



*Penang Port SDN BHD*

# **PELKON - III**

## **Haulier User Manual**

# **Haulier Operations**

**Version 1.0**

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# 1 Haulier Receipt Request

## 1.1 Introduction

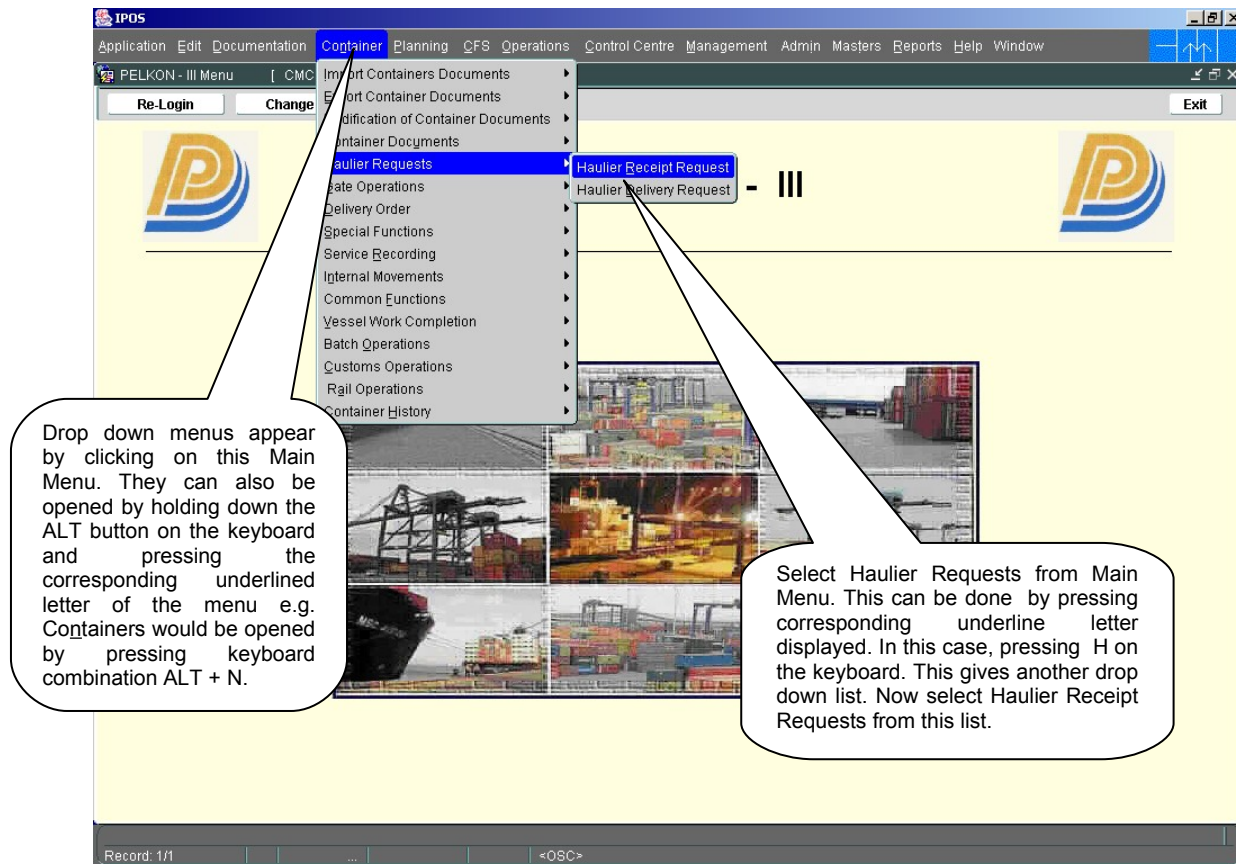
To receive container into port via road, it is mandatory that haulier makes a receipt request. If haulier request is not done then the container cannot be received into the port. Haulier also provides expected time of arrival to the terminal and this information is used for managing the Terminal RTG allocation.

After CDA details are submitted the haulier must request the containers to be received into the port. This screen records the expected time of arrival of the Haulier to the terminal. Haulier receipt request is mandatory for both empty and full containers that are to be received into the port via road.

