COO	JPYOK - YOKOHAMA	JPYOK - YOKOHAMA	APLU	APLE	19/07/2011		Accept	
	IPYOK - YOKOHAMA	JPYOK - YOKOHAMA						
COV,COD,COO 20/20HQ/40/40HQ/45/48/53 total								
1 1 2	Thank you							
mould you have any queries, prease do not nestrate to contact in	e. a mana you							
Regards,								
MASTER								
HTUNDAI MERCHAN I MARINE CO. LTD								
								>

3.1.3.7 <u>Handle multiple COD/COV/COO instructions on the same</u> <u>container</u>

- If user apply multiple COV instructions on the same container, C+ should allow user to input with the following voyage sequence (Assume user input voyage information while applying COV instructions):

Step 1: Apply COV on container, from Voyage A to Voyage B. (Instruction status is in "Proceeding") Then:

Step 2: Apply COV on same container, from Voyage B to Voyage C.

- Reminder: If user doesn't input voyage information, then no need to validate original voyage information. (As section 4.1.4)

3.1.3.8 Handle COD/COV/COO by using Vessel Name

Original Vessel Code and Vessel Name:

- C+ allows users to proceed COD/COV/COO instruction, by input Vessel Name (Non case sensitive) or input of Vessel Code.

- When user input vessel name + voyage code, but multiple voyages are found, then prompt error message, not allow user to



proceed, using "COD/COV/COO" button. (Note: Expect user to use red dot to search expected voyage.)

Figure - Original Vessel Code and Vessel Name screen:

rminal HIT 💽	Owner	EGL -	
Vessel/Voyage			
Vessel Name)	۲
truction Methods (must select one choice):			
Voyage (Batch Assign)			
Container No.			
File Upload			
Browse	664 - C		
	Ins	truction History	COD/COV/COO E:

- If both Vessel Name and Vessel Code exist, system should validate with Vessel Code as the following:

Case illustration 1 - vessel & voyage code validation only. Other validations (eg owner, container ID ...etc... remains unchanged)

Below illustration applies to case when user press "COD/COV/COO" button.

	Original Vessel Name exists in input field?	Original Vessel Code exists in input field?	Original Voyage Code exists in input field?	System validate with:
1	Y	Ν	Υ	Original Vessel Name
2	Ν	Υ	Υ	Original Vessel Code
3	Y	Y	Y	Original Vessel Code & Vessel Name. If Original Vessel code & Name unmatch, prompt error.
4	Ν	Ν	Y	System prompt error, because there will be duplicated Line voyage code or line vessel name
5	Y	N	N	same as case 5
6	Ν	Y	N	same as case 5
7	Υ	Υ	Ν	same as case 5
8	Ν	Ν	Ν	Pass

Expect user to use red dot to search required voyage.

Target Vessel Code and Vessel Name - By Voyage (Batch Assign):

- C+ allows users to proceed COD/COV/COO instruction, by input Vessel Name (Non case sensitive) or input of Vessel Code.

- When user input vessel name + voyage code, but multiple voyages are found, then prompt error message, not allow user to proceed.



Figure - Target Vessel Code and Vessel Name screen - By Voyage (Batch Assign):

COD/COV/COO							
Terminal : Vessel/Voyage :	HIT/CHT HKO/ 172W	_	Own Ves	ner : sel Name :	APL APL HONG KONG	3	
New Vessel/Voyage :		PEU	0691/				
New Vessel Name :]			
New POD/Block Code							
New FD/Train Code :							
New Owner :							
						Confirm Exit	
							Di atu u
							<pictur< td=""></pictur<>

- If both Vessel Name and Vessel Code exist, system should validate with Vessel Code as the following:

Case illustration 2 on Vessel Code & Vessel Name only. Other checkings remains unchanged.

	Target Vessel Name exists in input field?	Target Vessel Code exists in input field?	Target Voyage Code exists in input field?	System validate with:
1	Y	Ν	Y	Target Vessel Name Pass
2	Ν	Y	Y	Target Vessel Code pass
3	Y	Y	Y	Target Vessel Code & Vessel Name. If Target Vessel code & Name unmatch, prompt error.
4	Ν	N	Y	System prompt error, because at least Target Vessel Name or Target Vessel Code must exist if Target Voyage Code exist - By Voyage (Batch Assign)
5	Y	Ν	N	System prompt error, because there may be duplicate Line Vessel Name/ Line Voyage code
6	Ν	Y	Ν	same as case 5
7	Y	Y	Ν	same as case 5
8	Ν	Ν	Ν	Proceed COD - By Voyage (Batch Assign)

Target Vessel Code and Vessel Name - Container No. / File Upload:

- Add new column "New Vessel Name" and related "Red dot" browsing button, after Optional Ports POD/Block (Include both upper "Batch Assign" record and lower "container" records)

- Enhance "Assign" button feature, also assign "New Vessel Name" to container records.

- C+ allows users to proceed COD/COV/COO instruction, by input Vessel Name (Non case sensitive) or input Vessel Code.

- When user input vessel name + voyage code, but multiple voyages are found, then prompt error message, not allow user to proceed.

Figure - Target Vessel Code and Vessel Name screen - Container No. / File Upload:



- If both Vessel Name and Vessel Code exist, system should validate with Vessel Code as the following:

-		-
Case	illustration	ıЗ

	Target Vessel Name exists in input value?	Target Vessel Code exists in input value?	Target Voyage Code exists in input value?	System validate with:
1	Y	N	Y	Target Vessel Name
2	N	Y	Y	Target Vessel Code
3	Y	Y	Y	Target Vessel Code & Vessel Name. If Target Vessel code & Name unmatch, prompt error.
4	N	N	Y	System prompt error, because at least Target Vessel Name or Target Vessel Code must exist if Target Voyage Code exist - By Container Level
5	Y	N	N	System prompt error, because at least Target Voyage Code must exist if Target Vessel Name or Target Vessel Code exist - By Container Level
6	N	Ŷ	N	System prompt error, because at least Target Voyage Code must exist if Target Vessel Name or Target Vessel Code exist - By Container Level



7	Y	Y	N	System prompt error, because at least Target Voyage Code must exist if Target Vessel Name or Target Vessel Code exist - By Container Level
8	Ν	Ν	Ν	Proceed COD - By Container Level

- To supplement the TIR: N16291A, added below case for Voyage A to Voyage B then Voyage A to Voyage C cases.

No	Case C+ create COD/COV instructions as below:	nGen behaviour when 1st instruction is Proceeding	nGen behaviour when 1st instruction is Accepted
1	1)Voyage A to Voyage B 2) Voyage A to Voyage C	1) Proceeding 2) Reject	1) Accepted 2) Rejected
2	 1) Voyage A to Voyage B 2) Blank to Voyage C 	1) Proceeding 2) Proceeding	1) Accepted (A -> B) 2) Accepted (B -> C)
3	 Blank to Voyage B Voyage B to Voyage C 	1) Proceeding 2) Proceeding	1) Accepted (A -> B) 2) Accepted (B -> C)
4	 Blank to Voyage B Blank to Voyage C 	1) Proceeding 2) Proceeding	1) Accepted (A -> B) 2) Accepted (B -> C)
5	 Blank to Voyage B Voyage A to Voyage C 	1) Proceeding 2) Reject	1) Accepted (A -> B) 2) Rejected
6	1) Voyage A to Voyage B 2) Voyage B to Voyage C	1) Proceeding 2) Proceeding	1) Accepted (A -> B) 2) Accepted (B -> C)

Table for Reference. (Initial Voyage is A)

3.1.3.8.1 Upload Excel Configuration changes

- Add new configuration field "New Vessel Name" after Optional Ports POD/Block

Figure - COD/COV Upload Excel Configuration screen

Company APL		User Group	MASTER Y				
System default configura	tion:		Editable/Created configurat	ion:			
Field		Excel Column	Field		Ex	cel	Column
Container No.		A	Container No.		A	~	
New Owner		В	New Owner		В	~	
New Vsl Code		С	New VsI Code		C	~	
New Voy Code		D	New Voy Code		D	~	
New POD/Block Code		E	New POD/Block Code		E	~	
New FD/Train Code		F	New FD/Train Code		F	~	
Remarks		G	Remarks		G	~	
	1	н		1	Н	~	
Optional Ports POD/Block	2	1	Optional Ports POD/Block	2	T.	~	
	3	J		3	J	~	
Data Starting Row		2	Data Starting Row		2		

3.1.3.8.2 Upload File changes

- Add new column "New Vessel Name" after Optional Ports POD/Block

- Allow user upload COD/COV/COO excel file with new column "New Vessel Name"



3.1.3.9 Change COD/COV/COO validation sequence

- To make sure that all user input values / excel values should be correct, C+ change validation sequence: Any "Mandatory Reject" validation (i.e. Validate instruction format or value correctness... etc.), should be put **before** New voyage (2nd Leg) "Voyage Lock" validation.

3.1.3.10<u>Allow user input either POD/Block Code or FD/Train Code</u>

- Target POD/Block Code and FD/Train Code - By Voyage (Batch Assign):

-- C+ allow users to proceed COD/COV instruction, by input either POD/Block Code **or** FD/Train Code

Figure - Target POD/Block Code and FD/Train Code screen - By Voyage (Batch Assign):

CODICOVICOO					
Terminal : Vessel/Voyage :	HIT SIX 012W		Owner : Vessel Name :	APL SOFIA EXPRESS	
New Vessel/Voyage :		/			
New Vessel Name :					
New POD/Block Code :					
New FD/Train Code :					
New Owner :					
					Confirm Exit

- Target POD/Block Code and FD/Train Code - Container No. / File Upload:

-- C+ allow users to proceed COD/COV instruction, by input either POD/Block Code **or** FD/Train Code

Figure - Target POD/Block Code and FD/Train Code screen - Container No. / File Upload:



3.1.3.11<u>Allow user apply COD/COV on CPlus (if container still</u> associated with 2nd leg voyage) even the original intended 2nd leg voyage departed

Case Illustration1:



- Container A original loading voyage is Voyage A
- Container A was not loaded to Voyage A
- Voyage A was departed
- No matter Voyage is "Lock" or "Unlock"
- Allow user perform COV+ COD on Container A from Voyage A to Voyage $\ensuremath{\mathsf{X}}$
- Expected result: user can perform COV successfully to Voyage X
- Attached the matrix table for reference

Microsoft ixcel Workshee

3.1.3.12<u>Release Hold status "PV" after successful perform COD/COV</u> on CPlus

- Auto-release the Hold status "PV" after user performs COD/COV on CPlus. Related checking logic which same as nGen's

3.2 User Admin

3.2.1 "User Admin" > "Upload Excel Configuration"

User can access this function to define his/her own excel configuration for uploading file.

Figure: Path To Get to Upload Excel Configuration

tainer Pick Up location	Vessel Schedu	le Terminal Special Arrangement	Traffic View	Cam HIT Forms	Reference	FAQ		
nter Instru	iction EDI	Gateway Code D	escription	User Admin	System A	dmin	Contac	t
Create IB	Control Up	oload Excel Config	guration	Company Sessi Email Address Email Group Ma e-Alert - Shipp Login User Info	ion Maintenan aintenance iing Line o	ce		As of
Company	нт	User Group		Reassign Comp Upload Excel C	oany Sessio	on on		
System defa	ult configura	ation:	Editab	User Group				
Field		Excel Column	Field	User Gra Inload	d Excel Cor	ofigurat	ionion	
Container No		A	Contair	User Profile	a 20.000 000	ingoilor		

Figure: Upload Excel Configuration



Upload Excel Configuration								
Configuration Type: CC	D/COV 🔽	Open Exit						

To define excel configuration for file upload:

- 1. Select "COD/COV"
- 2. Press "Open" button to display Excel Configuration Setting:

3. Press "Create" button to create a custom excel configuration for COD/COV:

Figure: Create COD/COV Upload Excel Configuration

Company	APL		User Group	ALPS 🔹			
System default	configura	tion	:	Editable/Created configu	ırati	on:	
Field			Excel Column	Field		Excel Column	
Container No.			A	Container No.		В 💌	
New Owner			В	New Owner		A -	
New Vsl Code			С	New Vsl Code		C -	
New Voy Code			D	New Voy Code		D -	
New POD/Block	Code		E	New POD/Block Code		E	
New FD/Train Co	de		F	New FD/Train Code		F •	
Remarks			G	Remarks		G 🕶	
		1	Н		1	H -	
Optional Ports PO	OD/Block	2	L.	Optional Ports POD/Block	2	I •	
		3	J		3	J 💌	
Data Starting Rov	N		2	Data Starting Row		2	
						Confirm	n Exit

- Select "User Group" to apply the custom file format to the selected user group

- Select the appropriate "Excel Column" value according to user's own practice

- Fill in "Date Starting Row" value. (must NOT be the first row of the file which are assumed to be header of the file)

- Press "Confirm" to save configuration

3.2.1.1 <u>Notes</u>

1. COD/COV Excel File Sample:

Figure: COD/COV Excel File Sample





4. Empty Container Return

4.1 Instruction

4.1.1 <u>"Instruction" > "Empty Container Return"</u>

This function allows user to:

- 1. Declare and Create Empty Container Return Instruction
- 2. Browse and Update Empty Container Return Instruction
- 3. View Empty Container Return History

User can declare return of empty container(s) which do not have any record(s) in terminal operation system.

(For those container(s) have records with inbound status in terminal operation system, please use Inbound Control Maintenance for empty return declaration instead.)

Figure: Empty Container Return

Empty Container	Return	
Terminal	HIT/CHT	
Owner	APL (* mandatory)	
	Empty Container Return History	Create Browse Exit

Table: Empty Container Return Property Descriptions

Field Name	Description	Value
Terminal	Terminal	Read Only
	[Default: HIT/CHT]	
Owner	Container Owner	

4.1.1.1 Create Empty Container Return Instruction

- 1. Select "Owner"
- 2. Press "Create" button to show the following screen:

Figure: Empty Container Return - Creation



Emp	ty Container Return -	Creation					
Termi	nal HIT/CHT	Owner APL					
No.	Container No.(*)		Em	pty Ret	urn Date(dd/mm/yyyy)	New Owner(*)
1				/	/		
2				1	/		
3				/	/		
4	[1	/		
5				/	/	-	
6				1	/		
7					/		
8				_/_	/		
9				-	/		
10				1	/		
							Confirm Clear Exit

Apply Criteria

Please refer to "Instruction" > "Empty Container Return"

Field Name	Description	Value
No.	Record Number	
Container Number	Declare empty container in which terminal operation system must not have record. Only 10 containers can be applied at each time.	
Empty Return Date	Due date the container should return to the terminal. Otherwise, the container is rejected.	DD/MM/YYYY
New Owner	Declare container owner	

Table: Apply Information

- Press "Confirm" button to confirm the change and E-mail Confirmation

- User can press "Clear" to clear the entered data

3. System response whether the instruction is accepted or rejected $% \left({{{\mathbf{r}}_{i}}} \right)$

Figure: Empty Container Return - Result

Emp	ty Container Re	turn - Result						
Termi	nal :	HIT/CHT		Owner :	APL			
No.	Container No.	Action	Result	Remarks				
1	APL22345678	Create	Accepted					
								Total is 1
						Amend	Continue	Exit

4. User can either:

- Press "Amend" button to amend the rejected instruction to re-proceed (only if there are rejected instruction); **OR**



- Press "Continue" button to return to creation screen to create another batch of instruction(s); OR

- Press "Exit" button to return to main screen

4.1.1.2 Update Empty Container Return Instruction

- 1. Select "Owner"
- 2. Press "Browse" button to show the following screen:

Figure: Empty Container Return - Update

No.	Container No.	Empty Return Date	New Owner	User ID	Update	Delete
		(dd/mm/yyyy)				
1	APLE12345671	15 / 07 / 2012	APL	SUPER		
2	APLE12345672	15 / 07 / 2012	 APL	SUPER		
3	APZU3837936	08 / 03 / 2012	 APL	WHO		
	GESU5769570	08 / 03 / 2012	APL	WHO		
						Total is

Apply Criteria

Please refer to "Instruction" > "Empty Container Return"

Field Name	Description	Value	
No.	Record Number		
Container Number	Declare empty container in which terminal operation system must not have record. Only 10 containers can be applied at each time.		
Empty Return Date	Due date the container should return to the terminal. Otherwise, the container is rejected.	DD/MM/YYYY	
lew Owner	Declare container owner		
User ID	Latest user who updated the selected record		

3. User can update OR delete the following information by checking "Update" OR "Delete" check box:

- Empty Return Date; OR
- New Owner; OR
- 4. Press "Confirm" button and system prompts confirmation



Figure: Confirmation Message For Confirming All the Selected Items



5. Press "Ok" button to check system response whether the instruction is accept or rejected. Reason will be shown in "Remarks" column if system rejected the instruction(s)

Figure: Empty Container Return - Result

erm	ninal :	HIT/CHT		Owner :	APL	
No.	Container No.	Action	Result	Remarks		
1	APLE12345672	Update	Rejected	Empty container ret	urn instruction record has b	ean deleted by others
2	APZU3837936	Delete	Accepted			
				A	mend First Previous	Total is: Next Last Exit

6. User can either:

- Press "Amend" button to amend the rejected instruction to re-proceed (only if there are rejected instruction)

- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to quit the function after enquiry

4.1.1.3 Empty Container Return History

- 1. Select "Owner"
- 2. Press "Empty Container Return History" button to view history
- Figure: Empty Container Return Amendment History


Contai	iner No.:							Search			
Updat	e Date From:	-	/	/		(dd/	mm/yyyy hhmm)				
Updat	e Date To:	16	/ 05	/ 2012	1026	(dd	mm/yyyy hhmm)				
Termi	nal:		HIT/CHT			0	wner:	A	PL		
No.	Container	No.	Empty	Return Date	New (Owner	Action Type		Update Date	User ID	
1	APL345678	9	15/05/2	012	APL		Create		15/05/2012 13:55	SUPER	
2	APL223456	56	15/05/2	012	APL		Create		15/05/2012 13:54	SUPER	
3	APL123456	78	15/05/2	012	APL		Create		15/05/2012 11:45	SUPER	
4	APL223456	78	15/05/2	012	APL		Create		15/05/2012 11:41	SUPER	
5	APZU38379	36	08/03/2	012	APL		Delete		15/05/2012 11:32	SUPER	
										Т	otal is !
								Fi	nst Previous N	ext Last	Exit

Table: Search Criteria

Field Name	Description	Value
Container No.	Container Number	
 Update Date From Update Date To 	Record Create/Amend Date Range [Default: Current Date Time]	DD/MM/YYYY hhmm
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Container Owner	

Table: Search Result

No.	Record Number	
Container Number	Declare empty container in which terminal operation system must not have record. Only 10 containers can be applied at each time.	
Empty Return Date	Due date the container should return to the terminal. Otherwise, the container is rejected.	DD/MM/YYYY
New Owner	New Owner	
Action Type	Type of action performed on selected record	
Update Date	Date in which record is updated	DD/MM/YYYY hh:mm
User ID	Latest user who updated the selected record	

3. User can refine the search criteria by enter the following value(s):

- Container No.
- Update Date Range
- 4. User can press:
- "Go" button to refine the result
- "First" button to jump to first page of result
- "Previous" button to jump to previous page



- "Next" button to jump to next page
- "Last" button to jump to last page of result
- "Exit" button to quit the function after enquiry

4.1.1.4 E-mail Confirmation

1. System prompts email confirmation for user to determine whether email notification is required

Figure: Send Email Confirmation

Windows	Internet Explorer 🛛 🗙
?	Do you want to send email confirmation?
[OK Cancel

- Press "Ok" button to send e-mail notification; OR

Figure: Email Notification

FIGHE.	cplus_uat@hit	.com.hk			
To:				EmailList	
CC:					
				6	1
				9	
Sender:	60560	Company:	EGL		
Sender: Remarks#IT	S will seek to deliver th	Company: re specified information to the sate delivery of such	EGL designated recipient upor information as a result of	the request of its customers (the and is not initial to any unexpected)	0
HTIS cannot a source or prob caused by or i	nd does not guarantee lents. You acknowledg n connection with the	e that HITS shall not be re use of the Service.	sponsible or liable for any	loss or damage caused or allege	10.00
ITTS cannot a ssues or prob caused by or 1 ITTS does not	nd does not guarantee lens. You acknowledg in connection with the s andorse and is not rea	e that HITS shall not be re use of the Service. sponsible for any content)	sponsible or liable for any products or other material	ices or damage caused or allege is on or available from the Service	NO 10 K

-- User information and Email address are retrieved to email notification details

-- Click "To" or "CC" to select Email Address

Figure: Email List





-- Press "Confirm" button to confirm the selected email address

- Press "Cancel" button to process without e-mail alert and show the result

5. Exception Handling

5.1 Instruction

- 5.1.1 <u>"Instruction" > "Exception Handling"</u>
 - 1. There are three types of exception handling functions:

Figure: Exceptional Handling

Exceptional Handling					
Terminal HIT/CHT	Owner	APL			
Inbound Container Return					
C Outbound Cancel Shipment					
C Outbound Re-handling					
	Exception Handling Histor	y	Create	Browse	Exit
					-

- Inbound Container Return
- Outbound Cancel Shipment
- Outbound Re-handling

5.1.1.1 Inbound Container Return

This function allows user to apply for return of a wrongly picked inbound container to the terminal:

- 1. Declare and Create Inbound Container Return
- 2. Browse and Update Inbound Container Return
- 3. View Inbound Container Return Record History

5.1.1.1.1 Create Inbound Container Return

1. Select "Owner"

- 2. Select "Inbound Container Return" radio button
- 3. Press "Create" button to proceed to next screen

Figure: Exceptional Handling - Inbound Container Return Creation

Exceptional Handling	
Terminal HIT/CHT Owner APL •	
Inbound Container Return	
C Outbound Cancel Shipment	
C Outbound Re-handling	
Exception Handling History Create	Browse Exit

Table: Apply Criteria

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Container Owner	

Table: Apply Information

Field Name	Description	Value
No.	Record Number	
Container No.	Only gated out inbound containers still have records in terminal system are allowed. Only 10 containers can be applied at each time.	

4. Fill in at least one Container No. which must be an inbound container

5. Press "Confirm" button to confirm the creation

Figure: Confirmation Message For Confirming All the Selected Items

Windows				
?	Are you going to confirm all the Created items?			
	OK Cancel	<picture></picture>		

6. System prompts confirmation message box, press "Ok" button to proceed

7. System prompts E-mail Confirmation. (depends on shipping line setting)

8. System response whether the instruction is accepted or rejected



Figure: Exceptional Handling - Inbound Container Return Result



9. User can either:

- Press "Amend" button to amend the rejected instruction to re-proceed (only if there are rejected instruction)

- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to quit the function after enquiry

5.1.1.1.2 Update Inbound Container Return

- 1. Select "Owner"
- 2. Select "Inbound Container Return" radio button
- 3. Press "Browse" button to proceed to next screen

Figure: Exceptional Handling - Inbound Container Return Amendment

rminal	HIT/CHT	Owner		APL	
No.	Container No.	Size	Туре	User ID	Delete
1	AMFU8854904	45	G1	50890	Г
2	APL12345678			SUPER	Г
			Confirm Fire	st Previous	Total is Next Last Exi

Table: Apply Criteria

Field Name	Description	Value
Terminal	Terminal	Read Only
	[Default: HIT/CHT]	
Owner	Container Owner	

Table: Apply Information

Field Name	Description	Value
No.	Record Number	



Container No.	Only gated out inbound containers still have records in terminal system are allowed. Only 10 containers can be applied at each time.	
Size	Container Size	
Туре	Container Type	
User ID	Latest user who updated the selected record	

4. Tick the "Delete" check box to indicate the record for deletion

5. Press "Confirm" button to confirm the change

Figure: Confirmation Message For Confirming All the Selected Items

Windows	s Internet Explorer 🛛 🗙
?	Are you going to confirm all the selected items?
	OK Cancel

6. System prompts confirmation message box, press "Ok" button to proceed

7. System prompts E-mail Confirmation. (depends on shipping line setting)

8. System response whether the instruction is accepted or rejected

Figure: Exceptional Handling - Inbound Container Return Result

Exception	I Handling - Outbo	ound Cano	el Shipment	t Result			
Torminal	ніт/снт			Owner	ADI		
No.	Container No.	Action	Result	Remark	AFL		
1	APZU4252150	Delete	Accepted				
				Amend	First Previous	s Next Last	tal is 1 Exit

9. User can either:

- Press "Amend" button to amend the rejected instruction to re-proceed (only if there are rejected instruction)

- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page

- Press "Last" button to jump to last page of result
- Press "Exit" button to quit the function after enquiry

5.1.1.1.3 Inbound Container Return Record History

- 1. Select "Owner"
- 2. Select "Inbound Container Return" radio button
- 3. Press "Browse" button to proceed to next screen

Figure: Exceptional Handling - Inbound Container Return Amendment History

Container No.			1	Se	arch		
Update Date: From		/	/		dd/mm/yyyy hhmm)		
Update Date: To	15	/ 05	/ 2012	1447	dd/mm/yyyy hhmm)		
Terminal	HIT/C	HT		Owr	ner AP	L	
No.	Contain	er No.	1	Action Type	Update Date	User ID	
1	TTNU586	4420		Create	11/04/2012 10:14	WHO	
2	TGHU27	34417		Create	07/02/2012 16:50	WHO	
3	TCKU18	57576		Create	20/01/2012 16:11	WHO	
4	GESU30	22923	5	Create	19/01/2012 17:01	WHO	
							Total is 4
					First	Previous Next Last	Exit

Table: Search Criteria

Field Name	Description	Value
Container No.	Container Number	Read Only
Update Date Range	Record Creation/Amendment Date Range (From/To)	
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Container Owner	

Tabl	e:	Search	Result

Field Name	Description	Value
No.	Record Number	
Container No.	Only gated out inbound containers still have records in terminal system are allowed. Only 10 containers can be applied at each time.	
Action Type	Type of action performed on selected record	
Update Date	Date in which record is updated	DD/MM/YYYY hh:mm
User ID	Latest user who updated the selected record	

4. User can refine the search criteria by entering the following value:

- Container No.



- Update Date Range
- 5. User can either:
- Press "Search" button to refine the result
- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to quit the function after enquiry

5.1.1.2 Outbound Cancel Shipment

This function allows user to apply for picking up a container which outbound shipment is cancelled:

- 1. Declare and Create Outbound Cancel Shipment
- 2. Browse and Update Outbound Cancel Shipment
- 3. View Outbound Cancel Shipment Record History

5.1.1.2.1 Create Outbound Cancel Shipment

- 1. Select "Owner"
- 2. Select "Outbound Cancel Shipment" radio button
- 3. Press "Create" button to proceed to next screen

Figure: Exceptional Handling - Outbound Cancel Shipment Creation



Table: Apply Criteria

Field Name	Description	Value
Terminal	Terminal	Read Only
	[Default: HIT/CHT]	



Owner

Container Owner

Table: Apply Information

Field Name	Description	Value
No.	Record Number	
Container No.	Only gated out inbound containers still have records in terminal system are allowed. Only 10 containers can be applied at each time.	

