Sydney International Container Terminal Ltd (SICTL)

Receiving / Delivery – Processes

2018
SICTL Landside Process - Key Features

• **Carriers maintain full ownership** – of appointments, truck manifests, using information available in HPA Portal/TAS

• **HPA Portal** – Vessel Schedules, Container Enquiries, Container Storage, PRA, Reports

• **Truck Appointment System (TAS)** – Container Appointments, Truck Visit Manifests, and Truck Monitoring

• **Auto Gate (GOS)** – Driver Self Service – Driver needs unique Manifest PIN for each truck visit
HPA TAS Overview

2018
Truck Appointment System (TAS)
Concepts and Principles

Carrier Self- Service – Visibility, Simplicity, Flexibility, & Fairness

• Carrier Access - One Booking Account for each Trucking Company (ABN)
• Visibility - of schedules, containers, appointments, manifests, and truck performance
• Appointment Release - Regular and Ad Hoc Releases
• Public Appointments – Carrier book online after release
• Private Appointments – Apply to Terminal for Special cargoes (Late, OOG, Hazardous)
• Ownership – Each Carrier has ownership and control of its Appointments and Truck Manifests
• Terminal Access - A unique manifest PIN is issued for each approved truck visit
Key Features of HPA Portal and TAS

• **Vessel Schedules** – Receiving Time Windows, Import Availability & Container Storage Start Dates

• **Container Enquiry** – Container Enquiry and Storage amount Enquiry

• **PRA** – Online PRA input by Customers

• **Appointments**
  • Public Appointments – Carriers book online after Appointment Release
  • Private Appointments – Apply to terminal for Specials and Late Receiving
  • Visibility – Carriers can view all appointments and manifests

• **Truck Manifesting** – Carriers submit truck manifest online

• **User Management** – Carriers manage their staffs’ access to TAS

• **Shipping Companies** – Online Enquiries and Reports
Vessel Schedule
- Receiving Windows
- Import Availability
- Import Storage Start

Export Pre-Receival Advice (PRAs)
- Shippers with PRA EDI process – Send to HPA or via 1-STOP
- Shipper input Export PRA’s via HPA Portal or via 1-STOP

Import eIDO
- Carrier submits Container number at Appointment Confirmation
- Carrier submits Container eIDO prior to Manifesting
Public Appointments using TAS

Public Appointments

• Releases
  • 1st Regular Release – 2 working days prior
  • 2nd Regular Release – 1 working day prior
  • Ad Hoc Release – On a needs basis

• Booking Appointments:
  • Maximum appointments per booking request – 4 (across time zones and directions [Imports, Exports, Unspecified])
  • Time Intervals between booking requests – 10 seconds

• Confirm Appointments - Must be done within 2 hours of Booking
  • Exports – Vessel Voyage +Gen/Reefer/Empty. Provide Container number before manifesting.
  • Imports – Container Number. Provide EIDO PIN before manifesting.
  • NO Booking/Confirmation/Listing 15 minutes before Time zone Start!

• Listing – Please List unwanted Appointments early so that other Carriers can utilise
Private Appointments using TAS

Private Appointments

• Use - For Specials (OOG, Hazardous) and Late receivals only

• Request - by email 1 day prior – via SICTL landside coordinator

• Booking and Confirmation
  • By Terminal only, at terminal’s discretion
  • Appointment is for named Carrier, and specified Container

• No Listing of Appointment
Truck Manifesting using TAS

- **Truck Manifesting**
  - Every truck visit must be manifested.
  - The Carrier will receive a unique Manifest PIN for each accepted Truck Manifest
- **Before Manifesting**
  - Appointments confirmation accepted (valid Container record)
  - Import EIDO PIN submitted and accepted
- **Manifest Details**
  - Input Driver MSIC
  - Input Truck Rego + Trailer type + Side-loader Flag
  - Select Appointments (and Containers) from List
  - Drag & Drop into Container position on truck
  - Select Export Reefer Door Direction
  - HPA will accept truck manifest but warn Carrier of delivery impediments
- **Check and Update Manifest before Time-zone Start**
  - Check Impediments – Payments, Holds, Container in yard?
  - *NO more changes to Truck manifest 15 minutes prior to time-zone start!*
Checks before you send your Truck

• Please check that your Truck Manifest is correct and accurate
  - Container Readiness – In yard, Released, Storage payments cleared
  - Truck Readiness – Truck suitable for manifested exchange, COR Requirements
  - Mass Limit - Mass Limit applicable to the truck. Mass Limit identifier number is required for HML, CML and permit mass limit categories. Not required for GML
  - FUPS – Identify if the truck has FUPS
  - Truck driver has the Mass limit identifier number relevant to the truck visit
  - Container positions on truck
  - Driver MSIC and Site Induction
  - Manifest PIN – Ensure that the Truck Driver has the PIN for the Visit