## 1.2 System Navigation – Haulier Receipt Request

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

1. Click on Container from main menu bar.
2. Select Haulier Receipt Request from drop down menu.
3. Select Haulier Receipt Request from drop down menu.
4. **Navigation: - Container -> Haulier Request -> Haulier Receipt Request (Short Cut Key: - ALT + N, H, R)**



## 1.3 Overview of Haulier Receipt Request screen and comments

### 1.3.1 Main Screen – Main Areas

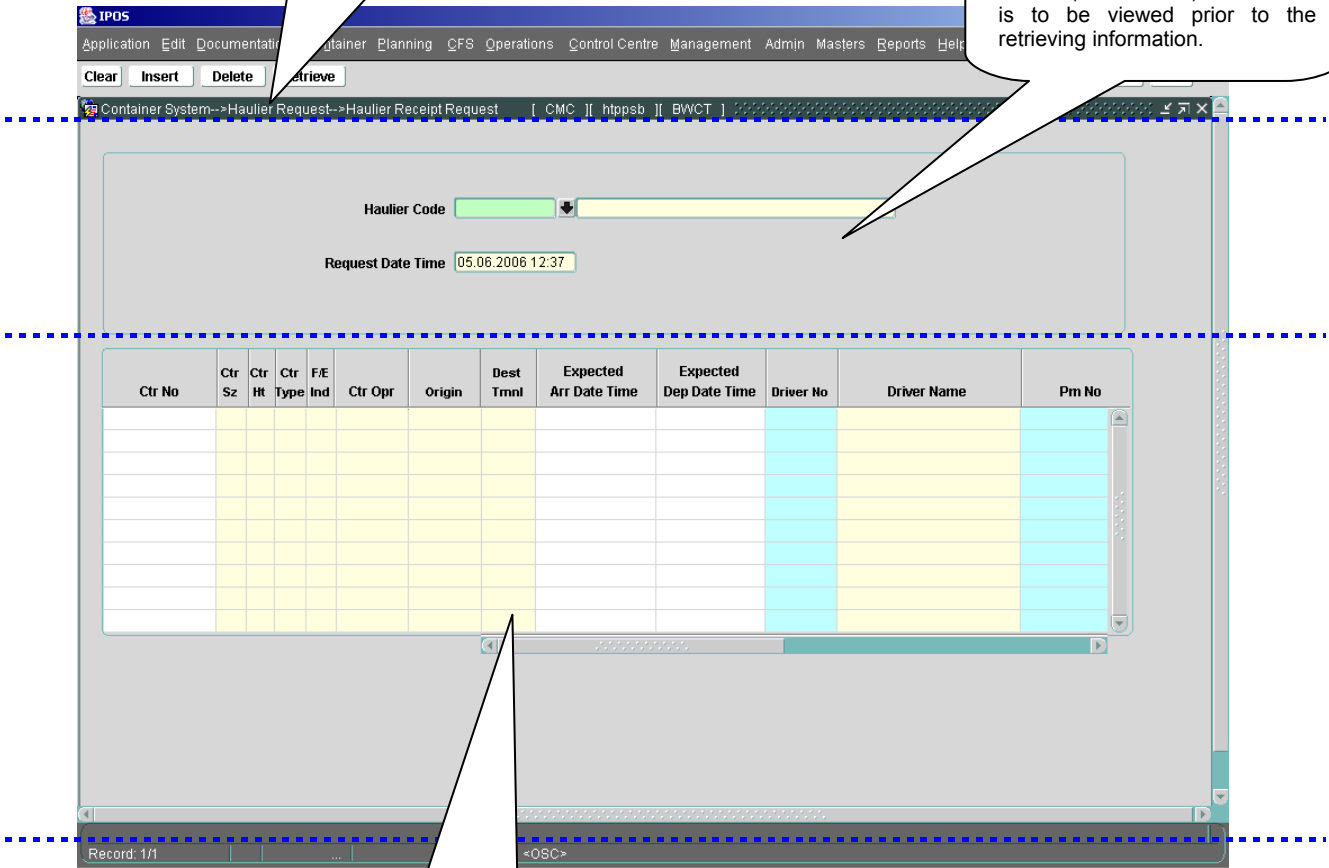
On selecting Haulier Receipt Request from the menu, the user is presented with the screen below. The main screen can be broken down into three areas:

1. Toolbar
2. Selection Criteria
3. Table

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

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

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 Receipt Request.

