



**Navis Web Access
Appointment System for APM**

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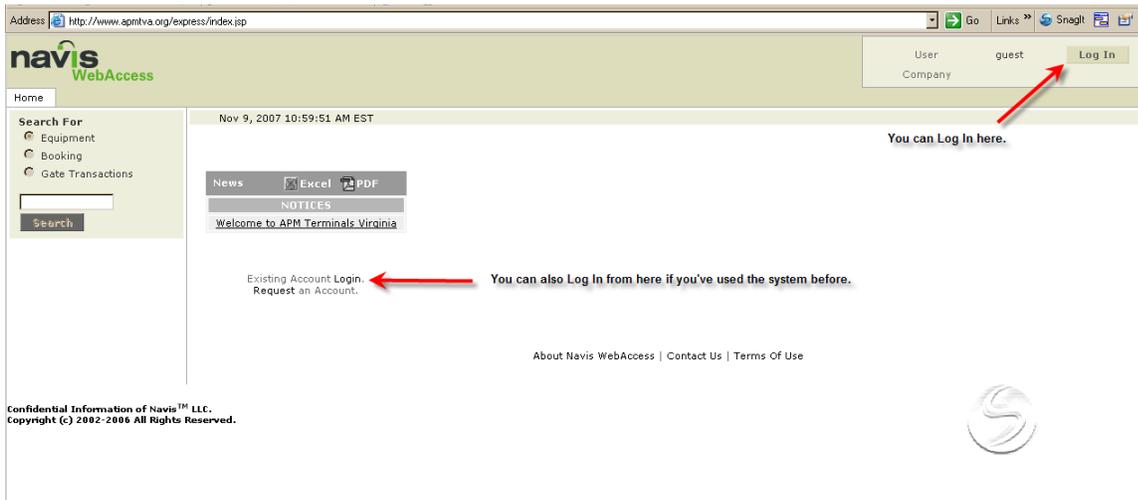
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1. Introduction – Logging On WebAccess

Begin using the WebAccess system by logging onto website at:

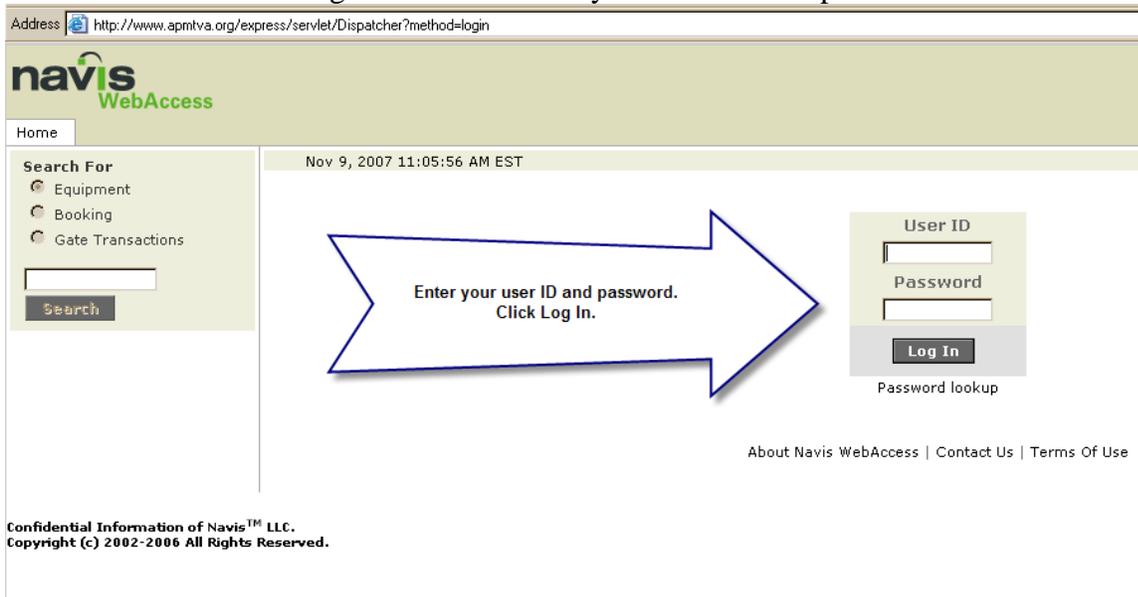
www.apmtva.org/express

Your username and password will be supplied by the terminal. Enter your username and password and **Submit** to enter the website.



Note you can log in at 2 different spots.

You will see the following screen next. Enter your User ID and password.



2. The Today Tab – The First Screen You See

The **Today** screen is the first screen that appears after Log In. From here, you may select a Tab at the top left to go to a specific page or you may click on a specific vessel to see vessel arrival, departure and cutoff information.

