



*Penang Port SDN BHD*

# **PELKON - III**

## **User Manual**

# **Haulier Nomination Functionality (Forwarding Agent)**

**Version 1.0**



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## 1 Document Import for Full Containers

### 1.1 Introduction

The Document Import Screen is used to file the Document for the Full Import containers.

For import container, container can be delivered out of port via road/train only if the DI is processed. After Forwarder and Shipping agent have given their approvals Ports Customer Service Unit(UPP) can process the DI. Though the containers are not discharged from the vessel DI can be filed.

In order to deliver Laden(Full) container out of the port via road or train, document import must be processed. Forwarding Agent will file the document import which is approved by the Vessel Agent/Shipping Line. The UPP then processes the Document Import.

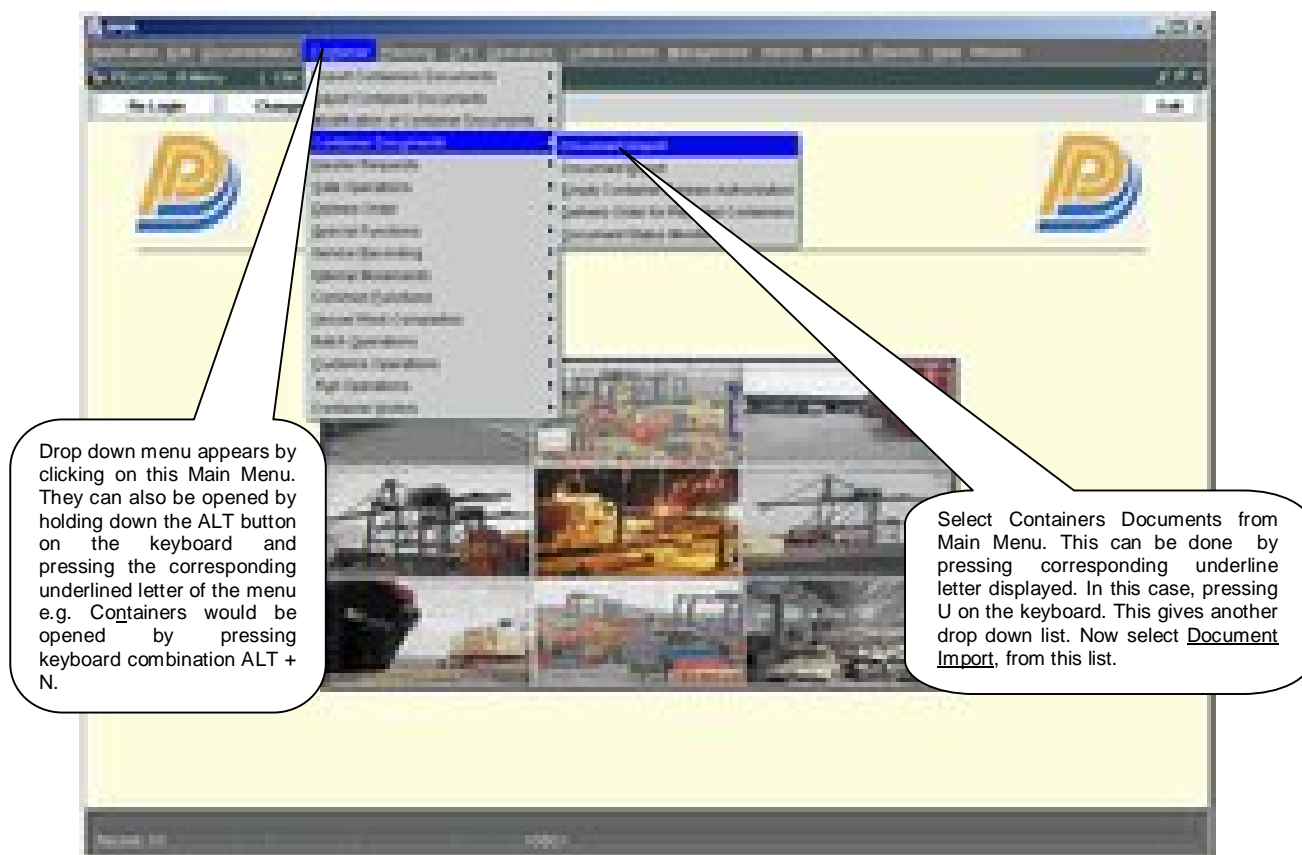
### 1.2 Document Import for Full Containers functional overview

1. The Document Import screen is used to file the document for the full import containers.
2. Forwarder files the document for the import containers for a specific Ship Call Number(SCN).
3. Unique DI Number is generated by the system. With the generated DI Number Vessel agent can review the details entered by Forwarder and approve it.
4. After Vessel Agent approves Custom Clearance is done by the Customs or approval by the UPP. Forwarders and Hauliers can check the request only after getting clearance from the Customs and approval from the UPP.

### 1.3 System Navigation – Document Import

This section demonstrates how to navigate up to Document Import screen. The navigation process to access Document Import is as follows

1. Click on the MACH Logon icon
2. Logon screen appears
3. Log in with appropriate user id and password
4. Main menu screen appears
5. Click on Container from main menu bar.
6. Select Container Documents from drop down menu.
7. Select Document Import from drop down menu.
8. **Navigation: - Container -> Container Documents -> Document Import (Short Cut Key: - ALT + N, U, I)**



## 1.4 Overview of Document Import screen and comments

### 1.4.1 Main Screen . Main Areas

On selecting Document Import from the menu, the user is presented with the screen below. The main screen can be broken down into three areas:

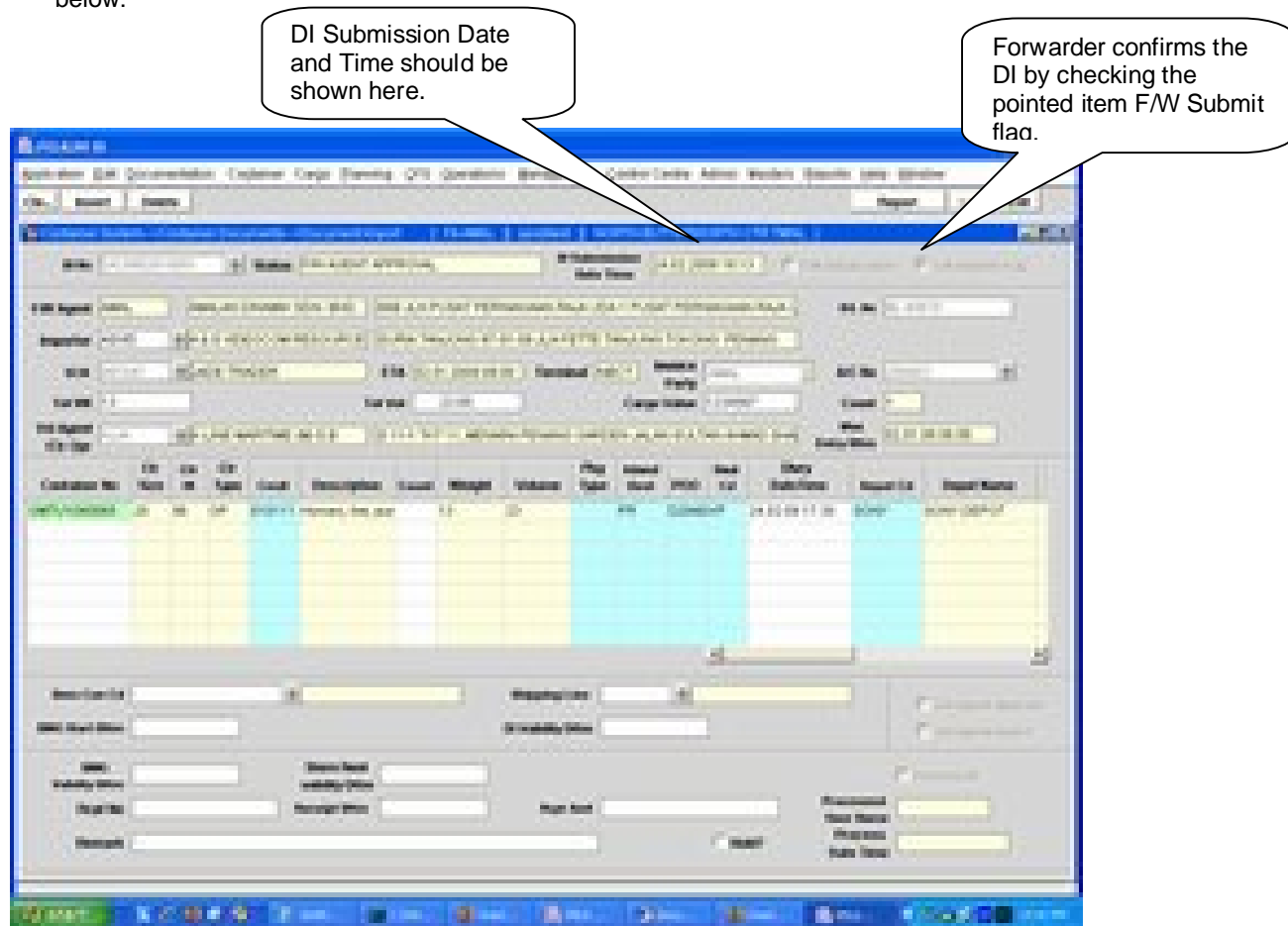
1. Toolbar
2. Selection Criteria
3. Forwarder's Filing area
4. Shipping Agent's Filing Area
5. Port's UPP area





1.4.4 Main Screen . Detailed Description contdō

After Forwarder has submitted the Document to Port User by checking the Forwarder submitting flag and by pressing the save button for the respective DI Number the screen will appear as given below:



1.4.5 Main Screen . Detailed Description contdō

After Vessel agent approval the Document is to be processed through Customs, the Customs Flg to be checked and pressing the save button for the respective DI Number.

1.4.6 Main Screen . Detailed Description contdō

After the Forwarder and Shipping agent has given their approval the port user will complete the DI processing.

## 1.5 Document Import for Full Containers - Steps

### 1.5.1 Entering Containers for DI:

1. Forwarder has to log in into the application with his username and password.
2. Navigate to Document Import Screen. By default forwarder code and the respective name will be populated.
3. Enter **%Importer+**, **+BL Number+**, **%SCN+**, **%Tot Wt+**, **%Tot Vol+**, **%Vsl Agent /Ctr Opr+**
4. Enter Container number belonging to SCN.
5. Enter Inland Destination in the fields **%Inland Dest+**
6. Enter the **POO (Port Of Origin)**
7. Enter the **Haulier Code**(if any)
8. Enter the **Delivery Date and Time**(if any)
9. Tick at **%W Initialization+**
10. **%DI Number+**for the respective containers will be generated on saving the data.
11. After Forwarder file the DI for the containers Vessel Agent/Ctr Operator should approve the data entered by the Forwarder.

### 1.5.2 Shipping Agent/Container Operator Approval of DI:

1. Vessel Agent/Container Operator has to log into the application with his username and password.
2. Navigate to Document Import Screen. By default Vessel Agent Code/Container Operator code and their respective name will be populated.
3. Vessel Agent/Container Operator gives his approval by checking the **%Vessel Agent Approval Flag+**and saves the data.
4. Depot Cd(Depot Code) is Optional for the Vessel Agent and remaining fields are optional for the user to input.

