



# **Sydney International Container Terminal Ltd (SICTL)**

## **Receiving / Delivery – Processes 2021**

# SICTL Landside Process - Key Features

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- **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



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# ***HPA TAS Overview***

***2021***

# Truck Appointment System (TAS)

## Concepts and Principles

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### *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

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- **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-Receipt 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

- **Releases**
  - 1<sup>st</sup> Regular Release – 2 working days prior
  - 2<sup>nd</sup> 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

- 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*

# Truck Appointment System (TAS)

## Billing Implementation Roadmap



## Landside Service Charges

### Tariffs

- Please refer to [hpaportal.com.au](http://hpaportal.com.au), drop down 'About' tab for latest landside Tariffs

<i>Charge Items</i>
<ul style="list-style-type: none"><li>• Container Storage</li></ul>
<ul style="list-style-type: none"><li>• Appointment Fees</li><li>• Customer Annual Subscription</li></ul>
<ul style="list-style-type: none"><li>• PBLIS Penalties</li><li>• Manual Processing – WIM and Height</li><li>• Special Handling Fees</li></ul>

# Truck Appointment System (TAS)

## Carrier Processes

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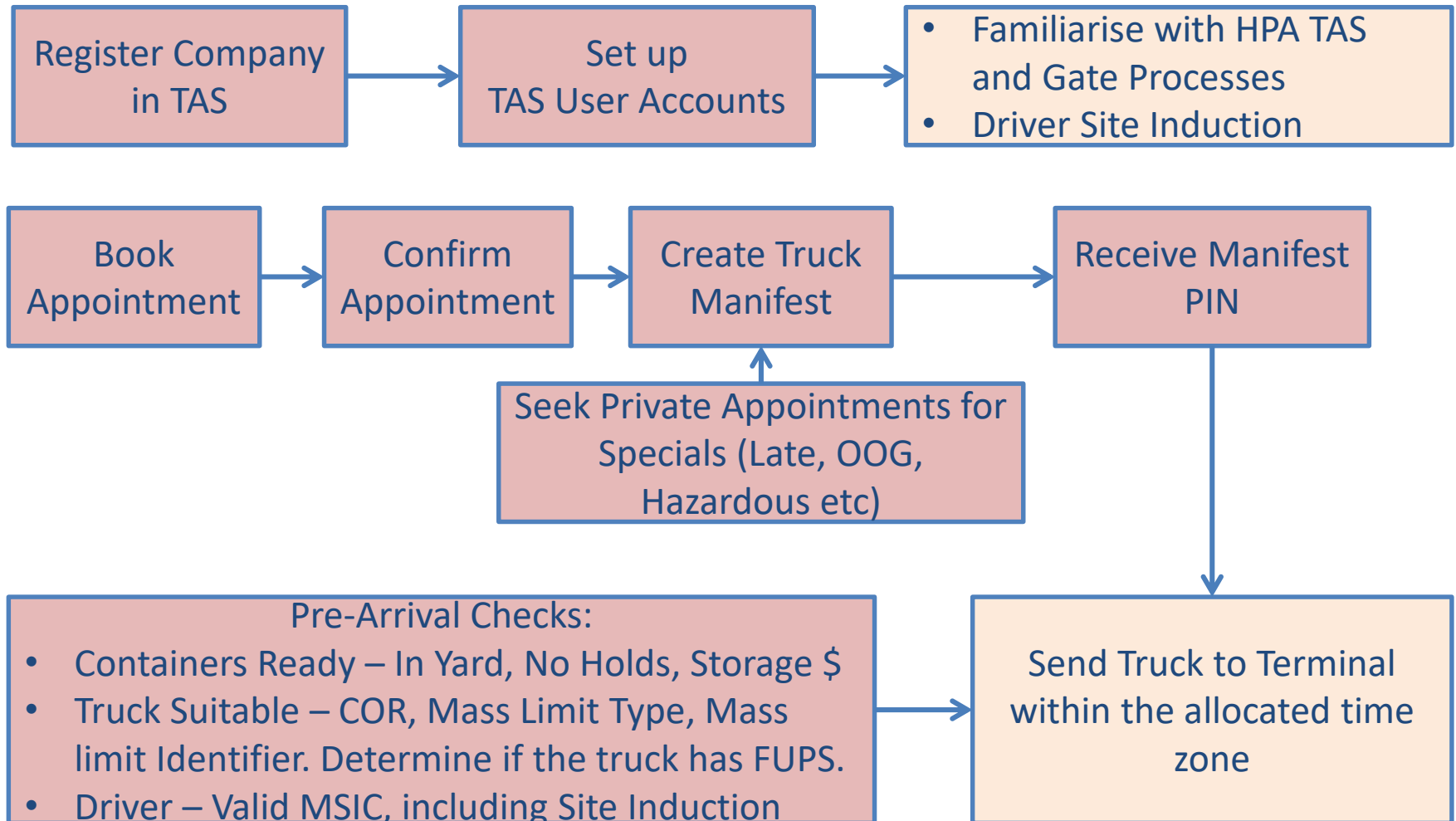
- **Booked Appointments**
  - *Linking Appointment to Carrier.*
  - *Carrier has 4 hours to confirm or Appointment is returned to pool*
- **Confirmed Appointments** – *Carrier is responsible once confirmed*
  - *Exports – Vessel Voyage + Gen/Reef/Empty + Container No (Prior to manifesting)*
  - *Imports – 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

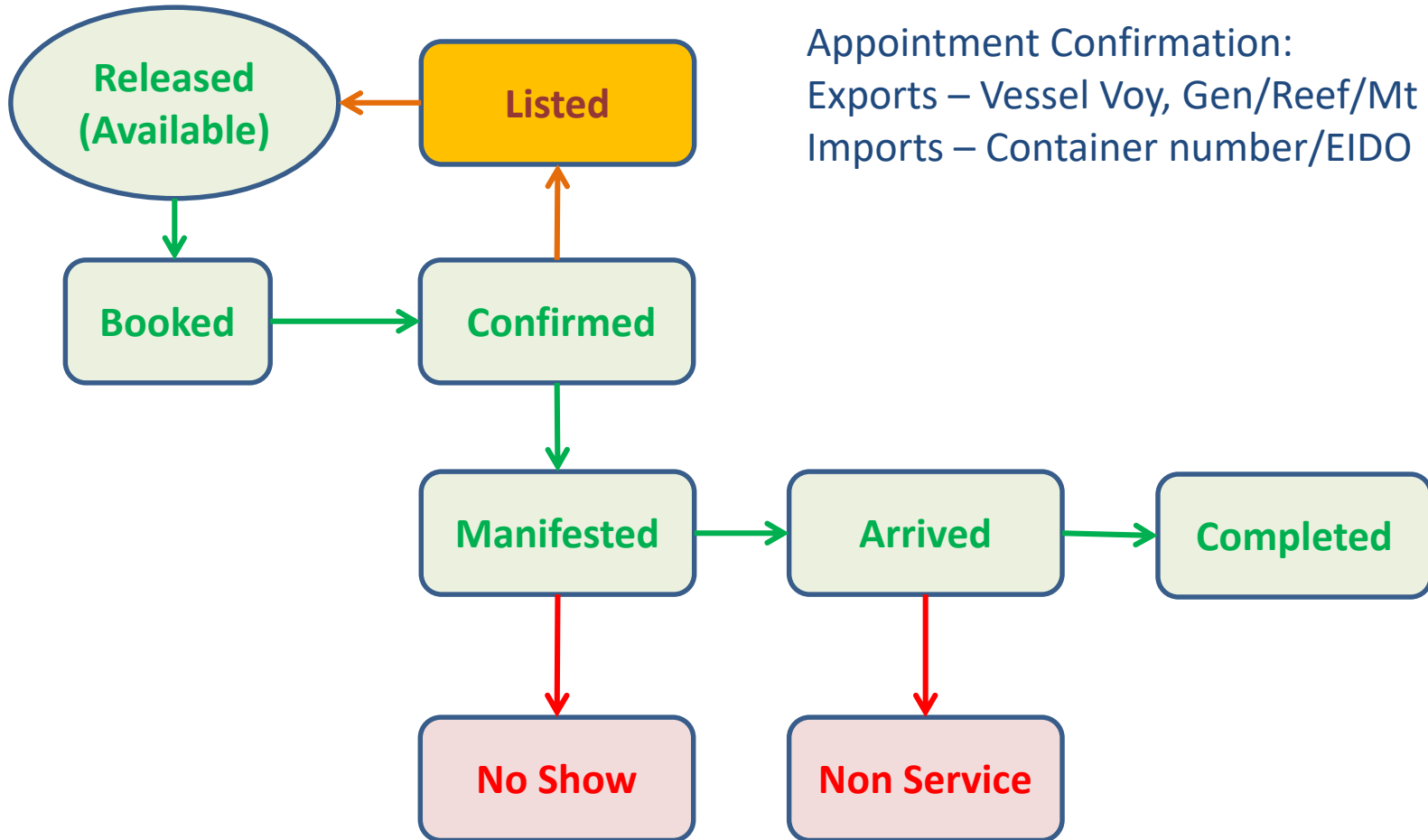


### Carrier Processes



# Truck Appointment System (TAS)

## Appointment Status Changes





## 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



## 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



HOME

ENQUIRIES

REGISTER COMPANY

ABOUT

Log in

HPAPB, Sydney

15:41:24

### Company Registration

#### Company Details

ABN:\*

Company Name:

Company Website:

Small Business: ☐ Yes ☒ No

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

#### Physical Address

Address Line 1:\*

Address Line 2:

Suburb:\*

State:\*

Postcode:\*

#### Company Types

Empty Container Park ☐

Freight Forwarder ☐

Train Operator ☐

Truck Operator ☐

#### Billing Address

Same as Physical Address ☐

Address Line 1:\*

Address Line 2:

Suburb:\*

State:\*

Postcode:\*

#### Services

There are no permissions to allocate for the selected Company Types.