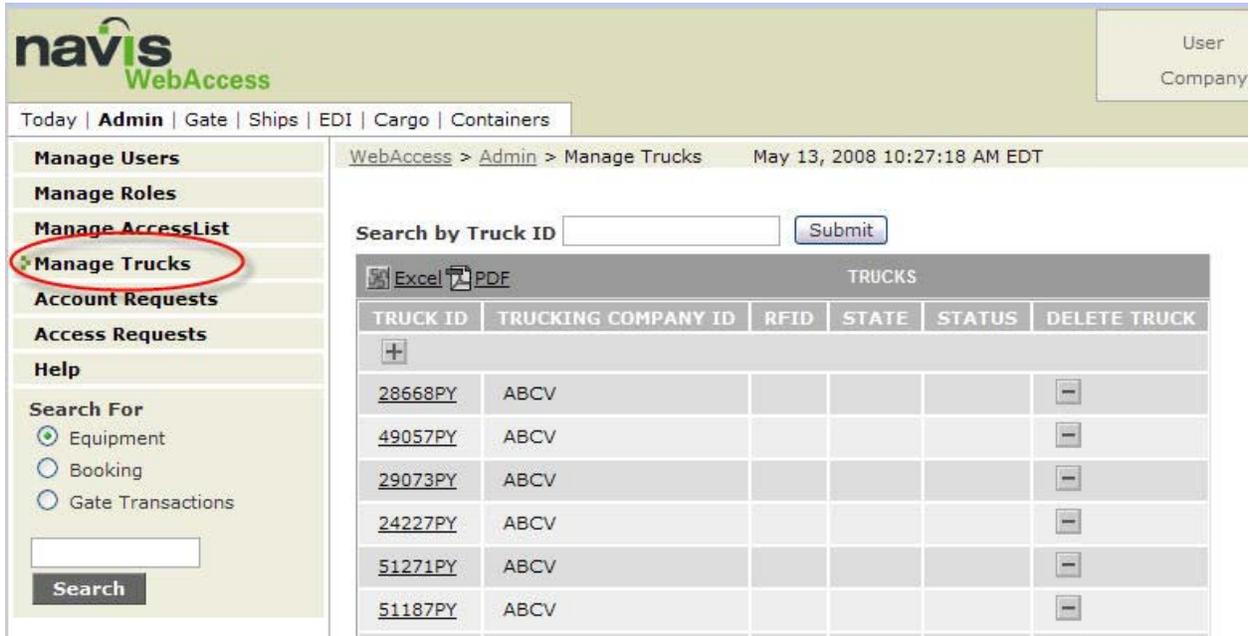
The screenshot displays the Navis WebAccess interface. At the top left, the 'Today' tab is circled in red. Below the navigation tabs, there is a 'My Profile' section and a 'Search For' section with radio buttons for 'Equipment', 'Booking', and 'Gate Transactions'. The main content area features a 'News' section with 'Excel' and 'PDF' icons, followed by a 'NOTICES' section with the text 'Welcome to APM Terminals Virginia'. Below this is a 'Ships On Berth' section with a table that shows '(No items to display)'. The 'Receiving For' section contains a table with columns for 'INBOUND SHIP', 'VOYAGE', 'CALL', 'ETA', and 'TERMINAL'. This table is also circled in red.

INBOUND SHIP	VOYAGE	CALL	ETA	TERMINAL
VESSEL FOR DRAY INS	2007	1	01 JAN 07 00:00	PTM
COLUMBIA NEWARK	71002	2	02 OCT 07 08:00	PTM
COLUMBIA NEWARK	71004	1	04 OCT 07 08:00	PTM
NYSTED MAERSK	0713	1	12 OCT 07 08:00	PTM
COLUMBIA ELIZABETH	484N	1	18 OCT 07 08:00	PTM
COLUMBIA ELIZABETH	488N	1	31 OCT 07 13:00	PTM
COLUMBIA ELIZABETH	489N	1	04 NOV 07 08:00	PTM
MAERSK DARTFORD	0715	1	14 NOV 07 08:00	PTM
COLUMBIA ELIZABETH	7492N	1	14 NOV 07 13:00	PTM

The tabs at the top left of the page are the quickest method for moving through the program. You may also use the **Back** button on the web browser navigation bar to see the previous screen(s).

3. The Admin Tab

WebAccess allows users to manage the trucks assigned to their trucking company. To use this feature, select the **Admin** tab; then select **Manage Trucks** from the left-hand menu.



The screenshot shows the Navis WebAccess interface. The left-hand menu includes options like Manage Users, Manage Roles, Manage AccessList, and **Manage Trucks** (circled in red). The main content area displays a search box for 'Search by Truck ID' and a table of trucks. The table has columns for TRUCK ID, TRUCKING COMPANY ID, RFID, STATE, STATUS, and DELETE TRUCK. The table contains six rows of truck data:

TRUCK ID	TRUCKING COMPANY ID	RFID	STATE	STATUS	DELETE TRUCK
28668PY	ABCV				-
49057PY	ABCV				-
29073PY	ABCV				-
24227PY	ABCV				-
51271PY	ABCV				-
51187PY	ABCV				-

You can search the existing database to determine if a record already exists for a truck. To find an existing TRUCK ID, type the truck license plate number in the **Search by Truck ID** box at the top of the page.



The screenshot shows the Navis WebAccess interface. The search box 'Search by Truck ID' is circled in red and contains the text 'xb1945'. The table below shows one truck record with TRUCK ID '53512PY' and TRUCKING COMPANY ID 'AFNO':

TRUCK ID	TRUCKING COMPANY ID	RFID	STATE	STATUS	DELETE TRUCK
53512PY	AFNO				-

If a record exists, you will get a message back showing a record exists and which company the truck is assigned to. If the truck is assigned to a different company, call or email the terminal and request the Truck ID (license plate) be assigned to your company. (See screen shot below.

navis WebAccess

Today | Admin | Gate | Ships | EDI | Cargo | Containers

WebAccess > Admin > Manage Trucks May 13, 2008 10:46:39 AM EDT

Search by Truck ID

Excel PDF TRUCKS

TRUCK ID	TRUCKING COMPANY ID	RFID	STATE	STATUS	DELETE TRUCK
+					
XB1945	ALTL				-

Previous Items 1 - 1 Next Show All

To add a driver to your company, select the + at the top of the form. Enter the truck license number in the **Truck ID** field, select your truck company from the drop-down list and select **Submit** at the bottom of the page.

navis WebAccess

Today | Admin | Gate | Ships | EDI | Cargo | Containers

WebAccess > Admin > Manage Trucks > Add Truck May 13, 2008 11:16:06 AM EDT

Truck Details

Truck Id *

Trucking Company * ▼

RFID

Status ▼

State

Expiration Date

Safe Weight

Tare Weight

The **Truck ID** will be added to your company.

