



HPA Portal Carrier User Guide

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1 About this User Guide

This Hutchison Ports Australia (HPA) Portal Carrier User Guide is for customers of HPA who have registered as a Truck Carrier in the HPA Portal and therefore have access to the Truck Appointment System (TAS). The purpose of the guide is to be a simple reference tool when performing daily truck carrier tasks within the TAS section of the HPA Portal.

The guide is formatted to provide information in both a written and graphical format to assist understanding. This guide was last updated in April 2019

Other guides that you may find useful to refer to are

- HPA Portal User Guide

1.1 Contact Us

Contact information is also available by navigating to the **About** menu and selecting **Contact Us** from the **Information** Sub-menu.

2 HPA Portal and TAS Overview

The HPA Portal and TAS function in a similar way to most modern websites. The “HPA Portal Carrier User Guide” covers important introductory details such as

- Purpose
- Navigation
- Context
- Versioning
- System Requirements and Browser Capability
- Access
- Registration
- Logging In & Logging Out

Note: When registering your company ensure you request the Carrier functionality by selecting the ‘Truck Operator’ company type and then choosing the permissions you desire (such as ‘Manage my Appointments’ and ‘Manage my Truck Manifests (Full)’).

3 Home Page

3.1 All Users (Notifications)

The first page presented when accessing the HPA Portal is the Home Page, which provides;

- Terminal Status Information, such as
 - Vessels Alongside (how many vessels are currently at the terminal)
 - Trucks in Yard (how many trucks are currently in the yard)
 - TTT (current Truck Turnaround Time in minutes)
 - Trend for TTT (an indication of whether TTT is, increasing, decreasing or remaining the same)
 - CTT (current Container Turnaround Time in minutes. CTT is the Turnaround time per container)
 - Trend for CTT (an indication of whether CTT is, increasing, decreasing or remaining the same)
- Notices – Notices that the terminal wishes to present.
- News – Broadcast Information about events or activities related to all users. For Example, unforeseen circumstances and terminal wide events. Users can nominate to receive an email when a broadcast notification is published on the home page of the TAS by checking the “Receive Notifications” checkbox (note: this is per terminal) on the User Profile screen (accessed by clicking your name on the left of the context bar).

[HOME](#)
[ENQUIRIES](#)
[REGISTER COMPANY](#)
[ABOUT](#)

[Log in](#)
HPAPB, Sydney
14:55:08

1	0	20.52		16.53	
Vessels Alongside	Trucks in Yard	TTT	TTT Trend	CTT	CTT Trend

*TTT- Truck Turnaround Time in Minutes, *CTT - Container Turnaround Time in Minutes

Notice

Hutchison Ports Australia Pty Ltd s 87B Undertakin... 02/04/2019 17:40

Hutchison Ports Australia Pty Ltd s 87B Undertaking

If you are a small business (20 FTE employees or less) and signed a Hutchison Ports Australia Pty Ltd Terminal Carrier Access Agreement (TCA) with Hutchison Ports Australia Pty Ltd (Hutchison) after 12 November 2016, your contract has been amended.

For more information on the Corrective Notice to Small Business Customers please click [here](#).

For more information on the Undertaking s87B please click [here](#).

News

DG IN YARD AWAITING COLLECTION 09/12/2019 08:20

Attention Carriers, The following import hazardous containers are currently in the yard awaiting pick up:

CONTAINER NO- OWNER AMFU3212223 HLC BGBU5113395 HLC BGBU5114107 HLC BGBU5115736 HLC BGBU5117554 HLC CCLU3648600 COS DFSU1196524 HLC FCIU2467210 HLC HAMU1272461 HLC HLBUI1085394 HLC HLBUI2197402 HLC OOCU4779097 OOL OOCU6840848 OOL OOLU1223201 OOL OOLU4320545 OOL OOLU4325850 OOL TCKU3310931 HLC TCLU4151301 HLC TGHU0349303 HLC UACU5632975 HLC UACU5885905 HLC

If the units overstay the allowable time limits as governed by the Port Authority of New South Wales, relevant infringement notices will be issued. Please arrange pickup of these HAZ units as soon as possible. For more information contact landsidecoordinator.sictl@hutchisonports.com.au or call 1800 472 000.

Figure 1 – Home Page

4 HPA Portal Online Services

4.1 Vessel and Container Enquiries

4.1.1 Container Enquiry

A container enquiry is a general-purpose screen that allows a:

- public user to view non-sensitive container data; and
- Registered user to view both non-sensitive and sensitive container data.

To conduct a container enquiry, follow the steps below:

1. Navigate to the **Enquiries** menu and select **Container Enquiry**.
2. Enter a valid **Container Number**.
3. Click **Search**.



Figure 2 – Container Enquiry page

Note: A container enquiry can also be conducted from a manifest, (see section 8.4 Edit a Truck Manifest) and the appointment dashboard (see section 7.3 View an Appointment)



HOME	ENQUIRIES	ONLINE SERVICES	TAS	ADMINISTRATION	REPORTS	ABOUT																								
Welcome An Example		HPAPB, Sydney		15:55:19																										
Container Enquiry - Result																														
Container Details <table border="1"> <tr> <td>Breakbulk Number:</td> <td>BBLK1511436</td> <td>Category:</td> <td>EXPORT</td> </tr> <tr> <td>ISO:</td> <td>42UC</td> <td>Commodity Code:</td> <td>BBLK</td> </tr> <tr> <td>Full / Empty:</td> <td>F</td> <td>Gross Weight:</td> <td>12001 (kg)</td> </tr> <tr> <td>Line Operator:</td> <td>ANL</td> <td>Port of Discharge:</td> <td>AUBNE</td> </tr> <tr> <td>Port of Loading:</td> <td>AUSYD</td> <td>Final Destination:</td> <td>-</td> </tr> <tr> <td>Damage Indicator:</td> <td>No</td> <td>Seal Number:</td> <td>-</td> </tr> </table>							Breakbulk Number:	BBLK1511436	Category:	EXPORT	ISO:	42UC	Commodity Code:	BBLK	Full / Empty:	F	Gross Weight:	12001 (kg)	Line Operator:	ANL	Port of Discharge:	AUBNE	Port of Loading:	AUSYD	Final Destination:	-	Damage Indicator:	No	Seal Number:	-
Breakbulk Number:	BBLK1511436	Category:	EXPORT																											
ISO:	42UC	Commodity Code:	BBLK																											
Full / Empty:	F	Gross Weight:	12001 (kg)																											
Line Operator:	ANL	Port of Discharge:	AUBNE																											
Port of Loading:	AUSYD	Final Destination:	-																											
Damage Indicator:	No	Seal Number:	-																											
Controls <table border="1"> <tr> <td>Customs Authorisation Number (CAN):</td> <td>JA436MNPW</td> <td>Shipping Line Booking Reference:</td> <td>113</td> </tr> <tr> <td>Customs Status:</td> <td>RELEASED</td> <td></td> <td></td> </tr> </table>							Customs Authorisation Number (CAN):	JA436MNPW	Shipping Line Booking Reference:	113	Customs Status:	RELEASED																		
Customs Authorisation Number (CAN):	JA436MNPW	Shipping Line Booking Reference:	113																											
Customs Status:	RELEASED																													
Location <table border="1"> <tr> <td>Current Location:</td> <td>In Community</td> </tr> </table>							Current Location:	In Community																						
Current Location:	In Community																													
Arrival & Departure <table border="1"> <tr> <td>Arrival Mode:</td> <td>-</td> <td>Departure Mode:</td> <td>Vessel</td> </tr> <tr> <td></td> <td></td> <td>Loaded Date/Time:</td> <td>-</td> </tr> <tr> <td></td> <td></td> <td>Loaded Vessel Voyage:</td> <td>DNT 050N</td> </tr> <tr> <td></td> <td></td> <td>Loaded Vessel Name:</td> <td></td> </tr> </table>							Arrival Mode:	-	Departure Mode:	Vessel			Loaded Date/Time:	-			Loaded Vessel Voyage:	DNT 050N			Loaded Vessel Name:									
Arrival Mode:	-	Departure Mode:	Vessel																											
		Loaded Date/Time:	-																											
		Loaded Vessel Voyage:	DNT 050N																											
		Loaded Vessel Name:																												
Breakbulk Dimensions <table border="1"> <tr> <td>Height:</td> <td>10 (cm)</td> </tr> <tr> <td>Length:</td> <td>1000 (cm)</td> </tr> <tr> <td>Width:</td> <td>9000 (cm)</td> </tr> </table>							Height:	10 (cm)	Length:	1000 (cm)	Width:	9000 (cm)																		
Height:	10 (cm)																													
Length:	1000 (cm)																													
Width:	9000 (cm)																													
Back to Search																														
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Figure 3 – Container Enquiry Results page (Export)



HOME	ENQUIRIES	ONLINE SERVICES	TAS	ADMINISTRATION	REPORTS	ABOUT
Welcome An Example		HPAPB, Sydney		15:57:53		
Container Enquiry - Result						
Container Details						
Container Number:	APHU7089090		Category:	IMPORT		
ISO:	42G2		Commodity Code:	GENL		
Full / Empty:	F		Gross Weight:	17005 (kg)		
Line Operator:	APL		Port of Discharge:	AUSYD		
Port of Loading:	NZAKL		Final Destination:	-		
Damage Indicator:	No		Seal Number:	-		
Controls						
Customs Authorisation Number (CAN):	-		Shipping Line Booking Reference:	-		
Customs Status:	ON HOLD		Import Storage Start Date:	19/03/2018		
			eIDO Pin Status:	Received on 28/09/2016 16:16		
Location						
Current Location:	In Yard - Block 3					
Arrival & Departure						
Arrival Mode:	Vessel		Departure Mode:	-		
Discharged Date/Time:	-					
Discharged Vessel Voyage:	DNT 051S					
Discharged Vessel Name:	DO NOT TOUCH					
						Back to Search
HPA PORTAL - VERSION 1.8.12.87 HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.						

Figure 4 - Container Enquiry Results page (Import)

4.1.2 Vessel Schedule

The vessel schedule provides non-sensitive vessel particulars to a public and registered user.

To view the vessel schedule, follow the steps below:

1. Navigate to the **Enquiries** menu and select **Vessel Schedule**.

HUTCHISON PORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES TAs ABOUT

Welcome aa aaaaaa HRAPB, Sydney 15:42:02

Vessel Schedule
Click on a Vessel Voyage to find out more about that Vessel Voyage.

Vessel Name	Vessel	Voyage (Inbound)	Voyage (Outbound)	HPA Vsl/Voy Ref	Service	Vessel Operator	Lloyds Number	Berth	ETA (Pilots)	ETD	Receiving Start	Receiving Cut-Off (Generals)	Receiving Cut-Off (Reefers)	Receiving Cut-Off (Empties)	Import Available	Import Storage Start
HANJIN MEXICO	HMX	01N	01S	A3/HMX/STB011	A3	HSC	9632777	HD3	08/04/2018 06:00:00	30/09/2018 07:30:00	01/04/2018 00:00:00	29/09/2018 00:00:00	29/09/2018 00:00:00	29/09/2018 00:00:00	-	06/05/2018
HANJIN AQUA	HQA	001S	001N	RTW/HQA/S001	RTW	HSC	9632480	HD1	16/10/2015 10:00:00	07/12/2015 11:30:00	09/10/2015 00:00:00	21/11/2015 04:00:00	21/11/2015 04:00:00	21/11/2015 04:00:00	-	01/10/2018
ANL ELAROO	EOO	001S	001N	YOYO/EOO/RUDYONE	YOYO	ANL	9516777	HD2	15/06/2018 01:00:00	15/06/2018 06:00:00	03/06/2018 00:00:00	09/06/2018 19:00:00	09/06/2018 19:00:00	09/06/2018 19:00:00	-	19/06/2018
IRENES REMEDY	IRR	002	001	PAD/IRR/S0408	PAD	CMA	9315850	HD1	03/05/2017 05:00:00	31/01/2018 15:20:00	26/04/2017 00:00:00	02/05/2017 23:00:00	02/05/2017 23:00:00	02/05/2017 23:00:00	-	15/04/2017
CAPITAINE TASMAN	CTM	002N	002N	AUSP/CTM/S0002	AUSP	CCS	9167423	HD1	06/01/2015 19:00:00	30/09/2015 00:00:00	06/01/2015 00:00:00	02/09/2015 23:00:00	02/09/2015 23:00:00	02/09/2015 23:00:00	-	09/04/2015
OOCL LE HAVRE	OLH	0012S	0012N	ASAL/OLH/S009	ASAL	OOL	9404857	HD1	10/11/2018 00:00:00	29/12/2018 05:00:00	07/10/2018 00:00:00	12/12/2018 08:00:00	12/12/2018 08:00:00	12/12/2018 08:00:00	28/11/2018 08:00:00	29/11/2018
OLGA MAERSK	OMK	022S	022N	MOV/OMK/S0022	MOV	MSK	9251614	HD1	22/09/2015 05:00:00	01/10/2015 15:27:00	15/09/2015 00:00:00	25/09/2015 00:00:00	25/09/2015 00:00:00	25/09/2015 00:00:00	29/09/2015 00:00:00	30/09/2016
OOCL LE HAVRE	OLH	0076S	0076N	ASAL/OLH/TEST123	ASAL	OOL	9404857	HD1	01/11/2018 04:00:00	03/11/2018 12:00:00	03/11/2018 06:00:00	01/11/2018 14:00:00	01/11/2018 14:00:00	01/11/2018 14:00:00	-	06/02/2018
OOCL DUBAI	ODB	088S	088N	A3/ODB/S0415	A3	OOL	9307023	HD2	21/01/2017 11:00:00	23/01/2019 07:00:00	16/01/2017 06:00:00	20/01/2019 14:00:00	20/01/2019 14:00:00	20/01/2019 14:00:00	22/01/2017 00:00:00	27/11/2018
OOCL LE HAVRE	OLH	0088S	0088N	ASAL/OLH/S0561	ASAL	OOL	9404857	HD1	08/11/2017 04:00:00	10/11/2018 06:00:00	02/11/2017 00:00:00	08/11/2018 22:00:00	08/11/2018 22:00:00	08/11/2018 22:00:00	-	14/11/2017
OOCL DUBAI	ODB	094S	094N	A3/ODB/S0505	A3	OOL	9307023	HD1	26/07/2017 08:10:00	23/10/2017 05:58:00	11/07/2017 06:00:00	25/09/2017 20:00:00	25/09/2017 15:00:00	25/09/2017 20:00:00	09/11/2017 14:00:00	09/11/2018
OOCL DUBAI	ODB	098S	098N	A3/ODB/S0568	A3	OOL	9307023	HD1	25/11/2017 09:30:00	28/11/2017 04:00:00	20/11/2017 06:00:00	24/11/2017 14:00:00	24/11/2017 14:00:00	24/11/2017 14:00:00	-	02/12/2017
UCC Jiam	UJS	100S	100N	RTW/UJS/S0100	RTW	JWL	12345678	HD1	17/08/2015 10:00:00	01/10/2015 16:45:00	10/08/2015 00:00:00	14/08/2015 04:00:00	14/08/2015 04:00:00	14/08/2015 04:00:00	-	31/08/2015

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Figure 5 – Vessel Schedule page

4.1.3 Page Filtering

The page offers the ability to filter results based on user input.

To filter out rows in the table, follow the steps below:

1. Navigate to the **Enquiries** menu and select **Vessel Schedule**.
2. Select the white box above the column that you wish to filter.
3. Enter a filter criteria. The table will update based on what you type.
4. Filtering on multiple columns is available, simply select another white box and enter a filter criteria.

Vessel Schedule
Click on a Vessel Voyage to find out more about that Vessel Voyage.

Vessel Name	Vessel	Voyage (Inbound)	Voyage (Outbound)	HPA Vsl/Voy Ref	Service	Vessel Operator	Lloyds Number	Berth	ETA (Pilots)	ETD	Receiving Start	Receiving Cut-Off (Generals)	Receiving Cut-Off (Reefers)	Receiving Cut-Off (Empties)	Import Available	Import Storage Start
OOCL LE HAVRE	OLH	999N	999S	ASAL/OLH/S099	ASAL	OOL	9404857	HD1	22:00	29/12/2017 22:00:00	29/03/2018 23:30:00	18/12/2017 08:00:00	24/03/2018 14:00:00	24/03/2018 14:00:00	-	31/03/2018

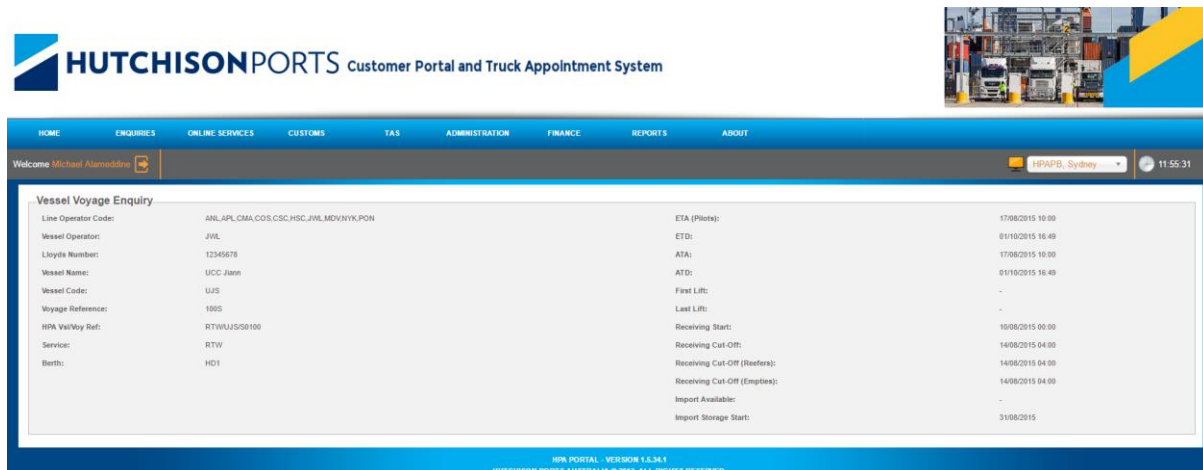
Figure 6 – Vessel Schedule page filtered on Vessel Name and ETA

4.1.4 Vessel Voyage Enquiry

A vessel voyage enquiry provides sensitive vessel particulars to a registered user. You must be logged in to conduct a vessel voyage enquiry.

To conduct a vessel voyage enquiry, you should follow the below steps:

1. Navigate to the **Enquiries** menu and select **Vessel Schedule**.
2. The vessel schedule will be displayed.
3. Click on the vessel voyage that you would like to conduct a vessel voyage enquiry on.



HUTCHISONPORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES CUSTOMS T&S ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPAPB, Sydney 11:55:31

Vessel Voyage Enquiry

Line Operator Code:	ANL_APL_CMA_COS_CSC_HSC_JWL_MDV_NYK_PON	ETA (Plotted):	17/08/2015 10:00
Vessel Operator:	JVL	ETB:	01/10/2015 16:49
Lloyd's Number:	12345678	ATA:	17/08/2015 10:00
Vessel Name:	UCC Jern	ATD:	01/10/2015 16:49
Vessel Code:	UJS	First LFI:	-
Voyage Reference:	1005	Last LFI:	-
HPA Vsl/Voy Ref:	RTWUJS0100	Receiving Start:	16/08/2015 00:00
Service:	RTW	Receiving Cut-Off:	14/08/2015 04:00
Berth:	HD1	Receiving Cut-Off (Reefers):	14/08/2015 04:00
		Receiving Cut-Off (Empty):	14/08/2015 04:00
		Import Available:	-
		Import Storage Start:	31/08/2015

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Figure 7 – Vessel Voyage Enquiry

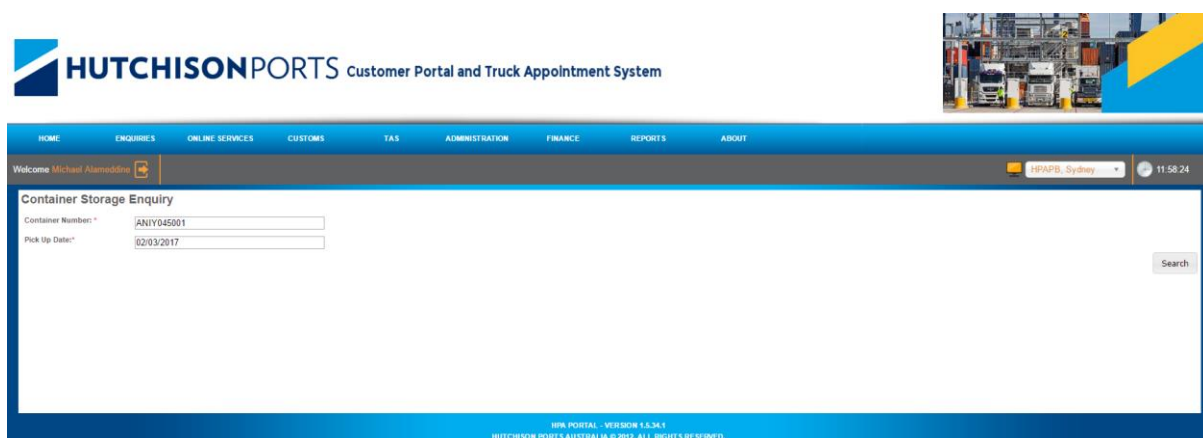
4.2 Container Storage

4.2.1 Container Storage Enquiry

A container storage enquiry is a general-purpose screen that allows a public and registered user to enquire on the outstanding storage amount for a specific container.

To conduct a container storage enquiry, follow the steps below:

1. Navigate to the **Enquiries** menu and select **Container Storage Enquiry**.
2. Enter a valid **Container Number** and **Pick Up Date**.
3. Click **Search**.



HUTCHISONPORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES CUSTOMS T&S ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPAPB, Sydney 11:58:24

Container Storage Enquiry

Container Number: *

Pick Up Date: *

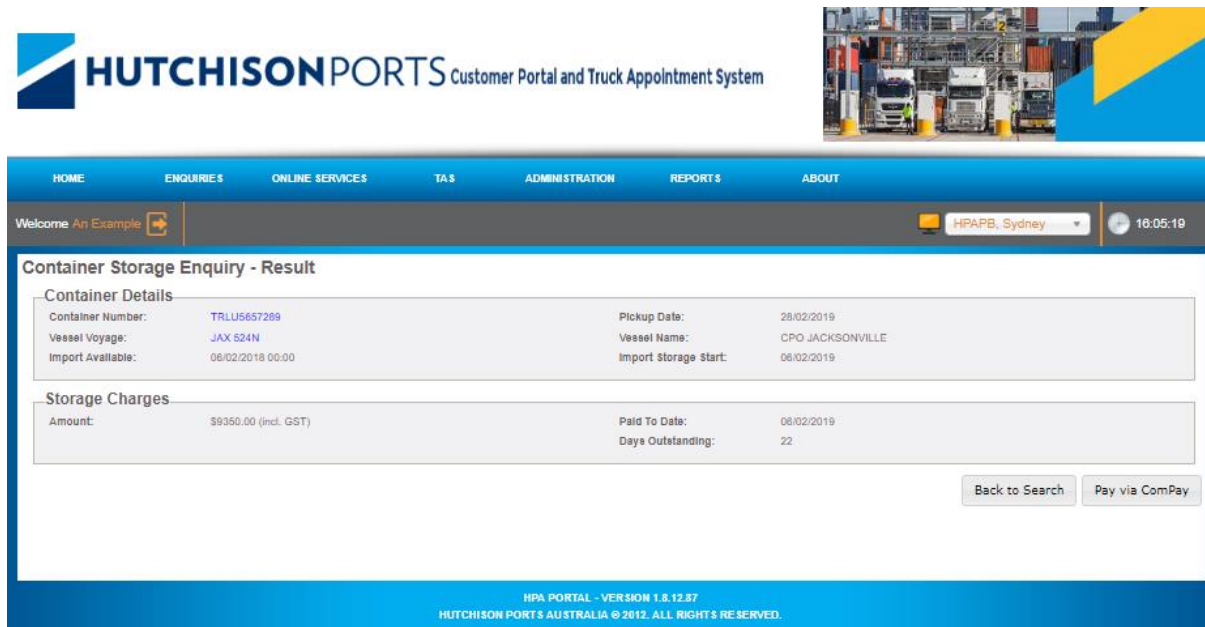
Search

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Figure 8 – Container Storage Enquiry page

Note: the Pick Up Date is the date you would like to pick-up the container from the Terminal.

Note: the fee calculation is based on the container type and the pick up date. For more details on the Container Storage fee calculation, please refer to the schedule of Landside Tariffs available by selecting **Landside Tariffs** located under Information within the About menu



The screenshot displays the Hutchison Ports Customer Portal interface. At the top, the logo reads "HUTCHISON PORTS Customer Portal and Truck Appointment System". A navigation bar includes links for HOME, ENQUIRIES, ONLINE SERVICES, T&S, ADMINISTRATION, REPORTS, and ABOUT. Below this, a user greeting "Welcome An Example" is shown next to a location dropdown menu set to "HPAPB, Sydney" and a clock showing "10:05:19".

