



HPA Portal Carrier User Guide

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1 About this User Guide

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

The guide is formatted to provide information in both a written and graphical format to assist understanding. This guide was last updated in February 2021

Other guides that you may find useful to refer to are

- HPA Portal User Guide

1.1 Change History

Version	Date	Summary of Changes
18-5	October 2020	• Updates to Bulk Run In to support the implementation of Bulk Run In Full
18-6	December 2020	• Added Container Tagging
18-7	February 2021	• Updated supported browsers • Added refresh button on View bulk Run In

1.2 Contact Us

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

2 HPA Portal and TAS Overview

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

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

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

2.1 Navigation & Context

To navigate around the HPA Portal, use the navigation menu located in a blue horizontal banner (menu bar) across the top of the page. It is possible to navigate from any one page to any other page in the HPA Portal via the navigation menu.

Upon a menu item being activated, the menu colour will change from blue to orange and a cursor hand will be visible.

The HPA Portal has two contexts

- Authentication (ie user details)
- Container Terminal (ie location and time)

Context information is displayed on the grey horizontal banner (context bar) across the top of the page, with Authentication context on the left and Container Terminal context on the right.

Messages specific to an authenticated user are displayed in the middle of this bar (as opposed to system wide notifications which are displayed on the home page).

The Container Terminal context allows the HPA Portal to present information relevant to a specific container terminal. The specific container terminal the HPA Portal is displaying information for is identified by a dropdown in the top right corner of the HPA Portal, as shown below. Currently there are two terminals available

- HPAFI, Brisbane – Brisbane Container Terminals (BCT), Port of Brisbane (Fisherman Island)
- HPAPB, Sydney – Sydney International Container Terminals Limited (SICTL), Port Botany

Depending on the permissions you and your company have, you may not have access to more than one terminal.

The authentication context indicates whether you are logged in and if so which account you are logged in with.

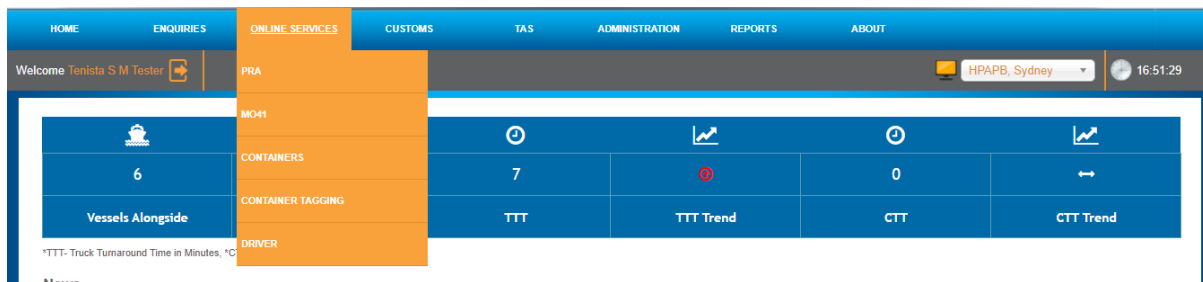


Figure 1 – Navigation & Context

2.1.1 HPA Portal Versions

The version number of the HPA Portal is displayed at the footer of each page

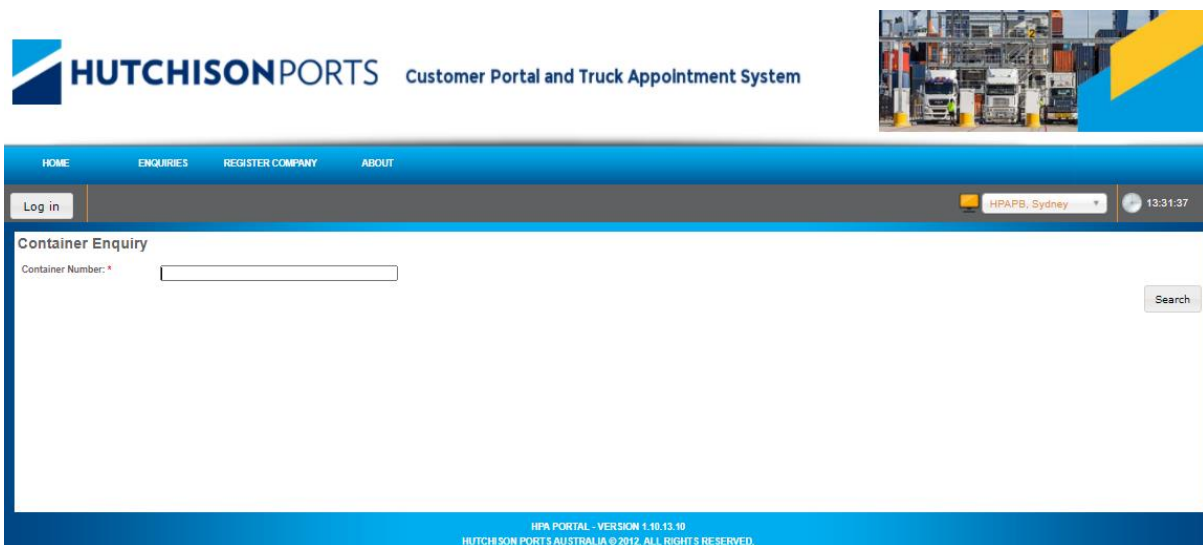


Figure 2 – TAS Version

2.1.2 HPA Portal and Container Terminals

The HPA Portal presents information relevant to a specific container terminal. The specific container terminal you are viewing information for is identified by a dropdown in the top right corner of the HPA Portal, as shown below.

2.1.3 Systems Requirements and Browser Compatibility

The following browsers are supported by the HPA Portal and TAS:

Logo	Browser Name	Versions
	Microsoft Edge	Latest version (tested against v88)
	Google Chrome	Latest version (tested against v88)
	Apple Safari	Latest version (tested against v14)

3 Home Page

3.1 All Users (Notifications)

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

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

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

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

Notice

Hutchison Ports Australia Pty Ltd s 87B Undertakin...

02/04/2019 17:40

Hutchison Ports Australia Pty Ltd s 87B Undertaking

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

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

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

News

DG IN YARD AWAITING COLLECTION

09/12/2019 08:20

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

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

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

Figure 3 – Home Page

4 HPA Portal Online Services

4.1 Vessel and Container Enquiries

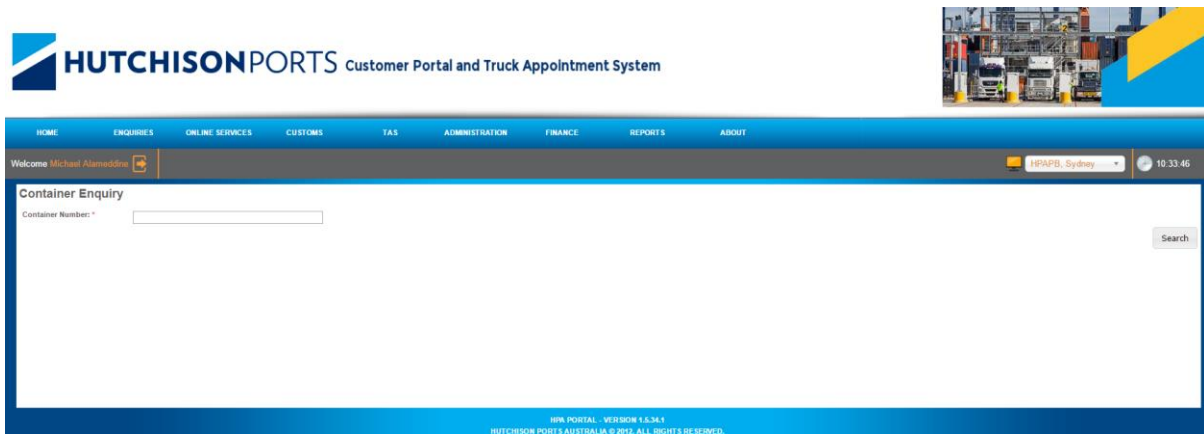
4.1.1 Container Enquiry

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

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

To conduct a container enquiry, follow the steps below:

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



The screenshot displays the Hutchison Ports Customer Portal interface. At the top, the logo reads "HUTCHISON PORTS Customer Portal and Truck Appointment System". A navigation bar includes links for HOME, ENQUIRIES, ONLINE SERVICES, CUSTOMS, T&S, ADMINISTRATION, FINANCE, REPORTS, and ABOUT. A user greeting "Welcome Michael Alameddine" is visible on the left, and a location dropdown "HPA/PSB, Sydney" with a clock "10:33:46" is on the right. The main content area is titled "Container Enquiry" and features a "Container Number:" label followed by a text input field. A "Search" button is positioned to the right of the input field. The footer contains version information: "HPA PORTAL - VERSION 1.6.36.1" and "HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED."

Figure 4 – Container Enquiry page

Note: A container enquiry can also be conducted from a manifest, (see section 10.4 Edit a Truck Manifest) and the appointment dashboard (see section 9.4 View an Appointment)



HOME	ENQUIRIES	ONLINE SERVICES	TAS	ADMINISTRATION	REPORTS	ABOUT
Welcome An Example		HPAPB, Sydney		15:55:19		
Container Enquiry - Result						
Container Details						
Breakbulk Number:	BBLK1511436	Category:	EXPORT			
ISO:	42UC	Commodity Code:	BBLK			
Full / Empty:	F	Gross Weight:	12001 (kg)			
Line Operator:	ANL	Port of Discharge:	AUBNE			
Port of Loading:	AUSYD	Final Destination:	-			
Damage Indicator:	No	Seal Number:	-			
Controls						
Customs Authorisation Number (CAN):	JA436MNPW		Shipping Line Booking Reference:	113		
Customs Status:	RELEASED					
Location						
Current Location:	In Community					
Arrival & Departure						
Arrival Mode:	-		Departure Mode:	Vessel		
			Loaded Date/Time:	-		
			Loaded Vessel Voyage:	DNT 050N		
			Loaded Vessel Name:			
Breakbulk Dimensions						
Height:	10 (cm)					
Length:	1000 (cm)					
Width:	9000 (cm)					
Back to Search						
HPA PORTAL - VERSION 1.8.12.87 HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.						

Figure 5 – Container Enquiry Results page (Export)



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

Figure 6 - Container Enquiry Results page (Import)

4.1.2 Vessel Schedule

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

To view the vessel schedule, follow the steps below:

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

Vessel	Voyage (Inbound/Outbound)	HPA Co/Vol/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
ANLECHUCA	1610 / 1611	TTZ/EHA/TEST	9155391	HD4	04/05/2016 08:00:00	21/08/2017 08:45:00	27/04/2016 00:00:00	27/04/2016 00:00:00	27/04/2016 00:00:00	29/09/2016 06:00:00	29/09/2016 06:00:00	29/09/2016 06:00:00	05/10/2016 00:00:00	15/03/2018
HS SHACKLETON	1632S / 1633N	ASAL/SHK/S0270	9477799	HD1	09/09/2016 09:30:00	28/12/2019 22:00:00	28/11/2018 00:00:00	28/11/2018 00:00:00	28/11/2018 00:00:00	04/12/2018 01:00:00	04/12/2018 01:00:00	04/12/2018 01:00:00	07/03/2018 06:00:00	13/09/2018
XIN NING BO	0210S / 0210N	A3/XNB/0210	9270464	HD1	29/10/2016 06:00:00	28/11/2016 06:00:00	10/10/2016 06:00:00	10/10/2016 06:00:00	10/10/2016 06:00:00	28/10/2016 22:00:00	28/10/2016 22:00:00	28/10/2016 22:00:00	21/12/2016 00:00:00	04/11/2017
XIN CHI WAN	172S / 172N	A3/XCW/PLANNER172	9304772	HD1	19/11/2016 14:00:00	28/11/2016 20:00:00	14/11/2016 06:00:00	14/11/2016 06:00:00	14/11/2016 06:00:00	18/11/2016 14:00:00	18/11/2016 14:00:00	18/11/2016 14:00:00	-	-
XIN NING BO	214S / 214N	A3/XNB/S0418	9270464	HD1	17/12/2016 06:00:00	19/12/2016 06:00:00	09/12/2016 06:00:00	09/12/2016 06:00:00	09/12/2016 06:00:00	16/12/2016 14:00:00	16/12/2016 14:00:00	16/12/2016 14:00:00	-	-
ANLECHUCA	1632 / 1633	TTZ/EHA/S0419	9155391	HD1	22/12/2016 01:00:00	01/02/2017 18:00:00	15/12/2016 06:00:00	15/12/2016 06:00:00	15/12/2016 06:00:00	31/01/2017 06:00:00	31/01/2017 06:00:00	31/01/2017 06:00:00	-	-
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	-	-
OOCLLE HAVRE	6542 / 6543	ASAL/OLH/S0422	9404857	HD1	08/05/2017 09:00:00	11/07/2017 10:00:00	15/06/2017 00:00:00	29/04/2017 00:00:00	29/04/2017 00:00:00	20/06/2017 23:00:00	20/06/2017 23:00:00	20/06/2017 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

Figure 7 – Vessel Schedule page

4.1.3 Page Filtering

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

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

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

Vessel	Voyage (Inbound/Outbound)	HPA Co/Vol/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
OOCL					11:10									
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 23:00:00	25/09/2017 15:00:00	25/09/2017 15:00:00	08/11/2017 14:00:00	09/11/2020

Figure 8 – Vessel Schedule page filtered on Vessel and ETB

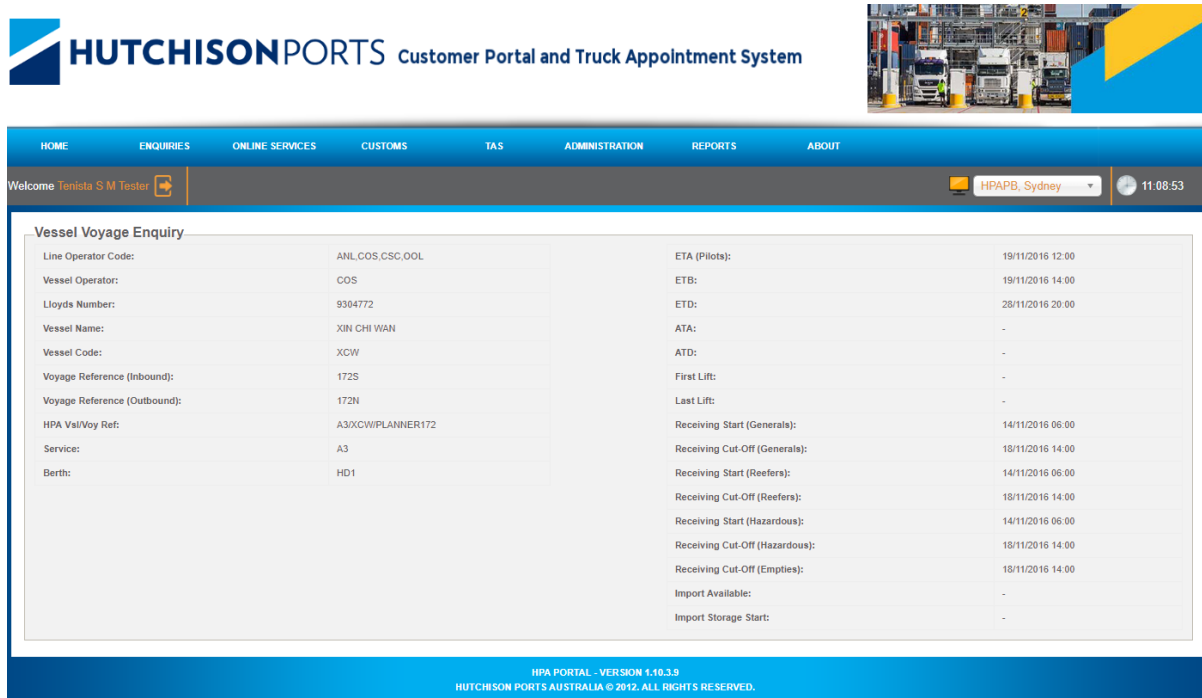
4.1.4 Vessel Voyage Enquiry

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

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

1. Navigate to the **Enquiries** menu and select **Vessel Schedule**.
2. The vessel schedule will be displayed.

- Click on the vessel voyage that you would like to conduct a vessel voyage enquiry on.



HUTCHISON PORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION REPORTS ABOUT

Welcome **Tenista S M Tester**   **HPAPB, Sydney**  **11:08:53**

Vessel Voyage Enquiry

Line Operator Code:	ANL COS CSC OOL	ETA (Pilots):	19/11/2016 12:00
Vessel Operator:	COS	ETB:	19/11/2016 14:00
Lloyds Number:	9304772	ETD:	28/11/2016 20:00
Vessel Name:	XIN CHI WAN	ATA:	-
Vessel Code:	XCV	ATD:	-
Voyage Reference (Inbound):	172S	First Lift:	-
Voyage Reference (Outbound):	172N	Last Lift:	-
HPA Vsl/Voy Ref:	A3XCVPLANNER172	Receiving Start (Generals):	14/11/2016 06:00
Service:	A3	Receiving Cut-Off (Generals):	18/11/2016 14:00
Berth:	HD1	Receiving Start (Reefers):	14/11/2016 06:00
		Receiving Cut-Off (Reefers):	18/11/2016 14:00
		Receiving Start (Hazardous):	14/11/2016 06:00
		Receiving Cut-Off (Hazardous):	18/11/2016 14:00
		Receiving Cut-Off (Empties):	18/11/2016 14:00
		Import Available:	-
		Import Storage Start:	-

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Figure 9 – Vessel Voyage Enquiry

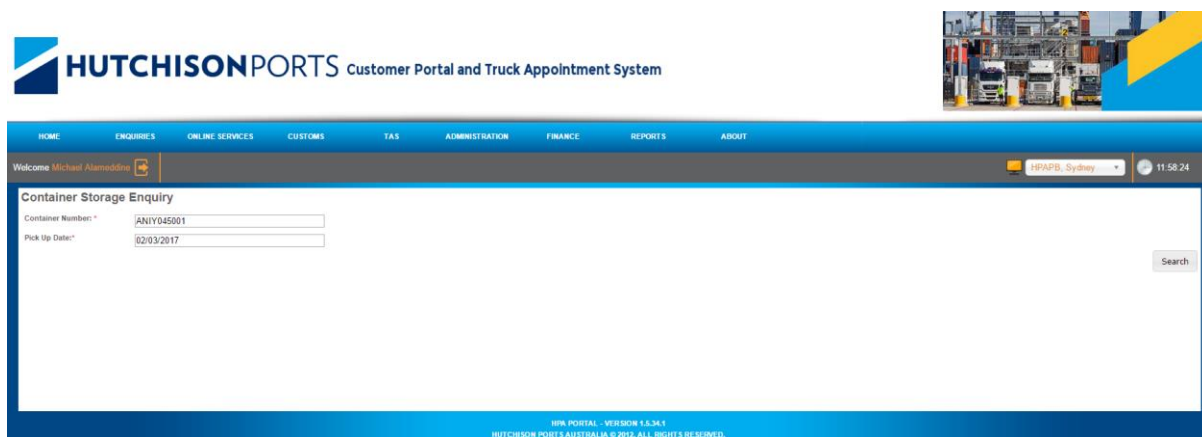
4.2 Container Storage

4.2.1 Container Storage Enquiry

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

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

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



HUTCHISON PORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION FINANCE REPORTS ABOUT

Welcome **Michael Alameddine**   **HPAPB, Sydney**  **11:58:24**

Container Storage Enquiry

Container Number:

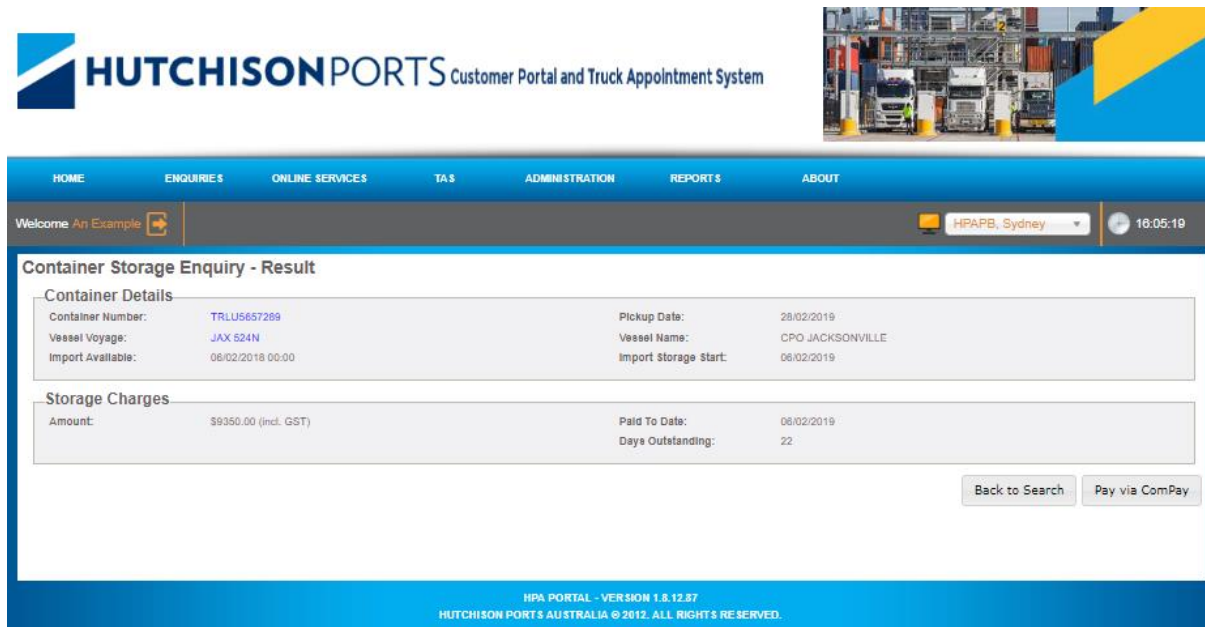
Pick Up Date:

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Figure 10 – Container Storage Enquiry page

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

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



The screenshot displays the Hutchison Ports Customer Portal interface. At the top, the logo reads "HUTCHISON PORTS Customer Portal and Truck Appointment System". Below the logo is a navigation bar with links: HOME, ENQUIRIES, ONLINE SERVICES, T&S, ADMINISTRATION, REPORTS, and ABOUT. A welcome message "Welcome An Example" is on the left, and a location dropdown "HPAPB, Sydney" and a clock "10:05:19" are on the right. The main content area is titled "Container Storage Enquiry - Result". It contains two sections: "Container Details" and "Storage Charges".

Container Details	
Container Number:	TRLU5657289
Vessel Voyage:	JAX 524N
Import Available:	06/02/2018 00:00
Pickup Date:	28/02/2019
Vessel Name:	CPO JACKSONVILLE
Import Storage Start:	06/02/2019

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

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

Figure 11 – Container Storage result page

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

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

4.3 PRA

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

4.3.1 Create PRA

There are two methods to create a PRA

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

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

1. Navigate to the **Online Services** menu and select **Create PRA** under **PRA** (see– Create PRA page (default options)Figure 13 – Create PRA page (default options)).
2. Fill in all mandatory fields (see Figure 14 – Create PRA page) and click **Submit**.
3. A page will be presented advising you to await a PRA acceptance email from the Terminal and whether the PRA has been accepted by the HPA Portal (see Figure 15 – PRA Validation page).
4. An email will be sent to the creator of the PRA and any nominated email addresses to confirm Terminal acceptance or rejection of the PRA (see Figure 16 – PRA Rejection email and Figure 17 – PRA Acceptance email).

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

1. Navigate to the **Online Services** menu and select **PRA**.
2. The HPA Portal will present the **PRA Dashboard** screen (see Figure 18 – PRA Dashboard).
3. Click the **Create PRA** button.
4. Continue as per step 2 above in the other method for creating a PRA.



HUTCHISONPORTS Customer Portal and Truck Appointment System

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Welcome Michael Alameddine
HPAPB, Sydney
12:13:37

PRA Dashboard

Search on one or more fields to find a PRA

Container Number:
Shipping Line Booking Reference:
Vessel Voyage:

Submission Start Date:
Submission End Date:

Page 1 of 4
Page Size: 20

Container Number	Commodity Code	Vessel Voyage	ETD	Port of Discharge	Shipping Line Booking Reference	Container VGM	Last Modified	Status
BMOU4316154	MTV	SCT 999	07/03/2017 23:00	ZZOPI	COSCO	4200	16/02/2017 14:54	Accepted
BMOU4387477	MTV	SCT 999	07/03/2017 23:00	ZZOPI	6130385661	3800	07/02/2017 09:46	Accepted
BMOU4387796	MTV	SCT 999	07/03/2017 23:00	ZZOPI	1234	3800	16/02/2017 10:36	Accepted
BMOU4391775	MTV	SCT 999	07/03/2017 23:00	ZZOPI	COS	4200	15/02/2017 14:56	Accepted
BMOU4416220	MTV	SCT 999	07/03/2017 23:00	ZZOPI	BMOU4416229	4400	06/02/2017 06:47	Accepted
BMOU4402980	MTV	SCT 999	07/03/2017 23:00	ZZOPI	MT FIDOL	4207	14/02/2017 04:15	Accepted
BMOU4454718	MTV	SCT 999	07/03/2017 23:00	ZZOPI	STORAGE	4500	06/02/2017 06:12	Accepted
BMOU4497941	MTV	SCT 999	07/03/2017 23:00	ZZOPI	9134077890	3970	06/02/2017 05:42	Accepted
BMOU4543655	MTV	SCT 999	07/03/2017 23:00	ZZOPI	BMOU4543655	4500	06/02/2017 10:23	Accepted
BMOU4545847	MTV	SCT 999	07/03/2017 23:00	ZZOPI	BMOU4545847	4000	13/02/2017 07:34	Accepted
BMOU4810882	MTV	SCT 999	07/03/2017 23:00	ZZOPI	6148117540	3800	07/02/2017 05:15	Accepted
BMOU4814877	MTV	SCT 999	07/03/2017 23:00	ZZOPI	6138256240	4000	02/02/2017 09:48	Accepted
BMOU4815111	MTV	SCT 999	07/03/2017 23:00	ZZOPI	COSCO	4400	16/02/2017 11:49	Accepted
BMOU4815359	MTV	SCT 999	07/03/2017 23:00	ZZOPI	COSCO	4400	03/02/2017 12:05	Accepted
BMOU4853451	MTV	SCT 999	07/03/2017 23:00	ZZOPI	COS	3800	13/02/2017 08:48	Accepted
BMOU4840540	MTV	SCT 999	07/03/2017 23:00	ZZOPI	99999	3900	06/02/2017 17:37	Accepted
BMOU5011205	MTV	SCT 999	07/03/2017 23:00	ZZOPI	COSCO	4400	06/02/2017 14:14	Accepted
BMOU5021839	MTV	SCT 999	07/03/2017 23:00	ZZOPI	6134806300	3900	17/02/2017 10:34	Accepted
BMOU5023715	MTV	SCT 999	07/03/2017 23:00	ZZOPI	6139099190	4500	21/02/2017 13:37	Accepted
BMOU5033677	MTV	SCT 999	07/03/2017 23:00	ZZOPI	COS	4200	09/02/2017 11:19	Rejected

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Page Size: 20

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Figure 12 – PRA Dashboard page



HUTCHISONPORTS Customer Portal and Truck Appointment System

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Welcome Michael Alameddine
HPAPB, Sydney
12:10:35

Create PRA

Vessel Information
Vessel Voyage:
Line Operator:

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

Container Information
Container / Breakbulk: ☐ Container ☐ Breakbulk
Reefer 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: Michael Alameddine
Company: HUTCHISON PORTS AUSTRALIA PTY LIMITED
Phone:
Email: Alameddine.Michael@hutchisonports.com.au
Name of Issuer:
Street:
City:
Country: Australia

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

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

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

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

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Figure 13 – Create PRA page (default options)

Welcome Tanista S M Tester
HPAPB, Sydney
10:59:35

Create PRA

Vessel Information
Vessel Voyage: Select...
Line Operator: Select...
Lloyd's Number:

Consignment Information
Shipping Line Booking Reference:
Port Of Loading: AUSYD
Port Of Discharge: Select...
Final Destination:

Container Information
Container / Breakbulk:
Nested Container:
Full/Empty:
Arrival Mode:
Commodity Code: Select...
Container Number:
Customs Authorisation Number (CAN):
Container IBO: 22R1

Verified Weight Declaration
Verified Gross Mass: kg
Date Verified: 17/04/2020
Weight Calculation Method: Method 1 Method 2
Name of Declarant: TENISTA S M TESTER
Company: TENISTA PTY LTD
Phone: 078451420
Email: TIPMAINUSER@GMAIL.COM
Name of Issuer:
Street:
City:
Country: AUSTRALIA

Reefer Container
Reefer: Operating Non-Operating
Reefer temperature is mandatory for an operating reefer
Reefer Temperature: °C
Vent Setting: Vent Setting Unit: Select a unit

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

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

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

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:

Reset Submit & Copy Save

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Figure 14 – Create PRA page (all options)

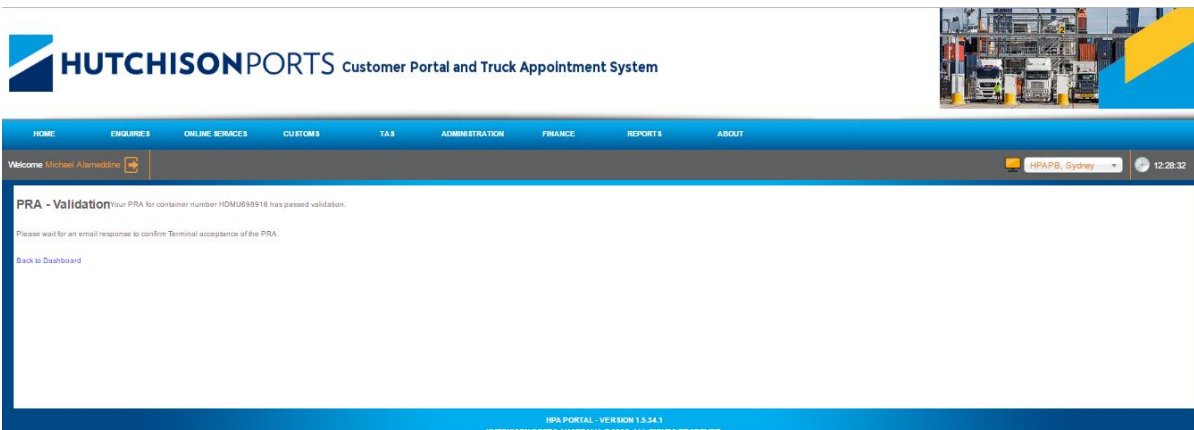


Figure 15 – PRA Validation page

From: noreply@hutchisonports.com.au

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

Subject: Rejected PRA - Container [ABC123]

The terminal has rejected your PRA for the following reasons:

- Invalid container ID [ABC123]!

