



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 2026

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 Stack Run In to support the implementation of Stack Run In Full
18-6	December 2020	• Added Container Tagging
18-7	February 2021	• Updated supported Browsers • Added refresh button on View Stack Run In
19-2	February 2026	• Added Call Up board
19-3	March 2026	• Added Late Reival
19-5	August 2026	• Add new SRO Manifest mode

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.

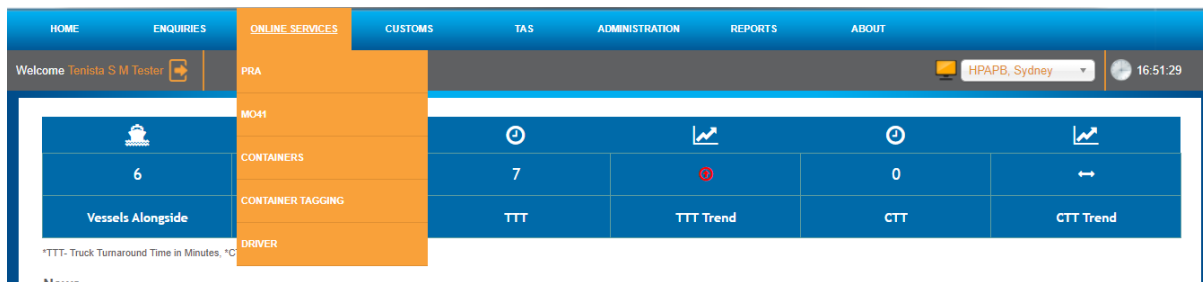


Figure 1 – Navigation & Context

2.1.1 HPA Portal Versions

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

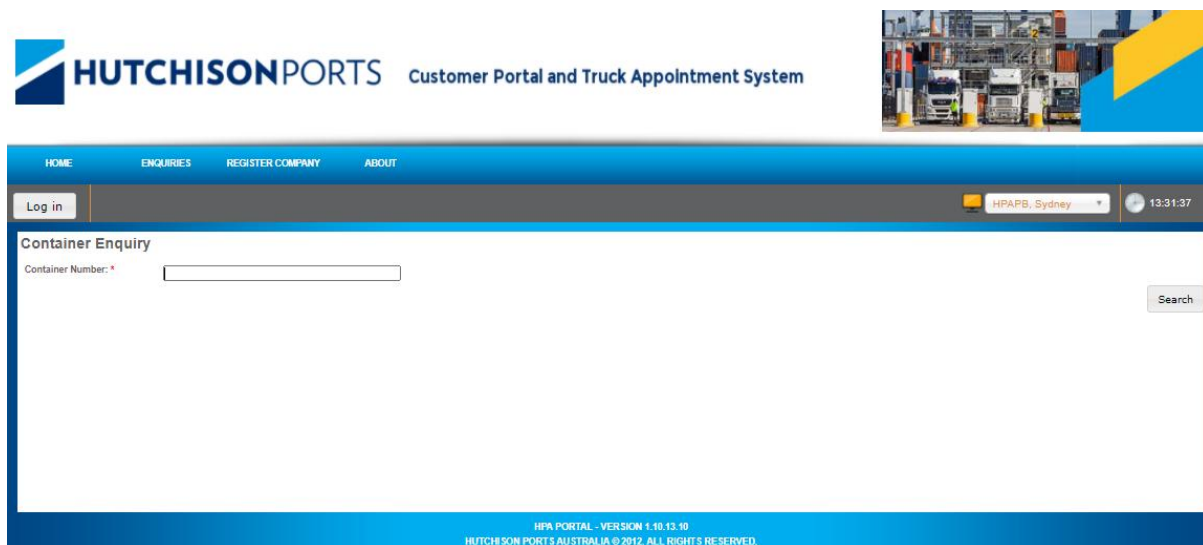


Figure 2 – TAS Version

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**.



Figure 4 – Container Enquiry page

Note: A container enquiry can also be conducted from a manifest, (see section 11.4 Edit a Truck Manifest) and the appointment dashboard (see section 10.4 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 (General)	Receiving Start (Reefers)	Receiving Start (Hazardous)	Receiving Cut-Off (General)	Receiving Cut-Off (Reefers)	Receiving Cut-Off (Hazardous)	Import Available	Import Storage Start
ANL ECHUCA	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	-	-
ANL ECHUCA	1632 / 1633	TTZ/EHA/S0419	9155391	HD1	22/12/2016 01:00:00	01/02/2017 15:20:00	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	-	-
IRENE REMEDY	002 / 001	PAD/IRR/S0408	9315850	HD1	03/05/2017 15:00:00	31/01/2018 10:00:00	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 (General)	Receiving Start (Reefers)	Receiving Start (Hazardous)	Receiving Cut-Off (General)	Receiving Cut-Off (Reefers)	Receiving Cut-Off (Hazardous)	Import Available	Import Storage Start
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

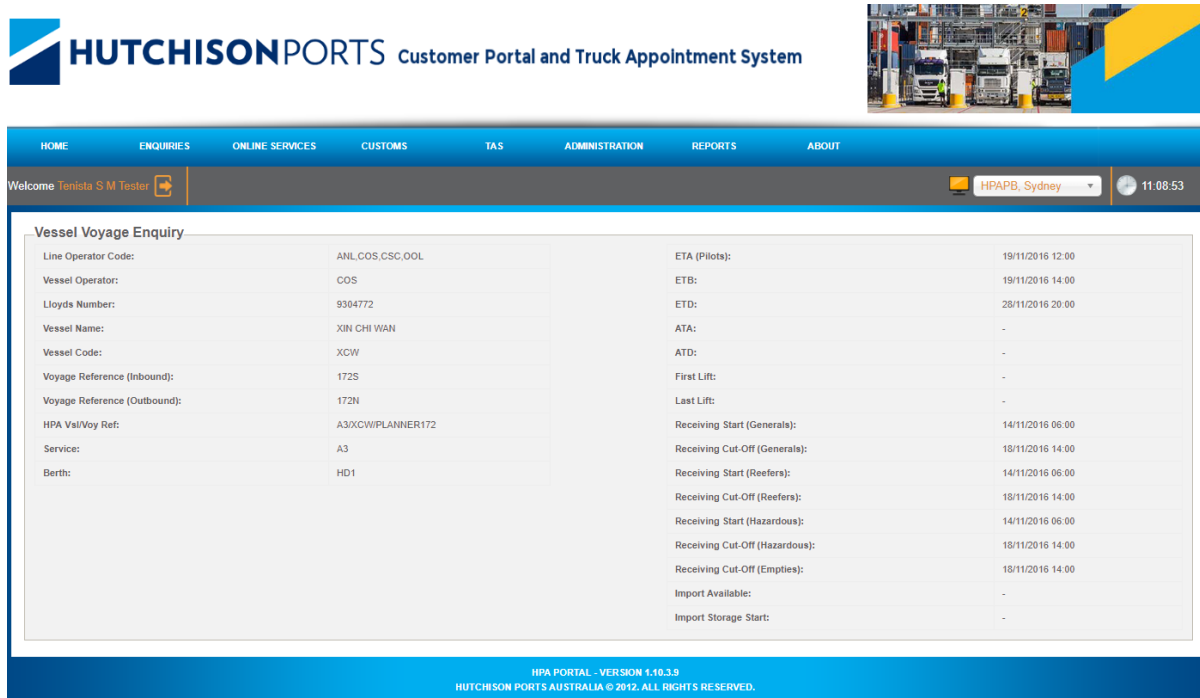
4.1.4 Vessel Voyage Enquiry

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.



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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