The main content area is titled "Container Storage Enquiry - Result". It contains two sections:

- Container Details:**

Container Number:	TRLU5657269	Pickup Date:	28/02/2019
Vessel Voyage:	JAX 524N	Vessel Name:	CPO JACKSONVILLE
Import Available:	06/02/2018 00:00	Import Storage Start:	06/02/2019
- Storage Charges:**

Amount:	\$9350.00 (incl. GST)	Paid To Date:	06/02/2019
		Days Outstanding:	22

At the bottom right of the enquiry result, there are two buttons: "Back to Search" and "Pay via ComPay". The footer of the page states "HPA PORTAL - VERSION 1.8.12.87" and "HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED."

Figure 9 – Container Storage result page

To pay storage you can click on the 'Pay via ComPay' button which will automatically open and populate the 'New credit card payment' screen in 1-Stop.

Note: the Amount field is not editable in that screen as you simply change the Date of Pickup and then click the 'Calculate Cost' link to update the Amount field.

4.3 PRA

A Pre-Receipt Advice (PRA) describes the characteristics of a container. A container number cannot be 'confirmed' against an appointment unless a PRA record for the container has been accepted by the HPA Terminal.

4.3.1 Create PRA

There are two methods to create a PRA


- via the **Online Services** menu (using the Create PRA entry); or
- via the PRA Search screen (using the Create PRA button).

To create a PRA via the menu, follow the steps below:

1. Navigate to the **Online Services** menu and select **Create PRA** under **PRA** (see– Create PRA page (default options)Figure 11 – Create PRA page (default options)).
2. Fill in all mandatory fields (see Figure 12 – Create PRA page) and click **Submit**.
3. A page will be presented advising you to await a PRA acceptance email from the Terminal and whether the PRA has been accepted by the HPA Portal (see Figure 13 – PRA Validation page).
4. An email will be sent to the creator of the PRA and any nominated email addresses to confirm Terminal acceptance or rejection of the PRA (see Figure 14 – PRA Rejection email and Figure 15 – PRA Acceptance email).

To create a PRA via PRA Search screen, follow the steps below:

1. Navigate to the **Online Services** menu and select **PRA**.
2. The HPA Portal will present the **PRA Dashboard** screen (see Figure 16 – PRA Dashboard).
3. Click the **Create PRA** button.
4. Continue as per step 2 above in the other method for creating a PRA.



HUTCHISONPORTS Customer Portal and Truck Appointment System

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Welcome Michael Alameddine

HPAPB, Sydney
12:13:37

PRA Dashboard

Search on one or more fields to find a PRA

Container Number:

Submission Start Date:

Shipping Line Booking Reference:

Submission End Date:

Vessel Voyage:


Page 1 of 4 Page Size: 20

Container Number	Commodity Code	Vessel Voyage	ETD	Port of Discharge	Shipping Line Booking Reference	Container WGM	Last Modified	Status
BMOU4316154	MTY	SCT 999	07/03/2017 23:00	ZZOPT	COSCO	4200	16/02/2017 14:54	Accepted
BMOU4387477	MTY	SCT 999	07/03/2017 23:00	ZZOPT	6130385661	3800	07/02/2017 09:46	Accepted
BMOU4387796	MTY	SCT 999	07/03/2017 23:00	ZZOPT	1234	3800	16/02/2017 10:36	Accepted
BMOU4391775	MTY	SCT 999	07/03/2017 23:00	ZZOPT	COS	4200	15/02/2017 14:56	Accepted
BMOU4416220	MTY	SCT 999	07/03/2017 23:00	ZZOPT	BMOU4416220	4400	06/02/2017 06:47	Accepted
BMOU4440290	MTY	SCT 999	07/03/2017 23:00	ZZOPT	MT POOL	4207	14/02/2017 04:15	Accepted
BMOU4454716	MTY	SCT 999	07/03/2017 23:00	ZZOPT	STORAGE	4500	09/02/2017 06:12	Accepted
BMOU4467591	MTY	SCT 999	07/03/2017 23:00	ZZOPT	6134077899	3970	06/02/2017 05:42	Accepted
BMOU4543055	MTY	SCT 999	07/03/2017 23:00	ZZOPT	BMOU4543055	4500	06/02/2017 10:23	Accepted
BMOU4545947	MTY	SCT 999	07/03/2017 23:00	ZZOPT	BMOU4545947	4000	13/02/2017 07:34	Accepted
BMOU4810892	MTY	SCT 999	07/03/2017 23:00	ZZOPT	6148117540	3800	07/02/2017 05:15	Accepted
BMOU4814877	MTY	SCT 999	07/03/2017 23:00	ZZOPT	6138256240	4000	02/02/2017 09:48	Accepted
BMOU4815111	MTY	SCT 999	07/03/2017 23:00	ZZOPT	COSCO	4400	16/02/2017 11:49	Accepted
BMOU4815359	MTY	SCT 999	07/03/2017 23:00	ZZOPT	COSCO	4400	03/02/2017 12:05	Accepted
BMOU4853451	MTY	SCT 999	07/03/2017 23:00	ZZOPT	COS	3800	13/02/2017 08:48	Accepted
BMOU4840540	MTY	SCT 999	07/03/2017 23:00	ZZOPT	99999	3900	08/02/2017 17:37	Accepted
BMOU5010205	MTY	SCT 999	07/03/2017 23:00	ZZOPT	COSCO	4400	06/02/2017 14:14	Accepted
BMOU5021839	MTY	SCT 999	07/03/2017 23:00	ZZOPT	6134060300	3900	17/02/2017 10:34	Accepted
BMOU5023716	MTY	SCT 999	07/03/2017 23:00	ZZOPT	6139089159	4500	21/02/2017 13:37	Accepted
BMOU5033077	MTY	SCT 999	07/03/2017 23:00	ZZOPT	COS	4200	09/02/2017 11:19	Rejected

Page 1 of 71 Page Size: 20

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Figure 10 – PRA Dashboard page



HUTCHISONPORTS Customer Portal and Truck Appointment System

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Welcome Michael Alameddine

HPAPB, Sydney
12:10:35

Create PRA

Vessel Information

Vessel Voyage:

Line Operator:

Lloyds Number:

Consignment Information

Shipping Line Booking Reference:

Port of Loading:

Port of Discharge:

Final Destination:

Container Information

Container / Breakbulk: ☒ Container ☐ Breakbulk

Reated Container: ☐ Yes ☒ No

Full/Empty: ☒ Full ☐ Empty

Arrival Mode: ☒ Truck ☐ Rail

Commodity Code:

Container Number:

Customs Authorisation Number (CAN):

Container ISO:

Verified Weight Declaration

Verified Gross Mass:

Date Verified:

Weight Calculation Method: ☐ Method 1 ☒ Method 2

Name of Declarant:

Company:

Phone:

Email:

Name of Issuer:

Street:

City:

Country:

Seals

Seal Number 1:

Seal Number 2:

Seal Number 3:

Out of Gauge Container

Is this an Out of Gauge Container? ☐ Yes ☒ No

Hazardous Container Details

Is this a Hazardous Container? ☐ Yes ☒ No

Email Addresses




You (Alameddine.Michael@hutchisonports.com.au) will receive an email confirming Terminal acceptance or declination of this PRA. Is there anyone else you would like us to email?

Email Address:

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Figure 11 – Create PRA page (default options)

HOME	ENQUIRIES	ONLINE SERVICES	CUSTOMS	TAS	ADMINISTRATION	FINANCE	REPORTS	ABOUT
------	-----------	-----------------	---------	-----	----------------	---------	---------	-------


Welcome Michael Alameddine   HPAPB, Sydney  15:49:31

Create PRA

Vessel Information
Vessel Voyage:*
Line Operator:*
Lloyds Number:

Consignment Information
Shipping Line Booking Reference:*
Port of Discharge:*
Port Of Loading: AUSYD
Final Destination:

Container Information
Container / Breakbulk:* ☒ Container ☐ Breakbulk
Commodity Code:*
Nested Container:* ☐ Yes ☒ No
Container Number:*
Full/Empty:* ☒ Full ☐ Empty
Customs Authorisation Number (CAN):
Arrival Mode:* ☒ Truck ☐ Rail
Container ISO:*

Verified Weight Declaration
Verified Gross Mass:* kg
Name of Issuer:
Date Verified:*
Street:
Weight Calculation Method:* ☐ Method 1 ☒ Method 2 
City:
Name of Declarant:*
Country:
Company:*
Phone:*
Email:*

Reefer Container
Reefer* ☒ Operating ☐ Non-Operating
This field is mandatory for an operating reefer container
Reefer Temperature:* °C

Seals
Seal Number 1:
Seal Number 3:
Seal Number 2:

Out of Gauge Container
Is this an Out of Gauge Container? ☒ Yes ☐ No
It is mandatory to enter at least one value into one of these fields for an Out of Gauge container
Over Height: cm
Over Width Left: cm
Over Length Forward: cm
Over Width Right: cm
Over Length After: cm

Hazardous Container Details
Is this a Hazardous Container? ☒ Yes ☐ No
Add Hazardous Material

Email Addresses
You (Alameddine.Michael@hutchisonports.com.au) will receive an email confirming Terminal acceptance or declination of this PRA. Is there anyone else you would like us to email?
Email Addresses:

Reset Save

HPA PORTAL - VERSION 1.5.25.22
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Figure 12 – Create PRA page (all options)

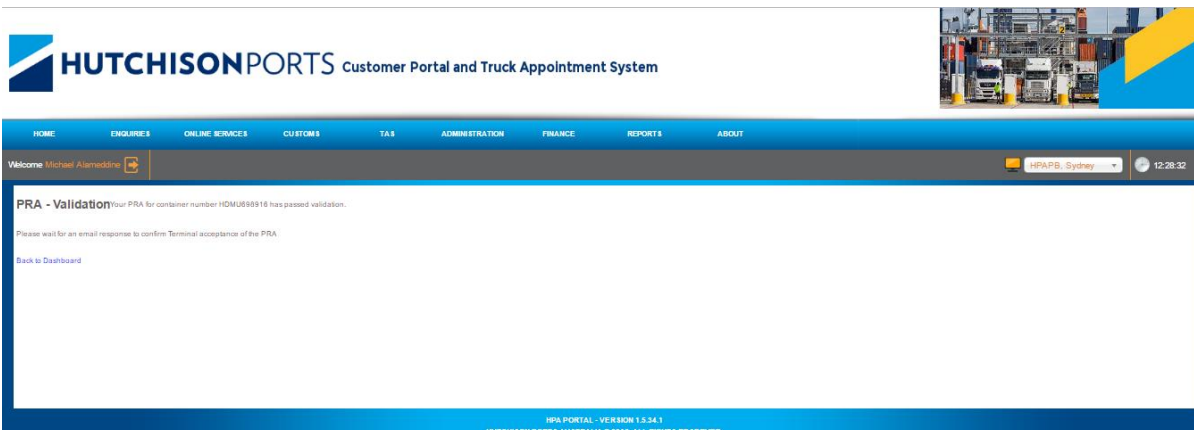


Figure 13 – PRA Validation page

From: noreply@hutchisonports.com.au

Date: Thu, 28 Mar 2013 13:38:40 +1100

Subject: Rejected PRA - Container [ABC123]

The terminal has rejected your PRA for the following reasons:

- Invalid container ID [ABC123]!

Vessel Information

Vessel Voyage: BNEPCH 10N

Lloyds Number: 8809189

Line Operator: CCS

Consignment Information

Shipping Line Booking Reference: 123456

Port of Loading: AUBNE

Port of Discharge: AUPKL

Final Destination:

Container Information

Container/Breakbulk: Container

Container Number: ABC123

Customs Authorisation Number: JA436MNPW

Container ISO: 43R1

Commodity Code: REEF

Full/Empty: Full

Arrival Mode: Truck

Container Gross Weight: 20000 kg

Reefer Container

Reefer Indicator: Operating

Reefer Temperature: 5 °c

Brisbane Container Terminals Pty Limited

Shipper's Responsibilities

It is the Shipper's (or his Agent's) responsibility to check that information declared on a Pre-Receive Advice (PRA) is complete and correct.

Request for container record changes once the containers are received into the HPA terminal must go through the Shipping Companies, and may lead to handling charges.

Please refer to the HPA TAS Terms and Conditions for details.

Figure 14 – PRA Rejection email

From: noreply@hutchisonports.com.au
Date: Thu, 28 Mar 2013 13:44:56 +1100
Subject: Accepted PRA - Container [ABCD12345]

The Terminal has accepted your PRA for container ABCD12345. Below are the details of your PRA:

Vessel Information

Vessel Voyage: BNEPCH 10N
Lloyds Number: 8809189
Line Operator: CCS

Consignment Information

Shipping Line Booking Reference: 123456
Port of Loading: AUBNE
Port of Discharge: AUPKL
Final Destination:

Container Information

Container/Breakbulk: Container
Container Number: ABCD12345
Customs Authorisation Number: JA436MNPW
Container ISO: 43R1
Commodity Code: REEF
Full/Empty: Full
Arrival Mode: Truck
Container Gross Weight: 20000 kg

Reefer Container

Reefer Indicator: Operating
Reefer Temperature: 5 °c

Brisbane Container Terminals Pty Limited

Shipper's Responsibilities

It is the Shipper's (or his Agent's) responsibility to check that information declared on a Pre-Receipt Advice (PRA) is complete and correct.
Request for container record changes once the containers are received into the HPA terminal must go through the Shipping Companies, and may lead to handling charges.
Please refer to the HPA TAS Terms and Conditions for details.

Figure 15 – PRA Acceptance email

Here is some information to assist you with creating a PRA.

Field	Description
Vessel Voyage	Select the combination of vessel code and voyage code that is applicable for this PRA. This drop down menu only displays Vessel Voyages relevant to HPA.
Line Operator	The Shipping Company that has operational control of a number of containers on a vessel. A line operator is usually one of many line operators within a Shipping Service/Trade which operates a number of vessels. This drop down menu will be filtered based on the selected vessel voyage.
Lloyds Number	The registration number of a vessel or ship. This field is pre-populated based on the selected vessel voyage.
Shipping Line Booking Reference	Input the number provided by the Shipping Line or Agent when the cargo was booked onto the vessel voyage.
Port of Discharge	Possible ports where the cargo can be discharged. This drop down menu will be filtered based on the vessel voyage.
Port of Loading	The port where the cargo is loaded. This field will be pre-populated based on the logged in user's default terminal.
Final Destination	The last stopping point for a shipment. This is an optional PRA field.
Container/Breakbulk	The way in which the goods being transported are packaged.
Nested Container	Indicates if the unit consists of a number of collapsible units.
Full/Empty	Indicates if the container is full or empty
Arrival Mode	The mode by which the cargo is arriving at the Terminal.
Commodity Code	Select the commodity code that defines the goods in the container, e.g. GENL, HAZD, MTY etc.
Container Number Breakbulk Number	The unique alphanumeric number to identify the cargo. If the cargo is packaged in a container this will be the container number. Note: please ensure that the container number letters and digits are correct, with no spaces or dashes.
Verified Gross Mass	Weight of the cargo and container combined. Must be in kilograms and between 2,000 and 40,000.
Date Verified	Date on which VGM was verified. This date cannot be in the future
Weight Calculation Method	Method 1 - Actual weighing of a container Method 2 – Calculated weight based on contents
Name of Declarant	Name of the individual declaring VGM
Company	Company of the Declarant
Phone	Declarant's phone contact number
Email	Declarant's email address
Name of Issuer	Name of the party that issued the weight certificate via method 1 or method 2
Street	Street of the issuing party
City	City of the issuing party
Country	Country in which VGM was declared. Note: Set to Australia by default

Field	Description
Customs Authorisation Number (CAN)	The CAN is mandatory for a container with a Full/Empty status of Full. It will be validated to ensure that the container has been cleared by the Australian Customs Service.
Container ISO	A 4 digit code established by the International Standardisation Organisation (ISO) to describe container size and type.
Reefer Details	Depending on the "Container ISO" code, reefer information may be required. Occasionally a reefer container is empty or used for non-refrigerated goods, thus no reefer temperature is required. If this is the case, please select Non-Operating. If the reefer container is being used for refrigerated goods and has an associated reefer temperature, please select Operating. Default is Operating. If Yes is selected for a Reefer container, a reefer temperature must be entered in degrees Celsius between -70 and 30.
Seal Details	The numbered and coded security seal(s) attached to the container.
Out of Gauge Container Details	If Yes is selected, a dimension in centimetres must be input into at least one of the Over Height, Over Length Forward, Over Length After, Over Width Left, Over Width Right fields.
Hazardous Container Details	If Yes is selected, the UNDG Code UNNO and Haz Material Weight must be input. The IMDG Code will be pre-populated based on the UNDG Code UNNO. The Haz Material Name will be pre-populated based on the UNDG Code UNNO, but can be edited.
Email Addresses	Allows the PRA creator to nominate up to 2 additional email addresses to receive the terminal acceptance/rejection email of the PRA. <i>Note: the creator of the PRA will always receive a copy of the acceptance/rejection email.</i>

4.3.2 View a PRA

To view a PRA prior, follow the steps below:

1. Navigate to the **Online Services** menu and select **PRA**.
2. This will display all the PRAs that have been created by your company.
3. To limit the number of PRAs listed enter search criteria and click **Search**.
4. Click the **Container Number** of the PRA to be edited.

4.3.3 Edit a PRA

To edit a PRA prior, follow the steps below:

1. Navigate to the **Online Services** menu and select **PRA**.
2. To limit the number of PRAs listed enter search criteria and click **Search**.
3. Click the **Container Number** of the PRA to be edited.
4. Edit the necessary details on the **Edit PRA** screen.
5. Click **Save**.

Notes:

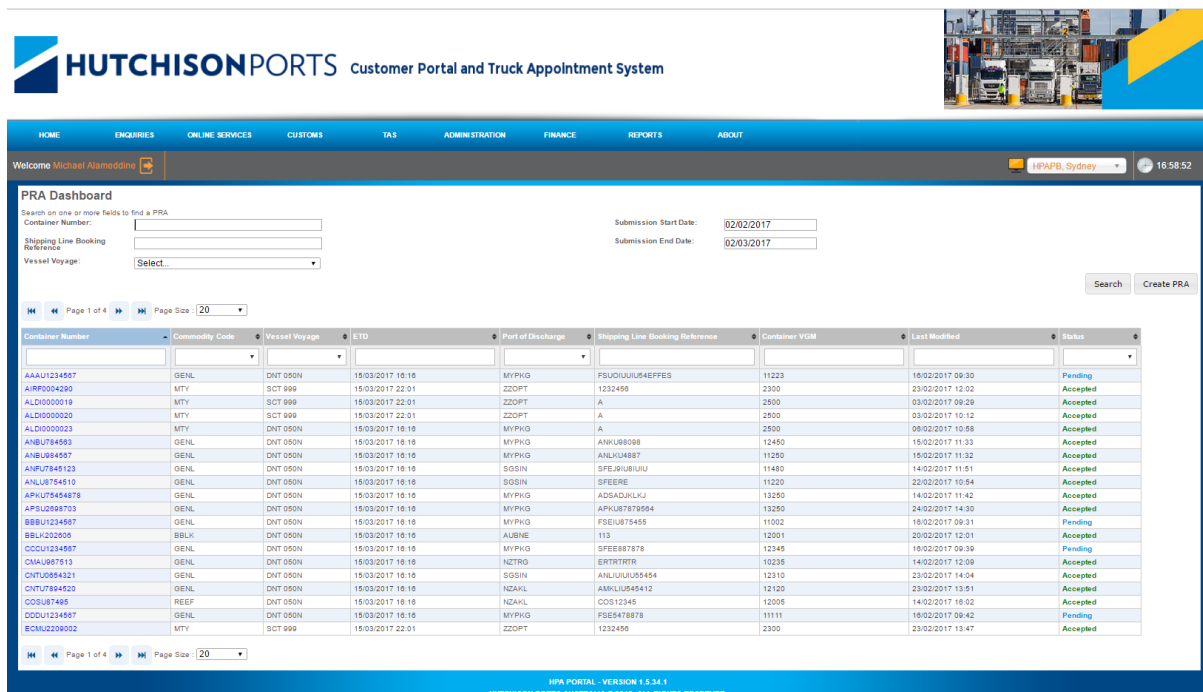
1. A PRA can only be edited prior to the container being received into the Terminal and prior to it being linked to a manifest.
2. A PRA created in 1-Stop cannot be edited in the HPA Portal, but may be edited in 1-Stop.
3. A PRA can only be edited by the original creator of the PRA for that container or a user from the same company as the original creator of the PRA.

4.3.4 Search for a PRA

To search for a PRA, follow the steps below:

1. Navigate to the **Online Services** menu and select **PRA**.
2. This will display all PRAs created by your company.
3. Optionally you can filter the list by entering criteria at the top of the screen and clicking **Search**.

Note: you cannot search for a PRA once the ETD of the vessel voyage has been reached.



HUTCHISONPORTS Customer Portal and Truck Appointment System

Welcome Michael Alameddine

HPAFB, Sydney 16:58:52

PRA Dashboard

Search on one or more fields to find a PRA

Container Number:

Shipping Line Booking Reference:

Vessel Voyage:

Submission Start Date: 02/02/2017

Submission End Date: 02/03/2017

Search Create PRA

Container Number	Commodity Code	Vessel Voyage	ETD	Port of Discharge	Shipping Line Booking Reference	Container VGM	Last Modified	Status
AAAU1234567	GENL	DNT 050N	15/03/2017 16:16	MYPKG	FSUOUIU04EPPES	11223	16/02/2017 09:30	Pending
AIRP0004290	MTY	SCT 999	15/03/2017 22:01	ZZOPT	1232456	2300	23/02/2017 12:02	Accepted
ALD00000019	MTY	SCT 999	15/03/2017 22:01	ZZOPT	A	2800	03/02/2017 09:29	Accepted
ALD00000020	MTY	SCT 999	15/03/2017 22:01	ZZOPT	A	2800	03/02/2017 10:12	Accepted
ALD00000023	MTY	DNT 050N	15/03/2017 16:16	MYPKG	A	2300	08/02/2017 10:58	Accepted
ANBU784563	GENL	DNT 050N	15/03/2017 16:16	MYPKG	ANLU08098	12450	15/02/2017 11:33	Accepted
ANBU84557	GENL	DNT 050N	15/03/2017 16:16	MYPKG	ANLU08887	11250	15/02/2017 11:32	Accepted
ANBU7845123	GENL	DNT 050N	15/03/2017 16:16	SGSIN	SFEJIBU0IUU	11480	14/02/2017 11:51	Accepted
ANLU8754510	GENL	DNT 050N	15/03/2017 16:16	SGSIN	SFEERE	11220	22/02/2017 10:54	Accepted
APAU7845478	GENL	DNT 050N	15/03/2017 16:16	MYPKG	AGSAGHUKJ	13290	14/02/2017 11:42	Accepted
APSL0268703	GENL	DNT 050N	15/03/2017 16:16	MYPKG	APYU87679504	13250	24/02/2017 14:30	Accepted
BBBU1234567	GENL	DNT 050N	15/03/2017 16:16	MYPKG	FSEIU875455	11002	16/02/2017 09:31	Pending
BBLU2022006	BBLK	DNT 050N	15/03/2017 16:16	AUBNE	113	12001	20/02/2017 12:01	Accepted
CCCU1234567	GENL	DNT 050N	15/03/2017 16:16	MYPKG	SFE8887878	12345	16/02/2017 09:39	Pending
CAAU987513	GENL	DNT 050N	15/03/2017 16:16	NZTRG	ERTRTTRTR	10235	14/02/2017 12:09	Accepted
CHU0694321	GENL	DNT 050N	15/03/2017 16:16	SGSIN	ANLU08098	12310	23/02/2017 14:04	Accepted
CHU7845420	GENL	DNT 050N	15/03/2017 16:16	NZAKL	AMLU0845412	12120	23/02/2017 13:51	Accepted
COU87456	REEP	DNT 050N	15/03/2017 16:16	NZAKL	COS12345	12005	14/02/2017 16:02	Accepted
DDCU1234567	GENL	DNT 050N	15/03/2017 16:16	MYPKG	FSE8478878	11111	16/02/2017 09:42	Pending
ECMU2209002	MTY	SCT 999	15/03/2017 22:01	ZZOPT	1232456	2300	23/02/2017 13:47	Accepted

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Figure 16 – PRA Dashboard

4.3.5 Page Filtering

The page offers the ability to filter results based on user input.

To filter out rows in the table, follow the steps below:

1. Navigate to the **Online Services** menu and select **PRA**
2. Select the white box above the column that you wish to filter.
3. Enter a filter criteria. The table will update based on what you type.
4. Filtering on multiple columns is available, simply select another white box and enter a filter criteria.

HATCHISONPORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES CUSTOMS T&S ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPAPB, Sydney 12:33:24

PRA Dashboard

Search on one or more fields to find a PRA

Container Number:

Shipping Line Booking Reference:

Vessel Voyage:

Submission Start Date: 02/02/2017

Submission End Date: 02/03/2017

Search Create PRA

Page 1 of 4 Page Size: 20

Container Number	Commodity Code	Vessel Voyage	ETD	Port of Discharge	Shipping Line Booking Reference	Container VGM	Last Modified	Status
AAA1234567	GENL	DNT 050N	15/03/2017 16:16	MYPKG	FSUOUJUL04FFES	11223	16/02/2017 09:30	Pending
ANB1234563	GENL	DNT 050N	15/03/2017 16:16	MYPKG	ANKU8098	12450	15/02/2017 11:33	Accepted
ANB1234567	GENL	DNT 050N	15/03/2017 16:16	MYPKG	ANLKU4887	11250	15/02/2017 11:32	Accepted
APK1234567	GENL	DNT 050N	15/03/2017 16:16	MYPKG	ADSDJULKJ	13250	14/02/2017 11:42	Accepted
APK1234567	GENL	DNT 050N	15/03/2017 16:16	MYPKG	APKUB787884	13250	24/02/2017 14:30	Accepted
BBB1234567	GENL	DNT 050N	15/03/2017 16:16	MYPKG	FSEUB75455	11002	16/02/2017 09:31	Pending
CCC1234567	GENL	DNT 050N	15/03/2017 16:16	MYPKG	SFECE67878	12345	16/02/2017 09:39	Pending
DDD1234567	GENL	DNT 050N	15/03/2017 16:16	MYPKG	SFE5478878	11111	16/02/2017 09:42	Pending
GKF123456	GENL	DNT 050N	15/03/2017 16:16	MYPKG	SFEER3	13250	17/02/2017 16:31	Pending
MMOU749800	GENL	DNT 050N	15/03/2017 16:16	MYPKG	SFEES78787	12120	22/02/2017 11:26	Accepted
SITU8954100	GENL	DNT 050N	15/03/2017 16:16	MYPKG	APKUB85454	11220	22/02/2017 10:47	Accepted
YCS7890000	GENL	DNT 050N	15/03/2017 16:16	MYPKG	SEB7878	11111	22/02/2017 14:32	Accepted

Page 1 of 4 Page Size: 20

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Figure 17 – PRA Dashboard filtered on Commodity Code, Port of Discharge

5 HPA TAS Container Management

The TAS allows you to enter the Container Number of containers you are interested in. This simplifies the confirmation of an appointment.

All the containers you enter will appear at the bottom of the appointment detail page allowing you to quickly confirm one of those containers into the appointment. Additionally the location of each container is displayed allowing you to only confirm containers that you know are more likely to be available.

5.1 Add a Container to favourites

To add a container follow the steps below:

1. Select **Containers** under the **Online Services** menu
2. Enter a Container No and click 'Add Container'

The screenshot shows the 'Add Containers' page in the HPA TAS system. The page has a blue header with navigation links: HOME, ENQUIRIES, ONLINE SERVICES, CUSTOMS, TAS, ADMINISTRATION, FINANCE, REPORTS, and ABOUT. Below the header, there is a welcome message 'Welcome Michael Alameddine' and a location dropdown set to 'HPAPB, Sydney' with a clock showing '12:40:05'. The main content area is titled 'Add Containers' and contains a search bar for 'Container No.' with an 'Add Container' button. Below the search bar is a table with two columns: 'Container No.' and 'Select'. The table lists various container numbers, each with a checkbox in the 'Select' column. The container numbers listed are: BMOU4092240, BMOU5183539, CBHU4438535, COLU0889913, CLHU3333387, CMHU0627894, CSU1489533, CSLU2391400, CKSU1288091, DPLU7279734, EHU0505887, FOLU0578319, KKTU0505549, KKTU7483855, KKTU8024932, and KKTU8112287.

Figure 18 – Add Container page

5.2 Use a favourite Container

Your favourite containers will be displayed at the bottom of the Appointment Confirmation screen (see Figure 38 – Appointment Detail page – Booked (export)) allowing you to link a Container to an Appointment by simply clicking on one of the Containers in your list of favourite containers.

5.3 Page Filtering

To filter out rows in the table, follow the steps below:

1. Select **Containers** under the **Online Services** menu
2. Select the white box within the table.
3. Enter a container number. The table will update based on what you type.

Add Containers

Container

Container No:

Container No	Select
<input type="text" value="mld"/>	<input type="text"/>
MICH2D1	<input type="checkbox"/>
MICH35555	<input type="checkbox"/>
MICH098910	<input type="checkbox"/>
michg1	<input type="checkbox"/>
michg2	<input type="checkbox"/>
michg3	<input type="checkbox"/>
michg4	<input type="checkbox"/>
MICHzd1	<input type="checkbox"/>
michzd2	<input type="checkbox"/>
michzd3	<input type="checkbox"/>
michzd4	<input type="checkbox"/>

Figure 19 – Add Container page filtered on Container No

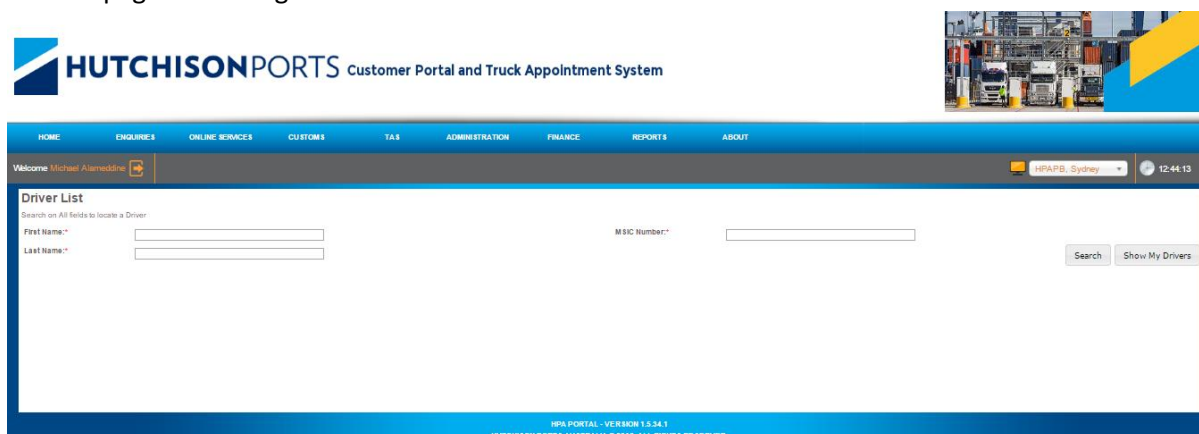
6 HPA TAS Driver Management

The TAS allows you to maintain a list of favourite Drivers. This simplifies the manifesting process.

6.1 Add a Driver to favourites

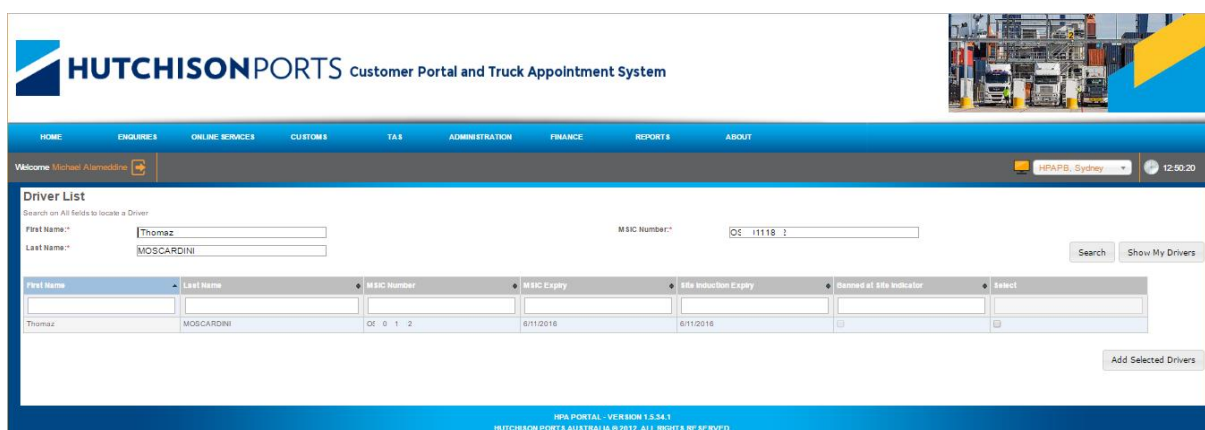
To add a driver follow the steps below:

1. Select **Drivers** under the **Online Services** menu
2. The TAS will display your favourite drivers and a search panel. An example is shown below in Figure 20 – Driver List page – ready for search
3. Enter in a First Name, Last Name and MSIC Number
4. Click Search
5. The TAS will display the search result. An example is shown below in Figure 21 – Driver List page – showing search results



The screenshot shows the HPA TAS Customer Portal. The top navigation bar includes links for HOME, ENQUIRIES, ONLINE SERVICES, CUSTOMERS, TAS, ADMINISTRATION, FINANCE, REPORTS, and ABOUT. The user is logged in as Michael Alameddine. The main content area is titled 'Driver List' and contains a search panel with fields for First Name, Last Name, and MSIC Number. There are 'Search' and 'Show My Drivers' buttons. The footer indicates the version is 1.5.34.1 and copyright is 2012.

Figure 20 – Driver List page – ready for search



The screenshot shows the same HPA TAS Customer Portal, but now displaying search results. The search fields are filled with 'Thomaz' for First Name, 'MOSCARDINI' for Last Name, and '02 1118 1' for MSIC Number. The results table shows one entry for Thomaz MOSCARDINI with MSIC Number 02 1118 1, MSIC Expiry 6/11/2016, and Life Induction Expiry 6/11/2016. There are 'Search' and 'Show My Drivers' buttons, and an 'Add Selected Drivers' button at the bottom right. The footer indicates the version is 1.5.34.1 and copyright is 2012.

First Name	Last Name	MSIC Number	MSIC Expiry	Life Induction Expiry	Banned at Life Indicator	Select
Thomaz	MOSCARDINI	02 1118 1	6/11/2016	6/11/2016	<input type="checkbox"/>	<input type="checkbox"/>

Figure 21 – Driver List page – showing search results

6.2 Use a Favourite Driver

The list of favourite drivers are used when creating a manifest (see section 8.3 Create a Truck Manifest), Bulk Run In manifest (see for further details).

6.3 Remove a Driver from favourites

To remove a driver follow the steps below:

1. Select **Drivers** under the **Online Services** menu
2. The TAS will display your favourite Drivers. An example is shown below in Figure 22 – Driver List page – showing favourites
3. Select a driver and then click 'Delete Selected Drivers'

HUTCHISON PORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPAPS Sydney 12:53:08

Driver List

Search on All fields to locate a Driver

First Name: MSIC Number:

Last Name:

Search Show My Drivers

First Name	Last Name	MSIC Number	MSIC Expiry	Site Induction Expiry	Banned at Site Indicator	select
Ali	GHOK	HPA0000 25	10/01/17	10/07/2017	<input type="checkbox"/>	<input type="checkbox"/>
Conrad	KERN	HPA0000	25/04/15	25/04/15	<input type="checkbox"/>	<input type="checkbox"/>
HANZTEST	HANZTEST	OSCI2 56789	17/01/15	10/12/15	<input type="checkbox"/>	<input type="checkbox"/>
Ian	THOMSON	FPLD 295	17/01/17	17/01/17	<input type="checkbox"/>	<input type="checkbox"/>
Jeffrey	CAMPBELL	OSCI2 1919	17/01/16	17/01/16	<input type="checkbox"/>	<input type="checkbox"/>
Leon	HEBLING	OSCI2 12	10/01/17	24/08/2017	<input type="checkbox"/>	<input type="checkbox"/>
Martin	MCKENZIE LAMBERT	OSCI2 199	-	-	<input type="checkbox"/>	<input type="checkbox"/>
Paul	WALSH	OSCI2 179242	-	-	<input type="checkbox"/>	<input type="checkbox"/>
Peter	WELLS	OSCI2 188	16/03/09	16/01/15	<input type="checkbox"/>	<input type="checkbox"/>
Philip	LO	HPA0000	-	-	<input type="checkbox"/>	<input type="checkbox"/>
Rylin	BAKER	HPA0000	14/01/16	14/01/16	<input type="checkbox"/>	<input type="checkbox"/>
Selver	CEPALOVIC	VI 0012 1	9/12/15	25/10/16	<input type="checkbox"/>	<input type="checkbox"/>
Thomas	MOSCARDINI	OSCI2 2	6/11/15	6/11/15	<input type="checkbox"/>	<input type="checkbox"/>

Delete Selected Drivers

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Figure 22 – Driver List page – showing favourites

6.4 Page Filtering

The page offers the ability to filter results based on user input.

To filter out rows in the table, follow the steps below:

1. Select **Drivers** under the **Online Services** menu
2. Select the white box above the column that you wish to filter.
3. Enter a filter criteria. The table will update based on what you type.
4. Filtering on multiple columns is available, simply select another white box and enter a filter criteria.



HOME ENQUIRIES ONLINE SERVICES CUSTOMS TALS ADMINISTRATION FINANCE REPORTS ABOUT

Welcome **Michael Alameddine**

HPA/PSB Sydney 12:55:37

Driver List

Search on All fields to locate a Driver

First Name: MSIC Number:

Last Name:

First Name	Last Name	MSIC Number	MSIC Expiry	Site Induction Expiry	Barred at Site Indicator	Select
Thomas	MODCARDINI	OS 1 2	6/11/2	6/11/20	<input type="checkbox"/>	<input type="checkbox"/>

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Figure 23 – Driver List filtered on Last Name

7 HPA TAS Appointment Management

An appointment is mandatory for each container in a Truck Manifest. To get an appointment you must book it. Confirm an appointment by linking it to a container and it will appear on the Truck Manifest screen, either in the left 'export' panel or the left 'import' panel, as mentioned in section 8.3 Create a Truck Manifest.

7.1 Book an Appointment

Appointments are released to the market in two blocks. Typically the first block will be released two days in advance and the second block one day in advance. The release typically occurs early in the morning. Once released appointments are booked on a first come, first served basis, however to ensure equity there is a limit to the number of appointments that a company can book in a short period of time.

Note: The icons on the page have the following meaning:



The terminal has placed restrictions on the type of cargo that can be serviced in the timezone. The specific restrictions for that timezone can be viewed by hovering the mouse over the icon.

To book an appointment follow the steps below:

1. Navigate to the **TAS** menu and select **Book Appointments** under **Appointment Management**.
2. Select the date, on which the appointments fall, that you wish to book
Note: Only days with available appointments will appear in the list
Note: The number of appointments available in each zone in each direction is shown in the Available columns.
Note: Appointments are only generated shortly before the release and therefore will only appear as available shortly before the release.
Note: The terminal may restrict which cargo types can be serviced by the terminal within set timezones. On screen messaging will display where these restrictions are enforced
3. The TAS will present the book screen in two possible ways
 - a. Pre-release: In this situation no appointments are yet released, but as they will be released shortly the screen displays the date/time they will be available.
In the example shown in "Figure 24 – Book Appointment page – pre-release" the appointments will be available at 14 Aug 2013 16:15 and the time at the terminal is currently 16:05:03.
 - b. Post-release: In this situation appointments are released.
In the example shown in "Figure 25 – Book Appointment page – post-release" there are 20 appointments available to be booked within each zone and direction.
4. Book Appointments by

- a. Entering the number of appointments desired in each zone in each direction in the 'Request' columns.

Note: Only those zones with available appointments will have a box for data entry. Where a number of appointments have been selected, the box will be highlighted to show which appointments have been selected, as shown in "Figure 24 - Selection made".

Note: Only those zones with available appointments will have a box for data entry.

Note: Where a number of appointments have been selected, the box will be highlighted to show which appointments have been selected, as shown in FIGURE 26 – Book Appointment page – Selection made – no restrictions

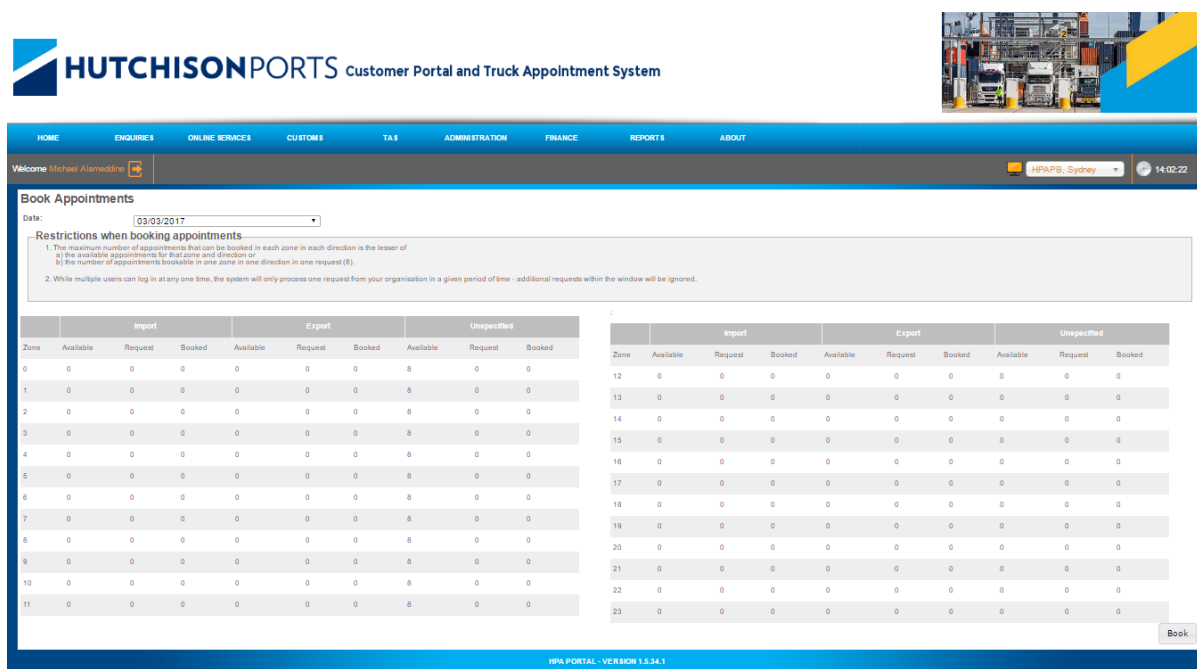
Note: Restrictions are in place in the time-zone were the  icon is displayed.

Mouse over for further details. To view a complete list of restrictions imposed on a day, select the 'Click here' link found in the 'Restrictions when booking appointments' section of the page as shown "FIGURE 28 – Book Appointment page – Selection made – restrictions in place, Restrictions dialogue".

- b. Clicking book
- c. Select 'yes' on the dialog box shown in "Figure 29 – Book Appointment page – Continue with selected Appointments"

5. TAS will accept your request and display the **Booking Appointment Requested Dashboard**.

Note: Requests are processed on a 'first in, first served' basis.



HUTCHISON PORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES CUSTOMS TARIFFS ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael A. [Name] [Avatar]

HPAPB, Sydney 14:02:22

Book Appointments

Date: 03/03/2017

Restrictions when booking appointments

1. The maximum number of appointments that can be booked in each zone in each direction is the lesser of:
a) the available appointments for that zone and direction or
b) the number of appointments bookable in one zone in one direction in one request (8).

2. While multiple users can log in at any one time, the system will only process one request from your organisation in a given period of time - additional requests within the window will be ignored.

Zone	Import			Export			Unspecified		
	Available	Request	Booked	Available	Request	Booked	Available	Request	Booked
0	0	0	0	0	0	0	8	0	0
1	0	0	0	0	0	0	8	0	0
2	0	0	0	0	0	0	8	0	0
3	0	0	0	0	0	0	8	0	0
4	0	0	0	0	0	0	8	0	0
5	0	0	0	0	0	0	8	0	0
6	0	0	0	0	0	0	8	0	0
7	0	0	0	0	0	0	8	0	0
8	0	0	0	0	0	0	8	0	0
9	0	0	0	0	0	0	8	0	0
10	0	0	0	0	0	0	8	0	0
11	0	0	0	0	0	0	8	0	0
12	0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0
15	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0

Book

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Figure 24 – Book Appointment page – pre-release

Note: the numbers aren't editable on the screen as no appointments are available yet.



HOME ENQUIRIES ONLINE SERVICES CUSTOMS T&S ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine HPAAPB, Sydney 17:00:55

Book Appointments

Date: 03/03/2017

Restrictions when booking appointments

- The maximum number of appointments that can be booked in each zone in each direction is the lesser of
 - the available appointments for that zone and direction or
 - the number of appointments bookable in one zone in one direction in one request (8).
- While multiple users can log in at any one time, the system will only process one request from your organisation in a given period of time - additional requests within the window will be ignored.

Zone	Import			Export			Unspecified		
	Available	Request	Booked	Available	Request	Booked	Available	Request	Booked
0	7	0	1	8	0	0	8	0	0
1	8	0	0	8	0	0	8	0	0
2	8	0	0	8	0	0	8	0	0
3	8	0	0	8	0	0	8	0	0
4	8	0	0	8	0	0	8	0	0
5	8	0	0	8	0	0	8	0	0
6	8	0	0	8	0	0	8	0	0
7	8	0	0	8	0	0	8	0	0
8	8	0	0	8	0	0	8	0	0
9	8	0	0	8	0	0	8	0	0
10	8	0	0	8	0	0	8	0	0
11	8	0	0	8	0	0	8	0	0

Zone	Import			Export			Unspecified		
	Available	Request	Booked	Available	Request	Booked	Available	Request	Booked
12	8	0	0	8	0	0	8	0	0
13	8	0	0	8	0	0	8	0	0
14	8	0	0	8	0	0	8	0	0
15	8	0	0	8	0	0	8	0	0
16	8	0	0	8	0	0	8	0	0
17	8	0	0	8	0	0	8	0	0
18	8	0	0	8	0	0	8	0	0
19	8	0	0	8	0	0	8	0	0
20	8	0	0	8	0	0	8	0	0
21	8	0	0	8	0	0	8	0	0
22	8	0	0	8	0	0	8	0	0
23	8	0	0	8	0	0	8	0	0

Book

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Figure 25 – Book Appointment page – post-release

Book Appointments

Date: 27/10/2016

Restrictions when booking appointments

- The maximum number of appointments that can be booked in each zone in each direction is the lesser of
 - the available appointments for that zone and direction or
 - the number of appointments bookable in one zone in one direction in one request (8).
- While multiple users can log in at any one time, the system will only process one request from your organisation in a given period of time - additional requests within the window will be ignored.

Zone	Import			Export			Unspecified		
	Available	Request	Booked	Available	Request	Booked	Available	Request	Booked
0	4	0	0	4	0	0	4	0	0
1	4	0	0	4	0	0	4	0	0
2	4	0	0	4	0	0	4	0	0
3	4	0	0	4	0	0	4	0	0
4	4	0	0	4	0	0	4	0	0
5	4	0	0	4	0	0	4	0	0
6	4	0	0	4	0	0	4	0	0
7	4	0	0	4	0	0	4	0	0
8	4	0	0	4	0	0	4	0	0
9	4	0	0	4	0	0	4	0	0
10	4	0	0	4	0	0	4	0	0
11	4	0	0	4	0	0	4	0	0


Zone	Import			Export			Unspecified		
	Available	Request	Booked	Available	Request	Booked	Available	Request	Booked
12	4	0	0	4	0	0	4	0	0
13	4	0	0	4	0	0	4	0	0
14	4	1	0	4	0	0	4	0	0
15	4	2	0	4	0	0	4	0	0
16	4	0	0	4	0	0	4	0	0
17	4	0	0	4	0	0	4	0	0
18	4	0	0	4	0	0	4	0	0
19	4	0	0	4	0	0	4	0	0
20	4	0	0	4	0	0	4	1	0
21	4	0	0	4	0	0	4	0	0
22	4	0	0	4	0	0	4	0	0
23	4	0	0	4	0	0	4	0	0

Book

Figure 26 – Book Appointment page – Selection made – no restrictions

Date:

Restrictions when booking appointments

- The maximum number of appointments that can be booked in each zone in each direction is the lesser of
 - the available appointments for that zone and direction or
 - the number of appointments bookable in one zone in one direction in one request (12).
- While multiple users can log in at any one time, the system will only process one request from your organisation in a given period of time - additional requests within the window will be ignored.
- Restrictions apply where the  icon is displayed. [Click here](#) for further details

	Import			Export			Unspecified		
Zone	Available	Request	Booked	Available	Request	Booked	Available	Request	Booked
0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
1	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
2	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
3	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
4	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
5	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
6	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
7	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
8	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
9	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
10	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
11	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0






	Import			Export			Unspecified		
Zone	Available	Request	Booked	Available	Request	Booked	Available	Request	Booked
12	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
13	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
14	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
15 	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
16 	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
17 	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
18	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
19	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
20	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
21	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
22	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0
23	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0	20	<input type="text" value="0"/>	0

Figure 27 – Book Appointment page – Selection made – restrictions in place




[HOME](#)
[ENQUIRIES](#)
[ONLINE SERVICES](#)
[TAS](#)

Welcome **Michael Alameddine** 

Book Appointments

Date:

Restrictions when booking appointments

- The maximum number of appointments that can be booked in each zone in each direction is the lesser of
 - the available appointments for that zone and direction or
 - the number of appointments bookable in one zone in one direction in one request (12).
- While multiple users can log in at any one time, the system will only process one request from your organisation in a given period of time - additional requests within the window will be ignored.
- Restrictions apply where the  icon is displayed. [Click here](#) for further details

	Import			Export		
Zone	Available	Request	Booked	Available	Request	Booked
0	10	<input type="text" value="0"/>	0	10	<input type="text" value="0"/>	0
1	10	<input type="text" value="0"/>	0	10	<input type="text" value="0"/>	0
2	10	<input type="text" value="0"/>	0	10	<input type="text" value="0"/>	0
3	10	<input type="text" value="0"/>	0	10	<input type="text" value="0"/>	0
4	10	<input type="text" value="0"/>	0	10	<input type="text" value="0"/>	0
5	10	<input type="text" value="0"/>	0	10	<input type="text" value="0"/>	0
6	10	<input type="text" value="0"/>	0	10	<input type="text" value="0"/>	0
7	10	<input type="text" value="0"/>	0	10	<input type="text" value="0"/>	0
8	10	<input type="text" value="0"/>	0	10	<input type="text" value="0"/>	0
9	10	<input type="text" value="0"/>	0	10	<input type="text" value="0"/>	0
10	10	<input type="text" value="0"/>	0	10	<input type="text" value="0"/>	0

Zone	Live Reefer	Overdimensional	Dangerous Goods
0	✓	✓	✓
1	✓	✓	✓
2	✓	✓	✓
3	✓	✓	✓
4	✓	✓	✓
5	✓	✓	✓
6	✓	✓	✓
7	✓	✓	✓
8	✓	✓	✓
9	✓	✓	✓
10	✓	✓	✓
11	✓	✓	✓
12	✓	✓	✓
13	✓	✓	✓
14	✓	✓	✓
15	✗	✗	✗
16	✗	✗	✗
17	✗	✗	✗
18	✓	✓	✓
19	✓	✓	✓
20	✓	✓	✓
21	✓	✓	✓
22	✓	✓	✓
23	✓	✓	✓

Legend: ✓ Allowed ✗ Not allowed

	Unspecified		
Booked	Available	Request	Booked
0	10	<input type="text" value="0"/>	0
0	10	<input type="text" value="0"/>	0
0	10	<input type="text" value="0"/>	0
0	10	<input type="text" value="0"/>	0
0	10	<input type="text" value="0"/>	0
0	10	<input type="text" value="0"/>	0
0	10	<input type="text" value="0"/>	0
0	10	<input type="text" value="0"/>	0
0	10	<input type="text" value="0"/>	0
0	10	<input type="text" value="0"/>	0
0	10	<input type="text" value="0"/>	0
0	10	<input type="text" value="0"/>	0

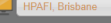

11:38:55

Figure 28 – Book Appointment page – Selection made – restrictions in place, Restrictions dialogue

HOME

ENQUIRIES

ONLINE SERVICES

CUSTOMS

TAS

ADMINISTRATION

FINANCE

REPORTS

ABOUT

Welcome Michael Alameddine

HPAPB, Sydney

15:29:39

Book Appointments

Date: 27/10/2016

Restrictions when booking appointments

1. The maximum number of appointments that can be booked in each zone in each direction is the lesser of

a) the available appointments for that zone and direction or

b) the number of appointments bookable in one zone in one direction in one request (8).

