



Penang Port SDN BHD

PELKON - III

User Manual

Haulier Delivery Request

Version 1.0



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1 Haulier Delivery Request

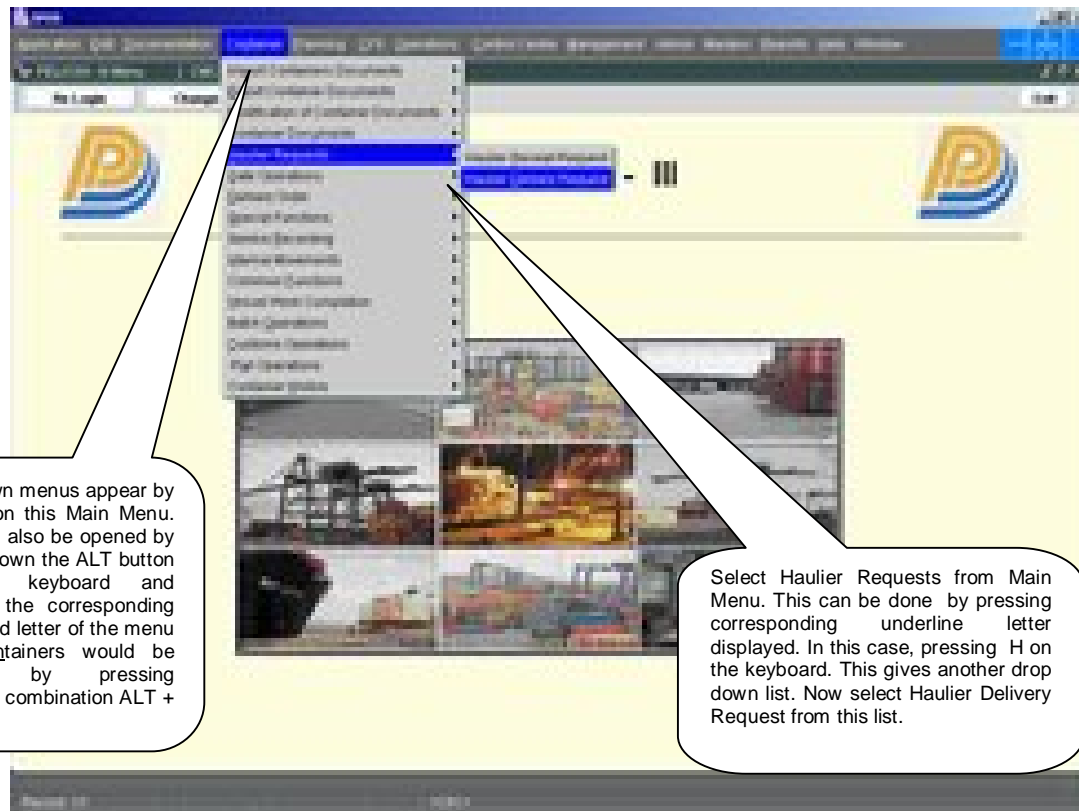
1.1 Introduction

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.

1.2 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)**



1.3 Overview of Haulier Delivery Request screen and comments

1.3.1 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, a large data table with several columns, and a bottom section with checkboxes for plan or reject actions. Four callout boxes provide detailed descriptions of these key components.

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.

1.3.2 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. Callout boxes 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 requeste for ITT movement then ITT fig 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 date and time of prime mover:** Expected arrival date and time of prime mover.
- Date and time container required to be delivered:** Date and time container required to be delivered.
- ITT Flag:** Can select either one flag only.

Container No	Container Code	Container Name	Container Size	Container Weight	ITT	Prime mover	Expected Date Time	Delivery Date Time	Delivery Date	Status	Other Info	Remarks

1.4 Haulier Delivery Request –Steps

1.4.1 Process to retrieve Haulier Delivery requested containers:

1. Enter **%Forwarder 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.

1.4.2 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.

1.5 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.

2 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's representative with their company's stamp
4. The Port's 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's representative with their company's stamp
2. The UPP's 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's representative with their company's stamp
4. The ODD's 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

3 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