Vessel Information

Vessel Voyage: BNEPCH 10N

Lloyds Number: 8809189

Line Operator: CCS

Consignment Information

Shipping Line Booking Reference: 123456

Port of Loading: AUBNE

Port of Discharge: AUPKL

Final Destination:

Container Information

Container/Breakbulk: Container

Container Number: ABC123

Customs Authorisation Number: JA436MNPW

Container ISO: 43R1

Commodity Code: REEF

Full/Empty: Full

Arrival Mode: Truck

Container Gross Weight: 20000 kg

Reefer Container

Reefer Indicator: Operating

Reefer Temperature: 5 °c

Brisbane Container Terminals Pty Limited

Shipper's Responsibilities

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

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

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

Figure 16 – PRA Rejection email

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

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

Vessel Information

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

Consignment Information

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

Container Information

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

Reefer Container

Reefer Indicator: Operating
Reefer Temperature: 5 °c

Brisbane Container Terminals Pty Limited

Shipper's Responsibilities

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

Figure 17 – PRA Acceptance email

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

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

Field	Description
Container ISO	A 4 digit code established by the International Standardisation Organisation (ISO) to describe container size and type.
Reefer Details	Depending on the “Container ISO” code, reefer information may be required. Occasionally a reefer container is empty or used for non-refrigerated goods, thus no reefer temperature is required. If this is the case, please select Non-Operating. If the reefer container is being used for refrigerated goods and has an associated reefer temperature, please select Operating. Default is Operating. If Yes is selected for a Reefer container, a reefer temperature must be entered in degrees Celsius between -70 and 30. Additionally, vent setting details can be entered where required. If a vent setting is entered, the vent setting unit must be selected. Where CFM or CMH are selected, valid values are between 0 and 9999. Where % is selected valid values are between 0 and 100
Seal Details	The numbered and coded security seal(s) attached to the container.
Out of Gauge Container Details	If Yes is selected, a dimension in centimetres must be input into at least one of the Over Height, Over Length Forward, Over Length After, Over Width Left, Over Width Right fields.
Hazardous Container Details	If Yes is selected, the UNDG Code UNNO and Haz Material Weight must be input. The IMDG Code will be pre-populated based on the UNDG Code UNNO. The Haz Material Name will be pre-populated based on the UNDG Code UNNO, but can be edited.
Email Addresses	Allows the PRA creator to nominate up to 2 additional email addresses to receive the terminal acceptance/rejection email of the PRA. Note: <i>the creator of the PRA will always receive a copy of the acceptance/rejection email.</i>

4.3.2 View a PRA

To view a PRA prior, follow the steps below:

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

4.3.3 Edit a PRA

To edit a PRA prior, follow the steps below:

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

Notes:

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

4.3.4 Search for a PRA

To search for a PRA, follow the steps below:

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

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

HUTCHISON PORTS Customer Portal and Truck Appointment System

Welcome Michael Alameddine

HPA Portal, Sydney 18:58:52

PRA Dashboard

Search on one or more fields to find a PRA

Container Number:

Shipping Line Booking Reference:

Vessel Voyage:

Submission Start Date:

Submission End Date:

Search Create PRA

Container Number	Commodity Code	Vessel Voyage	ETD	Part of Discharge	Shipping Line Booking Reference	Container VGM	Last Modified	Status
AAAU1234567	GENL	DNT 050N	15/03/2017 10:10	MYPKG	FSU0100U04EFPES	11223	15/02/2017 09:30	Pending
ALR00004260	MTY	SCT 999	15/03/2017 22:01	ZZOPT	1232456	2300	23/02/2017 12:02	Accepted
ALD00000019	MTY	SCT 999	15/03/2017 22:01	ZZOPT	A	2500	03/02/2017 09:28	Accepted
ALD00000020	MTY	SCT 999	15/03/2017 22:01	ZZOPT	A	2500	03/02/2017 10:12	Accepted
ALD00000023	MTY	DNT 050N	15/03/2017 10:10	MYPKG	A	2500	05/02/2017 10:58	Accepted
ANBU784563	GENL	DNT 050N	15/03/2017 10:10	MYPKG	ANKU80808	12450	15/02/2017 11:33	Accepted
ANBU684567	GENL	DNT 050N	15/03/2017 10:10	MYPKG	ANKU84887	11250	15/02/2017 11:32	Accepted
ANBU784563	GENL	DNT 050N	15/03/2017 10:10	SOSIN	SFEJ00000	11480	14/02/2017 11:51	Accepted
ANLU7845610	GENL	DNT 050N	15/03/2017 10:10	SOSIN	SFEJ00000	11220	23/02/2017 10:54	Accepted
APK07545478	GENL	DNT 050N	15/03/2017 10:10	MYPKG	ADSDADJLKLJ	13250	14/02/2017 11:42	Accepted
APU02998703	GENL	DNT 050N	15/03/2017 10:10	MYPKG	APK07579554	13250	24/02/2017 14:30	Accepted
BBBU1234567	GENL	DNT 050N	15/03/2017 10:10	MYPKG	FSEIU875455	11002	15/02/2017 09:31	Pending
BBU1234560	BBLK	DNT 050N	15/03/2017 10:10	AUBNE	113	12001	20/02/2017 12:01	Accepted
CCOU1234567	GENL	DNT 050N	15/03/2017 10:10	MYPKG	SFEJ00000	12345	15/02/2017 09:30	Pending
CCOU1234567	GENL	DNT 050N	15/03/2017 10:10	NZTRG	ERTTRTRTR	10235	14/02/2017 12:09	Accepted
CHU05454321	GENL	DNT 050N	15/03/2017 10:10	SOSIN	ANLU00000	12310	23/02/2017 14:04	Accepted
CHU05454321	GENL	DNT 050N	15/03/2017 10:10	NZAKL	AMKLIU0545412	12120	23/02/2017 13:51	Accepted
CCOU1234567	REEF	DNT 050N	15/03/2017 10:10	NZAKL	CCS12345	12005	14/02/2017 10:02	Accepted
CCOU1234567	GENL	DNT 050N	15/03/2017 10:10	MYPKG	FSEI878878	11111	15/02/2017 09:42	Pending
CCOU2209002	MTY	SCT 999	15/03/2017 22:01	ZZOPT	1232456	2300	23/02/2017 13:47	Accepted

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Figure 18 – PRA Dashboard

4.3.5 Page Filtering

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

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

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

HATCHISONPORTS Customer Portal and Truck Appointment System

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

Welcome Michael Aarnedine

HPAPB, Sydney 12:33:24

PRA Dashboard

Search on one or more fields to find a PRA

Container Number:

Shipping Line Booking Reference:

Vessel Voyage:

Submission Start Date: 02/02/2017

Submission End Date: 02/03/2017

Search Create PRA

Container Number	Commodity Code	Vessel Voyage	ETD	Port of Discharge	Shipping Line Booking Reference	Container VGM	Last Modified	Status
AAA1234567	GENL	DNT 050N	15/03/2017 16:16	MYPKG	FSUOUJUL04FFES	11223	16/02/2017 09:30	Pending
ANB1234563	GENL	DNT 050N	15/03/2017 16:16	MYPKG	ANKU8098	12450	15/02/2017 11:33	Accepted
ANB1234567	GENL	DNT 050N	15/03/2017 16:16	MYPKG	ANKU8887	11250	15/02/2017 11:32	Accepted
APK1234567	GENL	DNT 050N	15/03/2017 16:16	MYPKG	ADSDJULKJ	13250	14/02/2017 11:42	Accepted
APS1234567	GENL	DNT 050N	15/03/2017 16:16	MYPKG	APKUB787884	13250	24/02/2017 14:30	Accepted
BBB1234567	GENL	DNT 050N	15/03/2017 16:16	MYPKG	FSEUB75455	11002	16/02/2017 09:31	Pending
CCC1234567	GENL	DNT 050N	15/03/2017 16:16	MYPKG	SFEE867878	12345	16/02/2017 09:39	Pending
DDD1234567	GENL	DNT 050N	15/03/2017 16:16	MYPKG	SFE5478878	11111	16/02/2017 09:42	Pending
GKF123456	GENL	DNT 050N	15/03/2017 16:16	MYPKG	SFEER3	13250	17/02/2017 16:31	Pending
MMOU749800	GENL	DNT 050N	15/03/2017 16:16	MYPKG	SFEES78787	12120	22/02/2017 11:26	Accepted
SITU8954100	GENL	DNT 050N	15/03/2017 16:16	MYPKG	APKUB85454	11220	22/02/2017 10:47	Accepted
YCS7890000	GENL	DNT 050N	15/03/2017 16:16	MYPKG	SEC87875	11111	22/02/2017 14:32	Accepted

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Figure 19 – PRA Dashboard filtered on Commodity Code, Port of Discharge

5 MO41 Management

Uploading an MO41 is mandatory for all export Hazardous containers. To confirm an appointment for export hazardous cargo, you will be required to upload an MO41 prior to completing the appointment confirmation process (9.5 Confirm an Appointment)

MO41 documents can have one of 3 statuses:

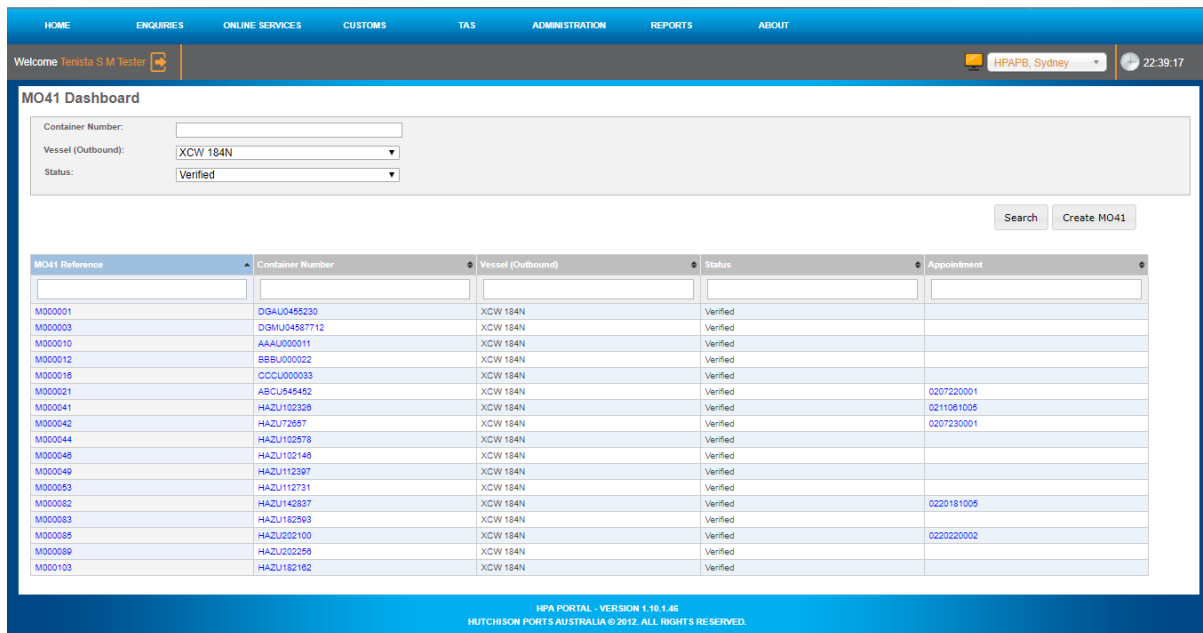
Status	Meaning
Pending	The MO41 has been uploaded to TAS and is pending manual review by the terminal. You can proceed in confirming your appointment for your container. Note: the terminal may cancel your appointment if the MO41 is not valid
Reviewed	The Terminal has manually reviewed the attached MO41, and confirms that the MO41 is valid. You can proceed in confirming your appointment for the container
Rejected	The Terminal has manually reviewed the attached MO41, and has found the MO41 to be invalid.

5.1 Search for a MO41

To search for a MO41, follow the steps below:

1. Navigate to the **Online Services** menu and select **MO41**
2. TAS will present the **MO41 Dashboard**, with no results returned (see Figure 20 – MO41 Dashboard – Initial Load)
3. To view MO41s previously uploaded to TAS, Enter your criteria and click **Search**.
4. TAS will present the **MO41 Dashboard**, with the results for the selected search criteria see (see Figure 21 – MO41 Dashboard – Search Result returned)

Figure 20 – MO41 Dashboard – Initial Load



MO41 Reference	Container Number	Vessel (Outbound)	Status	Appointment
M000001	DGAU0455230	XCW 184N	Verified	
M000003	DGAU04587712	XCW 184N	Verified	
M000010	AAAU000011	XCW 184N	Verified	
M000012	BBBU000022	XCW 184N	Verified	
M000016	CCCU000033	XCW 184N	Verified	
M000021	ABCU545452	XCW 184N	Verified	020722001
M000041	HAZU102326	XCW 184N	Verified	021061005
M000042	HAZU72957	XCW 184N	Verified	020723001
M000044	HAZU102678	XCW 184N	Verified	
M000046	HAZU102146	XCW 184N	Verified	
M000049	HAZU112397	XCW 184N	Verified	
M000053	HAZU112731	XCW 184N	Verified	
M000062	HAZU142837	XCW 184N	Verified	0220181005
M000063	HAZU182593	XCW 184N	Verified	
M000085	HAZU202100	XCW 184N	Verified	0220220002
M000089	HAZU202256	XCW 184N	Verified	
M000103	HAZU182162	XCW 184N	Verified	

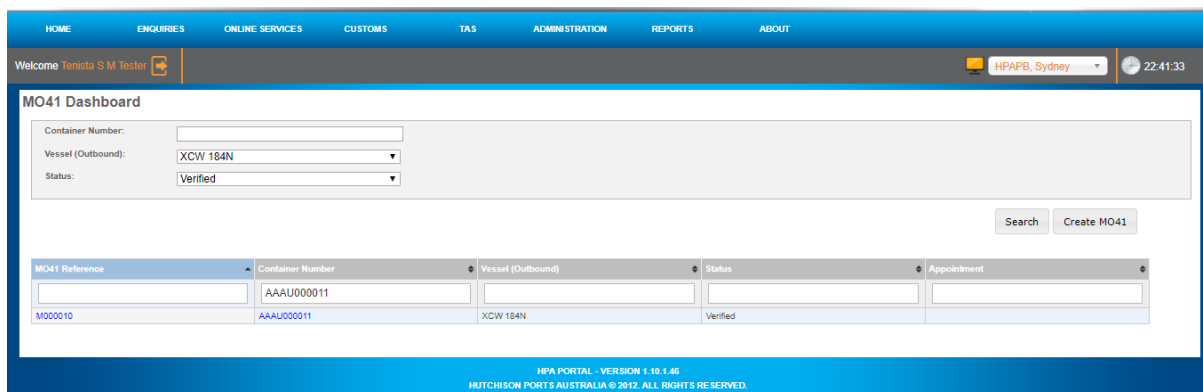
Figure 21 – MO41 Dashboard – Search Result returned

5.2 Page Filtering

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

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

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



MO41 Reference	Container Number	Vessel (Outbound)	Status	Appointment
M000010	AAAU000011	XCW 184N	Verified	

Figure 22 – MO41 Dashboard filter on Container Number

5.3 Uploading a MO41

Uploading a MO41 is a mandatory step in confirming an export appointment for Hazardous Cargo. It is a requirement that carriers ensure that the uploaded MO41 is accurate and the details are reflected within the Add MO41 page within TAS. The terminal will routinely check uploaded MO41 document to ensure accuracy of the details entered into TAS. Incorrect MO41 uploads will be rejected.

Carriers are to acknowledge that:

- It is their responsibility to ensure that the attached file is a valid and completed MO41 for the container
- The terminal will reject the MO41 upload if the MO41 document is not valid

There are two methods to upload a MO41

- via the **MO41** tab in the **Online Services**; or
- via the **MO41 Dashboard** screen (using the Create MO41 button)

To upload a MO41 document via the menu, follow the steps below:

1. Navigate to the **Online Services** menu and select **Upload MO41** under the **MO41 Tab**.
2. The HPA Portal will present the **Add MO41** page (see Figure 23 – Add MO41). The screen is composed of three sections
 - a. Declaration , at the top of the page
 - b. MO41 details, in the middle of the page
 - c. Acknowledgment, at the bottom of the page
3. To upload a MO41, Complete the form as follows
 - a. Fill in all fields on the page, as per the details within the MO41 document
Note: All fields are mandatory.
 - b. Click the '**Attach**' button.
 - c. Select the MO41 document from your device
 - d. Ensure that the attached file is a valid MO41 document for the container.
 - i. The file format must be .pdf
 - ii. The file cannot be larger than 3.5 MB
4. Click **Save**.
Note: By clicking save, you agree to the declaration.
Note: By clicking save, you agree to the acknowledgement.
5. Alternatively click **Cancel** to cancel the MO41 upload

To upload a MO41 via the MO41 dashboard, follow the steps below:

1. Navigate to the **Online Services** menu and select **MO41**
2. The HPA Portal will present Add MO41 page (see Figure 23 – Add MO41)
3. Click the **Create MO41** button.
4. Continue as per step 2 above in the other method for uploading a MO41.

Welcome Tenista S M Tester

HPAPB, Sydney

11:53:04

Add MO41

Declaration:

I declare that:
1. The Container Number and Contact Number are reflected in the contents of the attached form
2. The file attached is a valid and completed MO41 for the container

Container Number:*

Vessel (Outbound):*

Contact Name:*

Contact Number:*

MO41:*

Max .pdf File Size 3.5 MB

Attach

Acknowledgement:

I acknowledge that attaching an incorrect or incomplete MO41 may result in the container not being loaded on the vessel. This may also mean that the carrier may be liable for any costs associated with removing the container from the terminal.

SaveCancel

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Figure 23 – Add MO41

Note 1: You can change the uploaded file by attaching a different file to the MO41 page by clicking attach

5.4 Edit a MO41

The contact Name, Contact Number and MO41 document can be edited where the status of the MO41 is pending. No edits can be made to the MO41 where the status is either Verified or Rejected

To edit a MO41, follow the steps below:

1. Navigate to the **Online Services** menu and select **MO41**.
2. TAS will present the **MO41 Dashboard** (see Figure 20 – MO41 Dashboard – Initial Load)
3. Apply a search criteria to locate your MO41 (see Figure 21 – MO41 Dashboard – Search Result returned)
4. Click on the **MO41 Reference** number
5. TAS will present the **MO41 Details** page (see Figure 24 – MO41 Details)
6. Edit the necessary details on the **MO41 Details page**
7. Click **Save**.
8. Alternatively, click **Cancel** to cancel changes

Welcome Tenista S M Tester

HPAPB, Sydney 13:29:04

MO41 Details

Declaration:

I declare that:

1. The Container Number and Contact Number are reflected in the contents of the attached form
2. The file attached is a valid and completed MO41 for the container

Status:	Pending
Reference Number:*	M000301
Container Number:*	HAZU05437
Vessel (Outbound):*	DNT 050N
Contact Name:*	Jane Doe
Contact Number:*	0295478456
MO41:	MO41 20190423.pdf

Max .pdf File Size 3.5 MB

View Attach

Acknowledgement:

I acknowledge that attaching an incorrect or incomplete MO41 may result in the container not being loaded on the vessel. This may also mean that the carrier may be liable for any costs associated with removing the container from the terminal.

Cancel Save

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Figure 24 – MO41 Details

5.5 View a MO41

To view a MO41, follow the steps below:

1. Navigate to the **Online Services** menu and select **MO41**.
2. TAS will present the **MO41 Dashboard** (see Figure 20 – MO41 Dashboard – Initial Load)
3. Apply a search criteria to locate your MO41 (see Figure 21 – MO41 Dashboard – Search Result returned)
4. Click on the **MO41 Reference number**
5. TAS will present the **MO41 Details** page (see figure Figure 24 – MO41 Details)

Welcome Tenista S M Tester

HPAPB, Sydney 13:29:04

MO41 Details

Declaration:

I declare that:

1. The Container Number and Contact Number are reflected in the contents of the attached form
2. The file attached is a valid and completed MO41 for the container

Status:	Pending
Reference Number:*	M000301
Container Number:*	HAZU05437
Vessel (Outbound):*	DNT 050N
Contact Name:*	Jane Doe
Contact Number:*	0295478456
MO41:	MO41 20190423.pdf

Max .pdf File Size 3.5 MB

View Attach

Acknowledgement:

I acknowledge that attaching an incorrect or incomplete MO41 may result in the container not being loaded on the vessel. This may also mean that the carrier may be liable for any costs associated with removing the container from the terminal.

Cancel Save

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Figure 25 – MO41 Details

6 Container Tagging

Containers can be tagged for delivery through the Container Tagging Function. Containers tagged for road delivery will be tagged with your company's carrier code. Where the container is tagged for delivery via rail, it will be tagged with the rail destination.

Note: Where your company is set up as a Truck operator only, you will only be able to tag containers by Road

Note: Where your company is set up as a Rail Operator only, you will only be able to tag containers by Rail

Note: Where your company is set up as both a Truck operator and Rail operator, you will be able to tag select the delivery mode

6.1 Search for a Container Tag

6.1.1 Search for Road

To search for a Container Tag for road, follow the steps below:

1. Navigate to the **Online Services** menu and select **Container Tagging**
2. TAS will present the **Container Tagging Dashboard**, with no results returned (see Figure 26 – Container Tagging Dashboard – Road – Initial Load)
3. To view Container Tagging Requests, Enter your criteria and click **Search**.

Note: If your company is Truck carrier and a Rail Operator, ensure that road is selected as the delivery mode to return results for Road. Alternatively, ensure that 'All' is selected to return results for both road and rail

Note: Selecting 'Tagging request' from the list by selector will return a list of individual tagging requests.

Note: Selecting 'Container' from the List by selector will return all containers you have tagged for the selected vessel and delivery mode

Note: The Vessel Voyage will be mandatory where listing results by vessel

4. TAS will present the **Container Tagging Dashboard**, with the results for the selected search criteria see (see Figure 27 – Container Tagging Dashboard – Road - Search Result returned (By Tagging Request))



HOME ENQUIRIES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION REPORTS ABOUT

Welcome Tenista S M Tester HPAPB, Sydney 16:33:09

Container Tagging Dashboard

Delivery Mode: ☒ Road ☐ Rail

Date Tagged from: Date Tagged to:

Destination: TIP - TENISTA PTY LTD
Vessel Voyage:
List by:

Container Tagging Reference: Container Number:

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Figure 26 – Container Tagging Dashboard – Road – Initial Load

HOME ENQUIRIES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION REPORTS ABOUT

Welcome Tenista S M Tester HPAPB, Sydney 16:39:42

Container Tagging Dashboard

Delivery Mode: ☒ Road ☐ Rail

Date Tagged from: Date Tagged to:

Destination: TIP - TENISTA PTY LTD
Vessel Voyage:
List by:

Container Tagging Reference: Container Number:

Page 1 of 1 Page Size: 20

Container Tagging Reference	Date Tagged	Vessel Voyage	Container Count	Delivery Mode	Destination
CT000085	03/12/2020 15:39	DNT 050N	0	Road	TIP - TENISTA PTY LTD
CT000084	03/12/2020 15:37	DNT 050N	0	Road	TIP - TENISTA PTY LTD
CT000083	03/12/2020 15:34	DNT 050N	0	Road	TIP - TENISTA PTY LTD
CT000082	03/12/2020 15:33	DNT 050N	0	Road	TIP - TENISTA PTY LTD
CT000042	30/11/2020 13:53	DNT 050N	1	Road	TIP - TENISTA PTY LTD

Page 1 of 1 Page Size: 20

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Figure 27 – Container Tagging Dashboard – Road - Search Result returned (By Tagging Request)

HOME
ENQUIRIES
ONLINE SERVICES
CUSTOMS
TAS
ADMINISTRATION
REPORTS
ABOUT

Welcome **Tenista S M Tester**
HPAPB, Sydney
17:27:57

Container Tagging Dashboard

Delivery Mode:

Road
Rail

Date Tagged from:
08/11/2020

Date Tagged to:
03/12/2020

Destination:
TIP - TENISTA PTY LTD

Vessel Voyage:
DNT 050N

List by:

Tagging Request
Container

Container Tagging Reference:
Container Number:

Search
Tag Containers

Page 1 of 1
Page Size: 20

Container Tagging Reference	Date Tagged	Vessel Voyage	Container Number	Delivery Mode	Destination
CT000042	30/11/2020 13:53	DNT 050N	IMP2602001	Road	TIP - TENISTA PTY LTD
CT000025	27/11/2020 15:46	DNT 050N	XRAY7412589	Road	TIP - TENISTA PTY LTD
CT000025	27/11/2020 15:46	DNT 050N	HANZIM28051	Road	TIP - TENISTA PTY LTD
CT000025	27/11/2020 15:46	DNT 050N	TPPU1234567	Road	TIP - TENISTA PTY LTD
CT000025	27/11/2020 15:46	DNT 050N	JJFU0159873	Road	TIP - TENISTA PTY LTD
CT000025	27/11/2020 15:46	DNT 050N	GSTU03254854	Road	TIP - TENISTA PTY LTD
CT000025	27/11/2020 15:46	DNT 050N	CSLU6322739	Road	TIP - TENISTA PTY LTD
CT000025	27/11/2020 15:46	DNT 050N	HANZIM21093	Road	TIP - TENISTA PTY LTD
CT000025	27/11/2020 15:46	DNT 050N	AOY045001	Road	TIP - TENISTA PTY LTD

Export to xlsx

Page 1 of 1
Page Size: 20

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Figure 28 – Container Tagging Dashboard – Road - Search Result returned (Container)

6.1.2 Search for Rail

To search for a Container Tag for Rail, follow the steps below:

1. Navigate to the **Online Services** menu and select **MO41**
2. TAS will present the **Container Tagging**, with no results returned (see Figure 29 – Container Tagging Dashboard – Rail – Initial Load)
3. To view Container Tagging Requests, Enter your criteria and click **Search**.