#### Email Notifications

HPAPB, Sydney ☐

HPAFI, Brisbane ☐

#### Main Contact

Title:

First Name:\*

Last Name: \*



# HPA Portal

<https://hpaportal.com.au>

**Login Page**



## Login Page



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

Log in

HPAPB, Sydney

15:42:12

### Login to HPA Portal

Username: \*

Password: \*

Remember me? ☐

I agree to the [HPA Terms and Conditions](#) and [HPA Portal Terms of Use](#) ☐

Login

Forgot password

HPA PORTAL - VERSION 1.10.16.0

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The user is prompted to check the 'Terms and Conditions and HPA Portal Terms of Use' box



HOME

ENQUIRIES

REGISTER COMPANY

ABOUT

Log in

HPAPB, Sydney

15:44:31

Login to HPA Portal

1 Error

You must accept the Terms and Conditions to login to the HPA Portal.

Username: \*

Alameddine.Michael@example.com.au

Password: \*

\*\*\*\*\*

Remember me?

☐

I agree to the [HPA Terms and Conditions](#) and [HPA Portal Terms of Use](#)

☐

Login

Forgot password

HPA PORTAL - VERSION 1.10.16.0

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## Login Area

Note the User's name next to the 'Log out' button, and the Terminal name on the right.



# HUTCHISON PORTS

Customer Portal and Truck Appointment System



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Welcome **Tenista S M Tester**

**HPAPB, Sydney**

15:49:38

6	3	7		0	
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](#).



## PRA Menu Items



HOME	ENQUIRIES	ONLINE SERVICES	CUSTOMS	TAS	ADMINISTRATION	REPORTS	ABOUT
Welcome <b>Tenista S M Tester</b>		<a href="#">PRA</a> <a href="#">CREATE PRA</a>		<b>HPAPB, Sydney</b> <b>15:51:25</b>			
<b>Container Enquiry</b> Container Number: * <input type="text"/>		<a href="#">MO41</a> <a href="#">CONTAINERS</a> <a href="#">DRIVER</a>		<input type="button" value="Search"/>			



## PRA Dashboard

The customers will only see his/her own PRA's  
Select Container number to see PRA details



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Customer Portal and Truck Appointment System


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Welcome **Tenista S M Tester**



HPAPB, Sydney

15:58:42

## PRA Dashboard

Search on one or more fields to find a PRA

Container Number:

Shipping Line Booking Reference

Vessel Voyage:

Submission Start Date:

Submission End Date:

Search

Create PRA

Page 1 of 1 Page Size: 20

Container Number	Commodity Code	Vessel Voyage	ETD	Port of Discharge	Shipping Line Booking Reference	Container VGM	Last Modified	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">ANLU84221</a>	GENL	DNT 050N	11/04/2021 16:16	NZTRG	AFES	12587	04/03/2021 10:34	Accepted
<a href="#">APLG087530</a>	GRAI	DNT 050N	11/04/2021 16:16	NZAKL	APLSFE	12054	16/03/2021 16:56	Accepted
<a href="#">APRU087510</a>	REEF	DNT 050N	11/04/2021 16:16	MYPKG	APLUSFEF	12540	24/02/2021 14:33	Accepted
<a href="#">CMA087530</a>	GENL	DNT 050N	11/04/2021 16:16	NZAKL	CMA0545400	12580	16/03/2021 16:57	Accepted
<a href="#">DGSU221183</a>	HAZD	DNT 050N	11/04/2021 16:16	NZTRG	ANLDG02100	12025	18/03/2021 10:24	Accepted
<a href="#">DGSU962183</a>	HAZD	DNT 050N	11/04/2021 16:16	NZTRG	ANLDG02100	12025	18/03/2021 10:47	Accepted
<a href="#">EARL04198520</a>	GENL	DNT 050N	11/04/2021 16:16	MYPKG	APLSFE	13250	03/03/2021 10:17	Accepted





## PRA Details Page

## Create PRA

## Vessel Information

Vessel Voyage:\*

Lloyds Number:

Line Operator:\*

## Consignment Information

Shipping Line Booking Reference:\*

Port Of Loading: AUSYD

Port of Discharge:\*

Final Destination:

## Container Information

Container / Breakbulk:\* ☒ Container ☐ Breakbulk

Nested 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:\*  kg

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 (tipmainuser@gmail.com) will receive an email confirming Terminal acceptance or declination of this PRA. Is there anyone else you would like us to email?

Email Addresses:



## Sample Message – Rejected PRA

From: <[noreply@hutchisonports.com.au](mailto: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-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.



# 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>)



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

Log in

HPAPB, Sydney

11:22:25

### News

DG IN YARD AWAITING PICKUP AS AT 22/March

22/03/2017

ATT CARRIERS,

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



## Menu items available under 'ENQUIRIES'



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Log in

CONTAINER ENQUIRY

CONTAINER STORAGE ENQUIRY

VESEL SCHEDULE

HPAPB, Sydney

11:24:21

News

TA Sydney

16/02/2017

TOSCA RUN - Port Botanys newest container terminal, Sydney International Container Terminals Limited (SICTL), is now operating. It received its first ship on Wednesday night, the Forum Fiji.

TA Sydney Notification 15:08

1/02/2017

TOSCA RUN - Port Botanys newest container terminal, Sydney International Container Terminals Limited (SICTL), is now operating. It received its first ship on Wednesday night, the Forum Fiji.

TA Sydney Notification 18:57

11/01/2017

TOSCA RUN - Port Botanys newest container terminal, Sydney International Container Terminals Limited (SICTL), is now operating. It received its first ship on Wednesday night, the Forum Fiji.



## Container Storage Enquiry


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HPAPB, Sydney



11:25:31

### Container Storage Enquiry

Container Number: \*

Pick Up Date: \*

22/03/2017

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## Vessel Schedules Page

Click the 'Vessel Voyage' to see details page.



# HUTCHISON PORTS

Customer Portal and Truck Appointment System


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HPAPB, Sydney



15:06:26

### Vessel Schedule

Vessel	Voyage (Inbound/Outbound)	HPA Co/Vsl/Voy Ref	Lloyds Number	Berth	ETB	ETD	Receiving Start (Generals)	Receiving Start (Reefers)	Receiving Start (Hazardous)	Receiving Cut-Off (Generals)	Receiving Cut-Off (Reefers)	Receiving Cut-Off (Hazardous)	Import Available	Import Storage Start
IRENES REMEDY	002 / 001	PAD/IRR/S0408	9315850	HD1	03/05/2017 15:00:00	31/01/2018 15:20:00	26/04/2017 00:00:00	26/04/2017 00:00:00	26/04/2017 00:00:00	02/05/2017 23:00:00	02/05/2017 23:00:00	02/05/2017 23:00:00	-	-
OOCL LE HAVRE	6542 / 6543	ASAL/OLH/S0422	9404857	HD1	08/05/2017 09:00:00	11/07/2017 10:00:00	15/06/2017 19:00:00	29/04/2017 00:00:00	29/04/2017 00:00:00	20/06/2017 23:00:00	20/05/2017 23:00:00	20/05/2017 23:00:00	01/01/2020 14:00:00	10/05/2020
XIN NING BO	022S / 022N	A3/XNB/S0487	9270464	HD2	27/05/2017 14:00:00	24/01/2018 10:00:00	01/05/2017 00:00:00	01/05/2017 00:00:00	01/05/2017 00:00:00	18/12/2017 06:00:00	18/12/2017 06:00:00	18/12/2017 06:00:00	-	-
XIN CHI WAN	179S / 179N	A3/XCW/S0496	9304772	HD1	30/06/2017 14:00:00	04/07/2017 08:00:00	12/06/2017 06:00:00	12/06/2017 06:00:00	12/06/2017 06:00:00	19/06/2017 14:00:00	19/06/2017 14:00:00	19/06/2017 14:00:00	30/06/2017 17:00:00	23/06/2020
OOCL DUBAI	094S / 094N	A3/ODB/S0505	9307023	HD1	26/07/2017 11:10:00	05/03/2020 05:58:00	11/07/2017 06:00:00	11/07/2017 06:00:00	11/07/2017 06:00:00	25/09/2017 20:00:00	25/09/2017 15:00:00	25/09/2017 15:00:00	08/11/2017 14:00:00	09/12/2021
IRENES REMEDY	6442 / 6542	PAD/IRR/S0407	9315850	HD3	26/07/2017 13:00:00	04/02/2020 04:30:00	20/11/2018 06:00:00	20/11/2018 06:00:00	20/11/2018 06:00:00	11/12/2019 22:00:00	11/12/2019 22:00:00	11/12/2019 22:00:00	30/07/2017 23:00:00	05/08/2021
XIN CHI WAN	178S / 178N	A3/XCW/RESTOW	9304772	HD4	25/08/2017 13:00:00	25/08/2017 22:00:00	18/08/2017 00:00:00	18/08/2017 00:00:00	18/08/2017 00:00:00	25/08/2017 05:00:00	25/08/2017 05:00:00	25/08/2017 05:00:00	27/08/2017 00:01:00	29/08/2020
EMPTY POOL SYDNEY	999 / 999	POOL/SCT/999	99999	HD1	11/09/2017 10:00:00	10/04/2021 22:01:00	04/09/2017 00:00:00	04/09/2017 00:00:00	04/09/2017 00:00:00	06/04/2021 00:00:00	06/04/2021 00:00:00	06/04/2021 00:00:00	11/03/2018 00:00:00	19/03/2018
CPO JACKSONVILLE	1736S / 1736N	ASAL/JAX/S0541	9445576	HD4	28/09/2017 08:00:00	01/11/2017 15:00:00	21/09/2017 00:00:00	21/09/2017 00:00:00	21/09/2017 00:00:00	28/09/2017 00:01:00	28/09/2017 00:01:00	28/09/2017 00:01:00	01/11/2017 01:00:00	03/11/2017
CPO JACKSONVILLE	524N / 532S	ASAL/JAX/S0542	9445576	HD1	14/10/2017 01:00:00	18/12/2017 01:00:00	17/10/2017 00:00:00	17/10/2017 00:00:00	17/10/2017 00:00:00	10/12/2017 01:00:00	10/12/2017 01:00:00	10/12/2017 01:00:00	06/02/2018 00:00:00	06/02/2020
XIN CHI WAN	504N / 503S	A3/XCW/S512	9304772	HD1	24/10/2017 05:00:00	12/12/2017 11:00:00	17/10/2017 00:00:00	17/10/2017 00:00:00	17/10/2017 00:00:00	10/12/2017 19:00:00	10/12/2017 19:00:00	10/12/2017 19:00:00	-	-