### 1.5.3 Submission of DI by Forwarder:

1. Forwarder has to log in into the application with his username and password.
2. Navigate to Document Import Screen. By default forwarder code and the forwarder name will be populated.
3. Haul Cd(Haulier Code) is mandatory for the Forwarder .
4. Forwarder Agent gives his approval by checking the **%W Submit Flag+**, **%Submission date and time+**will be populated. Forwarder then saves the data.



#### 1.5.4 DI process by Port Customer Service Unit(UPP)

1. Using the Document Status Monitoring UPP Clerk will monitor all the DI that have been filed from time to time. If the shipping agent is a Cash Customer then has to go to Customer Service(UPP) for the Estimation Of Charges. If the shipping agent is a Credit Customer the process as it is.
2. Once UPP Clerk checks and processes the DI and Customs is already released the DI, the container will be reflected automatically in the Haulier Delivery Request and goes to **"BOOKED"** state.



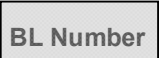

#### 1.5.5 DI process by Customs

1. Custom will checks and approves based on the Document Import No.
2. Once Customs released DI and UPP has approved the DI, the container will be reflected automatically in the Haulier Delivery Request and goes to **"BOOKED"** state.

**Note: For 1.5.4 and 1.5.5 can be done either one first. But for the container to be reflected in the Haulier Delivery Request Screen, both Customs and UPP must be released/approved the DI.**

### 1.6 Description of Fields

The following is the description of each field on each screen or area of screen. The fields that have been marked with Shaded box are mandatory fields that must be populated for the user to proceed.

- **F/W Agent**  
Forwarder is the person who acts on behalf of Vessel Agent or Container Operator.
- **SCN**  
  
User to enter SCN or has to select one from the drop down list.  
  
This is number which represents the voyage that user should be selecting for working with. This is 7-digit voyage call number that is generated by the system for every voyage that is registered.
- **Vsl Name**  
  
When user selects SCN, the system displays the vessel name associated with the SCN in this field. It is a display only field.
- **Importer**  
  
Importer is the party that imports the container.
- **BL Number**  
  
BL number is unique for the respective DI.
- **Tot Weight**  
  
Total Weight of the cargo Present in all the Containers for which DI is processing.

- **Tot Volume**  
Total Volume of the cargo present in all the Containers for which DI is processing.
- **Vsl Agent/Container Operator**  
Valid Shipping Agent or Container operator who is look after the containers he may be cash party also
- **Invc Party**  
It represents the party responsible to pay charges.
- **Account No**  
Account code associated with the invoice party.
- **Container Number**  
It represents the container number for which DI is to be filed.
- **Ctr Sz**  
It represents container size of the Container. This is Display field.
- **Ctr Ht**  
It represents container height of the Container. This is Display field.
- **Ctr Type**  
It represents container type of the Container. This is Display field.
- **Cmdt**  
Commodity Code of the Cargo present in the container.
- **Description**  
It represents description of the commodity code. This is a Display field.
- **Weight**  
It represents the weight of the cargo present in the container. This is Display field.
- **Volume**  
Volume of the cargo present in the container. This is Display field.
- **Pkg Type**  
It represents type of cargo present in the container.
- **Inland Destination**  
It represents the destination of the container.
- **POO**  
It represents Port of Origin of the container.

- **Haul cd**  
It represents the Haulier that would be carrying the container.
- **Dlvry Date Time**  
It represents the Haulier that would be carrying the container.
- **Depot cd**  
It represents the destination where the container is to be dropped at.
- **Dem Conf Cd**  
It is an optional field. Shipping agent or Container operator i.e., owner of the containers enter the demurrage code or select from LOV by pressing F9.
- **Shipping Line**  
It is an optional field. Enter or select from LOV appropriate shipping line.
- **Dmg Start Dttm**  
It is an optional field. It represents demurrage start date and time.
- **DI Validity Dttm**  
Document import validity period represents the validity date and time of DI.  
  
During estimation of Invoice Demurrage charge can be calculated based on demurrage start date and time. It is mandatory for cash party.
- **Store Rent Validity Dttm**  
  
During estimation of Invoice container storage charges are calculated based on Store Rent Validity date and time. It is mandatory for cash party.
- **Rcpt No**  
  
It represents Receipt number. It is mandatory for cash party.
- **Receipt Dttm**  
  
Date and Time the receipt number was generated. It is mandatory for cash party.
- **Receipt Amt**  
  
It represents the amount paid against the receipt number. It is mandatory for cash party.
- **Processed User Name**  
  
It represents the name of the UPP clerk who processed the DI. This is a display field.
- **Processed Date Time**  
  
It represents the date and time at which the port user has processed the DI.