Note: If your company is Truck carrier and a Rail Operator, ensure that Rail is selected as the delivery mode to return results for Rail. Alternatively, ensure that 'All' is selected to return results for both road and rail

Note: Selecting 'Tagging request' from the list by selector will return a list of individual tagging requests.

Note: Selecting 'Container' from the List by selector will return all containers you have tagged for the selected vessel and delivery mode

Note: The Vessel Voyage will be mandatory where listing results by vessel

4. TAS will present the **Container Tagging Dashboard** with the results for the selected search criteria see (see Figure 30 – Container Tagging Dashboard – Rail – Search Result returned)

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Figure 29 – Container Tagging Dashboard – Rail – Initial Load

Container Tagging Reference	Date Tagged	Vessel Voyage	Container Count	Delivery Mode	Destination
CT000086	03/12/2020 15:42	DNT 050N	1	Rail	IPU - Inland Packing Service Narrabri
CT000081	03/12/2020 15:28	DNT 050N	3	Rail	SGS - Sandgate Tolls Siding
CT000041	30/11/2020 11:21	DNT 050N	7	Rail	EFY - Enfield Yard

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Figure 30 – Container Tagging Dashboard – Rail – Search Result returned

6.2 Page Filtering

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

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

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

The screenshot displays the 'Container Tagging Dashboard' interface. At the top, a navigation bar includes links for HOME, ENQUIRIES, ONLINE SERVICES, CUSTOMS, TAS, ADMINISTRATION, REPORTS, and ABOUT. Below this, a user welcome message 'Welcome Tenista S M Tester' is shown alongside a location dropdown set to 'HPAPB, Sydney' and a clock showing '16:40:55'.

The dashboard features a search and filter section with the following fields:

- Delivery Mode:** Radio buttons for 'Road' (selected) and 'Rail'.
- Date Tagged from:** Text input with '28/11/2020'.
- Date Tagged to:** Text input with '03/12/2020'.
- Destination:** Text input with 'TIP - TENISTA PTY LTD'.
- Vessel Voyage:** Dropdown menu with 'All' selected.
- List by:** Buttons for 'Tagging Request' and 'Container'.
- Container Tagging Reference:** Text input.
- Container Number:** Text input.

Below the search fields are 'Search' and 'Tag Containers' buttons. A pagination bar shows 'Page 1 of 1' and a 'Page Size' dropdown set to '20'.

The main data table has the following columns: Container Tagging Reference, Date Tagged, Vessel Voyage, Container Count, Delivery Mode, and Destination. A filter box is visible above the 'Date Tagged' column, containing the text '30/11/2020' and a clear 'X' button. The table contains one row of data:

Container Tagging Reference	Date Tagged	Vessel Voyage	Container Count	Delivery Mode	Destination
CT000042	30/11/2020 13:53	DNT 050N	1	Road	TIP - TENISTA PTY LTD

At the bottom right of the table is an 'Export to xlsx' button. The footer of the page reads: 'HPA PORTAL - VERSION 1.10.12.18 HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'

Figure 31 – Container Tagging Dashboard - filter on Date Tagged

6.3 Tag Containers

6.3.1 Tagging By Road

To Tag containers via the menu, follow the steps below:

1. Navigate to the **Online Services** menu and select **Tag Containers** under the **Container Tagging** tab.
2. The HPA Portal will present the **Tag Containers** page (see Figure 32 – Tag Containers – Initial Load (Road)). The screen is composed of two sections
 - a. Add Containers , at the top of the page
 - b. Container Details, in the middle of the page

Note: If your company is registered in the HPA Portal as both a Truck Carrier and a Rail operator, endure that Road is selected as the delivery mode before to proceeding

3. To tag containers, complete the form as follows
 - a. Select the Vessel Voyage
 - b. Enter the Container numbers that you wish to tag. Ensure that only one container is added per line
 - c. Input EIDO pins. Ensure that only one EIDO pin is added per line. It is not necessary to align the EIDO list to the container numbers as the HPA Portal will match the EIDO pin to the correct container within your selection. Where the EIDO pin is the same for multiple containers, you will only be required to input the EIDO once
 - d. Click Add
 - e. Review any errors that are displayed in the error column. You can select **back** to make changes to your input. Alternatively you can select the  icon to remove the container.
4. Click **Submit** to complete tagging.

To tag containers via the Container Tagging dashboard, follow the steps below:

1. Navigate to the **Online Services** menu and select **Container Tagging**
2. The HPA Portal will present the Container Tagging Dashboard (see Figure 26 – Container Tagging Dashboard – Road – Initial Load)
3. Click the **Tag Containers** button.
4. Continue as per step 2 above in the other method of tagging a container.



HOME ENQUIRIES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION REPORTS ABOUT

Welcome **Tenista S M Tester**   HPAPB, Sydney  17:05:05

Tag Containers

Add Containers

Delivery Mode: **Road** Rail

Destination: TIP - TENISTA PTY LTD

Container Details

Vessel Voyage:

Container List: (One Container Per Line)

Container1
Container2
Container3

EIDO List: (One EIDO Per Line)

Pin1
Pin2
Pin3

Add

Reset

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Figure 32 – Tag Containers – Initial Load (Road)

HOME ENQUIRIES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION REPORTS ABOUT

Welcome **Tenista S M Tester**   HPAPB, Sydney  17:07:49

Tag Containers

Add Containers

Delivery Mode: **Road** Rail

Destination: TIP - TENISTA PTY LTD

Container Details

Vessel Voyage: DNT 050N

Number Of Containers: 1

Container Number	ISO Code	Error	Remove
SRGYM22043	22U1		

Clear **Back**

Reset **Submit**

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Figure 33 – Tag Containers – Containers added (Road)

6.3.2 Tagging By Rail

To Tag containers via the menu, follow the steps below:

1. Navigate to the **Online Services** menu and select **Tag Containers** under the **Container Tagging** tab.
2. The HPA Portal will present the **Tag Containers** page (see Figure 29 – Container Tagging Dashboard – Rail – Initial Load). The screen is composed of two sections

- a. Add Containers , at the top of the page
- b. Container Details, in the middle of the page

Note: If your company is registered in the HPA Portal as both a Truck Carrier and a Rail operator, ensure that Rail is selected as the delivery mode before proceeding

3. To tag containers, complete the form as follows
 - a. Select the destination from the destination drop down menu within the Add Containers section of the page
 - b. Within the Container Details section of the page, Select the Vessel Voyage
 - c. Enter the Container numbers that you wish to tag. Ensure that only one container is added per line
 - d. Input EIDO pins. Ensure that only one EIDO pin is added per line. It is not necessary to align the EIDO list to the container numbers as the HPA Portal will match the EIDO pin to the correct container within your selection. Where the EIDO pin is the same for multiple containers, you will only be required to input the EIDO once
 - e. Click Add
 - f. Review any errors that are displayed in the error column. You can select **back** to make changes to your input. Alternatively you can select the  icon to remove the container.
4. Click **Submit** to complete tagging.

To tag containers via the Container Tagging dashboard, follow the steps below:

1. Navigate to the **Online Services** menu and select **Container Tagging**
2. The HPA Portal will present Add MO41 page (see)
3. Click the **Tag Containers** button.
4. Continue as per step 2 above in the other method for uploading a MO41.

The screenshot shows the 'Tag Containers' page in the HPA Portal. The top navigation bar includes links for HOME, ENQUIRIES, ONLINE SERVICES, TAS, and ABOUT. A welcome message for 'George Washington' is displayed, along with a location dropdown set to 'HPAPB, Sydney' and a clock showing '17:42:43'. The main section is titled 'Tag Containers' and contains an 'Add Containers' form. The 'Delivery Mode' is set to 'Rail'. The 'Destination' dropdown is empty. Below this, the 'Container Details' section shows a 'Vessel Voyage' dropdown, a 'Container List' (One Container Per Line) with a text area containing 'Container1', 'Container2', and 'Container3', and an 'EIDO List' (One EIDO Per Line) with a text area containing 'Pin1', 'Pin2', and 'Pin3'. An 'Add' button is at the bottom of the container list, and a 'Reset' button is at the bottom right. The footer indicates 'HPA PORTAL - VERSION 1.10.12.18' and 'HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'

Figure 34 – Tag Containers – Initial Load (Rail)

The screenshot shows the 'Tag Containers' page with the 'Add Containers' form. The 'Destination' dropdown is now set to 'YPTU - Yennora Underbond'. The 'Container Details' section shows 'Vessel Voyage' as 'DNT 050N' and 'Number Of Containers' as '1'. Below this is a table with four columns: 'Container Number', 'ISO Code', 'Error', and 'Remove'. The table contains one row with the container number 'OPTU012542', ISO code '20U2', and an 'X' button in the 'Remove' column. 'Clear' and 'Back' buttons are at the bottom of the table. A 'Reset' button and a 'Submit' button are at the bottom right. The footer is the same as in Figure 34.

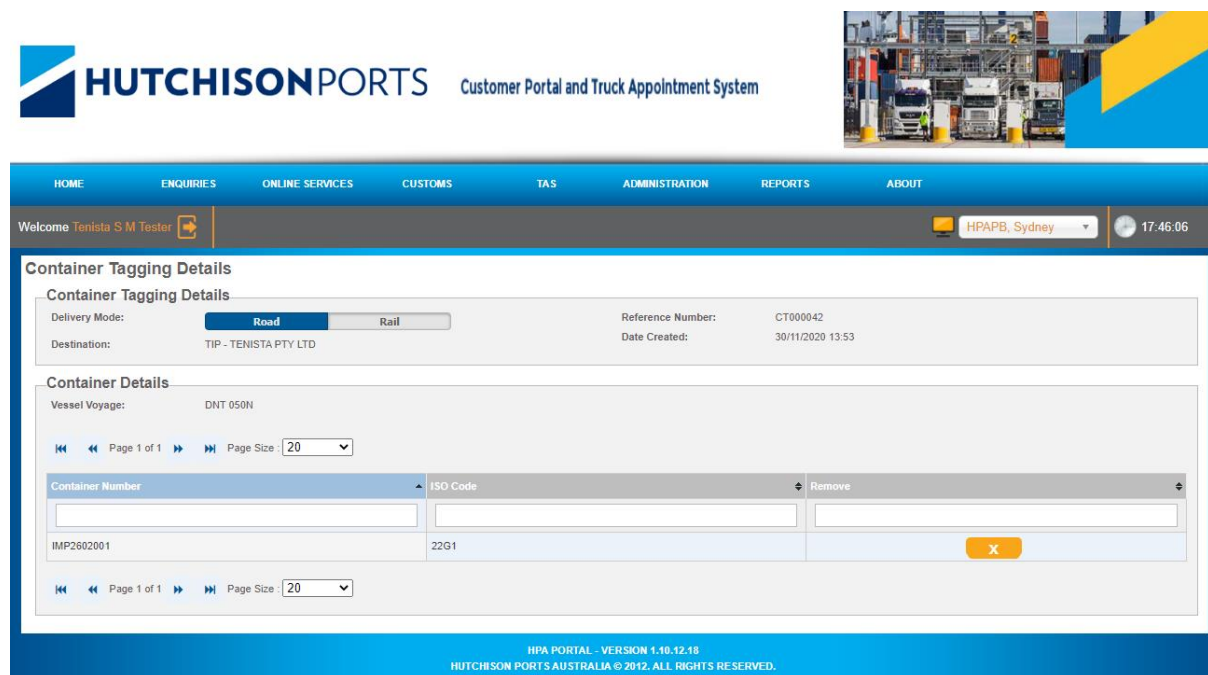
Container Number	ISO Code	Error	Remove
OPTU012542	20U2		X

Figure 35 – Tag Containers – Containers added (Rail)

6.4 View a Container Tagging Request

To view a Container Tagging Request, follow the steps below:

1. Navigate to the **Online Services** menu and select **Container Tagging**.
2. TAS will present the **Container Tagging Dashboard** (see Figure 26 – Container Tagging Dashboard – Road – Initial Load and Figure 29 – Container Tagging Dashboard – Rail – Initial Load)
3. Apply a search criteria to locate your Container Tagging request (see Figure 27 – Container Tagging Dashboard – Road - Search Result returned (By Tagging Request) and Figure 30 – Container Tagging Dashboard – Rail – Search Result returned)
4. Click on the **Container Tagging Reference** number
5. TAS will present the **Container Tagging Details** page (see Figure 36 – Container Tagging Details (Road) and Figure 37 – Container Tagging Details (Rail))

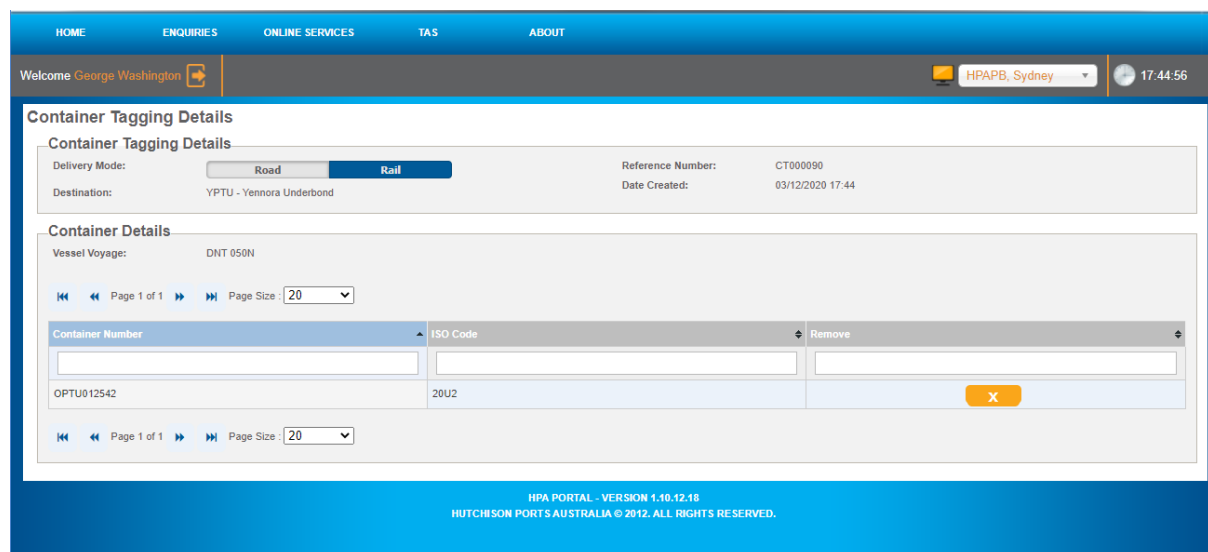


The screenshot displays the Hutchison Ports Customer Portal interface. The header includes the logo and navigation menu. The main content area is titled "Container Tagging Details" and shows the following information:

- Delivery Mode:** Road (selected), Rail
- Destination:** TIP - TENISTA PTY LTD
- Reference Number:** CT000042
- Date Created:** 30/11/2020 13:53
- Container Details:** Vessel Voyage: DNT 050N. A table lists container information with columns for Container Number, ISO Code, and a Remove button. The table contains one row: IMP2602001, 22G1.

At the bottom, it states "HPA PORTAL - VERSION 1.10.12.18" and "HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED."

Figure 36 – Container Tagging Details (Road)



The screenshot displays the Hutchison Ports Customer Portal interface. The header includes the logo and navigation menu. The main content area is titled "Container Tagging Details" and shows the following information:

- Delivery Mode:** Road, Rail (selected)
- Destination:** YPTU - Yennora Underbond
- Reference Number:** CT000090
- Date Created:** 03/12/2020 17:44
- Container Details:** Vessel Voyage: DNT 050N. A table lists container information with columns for Container Number, ISO Code, and a Remove button. The table contains one row: OPTU012542, 20U2.

At the bottom, it states "HPA PORTAL - VERSION 1.10.12.18" and "HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED."

Figure 37 – Container Tagging Details (Rail)

6.4.1 Remove a Container Tag

Containers can be removed from a Container Tagging Request. No other changes can be made to a Container Tagging request

To edit a remove a container tag, follow the steps below:

1. Navigate to the **Online Services** menu and select **Container Tagging**.
2. TAS will present the **Container Tagging Dashboard** (see Figure 26 – Container Tagging Dashboard – Road – Initial Load and Figure 29 – Container Tagging Dashboard – Rail – Initial Load)
3. Apply a search criteria to locate your tagging request (see Figure 27 – Container Tagging Dashboard – Road - Search Result returned (By Tagging Request) and Figure 30 – Container Tagging Dashboard – Rail – Search Result returned))
4. Click on the **Container Tagging Reference** number
5. TAS will present the **Container Tagging Details** page (see Figure 36 – Container Tagging Details (Road) and Figure 37 – Container Tagging Details (Rail))
6. Select the  icon adjacent to the container that you wish to remove the tag from. Edit the necessary details on the **MO41 Details page**
7. Select 'yes' on the dialog box to remove the container.

Alternatively, click **No** to keep the tag on the container

7 HPA TAS Container Management

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

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

7.1 Add a Container to favourites

To add a container follow the steps below:

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

Container No.	Select
BMOU4092240	☐
BMOU5183539	☐
CBHU4438535	☐
COLU0889913	☐
CLHU3333387	☐
CMHU0627894	☐
CSU1489533	☐
CSLU2391400	☐
CKSU1288091	☐
DFLU7279734	☐
EFLU0608887	☐
FCLU9578319	☐
KKTU0605549	☐
KKTU7483855	☐
KKTU8024932	☐
KKTU81112987	☐

Figure 38 – Add Container page

7.2 Use a favourite Container

Your favourite containers will be displayed at the bottom of the Appointment Confirmation screen (see Figure 62 – Appointment Detail page – Booked (export)) allowing you to link a Container to an Appointment by simply clicking on one of the Containers in your list of favourite containers.

7.3 Page Filtering

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

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

Add Containers

Container

Container No:

Container No	Select
mld	
MICH2D1	☐
MICH35555	☐
MICH098910	☐
michg1	☐
michg2	☐
michg3	☐
michg4	☐
MICHzd1	☐
michzd2	☐
michzd3	☐
michzd4	☐

Figure 39 – Add Container page filtered on Container No

8 HPA TAS Driver Management

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

8.1 Add a Driver to favourites

To add a driver follow the steps below:

1. Select **Drivers** under the **Online Services** menu
2. The TAS will display your favourite drivers and a search panel. An example is shown below in Figure 40 – Driver List page – ready for search
3. Enter in a First Name, Last Name and MSIC Number
4. Click Search
5. The TAS will display the search result. An example is shown below in Figure 41 – Driver List page – showing search results

The screenshot shows the 'Driver List' page in the HPA TAS. The page has a blue header with navigation links: HOME, ENQUIRIES, ONLINE SERVICES, TAS, ADMINISTRATION, REPORTS, and ABOUT. Below the header, there is a welcome message 'Welcome Company ABC' and a location dropdown set to 'HPAPB, Sydney'. The main content area is titled 'Driver List' and contains a search panel with the following fields: 'First Name:*' (text input), 'Last Name:' (text input), and 'MSIC Number:*' (text input). There are 'Search' and 'Show My Drivers' buttons. At the bottom, there is a footer with the text 'HPA PORTAL - VERSION 1.10.0.37' and 'HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'

Figure 40 – Driver List page – ready for search

The screenshot shows the 'Driver List' page in the HPA TAS with search results displayed. The header and navigation are the same as in Figure 40. The search panel now shows 'First Name:*' with 'Thomaz' entered, 'Last Name:*' with 'MOSCARDINI' entered, and 'MSIC Number:*' with '02 11118 1' entered. The 'Search' and 'Show My Drivers' buttons are still present. Below the search panel, there is a table with the following columns: 'First Name', 'Last Name', 'MSIC Number', 'MSIC Expiry', 'Site Induction Expiry', 'Issued at Site Indicator', and 'Select'. The table contains one row of data: 'Thomaz', 'MOSCARDINI', '02 0 1 2', '6/11/2016', '6/11/2016', and a checkbox. There is an 'Add Selected Drivers' button at the bottom right. The footer is the same as in Figure 40.

First Name	Last Name	MSIC Number	MSIC Expiry	Site Induction Expiry	Issued at Site Indicator	Select
Thomaz	MOSCARDINI	02 0 1 2	6/11/2016	6/11/2016		☐

Figure 41 – Driver List page – showing search results

8.2 Use a Favourite Driver

The list of favourite drivers are used when creating a manifest (see sections 10.3 Create a Truck Manifest, 11.6 Create a BRI Manifest and 12.6 Create a BRO Manifest for further detail)

8.3 Remove a Driver from Favourites

To remove a driver follow the steps below:

1. Select **Drivers** under the **Online Services** menu
2. The TAS will display your favourite Drivers. An example is shown below in Figure 42 – Driver List page – showing favourites
3. Select a driver and then click ‘Delete Selected Drivers’

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First Name	Last Name	MSIC Number	MSIC Expiry	Site Induction Expiry	Banned at Site Indicator	Select
ABHISHEK	-	OSCO 3102	-	-	☐	☐
C	K	HPA00002	25/04/2016	25/04/2016	☐	☐
PA	-	OSCO177 2	-	-	☐	☐
Pe r	WEL	OSCO0 988	16/03/2015	16/03/2015	☐	☐
Ph p	LO	HPA0000344	17/02/2017	18/02/2015	☐	☐
RAVINDER KUMAR	-	OSCO162967	-	-	☐	☐
SATNAM SINGH	-	OSCO182216	-	-	☐	☐

Figure 42 – Driver List page – showing favourites

8.4 Page Filtering

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

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

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

HUTCHISON PORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome Company ABC HPAPB, Sydney 10:22:37

Driver List

Search on All fields to locate a Driver

First Name: Conrad MSIC Number: HPA0000000

Last Name: Search Show My Drivers

First Name	Last Name	MSIC Number	MSIC Expiry	Site Induction Expiry	Banned at Site Indicator	Select
Conrad	KE	HPA0000000	25/04/2016	25/04/2016	☐	☐

Delete Selected Drivers

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Figure 43 – Driver List filtered on Last Name

9 HPA TAS Appointment Management

An appointment is mandatory for each container in a Truck Manifest. To get an appointment you must book it. Confirm an appointment by linking it to a container and it will appear on the Truck Manifest screen, either in the left 'export' panel or the left 'import' panel, as mentioned in section 10.3 Create a Truck Manifest.

9.1 Book an Appointment

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

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



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



Appointments for Empty Dehire containers is to be booked via the Book Empty Dehire Appointments page (refer to 9.2 Book an Empty Dehire Appointment for detail). To book an appointment follow the steps below:

1. Navigate to the **TAS** menu and select **Book Appointments** under **Appointment Management**.
2. Select the date, on which the appointments fall, that you wish to book
Note: Only days with available appointments will appear in the list
Note: The number of appointments available in each zone in each direction is shown in the Available columns.
Note: Appointments are only generated shortly before the release and therefore will only appear as available shortly before the release.
Note: The terminal may restrict which cargo types can be serviced by the terminal within set timezones. On screen messaging will display where these restrictions are enforced
3. The TAS will present the book screen in two possible ways
 - a. Pre-release: In this situation no appointments are yet released, but as they will be released shortly the screen displays the date/time they will be available.
 - b. Post-release: In this situation appointments are released.
In the example shown in "FIGURE 45 – Book Appointment page – post-release" there are 8 appointments available to be booked within each zone and direction.
4. Book Appointments by
 - a. Entering the number of appointments desired in each zone in each direction in the 'Request' columns.
Note: Only those zones with available appointments will have a box for data entry.

Where a number of appointments have been selected, the box will be highlighted to show which appointments have been selected, as shown in “Figure 24 - Selection made”.

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

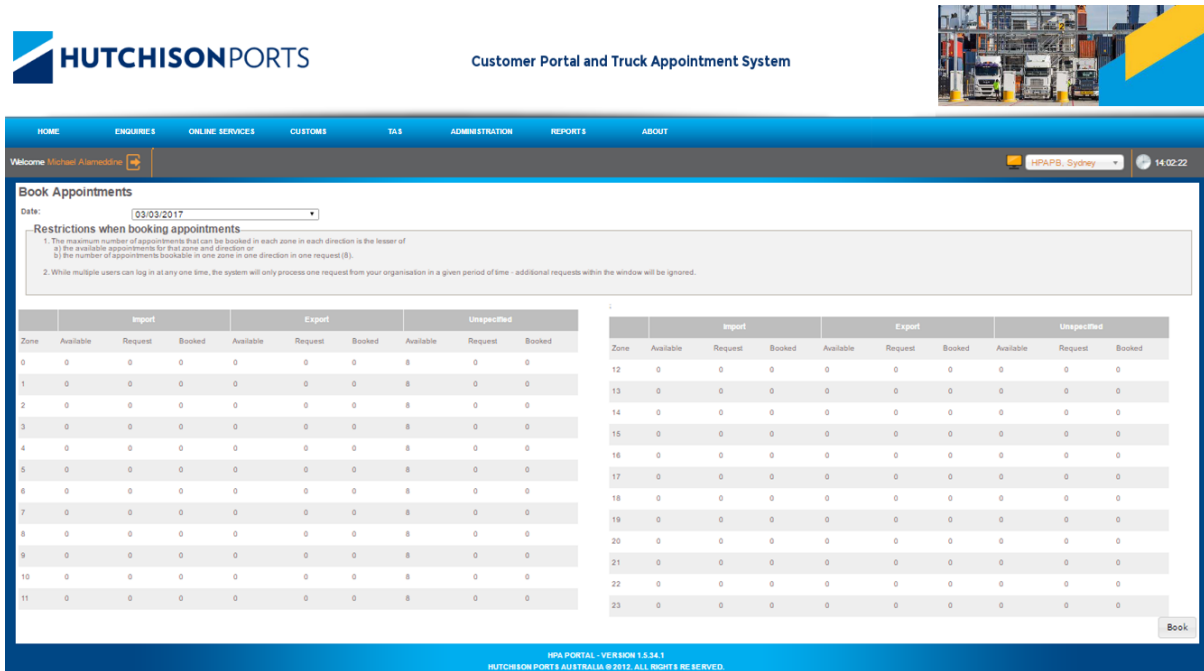
Note: Restrictions are in place in the time-zone were the  icon is displayed. Mouse over for further details. To view a complete list of restrictions imposed on a day, select the ‘Click here’ link found in the ‘Restrictions when booking appointments’ section of the page as shown “FIGURE 48 – Book Appointment page – Selection made – restrictions in place, Restrictions dialogue”.