### 1.3.2 Main Screen – Detailed Description

On selecting Haulier Receipt Request from the menu and retrieving details for the Haulier, the user is presented with a screen similar to the one below:

The screenshot shows the IPOS application window with the following fields and data:

- Haulier Code:** HAUL (Callout: Haulier enters his code to move containers into yard.)
- Request Date Time:** 06.06.2006 16:31 (Callout: Automatically populates with system date and time when haulier enters data.)
- Table:**

Ctr No	Ctr Sz	Ctr Ht	Ctr Type	F/E Ind	Ctr Opr	Origin	Pm No	Truck Wt	PM Regs No	Trailer No	Trailer Sz	Trailer Wt	SCN
STOR01060602	20	86	DR	E	1001								
STOR31050611	20	86	DR	E	1001								
STOR31050612	20	86	DR	E	1001								
STOR31050613	20	86	DR	F	1001								
STOR31050614	20	86	DR	F	1001								
STOR31050615	20	86	DR	F	1001								
EXPO0206041	20	86	OR	F	APL								065056
EXPO0206042	20	86	OR	F	APL								065056
SCN011050671	20	86	DR	F	HSUD		26	14000	TEST	TR1	40		065026
GTIND010601	20	86	DR	F	1001								
- Bottom Status:** Record: 36/45 (Callout: Haulier enters List of containers moving into the yard, PM No and driver no.)

### 1.4 Haulier Receipt Request - steps

1. The Haulier code is automatically populated by the system.
2. **Request Dttm** field will be populated with date and time when user opens this screen.
3. Enter **Container No**. This field is mandatory. If the entered Container No is valid, **Ctr Size**, **ctr Ht**, **ctr type**, **F/E Ind**, **ctr opr**, **Origin**, **dest tmnl**, **truck wt**, **trailer No**, **Size**, **wt** and **SCN** fields will be populated with data.

4. The other fields in the table like 'Expected arrival date time, Depart date and time, driver name and Haul PM are optional. But are recommended to enter as this would help the terminal to plan the haulier receipts.
5. Press **Save** button provided in Tool Bar. After successful save, the message "Records Applied and Saved " will appear at status bar.
6. Press **Delete** button to delete any record wants to delete. A message "Do You want to delete the record" will appear. Select "YES'. Then record will be deleted.
7. When click **Retrieve** button records will be retrieved related to enter **Haulier Code**.

## 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 the user must be populated for the user to proceed.

- **Haulier code**  
Haulier is the responsible person or party to move containers into yard. System assigns code to each haulier party. Haulier maintains Prime movers and drivers.
- **Requested Dttm**  
This is a display field. System Date will be populated automatically into this field
- **Ctr No**  
This is an optional filtering criterion for retrieving export manifest containers that can undergo change of vessel or De manifest. System tries to retrieve specified manifest container based on other optional filtering criteria.
- **FE ind**  
This indicates whether the container is full or empty, Container status can be 'F' for full or 'E' for empty.
- **Ctr Size**  
Size of the container
- **Ctr Type**  
Container type e.g. general purpose container or reefer container etc. When enter container, data is populated.
- **Ctr Opr**  
Container Operator Code
- **Origin**  
Represents the inland origin of the container.
- **Driver No**  
Haulier Driver Identifier.

- **Driver Name**  
When enter Driver No, Driver name (Description) will be displayed.
  
- **PM No**  
Prime mover number
  
- **Truck Wt**  
Weight of the truck is displayed by the system.
  
- **PM Registration No**  
Prime Mover registration number.
  
- **Trailer No**  
Trailer number.
  
- **Trailer Wt**  
Weight of the trailer is displayed by the system
  
- **SCN**  
Ship Call Number.
  
- **Remarks**
  - PLANNED → Indicates that the request is made for receipt of the container
  - INITIATED → Indicates that the truck has in-gated
  - COMPLETED → Indicates that the container has been mounted in the Yard.  
Once the truck is out of the terminal the entry disappears from the screen.