4. Fill in at least one Container No. which must be an outbound container

5. Press "Confirm" button to confirm the change

Figure: Confirmation Message For Confirming All the Created Items

Windows	s Internet Explorer 🛛 🗙	
?	Are you going to confirm all the Created items?	
	OK Cancel	< Picture

6. System prompts confirmation message box, press "Ok" button to proceed

7. System prompts E-mail Confirmation. (depends on shipping line setting)

8. System response whether the instruction is accepted or rejected

Figure: Exceptional Handling - Inbound Container Return Result

Exceptional Handling - Outbound Cancel Shipment Result								
Termir	nal	HIT/CHT			Owner	APL		
	No.	Container No.	Action	Result	Remark			
	1	APZU4252150	Delete	Accepted				
							1	otal is 1
					Amend	First Previou	s Next Last	Exit

9. User can either:

- Press "Amend" button to amend the rejected instruction to re-proceed (only if there are rejected instruction)

- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page



- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to quit the function after enquiry

5.1.1.2.2 Update Outbound Cancel Shipment

- 1. Select "Owner"
- 2. Select "Outbound Cancel Shipment" radio button
- 3. Press "Browse" button to proceed to next screen

Figure: Exceptional Handling - Outbound Cancel Shipment Update

Eve	ention	al Handling - Outbo	und Reha	ndling Res	ilt			
2.40	eption	ar randing - Outbo	and Kena	maning Kest				
Termi	nal	HIT/CHT			Owner	APL		
	No.	Container No.	Action	Result	Remark			
	1	APZU4252150	Create	Accepted				
								Total is 1
					Am	end First F	Previous Next L	ast Exit

Table: Apply Criteria

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Container Owner	

Table: Apply Information

Field Name	Description	Value
No.	Record Number	
Container No.	Only gated out inbound containers still have records in terminal system are allowed. Only 10 containers can be applied at each time.	
Size	Container Size	
Туре	Container Type	
User ID	Latest user who updated the selected record	

4. Tick the "Delete" check box to indicate the record for deletion

5. Press "Confirm" button to confirm the change

Figure: Confirmation Message For Confirming All the Selected Items





6. System prompts confirmation message box, press "Ok" button to proceed

7. System prompts E-mail Confirmation. (depends on shipping line setting)

8. System response whether the instruction is accepted or rejected

Figure: Exceptional Handling - Outbound Cancel Shipment Result

Excepti	onal Handling - Outb	ound Cano	el Shipmen	t Result			
Terminal	HIT/CHT			Owner	APL		
No.	Container No.	Action	Result	Remark			
1	APZU4252150	Delete	Accepted				
						1	otal is 1
				Amend	First Previou	s Next Last	Exit

9. User can either:

- Press "Amend" button to amend the rejected instruction to re-proceed (only if there are rejected instruction)

- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to quit the function after enquiry

5.1.1.2.3 Outbound Cancel Shipment Record History

- 1. Select "Owner"
- 2. Select "Outbound Cancel Shipment" radio button
- 3. Press "Browse" button to proceed to next screen

Figure: Exceptional Handling - Outbound Cancel Shipment Amendment History



Container No.			Search	
Jpdate Date: From	/	/	(dd/mm/yyyy hhmm)	
Update Date: To	15 / 05	/ 2012 1447	(dd/mm/vvvv hhmm)	
Terminal	HIT/CHT	(Owner APL	
No.	Container No.	Action Type	Update Date	User ID
1	TTNU5864420	Create	11/04/2012 10:14	WHO
2	TGHU2734417	Create	07/02/2012 16:50	WHO
3	TCKU1857576	Create	20/01/2012 16:11	WHO
4	GESU3022923	Create	19/01/2012 17:01	WHO
				Total is 4
			First	Previous Next Last Exit

Table: Search Criteria

Field Name	Description	Value
Container No.	Container Number	Read Only
Update Date Range	Record Creation/Amendment Date Range (From/To)	
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Container Owner	

Table: Search Result

Field Name	Description	Value
No.	Record Number	
Container No.	Only gated out inbound containers still have records in terminal system are allowed. Only 10 containers can be applied at each time.	
Action Type	Type of action performed on selected record	
Update Date	Date in which record is updated	DD/MM/YYYY hh:mm
User ID	Latest user who updated the selected record	

4. User can refine the search criteria by entering the following value:

- Container No.
- Update Date Range
- 5. User can either:
- Press "Search" button to refine the result
- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to quit the function after enquiry



5.1.1.3 Outbound Re-handling

This function allows user to apply for picking up a container that require re-handling outside terminal:

- 1. Declare and Create Outbound Cancel Shipment
- 2. Browse and Update Outbound Cancel Shipment
- 3. View Outbound Cancel Shipment Record History

5.1.1.3.1 <u>Create Outbound Re-handling</u>

- 1. Select "Owner"
- 2. Select "Outbound Re-handling" radio button
- 3. Press "Create" button to proceed to next screen

Figure: Exceptional Handling - Outbound Cancel Shipment Creation

Eventi	anal Handling Outhound E	Ochandling Creation			
Exception	onal Handling - Outbound R	creation			
Terminal	HIT/CHT	Owner	APL		
No.	Container No.	No.	Container No.		
1		2			
3		4			
5		6			
7		8			
9		10			
				Confirm Clear	Exit

Table: Apply Criteria

Field Name	Description	Value
Terminal	Terminal	Read Only
	[Default: HIT/CHT]	
Owner	Container Owner	

Table: Apply Information

Field Name	Description	Value
No.	Record Number	
Container No.	Only gated out inbound containers still have records in terminal system are allowed. Only 10 containers can be applied at each time.	

4. Fill in at least one Container No. which must be an outbound container

5. Press "Confirm" button to confirm the change



Figure: Confirmation Message For Confirming All the Created Items



6. System prompts confirmation message box, press "Ok" button to proceed

7. System prompts E-mail Confirmation. (depends on shipping line setting)

8. System response whether the instruction is accepted or rejected

Figure: Exceptional Handling - Inbound Container Return Result

Exception	nal Handling - Outbo	ound Cano	el Shipment:	t Result			
Terminal	HIT/CHT			Owner	API		
No.	Container No.	Action	Result	Remark	702		
1	APZU4252150	Delete	Accepted				
							Total is 1
				Amend	First Previous	s Next Last	Exit

9. User can either:

- Press "Amend" button to amend the rejected instruction to re-proceed (only if there are rejected instruction)

- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to quit the function after enquiry

5.1.1.3.2 <u>Update Outbound Cancel Shipment</u>

- 1. Select "Owner"
- 2. Select "Outbound Cancel Shipment" radio button
- 3. Press "Browse" button to proceed to next screen



Figure: Exceptional Handling - Outbound Cancel Shipment Update



Table: Apply Criteria

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Container Owner	

Table: Apply Information

Field Name	Description	Value
No.	Record Number	
Container No.	Only gated out inbound containers still have records in terminal system are allowed. Only 10 containers can be applied at each time.	
Size	Container Size	
Туре	Container Type	
User ID	Latest user who updated the selected record	

- 4. Tick the "Delete" check box to indicate the record for deletion
- 5. Press "Confirm" button to confirm the change

Figure: Confirmation Message For Confirming All the Selected Items



6. System prompts confirmation message box, press "Ok" button to proceed

7. System prompts E-mail Confirmation. (depends on shipping line setting)

8. System response whether the instruction is accepted or rejected



Figure: Exceptional Handling - Outbound Rehandling Result



9. User can either:

- Press "Amend" button to amend the rejected instruction to re-proceed (only if there are rejected instruction)

- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to quit the function after enquiry

5.1.1.3.3 <u>Outbound Re-handling Record History</u>

- 1. Select "Owner"
- 2. Select "Outbound Re-handling" radio button
- 3. Press "Browse" button to proceed to next screen

Figure: Exceptional Handling - Outbound Rehandling Amendment History

Container No.				5	Bearch	
Jpdate Date: From		1	1		dd/mm/yyyy hhmm)	
Jpdate Date: To	15	/ 05	/ 2012	1456	(dd/mm/yyyy hhmm)	
erminal	HIT/C	HT		Ov	vner APL	
No.	Contain	er No.		Action Type	Update Date	User ID
1	APZU43	20130		Create	24/04/2012 08:41	WHO
2	APZU39	44092		Create	05/04/2012 17:31	WHO
3	TCLU30	58473		Create	17/02/2012 09:37	WHO
4	DRYU45	37583		Create	02/02/2012 11:35	WHO
5	TRLU53	42810		Create	30/12/2011 13:47	WHO
6	APZU37	92976		Create	29/12/2011 15:57	WHO
						Total
					First Pre	avious Next Last E

Table: Search Criteria

Field Name	Description	Value
Container No.	Container Number	Read Only
Update Date Range	Record Creation/Amendment	
	Date Range (From/To)	



Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Container Owner	

Table: Search Result

Field Name	Description	Value
No.	Record Number	
Container No.	Only gated out inbound containers still have records in terminal system are allowed. Only 10 containers can be applied at each time.	
Action Type	Type of action performed on selected record	
Update Date	Date in which record is updated	DD/MM/YYYY hh:mm
User ID	Latest user who updated the selected record	

4. User can refine the search criteria by entering the following value:

- Container No.
- Update Date Range
- 5. User can either:
- Press "Search" button to refine the result
- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to quit the function after enquiry

5.1.1.4 E-mail Confirmation

1. System prompts email confirmation for user to determine whether email notification is required

Figure: Send Email Confirmation



- Press "Ok" button to send e-mail notification; OR

Figure: Email Notification

From:	colus untility	open bir			
Ter	chids_datigit	.com.ns			
10;				EmailList	
CC:	-				
Sender: Remarks#171	50550 S will seek to deliver th	Company: respecified information to	EGL designated recipient up	on the request of its customers (the *	"Service")
HITIS cannot av issues or probl caused by or it HITIS does not	nd does not guarantee lens. You acknowledg h connection with the s andorce and is not rea	the sate delivery of such je that HITS shall not be re use of the Service.	information as a result sponsible or liable for a products or other make	of analis not limited to any unexpected ny loss or damage caused or alleged tails on or available from the Service.	il technic to be
You acknowle anytime and fri third party for	dge that HITIS recerve on time to time in its co any notification, suspe	s the right to modify or dis le discretions, with or with nsion or discontinuation of	continue, temporarily or rout notice. You agreet the Service.	permanently the Service or any part t that HITIS shall not be liable to you or t OK	hereotat bany Exit

-- User information and Email address are retrieved to email notification details

-- Click "To" or "CC" to select Email Address

Figure: Email List



--- Press "Confirm" button to confirm the selected email address

- Press "Cancel" button to process without e-mail alert and show the result

6. Export Booking

6.1 Instruction

6.1.1 "Instruction" > "Export Booking Maintenance"

This function allows user to create booking and serve as a pre-advice notice for export containers:

Figure: Export Booking

Information Services Department





- Create Booking Record
- Amend Booking Record
- View Booking History

6.1.1.1 Create Booking Record

- 1. Fill in Booking No.
- 2. Press "Create" button

Figure: Export Booking

kport Booking				
Terminal	HIT/CHT		Expiry Date	(* mandatory ddimmiyyyy)
Booking No.	32214760-4 (Active)		O/B Return	
Owner/Vessel/Voyage		(*mandatory)	Outside Shipment	
Vessel Name				
Destination	(*mendatory)		Discharge Port	(*mandatory)
Train Code			Block Code	
Shipper		(* mandatory)	Shipper Code	
Shipper Address			Tel No.	[
Commodity	mandatory)	(*conditional	Gross Weight	
Packing Address				
MDG Code	, 			
UNDG Code				
Sp Code	Select			
Reefer Temp			Reefer As Dry	
Permit No.			Dutiable	N -
OW(L)	(m)OW(R) (m)OL(F)	(m)OL(/	A)	(m)OH (m
Remarks		(11)		1 1
	·			

Table: Container Information

Field Name	Description	Value
Terminal	Terminal	Read Only
Evoire Data	Default: HIT/CHT	
Expire Date	BOOKING Expire Date	
Booking No.	Booking Number	50 digits
O/B Return	Whether the container is Full	
	(XF) OR Empty (XM)	
Owner/Vessel/Voyage	Owner Code / Line Vessel Code / Voyage Code	



Outside Shipment	If checked, all vessel and port information validation is skilled. EM container is allowed to be picked up for shipment outside terminal.	
Vessel Name	Vessel Name	
Destination	Final Destination	
Discharge Port	Port of Discharge	
Train Code	Train Code	
Block Code	Block Code	
Shipper	Shipper Name	
Shipper Code	Shipper Code	
Shipping Address	Shipper Address	
Tel No.	Shipper Contact Telephone Number	
Commodity	Commodity	
Gross Weight	Container Gross Weight	
Packing Address	Packing Address	
IMDG Code	International Maritime Dangerous Goods Code	
UNDG Code	United Nation Dangerous Goods Code	
Sp Code	Special Handling Code	
Reefer Temp	Reefer Temperature	
Reefer as Dry	Whether the reefer is use as a normal container (not utilizing its refrigeration ability)	
Permit No.	Permit Number	
Dutiable	Whether the goods in container is dutiable	
OW(L)/OW(R)/OL(F)/OL(A)/OH	Over-Weight(Left)/Over-Weight (Right)/Over-Length(Fore)/Over -Length(After)/Over-Height	
Remarks	User Remarks	

3. Fill in mandatory fields such as "Owner/Vessel/Voyage", "Shipper", "Commodity", "Expiry Date" and "Discharge Port"

4. User can either:

- Press "Submit Booking" button to submit the booking information and E-mail Confirmation; **OR**

- Press "Request" button to proceed to add container request to the booking

6.1.1.2 Amend Booking Record

This function allows user to apply for picking up a container which outbound shipment is cancelled:

1. Fill in "Booking No." with a previously submitted number

2. Press "Amend" button to retrieve the record

Figure: Export Booking

Terminal	HIT/CHT		Expiry Date	07 / 07 / 2012
Booking No.	27111984-1 (Pending) 20032 - Booking cannot be updated until processed. Please check later.		O/B Return	@ Full @ Empty
Owner/Vessel/Voyage	APL ALKA JOINE	*mandatory)	Outside Shipment	L E
Vessel Name	APL SRI LANKA			
Destination	CNXGG (*mandatory) XINGANG		Discharge Port	CNXGG (*mandatory)
Train Code			Block Code	
Shipper	TEST	(*mandatory)	Shipper Code	
Shipper Address			Tel No.	
Commodity	TEST mandatory)	(*conditional	Gross Weight	
Packing Address				
IMDG Code				
JNDG Code				
Sp Code	Select			
Reefer Temp			Reefer As Dry	*
Permit No.			Dutiable	NW
OW(L)	(m)OW(R) (m)OL(F)	(m)OL(4	4)	(m)OH (m)
Demarks				1 (11)
Reefer Temp Permit No. OW(L)	(m) ^{OW(R)} (m) ^{OL(F)}	(m)OL(#	Reefer As Dry Dutiable	

3. User can either:

- Press "Cancel" button to cancel the submitted booking request; $\ensuremath{\textbf{OR}}$

- Press "Delete" button to delete the submitted booking request; $\ensuremath{\textbf{OR}}$

- Press "Copy" to copy the submitted booking request; OR

- Press "Multi. Copy" to multiple copy the submitted booking request into multiple new booking request(s); **OR**

- Press "Container List" button to view the Booking Container List; $\ensuremath{\textbf{OR}}$

- Press "Request" button to proceed to add container request to the booking; **OR**

- Press "Submit Booking" button to submit the booking information and confirm whether to send E-mail Confirmation

6.1.1.3 View Booking History

User can view the Export Booking Record History for a selected booking number.

1. Fill in "Booking No."



2. Press "Booking History" button:

Figure: Export Booking Amendment History List



Table: Container Information

Field Name	Description	Value
No.	Record Number	
Vessel	Line Vessel Code	
Voyage	Line Voyage Code	
POD	Port of Discharge	
FD	Final Destination	
Block	Block Code	
Train	Train Code	
Sp Code	Special Handling Code	
Temp	Reefer Temperature	
IMDG Code	International Maritime Dangerous Goods Code	
DU	Hold by DU (Dutiable) - Y: Hold by DU - N: NOT Hold by DU	
Expiry Date	Export Booking Expiry Date	
Booking Status	Export Booking Processing Status - Pending: Waiting to be processed by HIT/CHT - Accepted: Accepted by HIT/CHT	
Action Type	Type of action performed on selected record	
Update Date	Date in which record is updated	DD/MM/YYYY hh:mm
User ID	Latest user who updated the selected record	

3. User can either:

- Press "Request Detail" button to view detail information on Export Booking

Figure: Export Booking Amendment History Detail List





- -- User can either:
- --- Press "First" button to jump to first page of result
- --- Press "Previous" button to jump to previous page
- --- Press "Next" button to jump to next page
- --- Press "Last" button to jump to last page of result
- --- Press "Exit" button to quit the function after enquiry

6.1.1.4 Booking Container Request List

Booking Container Request List allows user to:

- Create Booking Container Request List; OR
- Update Booking Container Request List; OR
- Delete Booking Container Request List; OR
- Create Nominate Booking Container; OR
- Delete Nominate Booking Container; OR
- Submit Booking

6.1.1.4.1 Create Booking Container Request List

Figure: Create Booking Container Request List



1. Press "Create" button to show the Booking Container Request

Figure: Booking Container Request



Booking Container Reque	st		
Terminal	HIT/CHT		
Container Size	(*mandatory)	Container Type	·
Container Type Class	-	Container Material	-
Container Prefix		Max GW	
Equipment Code	Select		
Pickup Location	Select 💌	(*mandatory)	
Allow Replacement	•		
No. of Request	(*mandatory)	No. of Pick	
			Confirm Exit

Table: Container Information

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Container Size	Container Size	
Container Type	Container Type	
Container Type Class	Container Type Class	
Container Material	Container Material	
Container Prefix	Alphabet Prefix of Container (For example APLV12345678)	
Max GW	Maximum Container Gross Weight	
Equipment Code	Equipment Code	
Pickup Location	Specific where the container is picked up	
Allow Replacement	Whether container replacement is allowed - Yes: allow replacement container if the nominated container is not available - No: no replacement is allowed even if the nominated container is not available	
No. of Request	Number of container requested	{0, 99}
No. of Pick	The number of EM Container that has already been picked	

2. Fill in mandatory field(s) such as "Container Size", "Pickup Location", "No. of Request"

3. Fill in **EITHER** "Container Type" **OR** "Container Type Class"

4. Press "Confirm" button to confirm the request

Figure: Booking Container Request List





6.1.1.4.2 Update Booking Container Request List

Figure: Booking Container Request List



1. Select a record

2. Press "Update" button to show the Booking Container Request

Figure: Booking Container Request

Booking Container Red	quest		
Terminal	HIT/CHT		
Container Size	 (*mandatory) 	Container Type	•
Container Type Class	-	Container Material	-
Container Prefix		Max GW	
Equipment Code	Select	•	
Pickup Location	Select	(*mandatory)	
Allow Replacement	•		
No. of Request	(hundring)	No. of Pick	
	(mandatory)		
			Confirm Exit

- 3. User can amend the following data:
- Container Size; OR
- Container Type; OR
- Container Type Class; OR
- Container Material; OR
- Container Prefix; OR
- Max GW; **OR**
- Equipment Code; OR
- Pickup Location; OR
- Allow Replacement; OR
- 4. Press "Confirm" button to confirm the request

Figure: Booking Container Request List





6.1.1.4.3 Delete Booking Container Request List

1. Select a record

2. Press "Delete" button and the record is deleted, no confirmation is shown

6.1.1.5 Nominate Booking Container

After creating the Booking Container Request List, user can nominate specific EM container(s). Maximum 10 EM containers can be nominated, and user cannot nominate container with pickup location as "D".

User can either:

- Create Nominate Booking Container
- Delete Nominate Booking Container
- Submit Booking

6.1.1.5.1 <u>Create Nominate Booking Container</u>

Figure: Booking Nominated Container List

Desilie Mente	-t-l C-stainsa			
Booking Nomin	ated Container			
Ferminal	HIT/CHT			
Container No.		Size/ Type	/	
ocation				
Status		Damage		
Owner				
				Show Detail OK Ex

Table: Booking Nominated Container Property Descriptions

Field Name	Description	Value
Terminal	Terminal	
Container No.	Container Number	
Size/Type	Container Size/Type	
Location	Container Location	
Status	Container Status	
Damage	Damage Code	
Owner	Owner Code	



2. Fill in "Container No." which must be EM container and agree with the Container condition specified in Booking Container Request List. For example, if a 20' container is requested, then the nominated container must be a 20' EM container.

3. User can either:

- Press "Show Detail" button to reveal the selected container details; $\ensuremath{\text{OR}}$

Figure: Booking Nominated Container

Booking Nomin	ated Container				
Terminal Container No.	HII/CHI	Size/ Type	20/10		
Location	HITA				
Status	EM	Damage			
Owner	APL				
				Show Detail	OK Exit

- Press "OK" button to nominate the selected container:

Figure: Booking Nominated Container List

om	inal		HIT/CH	π.							
Bool	ing I	lo.	27111	84-2							
Del	No.	Container No.	Owner	Size	Container Type	Status	Released	Location		Damag	je
Г	1	PPPP1234567	APL	20	10	EM	N	HIT4			
											Total is 1
									Delete Create Sub	mit Booking	Back

6.1.1.5.2 Delete Nominate Booking Container

Figure: Booking Nominated Container List

Bo	okin	g Nominated C	ontaine	r List							
Term	ninal king l	lo	HIT/CH	fT 984-2							
Del	No.	Container No.	Owner	Size	Container Type	Status	Released	Location		Damag	je
Г	1	PPPP1234567	APL	20	10	EM	N	HIT4			
									Delete Create Subr	mit Booking	Total is 1 Back

- 1. Select one of the records among the list
- 2. Press "Delete" button to delete the record

6.1.1.6 Cancel Booking

This function allows user to cancel the booking.

Figure: Confirmation Message For Cancel Booking





- 1. Press "OK" button to confirm cancel booking
- 2. Press "OK" to send E-mail confirmation
- 3. System display result:

Figure: Booking Container Result

Booking No. TEST1234 Action Cancel Result Success Terminal HIT/CHT Owner/Vessel/Voyage APL/ DMK/ 169E Port of Discharge USOAK Destination Port USOAK Block Code USOAK Destination Port USOAK INDG Code Sp Code UNDG Code Sp Code UNDG Code Sp Code EXPERIMENT State Stat	Booking Cont	ainer Resu	lt					
Action Cancel Result Success Terminal HIT/CHT Owner/Vessel/Voyage APL/DMK/ 169E Port of Discharge USOAK Destination Port USOAK Block Code IMDG Code UNDG Code No. Container Size Container Type Container Type Class No. of Request 1 22 GP 11 Amend Exit	Booking No.	TEST1234						
Success Owner/ Vessel/ Voyage APL/ DMK/ 169E Terminal HIT/CHT Owner/ Vessel/ Voyage APL/ DMK/ 169E Port of Discharge USOAK Destination Port USOAK Block Code Train Code USOAK IMDG Code Sp Code UNDG Code No. Container Size Container Type Container Type Class No. of Request 1 22 GP 11	Action	Cancel						
Terminal HIT/CHT Owner/ Vessel/ Voyage APL/ DMK/ 169E Port of Discharge USOAK Destination Port USOAK Block Code Train Code USOAK MDG Code Sp Code UNDG Code No. Container Type Container Type Class No. of Request 1 22 GP 11	Result	Success						
Port of Discharge USOAK Destination Port USOAK Block Code Train Code UNDG Code UNDG Code No. Container Size Container Type Container Type Class No. of Request 1 22 GP 11 Amend Exit	Terminal	HIT/CHT			Owner/ Vessel	/ Voyage	APL/ DMK/ 169E	
Block Code Train Code IMDG Code Sp Code UNDG Code No. Container Size Container Type Class No. of Request 1 22 GP 11 Amend Exit	Port of Discharge	USOAK			Destination Po	rt	USOAK	
IMDG Code Sp Code UNDG Code Sp Code No. Container Size Container Type 1 22 GP 11 Exit	Block Code				Train Code			
UNDG Code No. Container Size Container Type Container Type Class No. of Request 1 22 GP 11 Arrend Exit	MDG Code				Sp Code			
No. Container Size Container Type Container Type Class No. of Request 1 22 GP 11 Amend Exit	UNDG Code							
1 22 GP 11 Amend Exit	No. Contai	ner Size	Container Type	Contai	ner Type Class	No. of Re	quest	
Amend	1 22			GP		11		
							Amend Exit	1
<picti< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td><picture< td=""></picture<></td></picti<>								<picture< td=""></picture<>

6.1.1.7 Delete Booking

This function allows user to delete the booking.

Figure: Confirmation Message For Delete Booking



- .1 Press "OK" button to confirm deletion
- 2. Press "OK" to send E-mail confirmation
- 3. System display result:

Figure: Booking Container Result



Book	king Cont	ainer Resu	lt					
Bookin	g No.	TEST1234						
Action		Delete						
Result		Success						
Termin	al	HIT/CHT			Owner/ Vesse	/ Voyage	APL/ DMK/ 169E	
Port of	Discharge	USOAK			Destination Po	ort	USOAK	
Block C	ode				Train Code			
IMDG C	ode				Sp Code			
UNDG (Code							
No.	Contai	ner Size	Container Type	Contair	ner Type Class	No. of Re	quest	
1	22			GP		11		
							Amend	Exi

6.1.1.8 Copy Booking

This function allows user to create one copy from a single booking record.