Note: Appointments for Empty Dehire may be made available via the Book Empty Dehire page, even where the restrictions are in place.

- b. Clicking book
- c. Select ‘yes’ on the dialog box shown in “Figure 49 – Book Appointment page – Continue with selected Appointments”

5. TAS will accept your request and display the **Booking History** page

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



HUTCHISON PORTS Customer Portal and Truck Appointment System

HOME ENQUIRES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION REPORTS ABOUT

Welcome Michael Alameddine  HPAPB, Sydney 14:02:22

Book Appointments

Date: 03/03/2017

Restrictions when booking appointments

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

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

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

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

Book

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Figure 44 – Book Appointment page – pre-release

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

Welcome Michael Alameddine  HPAPD, Sydney 17:00:55

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 (8).
- While multiple users can log in at any one time, the system will only process one request from your organisation in a given period of time - additional requests within the window will be ignored.

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

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

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Figure 45 – Book Appointment page – post-release

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 (8).
- While multiple users can log in at any one time, the system will only process one request from your organisation in a given period of time - additional requests within the window will be ignored.

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

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

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Figure 46 – Book Appointment page – Selection made – no restrictions

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 (8).
- While multiple users can log in at any one time, the system will only process one request from your organisation in a given period of time - additional requests within the window will be ignored.
- Restrictions apply where the  icon is displayed. [Click here](#) for further details.

 [Click here to book Empty Drive Appointments](#)

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

Zone	Import			Export			Unspecified		
	Available	Request	Booked	Available	Request	Booked	Available	Request	Booked
12	 4	0	0	4	0	0	4	0	0
13	 4	0	0	4	0	0	4	0	0
14	 4	0	0	4	0	0	4	0	0
15	 4	0	0	4	0	0	4	0	0
16	 4	3	0	4	0	0	4	0	0
17	 4	3	0	4	0	0	4	0	0
18	 4	0	0	4	0	0	4	0	0
19	 4	0	0	1	0	0	1	0	0
20	 4	0	0	4	0	0	4	0	0
21	 5	0	0	5	0	0	5	0	0
22	 4	0	0	4	0	0	4	0	0
23	 3	0	0	5	0	0	5	0	0

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Figure 47 – Book Appointment page – Selection made – restrictions in place

HOME

ENQUIRIES

ONLINE SERVICES

CUSTOMS

Welcome Michael Alameddine

Book Appointments

Date: 09/07/2020

Restrictions when booking appointments

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

a) the available appointments for that zone and direction or

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

2. While multiple users can log in at any one time, the system will only process one request

3. Restrictions apply where the icon is displayed. [Click here](#) for further details

Click Here to book Empty Demos Appointments

Zone

Available

Request

Booked

Available

Request

0

5

0

0

4

0

1

4

0

0

4

0

2

4

0

0

4

0

3

4

0

0

4

0

4

4

0

0

4

0

5

4

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4

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6

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4

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7

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0

4

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8

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0

4

0

9

4

0

0

4

0

10

4

0

0

4

0

11

4

0

0

4

0

Import

Export

Zone

Available

Request

Booked

Available

Request

0

4

0

0

4

0

1

4

0

0

4

0

2

4

0

0

4

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3

4

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4

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4

4

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4

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4

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6

4

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0

4

0

7

4

0

0

4

0

8

4

0

0

4

0

9

4

0

0

4

0

10

4

0

0

4

0

11

4

0

0

4

0

Restrictions

Zone

Live Reefer

Overdimensional

Dangerous Goods

Empty Declare

0

✓

✓

✓

✗

1

✓

✓

✓

✗

2

✓

✓

✓

✗

3

✓

✓

✓

✗

4

✓

✓

✓

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5

✓

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✓

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6

✓

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17

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18

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19

✗

✗

✗

✗

20

✓

✓

✓

✗

21

✓

✓

✓

✗

22

✓

✓

✓

✗

23

✓

✓

✓

✗

Legend: ✓ Allowed ✗ Not allowed

OK

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Figure 48 – Book Appointment page – Selection made – restrictions in place, Restrictions dialogue

Welcome Michael Alameddine

HPAPB, Sydney

15:29:39

Book Appointments

Date: 27/10/2016

Restrictions when booking appointments

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

a) the available appointments for that zone and direction or

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

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

Zone

Available

Request

Booked

Available

Request

Booked

0

4

0

0

4

0

0

1

4

0

0

4

0

0

2

4

0

0

4

0

0

3

4

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0

4

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4

4

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4

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4

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0

10

4

0

0

4

0

0

11

4

0

0

4

0

0

Import

Export

Unspecified

Zone

Available

Request

Booked

Available

Request

Booked

0

4

0

0

4

0

0

1

4

0

0

4

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0

2

4

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4

0

0

10

4

0

0

4

0

0

11

4

0

0

4

0

0

Book Appointments

Do you wish to continue with the selected bookings?

NO YES

Zone

Available

Request

Booked

Available

Request

Booked

12

4

0

0

4

0

0

13

4

0

0

4

0

0

14

4

0

0

4

0

0

15

4

0

0

4

0

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16

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21

4

0

0

4

0

0

22

4

0

0

4

0

0

23

4

0

0

4

0

0

Import

Export

Unspecified

Zone

Available

Request

Booked

Available

Request

Booked

12

4

0

0

4

0

0

13

4

0

0

4

0

0

14

4

0

0

4

0

0

15

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0

Book

Figure 49 – Book Appointment page – Continue with selected Appointments

9.2 Book an Empty Dehire Appointment

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

Note: Empty Dehire appointments can only be accessed where they are made available by the terminal

Note: Appointments booked via the Book Empty Dehire Appointments page can only be utilised for Empty Dehire.

Note: Appointment booking for any other cargo type is to be made via the Book Appointments page (refer to section 9.1)

To book an Empty Dehire appointment follow the steps below:

1. Navigate to the **TAS** menu and select **Book Empty Dehire Appointments** under **Appointment Management**.
2. Select the date, on which the appointments fall, that you wish to book
Note: Only days with available appointments will appear in the list
Note: The number of appointments available in each zone in each direction is shown in the Available columns.
Note: Appointments are only generated shortly before the release and therefore will only appear as available shortly before the release.
Note: Empty Dehire appointments can only be utilised for Empty Dehire containers
3. The TAS will present the book screen in two possible ways
 - a. Pre-release: In this situation no appointments are yet released, but as they will be released shortly the screen displays the date/time they will be available.
In the example shown in “Figure 50 – Book Empty Dehire Appointment page – pre-release” the appointments will be available at 08 Jul 2020 11:00 and the time at the terminal is currently 11:09:01.
 - b. Post-release: In this situation appointments are released.
In the example shown in “Figure 51 – Book Empty Dehire Appointment page – post-release” there are
 - 2 appointments available to be booked in zones 1-11
 - And
 - 3 appointments available to be booked in zones 12-23
4. Book Empty Dehire Appointments by
 - a. Entering the number of appointments in the desired zone in the ‘Request’ column.
Note: Only those zones with available appointments will have a box for data entry. Where a number of appointments have been selected, the box will be highlighted to show which appointments have been selected, as shown in “Figure 52 – Book Empty Dehire Appointment page – Selection made”.
Note: Appointments can only be requested from 1 zone at a time. In the example shown in “Figure 52 – Book Empty Dehire Appointment page – Selection made”, all

requested appointments must be in zone 4 to proceed. To select appointments from another zone, the selection in zone 4 will need to be cleared by clicking 'Clear Selection' and making a new selection within the desired zone

- b. Clicking book
- c. Select 'yes' on the dialog box shown in "Figure 53 – Book Empty Dehire Appointment page – Continue with selected Appointments"

5. TAS will accept your request and display the **Booking History** page.

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

Book Empty Dehire Appointments

Date: 10/07/2020

Available at: 08 Jul 2020 11:10

Restrictions when booking Empty Dehire Appointments

1. Empty Dehire appointments can only be used for Empty Dehire. To book an appointment for any other cargo type go to the [Book Appointments Page](#).
2. The maximum number of appointments that can be booked in each zone is the lesser of
 - a) the Available Appointments for that zone or
 - b) the number of appointments bookable in one request (9).
3. While multiple users can log in at any one time, the system will only process one request from your organisation in a given period of time – additional requests within the window will be ignored.

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

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

Clear Selection Book

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Figure 50 – Book Empty Dehire Appointment page – pre-release

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

Welcome Michael Alameddine
HPAPB, Sydney
15:32:13

Book Empty Dehire Appointments

Date: 10/07/2020

Restrictions when booking Empty Dehire Appointments

- Empty Dehire appointments can only be used for Empty Dehire. To book an appointment for any other cargo type go to the [Book Appointments Page](#).
- The maximum number of appointments that can be booked in each zone is the lesser of
 - the Available Appointments for that zone or
 - the number of appointments bookable in one request (9).
- While multiple users can log in at any one time, the system will only process one request from your organisation in a given period of time – additional requests within the window will be ignored.

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

Zone	Available	Request	Booked
12	3	0	0
13	3	0	0
14	3	0	0
15	3	0	0
16	3	0	0
17	3	0	0
18	3	0	0
19	2	0	0
20	3	0	0
21	3	0	0
22	3	0	0
23	3	0	0

Clear Selection
Book

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Figure 51 – Book Empty Dehire Appointment page – post-release

Welcome Michael Alameddine
HPAPB, Sydney
15:36:59

Book Empty Dehire Appointments

Date: 10/07/2020

Restrictions when booking Empty Dehire Appointments

- Empty Dehire appointments can only be used for Empty Dehire. To book an appointment for any other cargo type go to the [Book Appointments Page](#).
- The maximum number of appointments that can be booked in each zone is the lesser of
 - the Available Appointments for that zone or
 - the number of appointments bookable in one request (9).
- While multiple users can log in at any one time, the system will only process one request from your organisation in a given period of time – additional requests within the window will be ignored.

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

Zone	Available	Request	Booked
12	3	0	0
13	3	0	0
14	3	0	0
15	3	0	0
16	3	0	0
17	3	0	0
18	3	0	0
19	2	0	0
20	3	0	0
21	3	0	0
22	3	0	0
23	3	0	0

Clear Selection
Book

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Figure 52 – Book Empty Dehire Appointment page – Selection made

Welcome **Michael Alameddine**
HPAPB, Sydney
15:37:14

Book Empty Dehire Appointments

Date: 10/07/2020

Restrictions when booking Empty Dehire Appointments

- Empty Dehire appointments can only be used for Empty Dehire. To book an appointment for any other cargo type go to the [Book Appointments Page](#).
- The maximum number of appointments that can be booked in each zone is the lesser of
 - the Available Appointments for that zone or
 - the number of appointments bookable in one request (9).
- While multiple users can log in at any one time, the system will only process one request from your organisation in a given period of time – additional requests within the window will be ignored.

Zone	Available	Request	Booked	Zone	Available	Request	Booked
0	2	0	0	16	3	0	0
1	2	0	0	17	3	0	0
2	2	0	0	18	3	0	0
3	2	0	0	19	2	0	0
4	2	2	0	20	3	0	0
5	2	0	0	21	3	0	0
6	2	0	0	22	3	0	0
7	2	0	0	23	3	0	0
8	2	0	0				
9	2	0	0				
10	2	0	0				
11	2	0	0				

Book Empty Dehire Appointments
Do you wish to proceed with the selected bookings?

NO YES

Clear Selection
Book

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Figure 53 – Book Empty Dehire Appointment page – Continue with selected Appointments

9.3 Booking History

Requested appointment(s) are displayed on Booking History page. The dashboard will display once a booking has been requested.

1. There are 3 possible ways to view the **Booking History**:
 - a. TAS will display the page once a booking is requested on the **Book Appointments** page
 - b. TAS will display the page once a booking is requested on the **Book Empty Dehire Appointments** page
 - c. Navigating to the **TAS** menu and select **Booking History** from the **Appointment Management** tab

TAS will display a list of requested bookings. An example is shown in Figure 54 – Booking History

The screenshot displays the 'Booking History' page within the Hutchison Ports Customer Portal. The page header includes the Hutchison Ports logo and the text 'Customer Portal and Truck Appointment System'. A navigation bar at the top contains links for HOME, ENQUIRIES, ONLINE SERVICES, TAS, ADMINISTRATION, REPORTS, and ABOUT. Below the navigation bar, a welcome message 'Welcome Tenista S M Tenista' is visible, along with a location dropdown set to 'HPAPB, Sydney' and a clock showing '10:26:56'.

The main content area is titled 'Booking History' and features a search filter section. The 'Truck Carrier' is set to 'TIP - TENISTA PTY LTD'. The 'Request From' date is '01/07/2020' and the 'Request To' date is '06/07/2020'. There are 'Search' and 'Appointment Dashboard' buttons.

Below the search filters is a table with the following columns: Date of request, Arrival Window Start Time, Quantity requested, Quantity booked, Direction, Status, and Requested by. The table contains 15 rows of booking data, all with a status of 'Processed' and requested by 'tpmainuser@gmail.com'. The data is paginated, showing 'Page 1 of 1' and a 'Page Size' of 20.

At the bottom of the page, a footer indicates 'HPA PORTAL - VERSION 1.10.0.6' and 'HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED'.

Figure 54 – Booking History

9.4 View an Appointment

Booked appointments are displayed in the Appointment Dashboard.

To view an appointment, follow the steps below:

1. Navigate to the **TAS** menu and select **Appointment Management**
2. The TAS will display a list of appointments. An example is shown in Figure 55 – Appointment Dashboard page
3. To view a specific appointment click the Appointment Number (in blue text) and the TAS will display the appointment.

Note: An example of an appointment for an export container is shown in Figure 62 – Appointment Detail page – Booked (export)

Note: An example of an appointment for an import container is shown in Figure 60 – Appointment Detail page – Booked (import).

Note: An example of an appointment for an Empty Dehire container is shown in Figure 66 – Appointment Detail page – Empty Dehire.

Note: you can click the

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

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
27/06/2019 10:00	0627101011	20190627106691	Export	Public	GENL007	40	In Community	GENL	ODB 113N		Non-Service		
27/06/2019 14:00	0627141001		Import	Public	CMAU0240536	20	In Yard - Block Z2	GENL	WIND 116		Confirmed		
27/06/2019 14:00	0627141002		Import	Public	CAIU3809783	20	In Yard - Block Z2	GENL	WIND 116		Confirmed		
27/06/2019 14:00	0627141011	20190627147511	Export	Public	GENL004	40	In Community	GENL	ODB 113N		Manifested		
27/06/2019 14:00	0627141012	20190627147511	Export	Public	GENL005	40	In Community	GENL	ODB 113N		Manifested		
27/06/2019 23:00	0627231011	20190627238172	Export	Public	GENL006	40	In Community	GENL	ODB 113N		Manifested		
29/06/2019 19:00	0629191001		Import	Public	BMOU1100135	20	In Community	GENL	WIND 116		Cancelled		
29/06/2019 19:00	0629191002		Import	Public	CMAU0240536	20	In Yard - Block Z2	GENL	WIND 116		Cancelled		
29/06/2019 19:00	0629191011		Export	Public	GENL001	40	In Community	GENL	ODB 113N		Cancelled		
30/06/2019 10:00	0630101001		Import	Public	BMOU1100135	20	In Community	GENL	WIND 116		Listed-Not Taken		28/06/2019 17:53
30/06/2019 12:00	0630121011		Export	Public	GENL001	40	In Community	GENL	ODB 113N	30/06/2019 12:15	Confirmed		
30/06/2019 13:00	0630131011		Export	Public	GENL002	40	In Community	GENL	ODB 113N	30/06/2019 13:15	Confirmed		
30/06/2019 13:00	0630131012		Export	Public	GENL003	40	In Community	GENL	ODB 113N	30/06/2019 13:15	Confirmed		
30/06/2019 22:00	0630221011		Export	Public	GENL006	40	In Community	GENL	ODB 113N		Listed-Not Taken		27/06/2019 10:09

Figure 55 – Appointment Dashboard page

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



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



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



A Replacement Appointment is available for the appointment. (Refer to section 9.9 for further details)

9.4.1 Page Filtering

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

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

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

The screenshot shows the 'Appointment Dashboard' interface. At the top is a navigation bar with links: HOME, ENQUIRIES, ONLINE SERVICES, TAS, ADMINISTRATION, REPORTS, and ABOUT. Below this is a user header showing 'Welcome Mth Example', a location dropdown 'HPAFL Brisbane', and a clock '17:03:04'. The main section is titled 'Appointment Dashboard' and contains a 'Search Criteria' form. The form has fields for 'Truck Carrier*' (filled with 'GREATER SYDNEY CARPENTRY PTY. LTD.'), 'Appointment Date from*' (filled with '26/06/2019'), 'Appointment Date to*' (filled with '01/07/2019'), 'Zone' (dropdown 'All'), 'Direction' (dropdown 'All'), and 'Status' (dropdown 'Select Statuses'). Below the search criteria are fields for 'Appointment Number' and 'Container Number'. A 'Search' button is on the right. Below the search area is a table with columns: Arrival Window Start Time, Appointment Number, Manifest Reference, Direction, Type, Container Number, Container Length, Container Location, Commodity Code, Vessel Voyage, Confirm/Manifest By, Status, Notes, and Listed At. The table shows three rows of data. The first row is highlighted. The second row shows '26/06/2019 20:00', '0626201001', 'Import', 'Public', and 'Booked'. The third row shows '26/06/2019 20:00', '0626201002', 'Import', 'Public', and 'Booked'. At the bottom right of the table is an 'Export to xlsx' button. The footer of the page says 'HPA PORTAL - VERSION 1.3.1.34 HUTCHINSON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED'.

Figure 56 – Appointment Dashboard filtered on Arrival Window Start Time and Direction

Booked appointments must be confirmed within a certain timeframe (typically 2 hours). The pie wheel next the Confirm/Manifest By date & time will progressively fill in more red to indicate the urgency with which appointments need to be dealt with. The Number on the wheel indicates the time remaining (in minutes) before the cut-off, as shown in 'Figure 57 – Appointment Dashboard page – Booked status' below.

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

Figure 57 – Appointment Dashboard page – Booked status

Appointments that have been listed remain visible, however are no longer editable as shown in 'Figure 58 – Appointment Dashboard page – Listed status' below.

The screenshot shows the 'Appointment Dashboard' interface. At the top, there's a header with 'Welcome Mth Example' and 'HPA, Brisbane'. Below the header, there's a search section with fields for 'Truck Carrier*' (Greater Sydney Carpentry Pty. Ltd.), 'Appointment Date from*' (26/06/2019), 'Appointment Date to*' (01/07/2019), 'Zone' (All), 'Direction' (All), and 'Status' (Select Statuses). There are also fields for 'Appointment Number' and 'Container Number'. A 'Search' button is on the right. Below the search section, there's a table with columns: Arrival Window Start Time, Appointment Number, Manifest Reference, Direction, Type, Container Number, Container Length, Container Location, Commodity Code, Vessel Voyage, Confirm/Manifest By, Status, Notes, and Listed At. The table shows one row with status 'Listed'. At the bottom, there's a footer with 'HPA PORTAL - VERSION 1.9.1.34' and 'HUTCHINSON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'.

Figure 58 – Appointment Dashboard page – Listed status

Appointments that progress in the workflow have their status updated. Those displaying 'xxxxx – Pending' indicate the system is awaiting Terminal acceptance. Those displaying 'xxxxx – Rejected' indicate the system did not accept the requested change. These statuses are shown in Figure 59 – Appointment Dashboard page – Other status' below.

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

Figure 59 – Appointment Dashboard page – Other status'

9.5 Confirm an Appointment

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

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



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

To confirm an appointment follow the steps below:

1. Navigate to the **TAS** menu and select **Appointment Management**.
2. The HPA Portal will present the Appointment Dashboard screen (see Figure 58 – Appointment Dashboard page)
3. Search for and select the appointment by clicking the Appointment Number
4. The HPA Portal will present the Appointment (see Figure 62 – Appointment Detail page – Booked (export) or Figure 60 – Appointment Detail page – Booked (import) or Figure 66 – Appointment Detail page – Empty Dehire
5. Confirm the appointment by

- a. Entering, for an export appointment, the following
 - i. Container Number (either typing in a container number or selecting a container from your ‘favourite container’ list at the bottom of the screen)
 - or
 - i. Commodity Code
 - ii. Vessel Voyage

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

Note: You can quickly confirm by clicking a favourite container at the bottom of the screen (see 7 HPA TAS Container Management) for details on ‘favourite containers’).

Note: Where available, TAS will display the Deliver After Time and Hazardous category where the container is Hazardous (as in Figure 65)

Note: Where the  icon is displayed on the page (as in Figure 63), the terminal may not confirm appointments for cargo types displayed as being restricted

Note: Where the  icon is displayed on the page (as in Figure 64), the terminal may elect to only allow appointment confirmation for Pre-Advised containers. This will apply to all containers and is not on cargo type

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

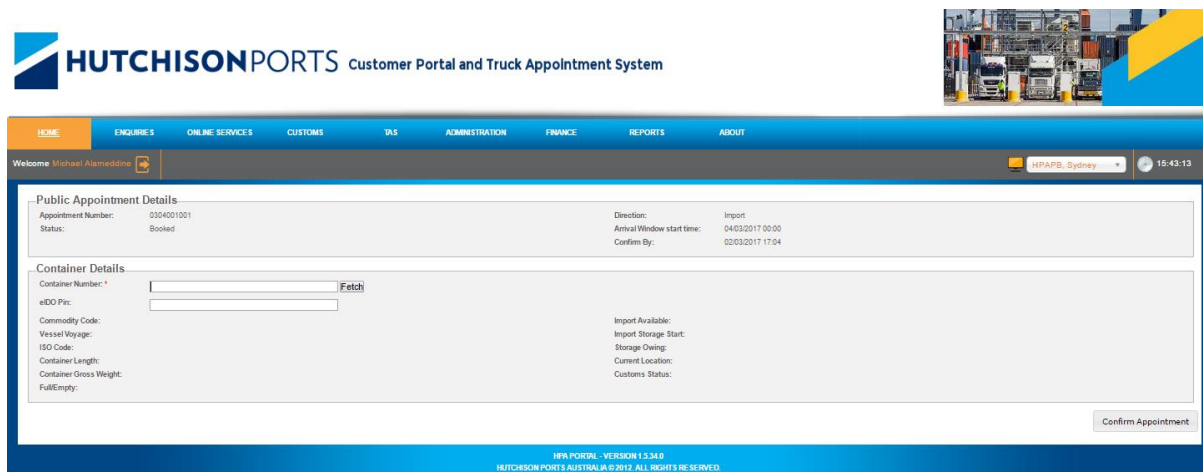
Note: Where available, TAS will display the Deliver After Time and Hazardous category where the container is Hazardous (as in Figure 65)

Note: Where the  icon is displayed on the page (as shown in Figure 61) the terminal will not confirm appointments for container types which are displayed as being restricted

- c. Confirm the appointment by
- d. Entering, for an Empty Dehire appointment, the following
 - i. Container Number (either typing in a container number or selecting a container from your 'favourite container' list at the bottom of the screen)

Note: You can quickly confirm by clicking a favourite container at the bottom of the screen (see 7 HPA TAS Container Management) for details on 'favourite containers').

- 6. Click 'Confirm Appointment'



The screenshot displays the Hutchison Ports Customer Portal and Truck Appointment System interface. The header includes the company logo and navigation tabs: HOME, ENQUIRIES, ONLINE SERVICES, CUSTOMS, TALS, ADMINISTRATION, FINANCE, REPORTS, and ABOUT. A user greeting 'Welcome Michael Alameddine' is visible on the left, and a location dropdown 'HPA/TAS, Sydney' and a clock '12:43:12' are on the right. The main content area is titled 'Public Appointment Details' and shows appointment information for '0004001001', which is 'Booked'. It specifies the direction as 'Import', arrival window start time as '04/03/2017 00:00', and confirm by time as '02/03/2017 17:04'. Below this, the 'Container Details' section includes input fields for 'Container Number' (with a 'Fetch' button), 'eIDO Pin', 'Commodity Code', 'Vessel Voyage', 'ISO Code', 'Container Length', 'Container Gross Weight', and 'Full/Empty'. To the right of these fields are labels for 'Import Available', 'Import Storage Start', 'Storage Owing', 'Current Location', and 'Customs Status'. A 'Confirm Appointment' button is located at the bottom right of the form area. The footer contains version information: 'HPA PORTAL - VERSION 1.5.3.0' and 'HUTCHISON PORTS AUSTRALIA © 2017. ALL RIGHTS RESERVED'.

Figure 60 – Appointment Detail page – Booked (import)



HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPAFL Brisbane 10:49:15

Public Appointment Details

Appointment Number: 0908191002
Status: Booked

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

Restrictions

The following restrictions apply to this timezone:

Live Reefer	Overdimensional	Dangerous Goods

Container Details

Container Number:

eIDO Pin:

Commodity Code:

Vessel Voyage:

ISO Code:

Container Length:

Container Gross Weight:

Full/Empty:

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

Your Containers

Figure 61 – Appointment Detail page – Booked (import) – Restrictions in place



HOME ENQUIRIES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPAFL Sydney 15:48:10

Public Appointment Details

Appointment Number: 0303021019
Status: Booked

Direction: Export
Arrival Window start time: 03/03/2017 02:00
Confirm By: 02/03/2017 16:58

Container Details

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

Commodity Code:

Vessel Voyage:

Your Containers

Container No.	Location (Block)
AQE5040001	In Yard - Block [22]
AQY020001	On Vessel
AQY040001	On Vessel
AQY046001	On Vessel
AQY048001	On Vessel
AHY020001	On Vessel
AHY040001	On Vessel

Figure 62 – Appointment Detail page – Booked (export)



HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPAFI, Brisbane 11:01:51

Public Appointment Details

Appointment Number: 0908191011
Status: Booked

Direction: Export
Arrival Window start time: 08/09/2018 19:00
Confirm By: 05/09/2018 11:10

Restrictions

The following restrictions apply to this timezone:

Live Reefer	Overdimensional	Dangerous Goods
X	X	X

Container Details

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

Commodity Code:

Vessel Voyage:

Confirm Appointment

Figure 63 – Appointment Detail page – Booked (export) - Restrictions



HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPAFI, Brisbane 11:01:51

Public Appointment Details

Appointment Number: 0908191011
Status: Booked

Direction: Export
Arrival Window start time: 08/09/2018 19:00
Confirm By: 05/09/2018 11:10

Restrictions

The following restrictions apply to this timezone:

Live Reefer	Overdimensional	Dangerous Goods
X	X	X

Container Details

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

Container Number: Fetch

Commodity Code:

Vessel Voyage:

ISO Code:

Container Length:

Full/Empty:

Container Gross Weight:

Confirm Appointment

Your Containers

Figure 64 – Appointment Detail page – Booked (export) - PRA containers only

HPA Portal - Version 1.10.1.46
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HOME ENQUIRIES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION ASSET TRACKING FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPAPB, Sydney 17:23:34

Public Appointment Details

Appointment Number: 0323231007
Status: Confirmed
Truck Arrival Status: Not Arrived Yet

Direction: Export
Arrival Window start time: 23/03/2020 23:00
Manifest By: 23/03/2020 23:55

Restrictions

There are no restrictions.