## 2 Haulier Delivery Request

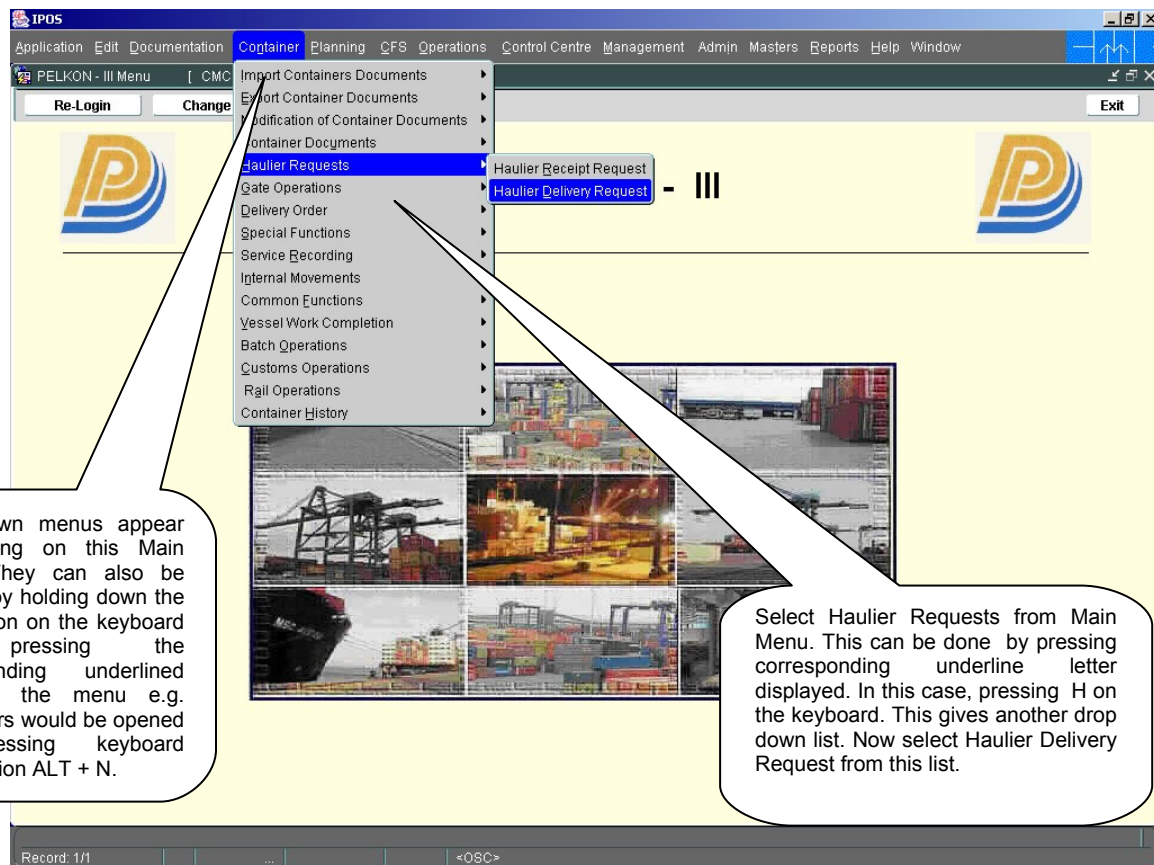
### 2.1 Introduction

After custom clearance and Document Import has been processed for import/pending/storage containers haulier must make a delivery request. Haulier delivery request is mandatory for both empty and full containers that are to be delivered out of the port via road.

### 2.2 System Navigation – Haulier Delivery Request

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

1. Click on Container from main menu bar.
2. Select Haulier Requests from drop down menu.
3. Select Haulier Delivery Request from drop down menu.
4. **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 the IPPOS application window for 'Haulier Delivery Request'. The interface is divided into three main sections by blue dashed lines:

- 1) The Toolbar:** Located at the top, it contains buttons for 'Clear', 'Insert', 'Delete', 'Retrieve', and 'Exit'.
- 2) The Selection Criteria area:** This section includes a 'Haulier Code' dropdown menu, a 'Request Date Time' field with the value '05.06.2006 13:47', and an 'ITT Flg' checkbox.
- 3) The Table:** A data table with the following columns: Ctr No, Ctr Sz, Ctr Ht, Ctr Tp, F/E Ind, Ctr Opr, Cstrn Ref No, Inland Dest, Pm No, Expected Arr Date Time, Expected Dep Date Time, Yard Loc, Current Tmnl, To Tmnl, and Remark.