Figure: Export Booking

Terminal	HIT/CHT				Expiry Date	31 /	12 / 2012 / dd/mm/yyyy)	
Booking No.			(Active)		O/B Return	€ Full	C Empty	
Owner/Vessel/Voyage	APL •	DMK	/169E	(*mandatory)	Outside Shipmer	nt 🗂		
Vessel Name	APL DEN	MARK						
Destination	USOAK	(*mandatory)	OAKLAND		Discharge Port	USOAK	(* mandatory)	
frain Code					Block Code			
Shipper	SHIPPER	_		(*mandatory	Shipper Code	-		
Shipper Address					Tel No.	-		
Commodity	VIETNAM mandatory)	PAWN		(*conditional	Gross Weight	[
Packing Address								
IMDG Code		•	• •	•				
UNDG Code	-	•	• •	•				
Sp Code	Select			-				
Reefer Temp		1			Reefer As Dry	-		
Permit No.	-		-		Dutiable	N 💌		
OW(L)	(m)OW(F	1)	(m)OL(F)	(m	OL(A)	HO(m)		(m)
			1			4		4

1. Fill in at least "Booking No.", user can also amend other existing data

2. Press "Confirm" button and confirm whether to send E-mail confirmation

Figure: Booking Container Result



Booking Cont	ainer Resul	lt			
Booking No.	TEST4344				
Action	Create				
Result	Success				
Terminal	HIT/CHT		Owner/ Ves	sel/ Voyage	APL/ DMK/ 169E
Port of Discharge	USOAK		Destination	Port	USOAK
Block Code			Train Code		
IMDG Code			Sp Code		
UNDG Code					
No. Contai	ner Size	Container Type	Container Type Cla	ss No. of Re	quest
					Ameno

6.1.1.9 Multiple Copy Booking

This function allows user to create multiple copies from a single booking record.

Figure: Multi. Copy

iginal Booking No.	No.	Target Booking No	
ŠT1234	1		
vner/Vessel/Voyage	2		
L/ DMK/ 169E	3		
ssel Name	4		-
L DENMARK	5		
	6		
	7	,	
	8	-	
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		-
	17		-
	18		-
	19		
	20		-

1. Fill in "Target Booking No.", user can fill in at most 20 booking number (50 digits) at one time

2. Press "Confirm" button and confirm whether to send E-mail confirmation

Figure: Export Booking Multiple Copy Result



Action	Create		
leaon	orotato		
Ferminal	HIT/CHT	Owner/ Vessel/ Voyage	APL/ DMK/ 169E
Port of Discharge	USOAK	Destination Port	USOAK
Block Code		Train Code	
MDG Code		Sp Code	
Aulti Copy Booki	ng Number List		
No. Booki	ng No.	Result	
1 TEST	2234	Success	
2 TEST	3234	Success	
			Amend

6.1.1.10 Booking Container List

This function allows user to view the booking container associated including container picked and container grounded.

Figure: Booking Container List

Booking Container List erminal HI7/CHT looking No. APL0001 No. Container No. Owner Status Size Type Seal No. Max GW Damage Location Code Code Code Code Code Code Code Code
Terminal HIT/CHT Booking No. APL0001 No. Container No. Owner Status Size Type Seal No. Max GW Damage Location Code Code Code Code Code Code Code Code
Jooking No. APL0001 No. Container No. Owner Status Size Type Seal No. Max GW Damage Location Code
No. Container No. Owner Status Size Type Seal No. Max GW Damage Location Code Code Code Children ADI EN 20. Col
1 TRUE 0040740 ADI EN 00 C1 20 C-1- 0-4 (T4/6/7)
1 IRL02810712 APL EM 22 G1 30 Gate Out (14/6/7)
First Previous Next Last Exit

6.1.1.11 Submit Booking

Once the booking information is completed, user can confirm and submit the booking information by clicking "Submit Booking" button in the following location:

- Booking Record
- Booking Container Request List
- Nominate Container List

Result is shown as below:

Figure: Booking Container Result

Bookin	ng No.	HIT1234567						
Action		Create						
Result		Accepted						
Termin	nal	HIT			Owner/ Vessel	Voyage	AFL/ AGA/	133W
Port of	f Discharge	BEZEE			Destination Po	rt	BEZEE	
Block	Code				Train Code			
IMDG (Code				Sp Code			
No.	Contair	er Size	Container Type	Contair	ner Type Class	No. of Re	quest	
1	43		00			1		
2	43		00			1		
								Amend Ex



6.1.1.12 E-mail Confirmation

1. System prompts email confirmation for user to determine whether email notification is required

Figure: Send Email Confirmation

Windows	s Internet Explorer 🛛 🗙
?	Do you want to send email confirmation?
	OK Cancel

- Press "Ok" button to send e-mail notification; OR

Figure: Email Notification

From:	cplus_uat@hit	.com.hk			
To:				Emai	List
CC:					
					2
					9
Sender:	60560	Company:	EGL		<u>u</u>

- User information and Email address are retrieved to email notification details

- Click "To" or "CC" to select Email Address

Figure: Email List





- Press "Confirm" button to confirm the selected email address

- Press "Cancel" button to process without e-mail alert and show the result

7. Hold

7.1 Instruction

7.1.1 <u>"Instruction" > "Hold"</u>

User is allowed to apply and execute hold instruction for the following types of hold code:

- Off Lease (OL); (Please refer to OL Hold Main Menu) OR
- Pending for Instruction; (Please refer to PI Hold Main Menu) OR
- Pending for Next Vessel. (Please refer to PV Hold Main Menu)

7.1.2 <u>"Instruction" > "Hold" > "OL Hold Main Menu"</u>

This function allow user to apply and execute a hold instruction to empty containers (EM) located in yard. It is restricted to EM container only, any request for non-EM is rejected.

System prompts alert message that charge(s) maybe incurred:

Figure: Attention



1. Press "Ok" button to proceed

Figure: Off Lease

Off Lease
Terminal HIT/CHT -
Owner APCH -
Vessel/Voyage /
Vessel Name
Hold List Release Hold/Release History Pre-declared List Exit



Field Name	Description	Value
Terminal	Terminal	Read Only
	[Default: HIT/CHT]	
Owner	Container Owner	
Vessel/Voyage	Line Vessel Code / Line Voyage	
	Code	
Vessel Name	Vessel Name	

Table: Off Lease Property Descriptions

- 2. User can either:
- Perform "Hold"/"Pre-Hold" Operation; OR
- Perform "Release" Operation; **OR**
- View "Hold List"; OR
- View "Hold/Release History"; OR
- View "Pre-declared List"

7.1.2.1 <u>"Hold"/"Pre-Hold" Operation</u>

Figure: Off Lease

Off Lease
Terminal HIT/CHT
Owner APCH -
Vessel/Voyage
Vessel Name
Hold Hold List Release Hold/Release History Pre-declared List Exit

1. Select "Owner"

2. Fill in optional data (Vessel/Voyage Code is not mandatory to fill in)

3. Press "Hold" button to show hold screen:

Figure: Off Lease - Hold



Terminal	HIT/CH	ſT		
Owner	APL			
Vessel/ Voy	age Code HNW	/ 021E		
Vessel Nam	e HYUN	DAI NEW YORK		
Container N	o.			
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
				Confirm Clear

- Maximum 30 containers can be applied for hold at one time

4. Fill in Container No. which must be EM container

5. Press "Confirm" button to see system response. If rejected, system shows reason in "Remark" field

Figure: Off Lease - Hold Result

Off Lea	ise - Hold	Result							
Termina Vessel/V	il /oyage	HIT/CHT /		Owner Vessel Na	ame	APL			
No.	Contain	ner No.	Action	Result	Remark				
1	CLHU44	472590	Create	Accept	First Hold.				
								1	Total is 1
							Amend	Continue	Exit

- If Container Location is still on board, system pre-holds the container instead

Figure: Off Lease - Hold Result

Off Le	ase - Hold	Result					
Termin Vessel/	al Vovage	HIT/CHT IOL / 163N		Owner Vessel N	ame	APL	
No.	Contair	ner No.	Action	Result	Remark		
1	APHU4	536343	Create	Accept	Pre-decla	ared request	
						Amend	Total is ' Continue Exit

- Application is rejected if:
- -- Container Status is not EM; **OR**
- -- Container is already gate-out; OR
- -- Container is under movement; OR
- -- Container already has the same hold condition



7.1.2.2 "Release" Operation

Figure: Off Lease

Off Lease	
Terminal	
Vessel/Voyage	
Vessel Name	
Hold Hold List Release Hold/Release History	Pre-declared List Exit

1. Select "Owner"

2. Fill in optional data (Vessel/Voyage Code is not mandatory to fill in)

3. Press "Release" button to show release screen:

Figure: Off Lease - Release

Terminal HT/CHT Owner APL Vessel/Voyage Code / Vessel/Name / Container No. 1 1 2 6 7 8 9 10 10 11 12 12 13 14 15 15 16 17 18 18 19 20 21 22 23 24 25 26 27 28 29 30	Off Lease - Release	
Terminal HIT/CHT Owner APL Vessel/Voyage Code / Vessel/Voyage Code / Container No. 1 1 2 6 7 8 9 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 Confirm Clear		
Owner APL Vessel/Voyage Code / Vessel/Voyage Code / Vessel/Name / 1 2 3 4 5 ////> 6 7 8 9 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 Confirm Clear Exit	Terminal HIT/CHT	
Vessel Voyage Code 7 Vessel Name Container No. 1 2 3 4 5 6 7 8 9 10 10 11 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 Confirm Clear Exit	Jwner APL	
Container No. 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	/essel/Voyage Code /	
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	resser name	
1 2 3 4 3 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		
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		
11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 Confirm Clear Exit	3 7 8 9 10	
16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 Confirm Clear Exit	11 12 13 14 15	_
10 17 18 19 20 21 22 23 24 25 26 27 28 29 30 Confirm Clear Exit	10 20	_
21 22 23 24 25 26 27 28 29 30 Confirm Clear Exit	10 17 18 19 20	
26 27 28 29 30 Confirm Clear Exit	21 22 23 24 25	
Confirm Clear Exit	26 27 28 29 30	
	Confirm Clear	Exit

- Maximum 30 containers can be applied for release at one time

4. Fill in Container No. which must be EM container with EM hold code

5. Press "Confirm" button to see system response.

Figure: Off Lease - Release Result

Off Leas	e - Release	Result						
Terminal		HIT/CHT		Owner		APL		
Vessel/Vo	yage	/		Vessel Nan	ne			
No.	Container	No.	Action	Result	Remark			
1	CLHU44725	90	Delete	Accept	First Hold			
								Total is 1
							Amend	Continue Exit


7.1.2.3 <u>"Hold List"</u>

The function allows user to check number and details of containers which are under hold condition.

Figure: Off Lease

Off Lease
Ferminal HIT/CHT
Owner APCH -
/essel/Voyage /
/essel Name
Hold List Release Hold/Release History Pre-declared List Exit

1. Select "Owner"

2. Fill in optional data (Vessel/Voyage Code is not mandatory to fill in)

3. Press "Hold List" button to show hold list screen:

Figure: Off Lease - Hold List

Sort ly Container No. Sz Ty Hold Time Hold Me □ 1 APRU507189 45 32 2005/2006 19:03 Terminal □ 2 APRU507189 45 32 2005/2006 19:03 Terminal □ 3 APRU5077980 45 32 2005/2006 19:03 Terminal □ 4 APRU5097461 45 32 20/5/2006 21:35 Terminal □ 5 APRU5097461 45 32 27/05/2006 21:35 Terminal □ 6 APRU5097420 45 32 27/05/2006 21:35 Terminal □ 7 APRU5096529 45 32 27/05/2006 21:35 Terminal □ 8 APRU5097477 45 32 27/05/2006 21:35 Terminal □ 10 APRU5097477 45 32 27/05/2006 21:35 Terminal □ 11 APRU5097378 45 32 20/05/2006 19:03 Terminal <td< th=""><th>ferminal /essel/V</th><th>oyage</th><th>HIT /</th><th></th><th>Owner Vessel N</th><th>APL ame</th><th></th></td<>	ferminal /essel/V	oyage	HIT /		Owner Vessel N	APL ame	
Release No. Container No. Sz Ty Hold Time Hold by 1 APRU5074189 45 32 20.05/2006 19:03 Terminal 2 APRU5084130 45 32 20.05/2006 19:03 Terminal 3 APRU507489 46 32 20.05/2006 19:03 Terminal 4 APRU5097980 46 32 20.05/2006 19:03 Terminal 4 APRU5097800 45 32 20.05/2006 21:35 Terminal 5 APRU5097420 45 32 27.05/2006 21:35 Terminal 6 APRU5097420 45 32 27.05/2006 21:35 Terminal 6 APRU5097420 45 32 27.05/2006 21:35 Terminal 7 APRU5096521 45 32 27.05/2006 21:35 Terminal 1 APRU5097477 45 32 27.05/2006 21:35 Terminal 1 10 APRU5097378 45 32 20.05/2006 19:03 Terminal	Sort by		Container No. 👻	Go			
1 APRU5071199 45 32 20.05/2006 19:03 Terminal 2 APRU5084130 45 32 20.05/2006 19:03 Terminal 3 APRU50977360 45 32 20.05/2006 19:03 Terminal 4 APRU5097461 45 32 27.05/2006 21:35 Terminal 5 APRU5097461 45 32 27.05/2006 21:35 Terminal 6 APRU509602 45 32 27.05/2006 21:35 Terminal 7 APRU509629 45 32 27.05/2006 21:35 Terminal 9 APRU509629 45 32 27.05/2006 21:35 Terminal 10 APRU5096531 45 32 27.05/2006 21:35 Terminal 11 APRU5097378 45 32 20.05/2006 21:35 Terminal 12 APRU5096280 45 32 20.05/2006 21:35 Terminal 13 APRU5096280 45 32 27.05/2006 21:35 Terminal 14 <	Release	No.	Container No.	Sz	Ту	Hold Time	Hold by
2 APRU5084130 45 32 20.05/2006 19:03 Terminal 3 APRU5077960 46 32 20.05/2006 19:03 Torminal 4 APRU5097461 45 32 27.05/2006 21:35 Terminal 5 APRU5097461 45 32 27.05/2006 21:35 Terminal 6 APRU5097420 45 32 27.05/2006 21:35 Terminal 7 APRU509629 45 32 27.05/2006 21:35 Terminal 8 APRU5094713 45 32 27.05/2006 21:35 Terminal 9 APRU509629 45 32 27.05/2006 21:35 Terminal 10 APRU509629 45 32 27.05/2006 21:35 Terminal 11 APRU509629 45 32 27.05/2006 21:35 Terminal 12 APRU5096280 45 32 20.05/2006 19:03 Terminal 13 APRU5096280 45 32 27.05/2006 21:35 Terminal 14 <td< td=""><td></td><td>1</td><td>APRU5074189</td><td>45</td><td>32</td><td>20/05/2006 19:03</td><td>Terminal</td></td<>		1	APRU5074189	45	32	20/05/2006 19:03	Terminal
3 APRU6077960 46 32 2.0.05/2006 19:03 Terminal 4 APRU5097461 45 32 2.7.05/2006 21:36 Terminal 5 APRU5097460 45 32 2.7.05/2006 21:35 Terminal 6 APRU5097420 45 32 2.7.05/2006 21:35 Terminal 7 APRU509629 45 32 2.7.05/2006 21:35 Terminal 9 APRU5097470 45 32 2.7.05/2006 21:35 Terminal 10 APRU5097477 45 32 2.7.05/2006 21:35 Terminal 11 APRU5096231 45 32 2.7.05/2006 21:35 Terminal 11 APRU5096240 45 32 2.0.05/2006 19:03 Terminal 12 APRU5096280 45 32 2.0.05/2006 19:03 Terminal 13 APRU5096280 45 32 2.7.05/2006 21:35 Terminal 14 APRU5096266 45 32 2.7.05/2006 21:36 Terminal 15 APRU5094539 45 32 2.7.05/2006 21:36 Terminal		2	APRU5084130	45	32	20/05/2006 19:03	Terminal
4 APRU5097461 45 32 27/05/2006 21:35 Tarminal 5 APRU5096660 45 32 27/05/2006 21:35 Terminal 6 APRU5097420 45 32 27/05/2006 21:35 Terminal 7 APRU5096629 45 32 27/05/2006 21:35 Terminal 8 APRU509629 45 32 27/05/2006 21:35 Terminal 9 APRU5096717 45 32 27/05/2006 21:35 Terminal 10 APRU5096531 45 32 27/05/2006 21:35 Terminal 11 APRU5096531 45 32 20/05/2006 21:35 Terminal 12 APRU5096280 45 32 20/05/2006 19:03 Terminal 13 APRU5096280 45 32 20/05/2006 19:03 Terminal 14 APRU5096280 45 32 27/05/2006 21:34 Terminal 15 APRU509639 45 32 27/05/2006 21:34 Terminal 15		3	APRU5077980	45	32	20/05/2006 19:03	Terminal
5 APRU5096660 45 32 27,05/2006 21:35 Terminal 6 APRU5097420 45 32 27,05/2006 21:35 Terminal 7 APRU5096629 45 32 27,05/2006 21:35 Terminal 8 APRU5094713 45 32 27,05/2006 21:35 Terminal 9 APRU5094713 45 32 27,05/2006 21:35 Terminal 10 APRU5096631 45 32 27,05/2006 21:35 Terminal 11 APRU5096631 45 32 20,05/2006 19:03 Terminal 11 APRU5096631 45 32 20,05/2006 19:03 Terminal 12 APRU5096620 45 32 20,05/2006 19:03 Terminal 13 APRU5096280 45 32 27,05/2006 21:35 Terminal 14 APRU5096266 45 32 27,05/2006 21:36 Terminal 15 APRU5094539 45 32 27,05/2006 21:36 Terminal		4	APRU5097461	45	32	27/05/2006 21:35	Terminal
6 APRU5097420 45 32 27/05/2006 21:35 Terminal 7 APRU5096629 45 32 27/05/2006 21:35 Terminal 8 APRU5094713 45 32 27/05/2006 21:35 Terminal 9 APRU5094717 45 32 27/05/2006 21:35 Terminal 10 APRU5096531 45 32 27/05/2006 21:35 Terminal 11 APRU5096531 45 32 20/05/2006 19:03 Terminal 12 APRU5096521 45 32 20/05/2006 19:03 Terminal 13 APRU5096280 45 32 20/05/2006 19:03 Terminal 14 APRU5096266 45 32 27/05/2006 21:35 Terminal 15 APRU5094539 45 32 27/05/2006 21:35 Terminal		5	APRU5096660	45	32	27/05/2006 21:35	Terminal
7 APRU5096629 45 32 27/05/2006 21:35 Terminal 8 APRU5094713 45 32 27/05/2006 21:35 Terminal 9 APRU5097477 45 32 27/05/2006 21:35 Terminal 10 APRU5096531 45 32 27/05/2006 21:35 Terminal 11 APRU5096531 45 32 20/05/2006 19:03 Terminal 12 APRU5096280 45 32 20/05/2006 19:03 Terminal 13 APRU5096280 45 32 27/05/2006 21:35 Terminal 14 APRU5096266 45 32 27/05/2006 21:36 Terminal 15 APRU5094539 45 32 27/05/2006 21:36 Terminal		6	APRU5097420	45	32	27/05/2006 21:35	Terminal
8 APRU6094713 45 32 27/05/2006 21:35 Terminal 9 APRU6097477 45 32 27/05/2006 21:35 Terminal 10 APRU6096631 45 32 27/05/2006 21:35 Terminal 11 APRU6097677 45 32 27/05/2006 21:35 Terminal 11 APRU6097677 45 32 20/05/2006 19:03 Terminal 12 APRU6077378 45 32 20/05/2006 19:03 Terminal 13 APRU5096280 45 32 27/05/2006 21:35 Terminal 14 APRU5096266 45 32 27/05/2006 21:36 Terminal 15 APRU5094539 45 32 27/05/2006 21:36 Terminal		7	APRU5096629	45	32	27/05/2006 21:35	Terminal
9 APRU5097477 45 32 27/05/2006 21:35 Tarminal 10 APRU5096531 45 32 27/05/2006 21:35 Tarminal 11 APRU5096531 45 32 27/05/2006 21:35 Tarminal 11 APRU509800/10 45 32 20/05/2006 19:03 Tarminal 12 APRU507378 45 32 20/05/2006 19:03 Tarminal 13 APRU5096280 45 32 27/05/2006 21:35 Tarminal 14 APRU5096296 45 32 27/05/2006 21:36 Tarminal 15 APRU5094539 45 32 27/05/2006 21:36 Tarminal		8	APRU5094713	45	32	27/05/2006 21:35	Terminal
10 APRU5096531 45 32 27.05/2006 21:35 Tarminal 11 APRU50960710 45 32 20.05/2006 19:03 Tarminal 12 APRU5078778 45 32 20.05/2006 19:03 Tarminal 13 APRU5096280 45 32 27.05/2006 21:35 Tarminal 14 APRU5096526 45 32 27.05/2006 21:36 Tarminal 15 APRU5094539 45 32 27.05/2006 21:34 Tarminal		9	APRU5097477	45	32	27/05/2006 21:35	Terminal
11 APRU6080/10 45 32 2/0/05/2006 19:03 Terminal 12 APRU5077378 45 32 2/0/05/2006 19:03 Terminal 13 APRU5096280 45 32 2/0/05/2006 21:35 Terminal 14 APRU5096526 45 32 2/0/05/2006 21:36 Terminal 15 APRU5094539 45 32 2/0/05/2006 21:34 Terminal	2	10	APRU5096531	45	32	27/05/2006 21:35	Terminal
12 APRU5077373 45 32 20/05/2006 19:03 Terminal 13 APRU5096280 45 32 27/05/2006 21:35 Terminal 14 APRU5096526 45 32 27/05/2006 21:36 Terminal 15 APRU5094539 45 32 27/05/2006 21:34 Terminal	-	11	APRU5080710	45	32	20/05/2006 19:03	Terminal
13 APRU5096280 45 32 27/05/2006 21:35 Terminal 14 APRU5096526 45 32 27/05/2006 21:35 Terminal 15 APRU5094539 45 32 27/05/2006 21:34 Terminal Total is 1		12	APRU5077378	45	32	20/05/2006 19:03	Terminal
14 APRU5096526 45 32 27/05/2006 21:35 Terminal 15 APRU5094539 45 32 27/05/2006 21:34 Terminal Total is 1		13	APRU5096280	45	32	27/05/2006 21:35	Terminal
15 APRU5094539 45 32 27/05/2006 21:34 Terminal Total is 1		14	APRU5096526	45	32	27/05/2006 21:35	Terminal
Total is 1		15	APRU5094539	45	32	27/05/2006 21:34	Terminal
							Total is 15

Table: Search Criteria

Field Name	Description	Value
Owner	Container Owner	
Vessel/Voyage	Line Vessel Code / Line Voyage Code	
Vessel Name	Vessel Name	



Sort By	Change the order in which records are displayed - Container No.: By ascending order of Container Number	
	 Container Size: By ascending order of Container Size Hold Time: By ascending order of Hold Time 	

Table: Search Result

Field Name	Description	Value
No.	Search Result Record Number	
Container No.	Container Number	
Sz	Container Size	
Ту	Container Type	
Hold Time	Time in which the container is held	
Hold By	Party which holds the container - Terminal: Hold by Terminal	

4. User can either:

- Tick "Release" check box and press "Confirm" button to release the selected container

- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to exit the function

7.1.2.4 <u>"Hold/Release History"</u>

The function allows user to check records on the number and detail of the hold/release operation performed for shipping line.

Figure: Off Lease

Off Lease		
Terminal HIT/	/CHT 🔽	
Owner APC	CH -	
Vessel/Voyage	/	
Vessel Name		
Hold Hold List F	Release Hold/Release History	Pre-declared List Exit

1. Select "Owner"



2. Fill in optional data (Vessel/Voyage Code is not mandatory to fill in)

3. Press "Hold/Release" button to show hold list screen:

Figure: Off Lease - Enquiry

Term	inal	HIT/CHT		Owner		APL	
Conta	el/Voyage niner No.	/	_	Vessel	Name		
Upda	te Date From				- (dd/mm	(asses hhmm)	
Upda	te Date to	16 / 0	5 /	2012 / 1156	(dd/mn	vyyyy hhmm)	
Hold	Release 🔽	Sort by Co	ntainer N	o Search			
No.	Container No.	Sz	Ту	Hold Time	Hold by	Release Time	Rel by
1	APLU6941683	45	R1	24/04/2012 14:53	Terminal	24/04/2012 19:49	30110
2	APLU7906141	43	00		Terminal		
3	APLU7906326	43	00		Terminal		
4	APRU5005486	45	R1	24/04/2012 14:53	Terminal	24/04/2012 17:02	87057
5	APRU5007405	45	R1	24/04/2012 14:53	Terminal		
6	APRU5015062	45	R1	24/04/2012 14:53	Terminal	25/04/2012 09:15	31088
7	APRU5016114	45	R1	24/04/2012 14:53	Terminal		
8	APRU5016578	45	R1	24/04/2012 14:53	Terminal		
9	APRU5017511	45	R1	24/04/2012 14:53	Terminal	24/04/2012 19:50	51295
10	APRU5017698	45	R1	24/04/2012 14:53	Terminal		

Table: Search Criteria

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Container Owner	
Vessel/Voyage	Line Vessel Code / Line Voyage Code	
Vessel Name	Vessel Name	
Container No.	Container Number	
- Update Date From - Update Date To	Record Creation/Amendment Date Range [Default: - Update Date:From: blank - Update Date:To: Current Day]	DD/MM/YYYY hh:mm

Table:	Sort	Criteria
--------	------	----------

Field Name	Description	Value
Hold	Whether to include Hold record(s) in Search Result	
Release	Whether to include Release record(s) in Search Result	
Sort By	Change the order in which records are displayed - Container No.: By ascending order of Container Number - Container Size: By ascending order of Container Size - Hold Time: By ascending order of Hold Time	



Field Name	Description	Value
No.	Search Result Record Number	
Container No.	Container Number	
Sz	Container Size	
Ту	Container Type	
Hold Time	Time in which the container is held	
Hold By	Party which holds the container - Terminal: Hold by Terminal	
Release Time	Time in which the container is released	
Rel By	(Released By) Operator ID which release the selected container	

Table: Search Result

4. User can either:

- Tick "Release" check box and press "Confirm" button to release the selected container

- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to exit the function

7.1.2.5 <u>"Pre-declared List"</u>

Figure: Off Lease

Off Lease	
Terminal HIT/CHT	
Owner APL -	
Vessel/Voyage /	
Vessel Name	
Hold List Release Hold/Release History Pre-declared List	Exit

- 1. Select "Owner"
- 2. User can either:
- Fill in "Vessel/Voyage" Code; OR
- Fill in "Vessel Name" and press Red Dot to select Voyage



3. Press "Pre-declared List" button to show existing pre-declared request:

Figure: Off Lease - Pre-declared request Maintenance

Termina	al		HIT/CH	-IT		Owner		APL	
Vessel/	Voya	ge	IOL / 1	163N		Vessel Name			
Matchir	ng St	arted				Sort by		Container No	Search
Cancel	No.	Container No.		Sz	Ту	Pre-declared Time Requested by	Actual Hold Time	Result	Remark
	1	APHU4536	343	L5		28/05/2012 15:43 XPR:APL:SUPER			
									Total is
						C	onfirm First	Previous Ne	xt Last Exit

1. User can tick "Cancel" check box and press "Confirm" button to cancel pre-declared request

Figure: Confirmation Message For Confirming All the Selected Items



2. Press "OK" button to confirm

Figure: Off Lease - Pre-declared request Cancellation Result



7.1.3 <u>"Instruction" > "Hold" > "PI Hold Main Menu"</u>

This function allow user to hold empty containers (First Hold) and inbound full containers (Next Hold). Hold request for containers types other than EM and IF is rejected.

