

Hazardous Appointment Bookings

HPA CUSTOMER PORTAL AND TRUCK APPOINTMENT SYSTEM

Contents

- 1. Vessel Schedule
- 2. <u>Upload MO41</u>
- 3. Booking an Export appointment for a Hazardous Container
- 4. Booking an Import appointment for a Hazardous Container
- 5. Import DG Checklist
- 6. <u>Booking an appointment for a Hazardous container on a Replacement Appointment</u>



Vessel Schedule

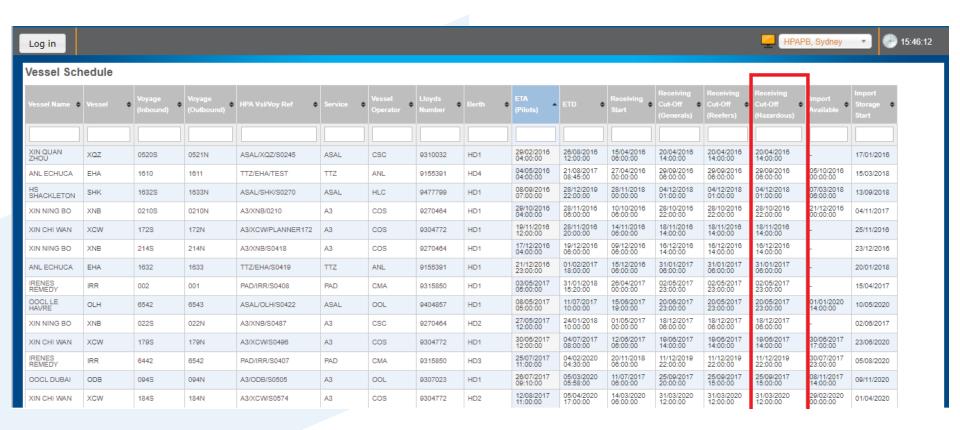
HPA Customer Portal and Truck
Appointment System



Vessel Schedule

- Carriers will be able to view the Receiving Cut-Off time for Hazardous containers on the vessel schedule
- The vessel schedule can be accessed via the Enquiries menu

Vessel Schedule





Upload MO41

HPA Customer Portal and Truck
Appointment System



Upload MO41

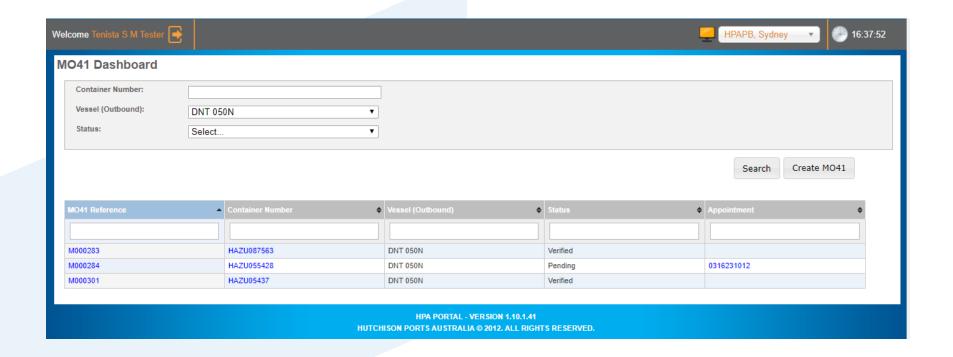
- To book an appointment for an export hazardous container, an MO41 must be uploaded to TAS
 - An MO41 Must be uploaded for Red Line and Green Line containers
- This is to be done via the Upload MO41 page
 - The page can be accessed by selecting Upload MO41 from the MO41 tab in the Online Services menu
 - Alternatively the page can be accessed via the MO41 Dashboard
- Selecting MO41 from the Online services menu will navigate to the MO41 Dashboard
 - The MO41 Dashboard will display a list of MO41 documents uploaded by your company



MO41 Dashboard

- The MO41 dashboard displays information relating to MO41 documents uploaded to TAS by your company
 - The dashboard will not display information relating to uploaded MO41 documents until a search is made
 - o The page will return all MO41 uploads that match the search criteria
 - MO41 documents can have one of the following statuses:
 - Rejected
 - Verified
 - Pending
 - MO41 documents cannot be used to book an appointment where the MO41 has the status of Rejected