4. The Gate Tab

The most frequently used items from the **Gate** tab will be the **View Appointments** selection and the **Request Appointments** selection.

Request Appointments

To set up an appointment, select the **Request Appointments** option on the left side of the Gate tab.

Request Appointments Screen – Initial Entry Screen

Address <http://www.apmtva.org/express/secure/appointment/createAppointmentEnter.do>

navis
WebAccess

Today | Admin | **Gate** | Ships | Containers

WebAccess > Gate > Request Appointments Nov 9, 2007 11:31:50 AM EST

View Appointments
Request Appointments
Mass Create Appointments
Appointment Notifications

Search For
 Equipment
 Booking
 Gate Transactions

Search

Appointment - Create

Trucking Company* DLMS:DALLAS & MAVI
Appointment Date*
Time Period*
Driver Id
Truck Id

Drop Off

	0	1	2
Export	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Empty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Import	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bare Chassis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Pick Up

	0	1	2
Import	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Empty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Export	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bare Chassis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1. Your company name will fill automatically.
2. Select the date.
3. Select the time (AM or PM).
4. Driver ID and Truck ID are optional, but helpful.

You may have 1 or 2 parts to an appointment.

1. Select drop off of exports, imports (drays), empties or chassis. (Use the 0 to undo an incorrect selection.)
2. Select pick up of imports, exports (drays), empties or chassis. (Use the 0 to undo an incorrect selection.)

Click submit when you are done.  **Submit**

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Enter the requested information and click **Submit** to complete the appointment request. Fields with * next to the field name are **Required** fields. The software will not allow you to proceed with a request unless the required fields are filled in.

The following fields are **Required** to successfully complete an appointment:

Drop Off Export – Booking Number and Size/Type/Height of the container

Pick Up Import – Container number

Drop Off Empty – No required fields

Pick Up Empty – EDO/Booking number and container Size/Type/Height

You may have a maximum of 2 entries for a drop off or pick up item. The illustration below shows a **Visit** with multiple **appointments**. The diagram above would show:

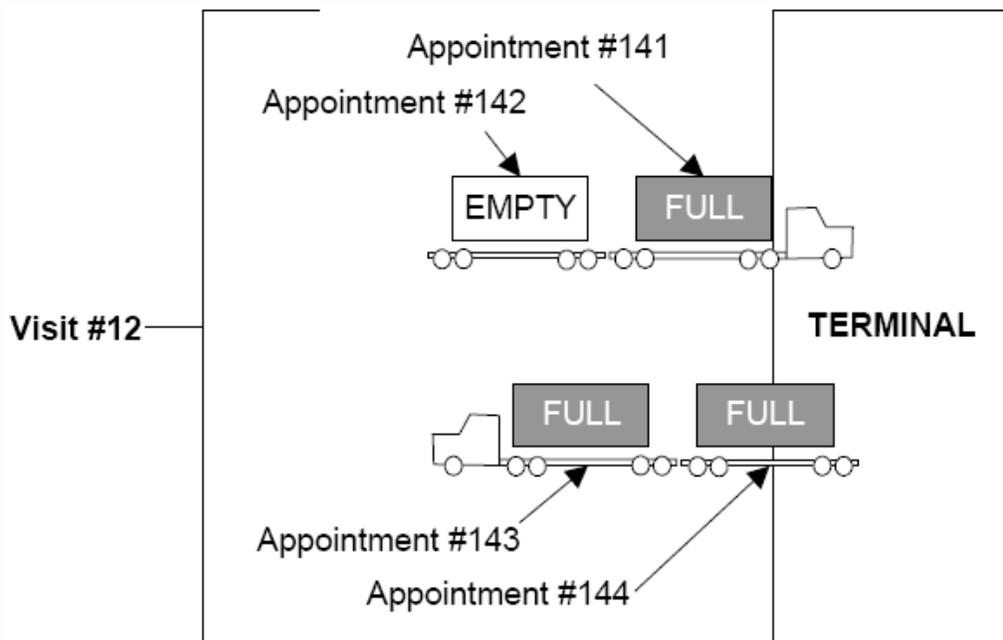
1-Drop off Export (appointment 141)

1-Drop off Empty (appointment 142)

2-Pick Up Import (appointments 143 & 144)

to create the appointments for the illustration below.

When creating appointments for a single truck, you will need to create both ends of the appointment (drop-off and pick-up) as a single visit for the appointment to be successful. The terminal views a truck visit as a single 'mission'. The mission may be a single transaction of dropping off or picking up. **If the mission is to drop-off AND pick-up, the appointments MUST be created together or the appointment will be cancelled when the driver gets to the gate** completing defeating the purpose of the appointment system.