Figure: Attention





System prompts alert message that

- Charge(s) maybe incurred
- Limitation(s) of Pending Instruction hold
- 1. Press "Ok" button to proceed

Figure: Pending Instruction

Pending Instruction	
Terminal HIT/CHT	
Owner APL	
Vessel/Voyage /	
Vessel Name	
Hold List Release Hold/Release History	Pre-declared List Exit

Table: Pending Instruction Property Description

Field Name	Description	Value
Terminal	Terminal	Read Only
	[Default: HIT/CHT]	
Owner	Container Owner	
Vessel/Voyage	Line Vessel Code / Line Voyage Code	
Vessel Name	Vessel Name	

- 2. User can either:
- Perform "Hold"/"Pre-Hold" Operation; OR
- Perform "Release" Operation; **OR**
- View "Hold List"; OR
- View "Hold/Release History"; OR
- View "Pre-declared List"



7.1.3.1 "Hold"/"Pre-Hold" Operation

Figure: Pending Instruction

Pending Instruction	
Terminal HIT/CHT	
Owner APL	
Vessel/Voyage /	
Vessel Name	
Hold List Release Hold/Release History	Pre-declared List Exit

1. Select "Owner"

2. Fill in optional data (Vessel/Voyage Code is not mandatory to fill in)

3. Press "Hold" button to show hold screen:

Figure: Pending Instruction - Hold

Terminal	HIT/CH	т		
Owner	APL			
Vessel/Voyage Code CEB / 024E Vessel Name MOL CELEBRATION				
Container N	lo.			
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
				Confirm Clear

- Maximum 30 containers can be applied for hold at one time

4. Fill in Container No. which must be IF/EM container

5. Press "Confirm" button to see system response. If rejected, system shows reason in "Remark" field

Figure: Pending Instruction Hold Result

Pending	g Instructio	on Hold Result				
Terminal Vessel/Vo	l ovage	HIT/CHT CEB / 024E		Owner Vessel Na	ame	APL MOL CELEBRATION
No.	Contain	er No.	Action	Result	Remark	
1	GESU50	27164	Create	Reject	Container i	s under movement, reject action.
						Total is 1 Amend Continue Exit



- If Container Location is still on board, system pre-holds the container instead:

Figure: Pending Instruction Hold Result

Pending	nstructio	n Hold Result					
Terminal		HIT/CHT		Owner		APL	
Vessel/Voy	age	CEB / 024E		Vessel Na	me	MOL CELEBRATION	
No.	Container	r No.	Action	Result	Remark		
1	GESU502	7164	Create	Reject	Container i	s under movement, reject action.	
						To Amend Continue	tal is 1 Exit

- Application is rejected if:

-- Container Status is **NOT** IF/EM; **OR**

-- Container is under movement

6. User can either:

- Press "Continue" button to perform instructions for other containers

- Press "Exit" button to quit the function

7.1.3.2 "Release" Operation

Figure: Pending Instruction

Terminal HIT/CHT Owner APL Vessel/Voyage / Vessel Name Image: Compare the start of	Pending Instruction
Terminal HIT/CHT Owner APL Vessel/Voyage / Vessel Name Hold Hold List Release Hold Hold List Release	
Owner APL Vessel/Voyage / Vessel Name @ Hold Hold List Release Hold Hold/Release History Pre-declared List Exit	erminal HIT/CHT 🔽
Vessel Name Vessel Name HoldHold ListReleaseHold/Release HistoryPre-declared ListExit	wner APL 💌
Vessel Name	essel/Voyage /
Hold Hold List Release Hold/Release History Pre-declared List Exit	essel Name
	Hold List Release Hold/Release History Pre-declared List Exit

1. Select "Owner"

2. Fill in optional data (Vessel/Voyage Code is not mandatory to fill in)

3. Press "Release" button to show release screen:

Figure: Pending Instruction - Release



Terminal	HIT/CH	т			
Owner	APL				
Vessel/ Voy Vessel Nam	age Code / e				
Container N	lo.				
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	
,				Confirm Cle	ear Exit

- Maximum 30 containers can be applied for release at one time

4. Fill in Container No. which must be IF/EM container with PI hold code

5. Press "Confirm" button to see system response

Figure: Pending Instruction Release Result

Pending	Instructio	n Hold Result					
Terminal	200	HIT/CHT		Owner Vorcel No	amo		
No.	Containe	r No.	Action	Result	Remark	MOL CELEBRATION	
1	GESU502	27164	Create	Reject	Containe	r is under movement, reject action. Tot	al is 1
						Amend Continue	Exit

- If Container Location is still on board, system pre-holds the container instead:

Figure: Pending Instruction Hold Result

Pending	Instruction Release Res	ult			
Torminal	HIT/CHT		Owner		ADI
Vessel/Voy	/age /		Vessel Na	ime	
No.	Container No.	Action	Result	Remark	
1	GESU5027164	Delete	Reject	No current	hold condition exist for this container .
					Total is 1 Amend Continue Exit

- If Container Location is still on board, system pre-holds the container instead:

Figure: Pending Instruction Hold Result



Pending Instruction
Terminal HIT/CHT
Owner APL -
Vessel/Voyage /
Vessel Name
Hold List Release Hold/Release History Pre-declared List Exit

- Application is rejected if:
- -- Container Status is NOT IF/EM; OR
- -- Container is under movement
- 6. User can either:

- Press "Continue" button to perform instructions for other containers

- Press "Amend" button to amend the rejected records to resubmit. "Amend" button is only enable if there is rejected application(s)

- Press "Exit" button to quit the function

7.1.3.3 <u>"Hold List"</u>

The function allows user to check number and details of containers which are under "Pending Instruction" hold condition.

Figure: Pending Instruction

Pending Instruction
Terminal HIT/CHT
Owner APL 💌
Vessel/Voyage /
Vessel Name
Hold List Release Hold/Release History Pre-declared List Exit

1. Select "Owner"

2. Fill in optional data (Vessel/Voyage Code is not mandatory to fill in)

3. Press "Hold List" button to show hold list screen:

Figure: Pending Instruction - Hold List



Terminal Vessel/Voyage Search Option:		HIT/CHT			Owner Vessel Name	APL		
		All			Sort by	Container No.		Search
Release	No.	Container No.	Sz	Ту	Hold Time	Hold by	Hold Status	Containe Status
E	1	APRU6139181	45	R1	23/05/2012 10:44	Terminal	Next	IF
	2	APZU4360998	42	G1	23/05/2012 11:13	Terminal	First	EM
	3	APZU4775649	42	G1	23/05/2012 11:13	Terminal	First	EM
Г	4	APZU4844523	42	G1	23/05/2012 11:13	Terminal	First	EM

Table: Search Criteria

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Container Owner	
Vessel/Voyage	Line Vessel Code / Line Voyage Code	
Vessel Name	Vessel Name	
Search Option	Search Option - All: Display ALL Result. - First Hold: Display record(s) with "Hold Status" as "First Hold" ONLY. - Next Hold: Display record(s) with "Hold Status" as "Next Hold" ONLY. [Default: ALL]	
Sort By	Change the order in which records are displayed - Container No.: By ascending order of Container Number - Container Size: By ascending order of Container Size - Hold Time: By ascending order of Hold Time [Default: Container No.]	

Table: Search Result

Field Name	Description	Value
No.	Search Result Record Number	
Container No.	Container Number	
Sz	Container Size	
Ту	Container Type	
Hold Time	Time in which the container is held	
Hold By	Party which holds the container - Terminal: Hold by Terminal	
Hold Status	Hold Status - First: First Hold - Next: Next Hold	
Container Status	Container Status - IF: Inbound Full Container - EM: Empty Container	

4. User can either:

- Tick "Release" check box and press "Confirm" button to release the selected container

- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to exit the function

7.1.3.4 <u>"Hold/Release History"</u>

The function allows user to check records on the number and detail of the hold/release operation performed for shipping line.

Figure: Pending Instruction

Pending Instruction
erminal HIT/CHT
wner APL -
essel/Voyage
essel Name
Hold List Release Hold/Release History Pre-declared List Exit

1. Select "Owner"

2. Fill in optional data (Vessel/Voyage Code is not mandatory to fill in)

3. Press "Hold/Release History" button to show hold list screen:

Figure: Pending Instruction - Enquiry



Term	inal	HIT/CHT			Owner	r	APL	
Vesse	l/Voyage	1			Vesse	Name		
Conta	ainer No.							
Upda	te Date From	_ /		/	/	(do	/mm/yyyy hhmm)	
Upda	te Date to	23 /	05	/ 2012	/ 1120	(de	/mm/yyyy hhmm)	
Hold	Release 🔽	Sort by	Container	r No. 💌	Search			
No.	Container No.	Sz	Ту	Hold Tim	0	Hold by	Release Time	Rel by
1	APHU4506740	L5	G1	17/05/201	2 15:56	Terminal	17/05/2012 15:57	XPR:APL:50890
2	APZU3731944	22	G1	16/05/201	2 09:59	Terminal	16/05/2012 09:59	60001
3	APZU4360998	42	G1	23/05/201	2 11:13	Terminal		
4	APZU4775649	42	G1	23/05/201	2 11:13	Terminal		
-	APZU4844523	42	G1	23/05/201	2 11:13	Terminal		
5								

Table: Search Criteria

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Container Owner	
Vessel/Voyage	Line Vessel Code / Line Voyage Code	
Vessel Name	Vessel Name	
Container No.	Container Number	
- Update Date From - Update Date To	Record Creation/Amendment Date Range (Format: DD/MM/YYYY hh:mm) [Default: - Update Date:From: blank - Update Date:To: Current Day]	

Table: Sort Criteria

Field Name	Description	Value
Hold	Whether to include Hold record(s) in Search Result [Default: Ticked]	
Release	Whether to include Release record(s) in Search Result [Default: Ticked]	
Sort By	Change the order in which records are displayed. - Container No.: By ascending order of Container Number - Container Size: By ascending order of Container Size - Hold Time: By ascending order of Hold Time [Default: Container No.]	

Table: Search Result

Field Name	Description	Value
No.	Search Result Record Number	
Container No.	Container Number	
Sz	Container Size	
Ту	Container Type	



Hold Time	Time in which the container is held	
Hold By	Party which holds the container - Terminal: Hold by Terminal	
Release Time	Time in which the container is released	
Rel By	(Released By) Operator ID which release the selected container	

4. User can either:

- Tick "Release" check box and press "Confirm" button to release the selected container

- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to exit the function

7.1.3.5 "Pre-declared" List

Figure: Pending Instruction

Off Lease				
Terminal				
Owner				
Vessel/Voyage				
Vessel Name		۲		
Hold Hold Lis	t Release	Hold/Release History	Pre-declared List	Exit

- 1. Select "Owner"
- 2. User can either:
- Fill in "Vessel/Voyage" Code; OR
- Fill in "Vessel Name" and press Red Dot to select Voyage

3. Press "Pre-declared List" button to show existing pre-declared request:

Figure: Pending Instruction - Pre-declared request Maintenance



Termina	al		HIT/CH	ΗT		Owner		APL	
/essel/Voyage		IOL / 163N			Vessel Na	me			
Matching Started		Hold	Hold				Container No. 💌	 Search 	
Cancel	No.	Containe No.	er	Sz	Ту	Pre-declared Time Requested by	Actual Hold Time	Result	Remark
	1	APHU45	36343	L5		28/05/2012 16:08 XPR:APL:SUPER			
									Total is
						C	onfirm First	Previous Nex	t Last Exi

1. User can tick "Cancel" check box and press "Confirm" button to cancel pre-declared request

Figure: Confirmation Message For Confirming All the Selected Items



2. Press "OK" button to confirm

Figure: Instruction - Pre-declared request Cancellation Result

erminal	HIT/CHT	Owne	r	APL		
Vessel/Voyage	IOL / 163N	Vesse	I Name			
No. Co	ntainer No.	Result	Remark			
1 AP	HU4536343	Accept	Success			
					Tot	al is 1
					d Continue	Exit

7.1.4 <u>"Instruction" > "Hold" > "PV Hold Main Menu"</u>

This function allow user to hold outbound containers from original vessel before the target vessel for this container is confirmed.

System prompts alert message that charge(s) maybe incurred:

Figure: Attention





1. Press "Ok" button to proceed

Figure: Pending for Next Vessel

Pending for Next Vessel
Winer API V
/essel/Voyage
/essel Name
Hold List Release Hold/Release History Exit

Table: Pending Instruction Property Description

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Container Owner	
Vessel/Voyage	Line Vessel Code / Line Voyage Code	
Vessel Name	Vessel Name	

- 2. User can either:
- Perform "Hold" Operation; OR
- Perform "Release" Operation; OR
- View "Hold List"; OR
- View "Hold/Release History"

7.1.4.1 "Hold" Operation

Figure: Pending for Next Vessel



Pending for Next Vessel
Tempinel
Owner APL
/ /
Vessel Name
Hold List Release Hold/Release History Exit

1. Select "Owner"

2. Fill in optional data (Vessel/Voyage Code is not mandatory to fill in)

3. Press "Hold" button to show hold screen:

Figure: Pending for Next Vessel

Pending fo	or Next Vessel			
Terminal	HIT/CH	т		
Owner	APL			
Vessel/ Voya	age Code HNW /	021E		
Vessel Name	e HYUNI	DAI NEW YORK		
Container N	0.			
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
				Confirm Clear Exi

- Maximum 30 containers can be applied for hold at one time

4. Fill in Container No. which must be belongs to outbound container(s)

5. Press "Confirm" button to see system response. If rejected, system shows reason in "Remark" field

Figure: Pending for Next Vessel Hold Result

Pending	for Next	Vessel Hold Resul	t			
Terminal Vessel/Voy	yage	HIT/CHT HNW / 021E		Owner Vessel Na	ame	APL HYUNDAI NEW YORK
No.	Contain	er No.	Action	Result	Remark	
1	APL3377	78899	Create	Accept	First Hold.	
2	APLV12	345678	Create	Accept	First Hold.	
						Total is 2 Amend Continue Exit

- Application is rejected if:
- -- The Vessel has been locked; OR



- -- The Container is **NOT** in yard; **OR**
- -- The Container is under movement

7.1.4.2 <u>"Release" Operation</u>

Figure: Pending for Next Vessel

Pending for Next Vessel
aminal Urrour
/essel Name
Hold Hold List Release Hold/Release History Exit

1. Select "Owner"

2. Fill in optional data (Vessel/Voyage Code is not mandatory to fill in)

3. Press "Release" button to show release screen:

Figure: Pending for Next Vessel

Pending fo	or Next Vessel			
Terminal	HIT/CH	IT		
Owner	APL			
Vessel/ Voya	age Code HNW	021E		
Vessel Name	e HYUN	DAI NEW YORK		
Container N	0.			
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
				Confirm Clear Exit

- Maximum 30 containers can be applied for release at one time

4. Fill in Container No. which must be belongs to outbound container(s) with PV hold code

5. Press "Confirm" button to see system response

Figure: Pending for Next Vessel Release Result

Fermin	nal	HIT/CHT		Owner		APL
Vessel/Voyage		HNW / 021E		Vessel Name		HYUNDAI NEW YORK
No.	Contain	ner No.	Action	Result	Remark	
1	APL337	78899	Delete	Accept	First Hold	
2	APLV12	2345678	Delete	Accept	First Hold	
						Armend Continue Exit

7.1.4.3 <u>"Hold List"</u>

The function allows user to check number and details of containers which are under hold condition.

Figure: Pending for Next Vessel

Pending for Next Vessel
wner Ap
/essel/Voyage
/essel Name
Hold List Release Hold/Release History Exit

1. Select "Owner"

2. Fill in optional data (Vessel/Voyage Code is not mandatory to fill in)

3. Press "Hold List" button to show hold list screen:

Figure: Pending for Next Vessel

Termina		HIT/CHT				Owner		APL	
/essel/Voyage		age HNW / 021E				Vessel Name		HYUNDAI NEW YORK	
Sort by		Container No.	-	Search					
Release	No.	Container No.	Sz	Ту	St	POD/Block Code	FD/Train Code	Hold Time	Hold by
	1	APL33778899	20	G1	XF	SHA/	SHAV	23/05/2012 12:20	Terminal
Г	2	APLV12345678	20	G1	XF	SHA/	SHAV	23/05/2012 12:20	Terminal
						Confin	n First	Previous Next	Total is

Table:	Search	Criteria
--------	--------	----------

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Container Owner	
Vessel/Voyage	Line Vessel Code / Line Voyage Code	
Vessel Name	Vessel Name	



Sort By	Change the order in which	
	records are displayed	
	Container No. Py according	
	- Container No by ascending	
	order of Container Number	
	- Container Size: By ascending	
	order of Container Size	
	- Hold Time: By ascending order	
	of Hold Time	
	[Default: Container No.]	

Table: Search Result

Field Name	Description	Value
No.	Search Result Record Number	
Container No.	Container Number	
Sz	Container Size	
Ту	Container Type	
POD/Block Code	Port of Discharge / Block Code	
FD/Train Code	Final Destination / Train Code	
Hold Time	Time in which the container is held	
Hold By	Party which holds the container - Terminal: Hold by Terminal	

4. User can change "Sort By" and then press "Search" button to sort result

5. User can either:

- Tick "Release" check box and press "Confirm" button to release the selected container

- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to exit the function

7.1.4.4 <u>"Hold/Release History"</u>

The function allows user to check records on the number and detail of the hold/release operation performed for shipping line.

Figure: Pending for Next Vessel



Terminal HIT/CHT Owner APL Vessel/Voyage / Vessel Name Hold Hold List Release Hold/Release History Exit	Pending for Next Vessel
Vessel Name Hold List Release Hold/Release History Exit	Terminal HIT/CHT Dwner APL //
Hold List Release Hold/Release History Exit	/essel Name
	Hold Hold List Release Hold/Release History Exit

1. Select "Owner"

2. Fill in optional data (Vessel/Voyage Code is not mandatory to fill in)

3. Press "Hold/Release History" button to show hold list screen:

Figure: Pending for Next Vessel - Enquiry



Table:	Search	Criteria
--------	--------	----------

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Container Owner	
Vessel/Voyage	Line Vessel Code / Line Voyage Code	
Vessel Name	Vessel Name	
Container No.	Container Number	
- Update Date From - Update Date To	Record Creation/Amendment Date Range (Format: DD/MM/YYYY hh:mm) [Default: - Update Date:From: blank - Update Date:To: Current Day]	

Table: Sort Criteria

Field Name	Description	Value
Hold	Whether to include Hold	
	record(s) in Search Result	
	[Default: Ticked]	



Release	Whether to include Release record(s) in Search Result [Default: Ticked]	
Sort By	Change the order in which records are displayed. - Container No.: By ascending order of Container Number - Container Size: By ascending order of Container Size - Hold Time: By ascending order of Hold Time [Default: Container No.]	

Table: Search Result

Field Name	Description	Value
No.	Search Result Record Number	
Container No.	Container Number	
Sz	Container Size	
Ту	Container Type	
St	Container Status	
POD FD	Port of Discharge Final Destination	
Hold Time	Time in which the container is held	
Hold By	Party which holds the container - Terminal: Hold by Terminal	
Release Time	Time in which the container is released	
Rel By	(Released By) Operator ID which release the selected container	

- 4. User can either:
- Fill in Booking Number; OR
- Fill in Date Range
- 5. Press "Search" button to refine result
- 6. User can either:
- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to exit the function



8. Inbound Control

8.1 Instruction

8.1.1 <u>"Instruction" > "Inbound Control Maintenance"</u>

This function allows you to specify controls settings on both inbound pick up cycle and empty return cycle such as free storage expiry date for an inbound container as well as empty container return date.

User can update instruction by one of the following methods:

Anse opdate by Voyage	Mass Undets Pre Verses	(* mandatory)
ressel Name adividual Update By Selection Vessel/Voyage / Vessel Name Size/Type J Type Class Status Sort By(Ascending Order) Container No. Container Size/Type By Container Container No.	Vessel/Voyage	(* mandatory)
Adividual Update By Selection Vessel/Voyage / Vessel Name Size/Type Size/Type Status Sort By(Ascending Order) Container No. Container Size/Type By Container Container No.	Vessel Name	
By Selection Vessel/Voyage / Vessel Name	Individual Update	
Vessel/Voyage // Vessel Name Size/Type // // Type Class Status Sort By(Ascending Order) Container No. Container Size/Type By Container Container No.	O By Selection	
Vessel Name Size/Type Type Class Status Sort By(Ascending Order) Container No. Container Size/Type By Container Container No.	Vessel/Voyage	
Size/Type Type Class Status Sort By(Ascending Order) Container No. Container Size/Type By Container Container No.	Vessel Name	
Type Class Status Sort By(Ascending Order) Container No. By Container Container No.	Size/Type	4
Status Sort By(Ascending Order) Container No. Container Size/Type By Container Container No.	Type Class	
Sort By(Ascending Order) Container No. Container Size/Type By Container Container No.	Status	
Container No. Container Size/Type By Container Container No.	Sort By(Ascending Order)	
Container Size/Type By Container Container No.	Container No.	
O By Container Container No.	Container Size/Type	
Container No.	O By Container	
	Container No.	
	Proves	

Figure: Inbound Control Maintenance

Table: Inbound Control Maintenance Property Description

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Container Owner [Default: defined in User Profile]	
Vessel/Voyage	Line's Vessel & Voyage Code	
Vessel Name	Vessel Name	
Size/Type	Container Size/Type	
Type Class	Container Type Class	
Status	Container Status	
Information Comisso		



Container No.	Container Number	

- By voyage (Please refer to Mass Update by Voyage); OR

- By individual container (Please refer to Individual Update); OR

- By file upload (Please refer to File Upload) (excel format according to container number)

8.1.1.1 Mass Update by Voyage

User can define the control settings for ALL inbound containers of the selected voyage at one time.

To update Inbound Control Instruction(s) by Voyage:

erminal HIT V	Owner	APL	(* mandatory)
Mass Update By Voyage			
Vessel/Voyage	1		(* mandatory)
Vessel Name			۲
O Individual Update			
O By Selection			
Vessel/Voyage	1		
Vessel Name			1
Size/Type	~ 1		4
Type Class	*		
Status		~	
Sort By(Ascending O	rder)		
Container No).		
Container Si	ze/Type		
O By Container			
Container No.			
File Upload(By Container N	o. only)		
	Brow	se	
Inbe	und Control Hist	00/	Browno Evit

- 1. Select "Owner" fields
- 2. Select "Mass Update by Voyage" radio button
- 3. User can either:
- Fill in Vessel/Voyage Code; OR
- Fill in Vessel Name and press red dot to browse for the voyage



4. Click "Browse" button to define inbound container control and empty container return settings

5. Mass Update Maintenance Screen is displayed as below:

Figure: Inbound Control Maintenance

Inbound Co	ontrol Mainten	ance				
Terminal	HIT		0w	ner	APL	
Vessel/Voya	ge AGA/136W		Ves	sel Name	APL A	AGATE
Shipping Lir	ne Expiry Date					(dd/mm/yyyy)
Empty Retur	n Date					(dd/mm/yyyy)
No. of Days						
Empty Retur	n Location	*				
New Owner		APL	(*	mandatory)		
					Co	nfirm Exit

Table: Inbound Control Maintenance Property Description

Field Name	Description	Value
Terminal	Terminal [Default: HIT]	Read Only
Owner	Container Owner [Default: defined in User Profile]	
Vessel/Voyage	Line's Vessel & Voyage Code	
Vessel Name	Vessel Name	
Shipping Line Expiry Date	The due date in which the container needed to be picked. Otherwise, it is rejected. For example: If Shipping Line Expiry Date is set as 01/01/2013, the container is still allowed to pick by 01/01/2013 23:59. [Default: blank]	
Empty Return Date	Date in which the Empty Container is expected to return to Yard. Otherwise, it is rejected. (Mutual exclusive with No. of Days) For example: If Empty Return Date is set as 01/01/2013 23:59 hours, that means the container is still allowed to gate in by 01/01/2013 23:59 [Default: blank]	



No. of Days	No. of Days counted from the inbound gate out date (Mutual exclusive with Empty Return Date) For example: If inbound container gate out date is 01/01/2013 and No. of Days is set as 0, that means the container should return to the terminal at the same date by 01/01/2013 23:59 [Default: blank]	
Empty Return Location	Location in which container returns to; if depot is specified, return of empty container is rejected. - H: Terminal - D: Outside Depot [Default: blank]	{H, D}
New Owner	Re-assign the container with new owner [Default: Same owner as login owner]	

1. Fill in at least "Shipping Line Expiry Date", "New Owner" and fill in either:

- Empty Return Date; OR
- No. of Days
- 2. Press "Confirm" button to confirm update or deletion:

Figure: Inbound Control Maintenance

Vessel/Voyage HHK / 002W Line Expiry Date 15 / 10 / 2006 Empty Return Date 15 / 10 / 2006 Empty Return Location H New Owner Result : Container Accepted : Container Accepted : 18 Container Rejected : 2 No. Container Rejected : 2 1 APHU6121330 45 10 2 APZU3112019 22 10 Gate out date not null and connot update line_expiry_date Ime_expiry_date	1 cm	inal	HIT		Owner	APL	
Line Expiry Date 15 / 10 / 2006 Empty Return Date 15 / 10 / 2006 No. of Days Empty Return Location H New Owner APL Result : Container Accepted : 18 Container Rejected : 2 No. Container No. Size Type Reject Reason 1 APHU6121330 45 10 Gate out date not null and connot update line_expiry_date 2 APZU3112019 22 10 Gate out date not null and connot update line_expiry_date	Vesse	el/Voyage	HHK/00	2W			
Empty Return Date 15 / 10 / 2006 No. of Days Empty Return Location H New Owner APL Result : Container Accepted : 18 Container Rejected : 2 No. Container No. Size Type Reject Reason Image: Container Conta	Line	Expiry Date	15 / 10 /	2006			
Empty Return Location H New Owner APL Result : Container Accepted : 18 Container Rejected : 2 No. Container No. Size Type Reject Reason Image: April 10 1 APHU6121330 45 10 Gate out date not null and connot update line_expiry_date Image: April 12019 2 APZU3112019 22 10 Gate out date not null and connot update line_expiry_date Image: April 12019	Empt	y Return Date	15 / 10 /	2006	No. of Days		
Result : Container Accepted : 18 Container Rejected : 2 No. Container No. Size Type Reject Reason A 1 APHU6121330 45 10 Gate out date not null and connot update line_expiry_date Image and the second s	Empt	y Return Location	n H		New Owner	APL	
No. Container No. Size Type Reject Reason Image: Container No. Container No. Container No. Reject Reason Image: Container No. Reason Image: Container No. Reason Image: Container No. Image: Container No. Reason Image: Container No. Reason Image: Container No. Reason Image: Container No. Reason Reason Image: Container No. Reason Reason Reason Image: Container No. Reason Reason <threason< th=""> Reason <threas< th=""><th>Conta</th><th>niner Accepted :</th><th>18</th><th></th><th>Container Reje</th><th>cted: 2</th><th></th></threas<></threason<>	Conta	niner Accepted :	18		Container Reje	cted: 2	
1 APHU6121330 45 10 Gate out date not null and connot update line_expiry_date 2 APZU3112019 22 10 Gate out date not null and connot update line_expiry_date	No.	Container No.	Size	Туре	Reject Reason		-
2 APZU3112019 22 10 Gate out date not null and connot update line_expiry_date	1	APHU6121330	45	10	Gate out date not nu line_expiry_date	ll and connot update	
		APZU3112019	22	10	Gate out date not nu line expiry date	ll and connot update	-

- Result is responded instantly with number of container accepted and number of container rejected shown

-- If container is already gated out, the following amendment is rejected:

--- Amendment on inbound control settings



--- Amendment on No. of Days

8.1.1.2 Individual Update

User can retrieve inbound container by owner, voyage or container number and then define control settings for each individual container.