## 'Vessel Schedules Enquiry' Details Page



**HUTCHISON**PORTS

Customer Portal and Truck Appointment System



HOME

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CUSTOMS

TAS

ADMINISTRATION

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ABOUT

Welcome **Tenista S M Tester**



HPAPB, Sydney



16:02:42

### Vessel Voyage Enquiry

Line Operator Code:	ANL,COS,CSC,HLC,HMM,HSC,KLI,OOL,RCL,UAS	ETA (Pilots):	08/05/2017 05:00
Vessel Operator:	OOL	ETB:	08/05/2017 09:00
Lloyds Number:	9404857	ETD:	11/07/2017 10:00
Vessel Name:	OOCL LE HAVRE	ATA:	08/05/2017 05:00
Vessel Code:	OLH	ATD:	11/07/2017 10:00
Voyage Reference (Inbound):	6542	First Lift:	-
Voyage Reference (Outbound):	6543	Last Lift:	-
HPA Vsl/Voy Ref:	ASAL/OLH/S0422	Receiving Start (Generals):	15/06/2017 19:00
Service:	ASAL	Receiving Cut-Off (Generals):	20/06/2017 23:00
Berth:	HD1	Receiving Start (Reefers):	29/04/2017 00:00
		Receiving Cut-Off (Reefers):	20/05/2017 23:00
		Receiving Start (Hazardous):	29/04/2017 00:00
		Receiving Cut-Off (Hazardous):	20/05/2017 23:00
		Receiving Cut-Off (Empties):	20/05/2017 23:00
		Import Available:	01/01/2020 14:00
		Import Storage Start:	10/05/2020

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## Menu Items available under 'ABOUT'



**HUTCHISON PORTS**

Customer Portal and Truck Appointment System



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Log in

INFORMATION

FORMS

USER GUIDES

TERMS & CONDITIONS

PRIVACY POLICY

HPAPB, Sydney

16:09:07

1	15		22.78	
Vessels Alongside	Trucks in Yard	TTT Trend	CTT	CTT Trend

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

### 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](#).





## 'Container Enquiry' input page



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Welcome **Tenista S M Tester** 

 **HPAPB, Sydney**  **16:12:39**

### Container Enquiry

Container Number: \*

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## 'Container Enquiry – Result' Page

### Export Container Example

Note that the information is organised in blocks

HOME
ENQUIRIES
ONLINE SERVICES
CUSTOMS
TAS
ADMINISTRATION
REPORTS
ABOUT

Welcome Tenista S M Tester
HPAPB, Sydney
16:10:50

### Container Enquiry - Result

#### Container Details

Container Number:	APLG087530	Appointment	0316171018
ISO:	22G1	Category:	EXPORT
Full / Empty:	F	Commodity Code:	GRAI
Line Operator:	APL	Gross Weight:	12054 (kg)
Port of Loading:	AUSYD	Port of Discharge:	NZAKL
Damage Indicator:	No	Final Destination:	-
		Seal Number:	-

#### Controls

Customs Authorisation Number (CAN):	EXTI	Shipping Line Booking Reference:	APLSFE
Customs Status:	ON HOLD		

#### Location

Current Location:	In Yard - Block 1
-------------------	-------------------

#### Arrival & Departure

Arrival Mode:	Truck	Departure Mode:	Vessel
Received Date/Time:	16/03/2021 17:09	Loaded Date/Time:	-
Received Truck Registration:	ESG09H	Loaded Vessel Voyage:	DNT 050N
		Loaded Vessel Name:	DO NOT TOUCH

Back to Search

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## 'Container Enquiry – Result' Page

### Import Container Example

Note how the information is organised in blocks

HOME

ENQUIRIES

REGISTER COMPANY

ABOUT

Log in

HPAPB, Sydney

16:21:15

### Container Enquiry - Result

#### Container Details

Container Number:	CCLU4829408	Category:	IMPORT
ISO:	4200	Commodity Code:	GENL
Full / Empty:	F	Gross Weight:	7384 (kg)
Line Operator:	COS	Port of Discharge:	AUSYD
Port of Loading:	SGSIN	Final Destination:	AUSYD
Damage Indicator:	No	Seal Number:	-

#### Controls

Customs Authorisation Number (CAN):	-	Shipping Line Booking Reference:	-
Customs Status:	RELEASED	Import Storage Start Date:	25/03/2021
		eIDO Pin Status:	Received on 08/03/2021 13:57

#### Location

Current Location:	In Community
-------------------	--------------

#### Arrival & Departure

Arrival Mode:	Vessel	Departure Mode:	Truck
Discharged Date/Time:	18/03/2021 23:49	Delivered Date/Time:	22/03/2021 00:03
Discharged Vessel Voyage:	SND 053S	Delivered Truck Registration:	AST097
Discharged Vessel Name:	SEASPAN NEW DELHI		

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# HPA Portal

**TAS - Timeslots**



## New TAS Menu Items



Customer Portal and Truck Appointment System



HOME			ENQUIRIES			ONLINE SERVICES			CUSTOMS			TAS			ADMINISTRATION			REPORTS			ABOUT		
Welcome Tenista S M Tester												HPAPB, Sydney 16:22:18											
<div> <div>6</div> <div>Vessels Alongside</div> </div>						<div> <div>3</div> <div>Trucks in Yard</div> </div>						<div> <div>APPOINTMENT MANAGEMENT</div> <div>TRUCK MANIFEST</div> <div>BULK RUN IN MANAGEMENT</div> <div>BULK RUN OUT MANAGEMENT</div> <div>TRUCK MONITORING</div> </div>						<div> <div>TTT Trend</div> <div>CTT</div> <div>CTT Trend</div> </div>					
<p>*TTT- Truck Turnaround Time in Minutes, *CTT - Container Turnaround Time in Minutes</p>																							
<p><b>News</b></p> <p><b>TA Sydney Notification 08:54</b> 16/04/2020 08:54</p> <p>TOSCARUN - Port Botany's newest container terminal, Sydney International Container Terminals Limited (SICTL), is now operating. It received its first ship on Wednesday night, the Forum Fiji.</p> <p>hpawsvrtat0001/HPAPB#</p>																							



## Book Appointment Screen



Customer Portal and Truck Appointment System



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[ADMINISTRATION](#)
[REPORTS](#)
[ABOUT](#)

Welcome **Tenista S M Tester**

**HPAPB, Sydney**
**16:25:18**

### 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 (120).
- 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	5	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
1	4	<input type="text" value="0"/>	0	5	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
2	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	5	<input type="text" value="0"/>	0
3	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
4	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
5	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
6	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
7	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
8	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
9	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
10	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
11	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0


	Import			Export			Unspecified		
Zone	Available	Request	Booked	Available	Request	Booked	Available	Request	Booked
12	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
13	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
14	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
15	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
16	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
17	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
18	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
19	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
20	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
21	5	<input type="text" value="0"/>	0	5	<input type="text" value="0"/>	0	5	<input type="text" value="0"/>	0
22	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0	4	<input type="text" value="0"/>	0
23	6	<input type="text" value="0"/>	0	5	<input type="text" value="0"/>	0	5	<input type="text" value="0"/>	0



Book



## Appointment Dashboard Screen

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

Welcome Tenista S M Tester 

 HPAPB, Sydney  16:27:36

### Appointment Dashboard

**Search Criteria**

Truck Carrier:\*TENISTA PTY LTD

Appointment Date from:\*07/03/2021

Appointment Date to:\*12/03/2021

ZoneAll

DirectionAll

StatusSelect Statuses

Appointment Number:

Container Number:

Search

Page 1 of 1 Page Size : 20

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	Listed At
09/03/2021 16:00	0309161005	20210309167310	Export	Public	FLEX0875203	20	In Yard - Block 1	FLEX	DNT 050N		Departed		
09/03/2021 16:00	0309161014	20210309167469	Import	Public	MSKU4712569	40		GENL	DNT 051S		Departed		
10/03/2021 10:00	0310101001	20210310106163	Import	Public	IMSY0287741	20		GENL	DNT 051S		Non-Service		
10/03/2021 10:00	0310101002	20210310106163	Import	Public	IMFU8754120	40		GENL	DNT 051S		Non-Service		
10/03/2021 11:00	0310111001	20210310113332	Import	Public	IMSY0287741	20		GENL	DNT 051S		Departed		
10/03/2021 11:00	0310111002	20210310113332	Import	Public	IMFU8754120	40		GENL	DNT 051S		Departed		
10/03/2021 11:00	0310111003	20210310112916	Import	Public	SYIP054740	20		MTY	DNT 051S		Departed		
10/03/2021 11:00	0310111005	20210310115751	Export	Public	EXSU0885720	20	In Yard - Block 1	GENL	OLH 0012N		Departed		
10/03/2021 11:00	0310111006	20210310112916	Export	Public	GGSU087410	20	In Yard - Block 1	GENL	DNT 050N		Departed		

Export to xlsx

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## Confirm Appointment Screen



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[ABOUT](#)

Welcome **Tenista S M Tester** 

 **HPAPB, Sydney** ▼

 **16:29:29**

### Public Appointment Details

Appointment Number: 0324191009  
Status: Booked

Direction: \* **Export** ▼

Arrival Window start time: 24/03/2021 19:00  
Confirm By: 22/03/2021 17:13

### Container Details

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

Commodity Code: \* **GENL** ▼

Vessel Voyage: \* **DNT 050N** ▼

**Confirm Appointment**

### Your Containers



## Confirm Appointment Screen



Customer Portal and Truck Appointment System



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Welcome **Tenista S M Tester**

**HPAPB, Sydney**
**16:32:35**

### Public Appointment Details

Appointment Number:	0324191009	Direction: *	Import
Status:	Booked	Arrival Window start time:	24/03/2021 19:00
		Confirm By:	22/03/2021 17:13

### Container Details

Container Number: *	<input type="text"/>	<input type="button" value="Fetch"/>
eIDO Pin:	<input type="text"/>	
Commodity Code:		Import Available:
Vessel Voyage:		Import Storage Start:
ISO Code:		Storage Owing:
Container Length:		Current Location:
Container Gross Weight:		Customs Status:
Full/Empty:		
Hazardous Category:		

### Your Containers

--

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## Confirmed Appointment



**HUTCHISON**PORTS

Customer Portal and Truck Appointment System



HOME ENQUIRIES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION REPORTS ABOUT

Welcome **Tenista S M Tester**



HPAPB, Sydney



16:34:46

### Public Appointment Details

Appointment Number:	0318161013	Direction:	Import
Status:	Manifested - <a href="#">20210318164287</a>	Arrival Window start time:	18/03/2021 16:00
Truck Arrival Status:	Departed		

#### Restrictions

There are no restrictions.