• 15 Minutes before Time Zone Start- Everything must be Finalised
  - NO new Appointments or Appointment changes
  - NO new Truck Manifests or Manifest changes
  - Truck Registration and Driver MSIC can be updated at the Terminal Gate

• Truck Arrival
  - Arrive within the allocated Time Zone!
  - Early and Late Trucks will be turned away!
  - Make amendments at the Driver Amenity Building where necessary
Landside Service Charges

Tariffs
• Please refer to hpaportal.com.au, drop down ‘About’ tab for latest landside Tariffs

<table>
<thead>
<tr>
<th>Charge Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Container Storage</td>
</tr>
<tr>
<td>• Appointment Fees</td>
</tr>
<tr>
<td>• Customer Annual Subscription</td>
</tr>
<tr>
<td>• PBLIS Penalties</td>
</tr>
<tr>
<td>• Manual Processing – WIM and Height</td>
</tr>
<tr>
<td>• Special Handling Fees</td>
</tr>
</tbody>
</table>
Truck Appointment System (TAS)
Carrier Processes

- **Booked Appointments**
  - Linking Appointment to Carrier.
  - Carrier has 4 hours to confirm or Appointment is returned to pool

- **Confirmed Appointments** – Carrier is responsible once confirmed
  - Exports – Vessel Voyage + Gen/Reef/Empty + Container No (Prior to manifesting)
  - Imports – Container Number/EIDO

- **Listing Appointments** – Carrier is still responsible unless Appointment is taken up

- **Manifesting**
  - Carrier needs to provide Driver MSIC, Truck Rego, Appointments & Containers, Import EIDO, Container position, Export Reefer Door, and Carrier Declaration.
  - Carrier needs to organize payments, check that containers are ready for exchange before sending the truck.

- **Manifest PIN** – Carrier will be issued a unique Manifest PIN if manifest is accepted.

- **Truck Arrival** – Auto Gate (GOS) Process

- **Exceptions** – The Truck Driver can make Manifest amendments at the Drivers Amenity Building at the Terminal. This includes adding transit units, removing containers and amending container positions.
Truck Appointment System (TAS)

Processes

Carrier Processes

Register Company in TAS

Set up TAS User Accounts

- Familiarise with HPA TAS and Gate Processes
- Driver Site Induction

Book Appointment

Confirm Appointment

Create Truck Manifest

Receive Manifest PIN

Seek Private Appointments for Specials (Late, OOG, Hazardous etc)

Pre-Arrival Checks:
- Containers Ready – In Yard, No Holds, Storage $
- Truck Suitable – COR, Mass Limit Type, Mass limit Identifier. Determine if the truck has FUPS.
- Driver – Valid MSIC, including Site Induction

Send Truck to Terminal within the allocated time zone
Truck Appointment System (TAS)
Appointment Status Changes

Released (Available) → Listed

Booked → Confirmed

Manifested

Arrived → Completed

Non Service

No Show

Appointment Confirmation:
Exports – Vessel Voy, Gen/Reef/Mt
Imports – Container number/EIDO
## TAS - Features

### HPA Portal Features
- Customer Notifications
- Container Enquiry and Storage Enquiries
- PRA

### Vessel Schedules
- Vessel Schedules, Import Availability, Storage Start dates

### Appointments
- Public Appointments
- Private Appointments

### Truck Manifests
- Truck Manifest
- X-Ray Truck Manifest

### Invoicing
- Container Storage Enquiries & Payment
- Weekly TAS and PBLIS Invoices

### Reports
- Truck Performance
- Waterside Reports
# TAS Features

## Landside Process

### Appointments
- The Terminal uses TAS to manage appointment releases
- The Carrier uses TAS to book and manage its own appointments

### Truck Manifests
- The Carrier uses TAS to set up Manifest
- The Carrier nominates Container positions on truck
- TAS issues unique Manifest PIN for each accepted Truck Manifest

### X-Ray Truck Manifests
- The Carrier picks from X-Ray Container lists

### Truck Arrival at Terminal - Auto Gate Process
- System checks driver MSIC
- Driver confirms Truck Rego
- Driver Inputs Manifest PIN
- Driver Confirms Truck Manifest Exchange Details
- The GOS directs Truck into Truck Park to wait for Call Up or Exception Process
HPA Portal

On Line Registration
Register Company Page
Companies applying for access will need to complete this page to submit application to HPA
HPA Portal

https://hpaportal.com.au

Login Page
Login Page

Login to HPA Portal

Username: *
Password: *
Remember me?
I agree to the HPA Terms and Conditions

Login  Forgot password
The user is prompted to check the ‘Terms and Conditions’ box.
Login Area
Note the User’s name next to the ‘Log out’ button, and the Terminal name on the right.