Container Details

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

Container Number:

Commodity Code: HAZD
Vessel Voyage: DNT 050N
ISO Code: 22G1
Container Length: 20
Full/Empty: Full
Container Gross Weight: 16872 kg
Deliver After Time: 20/03/2020 21:00
Hazardous Category: **Green Line**

Your Containers

Figure 65 – Appointment Detail page – Booked (export) – Hazardous Cargo

HPA Portal - Version 1.10.4.21
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Welcome Michael Alameddine

HPAPB, Sydney 16:17:15

Public Appointment Details

Appointment Number: 0713011010
Status: Booked

Direction: Empty Dehire
Arrival Window start time: 13/07/2020 01:00
Confirm By: 08/07/2020 18:16

Restrictions

The following restrictions apply to this appointment:

Empty Dehire	All Other Cargo
☒	☒

Container Details

Container Number:

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

* Be aware that this appointment can only be used for Empty Dehire. Hutchison Ports will not service any other cargo type on this appointment

Your Containers

Figure 66 – Appointment Detail page – Empty Dehire

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


HUTCHISONPORTS Customer Portal and Truck Appointment System
 

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

Welcome **Michael Alameddine**

HPAPS, Sydney 15:50:13

Public Appointment Details
 Appointment Number: 0302181008
 Status: Manifested - 20170302180108
 Truck Arrival Status: Not Arrived Yet

Direction: Import
 Arrival Window start time: 02/03/2017 10:00

Container Details
 Container Number: * OOLU749036
 Commodity Code: GENL
 Vessel Voyage: XNB 210S
 ISO Code: 4500
 Container Length: 40
 Container Gross Weight: 12500 kg
 Full/Empty: Full

Import Available: 27/02/2017
 Import Storage Start: 03/03/2017
 Storage Owng: \$ 0.00 on (02/03/2017)
 Current Location: Container Position: In Yard - Block [2]
 Customs Status: Released

HPA PORTAL - VERSION 1.5.34.1
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Figure 67 – Appointment page – Confirmed (Import)


HUTCHISONPORTS Customer Portal and Truck Appointment System
 

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

Welcome **Michael Alameddine**

HPAPS, Sydney 15:58:50

Public Appointment Details
 Appointment Number: 0302111020
 Status: Confirmed
 Truck Arrival Status: Not Arrived Yet

Direction: Export
 Arrival Window start time: 03/03/2017 11:00
 Manifest By: 03/03/2017 10:50

Container Details
 Do you have a pre-advised container? ☒ Yes ☐ No
 Container Number: * OOLU1407343
 Commodity Code: MTY
 Vessel Voyage: SCT 999
 ISO Code: 2201
 Container Length: 20
 Full/Empty: Empty
 Container Gross Weight: 3000 kg

List Appointment Save Appointment

Your Containers

Container No.	Location (Block)
AQY045001	On Vessel
AQY048001	On Vessel
AHY020001	On Vessel
AHY040001	On Vessel

Figure 68 – Appointment page – Confirmed (Export editable)

(Still editable as before Start of the Appointment Time Zone)


HUTCHISONPORTS Customer Portal and Truck Appointment System
 

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

Welcome **Michael Alameddine**

HPAPS, Sydney 15:58:38

Public Appointment Details
 Appointment Number: 0302131005
 Status: Manifested - TM1703021400249323

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

Container Details
 Do you have a pre-advised container? ☒ Yes ☐ No
 Container Number: * ECMU2209002
 Commodity Code: MTY
 Vessel Voyage: 2290
 Container Length: 20
 Full/Empty: Empty
 Container Gross Weight: 2500 kg

HPA PORTAL - VERSION 1.5.34.1
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Figure 69 – Appointment page – Confirmed (Export read only)

(Not editable as after Start of the Appointment Time Zone)


HUTCHISONPORTS Customer Portal and Truck Appointment System


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

Welcome **Michael Alameddine**

HPA Portal - Sydney 16:01:55

Public Appointment Details
Appointment Number: 0302131005
Status: Manifested - TM17030214002435323
Direction: Export
Arrival Window start time: 02/03/2017 13:00
Requested Status: Confirmation - Pending
02/03/2017 14:05

Container Details
Do you have a pre-arrived container?? ☒ Yes ☐ No
Container Number: * ECMU2206002
Commodity Code: MTY
Vessel Voyage:
ISO Code: 2290
Container Length: 20
Full/Empty: Empty
Container Gross Weight: 2500 kg

HPA PORTAL - VERSION 1.5.34.1
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Figure 70 – Appointment page – Manifested

If container consolidation is applicable, then manifesting restriction will appear as illustrated below:

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

Welcome **Tenista S M Tester**

Public Appointment Details
Appointment Number: 0404211131
Status: Booked
Direction: * Import
Arrival Window start time: 04/04/2022 21:00
Confirm By: 04/04/2022 15:48

Restrictions
 Import containers from different blocks cannot be manifested on the same truck after 04-Apr-2022 20:23 for time zone 21:00

Container Details
Container Number: *
eIDO Pin:
Commodity Code:
Vessel Voyage:
ISO Code:
Container Length:
Container Gross Weight:
Full/Empty:
Hazardous Category:
Import Available:
Import Storage Start:
Storage Owning:
Current Location:
Customs Status:

Your Containers

HPA PORTAL - VERSION 1.11.6.5
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Figure 71 Appointment page - Consolidation Restrictions

9.6 Manifest an Appointment

Manifesting an Appointment links a Container/Appointment to a Truck Visit. See section 10.3 Create a Truck Manifest for details

9.7 List an Appointment

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

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

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

The main content area is divided into two sections:

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

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

At the bottom right of the form, there are two buttons: 'List Appointment' and 'Save Appointment'. Below the form, there is a section titled 'Your Containers' which is currently empty.

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

Figure 72 – Appointment Page - List Appointment

9.8 Mark an Appointment as No-Show

A container can only be confirmed on one appointment at a time. Where a subsequent appointment is to be made for the container, the original appointment is to be listed prior to confirming the subsequent appointment. See section 9.7 for details on appointment listing

Where the appointment is no longer editable (meaning that the appointment can no longer be listed), the appointment must be marked as no-show (see Figure 73) in order to proceed in confirming a subsequent appointment for the container. Once such action has been completed, the container can be confirmed on the subsequent appointment

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

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

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

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

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

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

Figure 73 – Appointment Page - Mark Appointment as No-Show

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

The screenshot shows the HPA Portal interface with the user logged in as 'aljon user1'. The 'Public Appointment Details' section shows the appointment number 0429151012, status 'Booked', and arrival window start time of 29/04/2019 15:00. The 'Container Details' section shows the same container details as in Figure 73. A red warning message is displayed below the container details:

Please NO-SHOW the appointment 0429151011 prior to creating a second appointment for OOOG294819

Below the warning message is a 'Fetch' button. At the bottom right of the container details section is a 'Confirm Appointment' button. The footer of the page indicates 'HPA PORTAL - VERSION 1.8.20.11' and 'HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'

Figure 74 – Appointment Page – No Show original appointment before proceeding

9.9 Book a Replacement Appointment

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

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

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

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

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

Note: Carriers will receive an email where a zone has been cancelled. (See Figure 75 – TimeZone Cancellation Email)

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

To book a replacement appointment follow the steps below:

1. Navigate to the **TAS** menu and select **Appointment Management**.
2. The HPA Portal will present the **Appointment Dashboard** (see Figure 58 – Appointment Dashboard page)

Note: Replacement Appointments are only available for appointments where the  icon is displayed within the notes column of the page (see Figure 55 – Appointment Dashboard page)
3. Search for and select the appointment by clicking the Appointment Number
4. The HPA Portal will present the original Appointment (see Figure 76- Public Appointment Details – Replacement Appointment available)
5. To commence booking a Replacement Appointment, select the Replacement appointment button located at the bottom of the page.
6. The HPA Portal will present the Replacement Appointments dialogue (See Figure 77 – Public Appointment Details - Replacement Appointments dialogue).
7. Select the desired direction for the replacement appointment and select 'Next' to proceed with the booking
8. The HPA Portal will present the 'Replacement Appointments Dates' dialogue (see Figure 78 – Public Appointment Details - Replacement Appointments Dates dialogue)

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

Note: All available appointments within a zone would have been utilised where the zone is listed within the 'Replacement Appointments Dates' with no option to select the zone. For an example, refer to zone 4 within Figure 78 –Public Appointment Details - Replacement Appointments Dates dialogue

Note: Only one selection can be made

9. The HPA Portal will display the 'Replacement Appointments Details' dialogue (see Figure 79 – Public Appointment Details – Replacement Appointments Details dialogue).

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

10. Confirm the appointment by

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

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

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

Note: Where available, TAS will display the Deliver After Time and Hazardous category where the container is Hazardous (as in)

11. Click 'Confirm Appointment'

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

Note: Where a replacement Appointment has been issued, a link to the replacement appointment will display on the Original Appointment's Public Appointment Details page (see Figure 81 – Public Appointment Details – Link to Replacement Appointment)

Note: Where a replacement Appointment has been issued, a link to the Original Appointment will display on the Replacement Appointment's Public Appointment Details page (see Figure 82- Public Appointment Details – Link to Original Appointment)

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

The following appointments have been cancelled at HPAPB:

- 0627131018.

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

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

Regards,
HPA Service Desk

Figure 75 – TimeZone Cancellation Email

The screenshot displays the HPA Portal interface. At the top is a navigation bar with links: HOME, ENQUIRIES, ONLINE SERVICES, TAS, ADMINISTRATION, REPORTS, and ABOUT. Below this is a user welcome message: "Welcome Mrh Example" with a user icon. To the right of the welcome message is a location dropdown menu set to "HPAFI, Brisbane" and a clock showing "15:20:31".

The main content area is divided into two sections:

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

Appointment Number:	0627101011	Direction:	Export
Status:	Manifested - 20190627100951	Arrival Window start time:	27/06/2019 10:00
Truck Arrival Status:	Non-Service		

Below the table is a section titled "Restrictions" with the text: "There are no restrictions."
- Container Details:** This section contains a form with the following fields:

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

Container Number: * GENL007

Commodity Code: GENL

Vessel Voyage: ODB 113N

ISO Code: 40G1

Container Length: 40

Full/Empty: Full

Container Gross Weight: 20000 kg

At the bottom right of the container details section is a button labeled "Replacement Appointment".

The footer of the page contains the text: "HPA PORTAL - VERSION 1.9.1.34" and "HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED."

Figure 76- Public Appointment Details – Replacement Appointment available

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

Public Appointment Details

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

Restrictions

There are no restrictions.

Container Details

Do you have a pre-advised container? *

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

Replacement Appointments

Select Direction:

Export Import

CANCEL NEXT

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Figure 77 – Public Appointment Details - Replacement Appointments dialogue

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

Public Appointment Details

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

Restrictions

There are no restrictions.

Container Details

Do you have a pre-advised container? *

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

Replacement Appointments Dates

Direction: Export

Date	Zone	Select	Date	Zone	Select
27/06/2019	22	☐	28/06/2019	4	☐
27/06/2019	23	☐	28/06/2019	5	☐
28/06/2019	0	☐	28/06/2019	6	☐
28/06/2019	1	☐	28/06/2019	7	☐
28/06/2019	2	☐	28/06/2019	8	☐
28/06/2019	3	☐	28/06/2019	9	☐

BACK NEXT

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Figure 78 –Public Appointment Details - Replacement Appointments Dates dialogue

Replacement Appointments Details

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

Public Appointment Details

Original Appointment Number:	0627101011	Direction:	Export
		Arrival Window Start Time:	28/06/2019 02:00
		Manifest By:	28/06/2019 02:15

Container Details

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

Container Number: *

Commodity Code:

Vessel Voyage:

ISO Code:

Container Length:

Full/Empty:

Container Gross Weight:

Figure 79 – Public Appointment Details – Replacement Appointments Details dialogue

Replacement Appointments Details

Your replacement appointment will expire if it is not confirmed by 13:38.

Public Appointment Details

Original Appointment Number:	0320231017	Direction:	Export
		Arrival Window Start Time:	21/03/2020 00:00
		Manifest By:	21/03/2020 00:55

Container Details

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

Container Number: *

Commodity Code: HAZD

Vessel Voyage: DNT 050N

ISO Code: 22G1

Container Length: 20

Full/Empty: Full

Container Gross Weight: 15420 kg

Deliver After Time: 17/03/2020 09:00

Hazardous Category: **Green Line**

Figure 80 – Public Appointment Details – Replacement Appointments Details dialogue – Hazardous Cargo

HOME	ENQUIRIES	ONLINE SERVICES	TAS	ADMINISTRATION	REPORTS	ABOUT
Welcome Mrh Example			HPAFI, Brisbane		16:13:12	
Public Appointment Details						
Appointment Number: 0627101011			Direction: Export			
Replacement Appointment: 0628021011			Arrival Window start time: 27/08/2019 10:00			
Status: Manifested - 20190827106651						
Truck Arrival Status: Non-Service						
Container Details						
Do you have a pre-advised container? ☒ Yes ☐ No						
Container Number: * GENL007						
Commodity Code: GENL						
Vessel Voyage: ODB 113N						
ISO Code: 40G1						
Container Length: 40						
Full/Empty: Full						
Container Gross Weight: 20000 kg						
HPA PORTAL - VERSION 1.9.1.34 HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.						

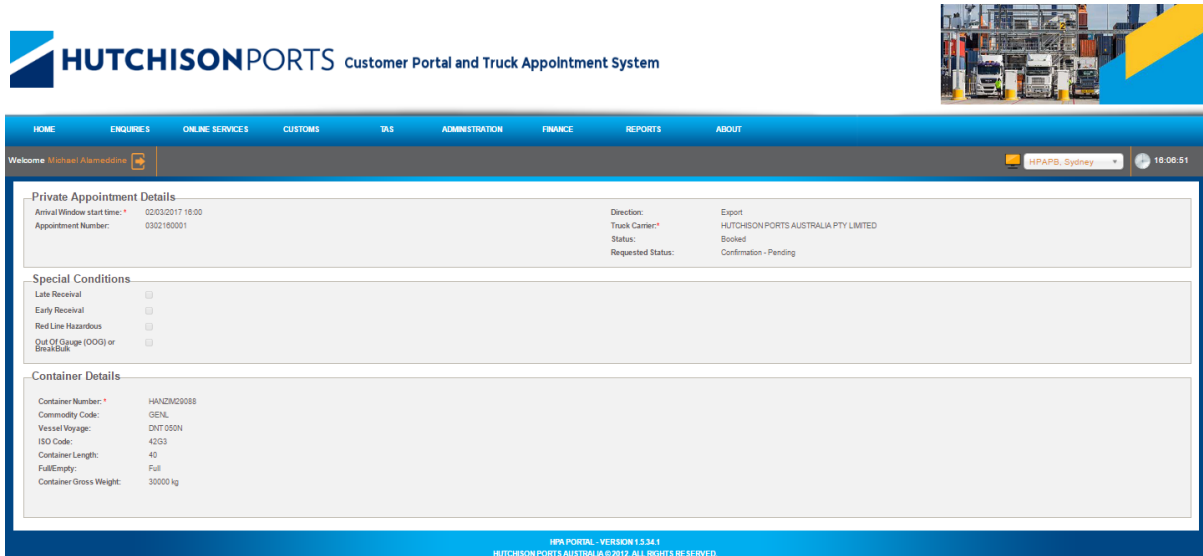
Figure 81 – Public Appointment Details – Link to Replacement Appointment

HOME	ENQUIRIES	ONLINE SERVICES	TAS	ADMINISTRATION	REPORTS	ABOUT
Welcome Mrh Example			HPAFI, Brisbane		16:12:24	
Public Appointment Details						
Appointment Number: 0628021011			Direction: Export			
Status: Confirmed			Arrival Window start time: 28/08/2019 02:00			
Truck Arrival Status: Not Arrived Yet			Manifest By: 28/08/2019 02:15			
			Original Appointment: 0627101011			
Container Details						
Do you have a pre-advised container? ☐ Yes ☒ No						
Commodity Code: * HAZD						
Vessel Voyage: * ODB 113N						
					List Appointment Save Appointment	
Your Containers						
HPA PORTAL - VERSION 1.9.1.34 HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.						

Figure 82- Public Appointment Details – Link to Original Appointment

9.10 Private Appointment

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



The screenshot displays the Hutchison Ports Customer Portal and Truck Appointment System interface. The header includes the Hutchison Ports logo and navigation links: HOME, ENQUIRE'S, ONLINE SERVICES, CUSTOMS, T&S, ADMINISTRATION, FINANCE, REPORTS, and ABOUT. A user greeting "Welcome Michael Alameddine" is visible on the left, and a location dropdown "HPA/PS, Sydney" and a clock "18:08:51" are on the right.

The main content area is titled "Private Appointment Details" and contains the following information:

Private Appointment Details	
Arrival Window start time: *	02/03/2017 18:00
Appointment Number:	6302160001
Direction:	Export
Truck Carrier: *	HUTCHISON PORTS AUSTRALIA PTY LIMITED
Status:	Booked
Requested Status:	Confirmation - Pending

Below this, there is a "Special Conditions" section with four checkboxes, all of which are unchecked:

- ☐ Late Receipt
- ☐ Early Receipt
- ☐ Red Line Hazardous
- ☐ Out Of Gauge (OOG) or Break Bulk

The "Container Details" section contains the following information:

Container Details	
Container Number: *	HANZM29088
Commodity Code:	GENL
Vessel Voyage:	DNT 050N
ISO Code:	42G3
Container Length:	40
Full/Empty:	Full
Container Gross Weight:	30000 kg

At the bottom of the page, there is a small footer: "HPA PORTAL - VERSION 1.5.34.1" and "HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED."

Figure 83 – Private Appointment page

10 HPA TAS Truck Manifest Management

10.1 Search for a Truck Manifest

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

5. Navigate to the **TAS** menu and select **Truck Manifest**
6. The HPA Portal will present the **Truck Manifest Dashboard** screen (see Figure 84 – Truck Manifest Dashboard)
7. Enter your criteria and click **Search**.

Welcome Michael Alameddine

HPAPB, Sydney 10:06:02

Truck Manifest Dashboard

Search Criteria

Appointment Number:

PIN:

Carrier Code:

Driver MSIC:

Truck Registration:

Time Zone From:

Time Zone To:

Manifest Reference:

Container Number:

Page 1 of 1 Page Size: 20

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

Page 1 of 1 Page Size: 20

Figure 84 – Truck Manifest Dashboard page

10.2 Page Filtering

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

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

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

The screenshot shows the 'Truck Manifest Dashboard' with a navigation bar at the top containing links: HOME, ENQUIRIES, ONLINE SERVICES, CUSTOMS, T.A.S., ADMINISTRATION, FINANCE, REPORTS, and ABOUT. Below the navigation bar is a user welcome message 'Welcome Michael Alameddine' and a location dropdown set to 'HPAPB, Sydney' with a clock showing '10:16:11'.

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

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

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

The table below the buttons displays manifest data. The first row is highlighted in blue and contains the following data:

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

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

Figure 85 – Truck Manifest Dashboard filtered on Manifest Reference, Carrier and Direction

10.3 Create a Truck Manifest

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

There are two methods to create a truck manifest

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

Note:

- *In order for containers to appear on the Manifest screen you will need to have linked the container to appointment (ie have a Confirmed appointment).*
- *A truck manifest cannot be created across multiple timezones where one of the appointments has a container with a restricted cargo type in one of the selected timezones*
- *Multiple import containers (located in different ASC blocks) cannot be manifested on same truck once container consolidation window has started. Container consolidation window is the duration before time zone starts. Window is subject to change on terminal discretion.*

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

5. Navigate to the **TAS** menu and select **Create Manifest** under **Truck Manifest**.
6. The HPA Portal will present an empty Truck Manifest screen (see Figure 86 – Create Truck Manifest). The screen is composed of three sections
 - a. “Visit Details” fields, at the top of the page
 - b. Truck image, middle of the page
 - c. Appointments/Containers, bottom of the page
7. Complete the form as follows
 - a. Fill in the mandatory fields in the “Visit Details” section at the top of the page.
Note: changing the Truck Configuration field will change the truck image.
Note: the ‘Driver MSIC Number’ dropdown will use your Driver favourites (see section 8 HPA TAS Driver Management for details on Driver favourites)
 - b. Set the timezone for the manifest using the Time of Arrival date/time slider below the truck image.
Note: hours with appointments will be displayed in blue text.
 - c. Any Appointments available in the selected hour will be displayed at the bottom of the screen.
 - d. Drag Appointments/Containers from the bottom panel up onto the location on the truck where the containers will be in real life. This has to be done twice, once for Export containers and again for Import containers. There are two tabs above the Truck image to allow you to switch between Export/Import.
Note: a Transit Container can be dragged onto either the Import or Export version of the truck and will appear simultaneously on both images of the truck.
8. Click **Save**.

9. Where the direction "Import Appointment is selected", the warning message for the consolidation threshold may appear (see Figure 88 Consolidation Warning).
10. Where an Import Hazardous container is added to the manifest the **Import DG Checklist** may display (See Figure 87)
 - a. TAS will auto populate details based on the Import Hazardous containers added to the manifest
 - b. Carriers can change the detail within the Import DG checklist as required
 - c. The Import DG checklist applies to Import Hazardous Cargo only.
11. The HPA Portal will send an email to the creator of the Manifest (and any nominated email addresses) to confirm Terminal acceptance or rejection of the Manifest (see Figure 89 – Manifest Rejection email).

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

1. Navigate to the **TAS** menu and select **Truck Manifest**
2. The HPA Portal will present the Truck Manifest Dashboard screen (see Figure 84 – Truck Manifest Dashboard)
3. Click **Create Truck Manifest** button.
4. Continue as per step 2 above in the other method for creating a manifest.

Figure 86 – Create Truck Manifest page

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

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

Welcome **Tenista S M Tester** HPAPB, Sydney 12:30:01

Import DG Truck Checklist

Registration: * IMP21U
Notifications: miao.shujie@hpa.gov.au

EXPORT APP

12:00
HAZU0543
15.1t
22:00

Transport Company Name: *

Requested Appointment Time: * 17/03/2020 23:00

Container Number(s): *

☒ 20' ☐ 40' ☐ 45' ☐ Tanktainer ☐ Other

Hazardous Class(es): *

Declaration of Compliance

The Truck will have the correct Transport Documentation: * ☒ Yes ☐ No

The Truck will display the correct type of Dangerous Goods placards/EIPs: * ☒ Yes ☐ No

The Trailer will display the correct type of Dangerous Goods placards/EIPs: * ☒ Yes ☐ No

The correct type of trailer will be provided for the type of DG container/tanktainer: * ☒ Yes ☐ No

Truck Driver's DG Licence Number: *

Transport Company Contact Name: *

Contact Number: *

KLIST SAVE DELETE

4

22:00 23:00

NEXT CANCEL

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Figure 87 – Create Truck Manifest page – Import DG Truck Checklist

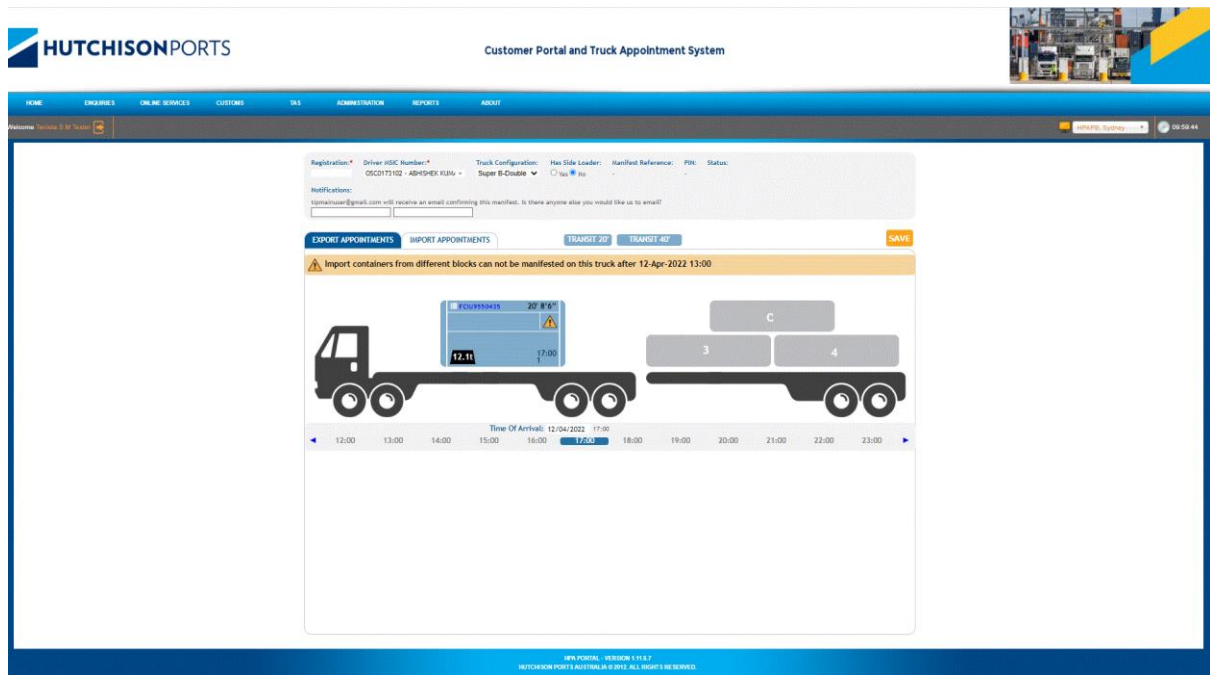


Figure 88 Consolidation Warning

From: noreply@hutchisonports.com.au

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

Subject: Rejected Truck Manifest - 0328146768

The terminal has rejected your manifest for the following reasons:

- Appointment [12345] is not found.

Truck Information

Carrier Code: TTS

Truck Registration: 123ABC

Driver MSIC Number: 123456

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

Movement PIN: 36309

Export Container Information

Appointment Number	Container	Commodity Size
12345	ABCD12345 REEF	40

Figure 89 – Manifest Rejection email

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

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

10.4 Edit a Truck Manifest

To edit a truck manifest, follow the steps below:

6. Navigate to the **TAS** menu and select **Truck Manifest**.
7. The HPA Portal will present the Truck Manifest Dashboard screen (see Figure 84 – Truck Manifest Dashboard
8. Search for the Truck Manifest to be edited.
9. Click the **Movement Reference** of the Truck Manifest to be edited.
10. Edit the necessary details on the **Edit Truck Manifest** screen (see Figure 90 – Manifest Edit page).
 - a) Where an Import DG checklist has been completed on the manifest, an import DG checklist button will display on the Manifest page.
 - i. Changes to the checklist can be made as required prior to truck arrival
 - ii. The Import DG checklist applies to Import Hazardous Cargo only.
11. Click **Save**.

- a) Where an Import Hazardous container is added to the manifest the Import DG Checklist may display (See Figure 87 – Create Truck Manifest page – Import DG Truck Checklist)
- b) TAS will auto populate details based on the Import Hazardous containers added to the manifest
- c) Carriers can change the detail within the Import DG checklist as required
 - i. The Import DG checklist applies to Import Hazardous Cargo only.