MO41 Dashboard



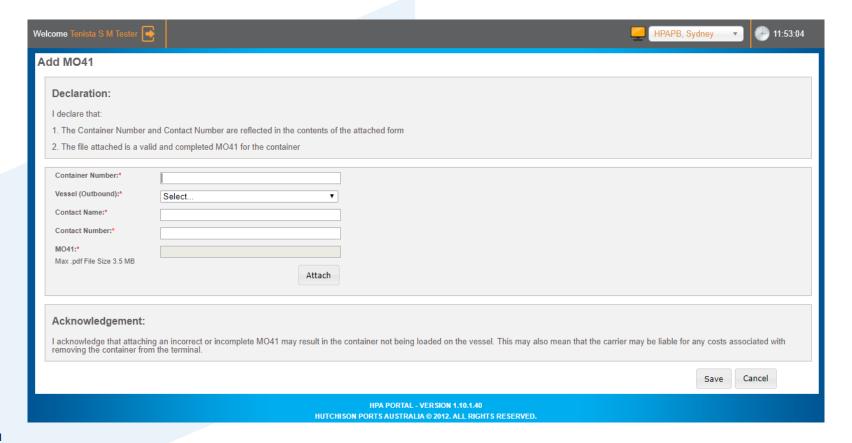
Upload MO41

- The Upload MO41 Page is to be used to upload MO41 Documents
 - The container must be from the vessel
 - The contact name and number are to be input and are to be as per the attached MO41
 - The MO41 must be in .PDF format.
 - All fields on the page are mandatory

Note:

- Attached MO41 documents can be updated via the MO41 details page (refer to slide 12) where the status
 is at pending
 - The Container number and Vessel cannot be changed
- The terminal may cancel the appointment where the attached MO41 is not valid. Ensure that the attached document is the correct file for the container

Upload MO41



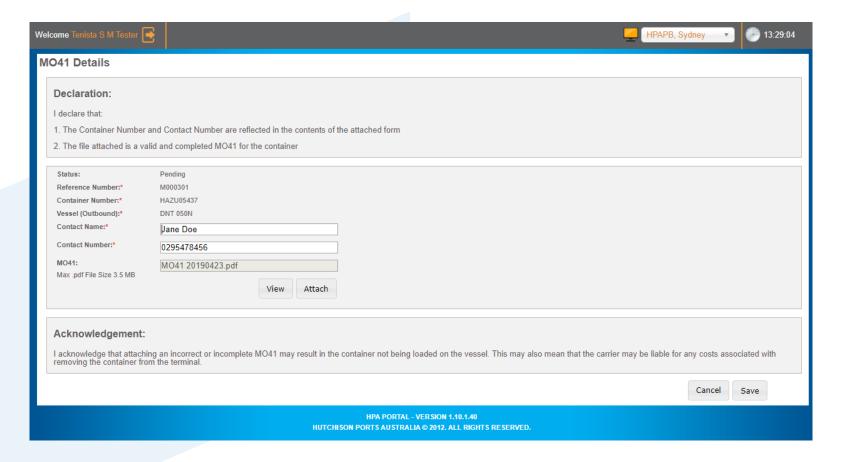
MO41 Details

- The MO41 Details Page is to be used to view details of an uploaded MO41 Documents. The page is accessible by clicking the relevant MO41 reference number from the MO41 Dashboard
- Where the MO41 has a status of Pending, the following can be updated:
 - The contact name
 - Contact Number are to be input
 - The Attached MO41
- Where the MO41 has a status of Verified or rejected, no updates can be made

Note:

- Where the attached MO41 is not valid, the terminal may reject the MO41
- The terminal may cancel the appointment where the attached MO41 is not valid. Ensure that the attached document is the correct file for the container

MO41 Details





Booking Process – Hazardous Export

HPA Customer Portal and Truck
Appointment System



Overview - Export

- Export Red Line Hazardous are to be booked via private appointments. (refer to <u>slide 16</u> for detail)
- Export Green line Hazardous containers can be booked on public appointments in TAS.
 (refer to slides <u>17 22</u> for detail).