### Container Details

Container Number: *	UFCU087452	Import Available:	22/02/2021 00:00
Commodity Code:	GENL	Import Storage Start:	27/02/2021
Vessel Voyage:	DNT 051S	Storage Owing:	\$ 0.00 on (18/03/2021)
ISO Code:	22G1	Current Location:	Gate Out
Container Length:	20	Customs Status:	Released
Container Gross Weight:	12856 kg		
Full/Empty:	Full		

No Show



# HPA Portal

## Truck Manifest



## Truck Manifest Menu



**HUTCHISON**PORTS

Customer Portal and Truck Appointment System



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ENQUIRIES

ONLINE SERVICES

CUSTOMS

TAS

ADMINISTRATION

REPORTS

ABOUT

Welcome Tenista S M Tester



APPOINTMENT MANAGEMENT



HPAFI, Brisbane



14:33:58

TRUCK MANIFEST

CREATE MANIFEST

BULK RUN IN MANAGEMENT

BULK RUN OUT MANAGEMENT

TRUCK MONITORING



1

Vessels Alongside



19

Trucks in Yard



0

CTT

CTT Trend

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



## Truck Manifest Dashboard



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Welcome **Tenista S M Tester**

HPAPB, Sydney

15:36:41

### Truck Manifest Dashboard

**Search Criteria**

Appointment Number: 
Driver MSIC:

PIN: 
Truck Registration:

Carrier Code: TENISTA PTY LTD
Time Zone From: 
Time Zone To:

Manifest Reference: 
Container Number:

Search

Create Bulk Run In Manifest

Create Bulk Run Out Manifest

Create Truck Manifest

Page 1 of 1
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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
20210316167459	TM	EGC69H	TIP	HPA0000003	35454	Accepted	2	16/03/21 16:00	16/03/2021 16:12		16/03/2021 16:12	16/03/2021 16:15	16/03/2021 16:16	16/03/2021 16:24	16/03/2021 16:25	16/03/2021 16:37	13
20210316167857	TM	STV29W	TIP	HPA0000244	44644	Accepted	2	16/03/21 16:00									
20210316173144	TM	ESG69H	TIP	HPA0000006	41530	Accepted	2	16/03/21 17:00	16/03/2021 17:03	16/03/2021 17:04	16/03/2021 17:08	16/03/2021 17:08	16/03/2021 17:08	16/03/2021 17:09	16/03/2021 17:10	16/03/2021 17:11	7
20210318164287	TM	GEJ63U	TIP	HPA0000003	34461	Accepted	1	18/03/21 16:00	18/03/2021 16:17	18/03/2021 16:20	18/03/2021 16:21	18/03/2021 16:29	18/03/2021 16:33	18/03/2021 16:33	18/03/2021 16:33	18/03/2021 16:42	17

Export to xlsx

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## Create Truck Manifest Screen

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[ABOUT](#)

Welcome **Philip Lo** [Log out](#)
 Current Terminal: **HPAFI, Brisbane** [Change](#)

Registration:\*    Driver MSIC Number:\*    Truck Configuration: 20'     Has Side Loader: ☐ Yes ☒ No    Movement Reference: -    Manifest PIN: -    Status:

Notifications:  
 lo.philip@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](#)

Date	Time	Container	Weight	Time	Community
27/09/2013	12:00				
	13:00				
	14:00				
	15:00				
	16:00				
	17:00				
	18:00				
	19:00				
	20:00				
	21:00				
	22:00				
	23:00				

Additional  
Emails

Driver and Truck Info

Exp & Imp  
Tabs

Truck Graphic to match  
configuration

Add Transit Containers

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

HOME

ENQUIRIES

ONLINE SERVICES

TAS

ADMINISTRATION

FINANCE

REPORTS

ABOUT

Welcome Philip Lo

Log out

Current Terminal: HPAFI, Brisbane

Change

Registration:\*

Driver MSIC Number:\*

Truck Configuration:  
20'

Has Side Loader:  
☐ Yes ☒ No

Movement Reference:  
-

Manifest PIN:  
-

Status:

Notifications:  
lo.philip@hutchisonports.com.au will receive email notifications.  
☐

EXPORT APPOINTMENTS

IMPORT APPOINTMENTS

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

27/09/2013

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

20:00

21:00

22:00

23:00



## Adding a Transit Container on the Truck

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[TAS](#)
[ADMINISTRATION](#)
[FINANCE](#)
[REPORTS](#)
[ABOUT](#)

Welcome Philip Lo [Log out](#)
Current Terminal: **HPAFI, Brisbane** [Change](#)

Registration:\* **TRK111**
 Driver MSIC Number:\* **MSIC007**
 Truck Configuration: **B-Double**
 Has Side Loader: ☐ Yes ☒ No
 Movement Reference: -
 Manifest PIN: -
 Status:

**Notifications:**  
 lo.philip@hutchisonports.com.au will receive an email confirming this manifest. Is there anyone else you would like to add?

[EXPORT APPOINTMENTS](#)
[IMPORT APPOINTMENTS](#)
[TRANSIT 20'](#)
[TRANSIT 40'](#)
[SAVE](#)

**Transit Container Details**
×

Please provide container number and weight for transit container.
 

Container Number:

Container Weight:  kg

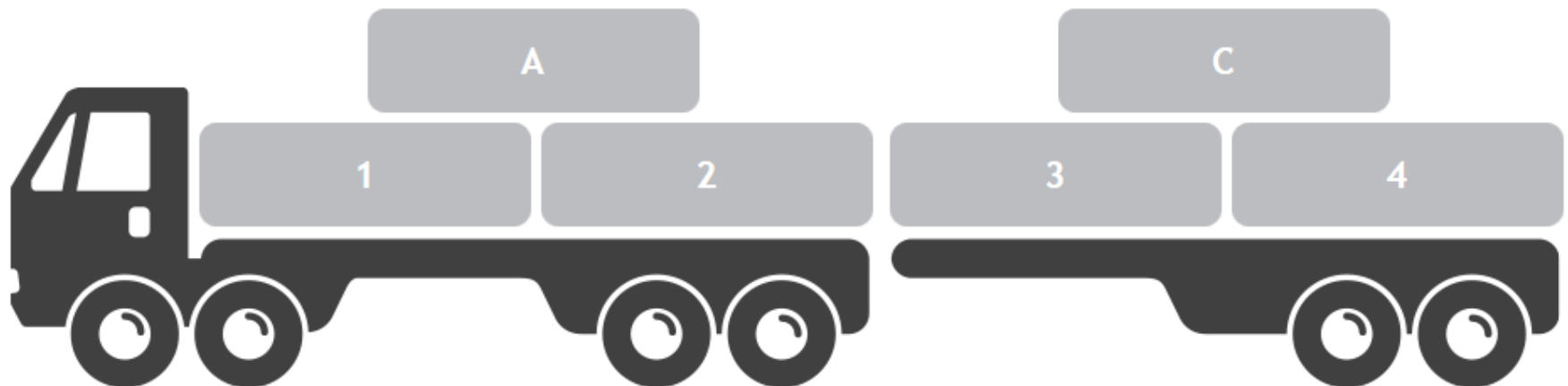
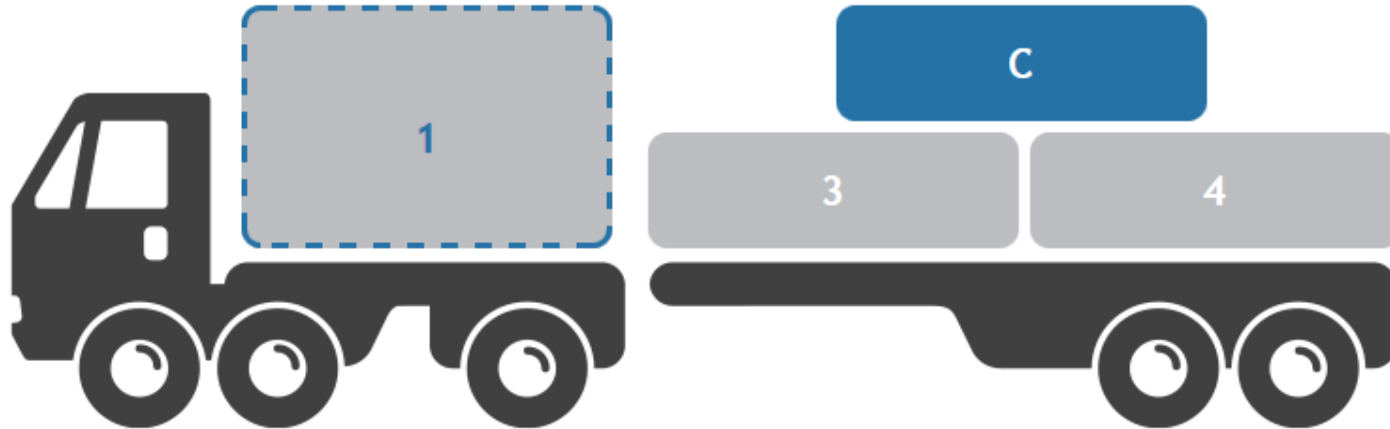
[SAVE](#)
[CANCEL](#)

27/09/2013
 ◀ 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00 21:00 22:00 23:00 ▶

Drag Container on to truck



## Acceptable Container Positions on Truck





## Truck Manifest – Carrier’s Declaration

Carrier to Accept upon saving of Truck Manifest

**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**



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

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[TAS](#)
[ADMINISTRATION](#)
[FINANCE](#)
[REPORTS](#)
[ABOUT](#)