After submitting your appointments, you will see the following screen, requesting additional information to process the appointment. The following fields are **required** for each category to process the request. A sample entry screen is shown below.

Action

Drop off Export

Required Fields

Booking Number
Size/Type/Height

Drop off Empty

No Required Fields

Pick Up Import

Container Number

Pick Up Empty

Booking Number
Size/Type/Height

Bare Chassis

Booking Number
Size/Type/Height

Request Appointments Screen – Data Entry Screen

Address <http://www.apmtva.org/express/secure/appointment/createAppointmentSubmit.do>



Today | Admin | Gate | Ships | Containers

WebAccess > Gate > Request Appointments > Edit Nov 9, 2007 11:45:28 AM EST

Appointment - Edit

Visit Information

Visit Id	804
Trucking Company	DLMS
Appointment Date	09-Nov-2007
Time Period	AM
Driver Id	
Truck Id	11990W

Visit Details

Appointment Id	1229	Description	DROP OFF EMPTY
Container Number	PONU4918962	Genset Number	
Hazardous Class		Bundle 1	
Bundle 2		Bundle 3	
Bundle 4		Bundle 5	
Chassis Number			

Fields with an * are required to complete the request.

Appointment Id	1230	Description	PICK UP IMPORT
B/L Number		Container Number*	MWCU6991664
Chassis Number		Chassis Size Type	

Click the Submit button when you are done.  **Submit**

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View Appointments

You can create reports to view your appointments. Reports can be created and viewed or you can create and save a report to use it again. A sample **View Appointment** report is shown below.

View Appointments Report - Results

WebAccess > Gate > View Appointments Nov 9, 2007 01:51:33 PM EST

Query Result

DLMS APPTS - KAREN  

VISIT ID	APPT NBR	GATE ENTRY MODE	DATE	STATUS	R/D	CATEGORY	EQUIPMENT ID	BL/BOOKING/EDO	DRIVER NAME	TRUCK ID	TRUCK TRANSACTION
792	1211		09-NOV-2007	FILLED	D	I	MWCU6991664			19628W	51350
799	1222		09-NOV-2007	CANCEL	R	E		APRU5709593		11991W	
	1223		09-NOV-2007	CANCEL	D	I	DDDDD			11991W	
800	1224		09-NOV-2007	FILLED	D	I	POCU1143409			67127	51623
801	1225	AUTO	09-NOV-2007	MADE	R	M	PONU491896 2			76624	
804	1229	AUTO	09-NOV-2007	MADE	R	M	PONU4918962			11990W	
	1230	TROUBLE	09-NOV-2007	MADE	D	I	MWCU6991664			11990W	
807	1233		09-NOV-2007	MADE	R	M					
	1234		09-NOV-2007	MADE	D	I	PONU4918962				

[Previous](#) Items 1 - 9 [Next](#)

[Move Appointments](#)

[Swap Appointments](#)

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Truck Transaction

The **Truck Transaction** feature allows you to view all of the truck visits for your company for a particular day or a range of days (i.e.; all of November, Friday, 11/23/2007, last week). To use the **Truck Transaction** feature, select **Truck Transaction** from the menu on the left of the *Gate* tab. Enter the date or date range you are interested in viewing and click **Submit**. A screen similar to the one below will appear. You may save the screen to Excel or PDF using the buttons on the top right of the *Results* screen.

TruckTransactions												
Start Date: 19-Nov-2007 End Date: 23-Nov-2007 Report Created Nov 26, 2007 8:44:04 AM												
TRANSACTION NBR	ENTERED	TYPE	STATUS	TRUCK			LINE	EQUIP ID	BOOKING	TROUBLE	DOCS	PICS
				ID	CO.	VISIT						
4854	23-NOV-2007 14:39	DI	COMPLETE	XA9250	LYDC	VISIT	MSK	MAEU5763039		⚠		
4831	23-NOV-2007 14:20	DI	COMPLETE	YA35533	LYDC	VISIT	MSK	MSKU8035056				
4440	23-NOV-2007 11:21	DI	COMPLETE	XA7567	LYDC	VISIT	MSK	MSKU8022892				
4251	23-NOV-2007 09:45	DI	COMPLETE	YA12172	LYDC	VISIT	MSK	KNLU5109274				
3540	21-NOV-2007 12:49	RM	COMPLETE	YH61241	LYDC	VISIT	MSK	GLDU0708520				
3522	21-NOV-2007 12:44	RM	COMPLETE	40009PY	LYDC	VISIT	MSK	MSKU9280886				
3519	21-NOV-2007 12:42	DI	COMPLETE	YA12172	LYDC	VISIT	MSK	TCNU9548639				
3271	21-NOV-2007 10:28	DI	COMPLETE	XA9250	LYDC	VISIT	MSK	PONU7153835				
3270	21-NOV-2007 10:28	RE	COMPLETE	XA9250	LYDC	VISIT	MSK	TRIU9076566	524401995			
2794	20-NOV-2007 16:46	RM	COMPLETE	PY126392	LYDC	VISIT	MSK	MSKU8390024				
2744	20-NOV-2007 16:14	RM	COMPLETE	YA12172	LYDC	VISIT	MSK	TCNU9763420				
2273	20-NOV-2007 12:53	RE	COMPLETE	XA7567	LYDC	VISIT	MSK	POCU0422292	524402403	⚠		
2211	20-NOV-2007 12:29	RE	COMPLETE	XB1160	LYDC	VISIT	MSK	TCKU9076878	524365248			
2145	20-NOV-2007 11:59	RM	COMPLETE	XA9181	LYDC	VISIT	MSK	MSKU8216922				
2041	20-NOV-2007 11:19	RE	COMPLETE	PY127204	LYDC	VISIT	MSK	MSKU3007832	524411183			
1991	20-NOV-2007 10:48	RE	COMPLETE	XA9250	LYDC	VISIT	MSK	CRXU1168928	524403745			
1896	20-NOV-2007 10:16	DC	COMPLETE	XA7567	LYDC	VISIT	MSK	MAEC626392	CHASSIS			
1895	20-NOV-2007 10:16	RM	COMPLETE	XA7567	LYDC	VISIT	MSK	MSKU9876392				
1148	19-NOV-2007 14:46	RM	COMPLETE	YA12172	LYDC	VISIT	MSK	MSKU8416828				
0470	19-NOV-2007 09:59	RM	COMPLETE	67158PY	LYDC	VISIT	MSK	TGHU7941166				