2. While multiple users can log in at any one time, the system will only process one request from your organisation in a given period of time - additional requests within the window will be ignored.

	Import			Export			Unspecified		
Zone	Available	Request	Booked	Available	Request	Booked	Available	Request	Booked
0	4	0	0	4	0	0	4	0	0
1	4	0	0	4	0	0	4	0	0
2	4	0	0	4	0	0	4	0	0
3	4	0	0	4	0	0	4	0	0
4	4	0	0	4	0	0	4	0	0
5	4	0	0	4	0	0	4	0	0
6	4	0	0	4	0	0	4	0	0
7	4	0	0	4	0	0	4	0	0
8	4	0	0	4	0	0	4	0	0
9	4	0	0	4	0	0	4	0	0
10	4	0	0	4	0	0	4	0	0
11	4	0	0	4	0	0	4	0	0

	Import			Export			Unspecified		
Zone	Available	Request	Booked	Available	Request	Booked	Available	Request	Booked
12	4	0	0	4	0	0	4	0	0
13	4	0	0	4	0	0	4	0	0
14	4	0	0	4	0	0	4	0	0
15	4	0	0	4	0	0	4	0	0
16	4	0	0	4	0	0	4	0	0
17	4	0	0	4	0	0	4	0	0
18	4	0	0	4	0	0	4	0	0
19	4	0	0	4	0	0	4	0	0
20	4	0	0	4	0	0	4	1	0
21	4	0	0	4	0	0	4	0	0
22	4	0	0	4	0	0	4	0	0
23	4	0	0	4	0	0	4	0	0

Book

Figure 29 – Book Appointment page – Continue with selected Appointments

7.2 Booking Appointment Requested Dashboard

Requested appointment(s) are displayed in the Booking Appointment Requested Dashboard. The dashboard will display once a booking has been requested.

1. There are two possible ways to view the **Booking Appointment Requested Dashboard**:
 - a. TAS will display the page once a booking is requested on the **Book Appointments Dashboard**
 - b. Navigate to the **TAS** menu and select **Booking Dashboard** from the **Appointment Management** tab
2. TAS will display a list of requested bookings. An example is shown in Figure 29 - Booking Appointment Requested Dashboard Figure 31 – Appointment Dashboard page

The screenshot displays the Hutchison Ports Customer Portal and Truck Appointment System. The header includes the logo and navigation tabs: HOME, ENQUIRIES, TAS, and ABOUT. A welcome message for Michael Alameddine is shown, along with a location dropdown set to 'HPAPB, Sydney' and a clock showing 13:22:07.

The main section is titled 'Booking Appointment Requested Dashboard'. It features a search bar with 'Date of request Criteria' and 'Arrival window Criteria' tabs. Below this, the 'Truck Carrier' is set to 'WOL - WOOLWORTHS GROUP LIMITED'. The 'Request From' date is '19/11/2018' and the 'Request To' date is '20/11/2018'. There are 'Search' and 'Appointment Dashboard' buttons.

A table displays the requested bookings. The table has columns: Date of request, Arrival Window Start Time, Quantity requested, Quantity Booked, Direction, Status, and Requested By. The first row shows a request for 2 units on 19/11/2018 at 13:22, with an arrival window starting at 21/11/2018 at 13:00. The status is 'Pending'.

The footer indicates 'HPA PORTAL - VERSION 1.3.12.88' and 'HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'

Figure 30 – Booking Appointment Requested Dashboard

7.3 View an Appointment

Booked appointments are displayed in the Appointment Dashboard.

To view an appointment, follow the steps below:

1. Navigate to the **TAS** menu and select **Appointment Management**
2. The TAS will display a list of appointments. An example is shown in Figure 31 – Appointment Dashboard page
3. To view a specific appointment click the Appointment Number (in blue text) and the TAS will display the appointment. An example of an appointment for an export container is shown in Figure 38 – Appointment Detail page – Booked (export) and an example of an appointment for an import container is shown in Figure 36 – Appointment Detail page – Booked (import).

Note: you can click the

- Manifest Reference to open the Manifest the appointment is linked to; or
- Container Number to do a Container Enquiry.

HPA Portal - Version 1.5.1.34

Figure 31 – Appointment Dashboard page

Note: The icons on the page have the following meaning:



Impediment the carrier has control over (eg Storage Fees, Customs clearance),



The terminal has placed restrictions on the type of cargo that can be serviced in the timezone that the appointment is for. The specific restrictions for that timezone can be viewed by hovering the mouse over the icon.



A Replacement Appointment is available for the appointment. (Refer to section x.x for further details)

7.3.1 Page Filtering

The page offers the ability to filter results based on user input.

To filter out rows in the table, follow the steps below:

1. Navigate to the **TAS** menu and select **Appointment Management**
2. Select the white box above the column that you wish to filter.
3. Enter a filter criteria. The table will update based on what you type/select.
4. Filtering on multiple columns is available, simply select another white box and enter/select a filter criteria.

The screenshot shows the 'Appointment Dashboard' interface. At the top is a navigation bar with links: HOME, ENQUIRIES, ONLINE SERVICES, TAS, ADMINISTRATION, REPORTS, and ABOUT. Below this is a user header showing 'Welcome Mth Example', a location dropdown 'HPAFL, Brisbane', and a clock '17:03:04'. The main section is titled 'Appointment Dashboard' and contains a 'Search Criteria' form. The form has fields for 'Truck Carrier*' (filled with 'GREATER SYDNEY CARPENTRY PTY. LTD.'), 'Appointment Date from*' (filled with '26/06/2019'), 'Appointment Date to*' (filled with '01/07/2019'), 'Zone' (dropdown 'All'), 'Direction' (dropdown 'All'), and 'Status' (dropdown 'Select Statuses'). Below the search criteria are fields for 'Appointment Number' and 'Container Number'. A 'Search' button is on the right. Below the search area is a table with columns: Arrival Window Start Time, Appointment Number, Manifest Reference, Direction, Type, Container Number, Container Length, Container Location, Commodity Code, Vessel Voyage, Confirm/Manifest By, Status, Notes, and Listed At. The table shows two rows of data, both with 'Booked' status. At the bottom of the table is an 'Export to xlsx' button. The footer of the page shows 'HPA PORTAL - VERSION 1.3.1.34' and 'HUTCHINSON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED'.

Figure 32 – Appointment Dashboard filtered on Arrival Window Start Time and Direction

Booked appointments must be confirmed within a certain timeframe (typically 2 hours). The pie wheel next the Confirm/Manifest By date & time will progressively fill in more red to indicate the urgency with which appointments need to be dealt with. The Number on the wheel indicates the time remaining (in minutes) before the cut-off, as shown in 'Figure 33 – Appointment Dashboard page – Booked status' below.

03/08/2019 19:00	0803191001	HPA		Import	Public					03/08/2019 18:51		Booked		
------------------	------------	-----	--	--------	--------	--	--	--	--	------------------	--	--------	--	--

Figure 33 – Appointment Dashboard page – Booked status

Appointments that have been listed remain visible, however are no longer editable as shown in 'Figure 34 – Appointment Dashboard page – Listed status' below.

The screenshot shows the 'Appointment Dashboard' interface. At the top, there's a header with 'Welcome Mth Example' and 'HPA TAS, Brisbane' with a clock showing 17:53:55. Below the header, the 'Appointment Dashboard' title is followed by a 'Search Criteria' section. This section includes fields for 'Truck Carrier*' (Greater Sydney Carpentry Pty. Ltd.), 'Appointment Date from*' (26/06/2019), 'Appointment Date to*' (01/07/2019), 'Zone' (All), 'Direction' (All), and 'Status' (Select Statuses). Below these are fields for 'Appointment Number' and 'Container Number'. A 'Search' button is on the right. The main table displays appointment data with columns: Arrival Window Start Time, Appointment Number, Manifest Reference, Direction, Type, Container Number, Container Length, Container Location, Commodity Code, Vessel Voyage, Confirm/Manifest By, Status, Notes, and Listed At. The first row shows an appointment for 30/06/2019 10:00 with Appointment Number 080301001, Status 'Listed', and 'Listed At' empty. A 'Page 1 of 1' and 'Page Size: 20' indicator is at the bottom left. An 'Export to excel' button is at the bottom right. The footer contains 'HPA PORTAL - VERSION 1.9.1.34' and 'HUTCHINSON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'

Figure 34 – Appointment Dashboard page – Listed status

Appointments that progress in the workflow have their status updated. Those displaying 'xxxxx – Pending' indicate the system is awaiting Terminal acceptance. Those displaying 'xxxxx – Rejected' indicate the system did not accept the requested change. These statuses are shown in Figure 35 – Appointment Dashboard page – Other status' below.

03/08/2016 00:00	0803001001		Import	Public							Listed (Confirmation - Rejected)	
03/08/2016 00:00	0803001005	20160803006894	Export	Public	TEXU9023726	40	In Community	GENL	DNT 050N		Manifested - Rejected	
03/08/2016 01:00	0803011005		Export	Public					CTRS	DNT 050N	Cancelled	
03/08/2016 01:00	0803011001	20160803006894	Import	Public	XINU1495158	20	In Yard - Block 1	MTY	HAR 004W		Manifested - Rejected	
03/08/2016 14:00	0803140001		Export	Private	GENL1234568	40	In Community	GENL	DNT 050N		Confirmed	

Figure 35 – Appointment Dashboard page – Other status'

7.4 Confirm an Appointment

You need to confirm an appointment within a certain time period or the appointment will return to the pool. The time by which an appointment must be confirmed is displayed on the Appointment Dashboard in the “Confirm/Manifest By” column.

Note: The icons on the page have the following meaning:




The terminal has placed restrictions on the type of cargo that can be serviced in the timezone. The specific restrictions for that timezone can be viewed within the table presented directly below the icon.


To confirm an appointment follow the steps below:


1. Navigate to the **TAS** menu and select **Appointment Management**.
2. The HPA Portal will present the Appointment Dashboard screen (see Figure 34 – Appointment Dashboard page)
3. Search for and select the appointment by clicking the Appointment Number
4. The HPA Portal will present the Appointment (see Figure 38 – Appointment Detail page – Booked (export) or Figure 36 – Appointment Detail page – Booked (import))
5. Confirm the appointment by
 - a. Entering, for an export appointment, the following
 - i. Container Number (either typing in a container number or selecting a container from your ‘favourite container’ list at the bottom of the screen)
 - or
 - i. Commodity Code
 - ii. Vessel Voyage

Note: If you confirm with a Commodity Code and Vessel Voyage you will have to provide the Container Number prior to manifesting.

Note: You can quickly confirm by clicking a favourite container at the bottom of the screen (see 5 HPA TAS Container Management for details on ‘favourite containers’).

Note: Where the  icon is displayed on the page (as in Figure 39), the terminal may not confirm appointments for cargo types displayed as being restricted

Note: Where the  icon is displayed on the page (as in Figure 40), the terminal may elect to only allow appointment confirmation for Pre-Advised containers. This will apply to all containers and is not dependant on cargo type
 - b. Entering, for an import appointment, the following
 - i. Container Number
 - ii. eIDO PIN

Note: Where the  icon is displayed on the page (as shown in Figure 37) the terminal will not confirm appointments for container types which are displayed as being restricted
6. Click ‘Confirm Appointment’



HOME ENQUIRIES ONLINE SERVICES CUSTOMS T&S ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPA/PB, Sydney 15:43:13

Public Appointment Details

Appointment Number: 0304001001
Status: Booked

Direction: Import
Arrival Window start time: 04/03/2017 00:00
Confirm By: 02/03/2017 17:04

Container Details

Container Number: Fetch
eIDO Pin:

Commodity Code:
Vessel Voyage:
ISO Code:
Container Length:
Container Gross Weight:
Full/Empty:

Import Available:
Import Storage Start:
Storage Owing:
Current Location:
Customs Status:

Confirm Appointment

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Figure 36 – Appointment Detail page – Booked (import)



HOME ENQUIRIES ONLINE SERVICES T&S ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPA/PB, Brisbane 10:49:15

Public Appointment Details

Appointment Number: 0908191002
Status: Booked

Direction: Import
Arrival Window start time: 08/09/2018 19:00
Confirm By: 05/09/2018 10:58

Restrictions

The following restrictions apply to this timezone:

Live Reefer	Overdimensional	Dangerous Goods
X	X	X

Container Details

Container Number: Fetch
eIDO Pin:


Commodity Code:
Vessel Voyage:
ISO Code:
Container Length:
Container Gross Weight:
Full/Empty:


Import Available:
Import Storage Start:
Storage Owing:
Current Location:
Customs Status:

Confirm Appointment




Your Containers

Figure 37 – Appointment Detail page – Booked (import) – Restrictions in place


HUTCHISONPORTS Customer Portal and Truck Appointment System



[HOME](#)
[ENQUIRIES](#)
[ONLINE SERVICES](#)
[CUSTOMS](#)
[TAS](#)
[ADMINISTRATION](#)
[FINANCE](#)
[REPORTS](#)
[ABOUT](#)

Welcome **Michael Alameddine**




Public Appointment Details
 Appointment Number: 6303021019
 Status: Booked
 Direction: Export
 Arrival Window start time: 03/03/2017 02:00
 Confirm By: 02/03/2017 16:58


Container Details
 Do you have a pre-advised container? ☐ Yes ☒ No
 Commodity Code: *
 Vessel Voyage: *


Your Containers

Container No.	Location (Block)
AGES0400001	In Yard - Block [2]
AGHY020001	On Vessel
AGHY040001	On Vessel
AGHY045001	On Vessel
AGHY048001	On Vessel
AHY020001	On Vessel
AHY040001	On Vessel




[Confirm Appointment](#)

Figure 38 – Appointment Detail page – Booked (export)


HUTCHISONPORTS Customer Portal and Truck Appointment System



[HOME](#)
[ENQUIRIES](#)
[ONLINE SERVICES](#)
[TAS](#)
[ADMINISTRATION](#)
[FINANCE](#)
[REPORTS](#)
[ABOUT](#)

Welcome **Michael Alameddine**




Public Appointment Details
 Appointment Number: 0908191011
 Status: Booked
 Direction: Export
 Arrival Window start time: 08/09/2018 19:00
 Confirm By: 05/09/2018 11:10

Restrictions
 The following restrictions apply to this timezone:

Live Reefer	Overdimensional	Dangerous Goods
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Container Details
 Do you have a pre-advised container? * ☐ Yes ☒ No
 Commodity Code: *
 Vessel Voyage: *

[Confirm Appointment](#)

Figure 39 – Appointment Detail page – Booked (export) - Restrictions



HOME
ENQUIRIES
ONLINE SERVICES
TAS
ADMINISTRATION
FINANCE
REPORTS
ABOUT

Welcome Michael Alameddine
HPAFI, Brisbane
11:01:51

Public Appointment Details

Appointment Number:	0908191011	Direction:	Export
Status:	Booked	Arrival Window start time:	08/09/2018 19:00
		Confirm By:	05/09/2018 11:10

Restrictions

The following restrictions apply to this timezone:

Live Reefer	Overdimensional	Dangerous Goods
X	X	X

Container Details

Do you have a pre-advised container? ☒ Yes ☐ No

Container Number:

Commodity Code:

Vessel Voyage:

ISO Code:

Container Length:

Full/Empty:

Container Gross Weight:

Your Containers

Figure 40 – Appointment Detail page – Booked (export) - PRA containers only

Once an appointment is confirmed the appointment page appears as illustrated below:

HOME
ENQUIRIES
ONLINE SERVICES
CUSTOMS
TAS
ADMINISTRATION
FINANCE
REPORTS
ABOUT

Welcome Michael Alameddine
HPAPB, Sydney
15:50:13

Public Appointment Details

Appointment Number:	0302181008	Direction:	Import
Status:	Manifested - 20170302185108	Arrival Window start time:	02/03/2017 18:00
Truck Arrival Status:	Not Arrived Yet		

Container Details

Container Number:	CCLU7459035	Import Available:	27/02/2017
Commodity Code:	0ENL	Import Storage Start:	03/03/2017
Vessel Voyage:	XNB 216S	Storage Owning:	\$ 0.00 on (02/03/2017)
ISO Code:	45G0	Current Location:	Container Position: In Yard - Block (2)
Container Length:	40	Customs Status:	Released
Container Gross Weight:	12000 kg		
Full/Empty:	Full		

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Figure 41 – Appointment page – Confirmed (Import)

HATCHISONPORTS Customer Portal and Truck Appointment System

HOME ENQUIRE ONLINE SERVICES CUSTOMS T&S ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine HPA/PB, Sydney 15:58:50

Public Appointment Details

Appointment Number:	0302111020	Direction:	Export
Status:	Confirmed	Arrival Window start time:	03/03/2017 11:00
Truck Arrival Status:	Not Arrived Yet	Manifest By:	03/03/2017 10:50

Container Details

Do you have a pre-advised container? ☒ Yes ☐ No

Container Number: *

Commodity Code: MTY
Vessel Voyage: SCT 969
ISO Code: 2201
Container Length: 20
Full/Empty: Empty
Container Gross Weight: 3000 kg

Your Containers

Container No.	Location (Block)
AQY045001	On Vessel
AQY048001	On Vessel
AH0202001	On Vessel
AH0240001	On Vessel

Figure 42 – Appointment page – Confirmed (Export editable)

(Still editable as before Start of the Appointment TimeZone)

HATCHISONPORTS Customer Portal and Truck Appointment System

HOME ENQUIRE ONLINE SERVICES CUSTOMS T&S ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine HPA/PB, Sydney 15:58:38

Public Appointment Details

Appointment Number:	0302131005	Direction:	Export
Status:	Manifested - TMI7030214002435323	Arrival Window start time:	02/03/2017 13:00
		Requested Status:	Confirmation - Pending
		Requested Status:	02/03/2017 14:05

Container Details

Do you have a pre-advised container? ☒ Yes ☐ No

Container Number: *

Commodity Code: MTY
Vessel Voyage:
ISO Code: 2290
Container Length: 20
Full/Empty: Empty
Container Gross Weight: 2500 kg

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Figure 43 – Appointment page – Confirmed (Export readonly)

(Not editable as after Start of the Appointment TimeZone)

HATCHISONPORTS Customer Portal and Truck Appointment System

HOME ENQUIRE ONLINE SERVICES CUSTOMS T&S ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine HPA/PB, Sydney 16:01:56

Public Appointment Details

Appointment Number:	0302131005	Direction:	Export
Status:	Manifested - TMI7030214002435323	Arrival Window start time:	02/03/2017 13:00
		Requested Status:	Confirmation - Pending
		Requested Status:	02/03/2017 14:05

Container Details

Do you have a pre-advised container? ☒ Yes ☐ No

Container Number: *

Commodity Code: MTY
Vessel Voyage:
ISO Code: 2290
Container Length: 20
Full/Empty: Empty
Container Gross Weight: 2500 kg

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Figure 44 – Appointment page – Manifested

7.5 Manifest an Appointment

Manifesting an Appointment links a Container/Appointment to a Truck Visit. See section 8.3 'Create a Truck Manifest' for details.

7.6 List an Appointment

Only confirmed appointments can be listed and only when they meet particular time windows. For imports the time zone of the appointment must be after the import available date/time. For exports the time zone of the appointment must be between the export receipt start and cut-off.

Note: If you wish to list a manifested appointment, first drag the appointment off the truck (this will change the status of the appointment from Manifested to Confirmed). Once Confirmed the appointment can be listed as detailed above.

The screenshot displays the 'List Appointment' page in the HPA Portal. The page has a blue header with navigation links: HOME, ENQUIRIES, ONLINE SERVICES, CUSTOMS, TAS, ADMINISTRATION, FINANCE, REPORTS, and ABOUT. Below the header, a welcome message for Michael Alameddine is shown, along with a location dropdown set to 'HPAPB, Sydney' and a clock showing 15:33:49.

The main content area is divided into two sections:

- Public Appointment Details:** This section contains a table with the following information:

Appointment Number:	0429211010	Direction:	Export
Status:	Confirmed	Arrival Window start time:	29/04/2019 21:00
Truck Arrival Status:	Not Arrived Yet	Manifest By:	29/04/2019 21:10
- Container Details:** This section contains a form with the following fields:
 - Do you have a pre-advised container? (Yes selected, No unselected)
 - Container Number: * (Text input field containing 'TASE17899877' and a 'Fetch' button)
 - Commodity Code: GENL
 - Vessel Voyage: OLH 0012N
 - ISO Code: 22G1
 - Container Length: 20
 - Full/Empty: Full
 - Container Gross Weight: 12120 kg

At the bottom right of the container details section, there are two buttons: 'List Appointment' and 'Save Appointment'.

Below the container details section is a section titled 'Your Containers' with a table that is currently empty.

The footer of the page contains the text: 'HPA PORTAL - VERSION 1.8.20.11' and 'HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'

Figure 45 – Appointment Page - List Appointment

7.7 Mark an Appointment as No-Show

A container can only be confirmed on one appointment at a time. Where a subsequent appointment is to be made for the container, the original appointment is to be listed prior to confirming the subsequent appointment. See section 7.6 for details on appointment listing

Where the appointment is no longer editable (meaning that the appointment can no longer be listed), the appointment must be marked as no-show (see Figure 46) in order to proceed in confirming a subsequent appointment for the container. Once such action has been completed, the container can be confirmed on the subsequent appointment

Note: Marking a manifested appointment as No-Show will result in all appointments on the manifest to be marked as No-Show

The screenshot shows the HPA Portal interface. The top navigation bar includes links for HOME, ENQUIRIES, ONLINE SERVICES, CUSTOMS, TAS, ADMINISTRATION, FINANCE, REPORTS, and ABOUT. The user is logged in as Michael Alameddine. The main content area is titled 'Public Appointment Details' and shows the following information:

Appointment Number:	0429151011	Direction:	Export
Status:	Confirmed	Arrival Window start time:	29/04/2019 15:00
Truck Arrival Status:	Not Arrived Yet	Manifest By:	29/04/2019 15:10

Below this is the 'Container Details' section with a form for 'Do you have a pre-advised container?'. The 'Yes' radio button is selected. The container details are as follows:

Container Number:	OOOG294819
Commodity Code:	MTY
Vessel Voyage:	DNT 050N
ISO Code:	22G1
Container Length:	20
Full/Empty:	Empty
Container Gross Weight:	12000 kg

At the bottom right of the container details section is a 'No Show' button. The footer of the page indicates 'HPA PORTAL - VERSION 1.8.20.11' and 'HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'

Figure 46 – Appointment Page - Mark Appointment as No-Show


Note: You will be alerted when attempting to create a secondary appointment for a container prior to listing / marking the original appointment as No-Show

The screenshot shows the HPA Portal interface with the user logged in as aljon user1. The 'Public Appointment Details' section shows the appointment number 0429151012, status 'Booked', and arrival window start time 29/04/2019 15:00. The 'Container Details' section shows the container number 00OG294819 and a 'Fetch' button. A red warning message is displayed: 'Please NO-SHOW the appointment 0429151011 prior to creating a second appointment for 00OG294819'. At the bottom right of the container details section is a 'Confirm Appointment' button. The footer of the page indicates 'HPA PORTAL - VERSION 1.8.20.11' and 'HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'

Figure 47 – Appointment Page – No Show original appointment before proceeding

7.8 Book a Replacement Appointment

If an appointment has been either cancelled or effected by stevedore non-service, a replacement appointment may be made available to the carrier. Carriers can book a replacement appointment by navigating to the Appointment Dashboard and selecting the affected appointment, as indicated by

the  icon. The carrier may then book their replacement from the Public appointment details page.