## 2 Haulier Delivery Request

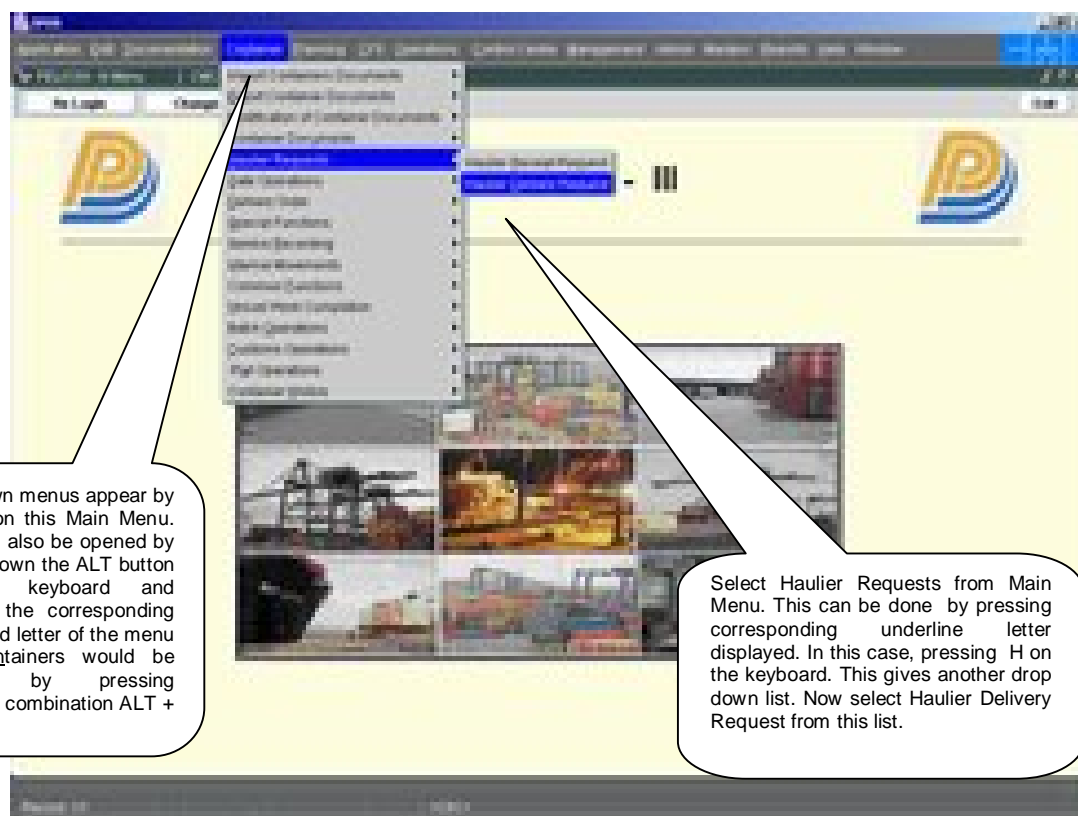
### 2.1 Introduction

After Customs Clearance and DI has been processed for import/pending/storage containers Haulier must request the containers to be taken out of the port. Such request is called Haulier Delivery Request. Haulier Delivery Request is mandatory for both empty and full containers that are to be delivered out of the port via road. If Haulier Delivery Request is in booked state then the Container can be planned or rejected.

### 2.2 System Navigation – Haulier Delivery Request

This section demonstrates how to navigate up to Haulier Delivery Request screen. The navigation process to access Haulier Delivery Request is as follows

1. Click on the MACH Logon icon
2. Logon screen appears
3. Log in with proper user id and password
4. Main menu screen appears
5. Click on Container from main menu bar.
6. Select Haulier Requests from drop down menu.
7. Select Haulier Delivery Request from drop down menu.
8. **Navigation: - Container -> Haulier Requests -> Haulier Delivery Request (Short Cut Key: - ALT + N, H, D)**



## 2.3 Overview of Haulier Delivery Request screen and comments

### 2.3.1 Main Screen . Main Areas

On selecting Haulier Delivery Request from the menu, the user is presented with the screen below. The main screen can be broken down into three areas:

1. Toolbar
2. Selection Criteria
3. Table

The areas are shown below (the blue dashed lines separate the different areas):

The screenshot shows a software interface for managing haulier delivery requests. It features a toolbar at the top with various icons, a section for selection criteria with multiple input fields and checkboxes, and a large data table below. The table has several columns, some of which are highlighted in yellow and cyan. A status bar at the bottom contains a row of checkboxes for each record in the table.

**1) The Toolbar** holds buttons which can be used to perform actions on a record or the screen (i.e. delete a selected container or save the

**2) The Selection Criteria** area of the screen is used to enter details (filter criteria) about what is to be viewed prior to the retrieving information.

**3) The Table** is used to display all Information about Haulier Delivery Request.

**4) The check boxes** are to plan or reject the container.

2.3.2 Main Screen . Detailed description

On selecting the Haulier Delivery Request Screen function, the user is presented with a screen similar to the one below:

The screenshot shows a software interface for entering haulier information and a list of containers. Callouts provide the following details:

- Haulier Code:** Enter the haulier code to whom you are requesting to take the container from the port.
- ITT Flag:** If the container requests for ITT movement then ITT flag has to select.
- Table:** List of container s requested to take out of port for a specific Haulier.
- Prime Mover:** Prime mover allotted by haulier for a specific Container.
- Expected Arrival:** Expected arrival date and time of prime mover.
- Delivery Date/Time:** Date and time container required to be delivered.
- Status:** Can select either one flag only.

Container No.	Container Code	Container Name	Prime Mover	Expected Date/Time	Delivery Date/Time	Status	ITT Flag

## 2.4 Haulier Delivery Request –Steps

### 2.4.1 Process to retrieve Haulier Delivery requested containers:

1. Enter **%Haulier Code+**.
2. By pressing **%Retrieve+** Button containers for which Haulier Delivery Request is done are retrieved.
3. User can also retrieve the request based on specific range of date by specify date in the **%From Dttm'** and **'To Dttm'** fields.

### 2.4.2 Process to request Haulier Delivery for Import Containers:

1. Enter Haulier code in the field **%Haulier Code+**. This field is populated automatically for external user (Haulier) and disabling the LOV.
2. Enter Forwarder code in the field **%F/W Agent Code+**. This field is populated automatically for external user (Forwarder) and disabling the LOV.
3. If the External User plays the dual role of Haulier and Forwarder, then an alert message pop up prompting the user to select his Role.
4. The External User can also retrieve the request based on specific range of date by specify date in the **%From Dttm'** and **'To Dttm'** fields.
5. Retrieve the details by pressing **"Retrieve"** button on the basis of Haulier Code or F/W Agent Code, Including ITT Containers will be displayed.
6. If container is to be planned then the **%Plan flg+** is to be checked by the Haulier.
7. If container is to be rejected then the **%Rej flg+** is to be checked by the Haulier(if any).
8. Container attributes ie **%Ctr sz+,+Ctr Ht+,+Ctr Type+, +Fe Ind+, +Cstm Ref No+,+Yard Loc+,+Current Tmnl+,+To Tmnl+** and **%Remarks+** are populated.
9. If the Forwarder is logged in then **Plan flg** and **Rej flg** cannot be checked.
10. If request status is **"REJECTED"**, the Forwarder can update the New Haulier Code and press the **"Save"** button.
11. **%Expected Date Time+** and **%Delivery Required Date Time+** are optional fields.
12. Press **%Save+** button to save the changes.