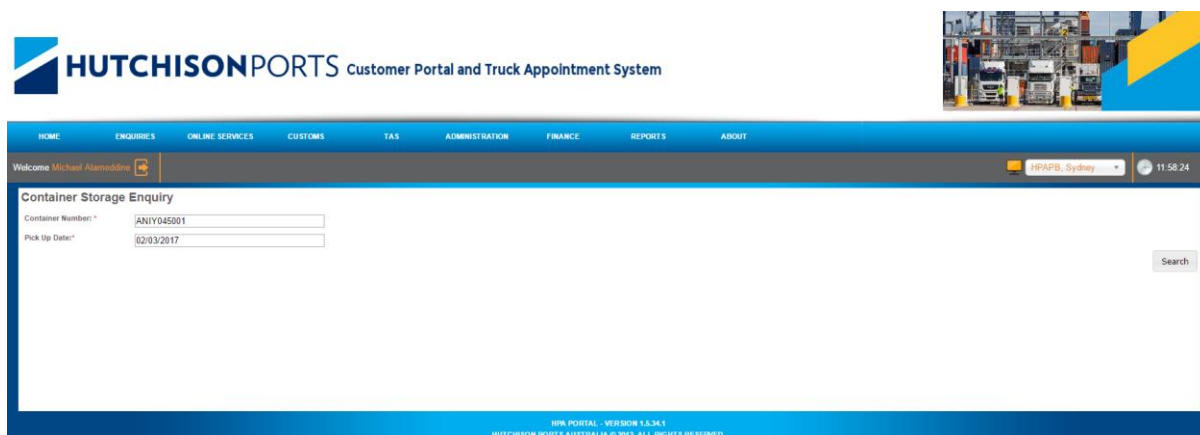
4.2 Container Storage

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: *

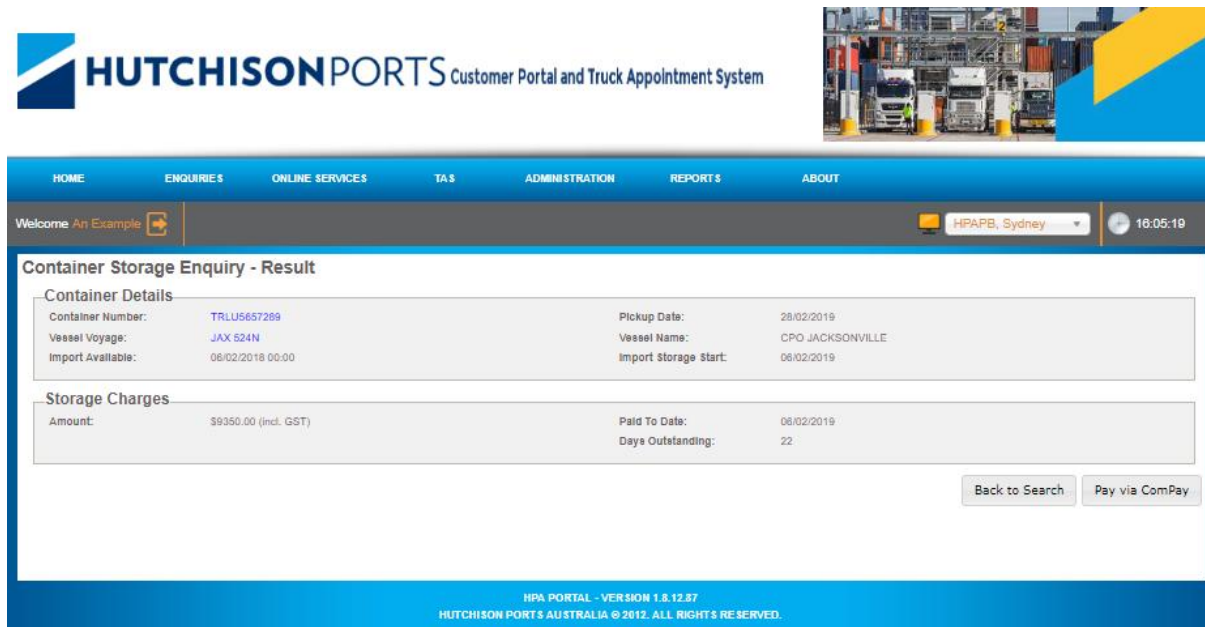
Pick Up Date: *

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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 for HUTCHISON PORTS is visible, along with the text '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 shown on the left, and a location dropdown 'HPAPB, Sydney' and a clock '18:05:19' are on the right. The main content area is titled 'Container Storage Enquiry - Result'. It contains two sections: 'Container Details' and 'Storage Charges'. The 'Container Details' section shows: Container Number: TRLU5657289, Vessel Voyage: JAX 524N, Import Available: 06/02/2018 00:00, Pickup Date: 28/02/2019, Vessel Name: CPO JACKSONVILLE, and Import Storage Start: 06/02/2019. The 'Storage Charges' section shows: Amount: \$9350.00 (incl. GST), Paid To Date: 06/02/2019, and 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 indicates 'HPA PORTAL - VERSION 1.8.12.87' and 'HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'

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

Back to Search Pay via ComPay

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-Receipt 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	ZZOPT	COSCO	4200	16/02/2017 14:54	Accepted
BMOU4387477	MTV	SCT 999	07/03/2017 23:00	ZZOPT	6130385661	3800	07/02/2017 09:46	Accepted
BMOU4387796	MTV	SCT 999	07/03/2017 23:00	ZZOPT	1234	3800	16/02/2017 10:36	Accepted
BMOU4391775	MTV	SCT 999	07/03/2017 23:00	ZZOPT	COS	4200	15/02/2017 14:56	Accepted
BMOU4416220	MTV	SCT 999	07/03/2017 23:00	ZZOPT	BMOU4416229	4400	06/02/2017 06:47	Accepted
BMOU4402980	MTV	SCT 999	07/03/2017 23:00	ZZOPT	MT P.O.L.	4207	14/02/2017 04:15	Accepted
BMOU4454718	MTV	SCT 999	07/03/2017 23:00	ZZOPT	STORAGE	4500	06/02/2017 06:12	Accepted
BMOU4497941	MTV	SCT 999	07/03/2017 23:00	ZZOPT	6134077890	3970	06/02/2017 05:42	Accepted
BMOU4543655	MTV	SCT 999	07/03/2017 23:00	ZZOPT	BMOU4543655	4500	06/02/2017 10:23	Accepted
BMOU4545847	MTV	SCT 999	07/03/2017 23:00	ZZOPT	BMOU4545847	4000	13/02/2017 07:34	Accepted
BMOU4810882	MTV	SCT 999	07/03/2017 23:00	ZZOPT	6148117540	3800	07/02/2017 05:15	Accepted
BMOU4814877	MTV	SCT 999	07/03/2017 23:00	ZZOPT	6138256240	4000	02/02/2017 09:48	Accepted
BMOU4815111	MTV	SCT 999	07/03/2017 23:00	ZZOPT	COSCO	4400	16/02/2017 11:49	Accepted
BMOU4815359	MTV	SCT 999	07/03/2017 23:00	ZZOPT	COSCO	4400	03/02/2017 12:05	Accepted
BMOU4853451	MTV	SCT 999	07/03/2017 23:00	ZZOPT	COS	3800	13/02/2017 08:48	Accepted
BMOU4840540	MTV	SCT 999	07/03/2017 23:00	ZZOPT	99999	3900	06/02/2017 17:37	Accepted
BMOU5011205	MTV	SCT 999	07/03/2017 23:00	ZZOPT	COSCO	4400	06/02/2017 14:14	Accepted
BMOU5021839	MTV	SCT 999	07/03/2017 23:00	ZZOPT	6134060300	3900	17/02/2017 10:34	Accepted
BMOU5023715	MTV	SCT 999	07/03/2017 23:00	ZZOPT	6139069190	4500	21/02/2017 13:37	Accepted
BMOU5033677	MTV	SCT 999	07/03/2017 23:00	ZZOPT	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 **Tenista S M Tester**
HPAPB, Sydney
10:59:35

Create PRA

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

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

Container Information
Container / Breakbulk: ☒ Container ☐ Breakbulk
Commodity Code:
Nested Container: ☒ Yes ☐ No
Container Number:
Full/Empty: ☒ Full ☐ Empty
Customs Authorisation Number (CAN):
Arrival Mode: ☒ Truck ☐ Rail
Container IBO:

Verified Weight Declaration
Verified Gross Mass: kg
Name of Issuer:
Date Verified:
Street:
Weight Calculation Method: ☐ Method 1 ☒ Method 2
City:
Name of Declarant:
Country:
Company:
Phone:
Email:

Reefer Container
Reefer: ☒ Operating ☐ Non-Operating
Reefer temperature is mandatory for an operating reefer
Reefer Temperature: °C
Vent Setting: Vent Setting Unit:

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

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 Width Left: cm
Over Length Forward: cm
Over Width Right: cm
Over Length After: 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)

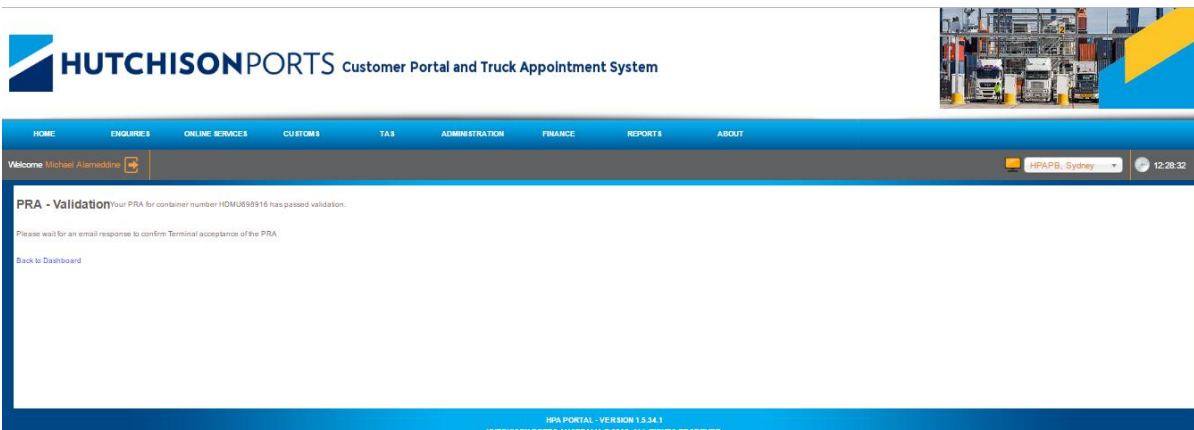


Figure 15 – PRA Validation page

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/BreakStack: 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/BreakStack: 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/BreakStack	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 BreakStack Number	The unique alphanumeric number to identify the cargo. If the cargo is packaged in a container this will be the container number. Note: <i>please ensure that the container number letters and digits are correct, with no spaces or dashes.</i>
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: <i>Set to Australia by default</i>
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.



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Welcome **Michael Alameddine**

[HPAPB, Sydney](#)
16:58:52

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	Port of Discharge	Shipping Line Booking Reference	Container VGM	Last Modified	Status
AAAU1234567	GENL	DNT 050N	15/03/2017 16:16	M/PPG	FSUOJULU54EPFES	11223	16/02/2017 09:30	Pending
AIRP0004290	MTY	SCT 999	15/03/2017 22:01	ZZOPT	1232456	2300	23/02/2017 12:02	Accepted
ALDI0000019	MTY	SCT 999	15/03/2017 22:01	ZZOPT	A	2600	03/02/2017 09:29	Accepted
ALDI0000020	MTY	SCT 999	15/03/2017 22:01	ZZOPT	A	2600	03/02/2017 10:12	Accepted
ALDI0000023	MTY	SCT 999	15/03/2017 16:16	M/PPG	A	2600	08/02/2017 10:58	Accepted
ANBU1234567	GENL	DNT 050N	15/03/2017 16:16	M/PPG	ANLUKAB88	12450	19/02/2017 11:33	Accepted
ANBU1234567	GENL	DNT 050N	15/03/2017 16:16	M/PPG	ANLUKAB87	11250	15/02/2017 11:33	Accepted
ANPU7845123	GENL	DNT 050N	15/03/2017 16:16	SOSIN	SFLJGUBUUIU	11480	14/02/2017 11:51	Accepted
ANLU7545110	GENL	DNT 050N	15/03/2017 16:16	SOSIN	SFEERE	11220	22/02/2017 10:54	Accepted
APKU75454878	GENL	DNT 050N	15/03/2017 16:16	M/PPG	ADGADUKLKJ	13250	14/02/2017 11:42	Accepted
APSU2998703	GENL	DNT 050N	15/03/2017 16:16	M/PPG	APKU87879554	13250	24/02/2017 14:30	Accepted
BBBU1234567	GENL	DNT 050N	15/03/2017 16:16	M/PPG	FSUJUL75455	11002	16/02/2017 09:31	Pending
BBU1234567	GENL	DNT 050N	15/03/2017 16:16	AUBNE	115	12001	20/02/2017 09:01	Accepted
CGU1234567	GENL	DNT 050N	15/03/2017 16:16	M/PPG	SFEER87678	12345	14/02/2017 09:39	Pending
CMAU987513	GENL	DNT 050N	15/03/2017 16:16	NZTRD	ERTTRTRR	10235	14/02/2017 12:09	Accepted
CNTU0854321	GENL	DNT 050N	15/03/2017 16:16	SOSIN	ANLUJULU55454	12310	23/02/2017 14:04	Accepted
CNTU7894520	GENL	DNT 050N	15/03/2017 16:16	NZAKL	AMKLJULU54512	12120	23/02/2017 13:51	Accepted
COGU87495	REEF	DNT 050N	15/03/2017 16:16	NZAKL	COG12345	12005	14/02/2017 16:02	Accepted
DDCU1234567	GENL	DNT 050N	15/03/2017 16:16	M/PPG	FSE5478878	11111	16/02/2017 09:42	Pending
EDCU0209002	MTY	SCT 999	15/03/2017 22:01	ZZOPT	1232456	2300	23/02/2017 13:47	Accepted