Note: Where the terminal has cancelled an appointment, Carriers must book a replacement appointment within 36 hours of the cancelled appointment if they wish to utilise the available replacement.

Note: Where a Truck has been affected by Stevedore Non-Service, Carriers must book a replacement appointment within 24 hours of the affected appointment if they wish to utilise the available replacement.


Note: Replacement appointments must be confirmed at the time of booking.

Note: Carriers will receive an email where a zone has been cancelled. (see Figure 48 – TimeZone Cancellation Email)

Note: Carriers can only book a Replacement appointment through the HPA Portal where the original appointment was a Public Appointment. Replacement Appointments for Private Appointments will be issued by emailing Bookings@hutchisonports.com.au. Once this Email request has been received you will be contacted by a Hutchison Ports representative

To book a replacement an appointment follow the steps below:

1. Navigate to the **TAS** menu and select **Appointment Management**.
2. The HPA Portal will present the **Appointment Dashboard** (see Figure 34 – Appointment Dashboard page)

Note: Replacement Appointments are only available for appointments where the  icon is displayed within the notes column of the page (see Figure 31 – Appointment Dashboard page)
3. Search for and select the appointment by clicking the Appointment Number
4. The HPA Portal will present the original Appointment (see Figure 49- Public Appointment Details – Replacement Appointment available)
5. To commence booking a Replacement Appointment, select the Replacement appointment button located at the bottom of the page.
6. The HPA Portal will present the Replacement Appointments dialogue (See Figure 50 – Public Appointment Details - Replacement Appointments dialogue).
7. Select the desired direction for the replacement appointment and select 'Next' to proceed with the booking
8. The HPA Portal will present the 'Replacement Appointments Dates' dialogue (see Figure 51 – Public Appointment Details - Replacement Appointments Dates dialogue)

Note: The HPA portal will display zones in which Replacement Appointments will be offered within the replacement appointment eligibility window.

Note: All available appointments within a zone would have been utilised where the zone is listed within the 'Replacement Appointments Dates' with no option to select the zone. For an example, refer to zone 4 within Figure 51 –Public Appointment Details - Replacement Appointments Dates dialogue

Note: Only one selection can be made

9. The HPA Portal will display the 'Replacement Appointments Details' dialogue (see Figure 52 – Public Appointment Details – Replacement Appointments Details dialogue).

Note: Replacement Appointments must be confirmed at the time of booking

10. Confirm the appointment by

- a. Entering, for an export appointment, the following
 - i. Container Number
 - or
 - iii. Commodity Code
 - iv. Vessel Voyage

Note: If you confirm with a Commodity Code and Vessel Voyage you will have to provide the Container Number prior to manifesting.

- b. Entering, for an import appointment, the following
 - i. Container Number
 - ii. eIDO PIN

11. Click 'Confirm Appointment'

12. The HPA Portal will display the Appointment dashboard, with the Replacement Appointment being issued

Note: Where a replacement Appointment has been issued, a link to the replacement appointment will display on the Original Appointment's Public Appointment Details page (see Figure 53 – Public Appointment Details – Link to Replacement Appointment)

Note: Where a replacement Appointment has been issued, a link to the Original Appointment will display on the Replacement Appointment's Public Appointment Details page (see Figure 54- Public Appointment Details – Link to Original Appointment)

From: noreply@hutchisonports.com.au
Date: Thu, 28 Mar 2013 14:48:22 +1100
Subject: TimeZone [13] cancelled for Date 27/06/2019

The following appointments have been cancelled at HPAPB:

- 0627131018.

Replacement slots for Public Appointments are to be obtained by logging in to TAS and selecting the appointment.

For replacement slots on Private Appointments, please send a copy of this cancellation notification email to Bookings@hutchisonports.com.au. Once this email request has been received you will be contacted by a SICTL representative who will assist with booking your new slot.

Regards,
HPA Service Desk

Figure 48 – TimeZone Cancellation Email

The screenshot displays the HPA Portal interface. At the top is a navigation bar with links: HOME, ENQUIRIES, ONLINE SERVICES, TAS, ADMINISTRATION, REPORTS, and ABOUT. Below this is a user welcome banner for 'Mrh Example' with a location dropdown set to 'HPAFI, Brisbane' and a clock showing '15:20:31'. The main content area is divided into two sections. The 'Public Appointment Details' section shows appointment information for number 0627101011, including status (Manifested - 20190627100951), direction (Export), and arrival window start time (27/06/2019 10:00). It also indicates 'No-Service' for truck arrival and no restrictions. The 'Container Details' section includes a pre-advised container checkbox (selected 'Yes'), and fields for container number (GENL007), commodity code (GENL), vessel voyage (ODB 113N), ISO code (40G1), container length (40), full/empty status (Full), and container gross weight (20000 kg). A 'Replacement Appointment' button is located at the bottom right of the container details section. The footer contains the text 'HPA PORTAL - VERSION 1.9.1.34' and 'HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'

Public Appointment Details	
Appointment Number:	0627101011
Status:	Manifested - 20190627100951
Truck Arrival Status:	Non-Service
Direction:	Export
Arrival Window start time:	27/06/2019 10:00
Restrictions	There are no restrictions.

Container Details	
Do you have a pre-advised container?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Container Number:	GENL007
Commodity Code:	GENL
Vessel Voyage:	ODB 113N
ISO Code:	40G1
Container Length:	40
Full/Empty:	Full
Container Gross Weight:	20000 kg

Replacement Appointment

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Figure 49- Public Appointment Details – Replacement Appointment available

The screenshot shows the HPA Portal interface. The top navigation bar includes links for HOME, ENQUIRIES, ONLINE SERVICES, TAS, ADMINISTRATION, REPORTS, and ABOUT. The user is logged in as 'Mrh Example' and the location is 'HPAFI, Brisbane'. The time is 15:25:59.

Public Appointment Details

Appointment Number: 0827101011
 Status: Manifested - 20190827108851
 Truck Arrival Status: Non-Service
 Direction: Export
 Arrival Window start time: 27/08/2019 10:00

Restrictions

There are no restrictions.

Container Details

Do you have a pre-advised container? *

Container Number: *
 Commodity Code:
 Vessel Voyage:
 ISO Code:
 Container Length:
 Full/Empty: Full
 Container Gross Weight: 20000 kg

Replacement Appointments

Select Direction:

Export Import

CANCEL NEXT

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Figure 50 – Public Appointment Details - Replacement Appointments dialogue

The screenshot shows the HPA Portal interface. The top navigation bar includes links for HOME, ENQUIRIES, ONLINE SERVICES, TAS, ADMINISTRATION, REPORTS, and ABOUT. The user is logged in as 'Mrh Example' and the location is 'HPAFI, Brisbane'. The time is 15:28:45.

Public Appointment Details

Appointment Number: 0827101011
 Status: Manifested - 20190827108851
 Truck Arrival Status: Non-Service
 Direction: Export
 Arrival Window start time: 27/08/2019 10:00

Restrictions

There are no restrictions.

Container Details

Do you have a pre-advised container? *

Container Number:
 Commodity Code:
 Vessel Voyage:
 ISO Code:
 Container Length:
 Full/Empty: Full
 Container Gross Weight: 20000 kg

Replacement Appointments Dates

Direction: Export

Date	Zone	Select	Date	Zone	Select
27/06/2019	22	<input type="radio"/>	28/06/2019	4	<input type="radio"/>
27/06/2019	23	<input type="radio"/>	28/06/2019	5	<input type="radio"/>
28/06/2019	0	<input type="radio"/>	28/06/2019	6	<input type="radio"/>
28/06/2019	1	<input type="radio"/>	28/06/2019	7	<input type="radio"/>
28/06/2019	2	<input type="radio"/>	28/06/2019	8	<input type="radio"/>
28/06/2019	3	<input type="radio"/>	28/06/2019	9	<input type="radio"/>

BACK NEXT

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Figure 51 –Public Appointment Details - Replacement Appointments Dates dialogue

Replacement Appointments Details

Your replacement appointment will expire if it is not confirmed by 15:31.

Public Appointment Details

Original Appointment Number: 0627101011

Direction: Export

Arrival Window Start Time: 28/06/2019 02:00

Manifest By: 28/06/2019 02:15

Container Details

Do you have a pre-advised container? ☒ Yes ☐ No

Container Number: * [Fetch](#)

Commodity Code:

Vessel Voyage:

ISO Code:

Container Length:

Full/Empty:

Container Gross Weight:

[BACK](#) [CONFIRM](#)

Figure 52 – Public Appointment Details – Replacement Appointments Details dialogue

Public Appointment Details

Appointment Number: 0627101011

Replacement Appointment: 0628021011

Status: Manifested - 20190627106651

Truck Arrival Status: Non-Service

Direction: Export

Arrival Window start time: 27/06/2019 10:00

Container Details

Do you have a pre-advised container? ☒ Yes ☐ No

Container Number: * GENL007

Commodity Code: GENL

Vessel Voyage: ODB 113N

ISO Code: 40G1

Container Length: 40

Full/Empty: Full

Container Gross Weight: 20000 kg

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Figure 53 – Public Appointment Details – Link to Replacement Appointment

Public Appointment Details

Appointment Number:	0828021011	Direction:	Export
Status:	Confirmed	Arrival Window start time:	28/08/2019 02:00
Truck Arrival Status:	Not Arrived Yet	Manifest By:	28/08/2019 02:15
		Original Appointment:	0827101011

Container Details

Do you have a pre-advised container? ☐ Yes ☒ No

Commodity Code:

Vessel Voyage:

[List Appointment](#) [Save Appointment](#)

Your Containers

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Figure 54- Public Appointment Details – Link to Original Appointment

7.9 Private Appointment

If a private appointment is made available to a carrier it will be for a predefined container and direction and therefore is already confirmed and can only be manifested. Private appointments are listed on the same screen as public appointments.

HUTCHISONPORTS Customer Portal and Truck Appointment System

Private Appointment Details

Arrival Window start time:	02/03/2017 16:00	Direction:	Export
Appointment Number:	0302100001	Truck Carrier:	HUTCHISON PORTS AUSTRALIA PTY LIMITED
		Status:	Booked
		Requested Status:	Confirmation - Pending

Special Conditions

Late Receipt ☐

Early Receipt ☐

Red Line Hazardous ☐

Out Of Gauge (OOG) or Break Bulk ☐

Container Details

Container Number:

Commodity Code:

Vessel Voyage:

ISO Code:

Container Length:

Full/Empty:

Container Gross Weight:

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Figure 55 – Private Appointment page

8 HPA TAS Truck Manifest Management

8.1 Search for a Truck Manifest

To search for a truck manifest, follow the steps below:

1. Navigate to the **TAS** menu and select **Truck Manifest**
2. The HPA Portal will present the **Truck Manifest Dashboard** screen (see Figure 56 – Truck Manifest Dashboard)
3. Enter your criteria and click **Search**.

Welcome Michael Alameddine

HPAPB, Sydney 10:06:02

Truck Manifest Dashboard

Search Criteria

Appointment Number:

PIN:

Carrier Code:

Driver MSIC:

Truck Registration:

Time Zone From:

Time Zone To:

Manifest Reference:

Container Number:

Page 1 of 1 Page Size: 20

Manifest Reference	Type	Truck Registration	Carrier Code	Driver MSIC	Manifest PIN	Status	Containers	Time Zone	Gate In	DAB	CallUp	Yardin	OnGrid	First Lift	Last Lift	Gate Out	TTT
20180804153800	TM	AUTO479	HPA	TOS111999	31041	Accepted	1	04/08/16 15:00									

Page 1 of 1 Page Size: 20

Figure 56 – Truck Manifest Dashboard page

8.2 Page Filtering

The page offers the ability to filter results based on user input.

To filter out rows in the table, follow the steps below:

5. Select the white box above the column that you wish to filter.
6. Enter a filter criteria. The table will update based on what you type/select.
7. Filtering on multiple columns is available, simply select another white box and enter/select a filter criteria.

The screenshot shows the 'Truck Manifest Dashboard' with a navigation bar at the top containing links: HOME, ENQUIRIES, ONLINE SERVICES, CUSTOMS, TAS, ADMINISTRATION, FINANCE, REPORTS, and ABOUT. Below the navigation bar is a user welcome message 'Welcome Michael Alameddine' and a location dropdown set to 'HPAPB, Sydney' with a clock showing '10:16:11'.

The dashboard features a 'Search Criteria' section with the following fields:

- Appointment Number:
- PIN:
- Carrier Code:
- Driver MSIC:
- Truck Registration:
- Time Zone From:
- Time Zone To:
- Manifest Reference:
- Container Number:

Below the search criteria are three buttons: 'Search', 'Create Bulk Run Manifest', and 'Create Truck Manifest'.

The table below the buttons displays manifest data. The first row is highlighted in blue. The table has columns: Manifest Reference, Type, Truck Registration, Carrier Code, Driver MSIC, Manifest PIN, Status, Containers, Time Zone, Gate In, DAB, CallUp, YardIn, OnGrid, First Lift, Last Lift, Gate Out, and TTT.

Manifest Reference	Type	Truck Registration	Carrier Code	Driver MSIC	Manifest PIN	Status	Containers	Time Zone	Gate In	DAB	CallUp	YardIn	OnGrid	First Lift	Last Lift	Gate Out	TTT
600				tos11		Acc											
20180804153900	TM	AUTO479	HPA	TOS111999	31041	Accepted	1	04/08/16 15:00									

At the bottom of the dashboard, there is a footer with the text: 'HPA PORTAL - VERSION 1.5.27.23' and 'HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'

Figure 57 – Truck Manifest Dashboard filtered on Manifest Reference, Carrier and Direction

8.3 Create a Truck Manifest

Creating a truck manifest allows a truck carrier to link a slot number or slot numbers (both import and/or export) to an approved MSIC driver and a specific truck prior to truck arrival at the HPA Terminal. It is a requirement that a truck arriving at a HPA Terminal must have an accepted Truck Manifest.

There are two methods to create a truck manifest

- via the menu (using the Create Truck Manifest entry); or
- via the Truck Manifest Dashboard screen (using the Create Truck Manifest button)

Note:

- In order for containers to appear on the Manifest screen you will need to have linked the container to appointment (ie have a Confirmed appointment).
- A truck manifest cannot be created across multiple timezones where one of the appointments has a container with a restricted cargo type in one of the selected timezones

To create a truck manifest via the menu, follow the steps below:

1. Navigate to the **TAS** menu and select **Create Manifest (Full)** under **Truck Manifest**.

2. The HPA Portal will present an empty Truck Manifest screen (see Figure 58 – Create Truck Manifest). The screen is composed of three sections
 - a. “Visit Details” fields, at the top of the page
 - b. Truck image, middle of the page
 - c. Appointments/Containers, bottom of the page
3. Complete the form as follows
 - a. fill in the mandatory fields in the “Visit Details” section at the top of the page.
Note: changing the Truck Configuration field will change the truck image.
Note: the ‘Driver MSIC Number’ dropdown will use your Driver favourites (see chapter 6 HPA TAS Driver Management for details on Driver favourites)
 - b. Set the timezone for the manifest using the Time of Arrival date/time slider below the truck image.
Note: hours with appointments will be displayed in blue text.
 - c. Any Appointments available in the selected hour will be displayed at the bottom of the screen.
 - d. Drag Appointments/Containers from the bottom panel up onto the location on the truck where the containers will be in real life. This has to be done twice, once for Export containers and again for Import containers. There are two tabs above the Truck image to allow you to switch between Export/Import.
Note: a Transit Container can be dragged onto either the Import or Export version of the truck and will appear simultaneously on both images of the truck.
4. Click **Save**.
5. The HPA Portal will send an email to the creator of the Manifest (and any nominated email addresses) to confirm Terminal acceptance or rejection of the Manifest (see Figure 59 – Manifest Rejection email).

To create a truck manifest via the Truck Manifest Dashboard screen, follow the steps below:

1. Navigate to the **TAS** menu and select **Truck Manifest**
2. The HPA Portal will present the Truck Manifest Dashboard screen (see Figure 56 – Truck Manifest Dashboard)
3. Click **Create Truck Manifest FULL** button.
4. Continue as per step 2 above in the other method for creating a manifest.

Container ID	Weight	Arrival Time	Status
GATU0379640	21.2t	09:00	HAZ
UACU8549680	28t	09:00	
INKU6417478	10t	09:00	
RFCU2108514	18.6t	09:00	
TRLU9299374	4t	09:00	
KKTU6053715	7.9t	09:00	

Figure 58 – Create Truck Manifest page

Note 1: In the screenshot above you would only expect to see appointment in the bottom panel if you have confirmed appointments for the day and hour selected.

Note 2: Once you drag an appointment from one of the bottom panel the manifest is 'locked' to that hour and the time slider will grey out all other timezones to prevent selection. If you remove all containers from the truck the time slider will re-enable (indicated in blue) any timezones with appointments.

From: noreply@hutchisonports.com.au

Date: Thu, 28 Mar 2013 14:48:22 +1100

Subject: Rejected Truck Manifest - 0328146768

The terminal has rejected your manifest for the following reasons:

- Appointment [12345] is not found.

Truck Information

Carrier Code: TTS

Truck Registration: 123ABC

Driver MSIC Number: 123456

Truck Visit Date/Time: 28 Mar 2013 14:00

Movement PIN: 36309

Export Container Information

Appointment Number	Container	Commodity	Size
12345	ABCD12345	REEF	40

Figure 59 – Manifest Rejection email

Here is some information to assist you with creating a Truck Manifest.

Field	Description
Truck Registration	The unique identifier appearing on a truck license plate.
Driver MSIC Number	The unique identifier of a Maritime Security Identification Card held by a truck driver.
Truck Visit Date/Time	The start of the one hour window when the truck may arrive at the Terminal.
eIDO PIN	Electronic Import Delivery Order also called a Commercial Release Number. The eIDO PIN for an import container in a Truck Manifest must match the eIDO PIN provided by the Shipping Line for that container.
Commodity Code	A pre-populated field that classifies the good in the container (e.g. HAZD, GENL, MTY etc).
Container Length	A pre-populated field that identifies the length of a container in the unit of feet, e.g. 40'.
Impediments – Customs Status	A pre-populated field that identifies whether a specific container is held.
Impediments – Storage Paid to date	A pre-populated field that indicates when storage has been paid to for a specific container.
Email Addresses	Allows the truck manifest creator to nominate up to 2 additional email addresses to receive the terminal acceptance/rejection email of the truck manifest. <i>Note: the creator of the truck manifest will always receive a acceptance/rejection email.</i>

8.4 Edit a Truck Manifest

To edit a truck manifest, follow the steps below:

1. Navigate to the **TAS** menu and select **Truck Manifest**.
2. The HPA Portal will present the Truck Manifest Dashboard screen (see Figure 56 – Truck Manifest Dashboard
3. Search for the Truck Manifest to be edited.
4. Click the **Movement Reference** of the Truck Manifest to be edited.
5. Edit the necessary details on the **Edit Truck Manifest** screen (see Figure 60 – Manifest Edit page).
6. Click **Save**.

Notes:

1. a truck manifest that has a truck visit date and time in the past is non-editable, but can be viewed.
2. A container enquiry can be conducted from the truck manifest by clicking the container number
3. Appointments from an immediately Adjacent Zone can be added to a Truck. The first container dragged onto the truck defines the TimeZone of that Truck Visit and restricts the choice of Adjacent Appointments to either that immediately before or after that time zone. The first Adjacent Appointment to be dragged onto the Truck will then prevent any appointments from the other adjacent TimeZone being dragged on.

Figure 60 – Manifest Edit page

Note: The icons on the containers have the following meaning



Menu



Hazardous cargo



Out of Gauge container



Reefer container



impediment the carrier has control over (eg Storage Fees, Customs clearance),



impediments the carrier has no control over (eg Receiving Windows).

8.5 Deleting a Container from a Truck Manifest

To delete a container from a Truck Manifest, follow the steps below:

1. Navigate to the **TAS** menu and select **Truck Manifest**.
2. Search for the Truck Manifest to be edited.
3. Click the **Movement Reference** of the Truck Manifest to be edited.
4. Drag the container/appointment card off the truck.

Note: A truck manifest that has a truck visit date and time in the past is non-editable.

8.6 Deleting a Truck Manifest

To delete a Truck Manifest, follow the steps below:

1. Navigate to the **TAS** menu and select **Truck Manifest**.
2. The HPA Portal will present the Truck Manifest Dashboard screen (see Figure 56 – Truck Manifest Dashboard)
3. Search for the Truck Manifest to be deleted.
4. Click the **Movement Reference** of the Truck Manifest to be deleted.
5. The HPA Portal will present the Truck Manifest.
6. Click **Delete**.

Note: Only active manifests can be deleted. A manifest is active if the current time is before the truck visit time.

9 HPA TAS Bulk Run In Management

If you wish to bring many containers of the same type into a Hutchison Container Terminal (in Sydney PBLIS set a minimum) then you can simplify the process by using a Bulk Run In (also known as Stack Run In). The Bulk Run In (BRI) process consist of two steps:

1. BRI Request
Organising and obtaining approval to execute a BRI
2. BRI Manifest
Executing a BRI

Note the simplification of the process due to the replacement of the “appointment booking and confirmation” steps which are repeated per container with a single “BRI Request” step for all containers of the same type.

Prior to executing a BRI you will need to obtain HPA approval. The Approval process begins by submitting a BRI Request as shown in section “9.3 Create a BRI Request”. When the BRI Request has been approved you will receive an email (see Figure 65 – BRI Request acceptance email). Once you have received the BRI Request acceptance email you can create BRI Manifests. You can either

1. Create the BRI Manifests directly in the TAS.
2. Use the third party software ContainerChain which will automatically create the BRI Manifests in the TAS during the GateOut process at the Empty Park. This option will be supported as soon as ContainerChain adds HPA as an option of their software.

For details on creating a BRI Manifest see “9.5 Create a BRI Manifest”.

9.1 Search for a BRI Request

To search for a BRI Request, follow the steps below:

1. Navigate to the **TAS** menu and select **Bulk Run In Management**
2. The HPA Portal will present the BRI Request Dashboard screen (see Figure 61 – BRI Request Dashboard as shown below)
3. Enter your criteria and click **Search**.



HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome An Example HPAPB, Sydney 17:54:40

Bulk Run Dashboard

Search on one or more fields to find a Bulk run in.

BRI From:
BRI To:

Vessel Voyages:

HPA Bulk Run In Number:
Empty Park Release Number:
Shipping Line Booking Number:

HPA Bulk Run In No	Carrier	BRI From	BRI To	Vessel Voyage	Shipping Line	Port Of Discharge	Container Type	Length	Height	Number of Containers	Number of Manifested Container	Number of Arrived Container	Shipping Line Booking No	Approval Comment	Status
2018															Ap
2018111920000	GRE - GREATER SYDNEY CARPENTRY PTY LTD	16/11/2018 20:00	19/11/2018 23:00	A3/CFE/S0713	ANL	TWQHH	G - General	40'	9' 6"	20	0	0	12345678	Approved	Approved

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Figure 61 – BRI Request Dashboard

9.2 Page Filtering

The page offers the ability to filter results based on user input.

To filter out rows in the table, follow the steps below:

1. Select the white box above the column that you wish to filter.
2. Enter a filter criteria. The table will update based on what you type/select.
3. Filtering on multiple columns is available, simply select another white box and enter/select a filter criteria.

HATCHISON PORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES CUSTOMS TALS ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Ahmedine

HPAPB, Sydney 16:14:04

Bulk Run Dashboard

Search on one or more fields to find a user account.

BRI From: 02/03/2017 14:00 Vessel Voyages:
BRI To: 03/04/2017 14:00
HPA Bulk Run In Number:
Empty Park Release Number:
Shipping Line Booking Number:

Search Add New

HPA Bulk Run In No	Carrier	BRI From	BRI To	Vessel Voyage	Port Of Discharge	Container Type	Length	Number of Containers	Shipping Line Booking No	Status
2017										Approve
2017040110000	HPA - HUTCHISON PORTS AUSTRALIA PTY LIMITED	01/04/2017 10:00	01/04/2017 22:00	KXKONT0000	SGBN	G-General	20	20	WDAUSYDWO145208	Approved

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Figure 62 – Bulk Run Dashboard filtered on HPA Bulk Run In No, and status

9.3 Create a BRI Request

To submit a BRI Request

1. Navigate to the **TAS** menu and select **Create Bulk Run In Request** under **Bulk Run In Management**.
2. The HPA Portal will present an empty BRI Request screen (see Figure 63 – BRI Request page).
3. Complete the form bearing in mind the following
 - a. 'BRI Period Start' must be in future and 'BRI Period End' must be after 'BRI Period Start'.
 - b. There is an expectation the appointments/manifests will be spread across the whole period of the BRI. To assist in this a "Containers per hour" field is provided which cannot be less than 'Number of Containers'/'Duration of the BRI' which is the minimum number of containers per hour required to complete the BRI within the defined period.
4. Click '**Submit**' or '**Submit and Copy**'.
5. Once the BRI Request has been reviewed by HPA staff the HPA Portal will send an email to the creator of the BRI Request (and any nominated email addresses) to confirm Terminal acceptance or rejection of the BRI Request (see Figure 65 – BRI Request acceptance email).