Booking process – Export – Red line Hazardous

To book an export appointment for a Redline Hazardous container you must:

- 1. Ensure that the container has been lodged in ShIPS
- 2. Ensure that the container has a Valid M041
- 3. Upload the MO41 to TAS (refer to section 2 of this guide for details)
- 4. Contact the terminal to arrange a private appointment for the container

Booking process – Export – Green line Hazardous

To book an appointment for a Green line Hazardous container you must:

- 1. Ensure that the container has been lodged in ShIPS
- 2. Ensure that the container has a Valid M041
- 3. Upload MO41 to TAS (refer to section 2 of this guide for details)
- 4. Book an appropriate appointment for the container
 - The appointment must be after the Deliver After Time shown in ShIPS
 - The appointment must be before to the Receiving Cut-Off (Hazardous) as shown on the vessel schedule (slide <u>5</u>) in order to confirm the appointment
- 5. Confirm the appointment for the hazardous container

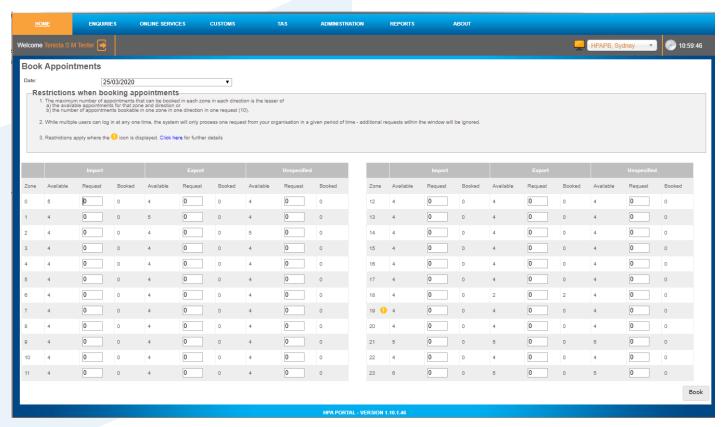
Booking Process for Green Line Hazardous – Export - Public Appointment

- 1. Book an appropriate public appointment from the Book Appointments page (slide 19)
- 2. Select the Public Appointment from the Appointment Dashboard (slide 21)
- TAS will display the Public Appointment Details page (slide 22)
- 4. Enter relevant details on the Page. TAS will display
 - The Deliver After Time (where available)
 - The Hazardous Category (where available)
- 5. Confirm the appointment by clicking the 'Confirm Appointment' button
- 6. After the Appointment is confirmed, the container can be manifested

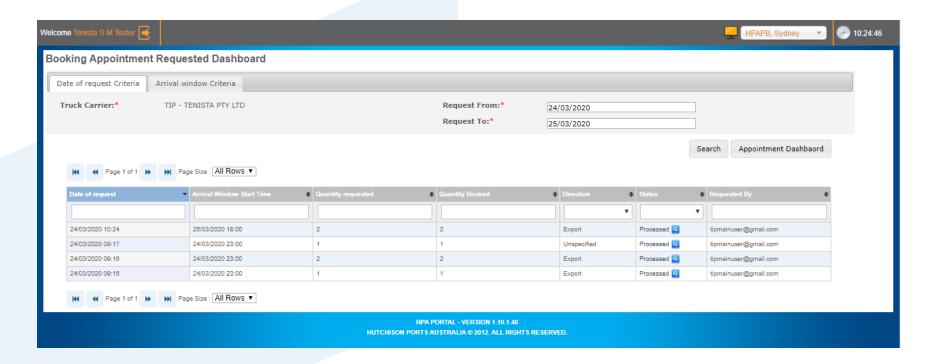
Note:

• An MO41 must be uploaded prior to Appointment confirmation (refer to section 2 of this guide for details)

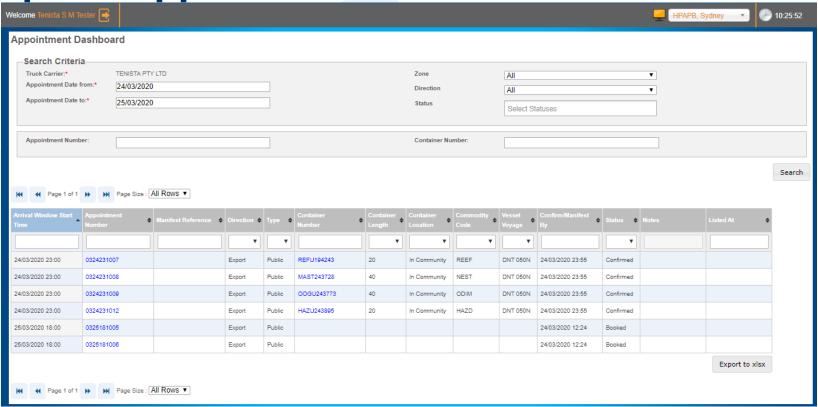
Booking Process for Green Line Hazardous – Export- Book Public Appointment