[Search](#)
[Create PRA](#)

Page 1 of 4
Page Size: 20

HAPB PORTAL - VERSION 1.5.34.1

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 Alameddine

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	FSUOUJUL04EFFES	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	ANKU4887	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
APK1234567	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	SFECE67878	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
SITU854100	GENL	DNT 050N	15/03/2017 16:16	MYPKG	APKUB85454	11220	22/02/2017 10:47	Accepted
YEST96000	GENL	DNT 050N	15/03/2017 16:16	MYPKG	SEC7878	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 (10.5 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 Dashboard

Container Number:

Vessel (Outbound):

Status:

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	HAZU102325	XCW 184N	Verified	0211061005
M000042	HAZU72957	XCW 184N	Verified	020723001
M000044	HAZU102578	XCW 184N	Verified	
M000046	HAZU102145	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	

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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 Dashboard

Container Number:

Vessel (Outbound):

Status:

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

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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):*

Select...

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

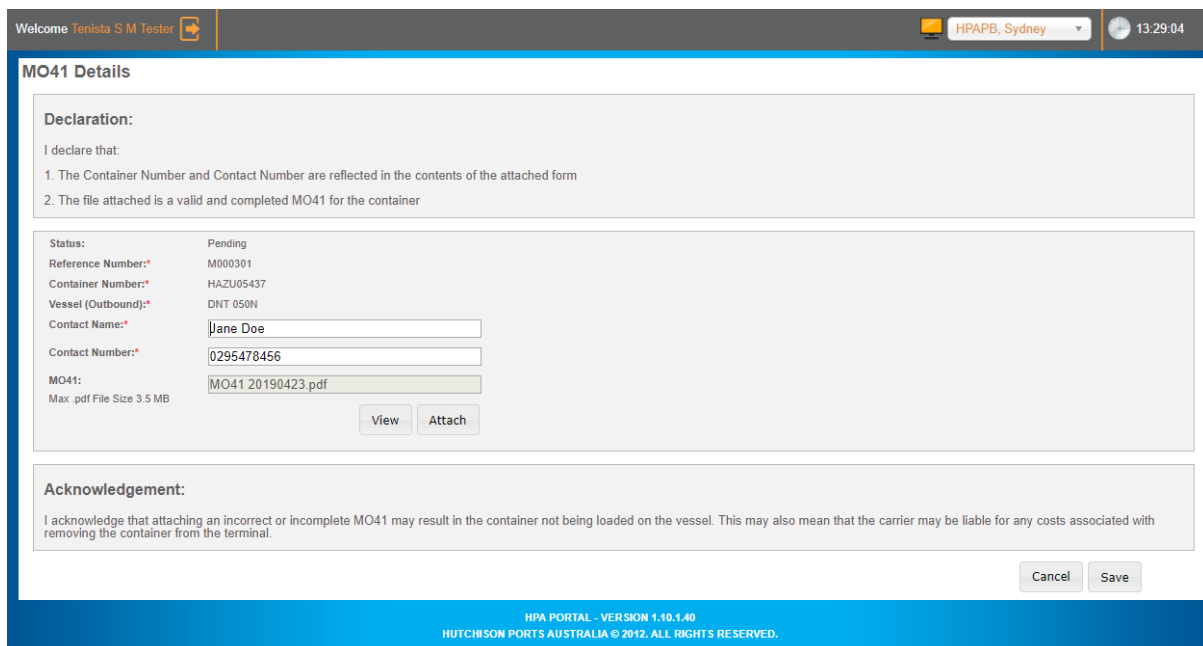
Note 1: You can change the uploaded file by attaching a different file to the MO41 page by clicking attach

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

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.

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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 filter section with the following controls:

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

Below the filter section, there 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. 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, there 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, endure that Rail is selected as the delivery mode before to 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)

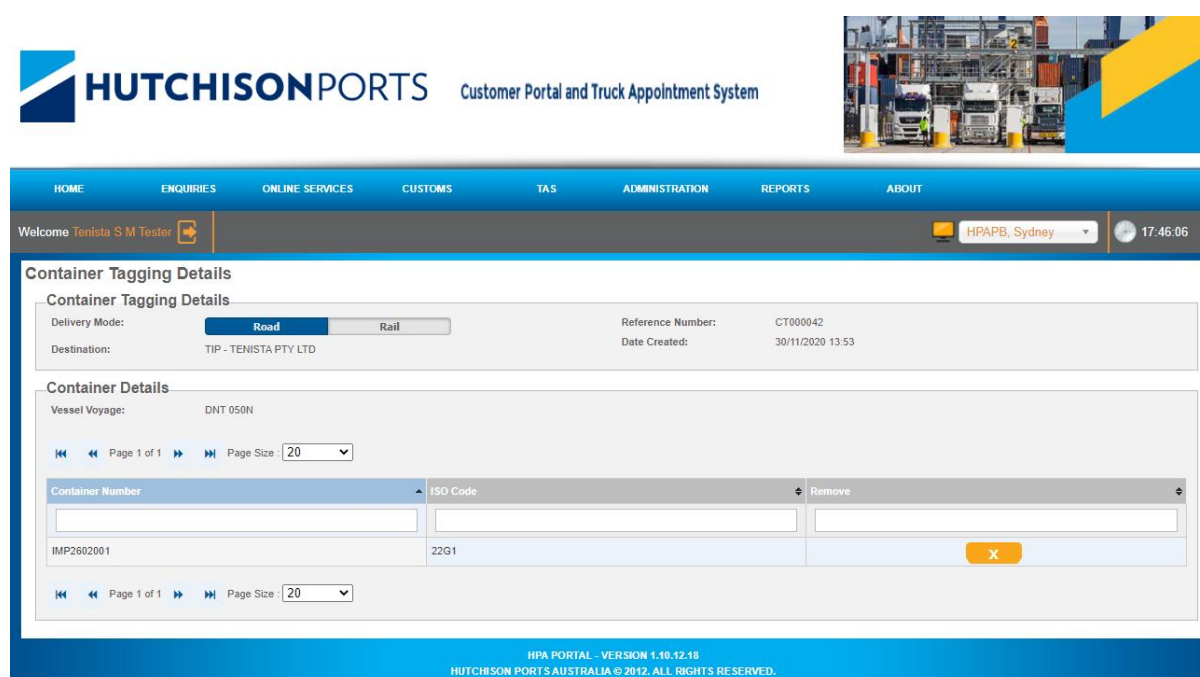
The screenshot shows the 'Tag Containers' page with the 'Destination' dropdown now set to 'YPTU - Yennora Underbond'. The 'Container Details' section shows the 'Vessel Voyage' set to 'DNT 050N' and the 'Number Of Containers' set to '1'. Below this is a table with four columns: 'Container Number', 'ISO 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.

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))



HUTCHISON PORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION REPORTS ABOUT

Welcome **Tenista S M Tester** HPAPB, Sydney 17:46:06

Container Tagging Details

Container Tagging Details

Delivery Mode: **Road** Rail Reference Number: CT000042
Destination: TIP - TENISTA PTY LTD Date Created: 30/11/2020 13:53

Container Details

Vessel Voyage: DNT 050N

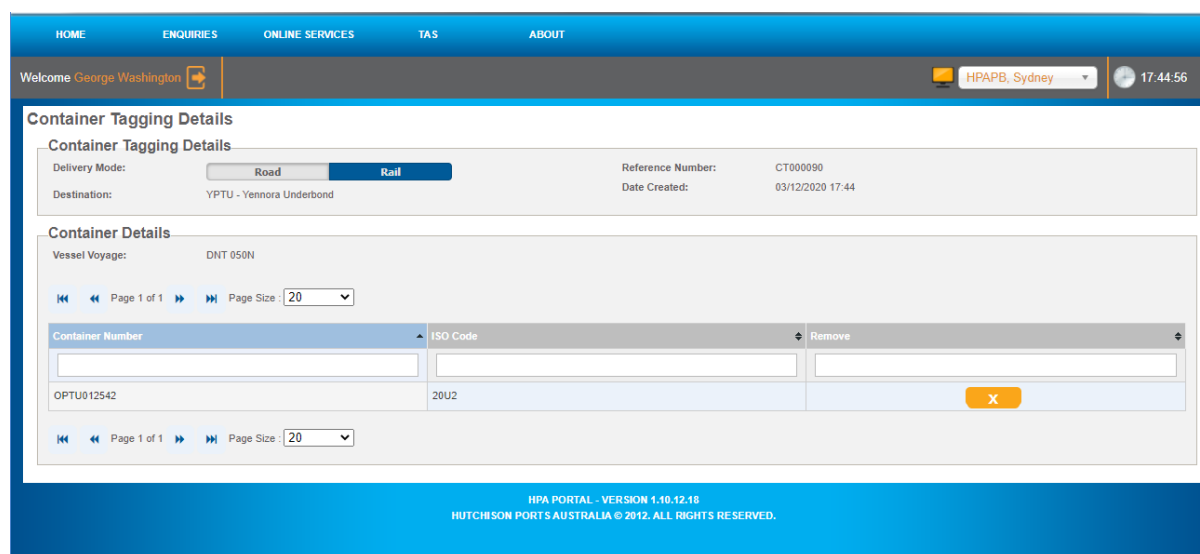
Page 1 of 1 Page Size: 20

Container Number	ISO Code	Remove
IMP2602001	22G1	X

Page 1 of 1 Page Size: 20

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Figure 36 – Container Tagging Details (Road)



HOME ENQUIRIES ONLINE SERVICES TAS ABOUT

Welcome **George Washington** HPAPB, Sydney 17:44:56

Container Tagging Details

Container Tagging Details

Delivery Mode: Road **Rail** Reference Number: CT000090
Destination: YPTU - Yennora Underbond Date Created: 03/12/2020 17:44

Container Details

Vessel Voyage: DNT 050N

Page 1 of 1 Page Size: 20

Container Number	ISO Code	Remove
OPTU012542	20U2	X

Page 1 of 1 Page Size: 20

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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	☐
EFLU0505887	☐
FCLU0578319	☐
KKTU0505549	☐
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 65 – 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

The screenshot shows a web interface titled "Container". At the top, there is a "Container No:" label followed by a text input field containing "miq" and a blue "x" icon. To the right of the input field is a button labeled "Add Container". Below this is a table with two columns: "Container No" and "Select". The "Container No" column lists various container numbers, and the "Select" column contains checkboxes. The table is filtered to show only containers starting with "miq".