HOME ENQUIRE'S ONLINE SERVICES CUSTOMS T&S ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPA TAS, Sydney 18:14:45

Create Bulk Run Request

Create Bulk Run

Truck Carrier:

Empty Container Park:

Empty Park Release Number:

BRI Period Start:

BRI Period End: (Not Inclusive)

Container Details

Vessel Voyages:

Shipping Lines:

Shipping Line Booking Number:

Port Of Discharge:

Final Destination:

Number Of Containers:

Containers per hour:

Container Type:

Container Length:

Container Height:

Gross Weight per container: (kg)

Email Addresses

You (Alameddine Michael)@hutchisonports.com.au, main contacts of empty container park and truck carrier will receive an email confirming Terminal acceptance or declaration of this Bulk Run Request. Is there anyone else you would like us to email?

Email Addresses:

Reset Submit And Copy Submit

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Figure 63 – BRI Request page (blank)



HOME ENQUIRE'S ONLINE SERVICES CUSTOMS T&S ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPA TAS, Sydney 18:15:41

Create Bulk Run Request

1 Error

Containers per hour is not valid. During the interval 1900 to 2200 you would be able to bring 50 containers

Create Bulk Run

Truck Carrier:

Empty Container Park:

Empty Park Release Number:

BRI Period Start:

BRI Period End: (Not Inclusive)

Container Details

Vessel Voyages:

Shipping Lines:

Shipping Line Booking Number:

Port Of Discharge:

Final Destination:

Number Of Containers:

Containers per hour:

Container Type:

Container Length:

Container Height:

Gross Weight per container: (kg)

Email Addresses

You (Alameddine Michael)@hutchisonports.com.au, main contacts of empty container park and truck carrier will receive an email confirming Terminal acceptance or declaration of this Bulk Run Request. Is there anyone else you would like us to email?

Email Addresses:

Reset Submit And Copy Submit

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Figure 64 – BRI Request page (populate with error)

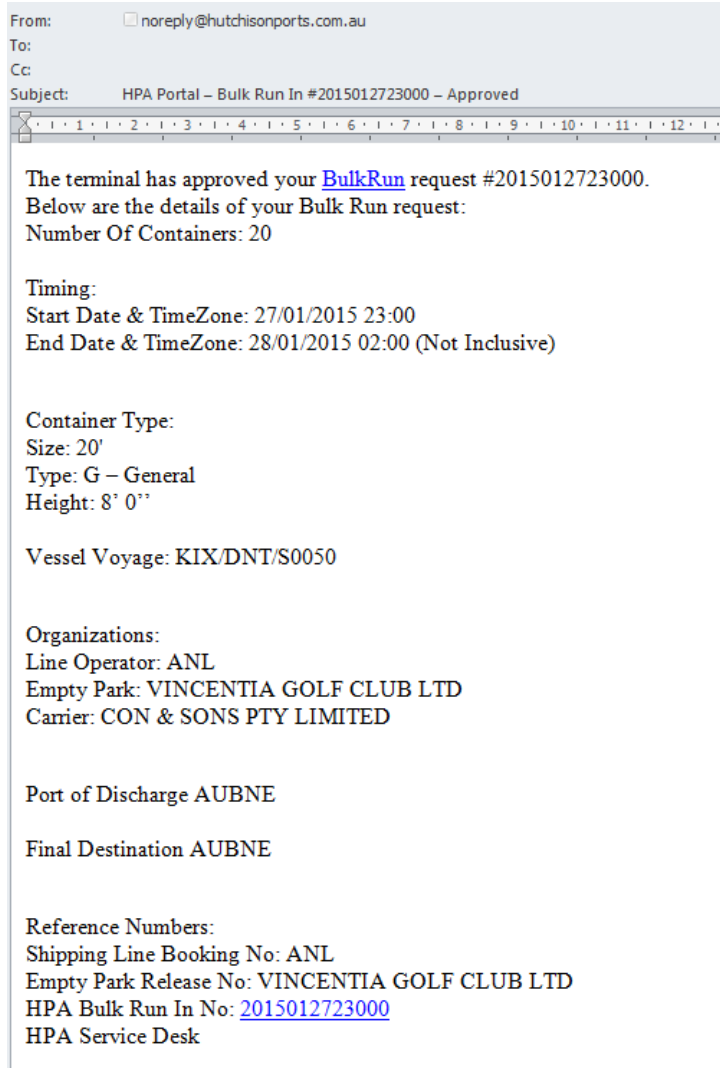


Figure 65 – BRI Request acceptance email

9.4 Search for a BRI Manifest

BRI Manifests appear on the same screen as normal manifests. For further details see “8.1 Search for a Truck Manifest”.

9.5 Create a BRI Manifest

There are two ways in which a BRI Manifest can be created. If you use the ContainerChain software then you can configure ContainerChain to send a message to the TAS as a truck gates out of your Empty Park. If you don't have the ContainerChain software (or don't wish to use it for BRI Manifests) you can manually create Manifests.

9.5.1 Create via ContainerChain

For details on how to use the ContainerChain system please speak to ContainerChain. Details are given below on

9.5.1.1 Configuring TAS

We have built the Bulk Run In process so that you can create and manage the account for the Bulk Run In service in the same way you would create and manage a regular human user who you want to give access to the TAS (ie through the 'Administration \ User Management' menu). The username is an email address and the password will be sent to that email address.

9.5.1.2 Configuring ContainerChain

Set the port code and the receiver ID to:

- HPAFI (for Brisbane - Fisherman Island - Berth 11)
- HPAPB (for Sydney – Botany - Hayes Dock - Terminal 3)

Configure the webservice as follows:

ITEM	PRODUCTION
Code:	TAS
Web Service URL:	https://hpaportal.com.au:4481/HpaStackRunIn.svc
Soap Action URL:	http://tempuri.org/IHpaStackRunIn/CreateStackRunInManifest
UserID:	see TAS Config change
Password:	see TAS Config change

Below is a screenshot of the ContainerChain screen where these settings are made:

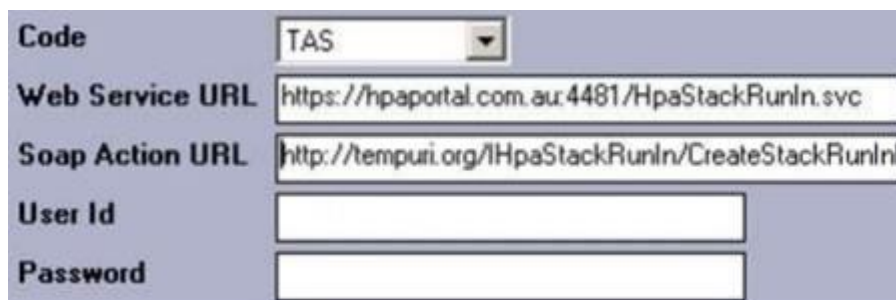


Figure 66 – ContainerChain settings

9.5.2 Create in TAS

Creating a BRI Manifest is subtly different from creating regular truck manifests. The cards under the 'Time of Arrival' date time banner represent a BRI Request (as a set of containers/appointments), not an individual container/appointment. As such the card will not disappear until all containers have been manifest for that BRI.

Note: It is possible to manifest containers from separate BRI requests onto the one truck, however the BRI requests must be from the same Empty Park.

Note: *Prior to creating a BRI Manifest you will need at least one BRI Request approved.*

To create a BRI Manifest, follow the steps below:

1. Navigate to the **TAS** menu and select **Create Bulk Run In Manifest** under **Bulk Run In Management**.
2. The HPA Portal will present an empty BRI Manifest screen (see Figure 67 – Create BRI Manifest page (blank)). The screen is composed of three sections
 - a. "Visit Details" fields, at the top of the page
 - b. Truck image, middle of the page
 - c. BRI Requests (sets of Appointments/Containers), bottom of the page
3. Complete the form as follows
 - a. fill in the mandatory fields in the "Visit Details" section at the top of the page.
Note: changing the Truck Configuration field will change the truck image.
 - b. Set the timezone for the manifest using the Time of Arrival date/time slider below the truck image.
Note: A BRI Request will be displayed in every hour it is active. Hours with one or more BRI Requests will be displayed in blue text.
 - c. Any BRI Requests available in the selected hour will be displayed at the bottom of the screen.
Note: While for regular manifests each square at the bottom of the screen represents a container, for BRI Manifests each square represents a BRI Request (ie multiple containers). As such you can drag the BRI Request square onto the truck multiple times.
 - d. Drag Appointments/Containers from the bottom panel up onto the location on the truck where the containers will be in real life.
Note: while Transit Containers can be added to a regular manifest, they cannot be added to a BRI Manifest.
4. Click **Save**.
Note: If you get the error message "Not enough appointments in Bulk Run YYYYMMDDHHMMx to satisfy request" then you have exceeded the total number of appointments in the BRI Request. This can occur on the last manifest with a truck that has greater capacity than container left in the Bulk Run. Simply remove one or more appointment(s)/container(s) and try again.
Note: unlike a regular Manifest the HPA Portal will not send an email to the creator of a BRI Manifest (nor any nominated email addresses), even though there is an email field in the UI.

[HOME](#)
[ENQUIRIES](#)
[ONLINE SERVICES](#)
[TAS](#)
[ADMINISTRATION](#)
[REPORTS](#)
[ABOUT](#)

Welcome Conrad Kern

HPAPB, Sydney

13:30:17


Registration: *
Driver MSIC Number: *
Truck Configuration:
Has Side Loader:
Manifest Reference:
PIN:
Status:

Select
20'
☐ Yes ☒ No
-
-

Notifications:
conrad.kern@ajilon.com.au will receive an email confirming this manifest. Is there anyone else you would like us to email?

IN

SUBMIT



Time Of Arrival: 16/11/2015

12:00
13:00
14:00
15:00
16:00
17:00
18:00
19:00
20:00
21:00
22:00
23:00

SLBN8098098908

G 40' 8' 6"

4t

DNT 050N - SGSIN ANL

2015111612001

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Figure 67 – Create BRI Manifest page (blank)

[HOME](#)
[ENQUIRIES](#)
[ONLINE SERVICES](#)
[TAS](#)
[ADMINISTRATION](#)
[REPORTS](#)
[ABOUT](#)

Welcome Conrad Kerin

HPAPB, Sydney

13:33:03

Registration:
Driver MSIC Number:
Truck Configuration:
Has Side Loader:
Manifest Reference:
PIN:
Status:

ABC123
HPA0000244 - Conrad KERIN
Super B-Double
☐ Yes ☒ No
-
-
-

Notifications:
conrad.kerin@ajilon.com.au will receive an email confirming this manifest. Is there anyone else you would like us to email?

IN

SUBMIT

111

G 40' 8'6"

DNT 050N SGSIN ANL

4t

13:00

222

G 40' 8'6"

DNT 050N SGSIN ANL

4t

13:00

Time Of Arrival: 16/11/2015 13:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

20:00

21:00

22:00

23:00

SLBN8098098908

G 40' 8'6"

4t

DNT 050N SGSIN ANL

2015111612001

HPA PORTAL - VERSION 1.5.16.3

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Figure 68 – Create BRI Manifest page (populated)

HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome Conrad Kerin

HPAPB, Sydney 13:33:59

Registration: ABC123 Driver MSIC Number: HPA0000244 - Conrad KERIN Truck Configuration: Super B-Double Has Side Loader: Yes Manifest Reference: PIN: Status:

Notifications: conrad.kerin@ajilon.com.au will receive an email confirming this manifest. Is there anyone else you would like us to email?

Bulk Run Container Details

Please provide container details for bulk run appointment.

Bulk Run Number: 2015111612001

Container Number:

Iso Code:

SAVE CANCEL

Time Of Arrival: 16/11/2015 13:00

SLBN8098098908 G 40' 8'6"

4t DNT 050N SGSIN ANL 2015111612001

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Figure 69 – Create BRI Manifest page (container no. and ISO Code prompt)

HOME ENQUIRIES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPAPB, Sydney 11:33:36

Registration: OSC123456789 - HANOTEST Driver MSIC Number: B-Double Has Side Loader: Yes Manifest Reference: PIN: Status:

Notifications: Alameddine.Michael@hutchisonports.com.au will receive an email confirming this manifest. Is there anyone else you would like us to email?

EXPORT APPOINTMENTS IMPORT APPOINTMENTS TRANSIT 20' TRANSIT 40' SAVE

Truck Manifest - Carrier's Declaration

- The assigned Truck is suitable for the manifested movements and conforms to all Federal and State Chain of Responsibility requirements.
- The Carrier has checked that the assigned truck will not be over its allowable Gross Vehicle Mass and Axle Weight Limits.
- If you are carrying hazardous goods
 - the assigned Truck Driver has the necessary certification for the manifested truck and movements, including appropriate certification for the hazardous classes.
 - the assigned Truck has all the necessary placards for the classes of hazardous containers manifested
- If you are carrying over-dimensional containers/ cargoes
 - the assigned Truck has the necessary permits to move the manifested over-dimensional containers/ cargoes and you have a permit.
- At time of GATE IN it is the responsibility of the Truck Driver to update details of the Manifest, where necessary, by using the Drivers Advisory Building at the Terminal. Failure to update container positions will result in a loss of service of the Truck visit.

ACCEPT DECLINE

Figure 70 – Create BRI Manifest page (CoR dialog)

9.6 Edit/deleting a BRI Manifest

It is not possible to edit or delete a BRI Manifest.

10 HPA TAS Bulk Run Out Management

If you wish to collect many containers from the same vessel from a Hutchison Container Terminal (in Sydney PBLIS set a minimum) then you can simplify the process by using a Bulk Run Out (also known as Stack Run Out). The Bulk Run Out (BRO) process consist of two steps:

1. BRO Request
Organising and obtaining approval to execute a BRO
2. BRO Manifest
Executing a BRO

Note the simplification of the process due to the replacement of the “appointment booking and confirmation” steps which are repeated per container with a single “BRO Request” step for all containers within a nominated bulk run of containers from the same vessel.

Prior to executing a BRO you will need to obtain HPA approval. The Approval process begins by submitting a BRO Request as shown in section “10.3 Create a BRO Request”. You must provide the Vessel Voyage, Container Numbers and corresponding EIDO PINs at the time of making the request. The request must be made prior to the vessel cut-off. When the BRO Request has been received you will receive an acknowledgment email (see figure Figure 78 – BRO Request acknowledgement email)

The terminal will then review your request, and may either approve or deny your Bulk Run Out Request.

If your BRO request has been declined by the terminal, you will receive an email (see figure Figure 81 Bulk Run Out declined email)

Once the BRO request has been approved you will receive an email.(see Figure 79 – Bulk Run Out acceptance email) The terminal may have made changes to the BRO period start , BRO End times and the containers per hour. These changes will be highlighted on the View Bulk Run Out page (see Figure 82 – View Bulk Run Out Request – (approved request) And on the BRO dashboard (see Figure 72 – Bulk Run Out Dashboard – Mouse over to display requested time). BRO Manifests are to be created directly into the TAS.

For details on creating a BRO Manifest (see 10.6 Create a BRO Manifest)

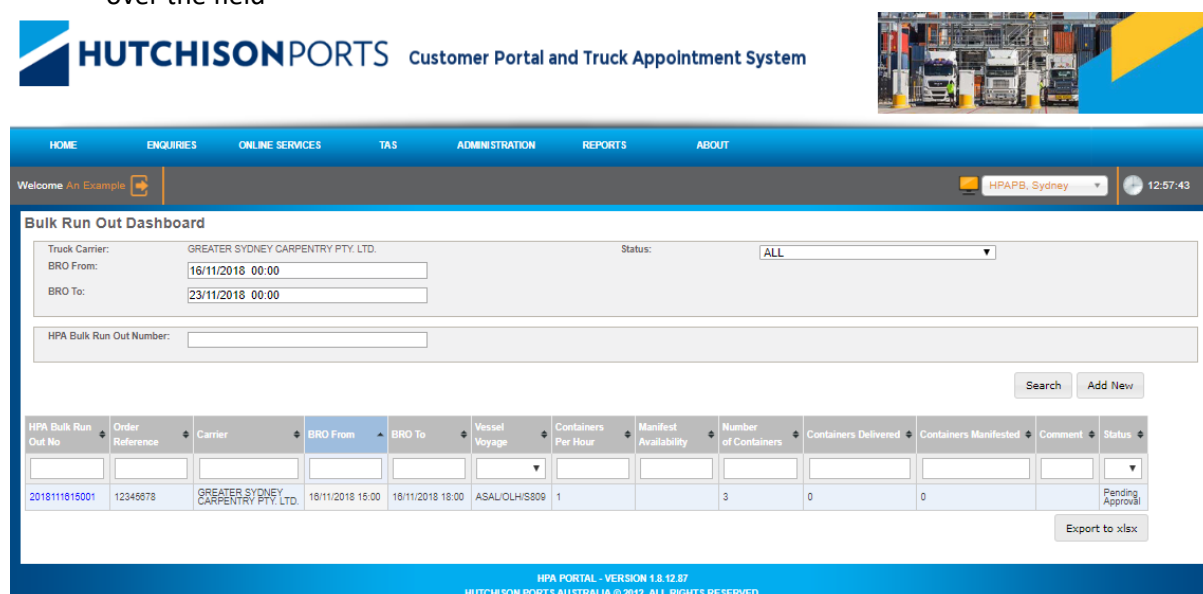
10.1 Search for a BRO Request

To search for a BRO Request, follow the steps below:

1. Navigate to the **TAS** menu and select **Bulk Run Out Management**
2. The HPA Portal will present the Bulk Run Out Dashboard screen (see Figure 71 – Bulk Run Out Dashboard as shown below)
3. Enter your criteria and click **Search**.

Note:

1. The 'BRO from' and 'BRO To' columns on the dashboard reflect times approved by the terminal. The time will differ from the requested time where an asterisk (*) is displayed. The requested time can be viewed by hovering the mouse over the field (refer to Figure 72 – Bulk Run Out Dashboard – Mouse over to display requested time)
2. The containers per hour will differ from the requested containers per hour where an asterisk (*) is displayed. The requested containers per hour can be viewed by hovering the mouse over the field



The screenshot shows the Bulk Run Out Dashboard with the following search criteria:

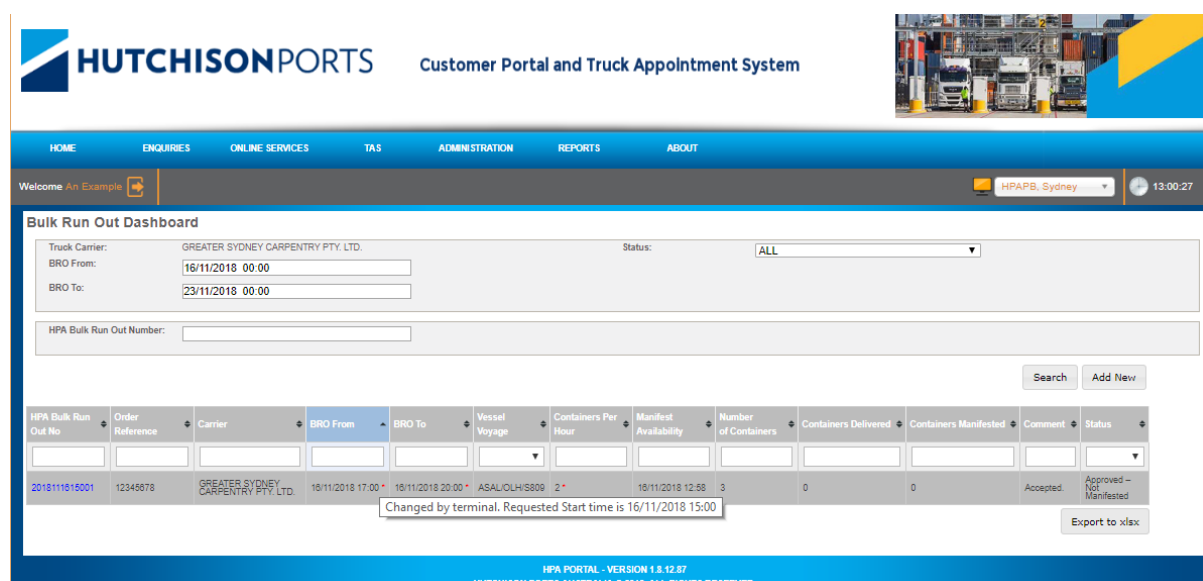
- Truck Carrier: GREATER SYDNEY CARPENTRY PTY. LTD.
- BRO From: 16/11/2018 00:00
- BRO To: 23/11/2018 00:00
- Status: ALL
- HPA Bulk Run Out Number: (empty)

The table below shows the results:

HPA Bulk Run Out No	Order Reference	Carrier	BRO From	BRO To	Vessel Voyage	Containers Per Hour	Manifest Availability	Number of Containers	Containers Delivered	Containers Manifested	Comment	Status
2018111815001	12345678	GREATER SYDNEY CARPENTRY PTY. LTD.	16/11/2018 15:00	18/11/2018 18:00	ASALJOLH/S809	1		3	0	0		Pending Approval

Buttons: Search, Add New, Export to xlsx

Figure 71 – Bulk Run Out Dashboard



The screenshot shows the Bulk Run Out Dashboard with the same search criteria as Figure 71. A mouseover tooltip is displayed over the 'BRO From' field, showing the requested time: 16/11/2018 15:00.

The table below shows the results:

HPA Bulk Run Out No	Order Reference	Carrier	BRO From	BRO To	Vessel Voyage	Containers Per Hour	Manifest Availability	Number of Containers	Containers Delivered	Containers Manifested	Comment	Status
2018111815001	12345678	GREATER SYDNEY CARPENTRY PTY. LTD.	16/11/2018 17:00 *	18/11/2018 20:00 *	ASALJOLH/S809	2 *	16/11/2018 12:58	3	0	0		Approved – Not Manifested

Buttons: Search, Add New, Export to xlsx

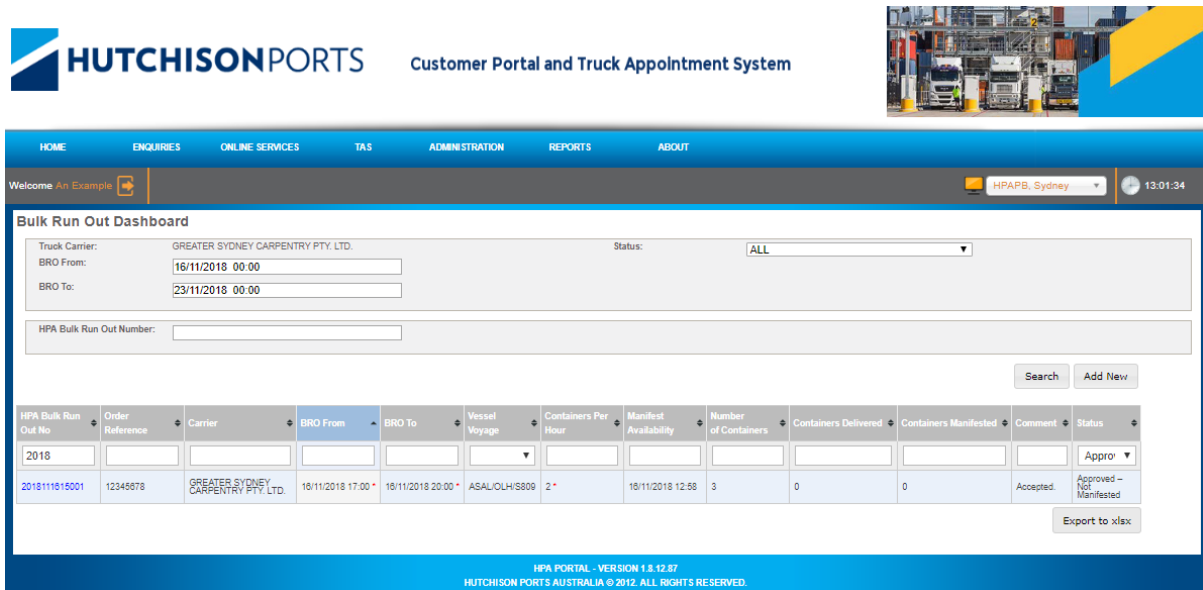
Figure 72 – Bulk Run Out Dashboard – Mouse over to display requested time

10.2 Page Filtering

The page offers the ability to filter results based on user input.


To filter out rows in the table, follow the steps below:

1. Select the white box above the column that you wish to filter.
2. Enter a filter criteria. The table will update based on what you type/select.
3. Filtering on multiple columns is available, simply select another white box and enter/select a filter criteria.