To update/delete Inbound Control Instruction(s) Individually:

Figure: Inbound Control Maintenance

erminal HIT V	Owner	APL	 (* mandatory)
Mass Update By Voyage	9		
Vessel/Voyage	1		(* mandatory)
Vessel Name			•
Individual Update]		
O By Selection	-		
Vessel/Voyage	1		
Vessel Name			
Size/Type	~ 1		~
Type Class	~		
Status		~	
Sort By(Ascendin	ng Order)		
O Containe	er No.		
Contained	er Size/Type		
By Container		_	
Container No.			
File Upload(By Contain	er No. only)		
	Brows	3e	
	Inbound Control Histo	xry	Browse Exit

- 1. Select a value for "Owner" field
- 2. Fill in "Vessel/Voyage" fields
- 3. Select "Individual Update" radio button
- 4. User can select EITHER of the following searching criteria:

- By voyage: **ALL** inbound container of the voyage is displayed; **OR**

- By Container No.: selected container is displayed

5. Click the "Browse" button next to Inbound Control History to display concerned containers:

- User can tick "Update" check box to update records; OR

- User can tick "Delete" check box to delete records

Term	inal	HIT		Owner		APL		
			InboundOverdue	Empty Return				
No.	Container No. Vessel/Voyage Sz/Ty/St	Tml Expiry Date Tml Gate-Out Date	Line Expiry Date (dd/mm/yyyy)	Empty Return Date (dd/mm/yyyy)	No. of Days	New EM Owner Rtr Los	User ID	Update/Delete
1	TRLU2834627 HHK / 002W 22 / 00 / IF	05/10/2006	15 /10 /2006		5	APL H	✓ 50660	
2	APZU3112019 HHK / 002W 22 / 00 / IF	05/10/2006				APL	*	
3	APILS2952263 HHK / 002W 22 / 00 / IF	05/10/2006	15 /10 /2006		4	APL H	✓ 50550	
4	NOSU4486130 HHK / 002W 43 / 00 / IF	05/10/2006	15 /10 /2006		3	APL H	✓ 50650	
5	ICSU1759545 HHK / 002W 43 / 00 / IF	05/10/2006	15 /10 /2006	15 10 2006		APL H	✓ 50550	
	TTNU9075689 HHK / 002W 45 / 00 / IF	05/10/2006	15 / 10 / 2006	15 10 2006		APL H	✓ 50550	
	APHU6045919 HHK / 002W 45 / 00 / IF	05/10/2006	15 /10 /2006	15 10 2006		APL H	✓ 50550	
3	APLU9085235 HHK / 802W 45 / 00 / IF	05/10/2006	15 /10 /2006	15 10 2006		APL H	✓ 50650	
9	GESU5293924 HHK / 002W 45 / 00 / IF	05/10/2006	15 /10 /2006	15 10 2005		APL H	✓ 50550	
0	APHU6039109 HHK / 002W 45 / 00 / IF	05/10/2006	15 /10 /2006	15 10 2006		APL H	✓ 50550	

Table: Inbound Control	Maintenance I	Property	Description
------------------------	---------------	----------	-------------

Field Name	Description	Value
Terminal	Terminal [Default: HIT]	Read Only
Owner	Container Owner [Default: defined in User Profile]	
Vessel/Voyage	Line's Vessel Code	DD/MM/YYYY
Vessel Name	Vessel Name	
Shipping Line Expiry Date	The due date in which the container is picked up. Otherwise, it is rejected. User cannot update this value when the container is already gated out. [Default: blank]	
Empty Return Date	Date in which the Empty Container is expected to return to Yard. Otherwise, it is rejected. Mutual exclusive with No. of Days. [Default: blank]	
No. of Days	No. of Days counted from the inbound gate out date. Mutual exclusive with Empty Return Date. User cannot update this value when the container is already gated out. [Default: blank]	

Empty Return Location	Location in which container returns to, if depot is specified, return of empty container is rejected. Mandatory if either Empty Return Date or No. of Days is entered. - H: Terminal - D: Outside Depot [Default: blank]	{H, D}
New Owner	Re-assign the container with new owner. Mandatory if either Empty Return Date or No. of Days is entered. [Default: Same owner as login owner]	

6. Press "Confirm" button to confirm update or deletion

7. Result is responded instantly with number of container accepted and number of container rejected shown:

Figure: Inbound Control Maintenance

Taur	sinal	UIT		Oumon	ADI
No.	Container No.	Action	Result	Remarks	APL
1	TRLU2834627	Update	Accepted		
2	APLS2952263	Update	Accepted		
3	NOSU4486130	Update	Accepted		
				Amend First	Total is 3 Previous Next Last Exit

8.1.1.3 File Upload

User can retrieve inbound containers by owner, voyage or container no. and then defines control settings for each individual container.

Support csv format.

Support upload maximum 2,000 records per batch.

To update/delete Inbound Control Instruction(s) thru file upload.



erminal HIT ~	Owner	APL	(* mandatory)
Mass Update By Voyage			
Vessel/Voyage	1		(* mandatory)
Vessel Name			•
Individual Update			
O By Selection			
Vessel/Voyage	1		
Vessel Name			
Size/Type	~ 1		2
Type Class	~		
Status		~	
Sort By(Ascending 0	Order)		
Container N	lo.		
O Container S	ize/Type		
O By Container			
Container No.			
File Upload(By Container I	lo. only)		
	Brow	se	
Int	ound Control Hist	00/	Browen Evit

- 1. Select "Owner" fields
- 2. Fill in "File Upload" radio button
- 3. Press "Browse..." button to select an excel file

4. Press "Browse" button next to "Inbound Control History" button to display uploaded containers

- System retrieves the excel file content as shown above
- User can tick "Update" check box to update records; OR
- User can tick "Delete" check box to delete records

5. Press "Confirm" button to proceed the uploaded instructions and system display result:



Inb	ound Control M	laintenar	ice		
Tern	ninal	нг		Owner	APL
No.	Container No.	Action	Result	Remarks	1.5.5
1	UESU5080136	Update	Accepted		
2	TRLU3131995	Update	Accepted		
				Amend	Total is 2 First Previous Next Last Exit

8.1.1.4 Notes

1. **ONLY** one of the following values is allowed by system at the same time:

2. If **BOTH** of the above values are present, system only refers to Empty Return Date value and discards No. of Days

3. The excel file format is defined in "CPLUS" > "User Admin" > "Excel Upload Format Configuration"

8.1.1.5 Inbound Control History

- User can enquiry inbound containers history by owner, voyage:

- 1. Fill in "Vessel / Voyage" fields
- 2. Select "Mass Update by Voyage" radio button
- 3. Enter a value for Vessel / Voyage Code

4. Press "Inbound Control History" button to view the history of selected voyage / containers

- User can also enquiry individual container history by providing container no.:

- 1. Select "Individual Update" radio button
- 2. User can select either:
- "By Selection" radio button; OR
- 1. Fill in "Vessel / Voyage" fields
- 2. User can fill in either:
- -- Size / Type; OR
- -- Type Class; OR
- -- Status; OR



- -- Sort By (Ascending Order)
- -- Container No.; OR
- -- Container Size / Type
- "By Container" radio button
- Fill in "Container No."

3. Press "Inbound Control History" button to enquire container history

Figure: Inbound Control Amendment History

Con	ntainer No.	TRLU28	34627						
Upd	late Date:From		/ /	1	(dd/mn	vyyyy hł	mm)		
Upd	late Date:To	29	/ 12 / 2006	/ 1701	(dd/mn	yyyyy hł	mm) Go		
Ten	minal :	HIT	Vessel :				Container N	le.: TRLU283	34627
0wi	ner:	APL	Voyage :						
No.	Container No.	Shipping Line Expiry Date	Empty Return Date	e No. of Days	Empty Return Location	New Owner	Action Type	Update Date	User ID
1	TRLU2834627	15/10/2006	15/10/2006		н	APL	Create	29/12/2006 16:49	50550
2	TRLU2834627	15/10/2006		5	н	APL	Update	29/12/2006 16:54	50550
							Firs	t Previous Nex	Total is 2 t Last Exit

- Inbound Control History includes creation, amendment and deletion history

- -- Sorted by container no. and updated date. (in ascending order)
- -- Same container no. is displayed in same color shading
- User can press:
- -- "First" button to jump to first page of result
- -- "Previous" button to jump to previous page
- -- "Next" button to jump to next page
- -- "Last" button to jump to last page of result
- -- "Exit" button to quit the function after enquiry

8.1.1.6 <u>Handling of unused inbound control instruction if shipping</u> <u>line amend info in C+</u>

If unused (IF container gate out from terminal and does not EM return to terminal) inbound control instruction exist (shipment 1);



and if any change on inbound control instruction is done on Cplus between the period [EDI bayplan (shipment 2) received] and [the particular container IF gate out (shipment 2) from terminal]

- If the "empty return date" is not updated by user,

-- auto- recalculate the 'empty return date' in the inbound control instruction during exit gate.

Example of current inbound control instruction amendment in Cplus

Time 1: Gate Out "IF" (shipment 1) under voyage "TOU/075E" at 2012-09-25 08:44:33 (Cntr No: TCKU4007323 in UAT)

EM return **expiry** date = 2012-10-01 (system auto-calculate refer to existing logic)

Time 2: Receive IB EDI for Shipment 2 (HFW/031W) on 2013-01-15 $09{:}00$

Time 3: Manual amend "No. of Days" to 10 days in Cplus on 2013-01-15 12:00

In Cplus, voyage change from TOU/075E -> HFW/031W automatically



Time 4: Gate Out "IF" under the Voyage: HFW/031W on 2013-01-15 15:00 (shipment 2)

Expected empty return <u>expiry</u> date should be 2013-01-24 (i.e. Gateout date of shipment 2 + No. of Days in Cplus ie 10 days in this example







8.2 User Admin

8.2.1 <u>"User Admin" > "Upload Excel Configuration"</u>

User can access this function to define his/her own excel configuration for uploading file.

Figure: Path to Access the Function

tainer Pick Up location	Vessel Schedule	Terminal Special Arrangement	Traffic View	Cam HIT Forms	Reference	FAQ			
nter Instru Create IB	Control Uple	ateway Code D pad Excel Confi	escription guration	User Admin Company Sessi Email Address Email Group Mi e-Alert - Shipp Login User Info Password Main	System Ad ion Maintenan aintenance ing Line o tenance	dmin ce	Contac	t As of	
Company	HIT	User Group		Reassign Comp Upload Excel C	any Sessio	on			
System defa	ult configurati	on:	Editab	User Group					
Field		Excel Column	Field	User Grd Inload	1 Excel Cor	figurat	ionion		
Container No	2	A	Contair	User Profile		ingarat			<pictur< td=""></pictur<>

Figure: Upload Excel Configuration

Upload Excel Cor	nfiguration	
Configuration Type:	IB Control 💌	Open Exit

To define excel configuration for file upload:

- 1. Select "IB Control"
- 2. Press "Open" button to display Excel Configuration Setting:

Figure: Create IB Control Upload Excel Configuration



Company	HIT	User Group	APL 💙	
System defai	ult configurat	tion:	Editable/Created config	guration:
Field		Excel Column	Field	Excel Column
Container No.		A	Container No.	A 🛩
Line Expiry Da	ate	В	Line Expiry Date	в 💌
EM Return Da	te	С	EM Return Date	C 🛩
No. of Days		D	No. of Days	D 💌
New Owner		E	New Owner	E 🛩
EM Rtn Loc		F	EM Rtn Loc	F 🛩
Action		G	Action	G 💌
Data Starting	Row	2	Data Starting Row	2
				Confirm

- Select "User Group" to apply the custom file format to the selected user group

- Select the appropriate "Excel Column" value according to user's own practice

- Fill in "Date Starting Row" value. (must NOT be the first row of the file which are assumed to be header of the file)

- Press "Confirm" to save configuration

8.2.1.1 <u>Notes</u>

1. I/B Control Excel File Sample

Figure: I/B Control Excel File Sample

	A	B	C	D	E	F	G
	Container No.	Line Expiry Date	EM Return Date	No. of Days	New Owner	Em Return Location	Action
	ABCD1234561	03/05/2012		1	APL	н	Update
5	ABCD1234562	04/05/2012		1	APL	н	Update
ļ	ABCD1234563	05/05/2012		1	APL	н	Update
	ABCD1234564	06/05/2012		1	APL	н	Update
	ABCD1234565	07/05/2012		1	APL	н	Update
	ABCD1234566	08/05/2012		1	APL	н	Update
	ABCD1234567	09/05/2012		1	APL	н	Update
	ABCD1234568	10/05/2012		1	APL	н	Update
	ABCD1234569	11/05/2012		1	APL	н	Update
	ABCD1234570	12/05/2012		1	APL	н	Update
	ABCD1234571	13/05/2012		1	APL	н	Update

9. Late Come Container

9.1 Instruction

9.1.1 <u>"Instruction" > "Late Come Container"</u>

This function allows user to apply late come for outbound container of a specific voyage. Before allowing late come application, Terminal Ship Planning section should be notified to set the late come quota for the voyage.



Figure: Late Come Container

ate Come Instructi	on		
Terminal	НП/СНТ		
Owner	ADX 💌		
Vessel/Voyage	1	(* mandatory)	
Vessel Name		•	
File Upload		Browse	
		Late Come History Create Update E	ixit

Table: Late Come Container Property Descriptions

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Owner Code	
Vessel/Voyage	Line Vessel Code / Line Voyage Code	
Vessel Name	Vessel Name	
File Upload	File Upload for Creation of Late Come Instruction	

User can either:

- Declare and Create Late Come Instruction; OR
- Browse and Amend Late Come Instruction; OR
- Create and Amend Late Come Instruction via File Upload; OR
- Check Late Come History

9.1.1.1 Create Late Come Instruction

This function allows user to send up to 50 Late Come Instructions at one time manually.

Figure: Late Come Instruction

ate Come Instructi	on	
Terminal	HIT/CHT	
Owner	ADX -	
Vessel/Voyage	/	(* mandatory)
Vessel Name		•
File Upload		Browse
		Late Come History Create Update Exit

- 1. Select "Owner"
- 2. Fill in at least **EITHER** "Vessel/Voyage" **OR** use "Vessel Name" to find the correct voyage using the red dot searching function
3. Press "Create" button to proceed:

Figure: Late Come Container maintenance



<Picture>

Table: Apply Criteria

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Owner	Container Owner	
Vessel/Voyage	Line Vessel Code / Line Voyage Code	
Vessel Name	Vessel Name	
Quota	Display the number of Late Come Container Quota of selected Voyage	
Request Until	Request Valid Time	DD/MM/YYYY hhmm
Contact Person	Shipping Line Contact Person	
Telephone	Shipping Line Contact Telephone Number	

Table: Container List

Field Name	Description	Value
No.	Reject List Record Number	
S/O No.	Shipping Order Number	
Container No.	Container Number	
Size	Container Size	
Туре	Container Type	
POD	Port of Discharge	
Request Until	Request Until Valid Time for individual container	DD/MM/YYYY hhmm
Save the above entries	Whether system remember the setting of user to re-use next time	

4. Fill in at least EITHER "Container No." OR "S/O No."



5. If "Container No." is filled, then at least fill in "Size", "Type", "POD"

- Optionally, user can fill in "Request Until" for individual container by **EITHER** directly input **OR** press the calendar icon to choose a day

6. User can either:

- Press "Confirm" button to submit the instruction
- Press "Clear" to reset all the entered information
- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to exit the function

7. System read in the data and display to allow user to review the data again:

Figure: Late Come Container List



Table: Apply Criteria

Field Name	Description	Value
Terminal	Terminal	Read Only
	[Default: HIT/CHT]	
Owner	Owner Code	
Vessel/Voyage	Line Vessel Code / Line Voyage	
	Code	



Vessel Name	Vessel Name	
Quota	Display the number of Late Come Container Quota of selected Voyage	
Request Until	Request Valid Time	DD/MM/YYYY hhmm
Contact Person	Shipping Line Contact Person	
Telephone	Shipping Line Contact Telephone Number	

Field Name	Description	Value
No.	Apply Record Number	
S/O No.	Shipping Order Number	
Remarks	User Remarks	
Container No.	Container Number	
Request Until	Request Until Valid Time for individual container	
Gate in Date Time	Gate-In Date/Time is updated when the container is returned to terminal	Read Only
Req Qty	Requested Number of Container (If record use Shipping Order Number) For individual container record, Req Qty is 1	
Late in	Number of container returned to terminal late	Read Only
Sz/Ty	Container Size / Container Type	
Total in	Number of container returned to terminal	Read Only
POD/Block	Port of Discharge/Block Code	
GW	Container Gross Weight	DD/MM/YYYY
Active Reefer	Whether selected container is an Active Reefer	
IMDG	International Maritime Dangerous Goods Code	
Sp Code	Special Handling Code - User can press the "Sp" hyperlink to select the needed SP Code. (Please refer to Late Come Container Sp Code)	
Save the above entries	Whether system remember the setting of user to reuse next time	

Table: Container List

- 8. User can either:
- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result

- Press "Exit" button to exit the function
- 9. Result is immediately displayed:

Figure: Late Come Container Result

No. Container No. Action Result Remarks 1 1234 APL12345678 Create Rejected Late come setting n 2 1234 APL12345679 Create Rejected Late come setting n	
1 1234 APL12345678 Create Rejected Late come setting n 2 1234 APL12345679 Create Rejected Late come setting n	and designed
2 1234 APL12345679 Create Rejected Late come setting n	ot tound
	ot found
3 1234 APL12345680 Create Rejected Late come setting n	ot found
4 1234 APL12345681 Create Rejected Late come setting n	ot found
5 1234 APL12345682 Create Rejected Late come setting n	ot found
6 1234 APL12345683 Create Rejected Late come setting n	ot found
7 1234 APL12345684 Create Rejected Late come setting n	ot found
8 1234 APL12345685 Create Rejected Late come setting n	ot found

10. User can either:

- Press "Amend" button to correct mistake(s) and re-submit the instruction

- Press "Continue" button to create Late Come Instruction

9.1.1.2 Amend Late Come Instruction

This function allows user to amend the already submitted instruction.

Figure: Late Come Instruction

Terminal HIT/CHT	
ieminai HIT/CHT 🗶	
Owner ADX •	
Vessel/Voyage / (* mandatory)	
Vessel Name	
File Upload Browse	
Late Come History Create Update	Exit

<Picture>

1. Select "Owner"

2. Fill in at least "Vessel/Voyage" or use "Vessel Name" to find the correct voyage using the red dot searching function

3. Press "update" button to proceed:

Figure: Late Come Container maintenance





- User can amend
- -- S/O Number; OR
- -- Request Until Date/Time; OR
- -- Req Qty (for record with only Booking Number); OR
- -- Container Size/Type; **OR**
- -- Port of Discharge/Block Code; OR
- -- IMDG Code; OR
- -- Container Gross Weight; OR
- -- Special Handling Code; OR
- -- Active Reefer Indicator
- 4. User can either:

- Press "Update All" button to mass update all late come container record "Request Until" date. (Please refer to Late Come Container Browse Mass)

- Tick "Update" check box to indicate record(s) for update
- Tick "Delete" check box to indicate record(s) for deletion
- Press "Report" button to view Late Come Instruction Report
- Press "Confirm" button to submit the instruction
- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to exit the function



5. System read in the data and display to allow user to review the data again:

Figure: Late Come Container List



6. User can either:

- Press "Confirm" button to submit the instruction

- Tick "Delete" check box for the selected record(s) and press "Delete" button to delete instruction

- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to exit the function
- 7. Result is immediately displayed:

Figure: Late Come Container Result



No. S/O No. Container No. Action Result Remarks 1 1234 APL12345678 Create Rejected Late come setting 2 1234 APL12345679 Create Rejected Late come setting 3 1234 APL12345690 Create Rejected Late come setting 4 424 APL12345690 Create Rejected Late come setting	not found not found
1 1234 APL12345678 Create Rejected Late come setting 2 1234 APL12345679 Create Rejected Late come setting 3 1234 APL12345679 Create Rejected Late come setting 4 APL12345680 Create Rejected Late come setting 4 APL12345680 Create Rejected Late come setting	not found not found
2 1234 APL12345679 Create Rejected Late come setting 3 1234 APL12345690 Create Rejected Late come setting	not found
3 1234 APL12345690 Create Rejected Late come setting	
A 1934 AD149345694 Develo Delected Late come office	not found
 L234 AP-L12340501 Greate Rejected Late come setting 	not found
5 1234 APL12345682 Create Rejected Late come setting	not found
6 1234 APL12345683 Create Rejected Late come setting	not found
7 1234 APL12345684 Create Rejected Late come setting	not found
8 1234 APL12345685 Create Rejected Late come setting	not found

8. User can either:

- Press "Amend" button to correct mistake(s) and re-submit the instruction

- Press "Continue" button to create Late Come Instruction

9.1.1.3 <u>File Upload</u>

This function allows user to upload an excel file instead of filling up the Late Come Instruction manually. This is particularly useful when user need to upload a long list of container instructions.

Support csv format.

Figure: Late Come Instruction

Late Come Instructio	'n	
Terminal	Lucracium -	
Owner		
Vessel/Voyage	/	(" mandatory)
Vessel Name		•
File Upload	[Browse
		Late Come History Create Update Exit

1. Select "Owner"

2. Fill in at least "Vessel/Voyage" or use "Vessel Name" to find the correct voyage using the red dot searching function

3. Press "Browse" and choose the excel file to upload

4. Press "Create" button and if file read is successful, the following screen is displayed

Figure: Late Come Container maintenance



Denner Denner Fessel Fessel	al Voya Nam	94	HETICHT API, HWW 021E HYUNDAI NEW 1	YORK	Quel Card Teles	a act Per	son No.	Ì	/oyage =	NA / Used = 0			
Oelete	Ho.	SIO No. Remarks	Container No.	Request Until Date/Time Gate in Date Time	Req Gry Late in	Sa/Ty Total	in	PODIBloc	k GW	Active Reafer	INDG	Sp Co	de
٢	1	1234 TEST	[APL 12345676	20/05/2012 1234	1	20	/01	949400	25	N·	1.1	00	34
٢	2	1234 TEST	APL 12345679	20/05/2012 1234	-	20	G1	Heberg	28	N <u>•</u>	11	DG	24
Γ.	3	1234 TEST	[APL 12345680	\$9495-2012 1234	-	20	/[01	Peopeog	18	N.*	1.1	jog -	50
	4	1234 TEST	APL 12345681	29/05/2012 1234	1	20	101	Peopers	8	NE	1.1	00	24
٢	5	1234 TEST	[APL 12345682	20/05/2012 1234	1	20	/01	Pepeus	28	N.	1.1	00	- 50
Ē	4	1234 TEST	APL 12345683	20/05/2012 1234	-	20	1/01	1939KG	8	N	11	DG	24
٢	7	1234 TEST	[APL 12345684	26/05/2012 1234	1	20	/[01	pesero.	18	N	11	00	50
٢	1	1234 TEST	APL 12345685	26/06/2012 1234	1	20	01	940405	8	N.	1.1	00	3

- 5. User can either:
- Press "Confirm" button to submit the instruction
- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to exit the function
- 6. Result is immediately displayed:

Figure: Late Come Container Result



Own Vess Vess	inal : er : el/Voyage : el Name :	HIT/CHT APL HNW/ 0218 HYUNDAI 1	E NEW YORK				
No.	s. S/O No.		Container No.	Action	Result	Remarks	
1	1234		APL12345678	Create	Rejected	Accept Until Date Time must be earlier than Voyage Departure Date Time.	
2	1234		APL12345679	Create	Rejected	Accept Until Date Time must be earlier than Voyage Departure Date Time.	
3	1234		APL12345680	Create	Rejected	Accept Until Date Time must be earlier than Voyage Departure Date Time.	
4	1234		APL12345681	Create	Rejected	Accept Until Date Time must be earlier than Voyage Departure Date Time. Accept Until Date Time must be earlier than Voyage Departure Date Time.	
5	1234		APL12345682	Create	Rejected		
6	1234		APL12345683	Create	Rejected	Accept Until Date Time must be earlier than Voyage Departure Date Time.	
7	1234		APL12345684	Create	Rejected	Accept Until Date Time must be earlier than Voyage Departure Date Time.	
8	1234		APL12345685	Create	Rejected	Accept Until Date Time must be earlier than Voyage Departure Date Time.	

7. User can either:

- Press "Amend" button to correct mistake(s) and re-submit the instruction

- Press "Continue" button to create Late Come Instruction
- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to exit the function

9.1.1.4 Late Come Container Browse Mass

User can mass update all the records for a selected voyage with a new "Request Until" time.

Figure: Late Come Container Browse Mass

Late Come Cont	ainer Bro	wse Mass	;			
Undate all records:						
Request Until	17	/ 05	/ 2012	/ 1106	dd/mm/yyyy hł	nmm)
					Confirm	Exit



1. User can either:

- Update the record and press "Confirm" button to confirm the change

- Press "Exit" button to exit the function

2. After user press "Confirm" button, result is immediately displayed:

Figure: Late Come Container Browse Mass Result

Late Come Containe	r Browse Mass Result		
Terminal			
Owner:	API		
Vessel/Voyage :	HNW/ 021E		
Vessel Name :	HYUNDAI NEW YORK		
Request Until :	Sun May 20 11:06:00 HKT 2012		
Result :			
blk can not be empty! 0	records successfully updated, 1 records failed updated.		
		Exit	
			Pictur
			inclui

- Press "Exit" button to exit the function

9.1.1.5 Late Come Container Sp Code

User can select one Special Handling Code from the list of SP Code. User can select one SP Code each time. However, user can repeat select different SP Code to achieve multiple selections.