Container No	Select
miq	☐
MICH2D1	☐
MICH35555	☐
MICH098910	☐
miqg1	☐
miqg2	☐
miqg3	☐
miqg4	☐
MICHzd1	☐
miqzd2	☐
miqzd3	☐
miqzd4	☐

Figure 39 – Add Container page filtered on Container No

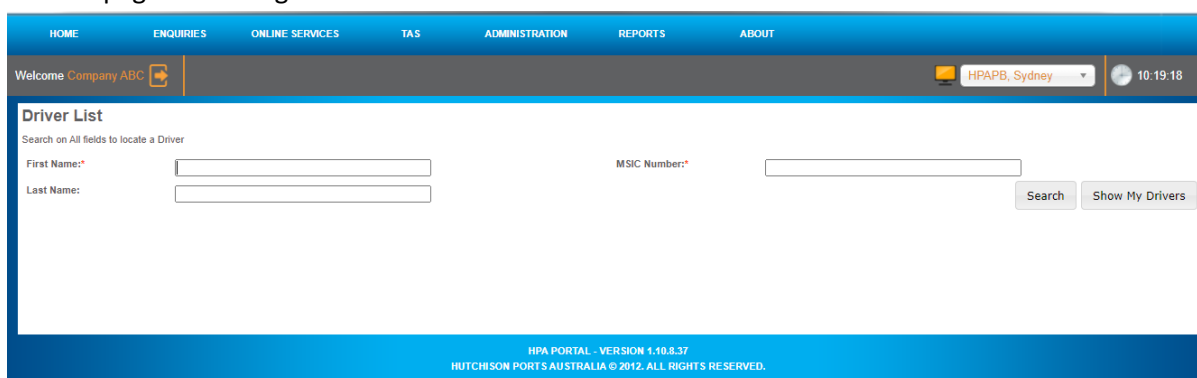
8 HPA TAS Driver Management

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

8.1 Add a Driver to favourites

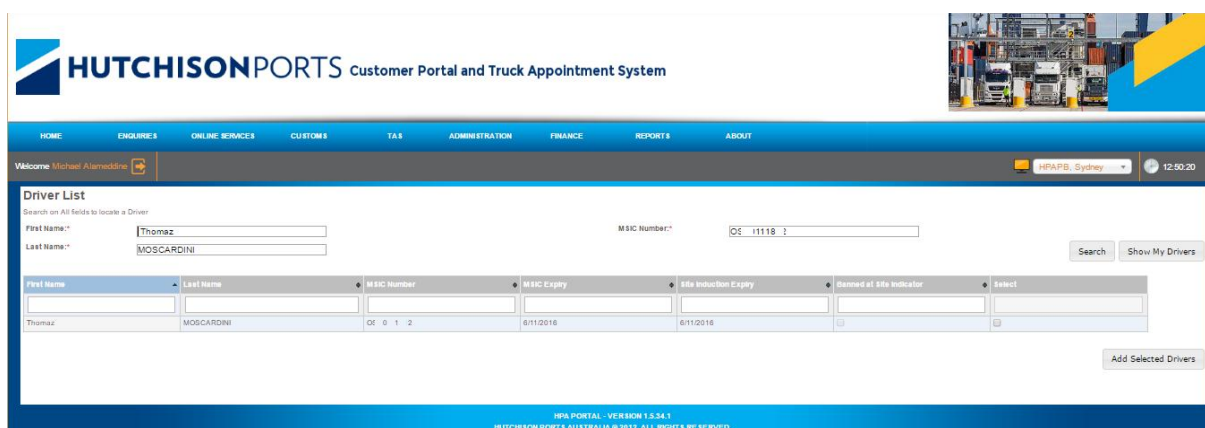
To add a driver follow the steps below:

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 of the HPA Portal. The page has a blue header with navigation links: HOME, ENQUIRIES, ONLINE SERVICES, TAS, ADMINISTRATION, REPORTS, and ABOUT. Below the header, a welcome message 'Welcome Company ABC' is displayed. The main content area is titled 'Driver List' and contains a search panel with the following fields: 'First Name*', 'Last Name', and 'MSIC Number*'. There are 'Search' and 'Show My Drivers' buttons. The footer of the page indicates '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 with search results. The search panel is filled with 'First Name*: Thomaz', 'Last Name*: MOSCARDINI', and 'MSIC Number*: 02 11118 1'. The 'Search' button is highlighted. Below the search panel, a table displays the search results. The table has columns: First Name, Last Name, MSIC Number, MSIC Expiry, Site Induction Expiry, Damaged at Site Indicator, and Select. The first row shows 'Thomaz', 'MOSCARDINI', '02 11118 1', '6/11/2016', '6/11/2016', and a checkbox. The 'Add Selected Drivers' button is at the bottom right. The footer of the page indicates 'HPA PORTAL - VERSION 1.10.0.37' and 'HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'

First Name	Last Name	MSIC Number	MSIC Expiry	Site Induction Expiry	Damaged at Site Indicator	Select
Thomaz	MOSCARDINI	02 11118 1	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 11.3 Create a Truck Manifest, 12.6 Create a SRI Manifest and 13.6 Create a SRO 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 Late Receival Management

If you wish to bring containers late into a Hutchison Container Terminal after vessel receival window closes, you can apply Late Receival from this functionality. Late receival request can be created either through main menu ONLINE SERVICES -> LATE RECEIVAL MANAGEMENT -> CREATE LATE RECEIVAL or click 'Create Request' button on Late Receival Dashboard.

9.1 Search for a Late Receival Request

To search for an LR Request, follow the steps below:

1. Navigate to the **TAS** menu and select **Late Receival Management**
2. The HPA Portal will present the Late Receival Dashboard screen (see Figure 94 – SRI Request Dashboard as shown below)
3. Enter your criteria and click **Search**.

The screenshot shows the 'Late Receival Dashboard' interface. At the top, there's a header with 'Welcome Service S M Tester' and 'HPA Portal, Sydney' with a clock showing '14:58:17'. Below the header, the 'Search Criteria' section includes fields for 'Vessel*' (a dropdown menu), 'Carrier*' (a text field with 'TOMATA PTY LTD'), 'LRM Requested Date From*' (a date field with '15/03/2024'), and 'LRM Requested Date To*' (a date field with '18/03/2024'). There's also a 'Status' dropdown menu. Below these fields is an 'HPA LRM Number' text field. To the right of the search criteria are 'Create Request' and 'Search' buttons. Below the search criteria is a pagination bar showing 'Page 1 of 1' and 'Page Size' with a dropdown menu set to 'All Rows'. The main part of the dashboard is a table with columns: 'HPA LRM Number', 'Container Number', 'LRM Requested Date', 'LRM Approved Date', 'Receival', 'Voyage', 'Shipping Line', 'Delivery Mode', 'Status', and 'Action'. The table contains five rows of data. The first three rows have a 'Details' button in the 'Action' column. The fourth row has a 'Details' button. The fifth row has 'Cancel' and 'Details' buttons in the 'Action' column. At the bottom right of the table is an 'Export to xls' button. At the very bottom of the dashboard, there's a footer with 'HPA PORTAL - VERSION 1.11.31.0' and 'HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED'.

HPA LRM Number	Container Number	LRM Requested Date	LRM Approved Date	Receival	Voyage	Shipping Line	Delivery Mode	Status	Action
02875001	PCAC007883	26/03/2024 1:00:00 PM	26/03/2024 3:00:00 PM	DO NOT TOUCH	00050	CHN	Road	Approved	Details
41920001	RAULS4901	15/04/2024 3:00:00 AM	15/04/2024 3:00:00 AM	DO NOT TOUCH	00050	CCS	Rail	Approved	Details
41920001	RAULS4901	15/04/2024 3:00:00 AM	15/04/2024 3:00:00 AM	DO NOT TOUCH	00050	CCS	Rail	Approved	Details
04220001	LITED404199	23/04/2024 12:00:00 AM	23/04/2024 12:00:00 AM	DO NOT TOUCH	00050	ANL	Road	Cancelled	Details
58100001	AAALUS640	1/05/2024 12:00:00 AM		DO NOT TOUCH	00050	APL	Road	Pending Approval	Cancel Details

Figure 44 – LR Request Dashboard

9.2 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 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 filter criteria.