HUTCHISON PORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome An Example  HPA PB, Sydney 13:01:34

Bulk Run Out Dashboard

Truck Carrier: GREATER SYDNEY CARPENTRY PTY. LTD. Status: ALL

BRO From: 16/11/2018 00:00

BRO To: 23/11/2018 00:00

HPA Bulk Run Out Number:

Search Add New

HPA Bulk Run Out No	Order Reference	Carrier	BRO From	BRO To	Vessel Voyage	Containers Per Hour	Manifest Availability	Number of Containers	Containers Delivered	Containers Manifested	Comment	Status
2018												Approv
2018111615001	12345678	GREATER SYDNEY CARPENTRY PTY. LTD.	16/11/2018 17:00	16/11/2018 20:00	ASAL/OLH/S809	2	16/11/2018 12:58	3	0	0	Accepted.	Approved - Not Manifested

Export to xlsx

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Figure 73 – Bulk Run Dashboard filtered on HPA Bulk Run Out No, and status

10.3 Create a BRO Request

To submit a BRO Request




1. Navigate to the **TAS** menu and select **Create Bulk Run Out Request** under **Bulk Run Out Management**.
2. The HPA Portal will present an empty BRO Request page (see Figure 74 – BRO Request page (blank))
3. Complete the form bearing in mind the following
 - a. 'BRO Period Start' must be in future and 'BRO Period End' must be after 'BRO Period Start'.
 - b. An 'Order Reference' number must be provided. The Order Reference number will display at the time of manifest as a reference when selecting a specific Bulk Run Out
 - c. There is an expectation the appointments/manifests will be spread across the whole period of the BRO. To assist in this a "Containers per hour" field is provided, with a range specifying the minimum and maximum number of containers per hour required to complete the BRO within the defined period
4. Click the Add containers button to add containers
 - a. A vessel must be selected. The containers for the Bulk Run Out must come from this vessel.
 - b. Only one container per line will be accepted. Ensure that there is a new line in between container numbers
 - c. Input EIDO pins. Only one EIDO per line will be accepted. Ensure that there is a new line in between EIDO. It is not necessary to align the EIDO list to the container numbers as the TAS will match the EIDO pin to the correct container within your selection. Where the EIDO pin is the same for multiple containers, you will only be required to input the EIDO once
 - d. Click '**Next**'
 - e. Review any errors that are displayed in the error column. You can select back to make changes to your input. Alternatively you can select 'x' to remove the container.
5. Click '**Submit**'
6. An email will be sent as an acknowledgment that the request has been received (see Figure 78 – BRO Request acknowledgement email)
7. Once the BRO Request has been reviewed by HPA staff the HPA Portal will send an email to the creator of the BRO Request (and any nominated email addresses) to confirm Terminal acceptance or rejection of the BRO Request (see Figure 79 – Bulk Run Out acceptance email)

Note:

1. *The Terminal May make changes to the BRO Period start, BRO Period End and Containers per hour. Refer to Section 10.4 – View BRO Request and Figure 80 - Bulk Run Out acceptance email (with changes made by the terminal) for further detail*
2. *Manifesting the BRO will only be available after the Manifest Availability time.*



HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome Michael Test   HPAPB, Sydney  15:01:27

Bulk Run Out Request

Bulk Run Out Details

Truck Carrier: HUTCHISON PORTS AUSTRALIA PTY LIMITED

BRO Period Start:

BRO Period End: (Not Inclusive)

Order Reference:

Containers Per Hour: min: 0 max: 0

Number Of containers:

Vessel Voyage:

Email Addresses

Email addresses below will receive an email confirming terminal acceptance or declination of this bulk run request.

Email Addresses:

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Figure 74 – BRO Request page (blank)

Container Details

Vessel Voyage:

Container List:
(One Container Per Line)

EIDO List:
(One EIDO Per Line)

Figure 75 – BRO request page – Container entry dialogue

Container Details List

Number of Containers: 3

Container Number	ISO Code	Container Weight	Error	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TGBU2073064			EIDO does not match	<input type="button" value="X"/>
OOLU1349864			EIDO does not match	<input type="button" value="X"/>
SEGU5685431	4500	8736		<input type="button" value="X"/>

Figure 76 – BRO Request page - Container Details List (with errors)

Container Details List

Number of Containers: 3

Container Number	ISO Code	Container Weight	Error	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SEGU5685431	4500	8736		X
TGBU2073064	22G0	23498		X
OOLU1349864	22G0	4739		X

BACK

CLEAR

SAVE

Figure 77 – BRO Request page – Container Details List (Without errors)



Mon 5/11/2018 12:19 PM

noreply@hutchisonports.com.au

HPA Portal – Bulk Run Out #2018110514004 request received

To

This is an automated email to notify that a Bulk Run Out #[2018110514004](#) request has been received.

The Terminal will review the request with the details below.

- Carrier Name: **TENISTA PTY LTD**
- Vessel Voyage: **ASAL/OLH/S809**
- Timing:
 - Start: **05/11/2018 14:00**
 - End(Not Inclusive): **05/11/2018 17:00**
- Number of containers: **7**

Container Details:

Container Number	ISO	Weight
CCLU3958843	22G0	7140
FCIU9088918	4500	5790
BMOU4394840	4500	11700
CBHU9577905	4500	6200
CCLU7897010	4500	5690
FSCU8081029	4500	7050
FCIU5432840	22G0	4270

Regards,
Hutchison Ports Australia

Figure 78 – BRO Request acknowledgement email



Fri 9/11/2018 12:01 PM

noreply.@hutchisonports.com.au

HPA Portal – Bulk Run Out #2018110914002 request Accepted

To

**This is an automated email to notify that a Bulk Run Out #[2018110914002](#) request has been Accepted.
Below are the details of the request.**

- Carrier Name: **DOMINO'S PIZZA ENTERPRISES LIMITED**
- Vessel Voyage:
- Timing:
 - Start: **09/11/2018 14:00**
 - End(Not Inclusive): **09/11/2018 17:00**
- Containers per hour: **1**
- Total Number of containers: **3**
- Comments: **empty containers**

Container Details:

Container Number	ISO	Weight
MTYU2264563	42G1	3600
MTYU4186312	22G1	2200
MTUY0399069	42G1	3600

Regards,
Hutchison Ports Australia

Figure 79 – Bulk Run Out acceptance email



Wed 21/11/2018 3:14 PM

noreply@hutchisonports.com.au

HPA Portal – Bulk Run Out #2018120618000 request Accepted

To

This is an automated email to notify that a Bulk Run Out #[2018120618000](#) request has been Accepted. Below are the details of the request.

******* Please note that Terminal has made some changes to your request. *******

- Carrier Name: **GREATER SYDNEY CARPENTRY PTY. LTD.**
- Vessel Voyage: **ASAL/OLH/S809**
- Timing:
 - Start: **06/12/2018 19:00** [Requested Start time was 06/12/2018 18:00]
 - End(Not Inclusive): **06/12/2018 23:00** [Requested End time was 06/12/2018 21:00]
- Containers per hour: **2** [Requested Containers per hour was 3]
- Total Number of containers: **6**
- Comments: **Approved**

Container Details:

Container Number	ISO	Weight
CSNU1569157	22G0	4800
TEMU3030555	22G0	4528
BEAU4186312	4500	11010
AMFU3213512	22G1	5194
CBHU3569395	22G0	4010
TCLU7689923	22G0	7700

Regards,
Hutchison Ports Australia

Figure 80 - Bulk Run Out acceptance email (with changes made by the terminal)



Wed 7/11/2018 1:57 PM

noreply@hutchisonports.com.au

HPA Portal – Bulk Run Out #2018103017001 request declined

To

This is an automated email to notify that a Bulk Run Out #[2018103017001](#) request has been Declined.

- Comment: **rejected**

Regards,
Hutchison Ports Australia

Figure 81 Bulk Run Out declined email

10.4 View BRO Request

Details in relation to a particular run are displayed on the **View Bulk Run Out Request** page. This page will display BRO approval details, including any changes made to the request by the terminal.

To open the '**View Bulk Run Out Request**' page:

1. Navigate to the **TAS** menu and select **Bulk Run Out Management**.
2. Select the BRO you wish to view by clicking on the 'HPA Bulk Run Out No'
3. The HPA Portal will present the **View BRO Request** screen with approval details where the request has been approved (see Figure 82 – View Bulk Run Out Request – (approved request)).

10.4.1 View BRO Container details

Details in relation to containers within a Bulk Run Out can be viewed via the container details dialogue on the View BRO request page. The dialogue will display Manifest details, Manifest Pins, Container Availability and Truck gate in details. This dialogue can be used to track the progress of your Bulk Run Out. To open the Container Details dialogue:


1. Click the view containers button on the **View Bulk Run Out Request** page

Note: *The Terminal will stagger the release of manifest PINs to ensure the BRO is conducted in an orderly manner. The TAS will release an initial set of Manifest pins, with subsequent pins being released on a rolling basis once a truck has gated in for the BRO. The amount of PINs released within the initial set are within the terminal's discretion and may be subject to change. See section 10.6 Create a BRO Manifest below for detail on BRO manifesting*

- *An email will be sent where an additional manifest PIN is being released*
- *Manifest PINs will be displayed on the container details dialogue and on the Truck Manifest Dashboard once the PIN becomes available. Note that the pages will need to be refreshed to display any updates*



HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome Michael Test 

HPAPB, Sydney 14:00:40

View Bulk Run Out Request

Bulk Run Out

Truck Carrier: HUTCHISON PORTS AUSTRALIA PTY LIMITED

BRO Period Start: 06/11/2018 18:00

BRO Period End: 06/11/2018 21:00 (Not inclusive)

Order Reference: 00144789

Status: **Approved - Not Manifested**

Containers Per Hour: 1

Number Of containers: 3

Vessel Voyage: ASAL/OLH/S809

[View Containers](#)

Email Addresses

Email addresses below will receive an email confirming terminal acceptance or declination of this bulk run request:

Email Addresses:

Bulk Run Out Approval Details

BRO Period Start: 07/11/2018 18:00

BRO Period End: 07/11/2018 21:00 (Not inclusive)

Manifest Availability: 07/11/2018 13:55

Containers Per Hour: 1 min: 1 max: 3


Comments

Approved

HPA PORTAL - VERSION 1.8.12.74

Figure 82 – View Bulk Run Out Request – (approved request)

HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome Michael Test 

HPAPB, Sydney 18:21:54

View Bulk Run Out Request

Bulk Run Out

Truck Carrier: HUTCHISON PORTS AUSTRALIA PTY LIMITED

BRO Period Start: 06/11/2018 18:00

BRO Period End: 06/11/2018 21:00 (Not inclusive)

Order Reference: 00144789

Status: **Approved - Not Manifested**

Containers Per Hour: 1

Number Of containers: 3

Vessel Voyage: ASAL/OLH/S809

[View Containers](#)

Email Addresses

Email addresses below will receive an email confirming terminal acceptance or declination of this bulk run request:

Email Addresses:

Bulk Run Out Approval Details

BRO Period Start: 07/11/2018 18:00

BRO Period End: 07/11/2018 21:00 (Not inclusive)

Manifest Availability: 07/11/2018 13:55

Containers Per Hour: 1 min: 1 max: 3

Comments

Approved

HPA PORTAL - VERSION 1.8.12.74

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Figure 83 – View Bulk Run Out Request – Container details dialogue – (approved request, containers manifested)

10.5 Search for a BRO Manifest

BRO Manifests appear on the same screen as normal manifests. For further details see “8.1 Search for a Truck Manifest”.

Details of which manifests relate to a BRO can be found on the View BRO Request page. For further details (see Figure 83 – View Bulk Run Out Request – Container details dialogue – (approved request, containers manifested)

10.6 Create a BRO Manifest

BRO manifests are to be created directly through the TAS and is differs from creating regular truck manifests or BRO manifests. The container cards are displayed according to the HPA Bulk Run Out No / Order Reference as displayed on the Bulk Run Out Dashboard. The cards represent 20’ and 40’ containers associated with the selected bulk run. The remaining quantity of 20’ and 40’ containers available for manifesting for the selected Bulk Run Out will display in the header of the card.

To create a BRO Manifest, follow the steps below:

1. Navigate to the **TAS** menu and select **Create Bulk Run Out Manifest** under **Bulk Run Out Management**.
2. The HPA Portal will present an empty BRO Manifest screen (see Figure 84 Create BRO Manifest page). The screen is composed of three sections
 - a. “Visit Details” fields, at the top of the page
 - b. Truck image, middle of the page
 - c. BRO Requests (HPA Bulk Run Out Number, Order Reference number and 20”, 40” container cards), bottom of the page
3. Complete the form as follows
 - a. fill in the mandatory fields in the “Visit Details” section at the top of the page.
Note: changing the Truck Configuration field will change the truck image.
 - b. Set the Bulk Run Out for the manifest using the ‘HPA BRO No / Order Ref’ drop down menu below the truck image.

Note:

1. *The HPA BRO No can be found on the Bulk Run Out dashboard and on the view BRO page. The order reference is the order reference given at the time of making the BRO request*

- c. Drag the size of container from the bottom pane up onto the location on the truck where the containers will be in real life.

Note:

1. *While Transit Containers can be added to a regular manifest, they cannot be added to a BRO Manifest.*

4. Click **Preview**.
5. TAS will display the following container information for all containers added to the truck:
 - a. Container number
 - b. Vessel Voyage
 - c. Container length and Height
 - d. Container Weight
 - e. Location of the container within the terminal
6. Select **Submit**.

7. TAS will send an email confirming the manifest.(see Figure 88 – Manifest Confirmation Email (PIN provided) and Figure 89 – Manifest Confirmation Email (PIN Withheld))

Note:

1. *Prior to creating a BRO Manifest you will need to have your BRO request approved*
2. *It is not possible to manifest containers from separate BRO requests onto the one truck*
3. *Container positioning on the truck can be re-ordered by editing the BRO manifest later. Refer to section 10.7 Edit/Deleting a BRO Manifest for further detail*
4. *TAS will select the next available container of the container size that you have selected to ensure that the Bulk Run Out will run in sequence.*
 - a. *Only available containers will be available for manifest*

Note: *For the container to be available to Manifest on a BRO, the following conditions must be met*

1. *Manifesting must be open for the run*
 2. *The Bulk Run Out period must not be over*
 3. *The container(s) must not be on hold*
 4. *The containers must not have been manifested on another request*
 5. *The container(s) must be in yard*
 6. *The container location must be accessible*
5. *The TAS will withhold Manifest PIN numbers. After an initial release of PINs, the remainder will be withheld and will be released in sequence once a truck has successfully gated in for the BRO. This is to ensure that the BRO is conducted with the correct sequence.*
 - a. *An email will be sent to nominated recipients notifying where a PIN has been released*
 - b. *Manifest PINs will be displayed on the container details dialogue on the view BRO request page. For further details see Figure 83 – View Bulk Run Out Request – Container details dialogue – (approved request, containers manifested)*
 - c. *The PINs will also be displayed on the Manifest Dashboard for further details see HPA TAS Truck Manifest Management*
6. *The terminal may place restrictions upon manifesting containers across A manual area and the ASC blocks within the same truck manifest. You will receive an error message where this occurs. refer to 14.2 for further detail*
7. *The terminal may place restrictions upon manifesting containers across ASC blocks within the same truck manifest. You will receive an error message where this occurs. refer to 14.2 for further detail*

HOME

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Welcome Michael Alameddine

HPAPB, Sydney

15:51:35

Registration:*

Driver MSIC Number:*

Truck Configuration:

Has Side Loader:

Manifest Reference:

PIN:

Status:

20'

Yes No

Notifications:


Alameddine.Michael@hutchisonports.com.au will receive an email confirming this manifest. Is there anyone else you would like us to email?

Note:*

Bulk Run Out Manifest including the positioning of containers can be edited after Manifest has been accepted. Refer to the TAS carrier user guide for details

OUT

PREVIEW



Quantity: 3

Size 20

HPA BRO No / Order Ref: 2018112111000-3192

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Figure 84 Create BRO Manifest page

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ABOUT

Welcome Michael Alameddine
HPAPB, Sydney
15:54:10

Registration: ABC123
Driver MSIC Number:
Truck Configuration: B-Double
Has Side Loader: Yes No
Manifest Reference:
PIN:
Status:

Notifications:

Alameddine.Michael@hutchisonports.com.au will receive an email confirming this manifest. Is there anyone else you would like us to email?

Note:

Bulk Run Out Manifest including the positioning of containers can be edited after Manifest has been accepted. Refer to the TAS carrier user guide for details

OUT

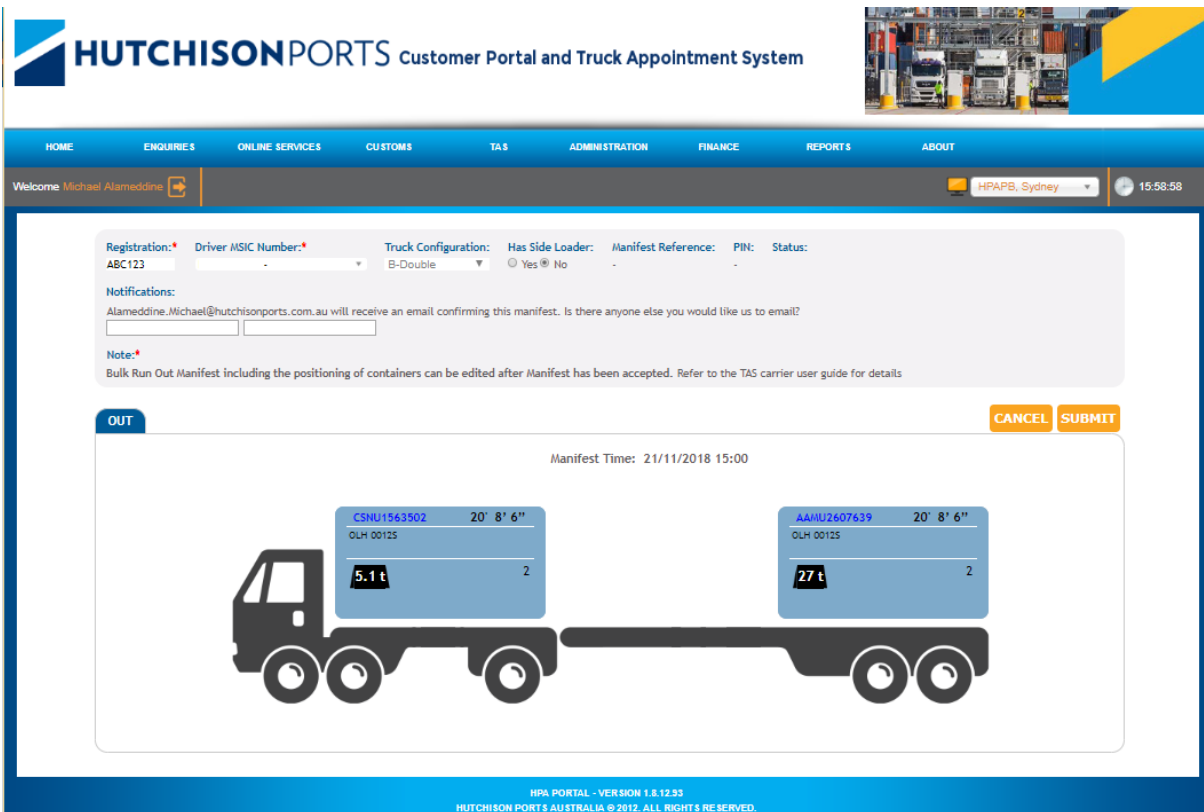
PREVIEW

Quantity: 1
Size 20

HPA BRO No / Order Ref: 2018112111000 - hcp-3182

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Figure 85 – Create BRO Manifest (populated)



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HOME ENQUIRIES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPAPB, Sydney 15:58:58

Registration: ABC123 Driver MSIC Number: HPA0 Truck Configuration: B-Double Has Side Loader: Yes/No Manifest Reference: PIN: Status:

Notifications:
Alameddine.Michael@hutchisonports.com.au will receive an email confirming this manifest. Is there anyone else you would like us to email?

Note:
Bulk Run Out Manifest including the positioning of containers can be edited after Manifest has been accepted. Refer to the TAS carrier user guide for details

OUT CANCEL SUBMIT

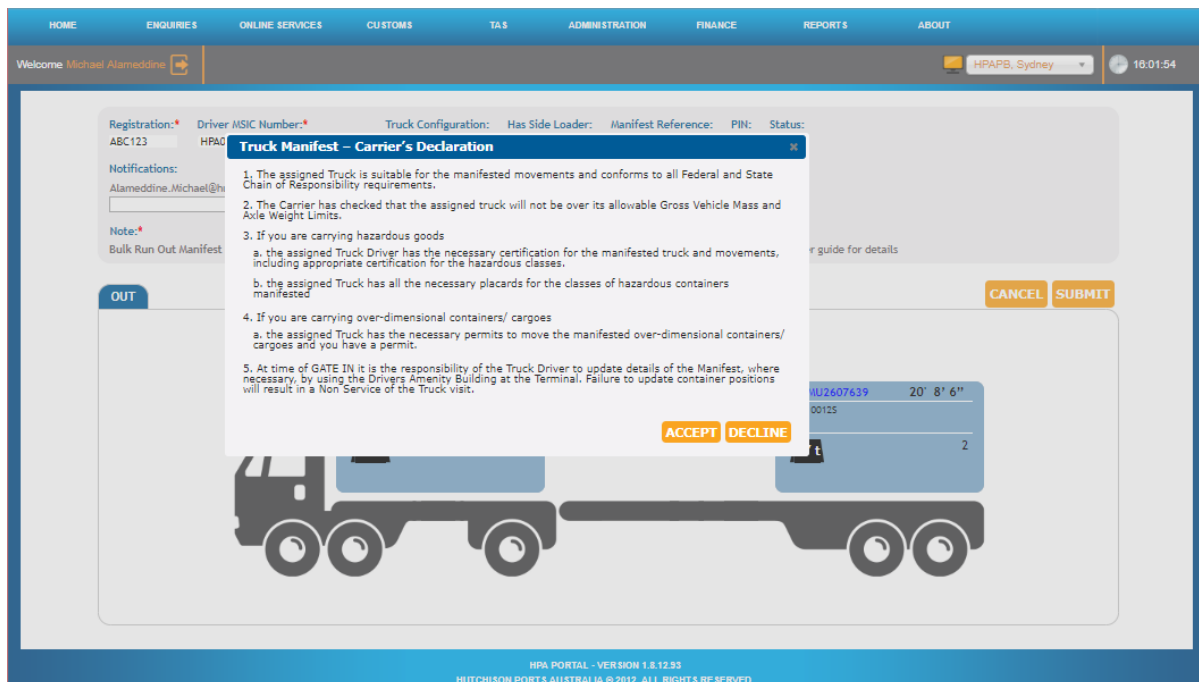
Manifest Time: 21/11/2018 15:00

CSNU1563502 20' 8' 6" 5.1 t 2

AAHU2607639 20' 8' 6" 27 t 2

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Figure 86 – Create BRO Manifest (preview)



HOME ENQUIRIES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPAPB, Sydney 16:01:54

Registration: ABC123 Driver MSIC Number: HPA0 Truck Configuration: B-Double Has Side Loader: Yes/No Manifest Reference: PIN: Status:

Notifications:
Alameddine.Michael@hutchisonports.com.au will receive an email confirming this manifest. Is there anyone else you would like us to email?

Note:
Bulk Run Out Manifest

OUT CANCEL SUBMIT

Truck Manifest – Carrier's Declaration

1. The assigned Truck is suitable for the manifested movements and conforms to all Federal and State Chain of Responsibility requirements.
2. The Carrier has checked that the assigned truck will not be over its allowable Gross Vehicle Mass and Axle Weight Limits.
3. If you are carrying hazardous goods
 - a. the assigned Truck Driver has the necessary certification for the manifested truck and movements, including appropriate certification for the hazardous classes.
 - b. the assigned Truck has all the necessary placards for the classes of hazardous containers manifested
4. If you are carrying over-dimensional containers/ cargoes
 - a. the assigned Truck has the necessary permits to move the manifested over-dimensional containers/ cargoes and you have a permit.
5. At time of GATE IN it is the responsibility of the Truck Driver to update details of the Manifest, where necessary, by using the Drivers Amenity Building at the Terminal. Failure to update container positions will result in a Non Service of the Truck visit.