Figure: Late Come Container Sp Code

Late Com	e Container Sp Code
Update all re	ecords:
Sp Code	AB: Away from boiler & amp; under deck 💽
	Confirm Exit

1. User can either:

- Select one SP Code and press "Confirm" button to confirm the selection

- Press "Exit" button to exit the function without selecting a SP $\operatorname{\mathsf{Code}}$

2. After user press "Confirm" button, SP Code is immediately added to the field:

Figure: Sp Code



Sp Code	
DG,AB Sp	
	<picture></picture>

- Press "Exit" button to exit the function

9.1.1.6 Late Come History

This function allows user to review the submitted late come instruction(s) includes all the creations, amendments and deletions.

Figure: Late Come Instruction

Late Come Instructi	on	
Terminal	НП/СНТ 💌	
Owner	ADX •	
Vessel/Voyage	/ (* mandatory)	
Vessel Name	•	
File Upload	Browse	
	Late Come History Create Update Exit	
		<pre></pre>

1. Select "Owner"

2. Fill in at least "Vessel/Voyage" or use "Vessel Name" to find the correct voyage using the red dot searching function

3. Press "Late Come History" button to proceed

Figure: Late Come History

Terminal: Vessel Code: S/O No.:	HITIC	нт		- Ve	vner: yage Code	e: (VPL 121E		
Container No.: Update Date From Update Date to	17	/ 05	/ 2012	1210	e (dd/mm/	yyyy bhmm) yyyy hhmm)	Searc	à	
No. S/O No.			Container No.	Request Until	I Req Qty	Action Type	Status	Update Date	User ID
1			APL33778899	18/05/2012 10:42	1	Create	ACCEPTED	17/05/2012 10:43	Termina
						1	Presieve	Next La	Total is Exit

<Picture>

Table: Container Information

Field Name	Description	Value
No.	Record Number	
S/O No.	Shipping Order Number	



Container No.	Container Number	
Request Until	Request Until Valid Time	
Req Qty	Requested Number of Container	
Action Type	Type of action performed on selected record	
Status	Instruction Status - Accept: Instruction is accepted - Reject: Instruction is rejected	{Accept, Rejected}
Update Date	Date in which record is updated	DD/MM/YYYY hh:mm
User ID	Latest user who updated the selected record	

- 4. User can either:
- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to exit the function

9.1.1.7 Late Come Instruction Report

Figure: Late Come Instruction Report

HIT / CI HIT - H	HT - LATE ONGEONG I	COME	INST	NUCTION AL TERMIN	al LIMIT	ED													1	Date :17/05 Time :10:55 Page :1	5/2012			
Terminal Service:		30	T/CHT			Own Arr	er: ival Date/1	ine:	APL			Vesse Depar	1/Voyage: ture Date/1	ine:	021E		Vessel	Name:	HT	UNDAL NEW Y	XNC			
No. Cor	ntainer No.	\$/0 3	÷0.	\$2/77	Sea	No.	PCO/Block		CR .	Active 3	erfer Di		Sp Code	Request D	nii Can	e in Date Time	Teq Q	ty Lar	e in	Total in	Fearks			
1 451	133778899			20,455						т				18/05/2012	10:42		1	0		0				
											Owner Summ	ary Not Tet	Gate-In)											
			DRT.		72	7		32			DEX			1227				TOTAL			GUE			
		20"		40'	20'	45'	20"		45	45	45	55'	45	45	55	20'	45'	45	45	53"				
NULL	PORT	1		-	-	-	-		-	-	-	-	-	-	-	1	-	-	-	-	-			
TOTAL.		1		-	-	-	-		-	-	-	-	-	-	-	ĩ	-	-	-	-	-			
										2	Owner Summ	ary (Already	Gate-1a)											
			DRY		FZ			82			DRY			FEEP				TOTAL			64365			
		20'		40'	20'	40'	20'		40'	45'	40'	55'	45"	45'	53'	20'	40'	45'	43'	53'				
DUSCHARGE MET 1	PUBL	-		-	-	-	-		-	-	-	-	-	-	-	-	-	-	-	-	-			
10745		-		-	-	-	-		-	-	-	-	-	-	-	-	-	-	-	-	-			
										Owner Sum	mary Not To	et Gate-In	+ Already Ge	te-In)										
			DRT		92	7		122			DRT			1227				TOTAL			GALE			
		20'		40'	20'	40'	20'		45'	45	40'	55'	45'	45	55'	20'	40'	45'	43'	53'				
NILL N	PORT	1		-	-	-	-		-	-	-	-	-	-	-	1	-	-	-	-	-			
TOTAL.		1		-	-	-	-		-	-	-	-	-	-	-	1	-	-	-	-	-			
											- 21	d Of Report	-									<pic< td=""><td>ctur</td><td>e></td></pic<>	ctur	e>

9.1.1.8 Excel File Template

Figure: Excel File Template

4	A	В	C	D	E	F	G	Н	I.	J	K	L	
1	S/O No.	Container No.	Request Until Date/Time	Request Qty	Size	Туре	PD/Block	GW	Active Reefer	IMDG	SP Code	Remarks	
2	1234	APL12345678	20/05/2012 1234	20	20	G1	HKHKG	25	N	1.1	DG	TEST	
3	1234	APL12345679	20/05/2012 1234	20	20	G1	HKHKG	25	N	1.1	DG	TEST	
4	1234	APL12345680	20/05/2012 1234	20	20	G1	HKHKG	25	N	1.1	DG	TEST	
5	1234	APL12345681	20/05/2012 1234	20	20	G1	HKHKG	25	N	1.1	DG	TEST	
6	1234	APL12345682	20/05/2012 1234	20	20	G1	HKHKG	25	N	1.1	DG	TEST	
7	1234	APL12345683	20/05/2012 1234	20	20	G1	HKHKG	25	N	1.1	DG	TEST	
8	1234	APL12345684	20/05/2012 1234	20	20	G1	HKHKG	25	N	1.1	DG	TEST	
9	1234	APL12345685	20/05/2012 1234	20	20	G1	HKHKG	25	N	1.1	DG	TEST	< Picture
_					-							-	<i c<="" ccui="" i="" td=""></i>



10. Port Mapping

10.1 Instruction

10.1.1<u>"Instruction" > "Port Mapping"</u>

This function allows user to declare the mapping between terminal port code and shipping line port code.

Figure: Port Menu

Port Menu	
Terminal	нп/снт
Search Type :	
	C TML Port Code
	TML Port Name
	C Line Port Code
	C Line Port Name
Search String :	(*mandatory)
Port Mapping History	Port Mapping Upload Print Mapped Print All Search Clear Exit

User can either:

- Create, amend and delete Port Code List; OR
- Check for Port Mapping History; OR
- Upload mapping file (Please refer to Port Mapping Upload); OR
- Print Mapped Port Codes; OR
- Print All available information

10.1.1.1<u>Port Code List</u>

This function allows user to create, amend and delete Port Code Mapping records.

- 1. Select Search Type
- 2. Fill in "Search String" with data

3. Press "Search" button to show the Port Mapping Maintenance screen:

Figure: Port Mapping Maintenance



lo.	TML Port Code	TML Port Name	Line Port Code	Line Port Name	Update	Delete
1	ESBCN	BARCELONA	ESBCN	BARCELONA		Г
						Total is
			Confi	m First Previous	Next Last	E

Table: Port Mapping Maintenance Property Descriptions

Field Name	Description	Value
No.	Search Result Record Number	
TML Port Code	Terminal Port Code	
TML Port Name	Terminal Port Name	
Line Port Code	Line Port Code	
Line Port Name	Line Port Name	

4. User can either:

- Update Line Port Code and tick "Update" for the selected record; $\ensuremath{\textbf{OR}}$

- Update Line Port Name and tick "Update" for the select record; $\ensuremath{\textbf{OR}}$

- Tick "Delete" to delete the selected record

- Press "TML Port Code" hyperlink to view Terminal Port Name Detail

5. Press "Confirm" button to see the result:

Figure: Port Mapping Maintenance Result



10.1.1.2 Port Mapping History

This function allows user to check the history of Port Code Mapping record(s). (update in one hour interval)

- 1. Select Search Type
- 2. Fill in "Search string" with data
- 3. Press "Port Mapping History" button to show the history list:

Figure: Port Mapping History List



								_
Por	t Mapping Ame	ndment History	List					
Termi	inal :	HIT/CHT		Company :		APL		
Searc	h String :	SGSIN		Search Typ	ie :	TML Port Code		
No.	TML Port Code	TML Port Name	Line Port Code	Line Port Name	Action Type	Update Date	User ID	
1	SGSIN	SINGAPORE	SINN	SINGAPORE	Create	19/07/2012 15:16	nguat	
2	SGSIN	SINGAPORE	SIN	SINGAPORE	Delete	19/07/2012 15:16	nguat	
								Total is 2
					FI	rst Previous Ne	ext Last	Exit
					_			

Search Criteria

Field Name	Description	Value
Terminal	Terminal [Default: HIT/CHT]	Read Only
Company	Shipping Line Company Name	
Search String	Search keyword	
Search Type	Type of data user search against	

Search Result

Field Name	Description	Value
No.	Search Result Record Number	
TML Port Code	Terminal Port Code	
TML Port Name	Terminal Port Name	
Line Port Code	Line Port Code	
Line Port Name	Line Port Name	
Action Type	Type of action performed on selected record	
Update Date	Date in which record is updated	DD/MM/YYYY hh:mm
User ID	Latest user who updated the selected record	

- 4. User can either:
- Press "First" button to jump to first page of result
- Press "Previous" button to jump to previous page
- Press "Next" button to jump to next page
- Press "Last" button to jump to last page of result
- Press "Exit" button to exit the function

10.1.1.3 Port Mapping Upload

This function allows user to upload maximum 100 mapping records at one time. User can create / amend port code mapping.

1. Select Search Type

Figure: Port Mapping Upload



	HIT/CHT	Company:	HT
No. TML Port Code	TML Port Name	Line Port Code	Line Port Name
1			
2			
3			
4			
5			
98			
99			
99			
99			Confirm Clear Ext
9	[[Confirm Clear Ext

- 2. Fill in BOTH "TML Port Code", "TML Port Name"
- 3. Fill in EITHER "Line Port Code" OR "Line Port Name"
- 4. Press "Confirm" button to show result
- User can press "Clear" to clear all the entered data

Figure: Port Mapping Upload Result

Terr	minal:		HIT/CHT		Company:		HIT		
Suc	cessful Items:		1						
Fail	ed Items:		1						
No.	TML Port Code	TML Port Name	Line Port Code	Line Port Name	Action	Result	Remark		
1	ESCAT	CATALONIA	TECAT	TERCATLONIA	Create/Update	Rejected	Cannot find WorldMapPor	rt.	
									Total is 2
							Amend	Upload Next	Exit

- Successful update is not shown while failed update is shown in the list

10.1.1.4 Print Mapped

This function allows user to print out mapping between terminal port code and shipping line port code in excel format.

Figure: Sample Mapping List

HIT / CHT - PORT MAPPING LIST

HIT - HONGKONG INTERNATIONAL TERMINAL LIMITED

TML Port Code	TML Port Name	Line Port Code	Line Port Name
ESBCN	BARCELONA	ESBCN	BARCELONA
HKHKG	HONG KONG	HKG	HONG KONG
TWKHH	KAOHSIUNG	KHH	KAOHSIUNG
USAID	ANDERSON	QOD	ANDERSON
ZZA00	AUBURN	A00	TEDTING
ZZYAO	YANGON BURMA	RGM	YANGON BURMA
ZZZ88	DUMMY OUTSHIPMEN	Z88	NORA DUMMY OUTS
	TML Port Code ESBCN HKHKG TWKHH USAID ZZA00 ZZYAO ZZYAO ZZZ88	TML Port Code TML Port Name ESBCN BARCELONA HKHKG HONG KONG T/WKHH KAOHSIUNG USAID ANDERSON ZZ400 AUBURN ZZYAO YANGON BURMA ZZZ88 DUMMY OUTSHIPMEN	TML Port Code TML Port Name Line Port Code ESBCN BARCELONA ESBCN HKHKG HONG KONG HKG T/WKHH KAOHSIUNG KHH USAID ANDERSON QOD ZZ400 AUBURN A00 ZZYAO YANGON BURMA RGM ZZZ88 DUMMY OUTSHIPMEN Z88

Total is 7

<Picture>



10.1.1.5<u>Print All</u>

This function allows user to print out whole code list used by terminal port code.

Figure: Sample Mapping List (Partial)

HIT / CHT - PORT MAPPING LIST

HIT - HONGKONG INTERNATIONAL TERMINAL LIMITED

No. TML Port Code	TML Port Name	Line Port Code	Line Port Name
1 AEAAN	AL AIN		
2 AEAJM	AJMAN		
3 AEAUH	ABU DHABI		
4 AEDXB	DUBAI		
5 AEFJR	FUJAIRAH(AL FUJA	YRAH)	
6 AEJEA	JEBEL ALI		
7 AEKLF	KHOR AL FAKKAN		
8 AEMSA	MINA SAQR		
9 AEPRA	PORT RASHID		
10 10000			
1			
18532 ZZZZ9	SALYERSVILLE		
18533 ZZZZO	SALUDA		
18534 ZZZZQ	STEELE		
18535 ZZZZS	SYLAVANIA		
18536 ZZZZT	SYKESVILLE		
18537 ZZZZV	SUPERIOR		
18538 ZZZZX	SUGAR GROVE		
18539 ZZZZY	STOWE		
18540 ZZZZZ	STONY POINT		
Total is 18540			

<Picture>

10.1.1.6 Terminal Port Name Detail

Figure: Terminal Port Name Detail

Terminal Port N	ame Detail	
TML Port Code	ESBCN	
TML Port Name	BARCELONA	
State Name		
Country Name	Spain	
		Exit

Table: Terminal Port Name Detail Property Descriptions

Field Name	Description	Value
TML Port Code	Terminal Port Code	Read Only
TML Port Name	Terminal Port Name	
State Name	State Name	
Country Name	Country Name	



11. Tractor Appointment

12. Tractor Pre-advice

13. Transshipment Declaration

13.1 Instruction > Transshipment Declaration

This function allows you to create transshipment declaration and view its history.

- The following message will be displayed when accessing Instruction > Transshipment Declaration. Click 'OK' to dismiss the message after reading.

Attention		
	Transfer charge(s) will be incurred the transaction(s) if apply transhipment status within ETB-6 hrs of 1st carrier. Please refer to billing invoice forward soon.	
	OK Cancel	
		<picture< td=""></picture<>

13.1.1 Create Transshipment Declaration

Transshipment De	laration
- · ·	
Terminal	HIT/CHT V
Owner	\sim
Vessel/Voyage	
Vessel Name	
Instruction Methods:	
Container No.	
File Upload	
	Browse
	Transshipment Declaration History Create Exit

- Select 'Owner' from the drop-down list
- Enter 'Vessel/Voyage' ; OR

- Press the red dot next to 'Vessel Name' to prompt the list of vessels with ETB within the next 21 days:



Sele	ctNo.	Vessel Name	Vessel/InB/OutB	ETA	ETB	ETD
۲	1	MOL COMMITMENT	HCMM / 013E / 013E	2015-08-19 02:30:00	2015-08-19 04:00:00	2015-08-20 09:00:00
0	2	YM ELIXIR	239 / 059E / 059E	2015-08-15 12:00:00	2015-08-16 03:00:00	2015-08-16 09:00:00
0	3	CAP FRIO	JCFO / 533S / 533S	2015-08-15 06:05:00	2015-08-15 07:35:00	2015-08-15 23:00:00
0	4	CMA CGM MIMOSA	CGMSA / 24WR / 24WR	2015-08-10 21:30:00	2015-08-13 09:00:00	2015-08-14 03:00:00
						Total is 4
						Confirm Exit

- Check the 'Select' radio button of the required vessel and then click 'Confirm' at the bottom of the list

- There are two methods to submit transshipment declaration, namely manual input and file upload. Refer to the following sub-sections for detailed steps of individual methods.

Method 1: Manual Input

- Select the 'Container No.' radio button under 'Instruction Methods:' and then click 'Create' to open the declaration form

Create Transshipment Declaration
Terminal HITCHT 1st.Leg Owner TSL VesselVoyage ERMO/ERMO132XXXI VesselName E.R.MARTINIQUE
Attachment: upload Maximum Size per upload file:10M Uploaded Files:0/20 Uploaded Size:0M/20M
* If too many files or too large, Please ZIP them before upload. If files many files or too fargink, Please ZIP them with English name before upload. Otherwise filename will be auto change Assign values to all selection containers: Container Status Fallempt Owner Vessel Voyage Vessel Name POO POL POD Block Code Barge Pick Assign
Container 2nd leg information
Select ID Status Full/Empty SP(1,2,3) Owner Vsl Code Voy Code POO POL POD Bill of Lading Remark Barge Operator
Size Type Rfr Temp Rfr Content Vsl Name Block Code FD Opt(1,2,3) IMDG/UNDG/DG Barge Pick

- Upload attachment. please refer to 13.3

- Enter the transshipment details of each container into the form according to the following table:

Field Name	Description	Mandatory?
Container		
ID	Container ID	Mandatory
Status	Shipment type: Import=Import TS=Transshipment	Mandatory
Full/Empty	Container status: E=Empty F=Full	Mandatory
SP(1,2,3)	Up to 3 special handling codes, with each separated by a comma	Optional
Size	Container size	Optional
Туре	Container type	Optional
Rfr Temp	Reefer temperature	Optional
Rfr Content	Reefer content	Optional



2nd leg information		
Owner	Second leg vessel owner	Optional
Vsl Code	Second leg Vessel code	Mandatory if `Status'=TS and `Full/Empty'=F
Voy Code	Second leg voyage code	Mandatory if `Status'=TS and `Full/Empty'=F
Vsl Name	Second leg vessel name	Mandatory if `Status'=TS and `Full/Empty'=F
POO	Original port of loading	Optional
POL	Port of loading	Optional
POD	Port of discharge	Optional
Block Code	Block Code	Optional
FD	Final destination	Optional
Opt(1,2,3)	Up to 3 optional port codes, with each separated by a comma	Optional
Bill of Lading	Bill of lading number	Mandatory if 'Barge Pick' is checked
Remark	Remark	Optional
IMDG/UNDG/DG Content /Weight	For Dangerous Goods(DG), enter its IMDG code, UNDG code, content description and weight in this order into one field with each value separated by a slash	Optional
	Field for additional DG with the same format as above	Optional
	Field for additional DG with the same format as above	Optional
Barge Operator	Barge Operator	Optional
Barge Pick	Barge pickup indicator: Checked=yes Unchecked=no	Optional

- If you need to assign common values to multiple containers:

- Check the 'Select' checkboxes of the required containers; OR

- Check 'Select all' at the header when assigning common values to all containers on that page





- Enter the concerned values at the 'Assign values to all selection containers:' section and then click 'Assign'

Create	Transship	ment Decla	ration								
Terminal 1st Leg	HIT/CHT	ī									
Owner	EGL	Vessel/Vo	wage HNCG /	0623-033E	Vessel N	ame	HANJIN CHIT	TAGONG			
Assign v	alues to a	Il selection	containers:								
Owner	Vessel	Voyage	Vessel Name	POD	Block Code	POO	POL	Full/Empty	Container Status	Barge Pick	

- Click 'Confirm' at the bottom of the form to proceed

- If there are multiple pages of entries, use 'First', 'Previous', 'Next' and 'Last' buttons to navigate among pages.



- Review the details of the entries on the confirmation page and then click <code>`Submit'</code>

- If you wish to remove any entries, check the 'Select' checkboxes of the entries and then click 'Delete' before clicking 'Submit'.



ermin st Leg wner	al	HIT/CI	T Vesse	el/Voya	ge POWR	./ 1179-	185NB	Vess	el Nam	e EVE	R POWE	R			
			Cont	ainer			2nd leg	inform	ation						
Select			ID	Status	Full/Empty	SP (1,2,3)	Owner	Vsl Code	Voy Code	P00	POL	POD	Bill of Lading	Remark	Barge Operator
	No.	Size	Туре	Rfr Temp	Rfr Con	tent	VsI Na	ame/Cal	ISign	Block Code	FD	Opt(1,2,3)	IMDG/UNE Content/V)G/DG leight	Barge Pick
	1	DFSI	J2250390	TS	Full		EGL	POWR	1179- 185NB	CNLYG	CNLYG	тнвкк	XAPV006643		
		22	G1				EVER F	POWER/			THBKK				N
П	2	DVR	J1400880	TS	Full		EGL	POWR	1179- 185NB	CNLYG	CNLYG	TWTXG	XAST004389		
		22	G1				EVER F	OWER/			TWTXG				N
	3	ECM	U1259858	TS	Full		EGL	POWR	1179- 185NB	CNTXG	CNTXG	ZZOPT	AHHY001693		
		22	G1				EVER F	POWER/			PHMNS	ZZLB1.ZZLB2			N

- Email notification confirmation dialogue box will be prompted if manual email notification setting is on (refer to the "User Admin" user manual for details)

Message from webpage	
Do you want to send email confirmation?	
OK Cancel	<picture></picture>

- Click 'Cancel' to submit transshipment declarations without sending manual email notification; OR

- Click 'OK' to set up email notification before submitting the transshipment declarations

Email No	tification					
From:	cplus_uat@hit.c	:om.hk				
To:					E	mail List
CC:						
						^
Sender:	TESTER2	Company:	HYUN			\checkmark
Remarks:HITIS "Service"). HITS unexpected tec damage caused HITIS does not e You acknowled thereof at anyti	will seek to deliver th S cannot and does not thinical issues or proble t or alleged to be caus endorse and is not res lige that HITIS reserves me and from time to time	e specified information guarantee the safe de sms. You acknowledge ed by or in connection ponsible for any conte the right to modify or o e in its sole discretions	to designated i livery of such i that HITIS shal with the use of nt, products or discontinue, ten	recipient upon the r nformation as a res I not be responsible the Service. other materials on i uporarily or perman	equest of its sult of and is e or liable for or available f ently the Sei	customers (the not limited to any any loss or from the Service.
you or to any th	ird party for any notifi	cation, suspension or o	liscontinuation	of the Service.	e mai mino	OK Exit



- Enter email addresses of intended recipients into `To:' and `CC:' fields as needed; OR

- Click 'Email List' to select email addresses or email groups from the pre-defined list and then click 'Confirm'

HYUN No. User Name Email Address Group To CC 1 Cat Au.YuenYi@hit.com.hk TS Decl	Emai	il List				
No. User Name Email Address Group To CC 1 Cat Au.YuenYi@hit.com.hk TS Decl 2 Lik Chung.CheukLik@hit.com.hk TS Decl 3 Ping Fung.ChunPong@hit.com.hk TS Decl 4 Ping Hung.WingPing@hit.com.hk TS Decl 5 Jenny cheng.jennywl@locdom01.com TS Decl	Compa	ny: HYUN				
1 Cat Au.YuenYi@hit.com.hk TS Decl 2 Lik Chung.CheukLik@hit.com.hk TS Decl 3 Ping Fung.ChunPong@hit.com.hk TS Decl 4 Ping Hung.WingPing@hit.com.hk TS Decl 5 Jenny cheng.jennywl@locdom01.com TS Decl To CC Confirm Clear Exit	No.	User Name	Email Address	Group	То	CC
2 Lik Chung.CheukLik@hit.com.hk TS Decl 3 Ping Fung.ChunPong@hit.com.hk TS Decl 4 Ping Hung.WingPing@hit.com.hk TS Decl 5 Jenny cheng.jennywl@locdom01.com TS Decl To C C Confirm Clear	1	Cat	Au.YuenYi@hit.com.hk	TS Decl		
3 Ping Fung.ChunPong@hit.com.hk TS Decl 4 Ping Hung.WingPing@hit.com.hk TS Decl 5 Jenny cheng.jennywl@locdom01.com TS Decl To CC Confirm Clear	2	Lik	Chung.CheukLik@hit.com.hk	TS Decl		
4 Ping Hung.WingPing@hit.com.hk TS Decl 5 Jenny cheng.jennywl@locdom01.com TS Decl To CC C Confirm Clear Exit	3	Ping	Fung.ChunPong@hit.com.hk	TS Decl		
5 Jenny cheng.jennywl@locdom01.com TS Decl	4	Ping	Hung.WingPing@hit.com.hk	TS Decl		
To CC CC Confirm Clear Exit	5	Jenny	cheng.jennywl@locdom01.com	TS Decl		
	То	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	• cc 💙 C	onfirm		Exit

- If needed, enter remarks into the optional text field
- Click 'OK' to send the email notification

- The transshipment declaration will then be submitted and the result will be displayed as follows:

Create Tr	ansshipmen	t Declaration - Result		
Terminal	HIT/CHT			
Owner	EGL	Vessel/Voyage HNCG / 0623-0	033E Vessel Name	HANJIN CHITTAGONG
To Transshi	pment Declar	ration	Reference No:	201507131153587
Result		Remark		
TS Declarati successful.	on instruction (creation		
				Exit

Method 2: File Upload

- Select the 'File Upload' radio button under 'Instruction Methods:' and then click 'Browse' to select file

- File must be in excel or CSV format

- File must contain fields in the exact columns specified at User Admin > Upload Excel Configuration (refer to the "User Admin" user manual for detailed steps)

- Click 'Create' to open the declaration form which has been automatically filled according to the uploaded file



- If you need to assign common values to multiple containers:
- Check the 'Select' checkboxes of the required containers; OR

- Check 'Select all' at the header when assigning common values to all containers on that page

				Co	ontaine	ər
Select	No	l. I	D	Sta	atus	F
	NO.	Size	Туре	Rfr 1	ſemp	
	101	TEST76	54321	TS	~	[
	102	TEST12	34567	TS	~	[
•	102					[
	103	TEST12	3555	TS	~	[
•	105					Γ.