The screenshot shows the 'Late Reveal Dashboard' interface. At the top, there's a header with 'Welcome Terence S M Taylor', 'HPA Portal Sydney', and a clock showing '14:02:54'. Below the header, the 'Search Criteria' section includes fields for 'Vessel' (a dropdown menu), 'Carrier' (set to 'TENNESSEE PTY LTD'), 'LRM Requested Date from' (set to '15/03/2024'), and 'LRM Requested Date to' (set to '16/03/2024'). There's also a 'Status' dropdown set to 'Pending Approval'. Below this is an 'HPA LRM Number' field. To the right of the search criteria are 'Create Request' and 'Search' buttons. Below the search criteria is a table with columns: 'HPA LRM Number', 'Container Number', 'LRM Requested Date', 'LRM Approved Date', 'Vessel', 'Voyage', 'Shipping Line', 'Delivery Mode', 'Status', and 'Action'. The table contains one row with the following data: HPA LRM Number: 81100001, Container Number: AAAAUS646, LRM Requested Date: 15/03/2024 12:00:00 AM, LRM Approved Date: (empty), Vessel: DO NOT TOUCH, Voyage: 00000, Shipping Line: APL, Delivery Mode: Road, Status: Pending Approval, and Action: (Cancel, Details buttons). Below the table is an 'Export to excel' button. At the bottom of the dashboard, there's a footer that reads 'HPA PORTAL - VERSION 1.11.21.0' and 'MITSUBISHI PORT & AUSTRALIA © 2012. ALL RIGHTS RESERVED'.

Figure 45 – LR Dashboard Filter

9.3 Create Late Reveal Request

To submit a LR Request for Road/Rail as Arrival mode

1. Login as Carrier user.
2. Navigate to the **TAS** menu and select **Create Late Reveal** under **Late Reveal Management**.
3. The HPA Portal will present an empty LR Request screen (see **Figure 96 – SRI Request page (empty)** (blank)).
4. Complete the form bearing in mind the following.
 - a. Ensure the Delivery mode is set to 'Road'.
 - b. 'Requested Date' must be in the future, after the Vessel closing date, and before Vessel Departure'.
 - c. Enter Time Zone details when u planning to bring the container.
 - d. Enter the Container number and press the 'Fetch' button.
 - e. There is an explanation of whether the container details and Requested date are correct.
5. Click '**Submit**'.

When the LR Request has been sent you will receive an email(see **Figure 98 – SRI Request acceptance email(Road)**).

After the LR Request has been reviewed by HPA staff the HPA Portal will send an email (**see Figure 98 – SRI Request acceptance email(Road)** and **Figure 98 – SRI Request acceptance email(Road)**) to the creator of the LR Request (and any nominated email addresses) to confirm Terminal acceptance or rejection of the LR Request.

Welcome **Tenista S M Tester**  HPAPB, Sydney 14:13:11

Late Receival

Create Late Receival Request

Company: TENISTA PTY LTD

Delivery Mode: ☒ Road ☐ Rail

Requested Date: 19/03/2024

Time Zone: 00:00

Container Number:

Email Addresses

You (tgmainsuser@gmail.com), main contacts of shipping line and truck carrier will receive an email confirming Terminal acceptance or declination of this Late Receival Request.

Is there anyone else you would like us to email?

Email Addresses:

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Figure 46 – LR Request page (Road)

Requested Late Receival for container(s): ROAD10415420 Inbox x  

 noreply.tasuat@hutchisonports.com.au 10:43 AM (20 minutes ago)    

to ▾

Dear Customer

This is an automated email to notify that the following Late Receival Requests have been successfully submitted to the terminal. Terminal will review your requests and you will be notified when the review is finalized.

—Late Receival Details—

Number: [308150002](#)
 Requested Time: 03/08/2024 15:00:00
 Status: <http://hpawsvrtat0002/HPAPB/LateReceival/View/451>
 Container Number: ROAD10415420
 ISO: 22G1
 Vessel: DNT
 Voyage: S0050
 Company: KIX

Regards, Hutchison Ports Australia



Figure 47 – LR Request sent email (Road)

Accepted Late Receival - 0305100001 Inbox x

 noreply.tasuat@hutchisonports.com.au Mon, Mar 4, 3:56 PM (3 days ago)  

to ▾

Dear Customer.

This is an automated email to notify that terminal has **Accepted** your Late Receival request [0305100001](#):

Reviewer Comment:

Approved

—Late Receival Details—

Number: [0305100001](#)
 Approved Time: 03/05/2024 10:00:00
 Container Number: ROAD15400403
 ISO: 22G1
 Vessel: DNT
 Voyage: S0050
 Company: KIX

Regards, Hutchison Ports Australia



Figure 48 – LR Request Accepted email (Road)



Figure 49 – LR Request rejected email (Road)

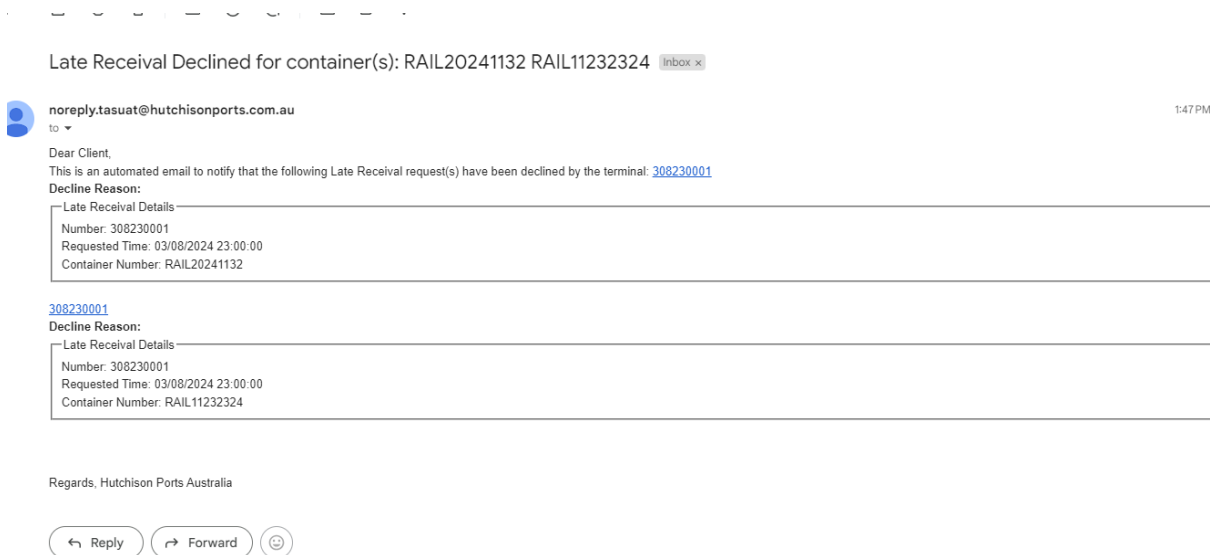


Figure 50 – LR Request Accepted email (Bulk Rail)

10 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 11.3 Create a Truck Manifest.

10.1 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 10.2 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 52 – 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.

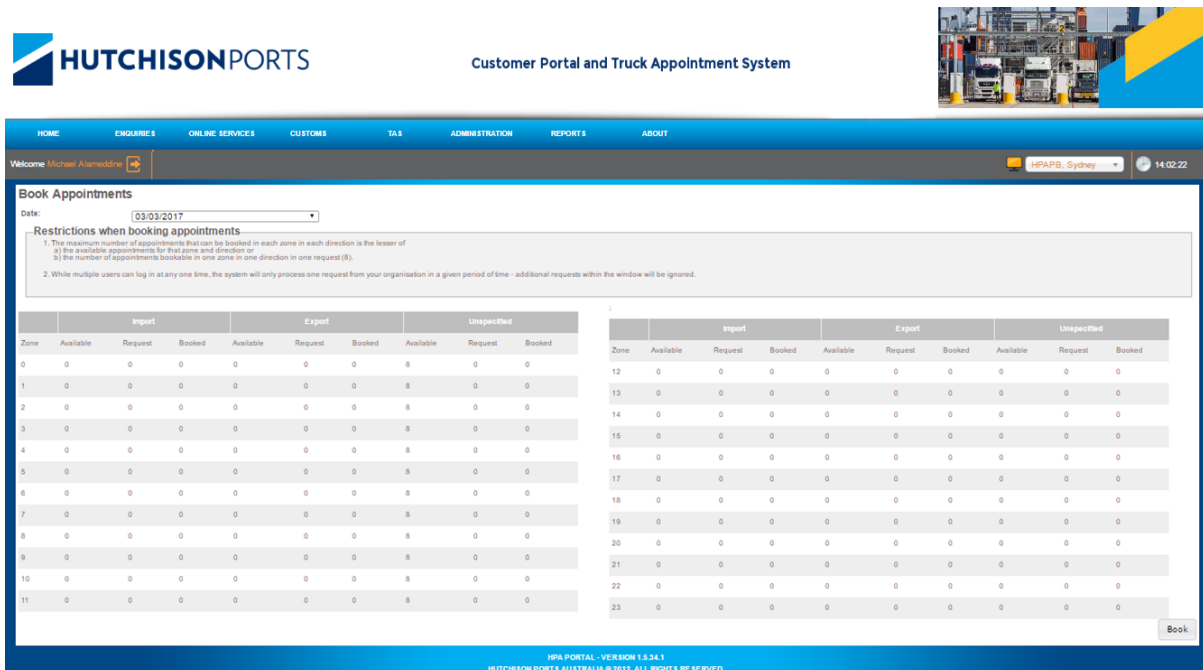
Note: Restrictions are in place in the time-zone were the  icon is displayed. Mouse over for further details. To view a complete list of restrictions imposed on a day, select the ‘Click here’ link found in the ‘Restrictions when booking appointments’ section of the page as shown “FIGURE 55 – Book Appointment 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 56 – 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

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	8	0	0
1	0	0	0	0	0	0	8	0	0
2	0	0	0	0	0	0	8	0	0
3	0	0	0	0	0	0	8	0	0
4	0	0	0	0	0	0	8	0	0
5	0	0	0	0	0	0	8	0	0
6	0	0	0	0	0	0	8	0	0
7	0	0	0	0	0	0	8	0	0
8	0	0	0	0	0	0	8	0	0
9	0	0	0	0	0	0	8	0	0
10	0	0	0	0	0	0	8	0	0
11	0	0	0	0	0	0	8	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

HPA PORTAL - VERSION 1.5.34.1
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Figure 51 – 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 52 – 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 53 – 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 54 – Book Appointment page – Selection made – restrictions in place

HOME

ENQUIRE

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 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.