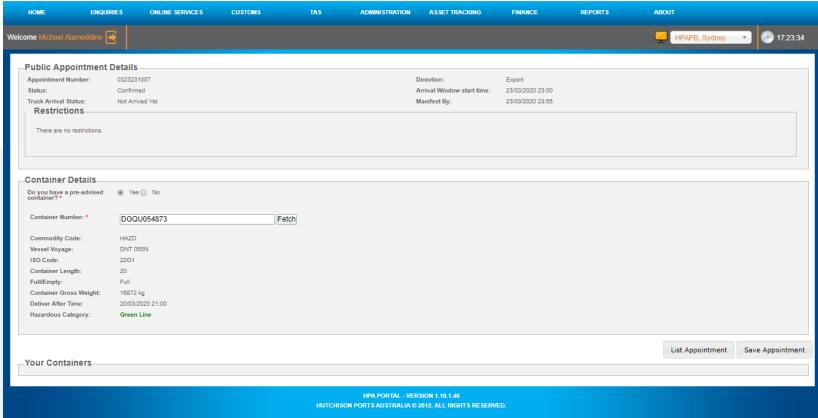
Booking Process for Green Line Hazardous – Export- Requested Appointment Dashboard



Booking Process for Green Line Hazardous – Export- Appointment Dashboard



Booking Process for Green Line Hazardous – Export- Public Appointment





Booking Process – Hazardous Import

HPA Customer Portal and Truck
Appointment System



Overview - Import

- Import Red Line Hazardous are to be booked via private appointments. (refer to <u>slide 25</u> for detail)
- Import Green line Hazardous containers can be booked on public appointments in TAS.
 (refer to slides 26 31 for detail).

Booking process – Import– Red line Hazardous

- To Book an import appointment for a Red line Hazardous container you must:
 - 1. Contact the terminal to arrange a private appointment for the container
- The Import DG checklist is to be completed within TAS at the time of manifest (refer to section 5 of this guide for details).

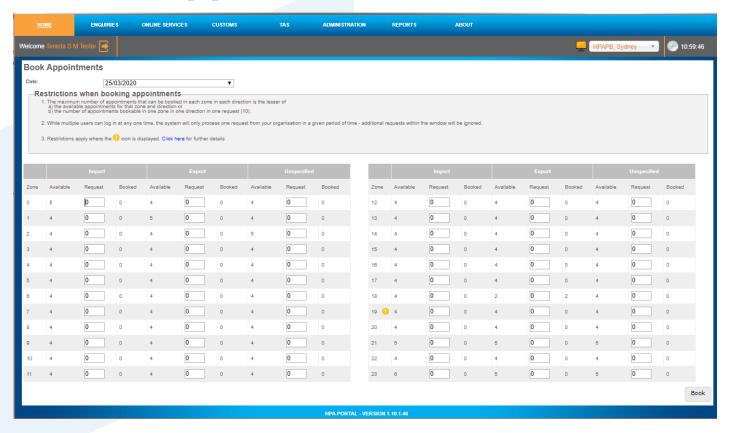
Booking process – Import– Green line Hazardous

- Import Green line Hazardous containers can be booked on public appointments in TAS, provided that:
 - The container has been lodged in the SHIPS system
 - The container has been identified as Green line within ShIPS
- The Import DG checklist is to be completed within TAS at the time of manifest (refer to section 5 of this guide for details).

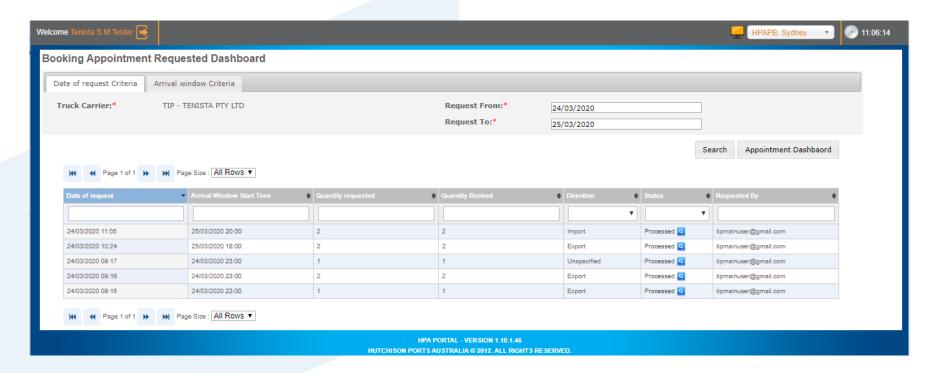
Booking Process for Green Line Hazardous – Import - Public Appointment