## 2.5 Description of Fields

The following is the description of each field on each screen or area of screen. The fields that have been marked with Shaded box are mandatory fields that must be populated for the user to proceed.

- **Haulier Code**  
It represents the Haulier Code.
- **F/W Agent Code**  
It represents the Forwarding Agent Code.
- **Request Date Time**  
This is a display field. System Date will be populated by default into this field.
- **ITT Flg**  
When a Container is requested for ITT movement then ITT Flg is checked.
- **From Dttm**  
Query parameter to retrieve specific from date and time.
- **To Dttm**  
Query parameter to retrieve specific to date and time.
- **Container No**  
Query parameter to retrieve specific container.
- **PM No**  
Query parameter to retrieve details pertaining to specific container.
- **F/E Ind**  
Query parameter to retrieve pertaining Full(F) and Empty(E) of container status.
- **Yd Blk No**  
Query parameter to retrieve details pertaining to specific yard Block.
- **Depot Cd**  
Query parameter to retrieve details pertaining to specific Depot Operator.
- **Status**  
Query parameter to retrieve details according to the delivery status of the container.



- **Container No**  
It represents the container for which delivery request is required.
- **Conship cd**  
It represents the consignee code of the container
- **Forwarder cd**  
It represents the forwarder code of the container.
- **Inland Dest**  
It represents the inland destination of container
- **Haul cd**  
It represents the Haulier that would be carrying the container.
- **Priority**  
It represents the priority that has been set by the Haulier for delivery of the container.
- **Expected Date Time**  
It is an optional field. Enter the expected time of arrival of the prime mover if required.
- **Divry Date Time**  
If Forwarders have been inputted the Delivery date and time in the DI Screen, it will be reflected here.
- **PM No**  
It represents the prime mover number that will take the delivery of the container.
- **Yard Loc**  
It represents the yard location of the container.
- **Depot cd**  
It represents the Depot Code where haulier has to drop . off the empty container.
- **Current Tmnl**  
Current Terminal identifies the terminal where the container is located.
- **DI Validity Date**  
It represents the Document Import Validity Date.
- **Status**  
It represents the status of the request.

- **Rqst dtm**  
It represents the request Date.
- **DEMG Vldt Date**  
It represents the Demurrage Validity Date.
- **Rfr Vldt Date**  
It represents the Reefer Validity Date.
- **Strg Vldt Date**  
It represents the Storage Validity Date.
- **Ctr Sz**  
It represents the size of the container.
- **Ctr Ht**  
It represents the height of the container.
- **Ctr Tp**  
It represents the type of the container.
- **F/E Ind**  
It represents full/empty indicator.
- **Ctr Opr**  
It represents the owner of the container.
- **Cstm Ref No**  
Custom Reference Number for the particular container is populated in this field.
- **Conship nm**  
It represents the Consignee full name.
- **Forwarder nm**  
It represents the Forwarder full name.
- **Haulier nm**  
It represents the Haulier full name.
- **Depot nm**  
It represents the Depot full name.

### 3 Haulier Nomination By Forwarder

#### 3.1 Introduction

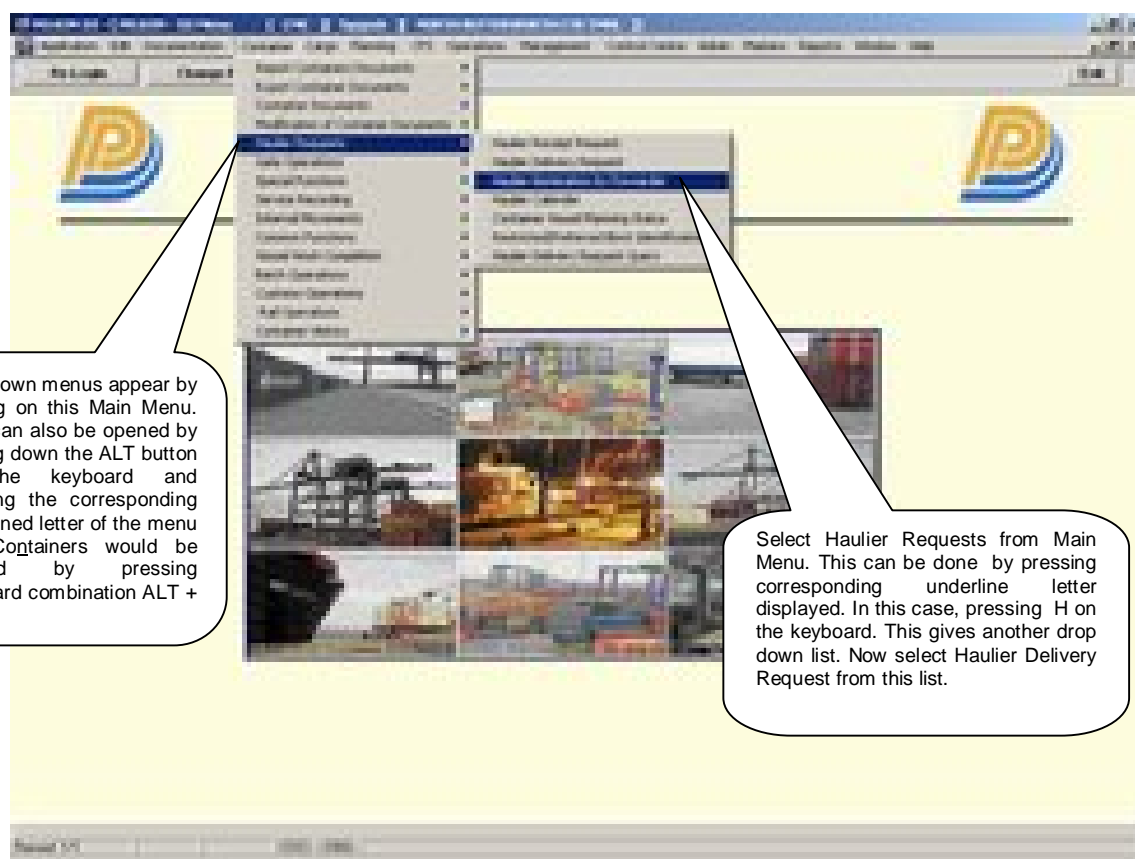
All rejected containers through the Haulier Delivery Request Screen needs to be deleted and then should be nominated through **Haulier Nomination By Forwarder** screen.