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

Click Here to book Empty Demise Appointments

Zone

Available

Request

Booked

Available

Request

0

5

0

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4

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4

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2

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4

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9

4

0

0

4

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10

4

0

0

4

0

11

4

0

0

4

0

Import

Export

Zone

Available

Request

Booked

Available

Request

0

5

0

0

4

0

1

4

0

0

4

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2

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0

Restrictions

Zone

Live Reefer

Overdimensional

Dangerous Goods

Empty Declare

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1

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10

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11

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12

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21

✓

✓

✓

✗

22

✓

✓

✓

✗

23

✓

✓

✓

✗

Legend: ✓ Allowed ✗ Not allowed

OK

Booked

Available

Request

Booked

Available

Request

Booked

0

4

0

0

4

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1

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Unspecified

Booked

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3

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4

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5

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6

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7

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8

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9

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10

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11

0

Book

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Figure 55 – 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

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2

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10

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11

4

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4

0

0

Import

Export

Unspecified

Zone

Available

Request

Booked

Available

Request

Booked

Available

Request

Booked

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0

Book Appointments

Do you wish to continue with the selected bookings?

NO YES

Book

Figure 56 – Book Appointment page – Continue with selected Appointments

10.2 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 10.1)

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 57 – 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 54 – 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 55 – 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 55 – 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 56 – 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 57 – 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:

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

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Figure 54 – Book Empty Dehire Appointment page – post-release

Welcome Michael Alameddine   HPAPB, Sydney 15:36:59

Book Empty Dehire Appointments

Date:

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

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Figure 55 – Book Empty Dehire Appointment page – Selection made

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

Book Empty Dehire Appointments

Date: 10/07/2020

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	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 56 – Book Empty Dehire Appointment page – Continue with selected Appointments

10.3 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 57 – 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'. Below the header is a navigation bar with links: HOME, ENQUIRIES, ONLINE SERVICES, TAS, ADMINISTRATION, REPORTS, and ABOUT. The main content area shows a 'Booking History' section with a search bar and filters. The search bar includes 'Date of request Criteria', 'Arrival window Criteria', 'Truck Carrier*' (set to 'TIP - TENISTA PTY LTD'), 'Request From*' (set to '01/07/2020'), and 'Request To*' (set to '06/07/2020'). There are 'Search' and 'Appointment Dashboard' buttons. Below the search bar is a table with 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. At the bottom of the page, there is a footer with the text 'HPA PORTAL - VERSION 1.10.0.6' and 'HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED'.

Date of request	Arrival Window Start Time	Quantity requested	Quantity booked	Direction	Status	Requested by
06/07/2020 20:28	06/07/2020 23:00	1	1	Import	Processed	tpmainuser@gmail.com
06/07/2020 09:38	06/07/2020 19:00	1	1	Empty Dehire	Processed	tpmainuser@gmail.com
04/07/2020 19:49	04/07/2020 19:00	2	2	Empty Dehire	Processed	tpmainuser@gmail.com
04/07/2020 15:10	04/07/2020 22:00	1	1	Export	Processed	tpmainuser@gmail.com
04/07/2020 14:58	04/07/2020 23:00	1	1	Import	Processed	tpmainuser@gmail.com
03/07/2020 17:52	03/07/2020 22:00	3	3	Export	Processed	tpmainuser@gmail.com
03/07/2020 17:41	03/07/2020 23:00	1	1	Import	Processed	tpmainuser@gmail.com
03/07/2020 09:47	03/07/2020 19:00	1	1	Empty Dehire	Processed	tpmainuser@gmail.com
02/07/2020 16:47	02/07/2020 23:00	1	1	Import	Processed	tpmainuser@gmail.com
02/07/2020 15:56	02/07/2020 19:00	1	1	Empty Dehire	Processed	tpmainuser@gmail.com
02/07/2020 15:49	02/07/2020 19:00	1	1	Empty Dehire	Processed	tpmainuser@gmail.com
01/07/2020 22:15	01/07/2020 23:00	1	1	Import	Processed	tpmainuser@gmail.com
01/07/2020 22:05	01/07/2020 23:00	1	1	Import	Processed	tpmainuser@gmail.com

Figure 57 – Booking History

10.4 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 58 – 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 65 – Appointment Detail page – Booked (export)

Note: An example of an appointment for an import container is shown in Figure 63 – Appointment Detail page – Booked (import).

Note: An example of an appointment for an Empty Dehire container is shown in Figure 69 – 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.

Appointment Dashboard

Search Criteria

Truck Carrier: GREATER SYDNEY CARPENTRY PTY. LTD. Zone: All

Appointment Date from: 27/06/2019 Direction: All

Appointment Date to: 02/07/2019 Status: Select Statuses

Appointment Number: Container Number:

Search

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	0827101011	20190627108691	Export	Public	GENL007	40	In Community	GENL	OD8 113N		Non-Service	⚠️	
27/06/2019 14:00	0827141001		Import	Public	CMAU0240538	20	In Yard - Block Z2	GENL	WIND 116		Confirmed	⚠️	
27/06/2019 14:00	0827141002		Import	Public	CAIU3809783	20	In Yard - Block 2	GENL	WIND 116		Confirmed	⚠️	
27/06/2019 14:00	0827141011	20190627147511	Export	Public	GENL004	40	In Community	GENL	OD8 113N		Manifested		
27/06/2019 14:00	0827141012	20190627147511	Export	Public	GENL005	40	In Community	GENL	OD8 113N		Manifested		
27/06/2019 23:00	0827231011	20190627238172	Export	Public	GENL006	40	In Community	GENL	OD8 113N		Manifested		
29/06/2019 19:00	0826191001		Import	Public	BMOU1100135	20	In Community	GENL	WIND 116		Cancelled	⚠️	
29/06/2019 19:00	0826191002		Import	Public	CMAU0240538	20	In Yard - Block Z2	GENL	WIND 116		Cancelled	⚠️	
29/06/2019 19:00	0826191011		Export	Public	GENL001	40	In Community	GENL	OD8 113N		Cancelled	⚠️	
30/06/2019 10:00	0830101001		Import	Public	BMOU1100135	20	In Community	GENL	WIND 116		Listed-Not Taken		28/06/2019 17:53
30/06/2019 12:00	0830121011		Export	Public	GENL001	40	In Community	GENL	OD8 113N	30/06/2019 12:15	Confirmed		
30/06/2019 13:00	0830131011		Export	Public	GENL002	40	In Community	GENL	OD8 113N	30/06/2019 13:15	Confirmed		
30/06/2019 13:00	0830131012		Export	Public	GENL003	40	In Community	GENL	OD8 113N	30/06/2019 13:15	Confirmed		
30/06/2019 22:00	0830221011		Export	Public	GENL006	40	In Community	GENL	OD8 113N		Listed-Not Taken		27/06/2019 10:09

Export to xlsx

Figure 58 – 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 10.9 for further details)

10.4.1 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 set to 'HPAFL, Brisbane', and a clock showing '17:03:04'. The main section is titled 'Appointment Dashboard' and contains a 'Search Criteria' form. The form has fields for 'Truck Carrier*' (set to 'GREATER SYDNEY CARPENTRY PTY. LTD.'), 'Appointment Date from*' (set to '26/06/2019'), 'Appointment Date to*' (set to '01/07/2019'), 'Zone' (dropdown set to 'All'), 'Direction' (dropdown set to 'All'), and 'Status' (dropdown set to '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 two rows of data. The first row has '26/06/2019 20:00' for Arrival Window Start Time, '0626201001' for Appointment Number, and 'Import' for Direction. The second row has '26/06/2019 20:00' for Arrival Window Start Time, '0626201002' for Appointment Number, and 'Import' for Direction. Both rows have a status of 'Booked'. At the bottom right of the table is an 'Export to xlsx' button. The footer of the page shows 'HPA PORTAL - VERSION 1.3.1.34' and 'HUTCHINSON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED'.

Figure 59 – 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 60 – Appointment Dashboard page – Booked status' below.

The screenshot shows a single row of data in the Appointment Dashboard table. The row has the following values: '03/08/2019 19:00' for Arrival Window Start Time, '0803191001' for Appointment Number, 'HPA' for Manifest Reference, 'Import' for Direction, 'Public' for Type, and 'Booked' for Status. To the right of the 'Booked' status is a pie wheel icon. The pie wheel is partially filled with red, indicating urgency. The number '03/08/2019 19:51' is displayed next to the pie wheel, indicating the time remaining before the cut-off.

Figure 60 – Appointment Dashboard page – Booked status

Appointments that have been listed remain visible, however are no longer editable as shown in 'Figure 61 – 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 'HPAFL, Brisbane'. Below the header, the 'Appointment Dashboard' section contains search criteria: '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 criteria, 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 61 – 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 62 – 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 62 – Appointment Dashboard page – Other status'

10.5 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 61 – 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 65 – Appointment Detail page – Booked (export) or Figure 63 – Appointment Detail page – Booked (import) or Figure 69 – 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 68)

Note: Where the  icon is displayed on the page (as in Figure 66), 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 67), 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

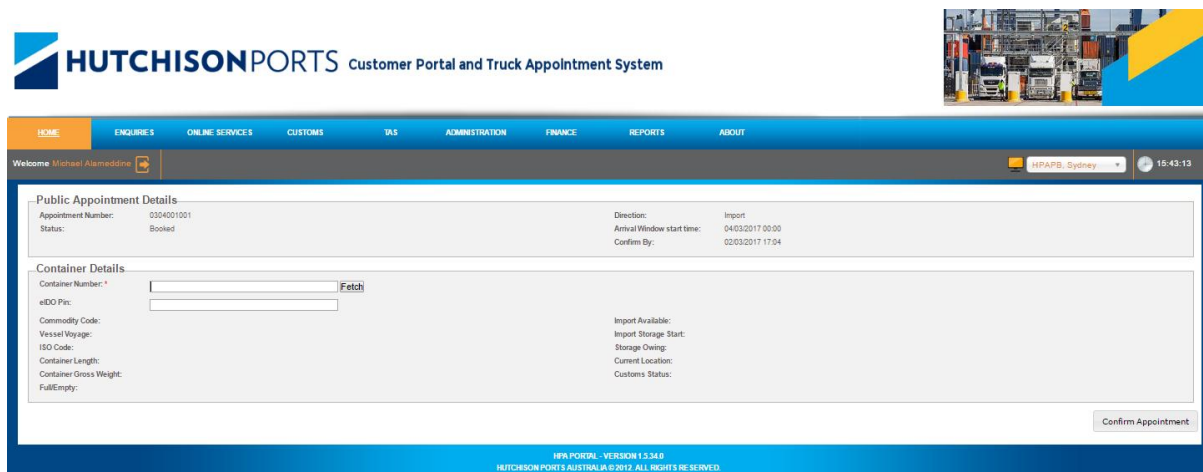
Note: Where available, TAS will display the Deliver After Time and Hazardous category where the container is Hazardous (as in Figure 68)

Note: Where the  icon is displayed on the page (as shown in Figure 64) 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 'Appointment Number: 0004001001' with a status of 'Booked'. It also displays 'Direction: Import', 'Arrival Window start time: 04/03/2017 00:00', and 'Confirm By: 02/03/2017 17:04'. Below this is a 'Container Details' section with 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 checkboxes 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 1.3.3.40' and 'HUTCHISON PORTS AUSTRALIA © 2017. ALL RIGHTS RESERVED'.