- 1. Book an appropriate public appointment from the Book Appointments page (slide 28)
- 2. Select the Public Appointment from the Appointment Dashboard (slide 30)
- 3. TAS will display the Public Appointment Details page (slide 31)
- 4. Enter relevant details on the Page. TAS will display
 - The Hazardous Category (where available)
- 5. Confirm the appointment by clicking the 'Confirm Appointment' button
- 6. After the Appointment is confirmed, the container can be manifested

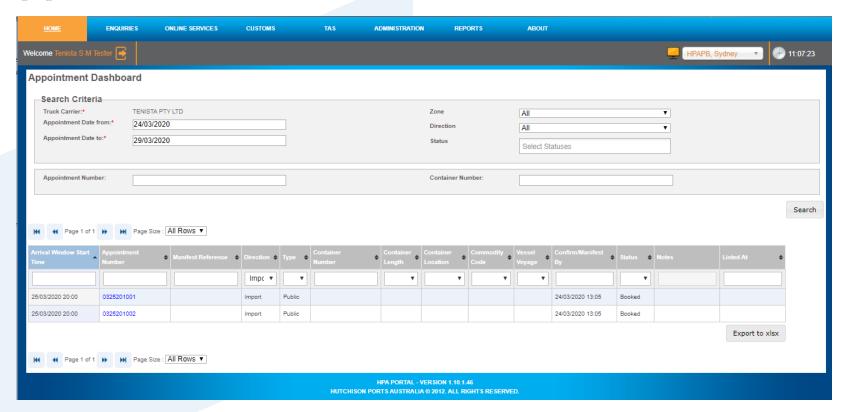
Booking Process for Green Line Hazardous – Book Public Appointment



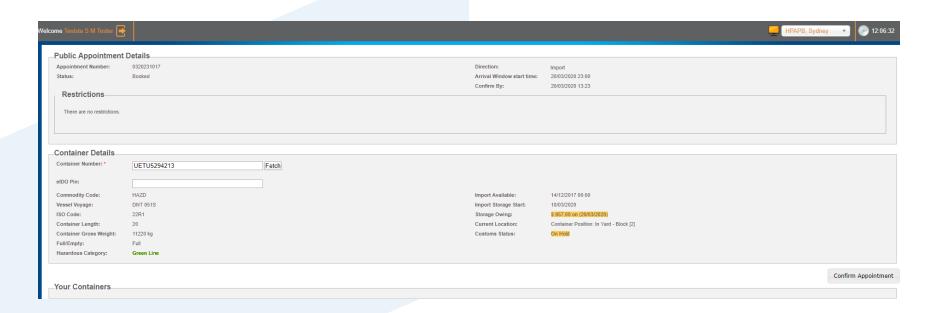
Booking Process for Green Line Hazardous – Requested Appointment Dashboard



Booking Process for Green Line Hazardous – Appointment Dashboard



Booking Process for Green Line Hazardous – Public Appointment





Truck Manifest – Import DG Checklist

HPA Customer Portal and Truck
Appointment System



Truck Manifest

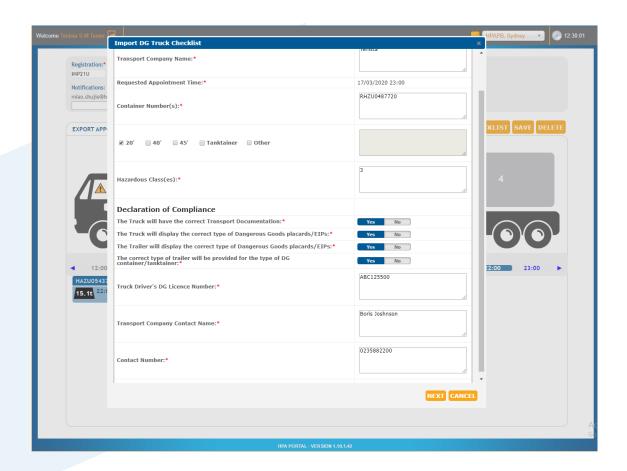
- Where Import Hazardous containers are added to a manifest, TAS will display the Import DG checklist upon clicking save
 - TAS will pre fill details based on the Import DG containers added to the truck manifest
 - The Import DG checklist only applies to Import Hazardous containers. Do not fill Hazardous details of exports within the checklist