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Truck Visits

The **Truck Visit** feature will allow you to see the activity for a particular **Truck ID** assigned to your company. Select the **Truck Visit** option from the menu on the left side of the **Gate** Tab. Enter the date(s) and **Truck ID** you are interested in and click **Submit**. You will see a screen similar to the one below. The **Results** screen can be saved to either Excel or PDF using the buttons on the top left of the **Results** screen.

WebAccess > Gate > Truck Visits Nov 26, 2007 08:52:07 AM EST

TruckVisits										
 Excel  PDF										
Start Date: 01-Nov-2007 End Date: 23-Nov-2007 Truck ID: 20002YA Report Created Nov 26, 2007 8:52:07 AM										
ENTERED	TRUCK			STATUS	EXITED	TURN-TIME (MINUTES)	DRIVER		TRANSACTION	
	ID	ST	CO.				NAME	ID	COUNT	TROUBLE
23-NOV-2007 09:00:37	20002YA	VA	BTTM	COMPLETE	23-NOV-2007 09:35:14	35			1	
21-NOV-2007 11:47:36	20002YA	VA	BTTM	COMPLETE	21-NOV-2007 13:13:21	86			2	
20-NOV-2007 13:41:59	20002YA	VA	BTTM	COMPLETE	20-NOV-2007 14:21:44	40			1	
20-NOV-2007 09:35:10	20002YA	VA	BTTM	COMPLETE	20-NOV-2007 11:04:16	89			2	
19-NOV-2007 16:12:41	20002YA	VA	BTTM	COMPLETE	19-NOV-2007 16:38:07	25			1	
16-NOV-2007 09:21:40	20002YA	VA	BTTM	COMPLETE	16-NOV-2007 10:14:14	53			2	
15-NOV-2007 14:57:32	20002YA	VA	BTTM	COMPLETE	15-NOV-2007 15:33:01	35			2	
15-NOV-2007 10:59:08	20002YA	VA	BTTM	COMPLETE	15-NOV-2007 11:24:41	26			1	
14-NOV-2007 16:04:12	20002YA	VA	BTTM	COMPLETE	14-NOV-2007 17:00:22	56			2	
14-NOV-2007 11:44:39	20002YA	VA	BTTM	COMPLETE	14-NOV-2007 13:12:59	88			2	
08-NOV-2007 15:41:42	20002YA	VA	BTTM	COMPLETE	08-NOV-2007 16:05:47	24			1	
08-NOV-2007 10:34:08	20002YA	VA	BTTM	COMPLETE	08-NOV-2007 11:27:42	54			2	
07-NOV-2007 12:50:11	20002YA	VA	BTTM	COMPLETE	07-NOV-2007 13:31:20	41			2	
07-NOV-2007 09:34:11	20002YA	VA	BTTM	COMPLETE	07-NOV-2007 10:01:12	27			2	
06-NOV-2007 12:05:03	20002YA	VA	BTTM	COMPLETE	06-NOV-2007 13:33:29	88			2	
05-NOV-2007 11:52:12	20002YA	VA	BTTM	COMPLETE	05-NOV-2007 12:25:45	34			2	
02-NOV-2007 12:00:44	20002YA	VA	BTTM	COMPLETE	02-NOV-2007 13:21:40	81			2	
02-NOV-2007 08:12:04	20002YA	VA	BTTM	COMPLETE	02-NOV-2007 09:50:23	98			2	
02-NOV-2007 05:49:22	20002YA	VA	BTTM	COMPLETE	02-NOV-2007 07:10:02	81			2	
01-NOV-2007 10:22:16	20002YA	VA	BTTM	COMPLETE	01-NOV-2007 11:22:27	60			1	
01-NOV-2007 08:41:31	20002YA	VA	BTTM	COMPLETE	01-NOV-2007 11:16:51	155			2	

5. The Containers Tab

From the **Containers** tab you will be able to check availability of a container with the **Availability Inquiry**, check the status of a booking with the **EDO/Booking Details**, check terminal chassis availability with the **Chassis Inventory** option or get information on a specific container with either **Container Details** or **Container History**.

The **Availability Inquiry** option allows you to locate equipment on the terminal. Select **Availability Inquiry** from the menu on the left side of the window. Type in the container number you are researching, your company ID for this system and select the date you are requesting pick-up or delivery and select **Submit**. You may submit up to 20 container numbers at 1 time.