Welcome **Philip Lo** [Log out](#)
Current Terminal: **HPAFI, Brisbane** [Change](#)

<b>Registration:*</b>	<b>Driver MSIC Number:*</b>	<b>Truck Configuration:</b>	<b>Has Side Loader:</b>	<b>Movement Reference:</b>	<b>Manifest PIN:</b>	<b>Status:</b>
042IUJ	OSC0069029	Super B-Double ▾	<input type="radio"/> Yes <input checked="" type="radio"/> No	0927135434	23350	Accepted

**Notifications:**  
 fleetcontrol@qld.chalmers.net.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](#)
[DELETE](#)

Container Number	Weight	Time
CAXU6781901	2.5t	13:00 2
CAXU6721116	2.5t	13:00 M05
CAXU6780865	2.5t	13:00 3
CAXU6340090	2.5t	13:00 3

27/09/2013

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

20:00

21:00

22:00

23:00



## Sample Message – Accepted Truck Manifest

From: <[noreply@hutchisonports.com.au](mailto: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



## Sample Message – Rejected Truck Manifest

From: <[noreply@hutchisonports.com.au](mailto: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**  
2021





- 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, Water and the Environment (DAWE)
- 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

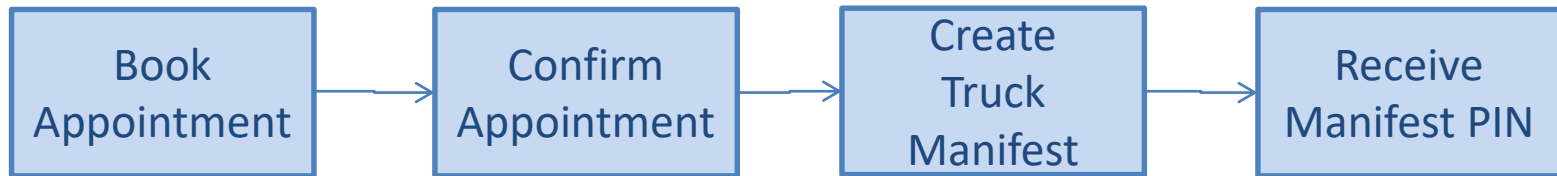
**3. Gate Kiosks** — Follow Simple Screen Instructions

**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***



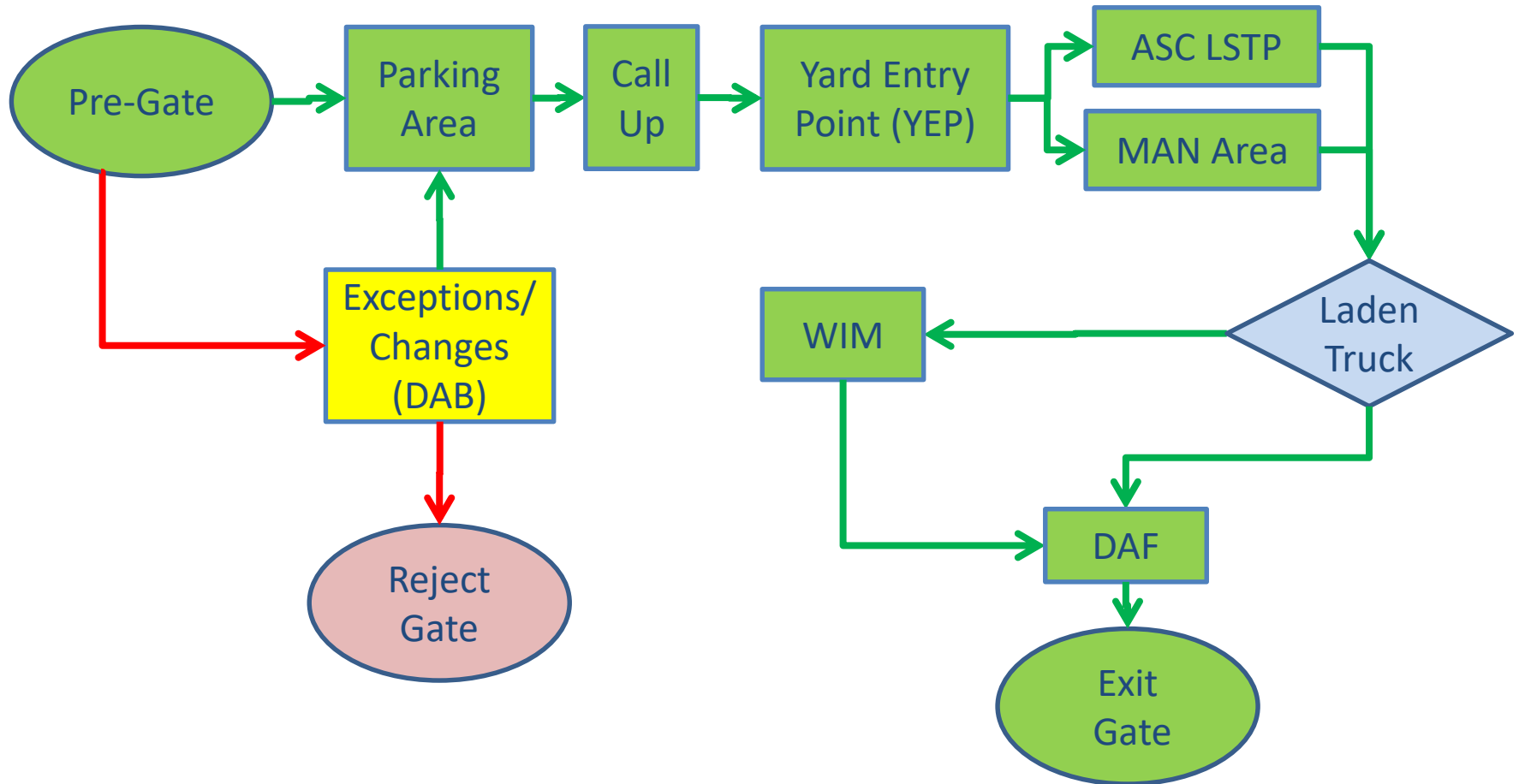
- The Carrier will complete the above steps using TAS
- The Driver must have Unique Manifest PIN for the Visit
- The Truck must Arrive within the allocated Time Zone

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

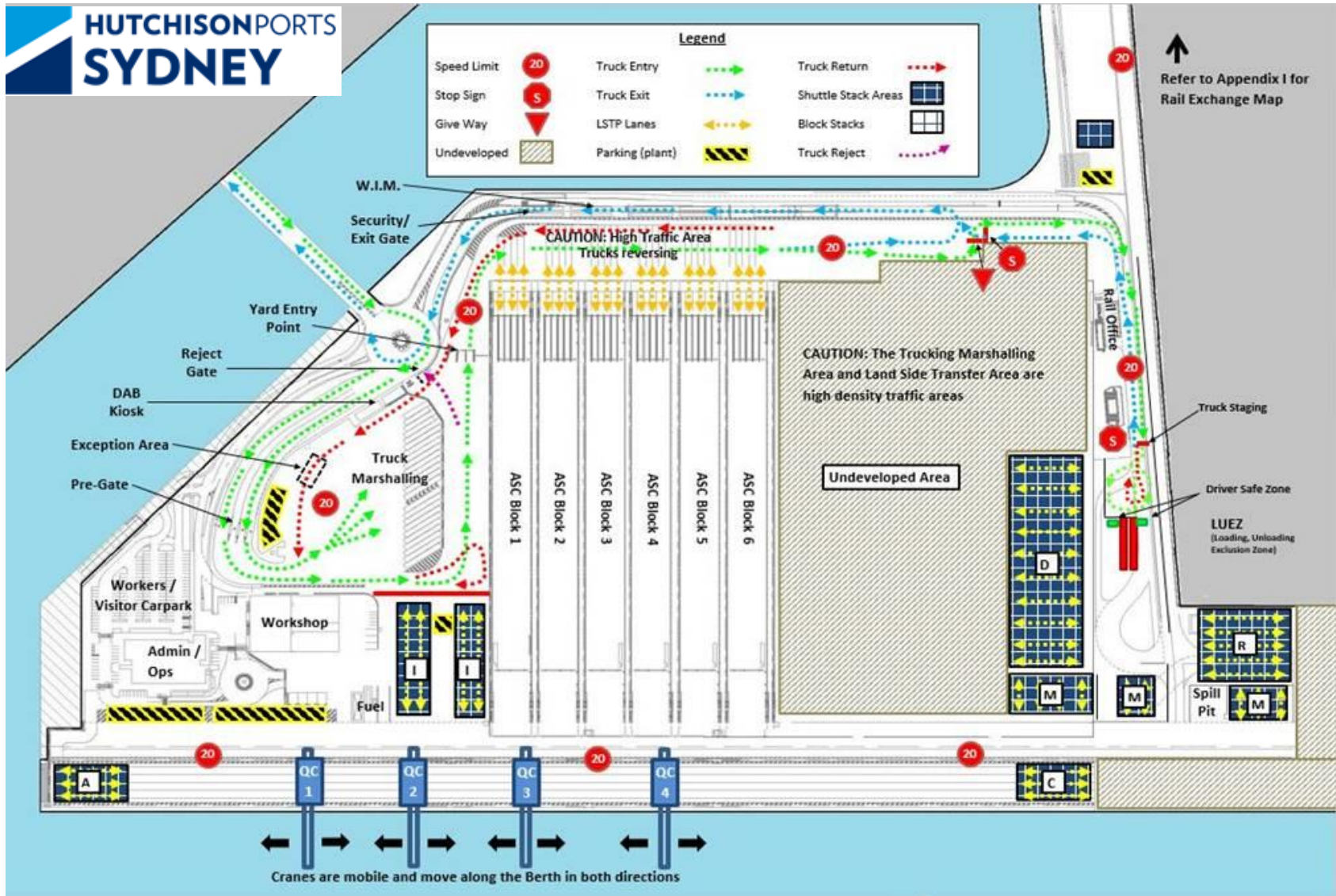
1. **Containers** – Ready for Exchange (Holds, Container in Yard, Payment)
2. **Truck Manifest** – Must be Correct and Accurate (Manifest PIN), please ensure manifest is made **prior to start** of time-slot (note 15 min rule)
3. **MSIC** – Driver MSIC is valid, including SICTL Site induction
4. **Truck** – 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