News

**DG IN YARD AWAITING PICKUP AS AT 22/March**

ATT CARRIERS,

the following HAZ units are in our yard awaiting pickup as at 22/March,

ContNo: OWNER:APHU8527479 ANL APHU7220153 ANL APHU7361228 ANL APHU7361228 ANL APHU7371817 ANL DAYU6117163 MSK ECMU8551307 ANL MRKU5851989 MSK MSKU1568650 MSK OLOLU1039695 OOL OOLU1438249 OOL OOLU2881549 OOL OOLU3847417 OOL OOLU4810076 ANL

If the units overstay the allowable time limits as governed by Port Authorities NSW, relevant infringement notices will be issued, please arrange pickup of these HAZ units ASAP. for more info, contact landsideCoordinator.sictl@hutchisonports.com.au or call 1800 472 008

HPA- Sydney
Sample Message – Rejected PRA

From: <noreply@hutchisonports.com.au>
Date: Thu, Mar 21, 2013 at 1:36 PM
Subject: Rejected PRA - Container [REEF00001]

To:

The terminal has rejected your PRA for the following reasons:

- Reefer temperature is mandatory!

Vessel Information
Vessel Voyage: YJH 111
Lloyds Number: 9146704
Line Operator: COS

Consignment Information
Shipping Line Booking Reference: 1212
Port of Loading: AUBNE
Port of Discharge: CNXMN
Final Destination:

Container Information
Container/Breakbulk: Container
Container Number: REEF00001
Customs Authorisation Number: JA436MNPW
Container ISO: 43R1
Commodity Code: REEF
Full/Empty: Empty

Arrival Mode: Truck
Container Gross Weight: 18000 kg

Reefer Container
Reefer Indicator: Non-Operating
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-Receival 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.
HPA Portal

Enquiries & About
Hpaportal link:  https://hpaportal.com.au
Public Page
Note the News Items (These are the notifications that a HPA user can publish via the hpaportal and also emails <to customers who have elected receive them>)
Vessel Schedules Page
Click the ‘Vessel Voyage’ to see details page.
### Vessel Voyage Enquiry

<table>
<thead>
<tr>
<th>Line Operator Code:</th>
<th>ANL, COS, HLC, KLI, OOL, UAS</th>
<th>ETA (Pilots):</th>
<th>09/02/2017 08:34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vessel Operator:</td>
<td>COS</td>
<td>ETD:</td>
<td>11/02/2017 09:00</td>
</tr>
<tr>
<td>Lloyd's Number:</td>
<td>9430765</td>
<td>ATA:</td>
<td>09/02/2017 08:34</td>
</tr>
<tr>
<td>Vessel Name:</td>
<td>JPO VIRGO</td>
<td>ATD:</td>
<td>11/02/2017 09:00</td>
</tr>
<tr>
<td>Vessel Code:</td>
<td>JVI</td>
<td>First Lift:</td>
<td>09/02/2017 14:44</td>
</tr>
<tr>
<td>Voyage Reference:</td>
<td>011S</td>
<td>Last Lift:</td>
<td>11/02/2017 11:49</td>
</tr>
<tr>
<td>HPA Valve Ref:</td>
<td>ASALUV1519344</td>
<td>Receiving Start:</td>
<td>02/02/2017 06:00</td>
</tr>
<tr>
<td>Service:</td>
<td>ASAL</td>
<td>Receiving Cut-Off:</td>
<td>08/02/2017 14:00</td>
</tr>
<tr>
<td>Borth:</td>
<td>HD2</td>
<td>Receiving Cut-Off (Reefers):</td>
<td>08/02/2017 14:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Receiving Cut-Off (Empties):</td>
<td>08/02/2017 14:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Import Available:</td>
<td>10/02/2017 14:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Import Storage Start:</td>
<td>15/02/2017 14:00</td>
</tr>
</tbody>
</table>
Menu Items available under ‘ABOUT’