Figure 63 – 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 64 – Appointment Detail page – Booked (import) – Restrictions in place

HOME
ENQUIRIES
ONLINE SERVICES
CUSTOMS
TAS
ADMINISTRATION
FINANCE
REPORTS
ABOUT

Welcome Michael Alameddine
HPAPS 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-advised 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 65 – 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 66 – 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 67 – 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 68 – 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 69 – 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
HPAPB, 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: * OOLU749035
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 70 – Appointment page – Confirmed (Import)


HUTCHISONPORTS Customer Portal and Truck Appointment System


HOME
ENQUIRIES
ONLINE SERVICES
CUSTOMS
TAS
ADMINISTRATION
FINANCE
REPORTS
ABOUT

Welcome Michael Alameddine
HPAPB, Sydney
15:58:50

Public Appointment Details

Appointment Number: 0303111020
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

Your Containers

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

List Appointment Save Appointment

HPA PORTAL - VERSION 1.5.34.1
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Figure 71 – 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
HPAPB, 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 72 – 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 Almadine**



HPAPB - Sydney

16:01:56

Public Appointment Details

Appointment Number:	0302131005	Direction:	Export
Status:	Manifested - TM17030214002435323	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: *	ECHUJ206002
Commodity Code:	MTY
Vessel Voyage:	
ISO Code:	2290
Container Length:	20
Full/Empty:	Empty
Container Gross Weight:	2500 kg

HPA PORTAL - VERSION 1.3.34.1
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Figure 73 – 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	Direction: *	Import
Status:	Booked	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: *		Fetch
eIDO Pin:		
Commodity Code:		Import Available:
Vessel Voyage:		Import Storage Start:
ISO Code:		Storage Owning:
Container Length:		Current Location:
Container Gross Weight:		Customs Status:
Full/Empty:		
Hazardous Category:		

Your Containers

HPA PORTAL - VERSION 1.11.6.5
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Figure 74 Appointment page - Consolidation Restrictions

10.6 Manifest an Appointment

Manifesting an Appointment links a Container/Appointment to a Truck Visit. See section 11.3 Create a Truck Manifest for details

10.7 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 top navigation bar includes links for HOME, ENQUIRIES, ONLINE SERVICES, CUSTOMS, TMS, ADMINISTRATION, FINANCE, REPORTS, and ABOUT. A user welcome message for Michael Alameddine is shown, along with a location dropdown set to 'HPAPB, Sydney' and a clock showing 15:33:49.

Public Appointment Details

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

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

Container Number:

Commodity Code: GENL
Vessel Voyage: OLH 0012N
ISO Code: 22G1
Container Length: 20
Full/Empty: Full
Container Gross Weight: 12120 kg

Your Containers

HPA PORTAL - VERSION 1.8.20.11
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Figure 75 – Appointment Page - List Appointment

10.8 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 10.7 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 76) 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 form includes fields for Container Number (000G294819), Commodity Code (MTY), Vessel Voyage (DNT 050N), ISO Code (22G1), Container Length (20), Full/Empty (Empty), and Container Gross Weight (12000 kg). A 'No Show' button is located at the bottom right of the container details section.

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Figure 76 – 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. The top navigation bar includes links for HOME, ENQUIRIES, ONLINE SERVICES, TAS, and ABOUT. The user is logged in as aljon user1. The main content area is titled 'Public Appointment Details' and shows the following information:

Appointment Number:	0429151012	Direction:	Export
Status:	Booked	Arrival Window start time:	29/04/2019 15:00
		Confirm 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 form includes fields for Container Number (000G294819), Commodity Code (MTY), Vessel Voyage (DNT 050N), ISO Code (22G1), Container Length (20), Full/Empty (Empty), and Container Gross Weight (12000 kg). A 'Fetch' button is located next to the Container Number field. A red warning message is displayed: 'Please NO-SHOW the appointment 0429151011 prior to creating a second appointment for 000G294819'. A 'Confirm Appointment' button is located at the bottom right of the container details section.

Your Containers

Figure 77 – Appointment Page – No Show original appointment before proceeding

10.9 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 78 – 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 61 – 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 58 – 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 79- 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 80 – 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 81 – 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 81 –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 82 – 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 84 – 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 85- 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 78 – TimeZone Cancellation Email

Public Appointment Details

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

Restrictions

There are no restrictions.

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

Replacement Appointment

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Figure 79- 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 80 – 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 81 –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-advise container? ☒ Yes ☐ No

Container Number: *

Commodity Code:

Vessel Voyage:

ISO Code:

Container Length:

Full/Empty:

Container Gross Weight:

Figure 82 – 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-advise 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 83 – 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						
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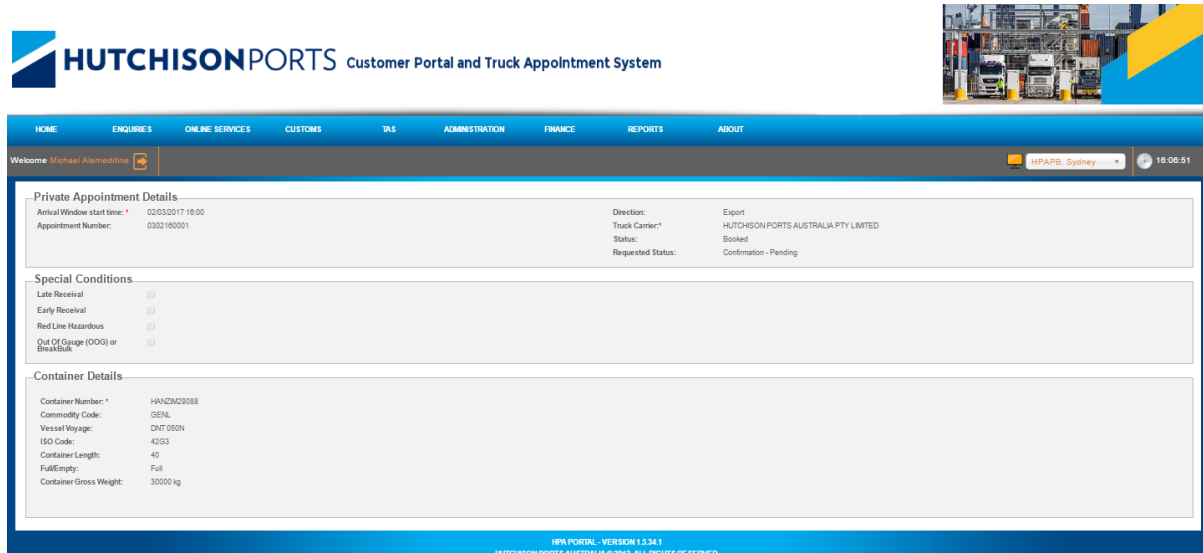
Figure 84 – Public Appointment Details – Link to Replacement Appointment

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						
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Figure 85- Public Appointment Details – Link to Original Appointment

10.10 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 'Private Appointment Details' page in the Hutchison Ports Customer Portal. The page features a blue header with the Hutchison Ports logo and navigation links. The main content area is divided into three sections: Private Appointment Details, Special Conditions, and Container Details. The Private Appointment Details section shows the arrival window start time, appointment number, direction, truck carrier, status, and requested status. The Special Conditions section lists options for late/early receipt, red line hazardous, and out of gauge. The Container Details section lists container number, commodity code, vessel voyage, ISO code, container length, full/empty status, and gross weight.

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

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

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

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Figure 86 – Private Appointment page

11 HPA TAS Truck Manifest Management

11.1 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 87 – 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 87 – Truck Manifest Dashboard page

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:

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 displays the 'Truck Manifest Dashboard' interface. At the top is a navigation bar with links: HOME, ENQUIRIES, ONLINE SERVICES, CUSTOMS, T.A.S., ADMINISTRATION, FINANCE, REPORTS, and ABOUT. Below this is a user header showing 'Welcome Michael Alameddine' and a location dropdown set to 'HPAPB, Sydney' with a clock showing '10:16:11'.

The main section is titled 'Truck Manifest Dashboard' and contains a 'Search Criteria' form. This form includes input fields for Appointment Number, PIN, and Carrier Code (a dropdown menu). It also has fields for Driver MSIC, Truck Registration, Time Zone From (04/08/2016), and Time Zone To (10/08/2016). Below these are fields for Manifest Reference and Container Number. Action buttons for 'Search', 'Create Bulk Run Manifest', and 'Create Truck Manifest' are located to the right of the search criteria.

Below the search form is a table of manifest data. The table has columns: Manifest Reference, Type, Truck Registration, Carrier Code, Driver MSIC, Manifest PIN, Status, Containers, Time Zone, Gate In, DAB, CallUp, YardIn, OnGrid, First Lft, Last Lft, Gate Out, and TTT. The first row of data shows a Manifest Reference of 20180804153900, Type TM, Truck Registration AUTO479, Carrier Code HPA, Driver MSIC TOS111999, Manifest PIN 31041, Status Accepted, and Containers 1. The Time Zone is 04/08/16 15:00. Below the table are pagination controls showing 'Page 1 of 1' and 'Page Size: 20'.

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

Figure 88 – Truck Manifest Dashboard filtered on Manifest Reference, Carrier and Direction

11.3 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 89 – 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 91 Consolidation Warning).
10. Where an Import Hazardous container is added to the manifest the **Import DG Checklist** may display (See Figure 90)
 - 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 92 – 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 87 – Truck Manifest Dashboard)
3. Click **Create Truck Manifest** button.
4. Continue as per step 2 above in the other method for creating a manifest.