All new request made in this screen goes to booked state.

#### 3.2 System Navigation – Haulier Nomination By Forwarder

This section demonstrates how to navigate up to Haulier Nomination By Forwarder screen. The navigation process to access Haulier Delivery Request is as follows

1. Click on the MACH Logon icon
2. Logon screen appears
3. Log in with proper user id and password
4. Main menu screen appears
5. Click on Container from main menu bar.
6. Select Haulier Requests from drop down menu.
7. Select Haulier Nomination By Forwarder from drop down menu.
8. **Navigation: - Container -> Haulier Requests -> Haulier Nomination By Forwarder (Short Cut Key: - ALT + N, H, H)**



### 3.3 Overview of Haulier Nomination By Forwarder screen and comments

#### 3.3.1 Main Screen . Main Areas

On selecting Haulier Nomination By Forwarder from the menu, the user is presented with the screen below. The main screen can be broken down into three areas:

1. Toolbar
2. Selection Criteria
3. Table

1.

The areas are shown below (the blue dashed lines separate the different areas):

The screenshot shows a software interface with a blue header bar. Below the header is a toolbar with several icons. The main area is divided into three sections by blue dashed lines. The top section contains input fields for 'Header Code', 'In-Appoint Code', and 'Request Date Time'. The middle section contains 'Empty The screen' options with checkboxes for 'Container No.', 'Job No.', 'Job No.', and 'Job No.', and a 'Request Job' button. The bottom section is a table with columns: 'Container No.', 'Loading Requester', 'Container', 'Status', 'Job', 'Job No.', 'Job No.', 'Request Date Time', 'Request Date Time', 'Request Job', 'Job No.', 'Request Date', and 'Status'. Three callout boxes provide descriptions: 1) The Toolbar holds buttons which can be used to perform actions on a record or the screen (i.e. delete a selected container or save the...); 2) The Selection Criteria area of the screen is used to enter details (filter criteria) about what is to be viewed prior to the retrieving information.; 3) The Table is used to display all Information about Haulier Delivery Request.



### 3.4.2 Process to nominate Import Container for Haulier Delivery:

1. Enter Haulier code in the field **Haulier Code**. This field is populated automatically for external user (Haulier) and disabled.
2. Enter Haulier code in the field **F/W agent Code**. This field is populated automatically for external user (Forwarder) and disabled.
3. Enter Container number in the **Container No** field for which delivery is required.
4. Container attributes ie **Ctrl sz**, **Ctrl Ht**, **Ctrl Type**, **Fe Ind**, **Cstm Ref No**, **Yard Loc**, **Current Tmnl**, **To Tmnl** and **Remarks** are populated.
5. Enter Inland Destination in the fields **Inland Dest**.
6. **Expected Date Time** and **Delvy Reqr Date Time** are optional fields.
7. Press **Save** button to save the changes.

### 3.5 Description of Fields

The following is the description of each field on each screen or area of screen. The fields that have been marked with Shaded box are mandatory fields that must be populated for the user to proceed.

- **Haulier Code**  
It represents the Haulier Code.
- **F/W Agent Code**  
It represents the Forwarding Agent Code.
- **Request Date Time**  
This is a display field. System Date will be populated by default into this field.
- **Container No**  
Query parameter to retrieve specific container.
- **PM No**  
Query parameter to retrieve details pertaining to specific container.
- **F/E Indicator**  
Query parameter to retrieve either Container is Full(F) or Empty(E).
- **Yd Blk No**  
Query parameter to retrieve container in the specific block.

- **Depot Cd**  
Query parameter to retrieve specific Depot.
- **Container No**  
Enter the container for which delivery request is required.
- **Conship cd**  
It represents the Consignee Code of the container
- **Forwarder cd**  
It represents the Forwarder Code of the container.
- **Inland Dest**  
It represents the inland destination of container
- **Haul Cd**  
It represents the Haulier that would be trucked out the container.
- **Expected Date Time**  
It is an optional field. Enter the expected time of arrival of the prime mover (if required)
- **Divry Reqr Date Time**  
It is an optional field. Enter the delivery date and time of when container is expected to be taken out.
- **PM No**  
It represents the prime mover number that will take the delivery of the container.
- **Yard Loc**  
It represents the yard location of the container.
- **Depot Cd**  
It represents the Depot Code where haulier has to drop . off the empty container.
- **Current Tmnl**  
Current Terminal identifies the terminal where the container is located.
- **DI Validity Date**  
It represents the Document Import Validity Date.
- **Status**  
It represents the status of the request.
- **Rqst dttm**

It represents the request Date.