ACCEPT DECLINE

AAHU2607639 20' 8' 6" 00125 2

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Figure 87 – Create BRO manifest page (CoR dialogue)

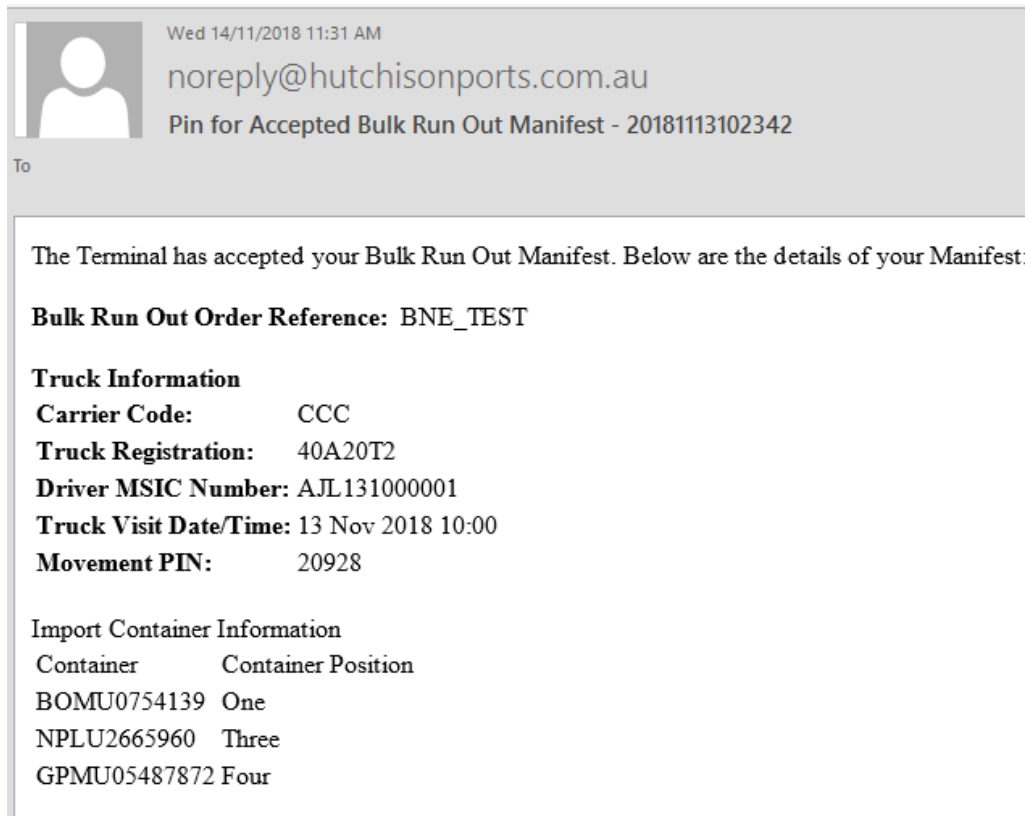


Figure 88 – Manifest Confirmation Email (PIN provided)

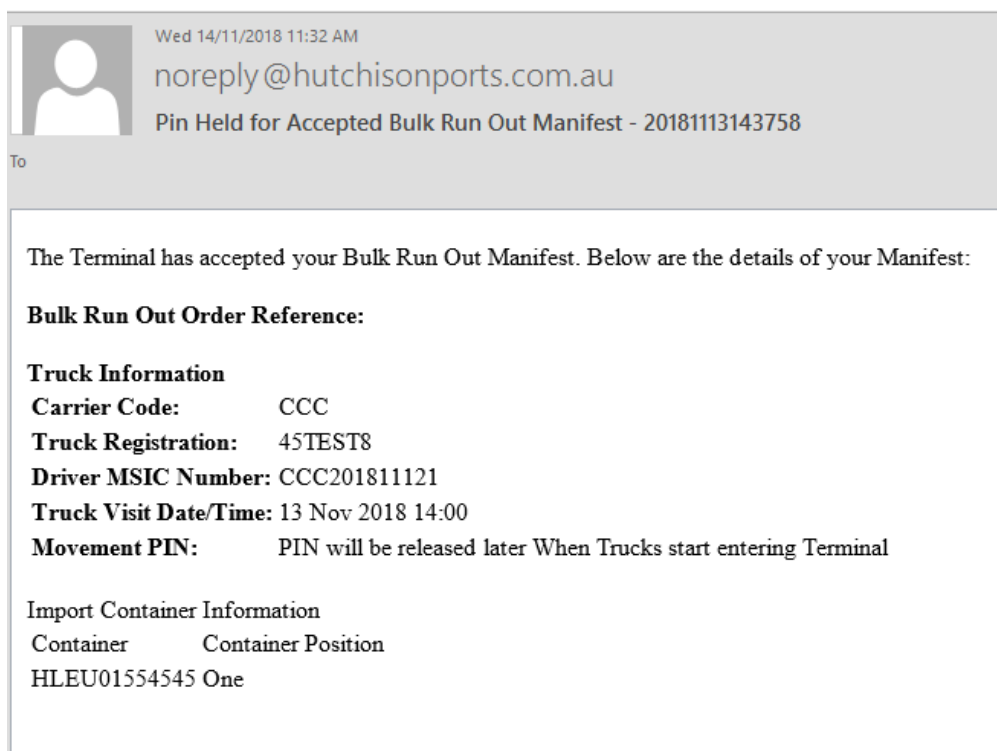


Figure 89 – Manifest Confirmation Email (PIN Withheld)

10.7 Edit/deleting a BRO Manifest

The following details of a BRO Truck Manifest can be edited:

1. Position of containers on the truck
2. Truck Registration
3. Driver MSIC Number
4. Truck configuration
5. Sideload Indicator
6. Additional Email addresses

Note:

1. *BRO Manifests can only be edited where the truck is not scheduled to arrive within the next hour, and the truck has not gated in*
2. *BRO Manifests cannot be deleted*

To navigate to a BRO manifest through the Manifest dashboard:

1. Select **Truck Manifest** from the **TAS** menu
2. TAS will display the **Truck Manifest Dashboard**
3. Select the BRO from the list of manifests

Note: For further information on the Truck Manifest Dashboard refer to section 8 HPA TAS Truck Manifest Management

The other method of navigating to a BRO manifest is through the Container details dialogue on the View bulk run out page. To navigate to a BRO request through the View Bulk Run Out page:

1. Navigate to the Bulk Run Out dashboard by selecting **Bulk Run Out Management** from the **TAS** menu
2. TAS will display the **Bulk Run Out Dashboard**
3. Select the Bulk run that the manifest is for
4. TAS will display the **View Bulk Run Out** page
5. On the View Bulk Run Out page, click 'View containers'
6. TAS will present the **container details** dialogue
7. Select the Manifest from the list

Note: For further information on the Truck Manifest Dashboard refer to section 10.4 View BRO Request

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ABOUT

Welcome Michael Alameddine

HPAPS, Sydney
09:48:12

Registration: CCC126
Driver MSIC Number:
Truck Configuration: B-Double
Has Side Loader: Yes No
Manifest Reference: 20181119094956
PIN: 10555
Status: Accepted

Notifications:
will receive an email confirming this manifest. Is there anyone else you would like us to email?

OUT

Bro Order Number:
Manifest Time: 19/11/2018 09:00

SAVE

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Figure 90 – Edit BRO page

11 HPA TAS Truck Monitoring

11.1 Search for a Truck Visit

Once a Truck has arrived at the terminal details of that visit are available in the Truck Monitoring screen.

To search for a truck visit, follow the steps below:

1. Navigate to the **TAS** menu and select **Truck Monitoring**
2. The HPA Portal will present the Truck Monitoring screen (see Figure 74 – Truck Monitoring page)
3. Enter your criteria and click **Search**.

Note: this screen is only available to users with the “Monitor all Truck Performance” permission.

HUTCHISON PORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES CUSTOMER TALS ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPA TAS Sydney 16:17:11

Truck Monitoring

Time Based Criteria Carrier Based Criteria

Type: Timezone

Time From: 01/03/2017 15:00 Time To: 02/03/2017 16:00

Search

Truck Registration	Manifest Reference	Carrier Code	Driver MSC	Manifest PIN	Status	Containers	Appl.	Gate In	DAB	Call Up	Yard In	On Grid	First LRI	Last LRI	Gate Out	TTT(minutes)	
KRD123	TM17030214002435323	HPA	HPA111111	83790	Departed	1		02/03/2017 13:00	02/03/2017 14:07			02/03/2017 14:09	02/03/2017 14:09			02/03/2017 14:09	2

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Figure 74 – Truck Monitoring page

11.2 Page Filtering

The page offers the ability to filter results based on user input.

To filter out rows in the table, follow the steps below:

4. Select the white box above the column that you wish to filter.
5. Enter a filter criteria. The table will update based on what you type/select.
6. Filtering on multiple columns is available, simply select another white box and enter/select a filter criteria.

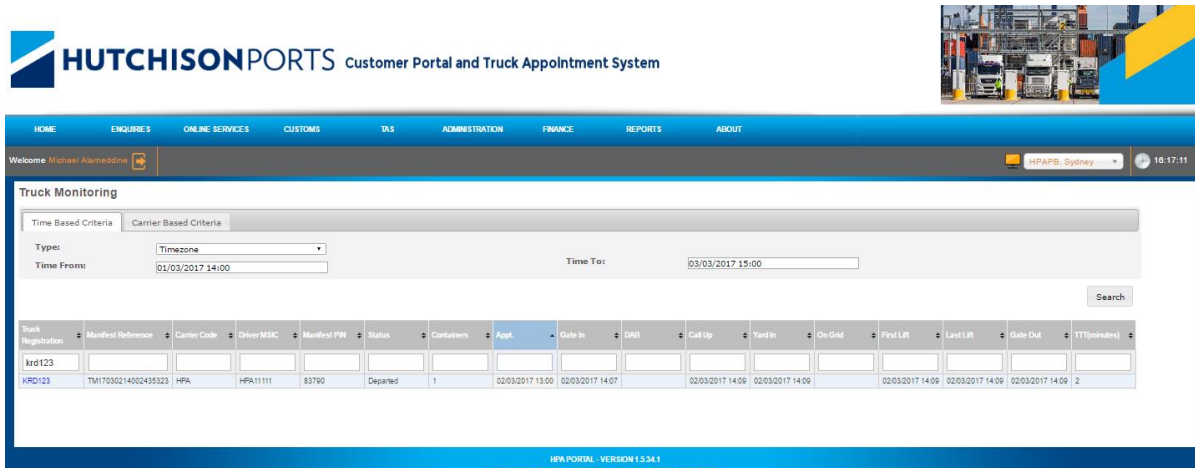


Figure 91 Truck Monitoring Dashboard filtered on Truck Registration

11.3 View a Truck Visit

Once a truck visit is displayed on the Truck Monitoring page it is possible to see additional details of the visit (such as containers) by clicking on the hyperlinked Truck Registration in the left most column. This will open the 'Truck Visit Details' screen shown below.

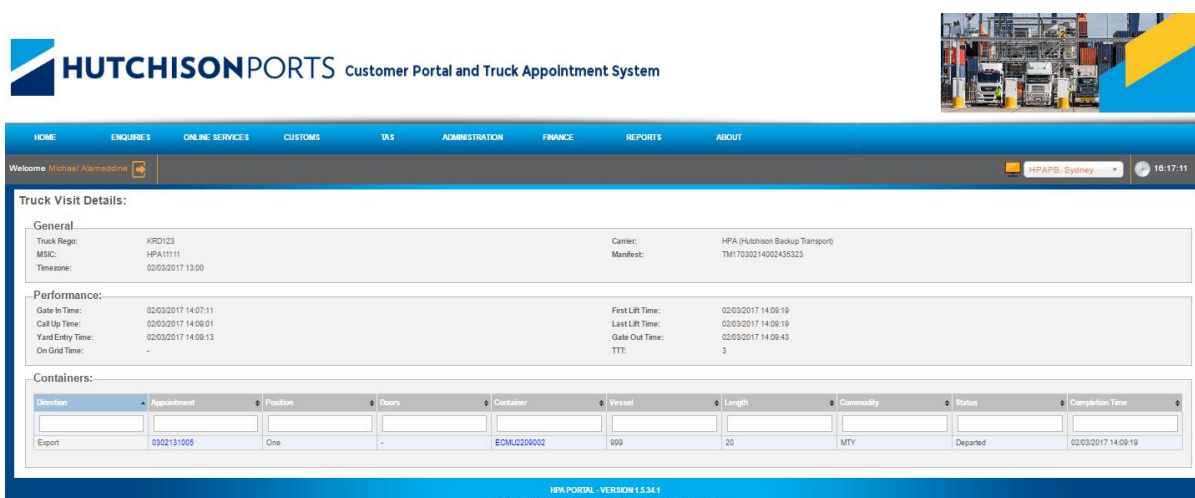


Figure 92 – Truck Visit page

11.4 Page Filtering

The page offers the ability to filter results based on user input.

To filter out rows in the table, follow the steps below:

7. Select the white box above the column that you wish to filter.
8. Enter a filter criteria. The table will update based on what you type/select.
9. Filtering on multiple columns is available, simply select another white box and enter/select a filter criteria.

12 Company Management

Users within your company with the 'Manage My Company' permission can modify the following information about your company in the HPA Portal

- Physical Address
- Billing Address
- Main Contact
- Billing Contact
- TAS Subscription Auto Renewal

12.1 Update your Company details

To edit your company details, follow the steps below:

1. Navigate to the **Administration** menu and select **Company Details**.
2. Edit the necessary details on the **Edit Company** screen.
3. Click **Save**.

Note: You will be required to identify if the company is a small business under Australian consumer law. This setting can be changed once if the company was registered prior to 10 December 2019. If the company was registered after this date, or the company has already identified as a small business, the setting cannot be changed by the company.

- HPA can action a change to the company's Small Business upon request after it has been set by the company.

Note: If you select the 'Manage My Appointments' permission, the TAS subscription section will display.

- A subscription to TAS is required to book appointments
- Subscription to TAS is charged on a pro rata basis within the first year
- A Truck Appointment System (TAS) Annual Subscription will be applied on the subscription renewal date where Auto Renew is set to 'Yes'
- The company's TAS account will be deactivated on the renewal date where Auto Renew is set to 'No'

Note: Two reminder emails will be sent by TAS prior to the Truck Appointment System (TAS) Annual Subscription renewal date.



- The email will be sent to the main contact and the billing contact
- Where Auto Renew is set to 'Yes' the email will be as per Figure 94
- Where Auto Renew is set to 'No' the email will be as per Figure 95

Note: The Auto Renew setting can be changed at any time prior to the renewal date as displayed on the Edit Company page (see Figure 93) and on the reminder emails (see Figure 94 and Figure 95).

Note: the company's account will be deactivated on the renewal date where the company has chosen not to auto renew their TAS subscription. An email will be sent as per Figure 96 .

- The email will be sent to the main contact

Note: The Main Contact points to a User in the HPA Portal. To update the details of the Main Contact you have to update the details of the User. To change the Main Contact you can only select a User. See section 13 User Management for details on managing users.

HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION ABOUT

Welcome Mrh Example
HPAPB, Sydney
14:20:27

Edit Company

Company Details

ABN: 75944951843

Company Name: Canterbury Little Athletics Centre Inc

Company Website:

Small Business: No

You have identified that the business **IS NOT** a small business under Australian Consumer Law.

Company Type(s)

Truck Operator

Services

- HPAPB, Sydney
- HPAFI, Brisbane

TAS Subscription

Auto Renew: Yes No

TAS subscription **WILL** auto renew on 10 Dec 2020

Email Notifications

HPAPB, Sydney ☒

HPAFI, Brisbane ☒

*Note: if you wish to modify your Company Type(s), Services or ABN, please contact HPA by clicking [here](#)

Physical Address

Address Line 1: 119 Example Street

Address Line 2:

Suburb: Ryde

State: NSW

Postcode: 2112

Billing Address

Same as Physical Address ☒

Address Line 1: 119 Example Street

Address Line 2:

Suburb: Ryde

State: NSW

Postcode: 2112

Main Contact

Email Address: mrh.example@mailinator.com

Title: Mr

First Name: Mrh

Last Name: Example

Job Title:

Work Phone:

Mobile Phone:

Billing Contact

Title: Mr

First Name: Mrh

Last Name: Example

Job Title:

Work Phone:

Mobile Phone:

Email Address: mrh.example@mailinator.com

Save

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Figure 93 –Edit Company page

Reminder [First] – TAS Subscription will auto renew for Terminal HPAPB.



Inbox x



noreply.tasuat@hutchisonports.com.au

to me

Tue, Dec 3, 5:00 AM (7 days ago)



Dear Customer,

Your TAS subscription for GREATER SYDNEY CARPENTRY PTY. LTD. is set to renew on 06 Dec 2019 . Please note that TAS Annual Subscription fee will be applied for the continued use of TAS.

If you wish to continue using TAS, no action is required.

If you no longer wish to use TAS, disable TAS Subscription prior to this date. For help in disabling TAS Subscription, refer to Company Management section of the [User Guide](#)

Regards,

HPA Service Desk

Figure 94 - TAS Subscription Auto Renew Reminder - Auto Renew 'Yes'

Reminder [First] – TAS Account will be deactivated for Terminal HPAFI.



Inbox x



noreply.tasuat@hutchisonports.com.au

to me

Fri, Dec 6, 5:00 AM (4 days ago)



Dear Customer,

Your TAS subscription for GREATER SYDNEY CARPENTRY PTY. LTD. will expire on 09 Dec 2019 . Please note that you will no longer be able to use TAS services after this date.

If you no longer wish to use TAS, no action is required.

If you wish to continue using TAS, enable TAS subscription prior to this date. For help in enabling TAS Subscription, refer to the Company Management section of the [User Guide](#)

Regards,

HPA Service Desk

Figure 95 - TAS Subscription Auto Renew Reminder - Auto Renew 'No'

HPA Portal – Company Account Deactivated.

Inbox x



noreply.tasuat@hutchisonports.com.au

to me

1:00 AM (15 hours ago)



Company account has been deactivated. Details are as below.

ABN: 12610430772

Company Name: GREATER SYDNEY CARPENTRY PTY. LTD.

Reason: Your TAS subscription expired on 10/12/2019.

HPA Service Desk

Figure 96 - TAS Subscription Auto Renew Reminder – Account deactivated

13 User Management

Any User with the permission 'My Company Users' is able to manage the users for the company their User Account is linked to.

13.1 Search for a User Account

Only users with the "Manage my users" permission are able to do this.

To search for a user account, follow the steps below:

1. Navigate to the **Administration** menu and select **User Management**.
2. The HPA Portal will present the **User Account Management** page (see Figure 97 – User Account Management page)
3. Enter a search criteria
4. Click **Search**.

13.2 Create a User Account

You can request more user accounts by creating a user account which will then be approved by HPA.

Only users with the "Manage my users" permission are able to do this.

There are two methods to create a User

- via the menu (using the Create User entry); or
- via the User Account Management page (using the Add New button)

To create a User Account via the menu, follow the steps below:

1. Navigate to the **Administration** menu and select **Create User** under **User Management**.
2. The HPA Portal will present an empty User screen
3. Fill in the **Create User Account** form (see Figure 99 – User Account Registration page).
4. Click the **Submit** button.
5. The HPA Portal will send an email to HPA notifying them of your request.
6. HPA will approve or decline your request.
7. The HPA Portal will send an email (to the email address defined in the User Account request) notifying the user of their username and have a link to set a password.

To create a user account via the User Management Dashboard screen, follow the steps below:

1. Navigate to the **Administration** menu and select **User Management**
2. The HPA Portal will present the User Account Management page (see Figure 97 – User Account Management page)
3. Click **Add New** button.
4. Continue as per step 2 above in the other method for creating a user account.

13.3 Edit an Existing User

Only users with the “Manage my users” permission are able to do this.

To edit a user account, follow the steps below:

1. Navigate to the **Administration** menu and select **User Management**.
2. Select a User Account by click an entry in the User Name column
3. The HPA Portal will display the Edit User Account screen (see).
4. Edit details
5. Click **Save**

HUTCHISON PORTS Customer Portal and Truck Appointment System

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Welcome An Example HPAPB, Sydney 10:47:16

User Account Management

Search on one or more fields to find a user account.

Username: Last Name:

Status:

Username	Location(s)	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>
mohamed.alameddine@gmail.com	HPAPB, Sydney	Activated
mrh.example@gmail.com	HPAPB, Sydney	Activated

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Figure 97 – User Account Management page

13.4 Page Filtering


The page offers the ability to filter results based on user input.

To filter out rows in the table, follow the steps below:

1. Select the white box above the column that you wish to filter.
2. Enter a filter criteria. The table will update based on what you type/select.
3. Filtering on multiple columns is available, simply select another white box and enter/select a filter criteria.




HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome An Example  HPAPB, Sydney 10:44:41

User Account Management

Search on one or more fields to find a user account.

Username: Last Name:

Status: 


Username	Location(s)	Status
<input type="text"/>	<input type="text" value="Sydney"/>	<input type="text"/>
mohamed.alameddine@gmail.com	HPAPB, Sydney	Activated
mrh.example@gmail.com	HPAPB, Sydney	Activated

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Figure 98 – User Account management page filtered on location



HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome An Example  HPAPB, Sydney 10:33:27


User Account Registration

Account Details


Company Name: GREATER SYDNEY CARPENTRY PTY. LTD.

Username/Email: *

Confirm Username/Email: *

Default Location on Login: 

Personal Details

Title: 

Job Title:

First Name: *

Last Name: *

Work Phone:

Mobile:

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Figure 99 – User Account Registration page



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Welcome An Example

HPAPB, Sydney

10:57:33

Edit User Account

Account Details

Company Name: GREATER SYDNEY CARPENTRY PTY. LTD.

Username/Email: *

Confirm Username/Email: *

Default Location on Login: *

Personal Details

Title:

Job Title:

First Name: *

Last Name: *

Work Phone:

Mobile:

Status:

Services

General Permissions

Manage my Appointments	<input checked="" type="checkbox"/>	\$
Manage My Bulk Run Manifests	<input checked="" type="checkbox"/>	
Manage my Bulk runs	<input checked="" type="checkbox"/>	
Manage my Company	<input checked="" type="checkbox"/>	
Manage my Containers	<input checked="" type="checkbox"/>	\$
Manage My Drivers	<input checked="" type="checkbox"/>	
Manage my PRAs	<input checked="" type="checkbox"/>	\$
Manage my Truck Manifests (Full)	<input checked="" type="checkbox"/>	\$
Manage my Users	<input checked="" type="checkbox"/>	
Monitor my Truck Performance	<input checked="" type="checkbox"/>	
Reports - My Landside	<input checked="" type="checkbox"/>	
Reports - My Waterside	<input checked="" type="checkbox"/>	
View Bulk runs	<input checked="" type="checkbox"/>	

HPA PORTAL - VERSION 1.8.12.85

Figure 100 – User Account Edit page

13.5 Update your User Profile

You can updated details associated with your user account. All users are be able to do this.

To update your user account details, follow the steps below:

1. Click your name in the top left corner of the screen
2. The HPA Portal will present the User Profile screen
3. Update the **User Profile** form.
4. Click **Save**.

Figure 101 – User Profile page

13.6 Change your password

There are two ways to change your password. If you still know your old password it can be done while logged in from the User Profile screen. If you have forgotten your password it can be done from the login screen.

To change you while logged in, follow the steps below:

1. Click your name in the top left corner of the screen
2. The HPA Portal will present the User Profile screen
3. Click **Change Password**
4. The HPA Portal will present a dialog box
5. Populate the dialog box
6. Click **Submit**.

14 Typical Errors

14.1 Container Enquiry

If you get the error message “Container number AAAANNNNNNNN was not found on Import direction” (as shown below) the most likely reason is that the container came in as an Import and has been rapidly turned around and is now an export container.

This message is not possible from the Container Enquiry screen as from there you would get the latest container record, it is only possible when running the Container Enquiry from the Appointment Dashboard (by clicking the Container Number) for an import appointment.

The screenshot displays the HPA Portal interface. At the top, a navigation bar includes a welcome message 'Welcome Conrad Klein', a 'Log out' button, and a 'Current Terminal: HPAFI, Brisbane' dropdown menu with a 'Change' button. Below this, a prominent red error banner with a white 'X' icon and the text '1 Error' states: 'Container number FCIB8164757 was not found on Import direction'. The main content area is divided into two sections: 'Public Appointment Details' and 'Container Details'. The 'Public Appointment Details' section shows an appointment for 0224071002, which is 'Manifested - 0224074712', with a 'Truck Arrival Status' of 'Departed'. The 'Container Details' section lists information for container FCIB8164757, including 'Import Available', 'Import Storage Start' (01/01/0001), 'Storage Owning', 'Current Location', and 'Customs Status'. The footer of the portal indicates 'HPA PORTAL - VERSION 1.3.2.3' and 'HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'

Public Appointment Details	
Appointment Number:	0224071002
Status:	Manifested - 0224074712
Truck Arrival Status:	Departed

Container Details	
Container Number:	FCIB8164757
Commodity Code:	
Vessel Voyage:	
ISO Code:	
Container Length:	
Container Gross Weight:	
Full/Empty:	
Import Available:	
Import Storage Start:	01/01/0001
Storage Owning:	
Current Location:	
Customs Status:	

Figure 102 – Container Enquiry error

14.2 Bulk Run Out Manifest

If you get the error message “Containers from different ASC blocks and Manual area cannot be mixed. Please change Truck Configuration” as shown below, the reason will be:

1. The terminal has restricted mixing ASC and Manual areas within the same BRO manifest;
and/or
2. The terminal has restricted mixing across multiple ASC blocks

To manifest the truck, you must ensure that the total amount of containers loaded on the truck is within the maximum count for an area displayed within the message

The screenshot displays the HPA Portal interface for creating a Bulk Run Out Manifest. At the top, a navigation bar includes links for HOME, ENQUIRIES, ONLINE SERVICES, CUSTOMS, TARIFFS, ADMINISTRATION, FINANCE, REPORTS, and ABOUT. A user greeting "Welcome Michael Alameddine" is visible on the left, and a location dropdown "HPAPB, Sydney" with a clock "12:07:37" is on the right.

A prominent red error banner at the top of the main content area reads: "Error: Containers from different ASC blocks and Manual Area can not be mixed. Please change Truck Configuration. ASC Block 1 has 1 - 20' box(es). ASC Block 3 has 1 - 20' box(es)." Below this, a form contains fields for "Registration:", "Driver MSIC Number:", "Truck Configuration:" (set to "B-Double"), "Has Side Loader:" (radio buttons for Yes/No), "Manifest Reference:", "PIN:", and "Status:". A "Notifications:" section indicates that "Alameddine.Michael@hutchisonports.com.au" will receive an email confirmation, with a field to add additional email addresses.

The main manifest area is titled "OUT" and features a "PREVIEW" button. It contains a graphic of a truck with two blue 20' containers and one grey 40' container. Below the truck graphic, a dropdown menu shows "HPA BRO No / Order Ref: [2018111913002 - 20181111]". The text "No Containers Available" is displayed below the dropdown.

The footer of the page states: "HPA PORTAL - VERSION 1.8.42.89 HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED."

Figure 103 –Bulk Run Out Manifest – Location error