Notes:

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

The screenshot displays the 'Manifest Edit' page in the HPA Portal. At the top, there is a navigation bar with links: HOME, ENQUIRIES, ONLINE SERVICES, TAS, ADMINISTRATION, FINANCE, REPORTS, PBLIS, and ABOUT. Below the navigation bar, there is a header section with a 'Log out' button and a 'Current Terminal' dropdown set to 'HPAFI, Brisbane'. The main content area shows a form for creating or editing a truck manifest. The form includes fields for Registration (0915JG), Driver MSIC Number (76588), Truck Configuration (40'), Has Side Loader (Yes/No), Movement Reference (0212071233), Pin (35081), and Status (Accepted). There is also a 'Notifications' section with a text input field. Below the form, there are tabs for 'EXPORT APPOINTMENTS', 'IMPORT APPOINTMENTS', 'TRANSIT 20'', and 'TRANSIT 40''. The 'IMPORT APPOINTMENTS' tab is selected, showing a truck icon with a container labeled 'CRSU6093835' and a 'DOOR' icon. The truck is positioned on a timeline for the date '12/02/2014' at '07:00'. The timeline shows time slots from 00:00 to 11:00. A message at the bottom of the timeline states 'Only import appointments are available in this zone'. At the bottom of the page, there is a footer with the text 'HPA PORTAL - VERSION 1.5.25.22' and 'HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'

Figure 90 – Manifest Edit page

Note: The icons on the containers have the following meaning



Menu



Hazardous cargo



Out of Gauge container



Reefer container



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



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

10.5 Deleting a Container from a Truck Manifest

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

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

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

10.6 Deleting a Truck Manifest

To delete a Truck Manifest, follow the steps below:

1. Navigate to the **TAS** menu and select **Truck Manifest**.
2. The HPA Portal will present the Truck Manifest Dashboard screen (see Figure 84 – Truck Manifest Dashboard)
3. Search for the Truck Manifest to be deleted.
4. Click the **Movement Reference** of the Truck Manifest to be deleted.
5. The HPA Portal will present the Truck Manifest.
6. Click **Delete**.

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

11 HPA TAS Bulk Run In Management

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

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

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

Prior to executing a BRI you will need to obtain HPA approval. The Approval process begins by submitting a BRI Request as shown in section “11.3 Create a BRI Request”. When the BRI Request has been approved you will receive an email (see Figure 95 – BRI Request acceptance email). Once you have received the BRI Request acceptance email you can create BRI Manifests. You can either

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

For details on creating a BRI Manifest see “11.6 Create a BRI Manifest”.

11.1 Search for a BRI Request

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

1. Navigate to the **TAS** menu and select **Bulk Run In Management**
2. The HPA Portal will present the BRI Request Dashboard screen (see Figure 91 – BRI Request Dashboard as shown below)
3. Enter your criteria and click **Search**.



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

Welcome **Company ABC**


 **HPAPB, Sydney**
 10:33:46

Bulk Run In Dashboard

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

BRI From:

Vessel Voyages:

BRI To:

Status:

HPA Bulk Run In Number:

Empty Park Release Number:

Shipping Line Booking Number:

HPA Bulk Run In No	Carrier	Order Reference	BRI From	BRI To	Full/Empty	Vessel Voyage	Shipping Line	Port Of Discharge	Container Type	Length	Height	Number of Containers	Number of Manifested Containers	Number of Arrived Containers	Shipping Line Booking No	Comment	Status
2020080418001	TIP - TENISTA PTY LTD	APL054508	04/08/2020 18:00	11/11/2020 21:00	Empty	KIX/DNT/IS0050	APL	NZAKL	G - General	20'	8' 6"	40	12	1	APL054508	Test	Approved in Progress
2020080418002	TIP - TENISTA PTY LTD	CMA05454	04/08/2020 18:00	05/11/2020 21:00	Empty	KIX/DNT/IS0050	CMA	SGSIN	R - Reefer	20'	8' 6"	50	5	0	CMA05454	approved	Approved and Started

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Figure 91 – BRI Request Dashboard

11.2 Page Filtering

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

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

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

The screenshot shows the 'Bulk Run In Dashboard' with a navigation bar at the top containing links: HOME, ENQUIRIES, ONLINE SERVICES, TAS, ADMINISTRATION, REPORTS, and ABOUT. Below the navigation bar is a welcome message 'Welcome Company ABC' and a user profile icon. The dashboard includes several filter sections: 'BRI From' (02/08/2020 08:00), 'BRI To' (27/10/2020 08:00), 'Vessel Voyages' (dropdown), 'Status' (Pending Approval X, Approved X), 'HPA Bulk Run In Number' (input), 'Empty Park Release Number' (input), and 'Shipping Line Booking Number' (input). There are 'Search' and 'Add New' buttons. Below the filters is a table with columns: HPA Bulk Run In No, Carrier, Order Reference, BRI From, BRI To, Full/Empty, Vessel Voyage, Shipping Line, Port Of Discharge, Container Type, Length, Height, Number of Containers, Number of Manifested Containers, Number of Arrived Containers, Shipping Line Booking No, Comment, and Status. The table contains one row of data. At the bottom of the table is an 'Export to xlsx' button. The footer of the dashboard reads 'HPA PORTAL - VERSION 1.16.8.37' and 'HUTCHINSON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED'.

HPA Bulk Run In No	Carrier	Order Reference	BRI From	BRI To	Full/Empty	Vessel Voyage	Shipping Line	Port Of Discharge	Container Type	Length	Height	Number of Containers	Number of Manifested Containers	Number of Arrived Containers	Shipping Line Booking No	Comment	Status
2020080	TIP - TENISTA PTY LTD	APL054508	04/08/2020 18:00	11/11/2020 21:00	Empty	KOK/DNT/S0050	APL	NZAKL	G - General	20'	8' 6"	40	12	1	APL054508	Test existing so all work after change	Approved in Progress

Figure 92 – Bulk Run Dashboard filtered on HPA Bulk Run In No, and status

11.3 Create a BRI Request

11.3.1 Create BRI Request for Empty Containers

To submit a BRI Request for empty containers

1. Navigate to the **TAS** menu and select **Create Bulk Run In Request** under **Bulk Run In Management**.
2. The HPA Portal will present an empty BRI Request screen (see Figure 93 – BRI Request page (empty) (blank)).
3. Complete the form bearing in mind the following
 - a. Ensure the Full/Empty selector is set to 'Empty'
 - b. 'BRI Period Start' must be in future and 'BRI Period End' must be after 'BRI Period Start'.
 - c. An 'Order Reference' number must be provided. The Order Reference number will display at the time of manifest as a reference when selecting a specific Bulk Run In
 - d. There is an expectation the appointments/manifests will be spread across the whole period of the BRI. To assist in this a "Containers per hour" field is provided which cannot be less than 'Number of Containers'/'Duration of the BRI' which is the minimum number of containers per hour required to complete the BRI within the defined period.
4. Click '**Submit**' or '**Submit and Copy**'.
5. Once the BRI Request has been reviewed by HPA staff the HPA Portal will send an email to the creator of the BRI Request (and any nominated email addresses) to confirm Terminal acceptance or rejection of the BRI Request (see Figure 95 – BRI Request acceptance email).

Welcome Company ABC  HPAPB, Sydney 13:05:16

Create Bulk Run In Request

Bulk Run In

Full/Empty: Full Empty

Truck Carrier: TIP - TENISTA PTY LTD

Container Park: ▼

Container Park Release Number:

Order Reference:

BRI Period Start: 19/10/2020 16:00

BRI Period End: 19/10/2020 19:00 (Not inclusive)

Email Addresses

You (companyabc@mailinator.com), main contacts of empty container park and truck carrier will receive an email confirming Terminal acceptance or declination of this Bulk Run In Request.

Is there anyone else you would like us to email?

Email Addresses:

Container Details

Vessel Voyage: ▼

Shipping Lines: ▼

Shipping Line Booking Number:

Port Of Discharge: ▼

Final Destination:

Number Of Containers:

Containers Per Hour: Min: 0 Max: 0

Container Type: ▼

Container Length: ▼

Container Height: ▼

Gross Weight per container: (kg)

Reset Submit And Copy Submit

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Figure 93 – BRI Request page (empty) (blank)

HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome Company ABC  HPAPB, Sydney 13:08:15

Create Bulk Run In Request

 **Error**

Containers per hour must be between Minimum and Maximum

Bulk Run In

Full/Empty: Full Empty

Truck Carrier: TIP - TENISTA PTY LTD

Container Park: WOL - WOOLWORTHS GROUP LIMITED ▼

Container Park Release Number: W0AUSYDWO146268

Order Reference: Empty_Example

BRI Period Start: 19/10/2020 16:00

BRI Period End: 19/10/2020 19:00 (Not inclusive)

Email Addresses

You (companyabc@mailinator.com), main contacts of empty container park and truck carrier will receive an email confirming Terminal acceptance or declination of this Bulk Run In Request.

Is there anyone else you would like us to email?

Email Addresses:

Container Details

Vessel Voyage: DNT 050N ▼

Shipping Lines: ANL - ANL CONTAINER LINE PTY LTD ▼

Shipping Line Booking Number: W0AUSYDWO146268

Port Of Discharge: SGSIN ▼

Final Destination:

Number Of Containers:

Containers Per Hour: Min: 167 Max: 500

Container Type: G - General ▼

Container Length: 4 - 40'0" ▼

Container Height: 5 - 9'6" ▼

Gross Weight per container: (kg)

Reset Submit And Copy Submit

HPA PORTAL - VERSION 1.10.8.35
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Figure 94 – BRI Request page (populate with error)

HPA Portal – Bulk Run In #2020102010002 – Approved

1 message

noreply@hutchisonports.com.au <noreply@hutchisonports.com.au>

Tue, Oct 20, 2020 at 10:20 AM

The terminal has approved your [Bulk Run In](#) request #2020102010002.
Below are the details of your Bulk Run In request:

Number Of Containers: 60 [Requested Number of Containers was 62]

Containers per Hour: 20 [Requested containers per hour was 17]

Timing:

Start Date & TimeZone: 20/10/2020 11:00 [Requested time was 20/10/2020 10:00]

End Date & TimeZone: 20/10/2020 21:00 (Not Inclusive) [Requested time was 20/10/2020 16:00]

Container Type:

Size: 20'

Type: G – General

Height: 8' 6"

Vessel Voyage: KIX/DNT/S0050

Organizations:

Line Operator: APL

Container Park: DOP DOMINO'S PIZZA ENTERPRISES LIMITED

Carrier: CCC MODIS CONSULTING PTY LTD

Port of Discharge: MYPKG

Final Destination:

Reference Numbers:

Shipping Line Booking No: APLESFES

Empty Park Release No: DOP-WEXFSE00

HPA Bulk Run In No: [2020102010002](#)

Hutchison Ports Australia

Figure 95 – BRI Request acceptance email (with changes made by the terminal) (Empty)

HPA Portal – Bulk Run In #2020102013004 – Approved

1 message

noreply@hutchisonports.com.au <noreply@hutchisonports.com.au>

Tue, Oct 20, 2020 at 10:40 AM

The terminal has approved your [Bulk Run In](#) request #2020102013004.

Below are the details of your Bulk Run In request:

Number Of Containers: 7

Containers per Hour: 6 [Requested containers per hour was 5]

Timing:

Start Date & TimeZone: 20/10/2020 11:00 [Requested time was 20/10/2020 13:00]

End Date & TimeZone: 20/10/2020 22:00 (Not Inclusive) [Requested time was 20/10/2020 16:00]

Containers:

Container Number	ISO Code	Shipping Line	Shipping Line Booking Number	Port of Discharge	Final Destination	Gross Weight(Kg)
CCAU087810	22G1	CMA	PSFEJIKK45210	MYPKG		12147
FLXU045963	22G1	APL	APLSFIUIUNSEF	MYPKG		12149
TPXU088742	22G1	APL	SFEJIIJ	SGSIN		12149
CCYU544987	22G1	COS	SFESEF3D	NZAKL		12150
CSPU087891	22G1	COS	SFESEF3D	NZAKL		12150
CSRF0487150	22R1	COS	SFESEF3D	NZAKL		12150
CSFX087763	42G1	COS	SFESEF3DSEFSE	NZAKL		12153

Vessel Voyage: KIX/DNT/S0050

Organizations:

Carrier: CCC MODIS CONSULTING PTY LTD

Reference Numbers:

Empty Park Release No:

HPA Bulk Run In No: [2020102013004](#)

Hutchison Ports Australia

Figure 96 – BRI Request Acceptance email (with changes made by the terminal) (Full)

11.3.2 Create BRI Request for Full Containers

To submit a BRI Request for Full Containers

1. Navigate to the **TAS** menu and select **Create Bulk Run In Request** under **Bulk Run In Management**.
2. The HPA Portal will present the BRI Request page for Empty containers (see Figure 93 – BRI Request page (empty) (blank))
3. Select 'Full' to request a Bulk Run in for Full containers. The HPA portal will present the BRI request page for full containers (see Figure 99 – View Bulk Run In (Full))
4. Complete the form bearing in mind the following
 - a. 'BRI Period Start' must be in future and 'BRO Period End' must be after 'BRI Period Start'.
 - b. An 'Order Reference' number must be provided. The Order Reference number will display at the time of manifest as a reference when selecting a specific Bulk Run In
 - c. There is an expectation the appointments/manifests will be spread across the whole period of the BRO. To assist in this a "Containers per hour" field is provided, with a range specifying the minimum and maximum number of containers per hour required to complete the BRO within the defined period
5. To add containers, enter container numbers within the Container List
 - a. A vessel must be selected. The containers for the Bulk Run In must come from this vessel.
 - b. Only one container per line will be accepted. Ensure that there is a new line in between container numbers
 - c. Click '**Next**'
 - d. Review any errors that are displayed in the error column. You can select back to make changes to your input. Alternatively you can select 'x' to remove the container.
6. Click '**Submit**'
7. Once the BRI Request has been reviewed by HPA staff the HPA Portal will send an email to the creator of the BRI Request, main contacts of the container park, truck carrier and any nominated email addresses to confirm Terminal acceptance or rejection of the BRI Request (see Figure 96 – BRI Request Acceptance email (with changes made by the terminal) (Full))

Note:

1. *The Terminal May make changes to the*
 - a. *BRI Period start*
 - b. *BRI Period End*
 - c. *Containers per hour*
 - d. *Number of containers. Refer to Figure 96 – BRI Request Acceptance email (with changes made by the terminal) (Full) for further detail*
2. *Manifesting the BRI will only be available after the Manifest Availability time.*

11.4 View a BRI

Details in relation to a particular run are displayed on the **View Bulk Run In** page. This page will display BRI approval details, including any changes made to the request by the terminal. To open the '**View Bulk Run In**' page:

1. Navigate to the **TAS** menu and select **Bulk Run In Management**.
2. Select the BRI you wish to view by clicking on the 'HPA Bulk Run In No'
3. The HPA Portal will present the **View BRI Request** page with approval details where the request has been approved

11.4.1 View BRI Container details

11.4.1.1 Empty BRI

Container details within a Bulk Run In for Empty containers can be viewed by expanding the container details section on the **View Bulk Run In** page. Where containers have been manifested, manifest details will also display within the container details section. This section can be used to track the progress of your Bulk Run In. To expand the Container Details dialogue:

1. Click 'Container details' heading within the Bulk run In section of the **View Bulk Run In** page (see Figure 97 – View Bulk Run In (Empty))
2. The HPA portal will display the container details for the BRI. Where containers have been manifested for the run, manifest details will also display (see Figure 98 – View Bulk Run In – Container Details expanded (containers manifested) (Empty))

The Terminal may limit the quantity of manifests that can be created to ensure that stagger the release of manifest PINs to ensure the BRI is conducted in an orderly manner. The TAS will release allow the creation of an initial set of Manifests, with subsequent manifests being available for creation on a rolling basis once a truck has gated out of the terminal. The amount of manifests available for creation within the terminal's discretion and may be subject to change. See section 11.6 Create a BRI Manifest below for detail on BRI manifesting

- *The amount of manifests that can be created will display within the **Bulk Run In Approval Details** section (displayed as number of Pins). Note that the pages will need to be refreshed to display any updates*

Welcome **Tenista S M Tester**  HPAPB, Sydney  18:31:17

View Bulk Run In

Bulk Run In
Full/Empty* Full Empty
Truck Carrier*
Container Park*
Container Park Release Number*
Order Reference*
BRI Period Start*
BRI Period End* (Not inclusive)

HPA Bulk Run In Number* 2021022318001
Status: Approved - Not Manifested
Email Addresses
Email addresses below should have received an email confirming Terminal acceptance or declination of this Bulk Run In Request.
Created by User: Alameddine.Michael@hutchisonports.com.au
ECP Main Contact: dominousestering@gmail.com
Truck Carrier Main Contact: tpmainuser@gmail.com

Container Details

Bulk Run In Approval Details
BRI Period Start*
BRI Period End* (Not inclusive)
Manifest Availability*
Comments

Allow Late Receipts* No Yes
Number Of Containers*
Containers Per Hour* Min: 3 Max: 8
Number Of Pins*

Copy

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Figure 97 – View Bulk Run In (Empty)

Welcome **Tenista S M Tester**  HPAPB, Sydney  18:25:38

View Bulk Run In

Bulk Run In
Full/Empty* Full Empty
Truck Carrier*
Container Park*
Container Park Release Number*
Order Reference*
BRI Period Start*
BRI Period End* (Not inclusive)

HPA Bulk Run In Number* 2021022319003
Status: Approved - Not Started
Email Addresses
Email addresses below should have received an email confirming Terminal acceptance or declination of this Bulk Run In Request.
Created by User: Alameddine.Michael@hutchisonports.com.au
ECP Main Contact: dominousestering@gmail.com
Truck Carrier Main Contact: tpmainuser@gmail.com

Container Details

Vessel Voyage*
Shipping Line*
Shipping Line Booking Number*
Port Of Discharge*
Final Destination:
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Number Of Containers*
Containers Per Hour*
Container Types*
Container Length*
Container Height*
Gross Weight per container* (kg)

Container Number	ISO Code	Manifest	Manifest Time/Zone	Manifest Pin	Truck Gate In	Truck Gate Out
GDWL123456	22G1	20210223196431	23/02/2021 19:00	19754		

Export to xlsx

Refresh

Bulk Run In Approval Details
BRI Period Start*
BRI Period End* (Not inclusive)
Manifest Availability*
Comments

General

Allow Late Receipts* No Yes
Number Of Containers*
Containers Per Hour* Min: 3 Max: 9
Number Of Pins*

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Figure 98 – View Bulk Run In – Container Details expanded (containers manifested) (Empty)

11.4.1.2 Full BRI

Container details within a Bulk Run In for Empty containers can be viewed by expanding the container details section on the **View Bulk Run In** page. Where containers have been manifested, manifest details will also display within the container details section. This section can be used to track the progress of your Bulk Run In. To expand the Container Details dialogue:

1. Click 'Container details' heading within the Bulk run In section of the **View Bulk Run In** page (see Figure 99 – View Bulk Run In (Full))
2. The HPA portal will display the container details for the BRI. Where containers have been manifested for the run, manifest details will also display (see Figure 100 – View Bulk Run In – Container Details expanded (containers manifested) (Full))

The Terminal may limit the quantity of manifests that can be created to ensure that stagger the release of manifest PINs to ensure the BRI is conducted in an orderly manner. The TAS will release allow the creation of an initial set of Manifests, with subsequent manifests being available for creation on a rolling basis once a truck has gated out of the terminal. The amount of manifests available for creation within the terminal's discretion and may be subject to change. See section 11.6 Create a BRI Manifest below for detail on BRI manifesting

- *The amount of manifests that can be created will display within the **Bulk Run In Approval Details** section (displayed as number of Pins). Note that the pages will need to be refreshed to display any updates*

View Bulk Run In

Bulk Run In

Full/Empty: **Full** Empty

Truck Carrier: TIP - TENISTA PTY LTD

Container Park: DOP - DOMINO'S PIZZA ENTERPRISES LIMIT

Container Park Release Number: 123456

Order Reference: 123456

BRI Period Start: 23/02/2021 18:00

BRI Period End: 23/02/2021 21:00 (Not inclusive)

HPA Bulk Run In Number: 2021022310000

Status: Approved - Not Manifested

Email Addresses

Email addresses below should have received an email confirming Terminal acceptance or declination of this Bulk Run In Request.

Created by User: Alameddine Michael@hutchisonports.com.au

ECP Main Contact: dominouseesting@gmail.com

Truck Carrier Main Contact: tpmatuser@gmail.com

Container Details

Bulk Run In Approval Details

BRI Period Start: 23/02/2021 18:00

BRI Period End: 23/02/2021 21:00 (Not inclusive)

Manifest Availability: 23/02/2021 16:00

Comments

Example

Allow Late Receipts: No Yes

Containers Per Hour: 1 Min: 1 Max: 1

Number Of Pins: 999

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Figure 99 – View Bulk Run In (Full)

Welcome **Tenista S M Tester**  HPAPB, Sydney  16:34:51

View Bulk Run In

Bulk Run In

Full/Empty: **Full**

Truck Carrier:

Container Park:

Container Park Release Number:

Order Reference:

BRI Period Start:

BRI Period End: (Not inclusive)

HPA Bulk Run In Number:

Status: **Approved - Not Started**

Email Addresses

Email addresses below should have received an email confirming Terminal acceptance or declination of this Bulk Run In Request.

Created by User: Aamedine.Michael@hutchisonports.com.au

ECP Main Contact: dominosaesting@gmail.com

Truck Carrier Main Contact: tpmahuser@gmail.com

Container Details

Vessel Voyage: Number Of Containers:

Containers Per Hour:

Container Number	ISO Code	Shipping Line	Shipping Line Booking Number	Port of Discharge	Final Destination	Gross Weight(Kg)	Manifest	Manifest TimeZone	Manifest Pin	Truck Gate In	Truck Gate Out	Remove
COXU087520	42G1	COS	ANLSFE	NZAKL		12470	20210223194917	23/02/2021 19:00	36832			

Export to xlsx

Page 1 of 1 Page Size: 20 Refresh

Bulk Run In Approval Details

BRI Period Start:

BRI Period End: (Not inclusive)

Manifest Availability:

Comments:

Allow Late Receipts: **No**

Containers Per Hour: Min: 1 Max: 1

Number Of Pins:

Figure 100 – View Bulk Run In – Container Details expanded (containers manifested) (Full)

11.5 Search for a BRI Manifest

BRI Manifests appear on the same screen as normal manifests. For further details see “10.1 Search for a Truck Manifest”.

Details of which manifests relate to a BRI can be found on the View BRI Request page. For further details (see **11.4 View a BRI**)

11.6 Create a BRI Manifest

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

11.6.1 Create via ContainerChain

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

11.6.1.1 Configuring TAS

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

11.6.1.2 Configuring ContainerChain

Set the port code and the receiver ID to:

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

Configure the webservice as follows:

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

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

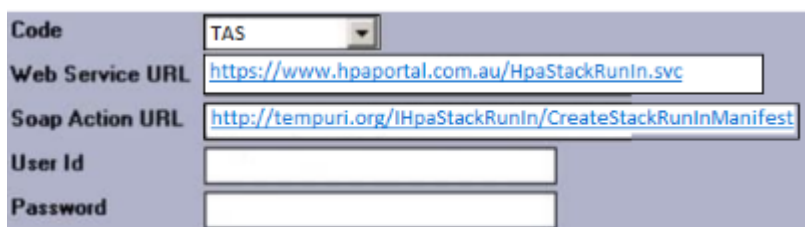


Figure 101 – ContainerChain settings

11.6.2 Create in TAS

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

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

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

11.6.2.1 BRI Manifest for empty containers

To create a BRI Manifest for empty containers, follow the steps below:

1. Navigate to the **TAS** menu and select **Create Bulk Run In Manifest** under **Bulk Run In Management**.
2. The HPA Portal will present an empty BRI Manifest screen (see Figure 102 – Create BRI Manifest page (blank)). The screen is composed of three sections
 - a. "Visit Details" fields, at the top of the page
 - b. Truck image, middle of the page
 - c. BRI Requests (sets of Appointments/Containers), bottom of the page
3. Complete the form as follows
 - a. Fill in the mandatory fields in the "Visit Details" section at the top of the page.
Note: changing the Truck Configuration field will change the truck image.
 - b. Set the timezone for the manifest using the Time of Arrival date/time slider below the truck image.

Note: BRI requests are identifiable via the Order Reference. The order reference is the order reference given at the time of making the BRI request

Note: A BRI Request will be displayed in every hour it is active. Hours with one or more BRI Requests will be displayed in blue text.

- c. Any BRI Requests available in the selected hour will be displayed at the bottom of the screen.
Note: While for regular manifests each square at the bottom of the screen represents a container, for BRI Empty Manifests each square represents a BRI Request (ie multiple containers). As such you can drag the BRI Request square onto the truck multiple times.
- d. Drag Appointments/Containers from the bottom panel up onto the location on the truck where the containers will be in real life.
Note: while Transit Containers can be added to a regular manifest, they cannot be added to a BRI Manifest.

4. Click **Save**.

Note: If you get the error message "Not enough appointments in Bulk Run YYYYMMDDHHMMx to satisfy request" then you have exceeded the total number of appointments in the BRI Request. This can occur on the last manifest with a truck that has greater capacity than container left in the Bulk Run. Simply remove one or more appointment(s)/container(s) and try again.

Note: unlike a regular Manifest the HPA Portal will not send an email to the creator of a BRI Manifest (nor any nominated email addresses), even though there is an email field in the UI.

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Figure 102 – Create BRI Manifest page (blank)

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

Welcome Company ABC

HPAPB, Sydney
00:19:30

Registration: ABC123
Driver MSIC Number: HPW000344 - Philip LO
Truck Configuration: 20'
Has Side Loader: ☐ Yes ☒ No
Manifest Reference:
PIN:
Status:

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

IN

SUBMIT

Time Of Arrival: 21/10/2020 11:00

00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00

APL054505 G 20' 8'6" 2.3t DNT 050N NZARL APL 2020080418001

oref0514120 G 40' 8'6" 4t DLH 0012N 10JKT COS 2020101315005

FULL-SAFARI-TEST2 20' DNT 050N 2020102015001

CMA05454 R 20' 8'6" 2.3t DNT 050N SGSIN CMA 2020080418002

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Figure 103 – Create BRI Manifest page (populated) (Empty)

HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome Company ABC

HPAPB, Sydney 09:21:27

Registration: ABC123 Driver MSIC Number: HPA0000344 - Philip LO Truck Configuration: 20' Has Side Loader: ☐ Yes ☒ No Manifest Reference: PIN: Status:

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

Bulk Run Container Details

Please provide container details for bulk run appointment.