## *Truck Flow in the Terminal*

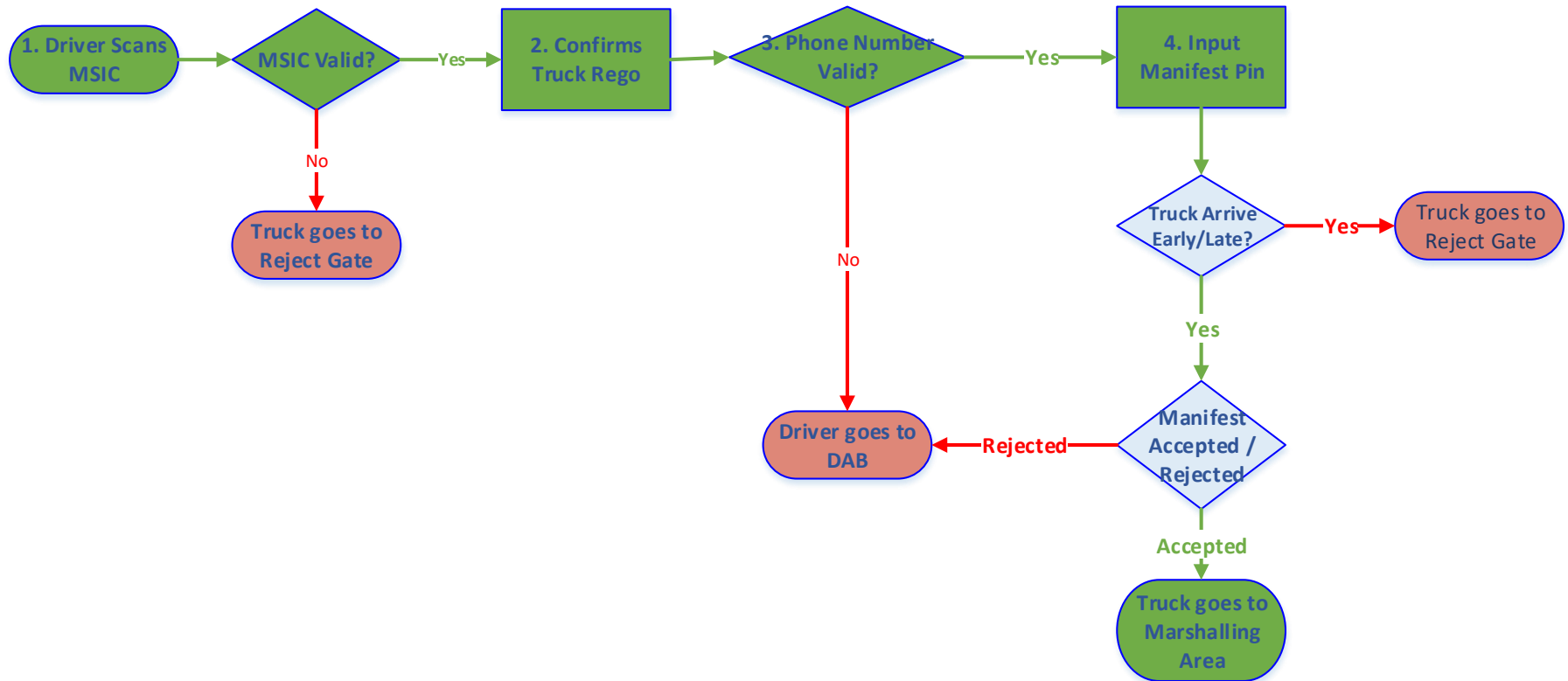


# Truck Routes in the Terminal





## *Truck Arrives at the Pre-Gate Lane Kiosk*





## Truck Stops at Pre-Gate Kiosk:

1. Scan MSIC
2. Confirm/ Enter Truck Rego
3. Confirm Mobile Phone Number
  - Confirm -> Enter Manifest PIN
  - Reject -> Go to DAB