HUTCHISON PORTS
Customer Portal and Truck Appointment System

News

DG IN YARD AWAITING PICKUP AS AT 22/March

ATT CARRIERS,

the following HAZ units are in our yard awaiting pickup as at 22/March,

ContNo OWNER APHUJ8527470 ANL APHUJ7220153 ANL APHUJ7361228 ANL APHUJ7371817 ANL DAVU6617183 MSK ECMU9851387 ANL MRKU5851980 MSK MSKU1569058 MSK OOLLU1636795 OOL OOLLU1438249 OOL OOLLU2881690 OOL OOLLU2881640 OOL TGHU810075 ANL

if the units overstay the allowable time limits as governed by Port Authorities NSW, relevant infringement notices will be issued please arrange pickup of these HAZ units ASAP. for more info. contact landsitecsodinnat.sictrl@hutchisonports.com.au or call 1800 472 000

HPH- SYDNEY
Container Enquiry

Container Number: *  
OFSU5502705

Search
## Container Enquiry – Result

### Container Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Container Number</td>
<td>CCLU734684</td>
</tr>
<tr>
<td>ISO</td>
<td>45G1</td>
</tr>
<tr>
<td>Full / Empty</td>
<td>E</td>
</tr>
<tr>
<td>Line Operator</td>
<td>COS</td>
</tr>
<tr>
<td>Port of Loading</td>
<td>AUSYD</td>
</tr>
<tr>
<td>Damage Indicator</td>
<td>No</td>
</tr>
<tr>
<td>Category</td>
<td>EXPORT</td>
</tr>
<tr>
<td>Commodity Code</td>
<td>MTY</td>
</tr>
<tr>
<td>Gross Weight</td>
<td>3002 (kg)</td>
</tr>
<tr>
<td>Port of Discharge</td>
<td>ZZOPT</td>
</tr>
<tr>
<td>Final Destination</td>
<td>ZZOPT</td>
</tr>
<tr>
<td>Seal Number</td>
<td>-</td>
</tr>
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</table>

### Controls

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Customs Authorisation Number (CAN):</td>
<td>-</td>
</tr>
<tr>
<td>Customs Status</td>
<td>RELEASED</td>
</tr>
<tr>
<td>Shipping Line Booking Reference</td>
<td>CCLU734684</td>
</tr>
</tbody>
</table>

### Location

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Location</td>
<td>In Yard - Block 5</td>
</tr>
</tbody>
</table>

### Arrival & Departure

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival Mode</td>
<td>Truck</td>
</tr>
<tr>
<td>Received Date/Time</td>
<td>20/03/2017 00:21</td>
</tr>
<tr>
<td>Received Truck Registration</td>
<td>BSB997</td>
</tr>
<tr>
<td>Departure Mode</td>
<td>Vessel</td>
</tr>
<tr>
<td>Loaded Date/Time</td>
<td>-</td>
</tr>
<tr>
<td>Loaded Vessel Voyage</td>
<td>SCT 999</td>
</tr>
<tr>
<td>Loaded Vessel Name</td>
<td>EMPTY POOL SYDNEY</td>
</tr>
</tbody>
</table>

### X-Ray Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>No X-ray Events found</td>
<td></td>
</tr>
</tbody>
</table>

[Back to Search]
‘Container Enquiry – Result’ Page
Import Container Example
Note how the information is organised in blocks
HPA Portal

TAS - Timeslots
New TAS Menu Items
Book Appointment Screen
Appointment Dashboard Screen

Search Criteria

- **Truck Carrier**: All
- **Appointment Date from**: 22/03/2017
- **Appointment Date to**: 27/03/2017
- **Zone**: All
- **Direction**: All
- **Status**: Select Statuses

Appointment Number: 
Container Number: 

Search | Adjust Fee | Create Private Appointment

<table>
<thead>
<tr>
<th>Arrival Window Start Time</th>
<th>Appointment Number</th>
<th>Carrier</th>
<th>Manifest Reference</th>
<th>Direction</th>
<th>Type</th>
<th>Container Number</th>
<th>Container Length</th>
<th>Container Location</th>
<th>Commodity Code</th>
<th>Vessel Voyage</th>
<th>ConTMS/Manifest By</th>
<th>Status</th>
<th>Impediment</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>22/03/2017 06:00</td>
<td>0322001030</td>
<td>BSB</td>
<td>20170322001954</td>
<td>Export</td>
<td>Public</td>
<td>CCLU7374584</td>
<td>40</td>
<td>In Yard - Block 5</td>
<td>MTC</td>
<td>SCT 999</td>
<td></td>
<td>Departed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0322001028</td>
<td>MCS</td>
<td>20170322006885</td>
<td>Export</td>
<td>Public</td>
<td>DFSU5609446</td>
<td>40</td>
<td>In Yard - Block 6</td>
<td>GENIL</td>
<td>SNK 1709N</td>
<td></td>
<td>Departed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Confirm Appointment Screen