The following screen will appear with the appropriate information regarding the container number(s) you submitted.

Availability Inquiry Screen - Results

The screenshot shows the Navis WebAccess interface. The breadcrumb trail is "WebAccess > Containers > Availability Inquiry" with a timestamp of "Nov 12, 2007 08:41:04 AM EST". The left sidebar contains a "Find Equipment" menu with "Availability Inquiry" selected. Below it are options for "Assigned Containers", "EDO/Booking Details", "Container Details", "Chassis Inventory", and "Container History". A "Search For" section has radio buttons for "Equipment" (selected), "Booking", and "Gate Transactions". A search box and "Search" button are present.

The main content area is titled "DeliveryInq" and includes a "Submit" button. It contains a form with the following fields:

- Equipment IDs: PONU1274742
- Trucking Company: DLMS
- Pickup Date: 12-Nov-2007

Below the form is a table with the following data:

AVAILABLE	EQUIP ID	PORT			LOCATION	LINE STATUS	CUSTOM STATUS	AGRI STATUS	DEMURRAGE OWED	OTHER HOLDS
		LFD	PTD	GTD						
X	PONU1274742				Y	HOLD	HOLD		N	N

At the bottom of the screen, there is a footer with the text: "Confidential Information of Navis™ LLC. Copyright (c) 2002-2006 All Rights Reserved." and navigation links: "About Navis WebAccess | Contact Us | Terms Of Use".

You may check the status of a booking using the **EDO/Booking Details** option on the **Containers** tab. To use this selection, click on **EDO/Booking Details**, enter the booking number you are inquiring about and click **Submit**. The following screen will appear with the current information about the booking.

EDO/Booking Details Screen - Results



Today | Admin | Gate | Ships | **Containers**
WebAccess > Containers > EDO/Booking Details Nov 12, 2007 08:47:57 AM EST

Find Equipment

Availability Inquiry

Assigned Containers

EDO/Booking Details

Container Details

Chassis Inventory

Container History

Search For

Equipment

Booking

Gate Transactions

Search

Order Detail

EQNBR: 800556476 | Report Created Nov 12, 2007 8:47:57 AM

Nbr	800556476	POL	PORTSMOUTH - APMT
Line	MSK	POD	PORT SAID
Outbound Ship	<u>MAERSK OHIO</u>	POD2	
Voyage	0717	Status	F
Call	1	Special Stow	
Origin	USPTM	Stow Block	
Dest.	TRIZM	Hazard	
Shipper	MEADWESTVACO CORP	Trucker	
Consignee		Dray Status	
Priority		Dray	
No Empty		Hold Partial	X Mtys From
No Full		Oversize	Ref. 800556476
Override Cutoff		Mode	Military
Notes		Group	

Equipment Types [Excel](#) [PDF](#)

QTY	MTY	RCVD	SIZE	TYPE	HT	COMMODITY CODE	DESC.	TEMP	TUNIT	VENT	VUNIT	MATL	FEATURE	GRADE	WGT	UNITS
1	1	1	40	DR	86		FAK									

Equipment Out For Order [Excel](#) [PDF](#)

EQNBR	CATEGORY	STATUS	WGT	UNITS	SIZE	TYPE	HT	POSITION
No items found for this table.								

There are 2 different options for getting container-specific information in WebAccess. You can use the **Container Details** selection to see the type of container (size/type/ height), the weight of the container, its' current location on the terminal, if applicable, the Inbound or Outbound carrier, the Line Operator, and the container status (import/export, load/empty). The **Container History** selection will provide information on the movement of the container while it is/was on the terminal.

To use either report, make your selection from the menu on the left side of the screen. Input the container number you are inquiring about and click **Submit**. Sample reports from each option are shown on the following pages.

Container Details Screen – Results



Today | Admin | Gate | Ships | **Containers**

- Find Equipment**
- Availability Inquiry**
- Assigned Containers**
- EDO/Booking Details**
- Container Details**
- Chassis Inventory**
- Container History**
- Search For**
- Equipment
- Booking
- Gate Transactions
-
- Search**

WebAccess > Containers > Container Details Nov 12, 2007 09:21:52 AM EST

Equipment Detail

Container:: PONU1274742 | Report Created Nov 12, 2007 9:21:51 AM

Current Position:		1301002.1	
Category:	M	Chassis:	Height: 86
Status:	E	Accessory:	Lenght: 40
Group:		Type:	DR
I/B Carrier:	67115	Bkg/EDO:	Weight: 6400LB
O/B Carrier:		POL:	
Line Operator:	MSK	POD:	
Reefer:		Destination:	
Hazardous:		Damaged:	

Damage [Excel](#) [PDF](#)

AREA	TYPE	REPORTED	REPAIRED	PICS	DESCRIPTION	NOTES
No items found for this table.						

Hazard [Excel](#) [PDF](#)

IMDG	UNDG NBR	PICS	DESCRIPTION
No items found for this table.			