- Enter the concerned values at the 'Assign values to all selection containers:' section and then click 'Assign'

Create	Transship	ment Decla	ration								
Terminal 1st Leg	HIT/CHT										
Owner	EGL	Vessel/Vo	oyage HNCG / 0	623-033E	Vessel N	lame	HANJIN CHIT	TAGONG			
Assign v	alues to a	Il selection	containers:								
Owner	Vessel	Voyage	Vessel Name	POD	Block Code	POO	POL	Full/Empty	Container Status	Barge Pick	
EMS	HNCG	0682-034W	HANJIN CHIT	ZZOPT				F 🗸	TS 🗸	~	Assign

- Click 'Confirm' at the bottom of the form to proceed

- Review the details of the entries on the confirmation page and then click <code>`Submit'</code>



- If you wish to remove any entries, check the 'Select' checkboxes of the entries and then click 'Delete' before clicking 'Submit'.

t Leg vner	aı	HII/C	Vesse	el/Voya	ge POWR	2 / 1179	185NB	Vess	el Nam	e EVE	ER POWE	ER			
			Cont	ainer			2nd leg	j inform	ation						
Select			ID	Status	Full/Empty	SP (1,2,3)	Owner	Vsl Code	Voy Code	P00	POL	POD	Bill of Lading	Remark	Barge Operator
	No.	Size	Туре	Rfr Temp	Rfr Con	tent	VsI N	ame/Cal	ISign	Block Code	FD	Opt(1,2,3)	IMDG/UNE Content/V)G/DG Veight	Barge Pick
	1	DFS	J2250390	TS	Full		EGL	POWR	1179- 185NB	CNLYG	CNLYG	тнвкк	XAPV006643		
		22	G1				EVER	POWER			THBKK				N
	2	DVR	U1400880	TS	Full		EGL	POWR	1179- 185NB	CNLYG	CNLYG	TWTXG	XAST004389		
		22	G1				EVER	POWER			TWTXG				N
	3	ECM	U1259858	TS	Full		EGL	POWR	1179- 185NB	CNTXG	CNTXG	ZZOPT	AHHY001693		
_		22	G1				EVER	POWER			PHMNS	77I B1 77I B2			N

- Email notification confirmation dialogue box will be prompted if manual email notification setting is on (refer to the "User Admin" user manual for details)



- Click 'Cancel' to submit transshipment declarations without sending manual email notification; OR

- Click 'OK' to set up email notification before submitting the transshipment declarations



	ouncation					
-rom:	cplus_uat@hit.c	om.hk				_
lo:					Email List	
CC:						
	,L					-
					~	
					~	
Sender:	TESTER2	Company:	HYUN			
Service"). HP	TIS will seek to deliver the TIS cannot and does not	guarantee the safe de	to designated red elivery of such inf	ormation as a result of	and is not limited to any	
inexpected te	echnical issues or proble	ms. You acknowledge	that HITIS shall n	ot be responsible or lia	ble for any loss or	
anage cause	ca of alleged to be cause	a by or in connection	war are use of a			
ITTIS does not	t endorse and is not resp	onsible for any conte	nt, products or otl	her materials on or ava	ilable from the Service.	
ou acknowle	edge that HITIS reserves	the right to modify or	discontinue, temp	orarily or permanently t	he Service or any part	
	time and from time to time	e in its sole discretions	s, with or without	notice. You agree that	HITIS shall not be liable to	·
hereof at any	third party for any notific	ation, suspension or (discontinuation of	the Service.		
hereof at any ou or to any	third party for any notific	ation, suspension or o	discontinuation of	the Service.	OK Exit	

- Enter email addresses of intended recipients into `To:' and `CC:' fields as needed; OR

- Click 'Email List' to select email addresses or email groups from the pre-defined list and then click 'Confirm'

Ema	il List			
Compa	any: HYUN			
No.	User Name	Email Address	Group	To CC
1	Cat	Au.YuenYi@hit.com.hk	TS Decl	
2	Lik	Chung.CheukLik@hit.com.hk	TS Decl	
3	Ping	Fung.ChunPong@hit.com.hk	TS Decl	
4	Ping	Hung.WingPing@hit.com.hk	TS Decl	
5	Jenny	cheng.jennywl@locdom01.com	TS Decl	
То	`	• cc 🔽 🗸 C	onfirm	Exit

- If needed, enter remarks into the optional text field

- Click 'OK' to send the email notification

- The transshipment declaration will then be submitted and the result will be displayed as follows:

Create Tr	ansshipmen	t Declara	ation - Result		
Terminal	HIT/CHT				
From					
Owner	EGL	Vesse	el/Voyage HNCG / 0623-033E	Vessel Name	HANJIN CHITTAGONG
To Transsh	ipment Declar	ration		Reference No:	201507131153587
Result			Remark		
TS Declarat successful.	ion instruction (creation			
					Exit



13.2 Transshipment Declaration History

Transshipment De	claration
Terminal	HIT/CHT 🗸
Owner	~
Vessel/Voyage	
Vessel Name	
Instruction Methods:	
O Container No.	
File Upload	
	Browse
	Transshipment Declaration History Create Exit

- Click 'Transshipment Declaration History' to go to 'Transshipment Declaration History' page

	sshipment Dec	laration History					
Tern	ninal	HIT/CHT		Owner	~		
0	By Request Da	te/Time					
-	From Date/Tim	ie /	/ /	📑 (dd/n	m/yyyy hhmm)		
	To Date/Time	/	/ /	📑 (dd/n	m/yyyy hhmm)		
۲	By Voyage						
	Vessel/Voyage	/		1st Leg 🗸			
	Vessel Name			۲			
0	By Container						
	Container No.						
0	By Reference	No.					
	Reference No.						
۲	HTML O PDF	○ EXCEL ○ CS	v				
						Search Clear E	xit

- Select 'Owner' from the drop-down list

- Search transshipment declaration records by any of the following criteria:

- By Request Date/Time

- Check the 'By Request Date/Time' radio button and enter the required time range (Remarks: The default starting time is midnight 3 days prior to the current date and the default ending time is the current time)

- By Voyage

- Check the 'By Voyage' radio button and select leg order of the required voyage

- Enter the required vessel code and voyage code; OR

- Press the red dot next to 'Vessel Name' to prompt the list of vessels with ETB within the next 21 days:



Selec	tNo.	Vessel Name	Vessel/InB/OutB	ETA	ETB	ETD
۲	1	MOL COMMITMENT	HCMM / 013E / 013E	2015-08-19 02:30:00	2015-08-19 04:00:00	2015-08-20 09:00:00
0	2	YM ELIXIR	239 / 059E / 059E	2015-08-15 12:00:00	2015-08-16 03:00:00	2015-08-16 09:00:00
0	3	CAP FRIO	JCFO / 533S / 533S	2015-08-15 06:05:00	2015-08-15 07:35:00	2015-08-15 23:00:00
0	4	CMA CGM MIMOSA	CGMSA / 24WR / 24WR	2015-08-10 21:30:00	2015-08-13 09:00:00	2015-08-14 03:00:00
						Total is 4
					C	onfirm Exit

- Check the 'Select' radio button of the required vessel and then click 'Confirm' at the bottom of the list

- By Container

- Check the 'By Container' radio button and enter the required container number

- By Reference Number

- Check the 'By Reference No.' radio button and enter the required reference number

- Select output format by checking one of the following radio buttons:

- HTML

- PDF

- EXCEL

- CSV

- Click 'Search' to load records matching the search query

- For HTML, the search results will be displayed on the web browser as follows:

Owner HAM Verset News News Verset News News Verset News New	Ter	minal	HIT/CHT		From	n Rea	uest Date	Time			To Reg	uest Dat	/Time				
No. Contailiser No. Size/Type Full/Empty Device Verset Vorgage POD POD POL POD POL POD POL POD POL Strt/L33 Remark Bit Lating Bits Reset Res Rel No. Status Strage Barge PEL Operation Separation User 10 By Respect MID CollD0COG MID Col	Ow	ner	HMM		Vest	el Na	ne				Vessel	Voyage	HCMM / 01	3E			2nd Leg
Ref Mo. Status Barge Barge Pick Optimization Version Manuel Pick Optimization User ID Pick Optick Optimization User ID Pick Optick O	No.	Container No.	Size/Type	Full/E	mpty	Owne	er Vesse	Voyage	• POO	POL	POD/Block	FD	SP(1,2,3)	Remark		Bill of Lading No.	Reefer Temp/Content
HobMu20075 45:00 F HMM. HCAM 191E OPT/ LAX ABUDAH F143170 / 2916070105080715 N MOL COMMITTED OWLAH MATERIANDOVEN1550 H2143170 / 291607011508070115 N MOL COMMITTED OWLAH H2143170 H2143170 / 30160701150102017015 N MOL COMMITTED OWLAH H2143170 H2143170 / 404MM07000 22/10 E HAM H02418 H2143170 H2143170 / 201607011501011 N MOL COMMITTED TESTER 3007/2011516270 H21431 / 404MM070000 2010 F MAM INTER TESTER 3007/201151627 H2143170 / 404MM070000 2010 F MAM INTER TESTER 3007/201151627 H2143170 / 404MM070000 2010 F MAM INTER TESTER 3007/201151627 H2143170 / 4010007415 N MOL COMMITTER TESTER 3007/201151623 F18.L / 700304747474707 </th <th></th> <th>Ref No.</th> <th>Status</th> <th>Barge Pick</th> <th>Barge Operator</th> <th>Vessi</th> <th>el Name</th> <th></th> <th>Opt(1</th> <th>,2,3)</th> <th></th> <th>User ID</th> <th>By Request Date/Time</th> <th>IMDG/UNDG Content/We</th> <th>G/DG right</th> <th>IMDG/UNDG/DG Content/Weight</th> <th>IMDG/UNDG/DG Content/Weight 3</th>		Ref No.	Status	Barge Pick	Barge Operator	Vessi	el Name		Opt(1	,2,3)		User ID	By Request Date/Time	IMDG/UNDG Content/We	G/DG right	IMDG/UNDG/DG Content/Weight	IMDG/UNDG/DG Content/Weight 3
2015/3701658097 TS N MOL COMMITMENT OAKLA1. MASTER 2007/0115 19.59 2015/3701658097 TS N MOL COMMITMENT TESTER 3007/2015 19.59 H12945 / 2015/3701672791015 N MOL COMMITMENT TESTER 3007/2015 19.27 H12945 / 2015/3701672791015 N MOL COMMITMENT TESTER 3007/2015 19.27 H12945 / 2015/3701672791015 N MOL COMMITMENT TESTER 3007/2015 19.27 H12945 / 2015/3701672791015 N MOL COMMITMENT TESTER 3007/2015 19.27 H12945 / 2015/370167291015 N MOL COMMITMENT TESTER 3007/2015 19.27 H12945 / 2015/370167291015 F MAMIL MINIT FELEFEREENTEX-MINITMENT H12945 / 2015/37016790175 F MAMIL MINIT FELEFEREENTEX-MINITMENT H12945 / 2015/37015790175 F MAMIL MINITMENT COPT LSTER 3007/2015 19.58 F18.0 2015/37015790175 F MAMIL MINITMENT CALLAR LGT	1	HDMU6420975	45/G0	F		HMM	HCMN	013E			OPT/	LAX	AB,UD,AH			FJ143170	1
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HMM/MD7302 22/10 E HMM HCM 015E SSSN SSSN HT4CH1C4/TH4CH H1245 / 1 HMM/MD7302 22/10 F HMM HCM 15E FSSN SSSN HT4CH1C4/TH4CH H1245 / 1 HMM/MD7303 22/10 F HMM HCM H012 FSSN SSSN HT4CH1C4/TH4CH H1245 / 1 HMM/MD7303 22/10 F HMM HCM H012 FSEER SW07/2015 H2 H 1 MM/MD7304 LSG0 F HMM HCM H1245 / 1 MM/MD7304 LSG0 F HMM HCM H1245 / <td></td> <td>2015073016270910</td> <td>TS</td> <td>N</td> <td></td> <td>MOL</td> <td>COMMITN</td> <td>ENT</td> <td></td> <td></td> <td></td> <td>TESTER</td> <td>30/07/2015 16:27</td> <td></td> <td></td> <td></td> <td></td>		2015073016270910	TS	N		MOL	COMMITN	ENT				TESTER	30/07/2015 16:27				
2015/07/01/075 N MOL COMMITMENT TESTER 300/72015 16 27 MOMMO/S002 2010 F MMM HCMM 100E FREHFREHTHCHLCH H1245 2015/07/01/0715 N MOL COMMITMENT TESTER 300/72015 16 27 H1246 2015/07/01/0715 N MOL COMMITMENT TESTER 300/72015 16 27 F18.L 7 2015/07/01/0715 N MOL COMMITMENT COM LAU F18.L 7 2015/07/01/0715 N MOL COMMITMENT MOL COMMITMENT MOL COMMITMENT F18.L 7	3	HMMM073002	22/10	E		HMM	HCMN	013E	SGSI	N SGSIN	THLCH/THLCH	THLCH				H12345	1
HMM/M7303 22/10 F HMM HOM 101E FREEHRLEHTACHTHLCH HT235 / 2014/370162/0015 N Moul CodMINITERT ESTER 3007/2015 16 27 TESTER 3007/2015 16 27 F183. / HMM.M57456 LS/00 F HMM. HOM 01E //OPT LAX F183. / V0147301630217 TS N Moul CodMINTERT CALLAZ MASTER 3007/2015 10 58 F183. / 12014924143921 LS/00 E HMM HOM 10E MASTER 3007/2015 10 58 / / 12014921443921175 N Moul CodMINTERT MASTER 3007/2015 10 58 / / / /		2015073016270910	TS	N		MOL	COMMITN	ENT				TESTER	30/07/2015 16:27				
Shita704820915 N MOL.COMMITMENT TESTER 3007/2015 827 MAMUNO7645 LSGO F MAL		HMMM073003	22/10	F		HMM	HCMN	013E	FRLE	HFRLEH	THLCH/THLCH	THLCH				H12345	1
НИМИ 567456 LSG0 F HИЛ HOAN 012E /0PT LAX FIBA. / 2014/370163601 TS N MOL COMMITMENT OAKLAZ MASTER 3001/2015 10.58 12014/374458 LSG0 E HИЛ HOAN 012E MIG SNA LG9/ LG8/ / 2014/370145801 TS N MOL COMMITMENT MASTER 3001/2015 10.58		2015073016270910	TS	N		MOL	COMMITN	ENT				TESTER	30/07/2015 16:27				
2015/301058087 N MCL COMMITMENT OAK LA2, MASTER 30/07/2015 10-58 TCNUB647149 LS/G0 E HMM HCMM 101E N/N SHA LCB/ LCB / 02015/301058087 TS N MCMCOMMENT MASTER 30/07/2015 10-58 /		HMMU9067495	L5/G0	F		HMM	HCMN	013E			/OPT	LAX				F1BJL	1
CNU8647149 L5/G0 E HMM HCMM 013E NNG SHA LCB/ LCB // 201507301058087 TS N MOL COMMITMENT MASTER 30/07/2015 10:58		201507301058087	TS	N		MOL	COMMITN	ENT	OAK,	LA2,		MASTER	30/07/2015 10:58				
201507301058087 TS N MOL COMMITMENT MASTER 30/07/2015 10:58	5	TCNU8647149	L5/G0	E		HMM	HCMN	013E	NNG	SHA	LCB/	LCB					1
		201507301058087	TS	N		MOL	COMMITN	ENT				MASTER	30/07/2015 10:58				
																	Next Last Exit
First Previous Next Last Exi																	

- For other output formats, the search results will be written into a file of the selected format and saved at the pre-defined location

13.3 Create Transshipment Declaration with attachment

Overview

Information Services Department User can upload related document with follow function.



- Limitation of upload files
- 1) Maximum upload 20 files
- 2) Maximum Size per file is 10M
- 3) Total Size 20M
- 4) Duplicate filename is not allowed
- 5) Maximum Filename length is 100
- 6) Any Executable Files (E.g *.exe,*.com,*.sh,*.bat,*.vbs,*.dll,*.ocx...) is not allow upload

13.3.1 Upload File

Click "Upload" button. Then pop up "File upload window".



13.3.2 File upload window

a. Choose File

Click "Choose File". Then popup browse file window.



Choose File	No file chosen	delete
Choose File	No file chosen	delete
Choose File	No file chosen	delete
Choose File	No file chosen	delete

Choose file , then click "open" to add file



Added to file list.

File Upload

delete
delete
delete

b. Add more file

If need upload more files, you can click "More" for add more.

File Upload

Choose File	Copy of RATHA 638N.xls	delete
Choose File	cntrMovementLogEnqAction (13).xls	delete
Choose File	21843.csv	delete
Choose File	21843.csv	delete
upload	more	

You will appear add more row for upload another file



File Upload

Choose File	Copy of RATHA 638N.xls	delete
Choose File	cntrMovementLogEnqAction (13).xls	delete
Choose File	21843.csv	delete
Choose File	21843.csv	delete
Choose File	No file chosen	delete
upload	more	

c. Delete File

When you need delete file from file list, you can click "delete" at right side of filename

File Upload

Choose File	Copy of RATHA 638N.xls	delete
Choose File	Book1.xls	delete
Choose File	21843.csv	delete
Choose File	MCHB2.xlsm	delete
upload	more	

Then it will be removed.

File Upload

Choose File	Copy of RATHA 638N.xls	delete
Choose File	Book1.xls	delete
Choose File	21843.csv	delete
upload	more	

d. Upload File

After added file to file list and confirmed. Click "upload" button to upload those files

File Upload







13.3.3 Delete uploaded File

Click "delete" button at below screen

Create Tra	insshipment l	Declaration			
Terminal 1st Leg Owner	HIT/CHT TSL	Vessel/Voyage	ERMQ / ERMQ132XKN	Vessel Name	E.R. MARTINIQUE
Attachi	ment: upload			Maximum Size p	er upload file:10M Uploaded Files:4/20 Uploaded Size:1.7M/20M
Book1.xl	ls 23.5KB				delete
cntrMove	ementLogEnq.	Action (13).xls 40	.8KB		delete
codCovE	listory xlsx	22.81KB			delete
jms.ioc.V	/ermasReplyQ	ueue_KAWA_201607	22160422020.akv 1.3MB		delete
* If too m If filenam	any files or to e is Chinese o	o large, Please ZIP th r non-English, Please	em before upload. ZIP them with English name befo	rre upload. Otherwise	filename will be auto change

Then it will be removed.

erminal st Leg	HIT/CHT					
wner	TSL	Vessel/Voyage	ERMQ / ERMQ132XKN	Vessel Name	E.R. MARTINIQUE	
Attachm	ent: upload			Maximum Size p	r upload file:10M Uploaded Files:3/20 Uplo	aded Size:1.7M/20M
entrMover	mentLogEnq	Action (13).xls 40	3.8KB		delete	
codCovHi	story.xlsx	22.81KB			delete	
		Mana VAWA 20160	222160422020 alsv 1 3MB		delate	

14. Update Vessel Schedule

14.1 Instruction > Update Vessel Schedule

In 'Update Vessel Schedule Maintenance', Shipping Lines can update their vessel information (e.g. ETA, estimate discharge / loading figure, etc.), and view the update history.



deta Marcal Calculuta Maintenna	
date vessel schedule Maintenance	
erminal HIT/CHT V	
earch By	
⊖ ETA	
From ETA / / / 📴 (dd/mm/yyyy hhmm)	
To ETA / / / Call / Cal	
O Multiple Service Code	
Service Code V	
Voyage	
Vessel/IB Voyage/OB Voyage	
Vessel Name	
⊖ Update Multiple Vessel/Voyage	
C File Upload	
Browse	
Instruction History Update Schedule Exit	
	<picture< td=""></picture<>

Vessel schedules can be updated via:

- Manual Input; or
- File Upload
- First, select the desired 'SOA' from the drop-down list

Method 1 Manual Input

- Select the required option:
- Search By

- Update Multiple Vessel / Voyage

- Refer to the corresponding sessions of the aforementioned options for details.

- Search By (Check only one option)

- ETA: Enter the ETA range directly in 'From ETA' and 'To ETA' in the format of 'dd / mm / yyyy / hhmm'; **or** select the desired date from the Calendar brought up by clicking Calendar Icon. Then press the 'Update Schedule' Button to proceed. (Refer to the following session 'Update Vessel Schedule' for the next step.)

- Remarks: The default setting would be `0000' to `2359' of the current date.

- Multiple Service Code: Select the required Code(s) from the drop-down list (Multiple selections allowed). Then press the 'Update Schedule' Button to proceed. (Refer to the following session 'Update Vessel Schedule' for the next step.)



- Voyage: Input the Voyage Code directly into the three boxes; **or** select from an available list by pressing red dot behind the 'Vessel Name' Box to bring up the Vessel List Window. Check the desired Vessel and then press Confirm at the bottom to proceed.

Edit	View Favorites Tools Help					_
lectNo	. Vessel Name	Vessel/InB/OutB	ETA	ETB	ETD	~
) 1	HE JIN	HJIN / HJIN15025N / HJIN15026S	2015-11-15 07:00:00	2015-11-15 08:30:00	2015-11-15 19:00:00	
2	NORDLEOPARD	NDLP / NDLP15010N NDLP15010N	/2015-11-14 20:00:00	2015-11-14 22:00:00	2015-11-15 08:00:00	
) 3	LANTAU BRIDE	LBRD / LBRD15015N LBRD15015N	/2015-11-14 10:00:00	2015-11-14 12:00:00	2015-11-14 21:00:00	
) 4	LANTAU BRIDGE	LBRG / LBRG15016S / LBRG15016S	2015-11-13 16:00:00	2015-11-13 17:30:00	2015-11-14 01:00:00	
) 5	HANSE ENERGY	HENG / HENG15016S / HENG15016N	2015-11-11 22:00:00	2015-11-12 00:00:00	2015-11-12 11:00:00	
6	HE JIN	HJIN / HJIN15024N / HJIN15025S	2015-11-08 07:00:00	2015-11-08 08:30:00	2015-11-08 19:00:00	
7	PELICAN	PLCN / PLCN15011N PLCN15011N	/2015-11-07 20:00:00	2015-11-07 22:00:00	2015-11-08 08:00:00	
8	MOSEL TRADER	MSTD / MSTD15015S / MSTD15015S	2015-11-07 16:00:00	2015-11-07 17:30:00	2015-11-08 05:00:00	
9	HANSE ENDURANCE	HEDR / HEDR15025N / HEDR15025N	2015-11-07 10:00:00	2015-11-07 12:00:00	2015-11-07 21:00:00	
10	LANTAU BRIDE	LBRD / LBRD15015S LBRD15015S	/2015-11-06 16:00:00	2015-11-06 17:30:00	2015-11-07 01:00:00	~
4.4		NDDT (NDDT46000E	10.00.00	0045 44 00	0045 44 00	

- All the boxes will have been filled after the Window above closes.

۲	Voyage				
	Vessel/IB Voyage/OB Voyage	PLCN	/ PLCN15011N	/ PLCN15011N	
	Vessel Name	PELICAN		۲	<picture></picture>

Press the 'Update Schedule' Button to proceed. (Refer to the following session 'Update Vessel Schedule' for the next step.)

- Update Vessel Schedule

- Enter the Vessel Schedule details into the 'Update Vessel Schedule' form according to the table that follows. Press Confirm upon input completion.



 Field Name
 Description
 Mandatory?

 SOA
 Line Code
 NA

 (Read-only)
 Line Service Code
 NA

 Service Code
 Line Service Code
 NA

 (Read-only)
 Line Vessel Code
 NA

 Vessel Code
 Line Vessel Code
 NA



I/B Voyage Code (Read-only)	Line Inbound Voyage Code	NA
O/B Voyage Code (Read-only)	Line Outbound Voyage Code	NA
Vessel Name (Read-only)	Name of the Vessel	NA
ETA (dd/mm/yyyy hhmm)	Estimated Time of Arrival (Date / Time) (The minute of "ETA" must be input as "00" or "30".)	Optional
TML	Berthing Terminal	Optional
Est. Dis. Fig. (Boxes)	Estimated Discharge Figure (Boxes)	Optional
Est. Load. Fig. (Boxes)	Estimated Loading Figure (Boxes)	Optional
Est. Restow. Fig. (Boxes)	Estimated Restow Figure (Boxes)	Optional
Reefer Dis. Fig. (Boxes)	Reefer Discharge Figure	Optional
Reefer Load Fig. (Boxes)	Reefer Loading Figure	Optional
Over Dim Fig. (Boxes)	Over Dimension Figure	Optional
	Long Crane Figure	Optional
Req. Bunker (hr)**	Requested Bunker(hr) (Subject to HIT BA approval)	Optional
Previous Port	Previous Port	Optional
Next Port	Next Port	Optional
Berth Side (P – Portside / S – Starboard)	Berth Side of the Vessel	Optional
Arrival Draft (Mtr) - Fore	Arrival Draft - Fore	Optional
Arrival Draft (Mtr) – Aft / Mean	Arrival Draft – Aft / Mean	Optional
Pilot On Board	Pilot on Board	Mandatory
PIC	Person in charge	Optional

- Remarks: Click 'Export Excel' to output the current table to an Excel file if required.

- The System will change the form status to 'Update Vessel Schedule - Confirmation', and ask for confirmation to proceed. Press Submit to upload the input data.



- Remarks: The entry / entries can be deleted by checking the relevant box(es) and then click Delete.

- The System will show if the submission is successful. Press 'Exit' to finish.



				As of Wed 28 Oct 2015 17:46	
Create Update Vessel S	ichedule - Result				
Terminal:	HIT/CHT				
SOA:	TSL	Service Code:			
From ETA Date Time:		To ETA Date Time:			
Result	Remark				
Update Vessel Schedule suc	cessful.				
			Exit		
					Di atu u
				-	<pictui< td=""></pictui<>

- Update Multiple Vessel / Voyage

- Multiple Vessel / Voyage information can be input in a batch. Check 'Update Multiple Vessel / Voyage' in 'Update Vessel Schedule Maintenance'. Then press the 'Update Schedule' Button to bring up the 'Update Vessel Schedule' Screen.

																						As of	Mon 02.1	
Update	Vesse	I Sche	lule																					
Termina			нитис	нт																				
SOA:						Ser	vice Code:				**8	lequeste	d Bunke	r(hr),sub	ject to H	IT BA a	pproval							
From ET	A Date 1	lime:		1		Tol	ETA Date Time:	-			Pn	evious P	ort and I	Vext Por	t are for	referen	ce only	which v	vill not	upda	ate to 1	royage	schedule	2
No. SOA	Code	Code	IB Voyag Code	O/B e Voyage Code	Vessel Nar	10	ETA (ddimm)yyyy hhmm)	TML	Est. Dis. Fig. (Boxes)	Est. Load Fig (Boxes)	Est. Restow Fig.	Reefer Dis. Fig. (Boxes)	Reeder Load Fig (Boxes)	Over Dim Fig. (Boxes)	Crane Fig.	Req. Bunke (hr)**	r Port	Port	(P. Ports	n Side side /	(Mtr)	Draft	Pilot On Board	PIC
											(Boxes)				(Boxes)				S. Start	board) Icre	Mean		
1						٠														~]
2																				~			~	•
3																				~			~	
4	-			1				1	-	-				-		1				~			~	•
			_															0						

- Directly enter the Vessel Schedule details into the 'Update Vessel Schedule' form according to the table in the Session 'Update Vessel Schedule' above; **or**

- Select from an available list by pressing Red Dot behind the 'Vessel Name' Box on the desired line to bring up the Vessel List Window. Check the desired Vessel and then press Confirm at the bottom to proceed.