Public Appointment Details
- Appointment Number: 0927151010
- Status: Booked
- Direction: Export
- Arrival Window start time: 27/09/2013 15:00
- Confirm By: 27/09/2013 13:13

Container Details
- Do you have a pre-advised container? Yes
- Commodity Code: GENL
- Vessel Voyage: RSE 001N

Confirm Appointment
Confirm Appointment Screen

Public Appointment Details
- Appointment Number: 0927151010
- Status: Booked
- Direction: Import
- Arrival Window start time: 27/09/2013 15:00
- Confirm By: 27/09/2013 13:13

Container Details
- Container Number: [blank]
- eIDO Pin: [blank]
- Commodity Code: [blank]
- Vessel Voyage: [blank]
- ISO Code: [blank]
- Container Length: [blank]
- Container Gross Weight: [blank]
- FULL/EMPTY: [blank]
- Import Available: [blank]
- Import Storage Start: [blank]
- Storage Owing: [blank]
- Current Location: [blank]
- Customer Status: [blank]
Confirmed Appointment

Public Appointment Details
Appointment Number: 0322001930
Status: Manifested - 20170322001954
Truck Arrival Status: Departed
Direction: Export
Arrival Window start time: 22/03/2017 09:00

Container Details
Do you have a pre-advised container? * Yes No
Container Number: * CGLU7374684
Commodity Code: MTY
Vessel Voyage: 45G1
Container Length: 40
Full/Empty: Empty
Container Gross Weight: 3002 kg
HPA Portal

Truck Manifest
Truck Manifest Menu

<table>
<thead>
<tr>
<th>HOME</th>
<th>ENQUIRIES</th>
<th>ONLINE SERVICES</th>
<th>CUSTOMS</th>
<th>TAS</th>
<th>ADMINISTRATION</th>
<th>FINANCE</th>
<th>REPORTS</th>
<th>ABOUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>Michael Alameddine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Welcome Michael Alameddine

**News**

**DG IN YARD AWAITING PICKUP AS AT 22/March**

ATT CARRIERS,

The following HAZ units are in our yard awaiting pickup as at 22/March,

ContNo: Owner 0PHU6527470 ANLAPHU7220153 ANLAPHU7361228 ANLAPHU7361228 ANLAPHU7361228 ANLAPHU7361228 ANLAPHU7361228 ANL

OOLU1450249 OOLU2861640 OOLU3947417 OOLTGU4810675 ANL

<table>
<thead>
<tr>
<th>News Item</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DG IN YARD AWAITING PICKUP AS AT 22/March</td>
<td>22/03/201X</td>
</tr>
</tbody>
</table>

**Truck Manifest Menu**

- Template Management
- Work Calendar
- Appointment Management
- Truck Manifest
- Create Manifest
- Bulk Run Management
- Truck Monitoring
Truck Manifest Dashboard
Create Truck Manifest Screen

- Additional Emails
- Driver and Truck Info
- Exp & Imp Tabs
- Add Transit Containers
- Truck Graphic to match configuration
- Date & Time Zone
- Containers for selection
Creating and Amending Truck Manifest

- Complete the Driver and Truck Details section (The Truck picture will change to reflect the selected truck configuration)
- Input additional Notifications email addresses
- Select the Export or Import Tab
- Select the Date and Time Zone (You will see the Container Cards <confirmed appointments> for the selected date and time zone)
- Select and drag the Container Card on to the truck graphic (The Truck picture will highlight the eligible positions for the selected container)
- Review and then click ‘Save’
- Accept the ‘Truck Manifest – Carrier’s Declaration’
- The Truck Manifest will progress from status ‘Pending’ to ‘Accepted’
- TAS will display a Manifest PIN when the Truck Manifest is Accepted
- The Carrier will receive email notification to confirm Manifest acceptance/rejection
Adding an Import Container with Impediments and Errors

This appointment has errors.
- eIDO Pin is required

This appointment has impediments.
- Storage Owing: $194.70 on 27/09/2013

- Container Number: LGPU2136339
- EIDO Pin: 
- Commodity Code: GENL
- Vessel Voyage: WRD1 001S
- Container Length: 22'
- Container Gross Weight: 14220

UPDATE CANCEL
Adding a Transit Container on the Truck

Drag Container on to truck
Acceptable Container Positions on Truck
Truck Manifest – Carrier’s Declaration
Carrier to Accept upon saving of Truck Manifest

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
An Accepted Truck Manifest – with Movement Ref, Manifest PIN, and Status ‘Accepted’
Sample Message – Accepted Truck Manifest

From: <noreply@hutchisonports.com.au>
Date: Mon, Mar 25, 2013 at 3:59 PM
Subject: Accepted Truck Manifest - 0325153910
To:

The Terminal has accepted your Truck Manifest. Below are the details of your Truck Manifest:

Truck Information
Carrier Code: AJI
Truck Registration: TRAK02
Driver MSIC Number: DRAK02
Truck Visit Date/Time: 25 Mar 2013 15:00
Movement PIN: 13676

Export Container Information
Appointment Number Container Commodity Size
TA13032514543710015 TRAK00001 GENL 40
From: <noreply@hutchisonports.com.au>
Date: Mon, Mar 25, 2013 at 2:51 PM
Subject: Rejected Truck Manifest - 0325147961
To:

The terminal has rejected your manifest for the following reasons:

- Appointment [23234234] is not found.

Truck Information
Carrier Code: AJI
Truck Registration: 23123
Driver MSIC Number: 123123
Truck Visit Date/Time: 25 Mar 2013 14:00
Movement PIN: 54951

Export Container Information
Appointment Number Container Commodity Size
23234234 SOOG000001 ODIM 40
23132 SHAZ0000001 HAZD 40
Our Mission

To be the Global Market Leader in Port Development, Operations and Logistics Services

SICTL Auto Gate Process
2018
Auto Gate Process

- Overview
- SICTL Auto Gate Process – Overview
- Before Truck Arrival
- Traffic Flow in the Terminal
- Pre-Gate
- Driver Amenities Building (DAB)
- Call Up & Yard Entry Point (YEP)
- Container Exchange in the Manual Areas-OOG, F/racks, B/bulk
- Container Exchange in the ASC Areas
- Weigh in Motion (WIM)
  - Mass Limits (GML, HML, CML, Permit)
- Department of Agriculture, Fisheries and Forestry
- Exit Gate
- Help
1. **Truck Manifest** — Every Truck Visit Must be Manifested correctly

2. **Automatic Gate Process** — Arrive at the Terminal:
   - Within the Allocated Time zone
   - With Valid driver MSIC
   - With Manifest PIN for the Visit

   *Note:* There is No grace Period unless published via TAS Notifications

3. **Gate Kiosks** — Follow Simple Screen Instructions

4. **Driver Amenity Building (DAB)** — Simple manifest changes allowed including update of container position, transit containers and removing containers.

5. **MSIC Scan at every Process Point** — The MSIC Scan will identify the Driver, the Truck, and Location in Terminal
Before Truck Arrival: Carrier Action

- The Carrier will complete the above steps using TAS
- The Driver must have Unique Manifest PIN for the Visit
- The Truck must Arrive within the allocated Time Zone
Checks before Arriving the Terminal

To ensure that the Truck Visit is Efficient – Carriers must Check the following before Time Zone Starts or Truck Arrival:

1. **Containers** – Ready for Exchange (Holds, Container in Yard, Payment)
2. **Truck Manifest** – Must be Correct and Accurate (Manifest PIN), please ensure manifest is made **prior to start** of time-slot (note 15 min rule)
3. **MSIC** – Driver MSIC is valid, including SICTL Site induction
4. **Truck** – Must be suitable for the Manifested Exchanges (COR Requirements)
5. **Manifest PIN** – Driver must have Unique PIN for each Visit
6. **Arrival Time** - Within the allocated Time-zone
Auto Gate Process

Truck Flow in the Terminal

1. Pre-Gate
2. Parking Area
3. Call Up
4. Yard Entry Point (YEP)
   - ASC LSTP
   - MAN Area
5. WIM
6. Laden Truck
7. DAF
8. Exit Gate
9. Reject Gate
10. Exceptions/Changes (DAB)
Truck Routes in the Terminal
Pre-Gate Process

Truck Arrives at the Pre-Gate Lane Kiosk

1. Driver Scans MSIC
   - MSIC Good?
     - Yes: 2. Confirms Truck Rego
     - No: Truck goes to Reject Gate

2. Confirms Truck Rego
   - Yes: 3. Input Manifest PIN
     - No: Change

3. Input Manifest PIN
   - Confirm: Truck goes to Parking Area
   - Change: Truck goes to Reject Gate

- Driver goes to DAB
Pre-Gate Process

Truck Stops at Pre-Gate Kiosk:

1. Scan MSIC
2. Confirm/ Enter Truck Rego
3. Enter Manifest PIN (Driver is allowed 3 Tries to get it right)
   • Confirm/ Reject Truck Manifest Details on Screen
     • Confirm -> Go to Parking Area
     • Reject -> Go to DAB
   • System will instruct Truck to Go to Reject Gate if:
     • Arriving Early/ Late
     • No Manifest found or No Container Exchange
     • MSIC details not found
     • 3 Incorrect Manifest PIN attempts
Pre-Gate Process

Pre-Gate Kiosk

- Truck Kiosk
- Touch Screen
- Card Reader
- Intercom to Security
Pre-Gate Process

Pre-Gate – Driver Kiosk
Welcome.
Please Place MISC Card on Reader.