Container History Screen - Results



Today | Admin | Gate | Ships | **Containers**

- Find Equipment**
 - Availability Inquiry**
 - Assigned Containers**
 - EDO/Booking Details**
 - Container Details**
 - Chassis Inventory**
 - Container History**
 - Search For**
 - Equipment
 - Booking
 - Gate Transactions
-
- Search**

WebAccess > Containers > Container History Nov 12, 2007 08:52:59 AM EST

EqHistory [Excel](#) [PDF](#)

Number: PONU1274742 | Report Created Nov 12, 2007 8:52:59 AM

SERVICE	LINE	DATE	NOTE	SRVC ORDER	INVOICE	IN/OUT TRUCKING CO.
CORRECTION	MSK	10-NOV-2007 13:54:44	1301002.1			DLMS/
YARD SHIFT	MSK	10-NOV-2007 13:54:42	1301002.1			DLMS/
CORRECTION	MSK	09-NOV-2007 13:43:04	1308605.2			DLMS/
YARD SHIFT	MSK	09-NOV-2007 13:43:01	1308605.2			DLMS/
TRUCK2YARD	MSK	09-NOV-2007 13:14:15				DLMS/
EMPTY IN	MSK	09-NOV-2007 13:04:06	1309408.2			DLMS/
INSPECT	MSK	09-NOV-2007 12:54:35				/DLMS
FULL OUT	MSK	08-NOV-2007 16:30:28				/DLMS
SEALRECORD	MSK	08-NOV-2007 16:30:27	SEAL #2 changed from NULL to JP0744246			/DLMS
INSPECT	MSK	08-NOV-2007 16:26:37				/DLMS
CORRECTION	MSK	08-NOV-2007 16:25:36	10291.01			/DLMS
CORRECTION	MSK	08-NOV-2007 16:10:40	09306			/DLMS
YARD SHIFT	MSK	08-NOV-2007 16:08:33	0930602			/DLMS
CORRECTION	MSK	08-NOV-2007 15:58:43	0902602.2			/DLMS
YARD SHIFT	MSK	08-NOV-2007 15:58:41	0902602.2			/DLMS
CORRECTION	MSK	07-NOV-2007 11:54:32	0902604.1			/DLMS
AUDIT	MSK	07-NOV-2007 11:53:58	PORT LFD changed to 12-NOV-2007 by PTMADMIN			/DLMS
CORRECTION	MSK	06-NOV-2007 17:37:22	0902604.1			/DLMS
YARD SHIFT	MSK	06-NOV-2007 17:37:20	0902604.1			/DLMS
YARD SHIFT	MSK	06-NOV-2007 17:25:15	0920203.1			/DLMS
DISCHARGE	MSK	06-NOV-2007 17:22:52	Q1264.1			/DLMS
AUDIT	MSK	05-NOV-2007 23:12:07	ISO CODE changed from 4310 to 4300			/DLMS
AUDIT	MSK	05-NOV-2007 23:12:07	WEIGHT changed from LB to 8.56MT			/DLMS
STOWENTRY	MSK	05-NOV-2007 23:12:07	Batch 231203 284 0709/1 260084			/DLMS
AUDIT	MSK	05-NOV-2007 23:12:07	DESTINATION changed from PTM to ORF			/DLMS
MANIFESTED	MSK	15-OCT-2007 09:27:20	Batch 182114 BL: TYOAGK950			/DLMS

Appendix A Sample Appointments

Appointment Samples

Items circled in red are **required** fields. This data must be filled in for the appointment to be completed successfully.

Drop-off Export/Receive Chassis

If you are dropping an export load and taking the chassis off the terminal, you need to make an appointment to Pick Up a Bare Chassis. You will need the appointment whether you are taking a Maersk chassis, an HRCPC chassis or an owner's chassis.

Appointment - Edit

Visit Information

Visit Id	37875
Trucking Company	LYDC
Appointment Date	14-May-2008
Time Period	PM
Driver Id	
Truck Id	XA9240

Visit Details

Appointment Id	43788	Description	DROP OFF EXPORT
Booking Number*		Size/Type/Height*	
Container Number		Hazardous Class	
Gross Weight		Genset Number	
Seal Number 1		Seal Number 2	
Seal Number 3		Seal Number 4	
Chassis Number			
Appointment Id	43789	Description	PICK UP CHASSIS
EDO*		Chassis Size Type*	
Chassis Number			

Drop Off Chassis/Pick Up Import

If you are bringing in a bare chassis to pick up an Import box, you will need to make an appointment for the chassis. APM-VIT includes this step to account for equipment entering and leaving the terminal.

Today | Admin | **Gate** | Ships | EDI | Cargo | Containers

WebAccess > Gate > Request Appointments > Edit Jun 3, 2008 02:59:37 PM EDT

Appointment - Edit

Visit Information

Visit Id	40901
Trucking Company	BTTM
Appointment Date	03-Jun-2008
Time Period	PM
Driver Id	
Truck Id	

Visit Details

Appointment Id	47723	Description	DROP OFF CHASSIS
Chassis Number		Genset Number	
Bundle 1		Bundle 2	
Bundle 3		Bundle 4	
Bundle 5			

Appointment Id	47724	Description	PICK UP IMPORT
B/L Number		Container Number*	
Chassis Number		Chassis Size Type	

Left Panel:

- Find Transaction
- View Appointments
- Request Appointments**
- Mass Create Appointments
- Appointment Notifications
- Truck Transaction
- Truck Visits
- Interchange Agreements
- Pre-Advise

Search For:

- Equipment
- Booking
- Gate Transactions

Search

Drop Off Empty/Pick Up Import

Today | Admin | **Gate** | Ships | EDI | Cargo | Containers

WebAccess > Gate > Request Appointments > Edit Jun 3, 2008 03:10:55 PM EDT

Appointment - Edit

Visit Information

Visit Id	40904
Trucking Company	HDDR
Appointment Date	06-Jun-2008
Time Period	AM
Driver Id	
Truck Id	