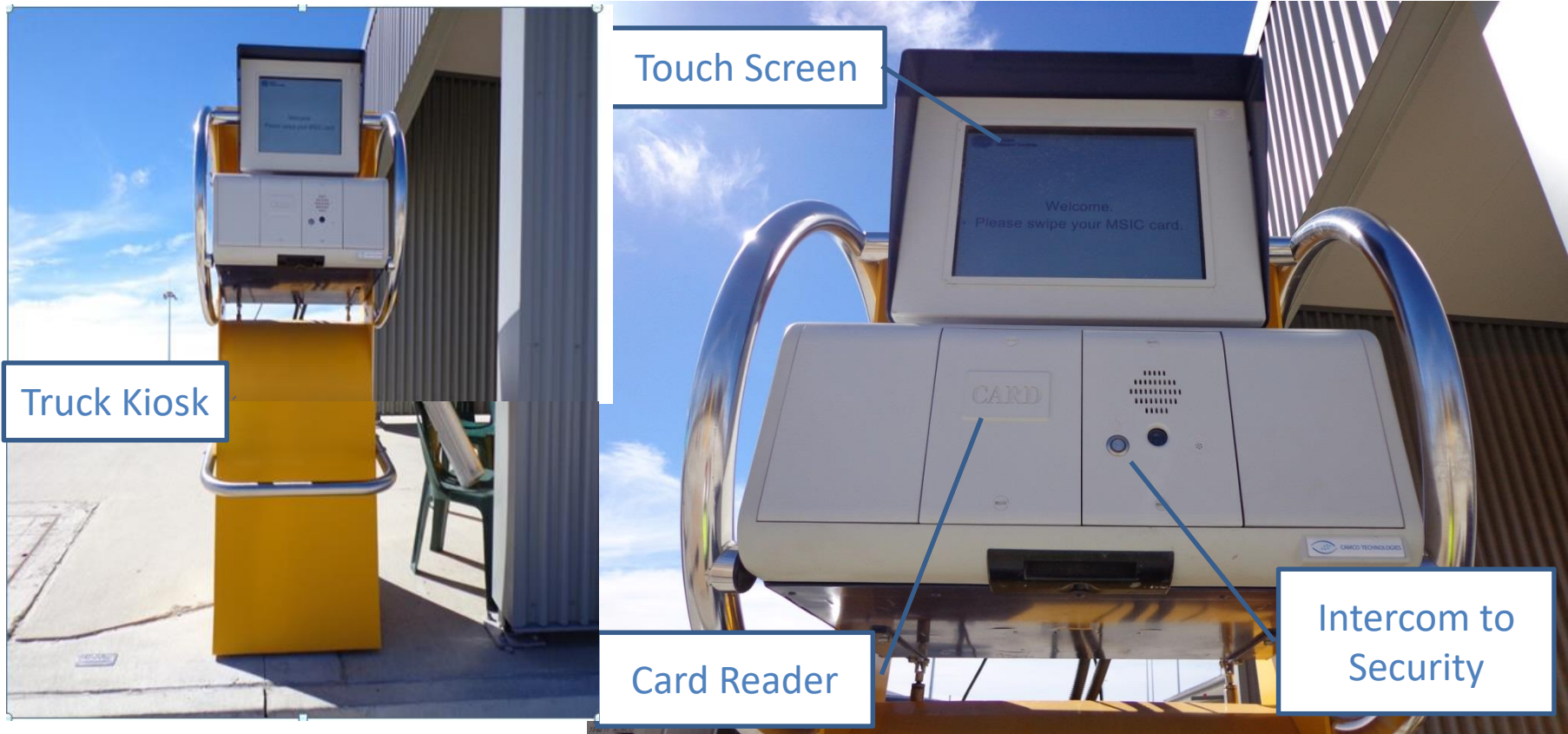


## Truck Stops at Pre-Gate Kiosk:

4. 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

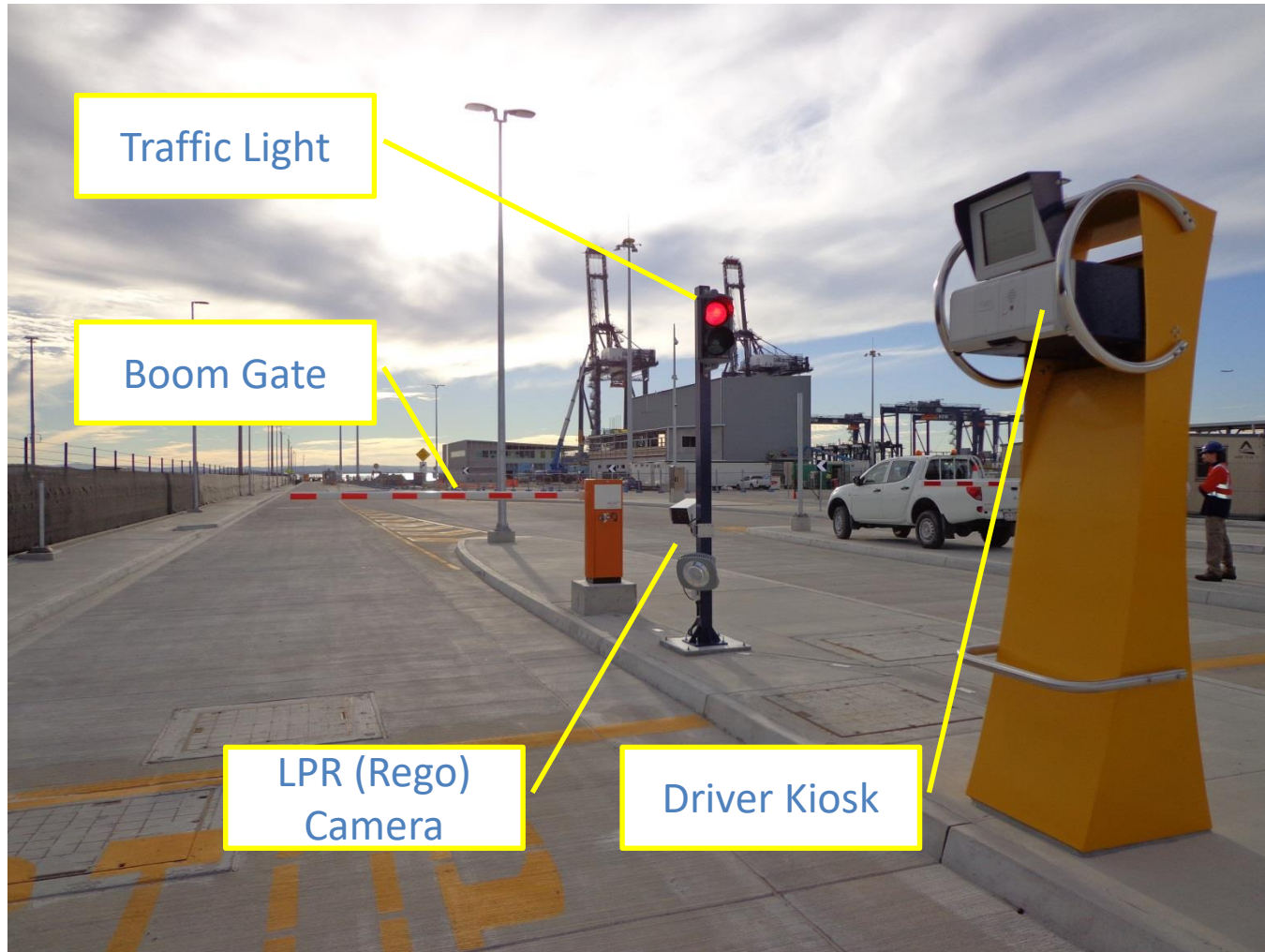


## Pre-Gate Kiosk





## Pre-Gate Truck Lane





## Pre-Gate – Driver Kiosk





Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Welcome.  
Please Place MSIC Card on Reader.



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

MSIC: HPA0000244  
Is this Rego correct? IMP56C

YES

NO



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Please input your Rego.

IMP56C

1	2	3	4	5	6	7	8	9	0	
Q	W	E	R	T	Y	U	I	O	P	CORR
A	S	D	F	G	H	J	K	L	ENTER	
Z	X	C	V	B	N	M				



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Please verify that  
this is your correct phone number  
0423826948

YES

NO





Please input your Manifest PIN.

14740

1	2	3	CORR
4	5	6	
7	8	9	
0			ENTER



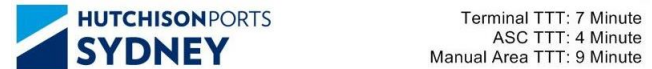
MSIC: HPA0000001

Go to  
the Truck Parking Area.



<u>Container</u>	<u>IC Mode</u>	<u>Length</u>	<u>Pos</u>	<u>Doors</u>	<u>Hold</u>
GGSU087410	GR	20	A		N
SYIP054740	PI	20	A		N

ACCEPT	CHANGE
--------	--------



MSIC: HPA0000244

Go to  
the Drivers Amenity Building.



## Go to the DAB Kiosk:

1. Scan MSIC
2. Confirm Mobile Phone Number
  - Confirm -> Proceed to enter manifest pin
  - Reject -> Enter Mobile phone number. A one time verification code will be sent to confirm the phone number
3. Enter Manifest PIN
4. 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
5. Confirm/ Reject the Changed Details



## Go to the DAB Kiosk:

### 5. Confirm/ Reject the Changed Details

- Confirm -> Go to Parking Area
- Reject -> Go to Reject Gate (No Container Exchange)





## Kiosk in the DAB





Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Welcome.  
Please Place MSIC Card on Reader.



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Please verify that  
this is your correct phone number  
0423826948

YES

NO



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Please enter correct phone number

04238

1	2	3	CORR
4	5	6	
7	8	9	
0			ENTER



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Please enter your one time password  
received via text message

643890

1	2	3	4	5	6	7	8	9	0	CORR ENTER CANCEL
Q	W	E	R	T	Y	U	I	O	P	
A	S	D	F	G	H	J	K	L		
Z	X	C	V	B	N	M				



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Verification failed  
Please try again



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Mobile number update  
was cancelled.



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Please enter your one time password  
received via text message

643890




Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute



Phone number was updated  
to 0423826948







**HUTCHISONPORTS  
SYDNEY**

Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Container	IC Mode	Length	Pos	Doors	Moia	Remove	Change
EXPU4441234	GR	20	1	Aft	N		

ACCEPT
ADD TRANSIT
REJECT


**HUTCHISONPORTS  
SYDNEY**

Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Please input the container number.

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	
Z	X	C	V	B	N	M			

CORR  
ENTER


**HUTCHISONPORTS  
SYDNEY**

Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

MSIC: HPA0000008

Enter the size of the container.

TRAN4567111

20'
40'


**HUTCHISONPORTS  
SYDNEY**

Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute


MSIC: HPA0000008

Enter the new position.

TRAN1234567





1
2
A






**HUTCHISONPORTS  
SYDNEY**

Terminal TTT: 7 Minute  
 ASC TTT: 4 Minute  
 Manual Area TTT: 9 Minute

Container	IC Mode	Length	Pos	Doors	Hold	Remove	Change
6661234	GR	20	1		N		
TRAN4567111	TR	20	2		N		

ACCEPT
ADD TRANSIT
REJECT



**HUTCHISONPORTS  
SYDNEY**

Terminal TTT: 7 Minute  
 ASC TTT: 4 Minute  
 Manual Area TTT: 9 Minute

## MSIC: HPA0000015

### Go to the Parking Area.



**HUTCHISONPORTS  
SYDNEY**

Terminal TTT: 7 Minute  
 ASC TTT: 4 Minute  
 Manual Area TTT: 9 Minute

## MSIC: HPA0000008

Please contact the tower  
or proceed to the reject 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 your 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)



# Truck Call Up Board

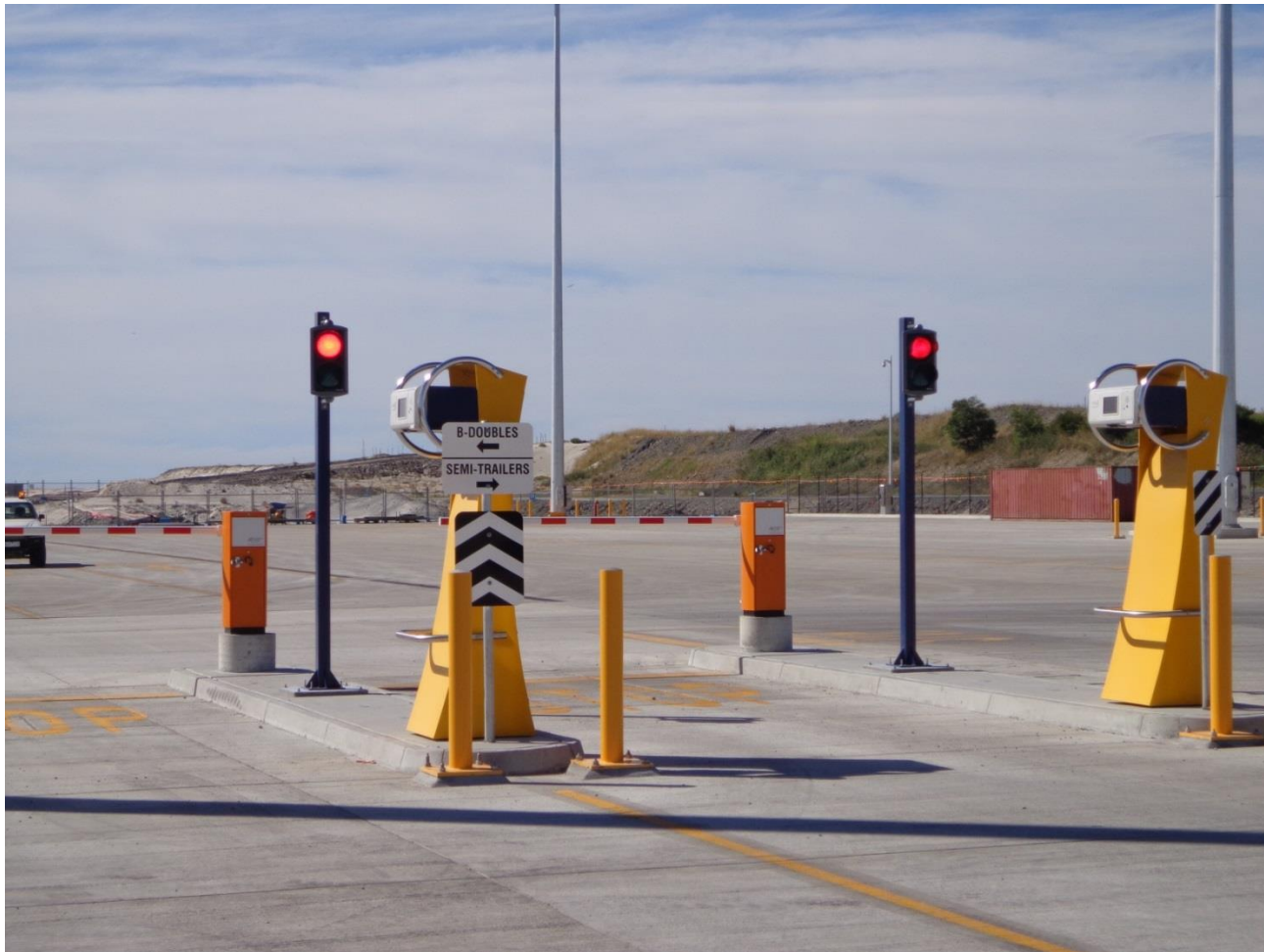


Call Up Board will Display:  
Truck Rego, ASC Block ID or MAN (for Manual Area)





## YEP Gate Lanes and Kiosks







Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Welcome.  
Please Place MSIC Card on Reader.



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

**MSIC: HPA0000001**  
**Go to a LSTP.**  
**Block: 1**



## 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.



Block 1 TTT: 2 Minute

Please ensure all  
twist locks are unlocked.

OK



Block 1 TTT: 2 Minute

MSIC: HPA0000001

Stay on the pressure mat  
until the ASC clears the truck lane.  
Please restrain load.

Then go to the  
Exit Gate.