MSIC: HPA0000008
Is this Rego correct?
TAS222
Pre-Gate – Driver Kiosk Screens

MSIC: HPA0000015
Go to the Parking Area.

MSIC: HPA0000008
Driver report to DAB
Go to the DAB Kiosk:

1. Scan MSIC

2. Enter Manifest PIN

3. System will display the Manifested Container Details – Change Options:
   • Remove Container
   • Change Container Position
   • Change Export Reefer Door Direction
   • Add Transit Container/ Change Grounding Container to Transit

4. Confirm/ Reject the Changed Details
   • Confirm -> Go to Parking Area
   • Reject -> Go to Reject Gate (No Container Exchange)
DAB Kiosk Screen

Kiosk in the DAB

Welcome.
Please swipe your MSIC card.
DAB – Driver Kiosk Screens

Container | IC Mode | Length | Pos | Doors | Hold | Remove | Change
---|---|---|---|---|---|---|---
EXPU4441234 | GR | 20 | 1 | Aft | N | | |

Please input the container number.

MSIC: HPA0000008
Enter the size of the container.
TRAN4567111

MSIC: HPA0000008
Enter the new position.
TRAN1234567
DAB – Driver Kiosk Screens

MSIC: HPA0000015
Go to the Parking Area.

MSIC: HPA0000008
Please contact the tower or proceed to the reject gate.
Parking Area - Call Up – YEP Gate

Wait in the Parking Area - Look for your Truck Rego on the Call Up Board

Call Up Board Display – Truck Rego and ASC Block ID or MAN (Manual Area)

YEP Gate Process - When you Truck Rego is called up:

1. Go to the YEP Gate Kiosk
2. Scan your MSIC
3. Follow Kiosk Screen Instructions and Traffic Light
4. Proceed into the allocated ASC Block /MAN (Manual Area)
Call Up Board will Display:
Truck Rego, ASC Block ID or MAN (for Manual Area)
Yard Entry Point Process

YEP Gate Lanes and Kiosks
MSIC: HPA0000015
Go to a LSTP.
Block: 3
ASC Process

ASC LSTP Truck Lanes and Driver Booths
Safety First

1. Awareness of other truck movements/ pedestrians
2. Speed limit 20km on site, additional care required when reversing
3. Stay within chosen lane (do not walk about)
4. Ensure PPE compliance: high viz clothing or vest, safety footwear
5. Follow all screen instructions
6. Exit LSTP via the designated route
1. Back the truck into an available lane, ensure your front twist locks of the trailer are inline with the marked position
2. Set the twist locks on trailer
3. Go into the Driver Booth
4. Scan the MSIC
5. Confirm that twist locks are okay
6. Stay on the Pressure Mat
7. Only leave the Driver Booth if you need to reset the twist locks…and only when the ASC is not in the LSTP area
8. The Screen instruction will tell you go to Exit Gate when all exchanges are completed
ASC LSTP Driver Booth Kiosk

ASC LSTP Driver Booth

Driver to Stay on the Pressure Mat! If a driver moves off the mat this will fault the ASC and effect your Truck turn around time.
Please ensure all twist locks are unlocked.

MSIC: HPA0000015
Waiting for the ASC...
Please remain on the Pressure Mat for Service Continuity
1. **Large Red Emergency Stop button** - e.g. if truck is being lifted.
2. **Blue light** - ASC is approaching need to be standing on mat
3. **Orange light** - when illuminated remain on mat or ASC will stop
4. **Red light** - fault button press intercom when illuminated
5. When ASC is approaching it will make a *buzzing* sound **Stay on the Pressure Mat in the booth**
6. Remain on mat until light turns off, keep an eye on the screen
7. Then engage twist locks and leave site safely following the designated exit route
Exit LSTP Process

- Driver ensures twist locks are engaged
- Truck departs LSTP lane
- Truck proceeds to WIM
- ASC transaction completed
Weigh in Motion (WIM)

All cargo exiting the Terminal is subject to Weigh in Motion (W.I.M). This will provide a weight of the vehicle as well as a height reading to comply with the appropriate regulations.

The Gate Operating System (GOS) will control the truck progress in the WIM lane using traffic light and boom gate at the lane entry.