Visit Details

Appointment Id	47727	Description	DROP OFF EMPTY
Container Number		Genset Number	
Hazardous Class		Bundle 1	
Bundle 2		Bundle 3	
Bundle 4		Bundle 5	
Chassis Number			
Appointment Id	47728	Description	PICK UP IMPORT
B/L Number		Container Number*	
Chassis Number		Chassis Size Type	

Drop Off Export/Pick Up Empty

Visit Information

Visit Id	40905
Trucking Company	TTPV
Appointment Date	06-Jun-2008
Time Period	AM
Driver Id	
Truck Id	

Visit Details

Appointment Id	47729	Description	DROP OFF EXPORT
Booking Number*		Size/Type/Height*	
Container Number		Hazardous Class	
Gross Weight		Genset Number	
Seal Number 1		Seal Number 2	
Seal Number 3		Seal Number 4	
Chassis Number			
Appointment Id	47730	Description	PICK UP EMPTY
Booking / EDO*		Size/Type/Height*	
Chassis Number		Chassis Size Type	

Submit

Appendix B Field Definitions

A **truck transaction** is a series of events in which a truck drops-off or picks-up a single container at the terminal. Drop-offs are referred to as **receivals** (the terminal is receiving the container) and pickups are referred to as **deliveries** (the terminal is delivering the container). The following table shows the different transaction types.¹

Gate Transaction Fields

Code	Transaction type
DC	Deliver bare chassis
DE	Deliver export
DI	Deliver import

Code	Transaction type
DM	Deliver empty container
RC	Receive bare chassis
RE	Receive export
RI	Receive import
RM	Receive empty container

¹ *Navis WebAccess 3.13: User's Guide*, pp 79-80

Container Transaction Fields

Field	Description
BKG/EDO	Booking or equipment delivery order number.
Height	Equipment height.
Length	Equipment length.
Type	Equipment type.
Weight	Equipment weight.
POL	Port of loading.
POD	Port of discharge.
Destination	Final destination of goods.
Damaged	Damage code.

Equipment Detail Report – Field Descriptions

Field	Description
Category	Container category. Values may include: I - Import E - Export D - Domestic M - Empty Storage S - Stay-on-Board T - Transship
Status	Indicates the general status of the container's contents. Values may include: F - Full container load L - Less than container load E - Empty container
Group	A code for a grouping of import delivery containers.
I/B Carrier	Inbound carrier.
O/B Carrier	Outbound carrier.
Line Operator	Shipping line operator.
Reefer	If the container is a reefer, this value is the required temperature.
Hazardous	IMO class code for hazardous materials.
Current Position	Location/location ID/exact position. Values for location: C - Community T - Truck V - Vessel Y - Yard R - Rail
Chassis	Chassis ID.
Accessory	Accessory ID.

Equipment Detail Report – Field Descriptions (continued)

Field	Description
BKG/EDO	Booking or equipment delivery order number.
Height	Equipment height.
Length	Equipment length.
Type	Equipment type.
Weight	Equipment weight.
POL	Port of loading.
POD	Port of discharge.
Destination	Final destination of goods.
Damaged	Damage code.

Field Descriptions for *Find Equipment* Report Criteria

Field	Description	Multiple Selections Allowed
2nd Disch Port	Secondary discharge port	X
Age is At Least/At Most	Indicate dwell time for the containers.	
Booking/EDO	Booking or equipment delivery order number.	
Category	Container category. Values may include: I - Import E - Export D - Domestic M - Empty Storage S - Stay-on-Board T - Transship	X
Class	Whether the equipment is a container or chassis. Values: CTR - Container CHS - Chassis	
Custom Status	Whether or not there is a customs hold on the equipment.	

Field Descriptions for *Find Equipment* Report Criteria (continued)

Field	Description	Multiple Selections Allowed
Damage	Damage code	
Destination	Final destination of goods.	
Discharge Port	Port of discharge.	X
Dray Status	One-letter code that indicates the type of dray. Values: B - Imports moving in-bond D - Forward to depot F - Forward to loading point I - Dray in from discharge point R - Return to shipper	
Export Release #	The reference number for release equipment for export.	
Grade	The condition of the equipment.	X
Group	A code for a grouping of import delivery containers, such as by customer or RUSH.	X
I/B Carrier	How equipment is being carried. Values: Rail Truck Vessel	X
Is Hazardous	Whether or not the container contains hazardous materials.	
Is Reefer	Whether or not the container is a reefer.	
ISO Code	The ISO code the equipment.	X
Line Status	Whether or not there is a line hold on the equipment.	
Load Port	Port of loading.	X

Field Descriptions for *Find Equipment* Report Criteria (continued)

Field	Description	Multiple Selections Allowed
Location	Location of the equipment. Values: C - Community T - Truck V - Vessel Y - Yard R - Rail	X
O/B Carrier	How equipment is being carried. Values: Rail Truck Vessel	X
Optional Disch. Port	Optional discharge port	X
Origin	Where the equipment originated.	
Other holds	Whether or not there are any hold on the equipment .	
Owner	Equipment owner.	X
Size/Type/Height	The size, type, and height of a container.	X
Special Storage	Any special stowage code.	
Status	Indicates the general status of the container's contents. Values may include: F - Full container load L - Less than container load E- Empty container	
Stow Block	The alphanumeric ID for the stow block.	
Using Line	Line currently using the equipment	X