Callout boxes provide further details:
 

- Callout 1: '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...)
- Callout 2: '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.'
- Callout 3: '3) The Table is used to display all Information about Haulier Delivery Request.'

### 2.3.2 Main Screen – Detailed description

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

The screenshot shows a software interface for 'Container System-->Haulier Request-->Haulier Delivery Request'. It includes a menu bar with options like 'Application', 'Edit', 'Documentation', 'Control Centre', 'Management', 'Masters', 'Reports', 'Help', and 'Window'. Below the menu are buttons for 'Clear', 'Insert', 'Delete', 'Retrieve', 'Save', and 'Exit'. The main form contains a 'Haulier Code' dropdown menu (set to 'HAUL'), a 'Request Date Time' field (set to '06.06.2006 09:54'), and an 'ITT Flg' checkbox.

Below the form is a table with the following columns: Ctr No, Ctr Sz, Ctr Ht, Ctr Tp, F/E Ind, Ctr Opr, Cstm Ref No, Inland Dest, Pm No, Expected Arr Date Time, Expected Dep Date Time, Yard Loc, Current Tmnl, To Tmnl, and Remark. The table contains several rows of data, with the last row highlighted in green.

Callouts provide the following descriptions:

- Haulier Code:** Enter the haulier code to whom u r requesting to take the container from the port
- ITT Flg:** If the container is requested for ITT movement then ITT flg has to select.
- Table:** List of container s requested to take out of port for a specific Haulier
- Pm No:** Prime mover allotted by haulier for a specific Container
- Expected Arr Date Time:** Expected arrival date and time of prime mover
- Expected Dep Date Time:** Expected departure date and time of prime mover

## 2.4 Haulier Delivery Request –Steps

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

1. By pressing “**Retrieve**” Button earlier active requests will be displayed.

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

1. Enter Container number in the “**Container NO**” field to which delivery request is to be made.
2. Respective Attributes ie “**Ctr sz**,”**Ctr Ht**,”**Ctr Type**,”**Fe Ind**,”**Cstm Ref No**,”**Yard Loc**,”**Current Tmnl**,”**To Tmnl**” and “**Remarks**” would be displayed for valid containers.
3. Enter Inland Destination and Prime mover Number in the fields “**Inland Dest**”,”**Pm No**”.
4. “**Expected Arr Date Time**” and “**Expected Dep Date Time**” are optional fields if require enter those.
5. 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 the user must be populated for the user to proceed.

- **Request Date Time**

Request time, by default the system time is displayed and cannot be modified

- **ITT Flg**

If the request is for moving one container from one terminal to another terminal, this flag has to be marked.

- **Ctr No**

Container Number.

- **ISO Cd**

ISO code of the container.

- **Ctr Sz**

Size of the container.

- **Ctr Ht**

Height of the container.

- **Ctr Ty**

Container Type e.g. general purpose, reefer etc.

- **Ctr Wt**

Weight of the container

- **Fe Ind**

Status of the container ie., FULL/EMPTY is displayed in this field.

- **Ctr Opr**

Container Operator Code.

- **Cstm Ref No**

Custom Reference Number of the container is displayed in this field.

- **Inland Dest**

Inland Destination of the container can be entered or can be selected from the look up by pressing F9.

- **Pm No**

Prime mover number by which the container is to be delivered is entered or selected from the Look-up, by pressing F9.

- **Expected Arr Date Time**

The expected time of arrival of the prime mover at the terminal for deliver, it is not a mandatory field but recommended to be inputted as this helps the terminal to plan the delivery of the container.

- **Expected Dep Date Time**

Expected time of departure of the prime mover.

- **Yard Loc**

Yard Location where the container is located is populated here by default it is a display field.

- **Current Tmnl**

Current Terminal of the container is populated by default it is a display field.

- **To Tmnl**

Terminal to which the container is intended to move is displayed here.

- **Remark**

Displays the current status of the container

➤ PLANNED → Indicates that the request is made for delivery of the container

➤ INITIATED → Indicates that the truck has in-gated

➤ COMPLETED → Indicates that the container has been mounted on the prime mover.

Once the truck is out of the terminal the entry disappears from the screen.