Block 1 TTT: 2 Minute



MSIC: HPA0000001  
Waiting for the ASC...  
Please remain on the Pressure Mat  
for Service Continuity



Block 1 TTT: 2 Minute

MSIC: HPA0000001

Stay on the pressure mat  
until the ASC clears the truck lane.  
Please restrain load.

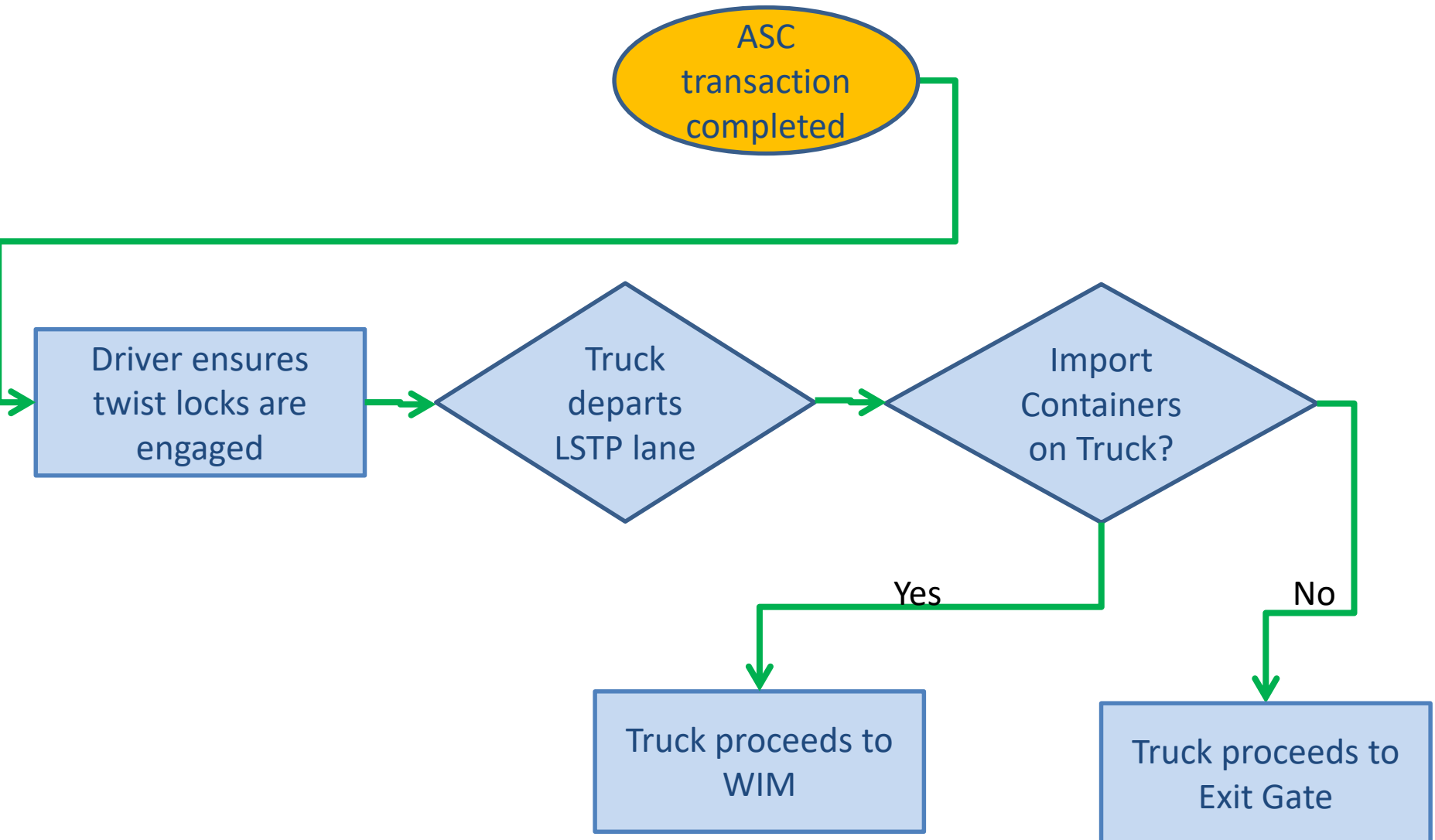
Then go to WIM.





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









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



**HUTCHISONPORTS  
SYDNEY**

---

-----WEIGHBRIDGE RECEIPT-----

Visit ID: 232493  
 Trucking Company:  
 License Plate: ABC123  
 MSIC: HPA0116842  
 Mass Limit: GML  
 Mass Limit Permit: N/A  
 FUPS: Yes

**PICKUP CONTAINERS**  
 Container: TCNU55840158  
 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 1600 KG  
 Overload 0 KG  
 3 - Weight 19140 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. SICTL will unload containers upon request from the Truck driver and Conditions

-----END OF WEIGHBRIDGE RECEIPT-----



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Welcome.  
Please Place MSIC Card on Reader.



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Please input your mass limit identifier.

CML10W

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	
Z	X	C	V	B	N	M			

CORR

ENTER

CANCEL



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Select Mass Limit

GML

CML

HML

PERMIT



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

FUPS Present?

YES

NO



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Is this information correct?

Mass Limit Type                      CML

FUPS Present                          No

Mass Limit Identifier      CML10W

YES

NO



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

OVERHEIGHT

Return to Exception Area to have your  
container Rehandled

OK



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Green - No Breach

Proceed to Exit

PROCEED

Have Container Rehandled

REHANDLE



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Yellow - Minor Breach

Proceed to Exit

PROCEED

Repeat WIM procedure

REPEAT

Have Container Rehandled

REHANDLE



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Yellow - Minor Breach

Return to the start of WIM lane  
to repeat WIM procedure

OK



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

MSIC: HPA0000001  
Your ticket is  
printing...



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Yellow - Minor Breach

Return to the Exception Area  
to have your container Rehandled

OK



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

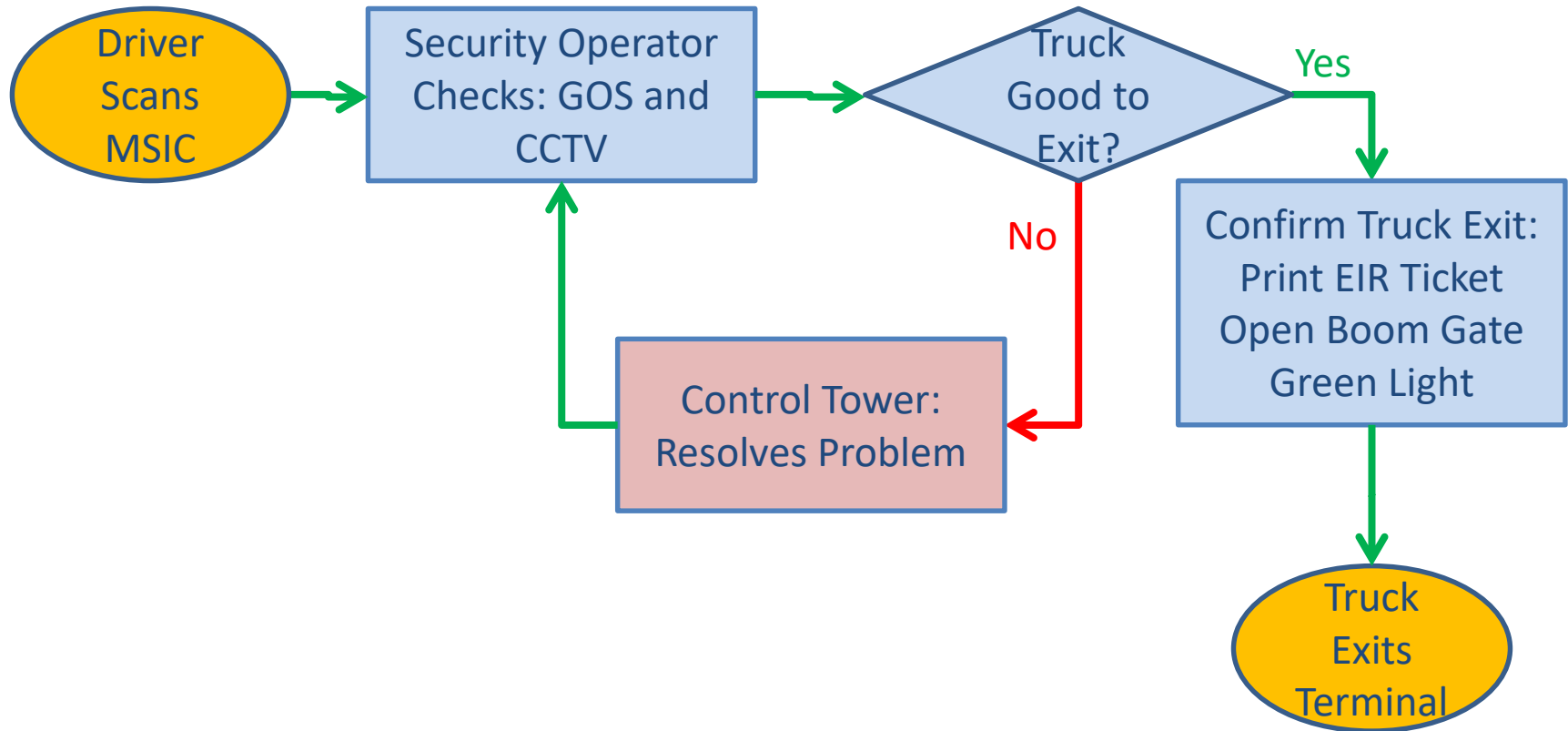
MSIC: HPA0000001  
Take your ticket.  
Ensure Load is Restrained



Import cargo exiting the Terminal gates is subject to inspection for external contamination by DAWE Officers. Contaminated cargoes could be restricted from exiting the port precinct and directed to a DAWE treatment facility outside of S.I.C.T.L.



## *Truck Arrives at the Exit Gate Lane*





## **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



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute



Terminal TTT: 7 Minute  
ASC TTT: 4 Minute  
Manual Area TTT: 9 Minute

Welcome.  
Please Place MSIC Card on Reader.

MSIC: HPA0000001  
Please proceed.





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**