Truck Manifest – Import– Hazardous

To Manifest an appointment for an Import container you must:

- 1. Have a confirmed import appointment for a hazardous container
- 2. Complete The Import DG Checklist on the Truck Manifest Page

Truck Manifest





Booking Process - Replacement Appointments Hazardous

HPA Customer Portal and Truck
Appointment System



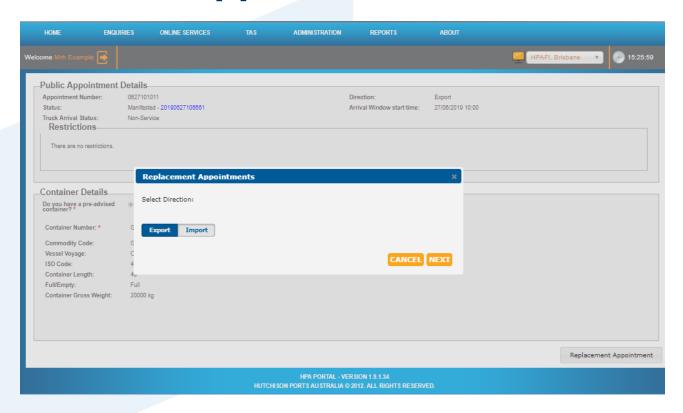
- Export Green Line Hazardous Goods can be booked on Replacement Appointments where these appointments are available, provided that:
 - o The Replacement Appointment is after the Deliver After Time as shown in ShIPS
 - The Replacement Appointment is prior to the vessel Cut-Off (Hazardous) as shown in the Vessel Schedule (Section 1)

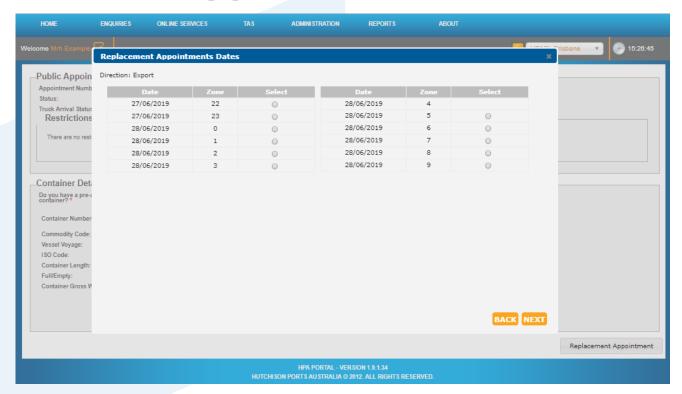
Note: Replacement Appointments are only available in the event of an appointment being affected by stevedore non-service or stevedore cancellation. Replacement Appointments can be booked by viewing the details of the affected appointment

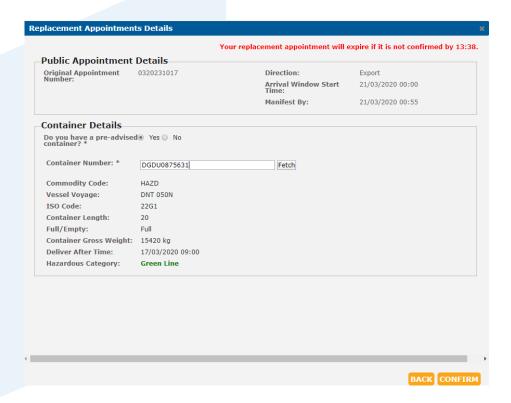
- Import Green Line Hazardous Goods can be booked on Replacement Appointments where these appointments are available, provided that:
 - The container has been lodged in the SHIPS system
 - The container has been identified as Green line within ShIPS

Note: Replacement Appointments are only available in the event of an appointment being affected by stevedore non-service or stevedore cancellation. Replacement Appointments can be booked by viewing the details of the affected appointment

- 1. Select Replacement Appointment Button on the Appointment Details page of an effected appointment
- 2. Select the Direction
- 3. Select a suitable timezone, ensuring that the appointment is after the Deliver After Time and prior to the Vessel Cut-Off (Hazardous) for exports or that the hazardous container has been lodged within ShIPS where it is an import
- 4. Enter relevant details on the Page. TAS will display
 - The Deliver After Time (where available)
 - The Hazardous Category (where available)
- 5. Confirm the appointment by clicking the 'Confirm Appointment' button
- 6. After the Appointment is confirmed, the container can be manifested









THANK YOU