Order Reference: CMA05454

Container Number:

Iso Code:

SAVE CANCEL

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Figure 104 – Create BRI Manifest page (container no. and ISO Code prompt) (empty)

HOME ENQUIRIES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael James@hpa

HPAPB, Sydney 11:33:36

Registration: OSC123456789 - HANOTEST Driver MSIC Number: B-Double Truck Configuration: ☒ Yes ☐ No Manifest Reference: PIN: Status:

Notifications: Alamed@hpa.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'

Truck Manifest - Carrier's Declaration

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

ACCEPT DECLINE

Figure 105 – Create BRI Manifest page (CoR dialog)

11.6.2.2 BRI Manifest for full containers

To create a BRI Manifest for full containers, follow the steps below:

1. Navigate to the **TAS** menu and select **Create Bulk Run In Manifest** under **Bulk Run In Management**.
2. The HPA Portal will present an empty BRI Manifest screen (see Figure 102 – Create BRI Manifest page (blank)). The screen is composed of three sections
 - a. “Visit Details” fields, at the top of the page
 - b. Truck image, middle of the page
 - c. BRI Requests (sets of Appointments/Containers), bottom of the page
3. Complete the form as follows
 - a. Fill in the mandatory fields in the “Visit Details” section at the top of the page.
Note: changing the Truck Configuration field will change the truck image.
 - b. Set the timezone for the manifest using the Time of Arrival date/time slider below the truck image.
Note: BRI requests are identifiable via the Order Reference. The order reference is the order reference given at the time of making the BRI request
Note: A BRI Request will be displayed in every hour it is active. Hours with one or more BRI Requests will be displayed in blue text.
 - c. Any BRI Requests available in the selected hour will be displayed at the bottom of the screen.
Note: While for regular manifests each square at the bottom of the screen represents a container, for Full BRI Manifests each square represents a BRI Request (ie multiple containers). Note that one BRI for full containers can have multiple cards depending on the size of containers included within the BRI. As such you can drag the BRI Request square onto the truck multiple times.
Note: BRI Requests for full containers are identifiable by having a blank weight on the container card
 - d. Drag Appointments/Containers from the bottom panel up onto the location on the truck where the containers will be in real life.
Note: The HPA portal will give an indication of which containers are available for manifest as part of the BRI through a list that will appear as you key in the container number. This list will only display containers that are part of the run which have not been manifested yet and have not been removed from the BRI.
Note: while Transit Containers can be added to a regular manifest, they cannot be added to a BRI Manifest.
4. Click **Save**.
Note: If you get the error message “Not enough appointments in Bulk Run YYYYMMDDHHMMx to satisfy request” then you have exceeded the total number of appointments in the BRI Request. This can occur on the last manifest with a truck that has greater capacity than container left in the Bulk Run. Simply remove one or more appointment(s)/container(s) and try again.
Note: unlike a regular Manifest the HPA Portal will not send an email to the creator of a BRI Manifest (nor any nominated email addresses), even though there is an email field in the UI.

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Welcome **Company ABC**

HPAPB, Sydney

09:42:37

Registration: ABC123
Driver MSIC Number: HPA0000344 - Philip LO
Truck Configuration: 20'
Has Side Loader: ☐ Yes ☒ No
Manifest Reference:
PIN:
Status:

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

IN

SUBMIT

Time Of Arrival: 21/10/2020 09:00

00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00

APL05450S G 20' 8'6"

2.3t DNT 050N NZAKL APL 2020080418001

oref0514120 G 40' 8'6"

4t OLH 0012N IDJKT COS 2020101315005

CMA05454 R 20' 8'6"

2.3t DNT 050N SGSIN CMA 2020080418002

FULL-SAFARI-TEST2 20'

DNT 050N 2020102015001

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Figure 106 – Create BRI Manifest page (populated) (full)

HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome Company ABC HPAPB, Sydney 09:42:07

Registration: ABC123 Driver MSIC Number: HPA0000344 - Philip LO Truck Configuration: 20' Has Side Loader: ☐ Yes ☒ No Manifest Reference: - PIN: - Status: -

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

IN SUBMIT

Bulk Run Container Details

Please provide container details for bulk run appointment.
Order Reference: FULL-SAFARI-TEST2
Container Number:
ANLU84221
CMFU09830

00:00 01:00 02:00 03:00 04:00 05:00 06:00 07:00 08:00 09:00 10:00 11:00

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Figure 107 – Create BRI Manifest page (container no. and ISO Code prompt) (full)

11.7 Edit/deleting a BRI Manifest

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

12 HPA TAS Bulk Run Out Management

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

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

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

Prior to executing a BRO you will need to obtain HPA approval. The Approval process begins by submitting a BRO Request as shown in section “12.3 Create a BRO Request”. You must provide the Vessel Voyage, Container Numbers and corresponding EIDO PINs at the time of making the request. The request must be made prior to the vessel cut-off. When the BRO Request has been received you will receive an acknowledgment email (see figure Figure 115 – BRO Request acknowledgement email)

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

If your BRO request has been declined by the terminal, you will receive an email (see figure Figure 118 Bulk Run Out declined email)

Once the BRO request has been approved you will receive an email.(see Figure 116 – Bulk Run Out acceptance email) The terminal may have made changes to the BRO period start , BRO End times and the containers per hour. These changes will be highlighted on the View Bulk Run Out page (see Figure 119 – View Bulk Run Out Request – (approved request) And on the BRO dashboard (see Figure 109 – Bulk Run Out Dashboard – Mouse over to display requested time). BRO Manifests are to be created directly into the TAS.

For details on creating a BRO Manifest (see 12.6 Create a BRO Manifest)

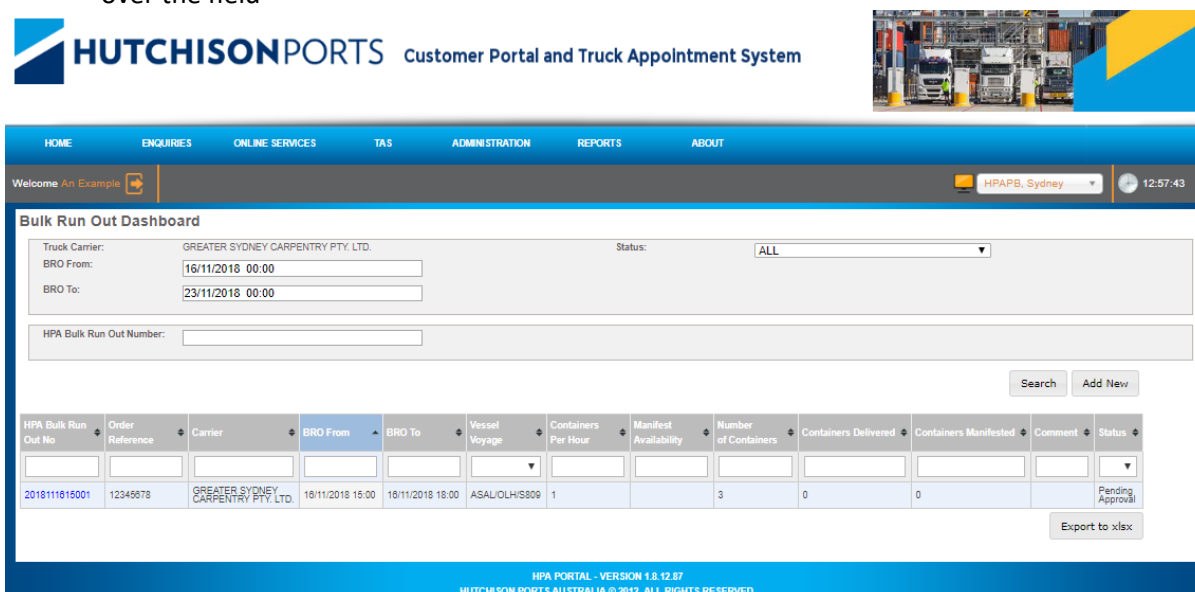
12.1 Search for a BRO Request

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

1. Navigate to the **TAS** menu and select **Bulk Run Out Management**
2. The HPA Portal will present the Bulk Run Out Dashboard screen (see Figure 108 – Bulk Run Out Dashboard as shown below)
3. Enter your criteria and click **Search**.

Note:

1. The 'BRO from' and 'BRO To' columns on the dashboard reflect times approved by the terminal. The time will differ from the requested time where an asterisk (*) is displayed. The requested time can be viewed by hovering the mouse over the field (refer to Figure 109 – Bulk Run Out Dashboard – Mouse over to display requested time)
2. The containers per hour will differ from the requested containers per hour where an asterisk (*) is displayed. The requested containers per hour can be viewed by hovering the mouse over the field



HUTCHISONPORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome An Example HPA PB, Sydney 12:57:43

Bulk Run Out Dashboard

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

BRO From: 16/11/2018 00:00

BRO To: 23/11/2018 00:00

HPA Bulk Run Out Number:

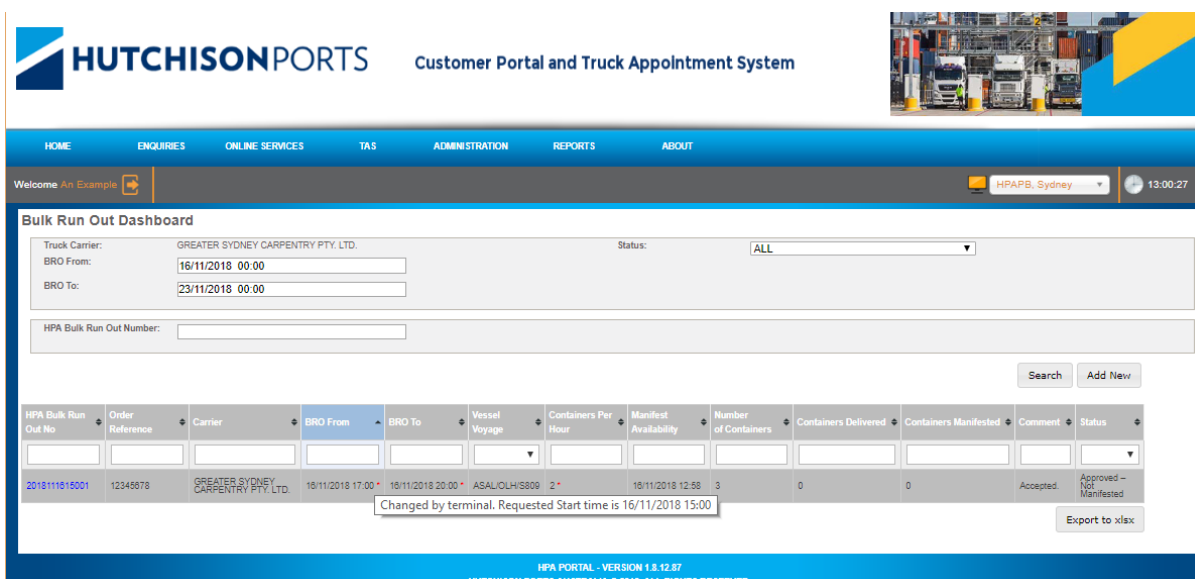
Search Add New

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

Export to xlsx

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Figure 108 – Bulk Run Out Dashboard



HUTCHISONPORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome An Example HPA PB, Sydney 13:00:27

Bulk Run Out Dashboard

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

BRO From: 16/11/2018 00:00

BRO To: 23/11/2018 00:00

HPA Bulk Run Out Number:

Search Add New

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

Changed by terminal. Requested Start time is 16/11/2018 15:00

Export to xlsx

HPA PORTAL - VERSION 1.8.12.87
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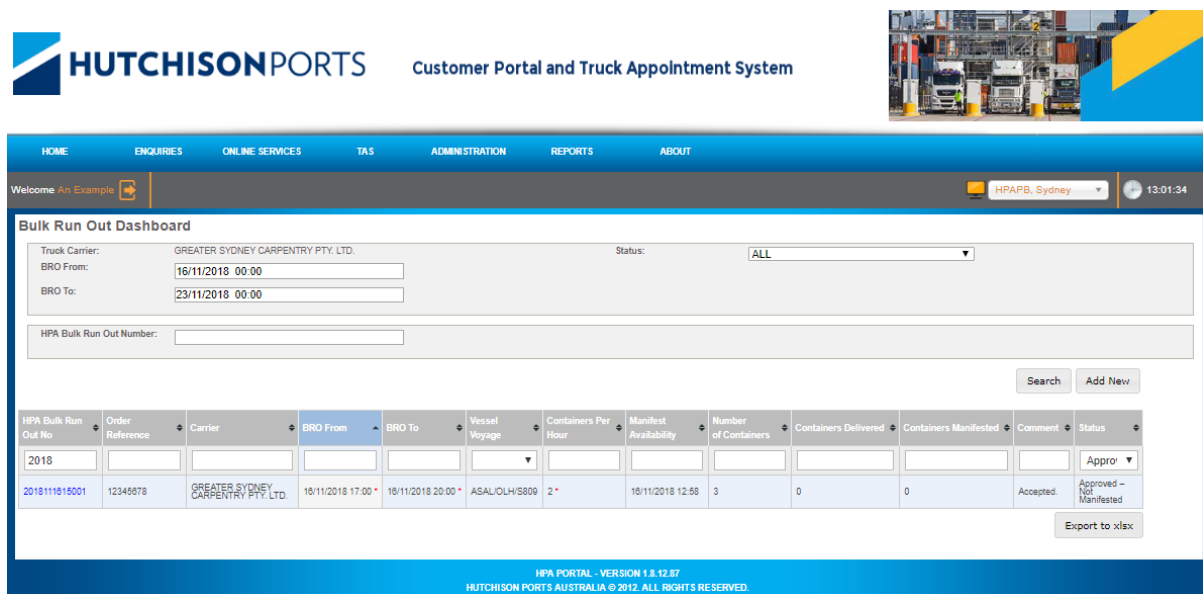
Figure 109 – Bulk Run Out Dashboard – Mouse over to display requested time

12.2 Page Filtering

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

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

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



HUTCHISON PORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome An Example HPAPB, Sydney 13:01:34

Bulk Run Out Dashboard

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

BRO From: 16/11/2018 00:00

BRO To: 23/11/2018 00:00

HPA Bulk Run Out Number:

Search Add New

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

Export to xlsx

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Figure 110 – Bulk Run Dashboard filtered on HPA Bulk Run Out No, and status

12.3 Create a BRO Request

To submit a BRO Request

8. Navigate to the **TAS** menu and select **Create Bulk Run Out Request** under **Bulk Run Out Management**.
9. The HPA Portal will present an empty BRO Request page (see Figure 111 – BRO Request page (blank))
10. Complete the form bearing in mind the following
 - a. 'BRO Period Start' must be in future and 'BRO Period End' must be after 'BRO Period Start'.
 - b. An 'Order Reference' number must be provided. The Order Reference number will display at the time of manifest as a reference when selecting a specific Bulk Run Out
 - c. There is an expectation the appointments/manifests will be spread across the whole period of the BRO. To assist in this a "Containers per hour" field is provided, with a range specifying the minimum and maximum number of containers per hour required to complete the BRO within the defined period
11. Click the Add containers button to add containers
 - a. A vessel must be selected. The containers for the Bulk Run Out must come from this vessel.
 - b. Only one container per line will be accepted. Ensure that there is a new line in between container numbers
 - c. Input EIDO pins. Only one EIDO per line will be accepted. Ensure that there is a new line in between EIDO. It is not necessary to align the EIDO list to the container numbers as the TAS will match the EIDO pin to the correct container within your selection. Where the EIDO pin is the same for multiple containers, you will only be required to input the EIDO once
 - d. Click '**Next**'
 - e. Review any errors that are displayed in the error column. You can select back to make changes to your input. Alternatively you can select 'x' to remove the container.
12. Click '**Submit**'
13. An email will be sent as an acknowledgment that the request has been received (see Figure 115 – BRO Request acknowledgement email)
14. Once the BRO Request has been reviewed by HPA staff the HPA Portal will send an email to the creator of the BRO Request (and any nominated email addresses) to confirm Terminal acceptance or rejection of the BRO Request (see Figure 116 – Bulk Run Out acceptance email)

Note:

3. *The Terminal May make changes to the BRO Period start, BRO Period End and Containers per hour. Refer to Section 12.4 – View BRO Request and Figure 117 - Bulk Run Out acceptance email (with changes made by the terminal) for further detail*
4. *Manifesting the BRO will only be available after the Manifest Availability time.*



HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome Michael Test   HPAPB, Sydney  15:01:27

Bulk Run Out Request

Bulk Run Out Details

Truck Carrier: HUTCHISON PORTS AUSTRALIA PTY LIMITED

BRO Period Start:

BRO Period End: (Not Inclusive)

Order Reference:

Containers Per Hour: min: 0 max: 0

Number Of containers:

Vessel Voyage:

Email Addresses

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

Email Addresses:

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Figure 111 – BRO Request page (blank)

Container Details

Vessel Voyage:

Container List:
(One Container Per Line)

EIDO List:
(One EIDO Per Line)

Figure 112 – BRO request page – Container entry dialogue

Container Details List

Number of Containers: 3

Container Number	ISO Code	Container Weight	Error	Remove
TGBU2073064			EIDO does not match	X
OOLU1349864			EIDO does not match	X
SEGU5685431	4500	8736		X

Figure 113 – BRO Request page - Container Details List (with errors)

Container Details List

Number of Containers: 3

Container Number	ISO Code	Container Weight	Error	Remove
SEGU5685431	4500	8736		X
TGBU2073064	22G0	23498		X
OOLU1349864	22G0	4739		X

BACK

CLEAR

SAVE

Figure 114 – BRO Request page – Container Details List (Without errors)



Mon 5/11/2018 12:19 PM

noreply@hutchisonports.com.au

HPA Portal – Bulk Run Out #2018110514004 request received

To

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

The Terminal will review the request with the details below.

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

Container Details:

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

Regards,
Hutchison Ports Australia

Figure 115 – BRO Request acknowledgement email



Fri 9/11/2018 12:01 PM

noreply.@hutchisonports.com.au

HPA Portal – Bulk Run Out #2018110914002 request Accepted

To

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

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

Container Details:

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

Regards,
Hutchison Ports Australia

Figure 116 – Bulk Run Out acceptance email

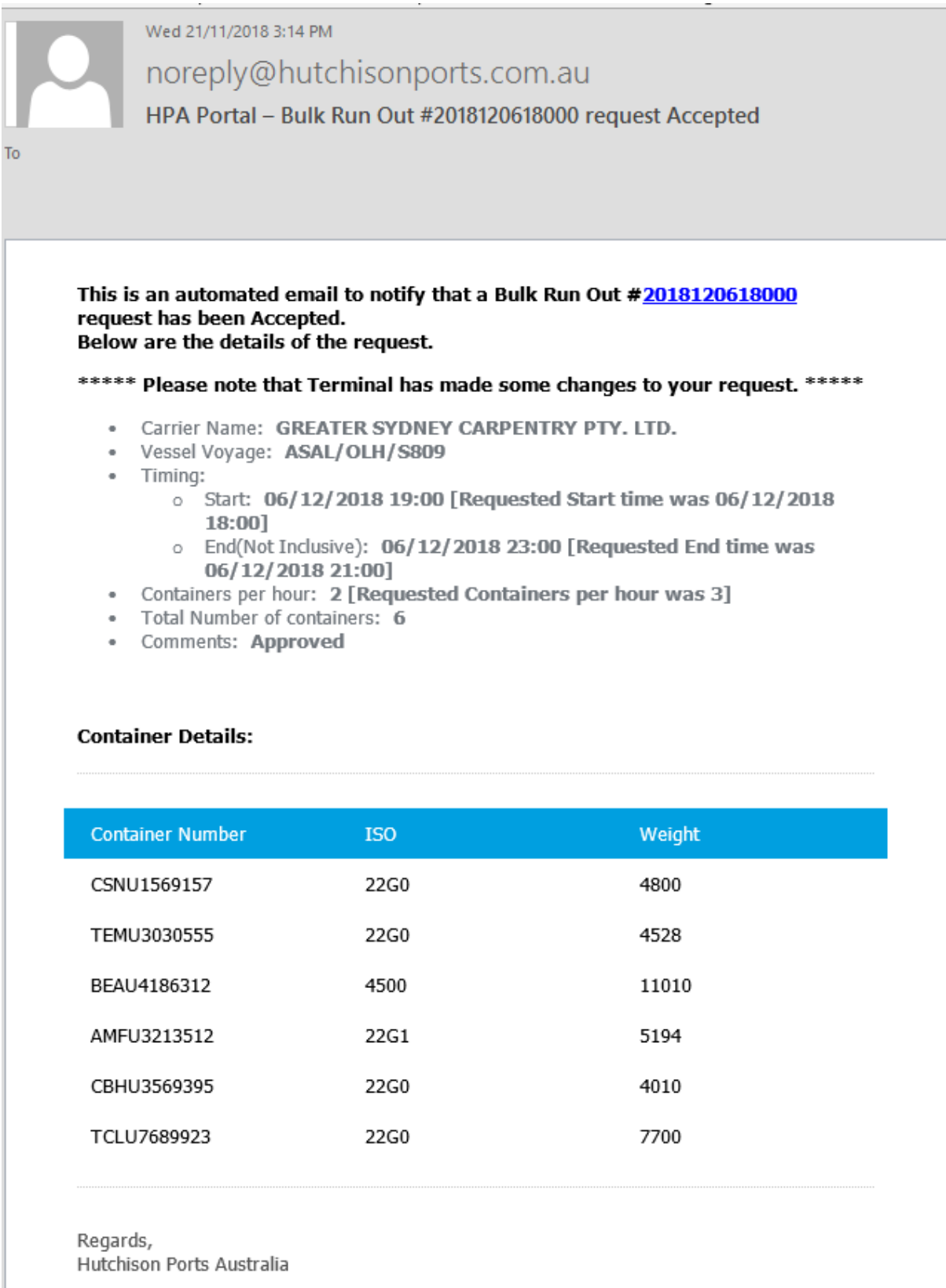


Figure 117 - Bulk Run Out acceptance email (with changes made by the terminal)



Wed 7/11/2018 1:57 PM

noreply@hutchisonports.com.au

HPA Portal – Bulk Run Out #2018103017001 request declined

To

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

- Comment: **rejected**

Regards,
Hutchison Ports Australia

Figure 118 Bulk Run Out declined email

12.4 View BRO Request

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

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

4. Navigate to the **TAS** menu and select **Bulk Run Out Management**.
5. Select the BRO you wish to view by clicking on the 'HPA Bulk Run Out No'
6. The HPA Portal will present the **View BRO Request** screen with approval details where the request has been approved (see Figure 119 – View Bulk Run Out Request – (approved request)).

12.4.1 View BRO Container details

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

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

Note: *The Terminal will stagger the release of manifest PINs to ensure the BRO is conducted in an orderly manner. The TAS will release an initial set of Manifest pins, with subsequent pins being released on a rolling basis once a truck has gated in for the BRO. The amount of PINs released within the initial set are within the terminal's discretion and may be subject to change. See section 12.6 Create a BRO Manifest below for detail on BRO manifesting*

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



HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome Michael Test  HPAPB, Sydney 14:00:40

View Bulk Run Out Request

Bulk Run Out

Truck Carrier: HUTCHISON PORTS AUSTRALIA PTY LIMITED

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

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

Order Reference: 00144789

Status: **Approved - Not Manifested**

Containers Per Hour: 1

Number Of containers: 3

Vessel Voyage: ASAL/OLH/S809

[View Containers](#)

Email Addresses

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

Email Addresses:

Bulk Run Out Approval Details

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

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

Manifest Availability: 07/11/2018 13:55

Containers Per Hour: 1 min: 1 max: 3

Comments

Approved

HPA PORTAL - VERSION 1.8.12.74

Figure 119 – View Bulk Run Out Request – (approved request)

HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome Michael Test  HPAPB, Sydney 18:21:54

View Bulk Run Out Request

Bulk Run Out

Truck Carrier: HUTCHISON PORTS AUSTRALIA PTY LIMITED

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

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

Order Reference: 00144789

Status: **Approved - Not Manifested**

Containers Per Hour: 1

Number Of containers: 3

Vessel Voyage: ASAL/OLH/S809

[View Containers](#)

Email Addresses

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

Email Addresses:

Bulk Run Out Approval Details

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

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

Manifest Availability: 07/11/2018 13:55

Containers Per Hour: 1 min: 1 max: 3

Comments

Approved

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Figure 120 – View Bulk Run Out Request – Container details dialogue – (approved request, containers manifested)

12.5 Search for a BRO Manifest

BRO Manifests appear on the same screen as normal manifests. For further details see “10.1 Search for a Truck Manifest”.

Details of which manifests relate to a BRO can be found on the View BRO Request page. For further details (see Figure 120 – View Bulk Run Out Request – Container details dialogue – (approved request, containers manifested)

12.6 Create a BRO Manifest

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

To create a BRO Manifest, follow the steps below:

1. Navigate to the **TAS** menu and select **Create Bulk Run Out Manifest** under **Bulk Run Out Management**.
2. The HPA Portal will present an empty BRO Manifest screen (see Figure 121 Create BRO Manifest page). The screen is composed of three sections
 - a. “Visit Details” fields, at the top of the page
 - b. Truck image, middle of the page
 - c. BRO Requests (HPA Bulk Run Out Number, Order Reference number and 20”, 40” container cards), bottom of the page
3. Complete the form as follows
 - a. fill in the mandatory fields in the “Visit Details” section at the top of the page.
Note: changing the Truck Configuration field will change the truck image.
 - b. Set the Bulk Run Out for the manifest using the ‘HPA BRO No / Order Ref’ drop down menu below the truck image.
Note:
 1. *The HPA BRO No can be found on the Bulk Run Out dashboard and on the view BRO page. The order reference is the order reference given at the time of making the BRO request*
 - c. Drag the size of container from the bottom pane up onto the location on the truck where the containers will be in real life.
Note:
 1. *While Transit Containers can be added to a regular manifest, they cannot be added to a BRO Manifest.*
4. Click **Preview**.
5. TAS will display the following container information for all containers added to the truck:
 - a. Container number
 - b. Vessel Voyage
 - c. Container length and Height
 - d. Container Weight
 - e. Location of the container within the terminal
6. Select **Submit**.