Edit	View Favorites Tools Help					
ectN	o. Vessel Name	Vessel/InB/OutB	ETA	ETB	ETD	^
1	HE JIN	HJIN / HJIN15025N / HJIN15026S	2015-11-15 07:00:00	2015-11-15 08:30:00	2015-11-15 19:00:00	
2	NORDLEOPARD	NDLP / NDLP15010N NDLP15010N	/2015-11-14 20:00:00	2015-11-14 22:00:00	2015-11-15 08:00:00	
3	LANTAU BRIDE	LBRD / LBRD15015N LBRD15015N	/2015-11-14 10:00:00	2015-11-14 12:00:00	2015-11-14 21:00:00	
4	LANTAU BRIDGE	LBRG / LBRG15016S / LBRG15016S	2015-11-13 16:00:00	2015-11-13 17:30:00	2015-11-14 01:00:00	
5	HANSE ENERGY	HENG / HENG15016S / HENG15016N	2015-11-11 22:00:00	2015-11-12 00:00:00	2015-11-12 11:00:00	
6	HE JIN	HJIN / HJIN15024N / HJIN15025S	2015-11-08 07:00:00	2015-11-08 08:30:00	2015-11-08 19:00:00	
7	PELICAN	PLCN / PLCN15011N PLCN15011N	/2015-11-07 20:00:00	2015-11-07 22:00:00	2015-11-08 08:00:00	
8	MOSEL TRADER	MSTD / MSTD15015S / MSTD15015S	2015-11-07 16:00:00	2015-11-07 17:30:00	2015-11-08 05:00:00	
9	HANSE ENDURANCE	HEDR / HEDR15025N / HEDR15025N	2015-11-07 10:00:00	2015-11-07 12:00:00	2015-11-07 21:00:00	
1() LANTAU BRIDE	LBRD / LBRD15015S LBRD15015S	/2015-11-06 16:00:00	2015-11-06 17:30:00	2015-11-07 01:00:00	~
		NDDT / NDDT40000	10045 44.00	0045 44 00	€ 100%	

- Repeat the steps above if required. A total of 100 entries can be entered per page; and a maximum of 500 entry slots (100 X 5 pages) are available. Press the following buttons to browse through the record pages:
- First' : Show the first page
- Previous' : Show the previous page
- Next' : Show the next page
- Last' : Show the last page
- Press Confirm upon input completion.

- Remarks: Click 'Export Excel' to output the current table to an Excel file.

- The System will change the form status to 'Update Vessel Schedule - Confirmation', and ask for confirmation to proceed. Press Submit to upload the input data.

A Date Time: Service Code: Processed Basics/fig.subject to HT EBA approximation of the service code serv	61111	inal:			HIT/O	THT																		
A Mai Imira A Mai Imira A Mai Imira International A Mai Imira I	OA:						Service	Code:			**8	eques	ted Bunl	ker(hr),	subject t	o HIT E	A appro	oval						
B. DA Berter Hessel Bill Strayen Del Versen Hamm ETA THL E.s. E.s. Rest Rest Rest Rest Rest Rest Rest Rest	rom	ETA	Date	Time:	_	100.00	To ETA I	Date Time:	lane -		Pre	avious	Port and	i Next	Port are	for refe	rence o	only wh	ich will	not update	e to voy	rage sch	edule	_
TBL_UTQ: INFMITISSION HAMINESSION HAMINESSION FAMILY STUDIES HER V IAM TBL_UTQ: INFMITISSION HAMINESSION FAMILY STUDIES HER 2/11/2015 HER V IAM TBL_UTQ: INFMITISSION HAMINESSION FAMILY STUDIES HER 2/11/2015 HER V IAM TBL_UTQ: INFMITISSION HAMINESSION FAMILY STUDIES HER 2/11/2015 HER V IAM TBL_UTQ: INFMITISSION HAMINESSION FAMILY STUDIES HER 2/11/2015 HER V IAM TBL_UTQ: IERGE LERG ESGISSION LANTING REPUBLIC STUDIES HER 2/11/2015 HER V IAM TBL_UTQ: IERGE LERG ESGISSION LANTING REPUBLIC STUDIES HER 2/11/2015 HER V IAM TBL_UTQ: IERGE LERG ESGISSION LANTING REPUBLIC STUDIES HER V IAM V IAM TBL_UTQ: IERGE LERG ESGISSION LANTING REPUBLIC STUDIES HER V IAM V IAM	all	t No.	SOA	Code	Code	IB Voyage Code	OlB Voyage Code	Vessel Name	ETA (dd/mm/yyy) hhmm)	TML	Est. Dis. Fig. (Boxes)	Est Load Fig. (Boxes	Est. Restow Fig. s) (Boxes	Reefer Dis. Fij (Boxe:	Reefer I. Load I) Fig. (Boxes)	Over Dim Fig (Boxes	Long I. Crane) Fig. (Boxes	Req. Bunke (hr)**	Previou r Port	s Next Bert Port (P- Port S- Star	h Side A Side / F board)	ore Aft / Mean	Pilot O Board	1 PH
TBL UPI2 FUIN NUMSSOR		1	TSL .	JTV2	NBHM	NBHM150329	NBHM150325	S NAWATA BHUM	25/11/2015 2100	HIT4											~		NA 1	~
TSL_UTL NORMNDMMSNUNDEPUMSA 2011/2015 HT4 V LIAR TSL_UTLC LERG LERGISION LERGISION LERGISION LERGISION V LIAR TSL_UTLC LERGISION LERGISION LERGISION V LIAR LERGISION		2	TSL	CPX2	HJIN	HJIN15026N	HJIN15027S	HE JIN	22/11/2015 0700	HIT4											~		NA. 1	~
TSL JTK2 LERG LERGISO16N LERGISO16N LANTAU ERIDGE 21/11/2015 HIT4 1000		3	TSL .	JHT	NDPM	NDPM15014N	NDPM15014N	NORDPUMA	21/11/2015 2000	HIT4											~		NA 1	~
TSI KCM_MSTD MSTD15015N MOSEL TRADER 20/11/2015 HT4		4	TSL .	JTK2	LBRG	LBRG15016N	LBRG15016N	LANTAU BRIDGE	21/11/2015 1000	HIT4											\sim		NA 1	~
1700		5	TSL	KCM	MSTD	MSTD15015N	MSTD15015N	MOSEL TRADER	20/11/2015 1700	HIT4											~		NA 1	~
First Previous Novi Last Submit.	Dele	te																				Sul	bmit	Exit

- Remarks: The entry / entries can be deleted by checking the relevant box(es) and then click Delete.

- The System will show if the submission is successful. Then press `Exit' to finish.



- Method 2 File Upload

- Vessel information can be extracted from Excel / CSV files. Check 'File Update'. Then press the 'Browse' Button to look for the file.



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Download	*	Name	Date	Type S	
🕌 Guns		D 02 Instanting Mar 4	05 (11 (2015 16 05	Marriel	
\mu Working		OS Instruction_Nov1	03/11/2015 10:03	Microsoft Word 9	
2012.5		US User Admin_Nov	04/11/2015 18:58	Microsoft Word 9	
2013.3 Release User Guide (Chi)		UpdateMulVes_Voy	02/11/2015 18:25	TIFF image	
2013.4		UpdateVesselMaint	26/10/2015 18:49	TIFF image	
2013.6	=	UpdateVesselMaint	05/11/2015 16:02	TIFF image	
2014.2		UpdateVesselMaint	27/10/2015 17:19	TIFF image	
2014.4		UpdateVesselMaint	28/10/2015 17:46	TIFF image	
2015 2		🛃 UpdateVesselMaint	28/10/2015 17:46	TIFF image	
2015.2		🛃 UpdateVesselMaint	04/11/2015 18:50	TIFF image	
C. Mahila Area		🛃 UpdateVesselMaint	28/10/2015 18:00	TIFF image	
C+ Woblie Apps		UpdateVesselMaint	26/10/2015 18:53	TIFF image	
Sample		VesselInformSampl	05/11/2015 16:44	Microsoft Excel W	
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B the up	-	< [III.	•	
Element House a com			AUCTO	(f m)	

- Notes:

- The file should be in the `.xls' / `.csv' format.

- The data fields in this file should be in the exact columns specified at 'User Admin' > 'Upload Excel Configuration' (Refer to the 'User Admin' User Manual for details).

- Press 'Open' after selecting the required Excel / CSV file. Then the file path will be displayed in 'Update Vessel Schedule Maintenance'.

Vessel Name		
O Update Multiple Vessel/Voyage		
File Upload		
D:\YK Leung\Working\C+ Mobile Apr Browse		
Instruction History	Update Schedule Exit	
		<picture></picture>
		stricture?

- Then press the 'Update Schedule' Button to bring up the 'Update Vessel Schedule' Screen. The information in the form would be filled already by the data in the File. Press Confirm at the bottom.

- The System will change the form status to 'Update Vessel Schedule - Confirmation', and ask for confirmation to proceed. Press Submit to upload the input data.

Oct. Service Code: The Quest Bit Multiple of bit ITA Approval The Quest Bit Multiple of bit ITA Approval 11 Data Data Time: Code	ermina	Ŀ.		нітл	CHT																			
Bit I / Line Construit	OA:					Service	Code:				Request	ed Bun	ker(hr),s	ubject	to HIT BA	appro	val							
Image: Service Stream (EV Synaps) Observe Stream (EV Synap) Observe Stream (EV Synaps)	rom El	A Da	ite Time			To ETA I	Jate Time:	-	-	Р	revious	Port an	d Next F	ort are	tor reter	ence o	nly wh	ich will i	not up	date to vi	oyage	sched	ule	
1 TSL_TV2 Nehrl Nehrliddes Nehrliddes Nehrliddes Hank 25411035 HT41 Image: State 100 PM 2 TSL_TV2 Nehrl Nehrliddes Nehrliddes Nehrliddes Hank 25411035 HT41 Image: State 100 PM 3 TSL_TH7 Nehrl Nehrliddes Nehrli	all	s. sc	Code	Code	Code	Code Code	Vessel Name	ETA (dd/mm/yyy) hhmm)	THE	Est. Dis. Fij (Boxes	Est Load S) Fig. (Boxes	Est. Restov Fig.) (Boxes	(Boxes)	Reefer Load Fig. (Boxes	Over Dim Fig. (Boxes)	Long Crane Fig. (Boxes)	Req. Bunker (hr)**	Previous r Port	Port	Berth Side (P- Portside / S- Starboard)	Arriva Drafti) Fore A	// Pi Mtr) Bi Mt / Aean	lot On bard	PIC
2 TSL SP2 HIM NUMSIZE HE 22112015 HT4 V MA V V V V V V V V V	□ 1	TS	L JTV2	NBHN	NBHM15032S	NBHM150325	NAWATA BHUM	25/11/2015 2100	HIT4											~		ľ	IA: 🔻	-
3 71 SL, HAT NOPM INFORMATIONING/MORPHIAL 2011/02/51 HITA ✓ MA ✓<	2	TS	L CPX2	HJIN	HJIN15026N	HJIN15027S	HE JIN	22/11/2015 0700	HIT4											~		P	IA 🗸	/
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	Delete																					Subm	k [Exit



- The System will show if the submission is successful. Then press 'Exit' to finish.

				As of Wed 28 Oct 2015 17:46	
Create Undate Vessel S	chedule - Result				
oreate optime resser o					
Terminal:	HIT/CHT				
SOA:	TSL	Service Code:			
From ETA Date Time:		To ETA Date Time:			
Result	Remark				
Update Vessel Schedule suc	cessful.				
			Exit		
					~Dicturo>

14.2 Instruction > Update Vessel Schedule History

In 'Update Vessel Schedule Maintenance', Shipping Lines can view their update vessel schedule history.

- To use the functions, press the 'Instruction History' Button in the 'Update Vessel Schedule Maintenance' Window.

- The 'Update Vessel Schedule History' Window will appear.

pda	ate Vessel Schedule History	
Terr	ninal HIT/CHT	
SOA		
۲	By Request Date/Time	
	From Date/Time 08 / 11 / 2015 / 0000 dd/mm/yyyy hhmm)	
	To Date/Time 11 / 11 / 2015 / 1049 🔤 (dd/mm/yyyy hhmm)	
0	By ETA	
	From Date/Time	
	To Date/Time	
0	By Service Code	
	Service Code	
0	By Voyage	
	Vessel/IB Voyage/OB Voyage	
	Vessel Name	
0	By Reference No.	
	Reference No.	
۲	HTML O PDF O EXCEL O CSV	
	Search Clear Exit	
		<pictur< td=""></pictur<>

- Select 'SOA' from the drop-down list.
- Select one of the options below:

- By Request Date / Time

- Enter the Request Date / Time range directly in 'From Date / Time' and 'To Date / Time' in the format of 'dd / mm / yyyy / hhmm'; **or** select the desired date from the Calendar brought up by clicking Calendar Icon. (Remarks: The default value would be 0000, (current date - 3 days) to current time, current date.)

- Then press the 'Search' Button to proceed.

- By ETA

Information Services Department



- Enter the ETA range directly in 'From Date / Time' and 'To Date / Time' in the format of 'dd / mm / yyyy / hhmm'; **or** select the desired date from the Calendar brought up by clicking Calendar Icon. (Remarks: The default value would be 0000, (current date - 1 days) to 2359, (current date + 7 days).)

- Then press the 'Search' Button to proceed.
- By Service Code

- Select the required Code(s) from the drop-down list (Multiple selections allowed). Then press the 'Search' Button to proceed.

- By Voyage

- Input the Voyage Code directly into the three boxes; or press Red Dot behind the 'Vessel Name' Box to bring up the Vessel List Window. Check the desired Vessel and then press Confirm at the bottom to close this Window.

Edi	t Vi	ew Favorites Tools Help					
elect	lo.	Vessel Name	Vessel/InB/OutB	ETA	ETB	ETD	^
) 1		HE JIN	HJIN / HJIN15025N / HJIN15026S	2015-11-15 07:00:00	2015-11-15 08:30:00	2015-11-15 19:00:00	
) 2		NORDLEOPARD	NDLP / NDLP15010N NDLP15010N	/2015-11-14 20:00:00	2015-11-14 22:00:00	2015-11-15 08:00:00	
) 3		LANTAU BRIDE	LBRD / LBRD15015N LBRD15015N	/2015-11-14 10:00:00	2015-11-14 12:00:00	2015-11-14 21:00:00	
) 4	Ê.	LANTAU BRIDGE	LBRG / LBRG15016S / LBRG15016S	2015-11-13 16:00:00	2015-11-13 17:30:00	2015-11-14 01:00:00	
) 5		HANSE ENERGY	HENG / HENG15016S / HENG15016N	2015-11-11 22:00:00	2015-11-12 00:00:00	2015-11-12 11:00:00	
) 6	i	HE JIN	HJIN / HJIN15024N / HJIN15025S	2015-11-08 07:00:00	2015-11-08 08:30:00	2015-11-08 19:00:00	
) 7		PELICAN	PLCN / PLCN15011N PLCN15011N	/2015-11-07 20:00:00	2015-11-07 22:00:00	2015-11-08 08:00:00	
8 (MOSEL TRADER	MSTD / MSTD15015S / MSTD15015S	2015-11-07 16:00:00	2015-11-07 17:30:00	2015-11-08 05:00:00	
) 9		HANSE ENDURANCE	HEDR / HEDR15025N / HEDR15025N	2015-11-07 10:00:00	2015-11-07 12:00:00	2015-11-07 21:00:00	
) 1	0	LANTAU BRIDE	LBRD / LBRD15015S LBRD15015S	/2015-11-06 16:00:00	2015-11-06 17:30:00	2015-11-07 01:00:00	~
	4		NDDT / NDDT40000	10045 44.00	0045 44 00	€ 100%	

- All the boxes will have been filled. Press the 'Search' Button to proceed.

|--|

- By Reference No.

- Input the Reference Number directly into the box.
- Select the output format: HTML / PDF / EXCEL / CSV.
- Press the 'Search' Button to proceed.



- The 'Update Vessel Schedule History – Result' will appear in the selected format (HTML format is shown below). For formats other than HTML, the results will be saved into a file of the selected format at the pre-defined location.

- HTML Format:



- Press 'Exit' to go back to the previous page.

- The entries in the 'Vessel / Voyage Code / Vessel Name' Column are in blue having hyperlinks. Click the required entry to bring out the 'Update Vessel Schedule' Window of that Voyage for editing (Refer to the 'Update Vessel Schedule' session above for detailed steps).



15. Update VGM Weight

15.1 Instruction > Update VGM Weight

- This function allows you to Update VGM Weight and view its history.

- After system process completed, It will email the result of VGM to pre-defined email list(Email Alert - Shipping Line)

- The following message will be displayed when accessing Instruction > Update VGM Weight. Click 'OK' to dismiss the message after reading.





15.1.1 Update VGM Weight

date VGM V	Veight				
Terminal	HIT/CHT *	Owner	•	·]	
Instruction M	ethods (must select one	choice):			
Voyage Vessel/Vo Vessel Na	oyage ame			٠	
O All Non-V	GM Container List				
Containe	r No.				
File Uplo	ad				
Choose	File No file chosen				
		Instructio	on History	Jpdate VGM	xit
					< Dictu

- Update VGM Weight via Manual Input or File update

15.1.1.1<u>Manual Input</u>

- Instruction Methods

- By Voyage

- Input the Voyage Code directly into the three boxes; **or** select from an available list by pressing red dot behind the 'Vessel Name' Box to bring up the Vessel List Window. Check the desired Vessel and then press Confirm at the bottom to proceed.

Select	No.	Vessel Name	Vessel/InB/OutB	ETA	ETB	ETD
۲	1	MOL COMMITMENT	HCMM / 013E / 013E	2015-08-19 02:30:00	2015-08-19 04:00:00	2015-08-20 09:00:00
0	2	YM ELIXIR	239 / 059E / 059E	2015-08-15 12:00:00	2015-08-16 03:00:00	2015-08-16 09:00:00
0	3	CAP FRIO	JCFO / 533S / 533S	2015-08-15 06:05:00	2015-08-15 07:35:00	2015-08-15 23:00:00
0	4	CMA CGM MIMOSA	CGMSA / 24WR / 24WR	2015-08-10 21:30:00	2015-08-13 09:00:00	2015-08-14 03:00:00
						Total is 4
					Co	onfirm Exit

- By All Non-Vgm Container List
- Retrieve All Non-VGM Container for update
- By Container No.
- Manual Update VGM by each Container
- Update VGM



- Enter the VGM details into the 'Update VGM' form according to the table that follows. Press Confirm upon input completion.



<Picture>

Field Name	Description	Mandatory?
Container No	Container No	Mandatory
Booking No	Booking No	Optional
Vessel Name	Vessel Name	Optional
Voyage	Voyage Code	Optional
VGM Weight	VGM Weight	Mandatory
Weighing Time	Weighing Time Date Format : yyyy-MM-dd hh:mm	Optional

- The System will Show Result form 'Create Update VGM - Result'

Create	Update VGM W	eight - Resu	lt					
Termin	al:	ніт		Owner:				
Vessel	Name:			Vessel/Voyage:		I		
No.	Principal Code		Reference N	o.	Result		Remark	
1	APL		335203		Succes	1		
								Exit

- After system process completed, it will be sent E-Mail alert to pre-defined email list in "E-mail Alert - Shipping Line"

15.1.1.2 File Update

- Vessel information can be extracted from Excel / CSV files. Check `File Update'. Then press the `Browse' Button to look for the file



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Download	*	Name	Date	Type S	
🎳 Guns		D 02 Instanting Mar 4	05 (11 (2015 16:05	Marrie Ward 0	
\mu Working		OS Instruction_Nov1	03/11/2015 10:03	Microsoft Word 9	
2012.5		US User Admin_Nov	04/11/2015 18:58	Microsoft Word 9	
2013.3 Release User Guide (Chi)		UpdateMulVes_Voy	02/11/2015 18:25	TIFF image	
2013.4		UpdateVesselMaint	26/10/2015 18:49	TIFF image	
2013.6	=	UpdateVesselMaint	05/11/2015 16:02	TIFF image	
2014.2		UpdateVesselMaint	27/10/2015 17:19	TIFF image	
2014.4		UpdateVesselMaint	28/10/2015 17:46	TIFF image	
2015 2		🛃 UpdateVesselMaint	28/10/2015 17:46	TIFF image	
2015.2		🛃 UpdateVesselMaint	04/11/2015 18:50	TIFF image	
C. Mahila Area		🛃 UpdateVesselMaint	28/10/2015 18:00	TIFF image	
C+ Woblie Apps		UpdateVesselMaint	26/10/2015 18:53	TIFF image	
Sample		VesselInformSampl	05/11/2015 16:44	Microsoft Excel W	
Screens					
Contract					
B the up	-	< [III.	•	
Element House a com			AUCTO	(f m)	

- Notes:

- The file should be in the `.xls' / `.csv' format.

- The data fields in this file should be in the exact columns specified at 'User Admin' > 'Upload Excel Configuration' (Refer to the 'User Admin' User Manual for details).

- Press 'Open' after selecting the required Excel / CSV file. Then the file path will be displayed in 'Update VGM Weight'.

Container No.		
• File Upload		
Choose File Copy of RAA 638N.xls		
	Instruction History Update VGM Exit	
		_
		< P

<Picture>

- Then press the 'Update VGM' Button to bring up the 'Update VGM' Screen. The information in the form would be filled already by the data in the File. Press Confirm at the bottom.

-The System will change the form status to `Update VGM', and ask for confirmation to proceed. Press Confirm to upload the input data

Upda	ite VGM						
Voee	olWoyago	1					
Vess	el Name	,					
No.	Container No.	Booking No.	Vessel Name	Voyage		VGM Weight (KGS)	Weighing Time (yyyy- MM-dd hh:mm)
1	CNTR1234456	67894578			۲	1280	
2	CNTR1345756				۲	2341	
3	CNTR1340556	56575667			۲	2345	
4	CNTR1345756				۲	2633	
5					۲		
6							

- The System will Show Result form 'Create Update VGM - Result'





- After system process completed, it will be sent E-Mail alert to pre-defined email list in "E-mail Alert - Shipping Line"

15.2 Instruction > Update VGM Weight History

- In 'Update VGM Weight', Shipping Lines can view their update VGM Weight history.

- To use the functions, press the 'Instruction History' Button in the 'Update VGM Weight' Window.

- The 'Update VGM Update History' Window will appear.

Termina	al	HIT/CHT	r									
Owner		APL	•									
From Da	ate/Time	6		/	1	dd/mm/yyyy hhm	m)					
To Date/	/Time	02 /	02	/ 2017	/ 0835	dd/mm/yyyy hhm	m)					
0	By Voyag	je										
	Vessel/Ve	oyage			1							
	Vessel N	ame					۲					
0	By conta	iner										
	Containe	r No.										
• HTN	ML O PE	F EXC	CEL (CSV								
								Sean	h Clear E	Exit		
								Sean	ch Clear t	:xit	.	
												in

- Select 'Owner' from the drop-down list

- Enter the Date / Time range directly in 'From Date / Time' and 'To Date / Time' in the format of 'dd / mm / yyyy / hhmm'; **or** select the desired date from the Calendar brought up by clicking Calendar Icon. (Remarks: The default value would be 0000, (current date - 7 days) to current time, current date.).Date Range must in 7 days

- Select one of the options below:
- By Voyage

- Input the Voyage Code directly into the three boxes; or press red dot behind the 'Vessel Name' Box to bring up the Vessel List Window. Check the desired Vessel and then press Confirm at the bottom to close this Window.



Edit	View Favorites Tools Help					
electN	o. Vessel Name	Vessel/InB/OutB	ETA	ETB	ETD	^
) 1	HE JIN	HJIN / HJIN15025N / HJIN15026S	2015-11-15 07:00:00	2015-11-15 08:30:00	2015-11-15 19:00:00	
) 2	NORDLEOPARD	NDLP / NDLP15010N NDLP15010N	/2015-11-14 20:00:00	2015-11-14 22:00:00	2015-11-15 08:00:00	
) 3	LANTAU BRIDE	LBRD / LBRD15015N LBRD15015N	/2015-11-14 10:00:00	2015-11-14 12:00:00	2015-11-14 21:00:00	
) 4	LANTAU BRIDGE	LBRG / LBRG15016S / LBRG15016S	2015-11-13 16:00:00	2015-11-13 17:30:00	2015-11-14 01:00:00	
) 5	HANSE ENERGY	HENG / HENG15016S / HENG15016N	2015-11-11 22:00:00	2015-11-12 00:00:00	2015-11-12 11:00:00	
6	HE JIN	HJIN / HJIN15024N / HJIN15025S	2015-11-08 07:00:00	2015-11-08 08:30:00	2015-11-08 19:00:00	
) 7	PELICAN	PLCN / PLCN15011N PLCN15011N	/2015-11-07 20:00:00	2015-11-07 22:00:00	2015-11-08 08:00:00	
) 8	MOSEL TRADER	MSTD / MSTD15015S / MSTD15015S	2015-11-07 16:00:00	2015-11-07 17:30:00	2015-11-08 05:00:00	
) 9	HANSE ENDURANCE	HEDR / HEDR15025N / HEDR15025N	2015-11-07 10:00:00	2015-11-07 12:00:00	2015-11-07 21:00:00	
) 10	0 LANTAU BRIDE	LBRD / LBRD15015S LBRD15015S	/2015-11-06 16:00:00	2015-11-06 17:30:00	2015-11-07 01:00:00	~
		NDDT / NDDT45000E	10045 44.00	0045 44.00	0045 44 0C	

- By Container
- Input the required Container Number

- Select output format by checking one of the following radio buttons

- HTML
- PDF
- Excel
- CSV
- Click 'Search' to load records matching the search query

- For HTML, the search results will be displayed on the web browser as follows:

Terr	erminal HIT/CHT		From Request Date/Time		03/ 11/ 2016 17:2	5 To Request Date/Time	1	0/ 11/ 2016	17:24		
Owr	ег				Vessel/Voyage		1				
No.	Owner	Containe	er No.	Booking No.	Vessel Name	Voyage	e VGM Weight	Weighing Time(yyyy-MM- dd hh:mm)	Result	Remark	¢
1	WHLD	WHLU55	30576		CJA	S015	12345		Accept		
2	WHLD	TRHU33	30026		CJA	S015	12345		Accept		
3	WHLD	WHLU53	80080	B05675			12345		Accept		
4	WHLD	WHLU42	40145		CKB	N023	12345		Accept		
											Total is
								First Pre	vious N	lext Last	Exit

- For other output formats, the search results will be written into a file of the selected format and saved at the pre-defined location