1. The GOS will allow the truck to proceed into the WIM lane when it is available.
2. The weighbridge will weigh the truck and send the calculated results to the GOS.
3. The truck will approach the pedestal at the lane exit where the driver will scan the MSIC. The GOS will record the WIM results and the Truck exchange details.
   a. The truck driver will input the mass limit type that the truck is operating under:
      i. GML – General Mass Limit
      ii. CML – Concessional Mass Limit
      iii. HML – Higher Mass Limit
      iv. Permit
   b. The truck driver will input the Mass limit identifier. (not required for GML)
   c. The truck driver will specify if the truck has FUPS (Front Underrun Protection Systems)
   d. The truck driver will be prompted to confirm selection
   e. Message to the driver via the WIM lane exit Kiosk screen
   f. Traffic/indicator lights will inform the driver of WIM results and required actions.
   g. Boom gate will open and allow the truck to exit the WIM lane.
   h. WIM printer will print a receipt confirming the recorded results
   i. Boom gate will open and allow the truck to exit the WIM lane.
4. The GOS will store the WIM process timestamps and events as part of the truck visit log

Note: If a breach of the regulations occurs per the following classifications
Minor (G) and Substantial (O) breaches must report to a nominated CFS in the port precinct
Severe (R) is not permitted to leave the Terminal

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Visit ID: 232493
Trucking Company: ABC123
License Plate: HPAC116842
Mass Limit: GML
Mass Limit Permit: NA
FUPS: Yes

Container: TONU56450158
Gross Weight: 25600

Weight Status: GREEN
NOT OVERHEIGHT

Gross Weight: 40340 KG
Gross Weight Overload 0 KG

1 - Weight: 5200 KG
   Overload: 0 KG
2 - Weight: 1500 KG
   Overload: 0 KG
3 - Weight: 15140 KG
   Overload: 0 KG

Arrived on 09-03-2018 at 11:10
Printed on 09-03-2018 at 12:03

Instructions to drivers:
| RED    | Severe Breach |
|        | - Call Terminal Control for Rehandling |
| YELLOW | Minor or Substantial Breach |
|        | - Travel to a nominated CFS |
| GREEN  | No Breach |
|        | - Proceed to Exit |

Truck Height Breach
- Call Terminal Control for Rehandling

Check the Weight Ticket and ensure that the truck loading is in compliance with the relevant regulations. SICT/L will unload containers upon request from the Truck driver and Conditions

END OF WEIGHBRIDGE RECEIPT
MSIC: HPA0000008
Please wait while your Truck is processed...

Please input your mass limit identifier.

Select Mass Limit
- GML
- CML
- HML
- PERMIT

FUPS Present?
- YES
- NO
Mass Limit Overview

Is this information correct?

- Mass Limit Type: HML
- FUPS Present: Yes
- Mass Limit Identifier: PERMIT123

Please confirm the weighbridge result:
GREEN

No Breach
Proceed to Exit
Import cargo exiting the Terminal gates is subject to inspection for external contamination by DAF Officers. Contaminated cargoes could be restricted from exiting the port precinct and directed to a DAF treatment facility outside of S.I.C.T.L.
Exit Gate Process

Truck Arrives at the Exit Gate Lane

Driver Scans MSIC → Security Operator Checks: GOS and CCTV → Truck Good to Exit?

Yes: Confirm Truck Exit: Print EIR Ticket, Open Boom Gate, Green Light → Truck Exits Terminal

No: Control Tower: Resolves Problem → Truck Exits Terminal
Go to the Exit Gate Lane Kiosk:

1. Scan MSIC
2. Wait for Screen Instructions
3. The Security will do the necessary checks before authorising the truck exit
4. Exit Terminal when the green light comes on, and the boom gate opens
MSIC: HPA0000008
Please wait while your Truck is processed...
Simple Checks to Ensure your Truck Visit to SICTL is Safe and Efficient:

1. **Container** Readiness – Containers ready for Exchange
2. **Truck Manifest** Ready – Manifest Correct and Accurate
3. **Truck** – Suitable for the Truck Visit – COR Requirements. Ensure that:
   a) The mass limit the truck is operating under is known
      i. The mass limit identifier is known, Driver has the Identifier number
   b) The presence of FUPS on the truck is known
4. **Driver** – MSIC Valid, SICTL Site Induction Valid, Driver has Manifest PIN
5. **Truck Arrival** – Within Allocated Time zone
6. **Follow Kiosk Screen Instructions** – Kiosk Intercom for exceptions
7. **Modify Manifest at DAB** – Cntr Pos, Exp Reefer Door Dir, Transit Cntr
8. **Follow Instructions** from Terminal Security, Ground and Control Staff
9. **Safety First**