7. TAS will send an email confirming the manifest.(see Figure 125 – Manifest Confirmation Email (PIN provided) and Figure 126 – Manifest Confirmation Email (PIN Withheld))

Note:

1. *Prior to creating a BRO Manifest you will need to have your BRO request approved*
2. *It is not possible to manifest containers from separate BRO requests onto the one truck*
3. *Container positioning on the truck can be re-ordered by editing the BRO manifest later. Refer to section 12.7 Edit/Deleting a BRO Manifest for further detail*
4. *TAS will select the next available container of the container size that you have selected to ensure that the Bulk Run Out will run in sequence.*
 - a. *Only available containers will be available for manifest*

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

1. *Manifesting must be open for the run*
 2. *The Bulk Run Out period must not be over*
 3. *The container(s) must not be on hold*
 4. *The containers must not have been manifested on another request*
 5. *The container(s) must be in yard*
 6. *The container location must be accessible*
5. *The TAS will withhold Manifest PIN numbers. After an initial release of PINs, the remainder will be withheld and will be released in sequence once a truck has successfully gated in for the BRO. This is to ensure that the BRO is conducted with the correct sequence.*
 - a. *An email will be sent to nominated recipients notifying where a PIN has been released*
 - b. *Manifest PINs will be displayed on the container details dialogue on the view BRO request page. For further details see Figure 120 – View Bulk Run Out Request – Container details dialogue – (approved request, containers manifested)*
 - c. *The PINs will also be displayed on the Manifest Dashboard for further details see HPA TAS Truck Manifest Management*
6. *The terminal may place restrictions upon manifesting containers across a manual area and the ASC blocks within the same truck manifest. You will receive an error message where this occurs. refer to 16.2 for further detail*
7. *The terminal may place restrictions upon manifesting containers across ASC blocks within the same truck manifest. You will receive an error message where this occurs. refer to 16.2 for further detail*

HOME
ENQUIRIES
ONLINE SERVICES
CUSTOMS
TAS
ADMINISTRATION
FINANCE
REPORTS
ABOUT

Welcome Michael Alameddine
HPAPB, Sydney
15:51:35

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

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

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

OUT

PREVIEW



Quantity: 3
Size 20

HPA BRO No / Order Ref: 2018112111000-3192

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Figure 121 Create BRO Manifest page

HOME
ENQUIRIES
ONLINE SERVICES
CUSTOMS
TAS
ADMINISTRATION
FINANCE
REPORTS
ABOUT

Welcome Michael Alameddine
HPAPB, Sydney
15:54:10

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

Notifications:

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

Note:

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

OUT

PREVIEW

Quantity: 1
Size 20

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

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Figure 122 – Create BRO Manifest (populated)

HUTCHISON PORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPAPB, Sydney 15:58:58

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

Notifications:
Alameddine.Michael@hutchisonports.com.au will receive an email confirming this manifest. Is there anyone else you would like us to email?
Note:
Bulk Run Out Manifest including the positioning of containers can be edited after Manifest has been accepted. Refer to the TAS carrier user guide for details

OUT CANCEL SUBMIT

Manifest Time: 21/11/2018 15:00

CSNU1563502 20' 8' 6" 5.1 t 2
AAU2607639 20' 8' 6" 27 t 2

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Figure 123 – Create BRO Manifest (preview)

HOME ENQUIRIES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION FINANCE REPORTS ABOUT

Welcome Michael Alameddine

HPAPB, Sydney 16:01:54

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

Notifications:
Alameddine.Michael@hutchisonports.com.au will receive an email confirming this manifest. Is there anyone else you would like us to email?
Note:
Bulk Run Out Manifest including the positioning of containers can be edited after Manifest has been accepted. Refer to the TAS carrier user guide for details

OUT CANCEL SUBMIT

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

AAU2607639 20' 8' 6" 00125 2

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Figure 124 – Create BRO manifest page (CoR dialogue)

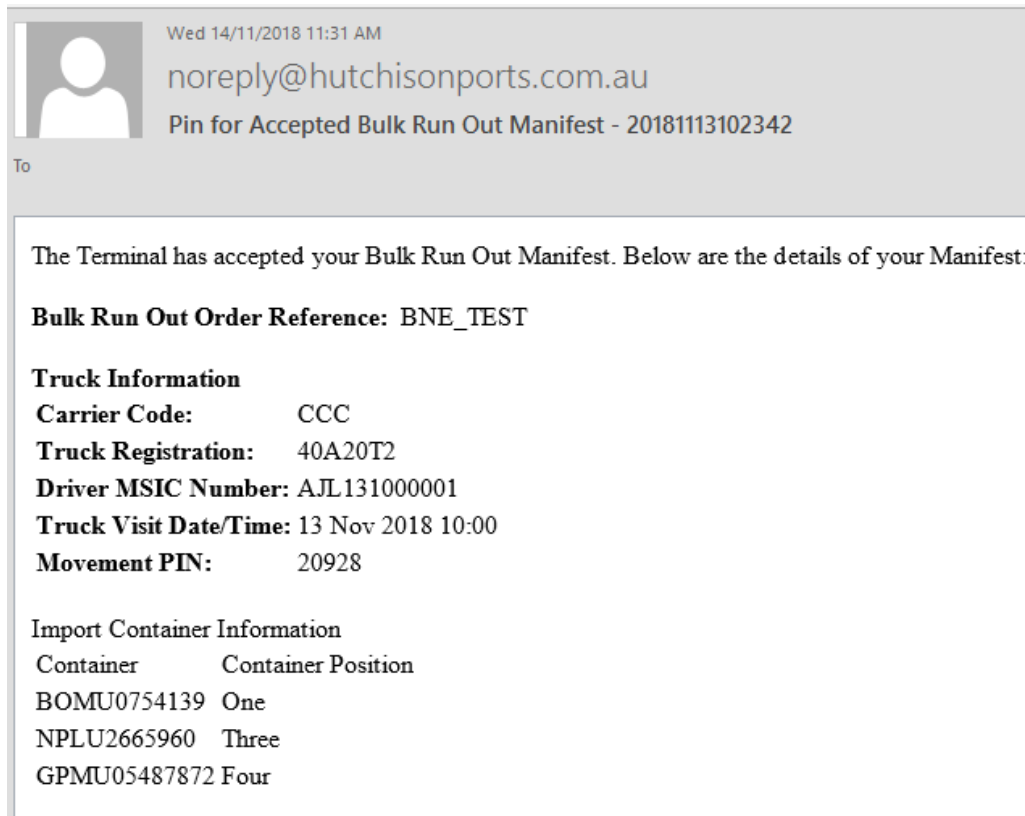


Figure 125 – Manifest Confirmation Email (PIN provided)

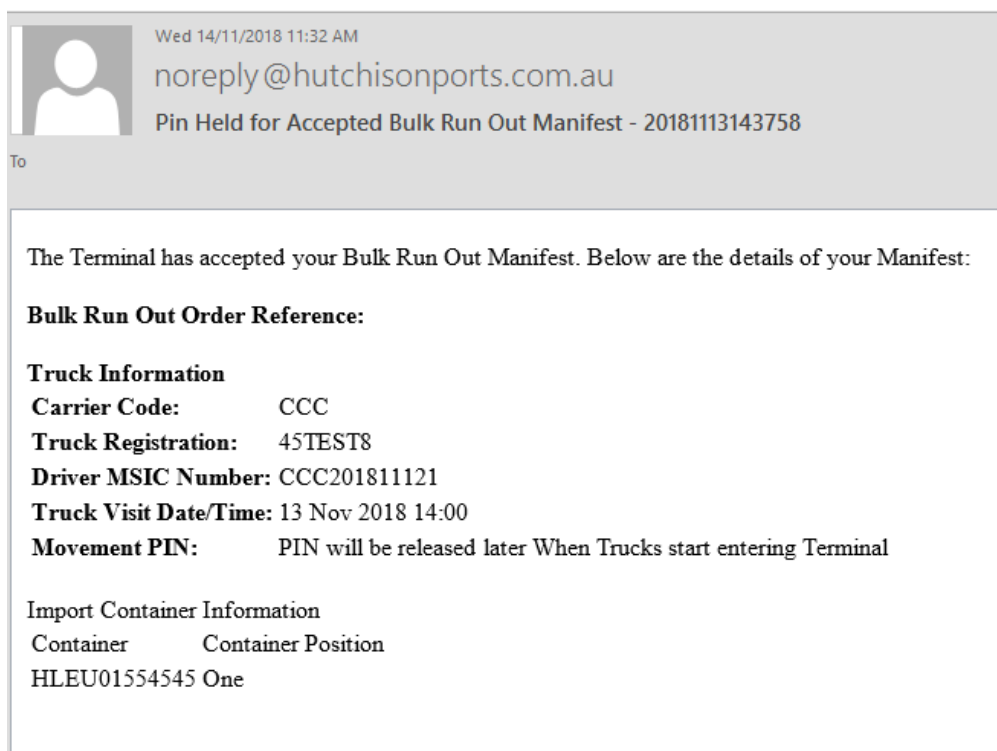


Figure 126 – Manifest Confirmation Email (PIN Withheld)

12.7 Edit/deleting a BRO Manifest

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

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

Note:

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

To navigate to a BRO manifest through the Manifest dashboard:

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

Note: For further information on the Truck Manifest Dashboard refer to section 10 HPA TAS Truck Manifest Management

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

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

Note: For further information on the Truck Manifest Dashboard refer to section 12.4 View BRO Request

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

Welcome **Michael Alameddine**

[HPAPS, Sydney](#)
00:48:12

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

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

OUT

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

SAVE

HPA PORTAL - VERSION 1.8.12.88
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Figure 127 – Edit BRO page

13 HPA TAS Truck Monitoring

13.1 Search for a Truck Visit

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

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

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

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

Figure 74 – Truck Monitoring page

13.2 Page Filtering

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

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

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

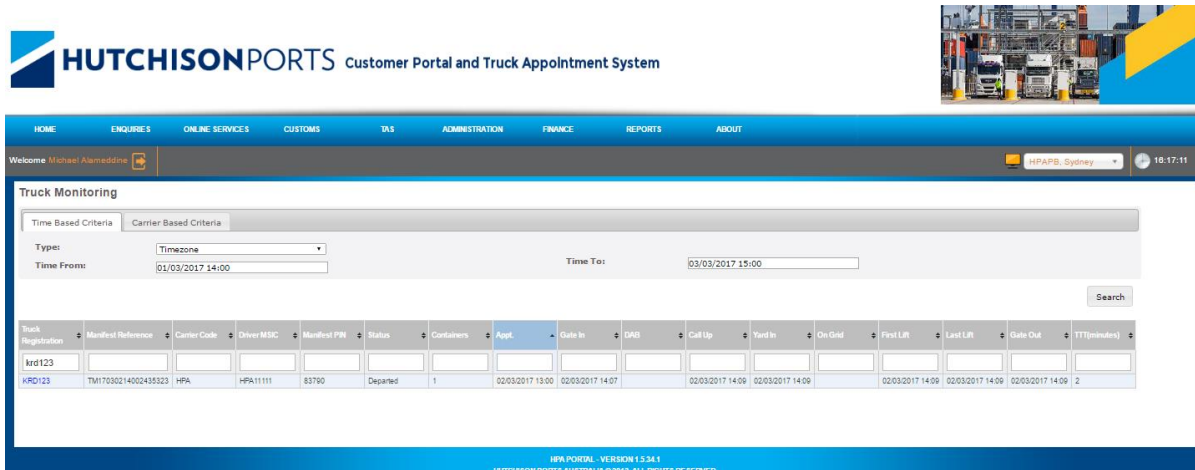


Figure 128 Truck Monitoring Dashboard filtered on Truck Registration

13.3 View a Truck Visit

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

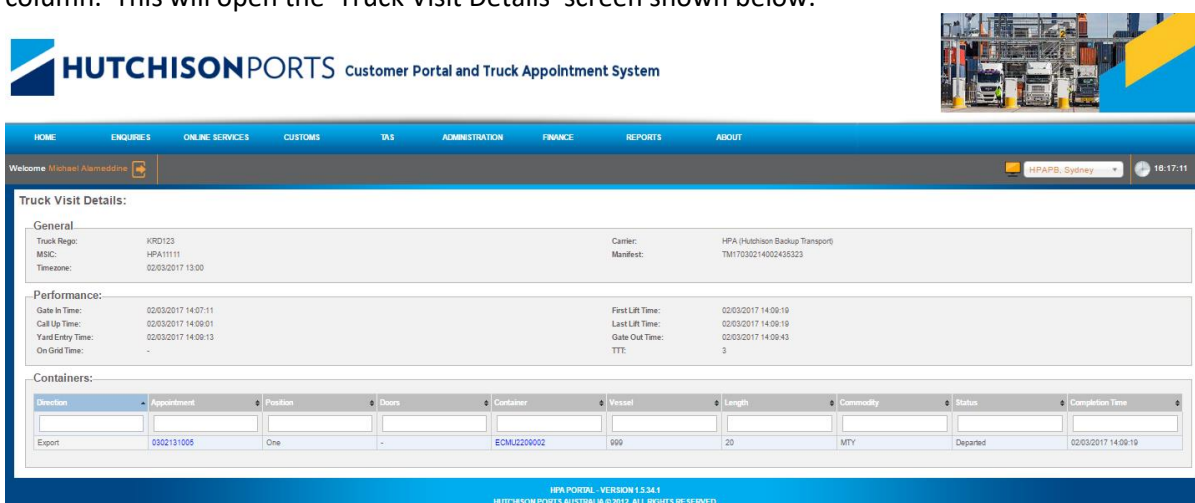


Figure 129 – Truck Visit page

13.4 Page Filtering

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

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

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

14 Company Management

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

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

14.1 Update your Company details

To edit your company details, follow the steps below:

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

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

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

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

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

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

- The email will be sent to the main contact and the billing contact
- Where Auto Renew is set to 'Yes' the email will be as per Figure 131
- Where Auto Renew is set to 'No' the email will be as per Figure 132

Note: The Auto Renew setting can be changed at any time prior to the renewal date as displayed on the Edit Company page (see Figure 130) and on the reminder emails (see Figure 131 and Figure 132).

Note: the company's account will be deactivated on the renewal date where the company has chosen not to auto renew their TAS subscription. An email will be sent as per Figure 133 .

- The email will be sent to the main contact

Note: The Main Contact points to a User in the HPA Portal. To update the details of the Main Contact you have to update the details of the User. To change the Main Contact you can only select a User. See section 15 User Management for details on managing users.




Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES TAs ADMINISTRATION ABOUT

Welcome Mrh Example   HPAPB, Sydney  14:20:27

Edit Company

Company Details

ABN: 75944951843

Company Name: Canterbury Little Athletics Centre Inc

Company Website:

Small Business: No
You have identified that the business **IS NOT** a small business under Australian Consumer Law.

Physical Address

Address Line 1: 119 Example Street

Address Line 2:

Suburb: Ryde

State: NSW

Postcode: 2112

Company Type(s)

Truck Operator

Services

▶ HPAPB, Sydney

▶ HPAFI, Brisbane

TAS Subscription

Auto Renew: ☒ Yes ☐ No

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

Email Notifications

HPAPB, Sydney ☒

HPAFI, Brisbane ☒

Billing Address

Same as Physical Address ☒

Address Line 1: 119 Example Street

Address Line 2:

Suburb: Ryde

State: NSW

Postcode: 2112

Main Contact

Email Address: mrh.example@mailinator.com

Title: Mr

First Name: Mrh

Last Name: Example

Job Title:

Work Phone:

Mobile Phone:

Billing Contact

Title: Mr

First Name: Mrh

Last Name: Example

Job Title:

Work Phone:

Mobile Phone:

Email Address: mrh.example@mailinator.com

Figure 130 –Edit Company page

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



Inbox x



noreply.tasuat@hutchisonports.com.au

to me

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



Dear Customer,

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

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

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

Regards,

HPA Service Desk

Figure 131 - TAS Subscription Auto Renew Reminder - Auto Renew 'Yes'

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



Inbox x



noreply.tasuat@hutchisonports.com.au

to me

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



Dear Customer,

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

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

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

Regards,

HPA Service Desk

Figure 132 - TAS Subscription Auto Renew Reminder - Auto Renew 'No'

HPA Portal – Company Account Deactivated.

Inbox x



noreply.tasuat@hutchisonports.com.au

to me

1:00 AM (15 hours ago)



Company account has been deactivated. Details are as below.

ABN: 12610430772

Company Name: GREATER SYDNEY CARPENTRY PTY. LTD.

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

HPA Service Desk

Figure 133 - TAS Subscription Auto Renew Reminder – Account deactivated

15 User Management

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

15.1 Search for a User Account

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

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

1. Navigate to the **Administration** menu and select **User Management**.
2. The HPA Portal will present the **User Account Management** page (see Figure 134 – User Account Management page)
3. Enter a search criteria
4. Click **Search**.

15.2 Create a User Account

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

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

There are two methods to create a User

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

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

1. Navigate to the **Administration** menu and select **Create User** under **User Management**.
2. The HPA Portal will present an empty User screen
3. Fill in the **Create User Account** form (see Figure 136 – User Account Registration page).
4. Click the **Submit** button.
5. The HPA Portal will send an email to HPA notifying them of your request.
6. HPA will approve or decline your request.
7. The HPA Portal will send an email (to the email address defined in the User Account request) notifying the user of their username and have a link to set a password.

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

1. Navigate to the **Administration** menu and select **User Management**
2. The HPA Portal will present the User Account Management page (see Figure 134 – User Account Management page)
3. Click **Add New** button.
4. Continue as per step 2 above in the other method for creating a user account.

15.3 Edit an Existing User

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

To edit a user account, follow the steps below:

1. Navigate to the **Administration** menu and select **User Management**.
2. Select a User Account by click an entry in the User Name column
3. The HPA Portal will display the Edit User Account screen (see Figure 137 – User Account Edit page).
4. Edit details
5. Click **Save**

HUTCHISON PORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome An Example HPAPB, Sydney 10:47:16

User Account Management

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

Username: Last Name:

Status:

Username	Location(s)	Status
mohamed.alameddine@gmail.com	HPAPB, Sydney	Activated
mrh.example@gmail.com	HPAPB, Sydney	Activated

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Figure 134 – User Account Management page

15.4 Page Filtering

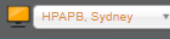
The page offers the ability to filter results based on user input.

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

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



HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome An Example   HPAPB, Sydney  10:44:41

User Account Management

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

Username: Last Name:

Status:

Username	Location(s)	Status
	Sydney	
mohamed.alameddine@gmail.com	HPAPB, Sydney	Activated
mrh.example@gmail.com	HPAPB, Sydney	Activated

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Figure 135 – User Account management page filtered on location



HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome An Example   HPAPB, Sydney  10:33:27

User Account Registration

Account Details

Company Name: GREATER SYDNEY CARPENTRY PTY. LTD.

Username/Email:

Confirm Username/Email:

Default Location on Login:

Personal Details

Title:

Job Title:

First Name:

Last Name:

Work Phone:

Mobile:

Services

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Figure 136 – User Account Registration page



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

Welcome **An Example**
HPAPB, Sydney
10:57:33

Edit User Account

Account Details

Company Name: GREATER SYDNEY CARPENTRY PTY. LTD.

Username/Email: *

Confirm Username/Email: *

Default Location on Login: *

Personal Details

Title:

Job Title:

First Name: *

Last Name: *

Work Phone:

Mobile:

Status:

Services

General Permissions

Manage my Appointments	☒	\$
Manage My Bulk Run Manifests	☒	
Manage my Bulk runs	☒	
Manage my Company	☒	
Manage my Containers	☒	\$
Manage My Drivers	☒	
Manage my PRAs	☒	\$
Manage my Truck Manifests (Full)	☒	\$
Manage my Users	☒	
Monitor my Truck Performance	☒	
Reports - My Landside	☒	
Reports - My Waterside	☒	
View Bulk runs	☒	

HPA PORTAL - VERSION 1.8.12.85

Figure 137 – User Account Edit page

15.5 Update your User Profile

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

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

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

Figure 138 – User Profile page

15.6 Change your password

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

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

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

16 Typical Errors

16.1 Container Enquiry

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

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

The screenshot displays the HPA Portal interface. At the top, a dark grey header bar contains the text "Welcome Conrad Kern" and a "Log out" button on the left, and "Current Terminal: HPAFI, Brisbane" with a "Change" button on the right. Below the header, a prominent red error banner with a white 'X' icon and the text "1 Error" states: "Container number FCIU8164757 was not found on Import direction". The main content area is divided into two sections. The "Public Appointment Details" section shows: Appointment Number: 0224071002, Status: Manifested - 0224074712, Truck Arrival Status: Departed, Direction: Import, and Arrival Window start time: 24/02/2014 07:00. The "Container Details" section shows: Container Number: FCIU8164757 (with a red asterisk), Import Available: 01/01/0001, and other fields like Commodity Code, Vessel Voyage, ISO Code, Container Length, Container Gross Weight, Full Empty, Import Storage Start, Storage Owning, Current Location, and Customs Status are listed but empty. At the bottom, a blue footer bar contains the text "HPA PORTAL - VERSION 1.3.2.3" and "HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED."

Figure 139 – Container Enquiry error

16.2 Bulk Run Out Manifest

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

1. The terminal has restricted mixing ASC and Manual areas within the same BRO manifest;

and/or
2. The terminal has restricted mixing across multiple ASC blocks

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

HOME

ENQUIRIES

ONLINE SERVICES

CUSTOMS

TAX

ADMINISTRATION

FINANCE

REPORTS

ABOUT

Welcome Michael Alameddine

HPAPB, Sydney

12:07:37

Error

Containers from different ASC blocks and Manual Area can not be mixed. Please change Truck Configuration
ASC Block 1 has 1 - 20' box(es).
ASC Block 3 has 1 - 20' box(es).

Registration:*

Driver MSIC Number:*

Truck Configuration:

Has Side Loader:

Manifest Reference:

PIN:

Status:

B-Double

☐ Yes ☒ No

-

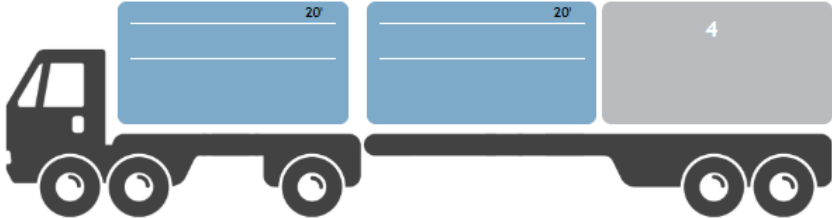
-

Notifications:

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

OUT

PREVIEW



HPA BRO No / Order Ref: 2018111913002 - 20181111

No Containers Available

HPA PORTAL - VER 810N 1.8.42.89
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If you get the error message “Containers from different ASC blocks and Manual area cannot be mixed. Please change Truck Configuration” as shown below, the reason will be:

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

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

The screenshot displays the HPA Portal interface. At the top, a navigation bar includes links for HOME, ENQUIRIES, ONLINE SERVICES, CUSTOMS, TARS, ADMINISTRATION, FINANCE, REPORTS, and ABOUT. Below this, a user greeting 'Welcome Michael Alameddine' is shown alongside a location dropdown set to 'HPAPB, Sydney' and a clock showing '12:07:37'.

A prominent red error banner at the top of the main content area contains the following text:

Error
Containers from different ASC blocks and Manual Area can not be mixed. Please change Truck Configuration
ASC Block 1 has 1 - 20' box(es).
ASC Block 3 has 1 - 20' box(es).

Below the error message is a form for manifesting a truck. It includes fields for Registration, Driver MSIC Number, Truck Configuration (set to B-Double), Has Side Loader (radio buttons for Yes/No), Manifest Reference, PIN, and Status. A Notifications section indicates that Alameddine.Michael@hutchisonports.com.au will receive an email confirming the manifest, with a checkbox to add other email recipients.

The main manifest area is titled 'OUT' and features a 'PREVIEW' button. It contains a diagram of a truck with two 20' containers and a 4-unit container. Below the diagram, a dropdown menu shows 'HPA BRO No / Order Ref: 2018111913002 - 20181111'. The text 'No Containers Available' is displayed below the dropdown.

The footer of the page reads: 'HPA PORTAL - VERSION 1.8.12.89 HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'

Figure 140 –Bulk Run Out Manifest – Location error

16.3 Book Empty Dehire Appointments

If you get the error message “Appointment can be booked only from one zone at a time” as shown below, the reason will be that appointments have been requested across multiple zones. When booking Empty Dehire appointments, the appointments must be from within the same zone. Using the example in Figure 141 – Book Empty Dehire Appointments – Booking multiple zones error, the selection in either zone 4 or zone 17 must be cleared. This can be done by pressing the clear selection button and making the selection again within the desired zone.

To book Empty Dehire appointments across multiple zones, do the following

1. Book Empty Dehire appointments in a desired zone
2. Once the booking has been completed, return to the Book Empty Dehire appointments page and book appointments from the other desired zone

The screenshot shows the 'Book Empty Dehire Appointments' page. At the top, there is a navigation bar with links: HOME, ENQUIRIES, ONLINE SERVICES, CUSTOMS, T&S, ADMINISTRATION, REPORTS, and ABOUT. Below the navigation bar, a welcome message reads 'Welcome Tenista S M Tester' with a user icon. On the right, there is a location dropdown set to 'HPAFI, Brisbane' and a clock showing '10:49:45'.

A red error banner at the top of the main content area displays a red 'X' icon and the text: '1 Error. Appointment can be booked only from one zone at a time.'

Below the error banner, the page title 'Book Empty Dehire Appointments' is followed by a date selector set to '25/07/2020'. A section titled 'Restrictions when booking Empty Dehire Appointments' contains three numbered points:

1. Empty Dehire appointments can only be used for Empty Dehire. To book an appointment for any other cargo type go to the [Book Appointments Page](#).
2. The maximum number of appointments that can be booked in each zone is the lesser of:
a) the Available Appointments for that zone or
b) the number of appointments bookable in one request (8).
3. 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.

Below the restrictions, there are two side-by-side tables. Each table has four columns: 'Zone', 'Available', 'Request', and 'Booked'.

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

Zone	Available	Request	Booked
12	8	0	0
13	8	0	0
14	8	0	0
15	8	0	0
16	8	0	0
17	8	2	0
18	8	0	0
19	8	0	0
20	8	0	0
21	8	0	0
22	8	0	0
23	8	0	0

At the bottom right of the page, there are two buttons: 'Clear Selection' and 'Book'.

Figure 141 – Book Empty Dehire Appointments – Booking multiple zones error

16.4 Manifesting Import Containers together

If you get the error message “Import containers from different blocks cannot be manifested on the same truck” as shown below, the reason will be that container consolidation window for selected time zone has started. New manifest that requires consolidation will not be allowed.

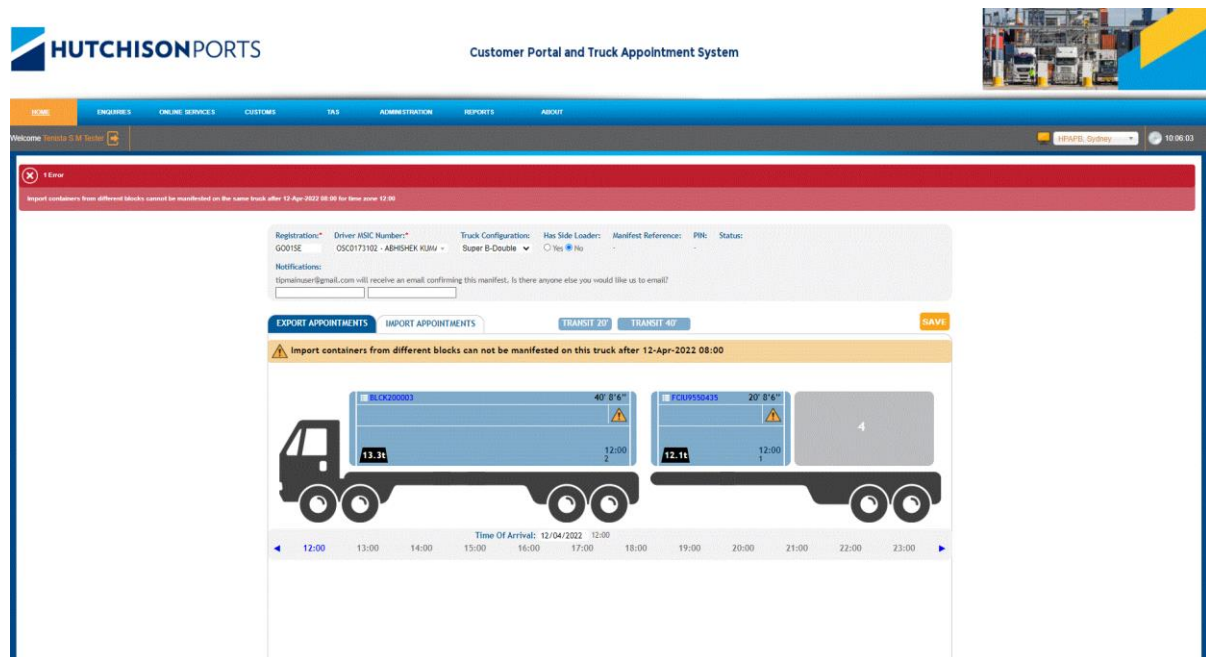


Figure 142 Consolidation Error on Manifest Screen