- **DEMG Vldt Date**

It represents the Demurrage Validity Date.

- **Rfr Vldt Date**

It represents the Reefer Validity Date.

- **Strg Vldt Date**

It represents the Storage Validity Date.

- **Ctr Sz**

It represents the size of the container.

- **Ctr Ht**

It represents the height of the container.

- **Ctr Tp**

It represents the type of the container.

- **F/E Ind**

It represents full/empty indicator.

- **Ctr Opr**

It represents the owner of the container.

- **Cstm Ref No**

Custom Reference Number for the particular container is populated in this field.

- **Conship nm**

It represents the Consignee full name.

- **Forwarder nm**

It represents the Forwarder full name.

- **Haulier nm**

It represents the Haulier full name.

- **Depot nm**

It represents the Depot full name.



## 4 Haulier Delivery Request Query

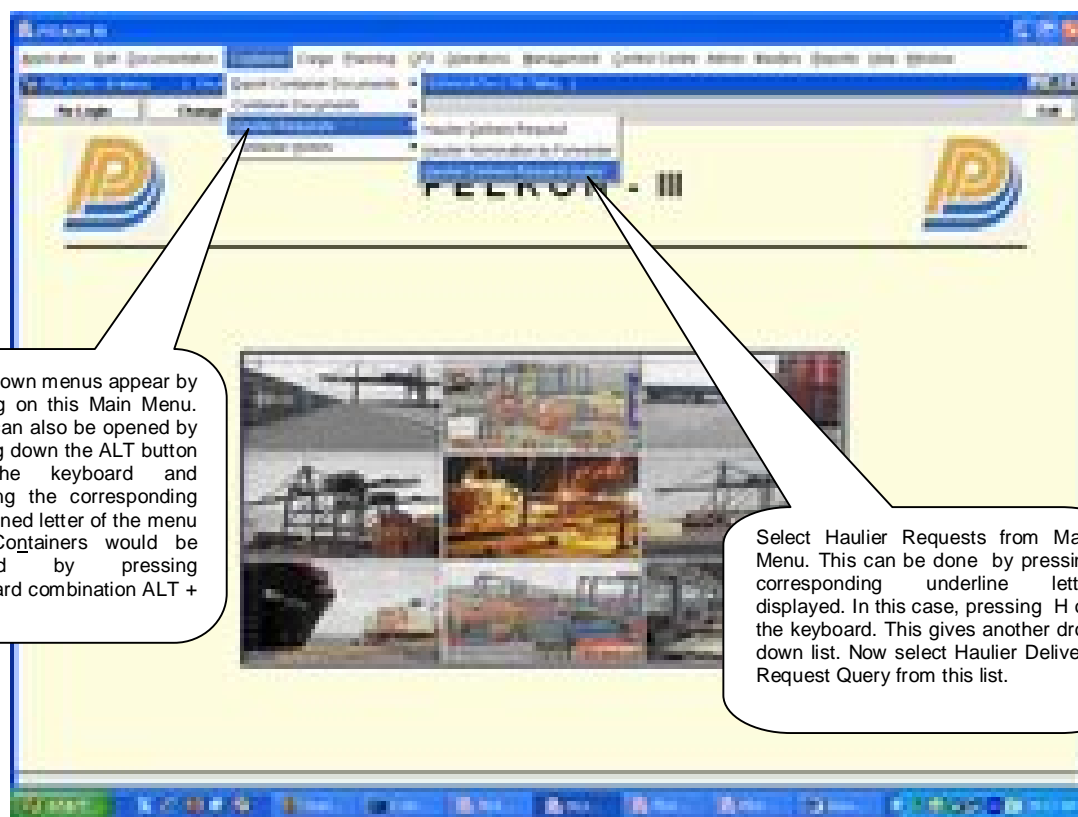
### 4.1 Introduction

Forwarders can check and monitor their request status using the **Haulier Delivery Request Query** screen.

### 4.2 System Navigation – Haulier Delivery Request Query

This section demonstrates how to navigate up to Haulier Delivery Request Query Screen. The navigation process to access Haulier Delivery Request Screen is as follows

1. Click on the MACH Logon icon
2. Logon screen appears
3. Log in with proper user id and password
4. Main menu screen appears
5. Click on Container from main menu bar.
6. Select Haulier Requests from drop down menu.
7. Select Haulier Nomination By Forwarder from drop down menu.
8. **Navigation: - Container -> Haulier Requests -> Haulier Delivery Request Query (Short Cut Key: - ALT + N, H, H)**



### 4.3 Overview of Haulier Delivery Request Query screen and comments

#### 4.3.1 Main Screen . Main Areas

On selecting Haulier Delivery Request Query from the menu, the user is presented with the screen below. The main screen can be broken down into three areas:

1. Toolbar
2. Selection Criteria
3. Table

2.

The areas are shown below (the blue dashed lines separate the different areas):

The screenshot shows a software interface for querying haulier delivery requests. It features a menu bar at the top, a toolbar with various icons, and a main area divided into three sections. The top section contains search and filter fields. The middle section contains a table with columns for various data points. The bottom section contains a toolbar with icons for actions like save, delete, and refresh.

**1) The Toolbar** holds buttons which can be used to perform actions on a record or the screen (i.e. delete a selected container or save the

**2) The Selection Criteria** area of the screen is used to enter details (filter criteria) about what is to be viewed prior to the retrieving information.

**3) The Table** is used to display all Information about Haulier Delivery Request.

### 4.3.2 Main Screen . Detailed description

On selecting the Haulier Delivery Request Query Screen function, and the user is presented with a screen similar to the one below:

The screenshot shows a software interface for querying haulier delivery requests. It features several input fields at the top: 'Container No.' (with a callout: 'Enter the Container No if want to query for a specific container'), 'Haulier Code' (with a callout: 'Enter the haulier code to whom you are requesting to take the container from the port'), and 'Yard Block' (with a callout: 'Enter the specific Yard Block'). Below these fields is a table with columns: Container No., Qty, Date, Haulier Code, Status, Expected Date, and Yard Block. A callout on the left points to the table with the text: 'List of container s requested to take out of port for a specific Haulier'. The table contains several rows of data, including container numbers like 'CSCU4000004' and 'CSCU4000005', quantities, dates, haulier codes, and yard blocks.

## 4.4 Haulier Delivery Request Query –Steps

### 4.4.1 Process to retrieve container Haulier Delivery Request Query :

1. Enter **%Haulier Code+**for a specific Haulier.
2. By pressing **%Retrieve+**Button all containers are retrieved.
3. If Forwarders want to query on a specific container, enter that container no in the **%Container No+**field and press the **%Retrieve+**Button.
4. If Forwarders want to query on a specific block, enter the Block or select from the drop down list and press the **%Retrieve+**Button

## 4.5 Description of Fields

The following is the description of each field on each screen or area of screen. The fields that have been marked with Shaded box are mandatory fields that must be populated for the user to proceed.

- **F/W Agent Cd**  
It represents the Forwarding Agent Code.
- **Haulier Code**  
It represents the Haulier Code.
- **Container No**  
Query parameter to retrieve specific container.
- **PM No**  
Query parameter to retrieve details pertaining to specific container.
- **Yd Blk No**  
Query parameter to retrieve container in the specific block.
- **Container No**  
It represents the container no.
- **Ctr Sz**  
It represents the size of the container.
- **Ctr Ht**  
It represents the height of the container.
- **Ctr Tp**  
It represents the type of the container.
- **F/E Ind**  
It represents full/empty indicator.
- **Ctr Opr**  
It represents the owner of the container.
- **Cstm Ref No**  
Custom Reference Number for the particular container is populated in this field.
- **Inland Dest**

It represents the destination of container.

- **Haul cd**

It represents the vehicle (truck) party that would be carrying the container.

- **Pm No**

It represents the prime mover number that will take the delivery of the container.

- **Expected Date Time**

It represents the expected date and time container to be truck out.

- **Yard Loc**

It represents the yard location of the container.

- **Current Tmnl**

Current Terminal identifies the terminal where the container is located.

- **DI Validity Date**

It represents the Document Import Validity Date.

- **Status**

It represents the status of the request.

- **Rqst dtm**

It represents the request Date.

- **DEMG Vldt Date**

It represents the Demurrage Validity Date.

- **Rfr Vldt Date**

It represents the Reefer Validity Date.

- **Strg Vldt Date**

It represents the Storage Validity Date.

## **5 Guideline for Special Transactions**

### **A) REJECTED EXPORT CONTAINERS AT NBCT**

1. Forwarders have to provide the letter of approval which has been endorsed and signed by the Customs Officer
2. The Shipping Agent has to endorse the Depot Operator and sign for authorization of Container to be drop-off
3. The nomination of the Haulier Code has to be endorsed and signed by the Haulier representative with their company stamp
4. The Port UPP clerk will input the details in the system for the delivery to be planned by the Hauliers
5. Forwarder has to check with Custom for the releasing of container
6. Forwarder can check the request in the Haulier Delivery Request Screen
7. Haulier can monitor and plan the container for delivery in the Haulier Delivery Request Screen

### **B) DIRECT DELIVERY FROM THE VESSEL AT NBCT**

1. A request letter by the Forwarders with the details of the container and the Haulier Code has to be endorsed and signed by the Haulier representative with their company stamp
2. The UPP clerk will change the disposal mode from (Y) to (G) at the Discharge List Entry and input the haulier code base on the letter in the system for the direct delivery to take place
3. Forwarder will file the DI by following the same process as in the Laden DI Processing
4. Forwarder can check the request in the Haulier Delivery Request Screen
5. Haulier can monitor and plan container for delivery in the Haulier Delivery Request Screen

### **C) DELIVERY OF LARGE CONSIGNMENTS STORED AT OOD**

1. Forwarders have to submit the letter of approval which has been endorsed and signed by the Customs Officer (KASTAM1) with Custom Reference Number
2. The Shipping Agent has to endorse the Depot Operator and signed for authorization of Container to be drop-off
3. The nomination of the Haulier Code has to be endorsed and signed by the Haulier representative with their company stamp
4. The ODD clerk will input the details in the system for the delivery to be planned by the Hauliers
5. Forwarder can check the request in the Haulier Delivery Request Screen
6. Haulier can monitor and plan the container for delivery in the Haulier Delivery Request Screen

## 6 Summary Of the Haulier Delivery Request Screen Status

Below is the summary to check whether request has been reflected in the Haulier Delivery Request Screen Status:-

#	Screen	Cust Ref No (CH)	DI Status in Container History Screen(CH)	MT Authorization Screen	Haulier Delivery Request(HDR)	Status HDR
1	DI Processing of Laden Ctr	X	Initiated By Forwarder		X	-
		X	Vessel Agent Approval		X	-
		X	Forwarding Agent Approval		X	-
		½	Forwarding Agent Approval		X	-
		½	Port User Confirmation		½	Booked
2	MT Authorization for Delivery	X	-	Colour Code %White+	X	-
		½	-	Colour Code %Yellow+	½	Booked
		½	-	Colour Code %Grey+	½	Rejected
3	Delivery Order for Rejected Export	X	Port User Confirmation		X	-
		½	Port User Confirmation		½	Booked

Legend: X – No information (Blank)

√ - Information is existed