The screenshot displays the 'Create Truck Manifest' interface. At the top, there's a navigation bar with tabs: HOME, ENQUIRIES, ONLINE SERVICES, CUSTOMS, TAS, ADMINISTRATION, FINANCE, REPORTS, and ABOUT. Below this is a user welcome message 'Welcome Conrad Kern' and a location dropdown 'HPAPB, Sydney' with a clock showing '14:18:05'.

The main form area includes fields for 'Registration' (HPA), 'Driver MSIC Number' (Select), 'Truck Configuration' (Super B-Double), 'Has Side Loader' (Yes/No), 'Manifest Reference', 'PIN', and 'Status'. There's also a 'Notifications' section with email addresses 'HPA0000244 - Conrad KERIN' and 'HPA0000344 - Philip LO'. A question asks 'confirming this manifest. Is there anyone else you would like us to email?'.

Below the form are tabs for 'EXPORT APPOINTMENTS' and 'IMPORT APPOINTMENTS', with sub-tabs for 'TRANSIT 20'' and 'TRANSIT 40''. A 'SAVE' button is on the right. The central part shows a truck diagram with four container slots labeled 1, 2, 3, and 4. Below the truck is a timeline for 'Time Of Arrival: 02/11/2015' from 00:00 to 11:00. At the bottom, there are six appointment slots with details like container number, weight, and vessel.

Container Number	Weight	Vessel	Status
GATU0379640	20' 8'6"	21.2t	09:00 Vessel
UACU8549680	40' 8'6"	28t	09:00 Vessel
INKU6417478	40' 9'6"	10t	09:00 Vessel
RFCU2108514	20' 8'6"	18.6t	09:00 Vessel
TRLU9299374	20' 8'6"	4t	09:00 Vessel
KKTU6053715	20' 8'6"	7.9t	09:00 Vessel

Figure 89 – 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 90 – Create Truck Manifest page – Import DG Truck Checklist

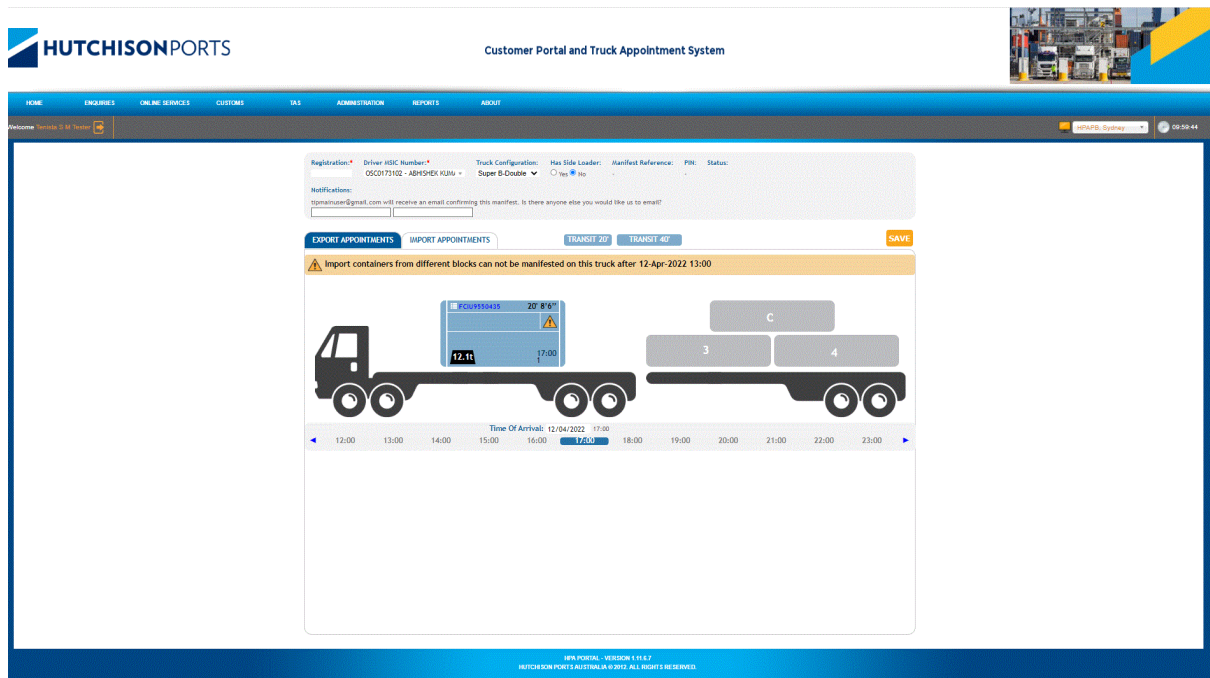


Figure 91 Consolidation Warning

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 92 – 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>

11.4 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 87 – 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 93 – 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 90 – 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.*

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Figure 93 – 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).

11.5 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.

11.6 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 87 – 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.

12 HPA TAS Stack Run In Management

If you wish to SRIn 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 Stack Run In (also known as Stack Run In). The Stack Run In (SRI) process consist of two steps:

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

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 “SRI Request” step for all containers of the same type.

Prior to executing a SRI you will need to obtain HPA approval. The Approval process begins by submitting a SRI Request as shown in section “12.3 Create a SRI Request”. When the SRI Request has been approved you will receive an email (see Figure 98 – SRI Request acceptance email). Once you have received the SRI Request acceptance email you can create SRI Manifests. You can either

1. Create the SRI Manifests directly in the TAS.
2. Use the third party software ContainerChain which will automatically create the SRI 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 SRI Manifest see “12.6 Create a SRI Manifest”.

12.1 Search for a SRI Request

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

4. Navigate to the **TAS** menu and select **Stack Run In Management**
5. The HPA Portal will present the SRI Request Dashboard screen (see Figure 94 – SRI Request Dashboard as shown below)
6. Enter your criteria and click **Search**.



Customer Portal and Truck Appointment System



HOME
ENGQUIRIES
ONLINE SERVICES
CUSTOMS
TAS
ADMINISTRATION
REPORTS
CALL UP BOARD
ABOUT

Welcome **Tenista S M Tester**
HPAPB, Sydney
15:46:50

Stack Run In Dashboard

Search on one or more fields to find a Stack run in.

SRI From: 18/12/2023 13:00
SRI To: 23/12/2023 13:00

Vessel Voyages:
Status: Pending Approval X Approved X

HPA Stack Run In Number:

Empty Park Release Number:

Shipping Line Booking Number:

Search Add New

HPA Stack Run In No	Carrier	Order Reference	SRI From	SRI 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
2023121817000	TIP - TENISTA PTY LTD	srblu453	18/12/2023 17:00	18/12/2023 20:00	Full	KXX/DNT/S0050						2	0	0		k	Approved - Not Manifested
2023121818001	TIP - TENISTA PTY LTD	srerib7	18/12/2023 18:00	18/12/2023 21:00	Empty	KXX/DNT/S0050	ANL	S/SBIN	G - General	20'	8' 6"	3	0	0	SDF234		Pending Approval

Export to xlsx

HPA PORTAL - VERSION 1.11.13.0 BETA1

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Figure 94 – SRI Request Dashboard

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:

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 95 – Stack Run Dashboard filtered on HPA Stack Run In No, and status

12.3 Create a SRI Request

12.3.1 Create SRI Request for Empty Containers

To submit a SRI Request for empty containers

6. Navigate to the **TAS** menu and select **Create Stack Run In Request** under **Stack Run In Management**.
7. The HPA Portal will present an empty SRI Request screen (see Figure 96 – SRI Request page (empty) (blank)).
8. Complete the form bearing in mind the following
 - a. Ensure the Full/Empty selector is set to 'Empty'
 - b. 'SRI Period Start' must be in future and 'SRI Period End' must be after 'SRI 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 Stack Run In
 - d. There is an expectation the appointments/manifests will be spread across the whole period of the SRI. To assist in this a "Containers per hour" field is provided which cannot be less than 'Number of Containers'/'Duration of the SRI' which is the minimum number of containers per hour required to complete the SRI within the defined period.
9. Click '**Submit**' or '**Submit and Copy**'.

HPA Portal – Stack Run In #2023120414000 – Approved

1 message

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

Mon, Dec 4, 2023 at 11:09 AM

The terminal has approved your [Stack Run In](#) request #2023120414000.

Below are the details of your Stack Run In request:

Number Of Containers: 3

Containers per Hour: 1

Timing:

Start Date & TimeZone: 04/12/2023 14:00

End Date & TimeZone: 08/12/2023 17:00 (Not Inclusive) [Requested time was 11/12/2023 17:00]

Container Type:

Size: 20'

Type: G – General

Height: 8' 6"

Vessel Voyage: KIX/DNT/S0050

Organizations:

Line Operator: ANL

Container Park: DOP DOMINO'S PIZZA ENTERPRISES LIMITED

Carrier: TIP TENISTA PTY LTD

Port of Discharge: SGSIN

Final Destination:

Reference Numbers:

Shipping Line Booking No: NMJ789

Empty Park Release No: VBG568

HPA Stack Run In No: [2023120414000](#)

Hutchison Ports Australia

Figure 98 – SRI 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 99 – SRI Request Acceptance email (with changes made by the terminal) (Full)

12.3.2 Create SRI Request for Full Containers

To submit a SRI Request for Full Containers

1. Navigate to the **TAS** menu and select **Create Stack Run In Request** under **Stack Run In Management**.
2. The HPA Portal will present the SRI Request page for Empty containers (see Figure 96 – SRI Request page (empty) (blank))
3. Select 'Full' to request a Stack Run in for Full containers. The HPA portal will present the SRI request page for full containers (see Figure 102 – View Stack Run In (Full))
4. Complete the form bearing in mind the following
 - a. 'SRI Period Start' must be in future and 'SRO Period End' must be after 'SRI 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 Stack Run In
 - c. There is an expectation the appointments/manifests will be spread across the whole period of the SRO. 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 SRO 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 Stack 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 SRI Request has been reviewed by HPA staff the HPA Portal will send an email to the creator of the SRI Request, main contacts of the container park, truck carrier and any nominated email addresses to confirm Terminal acceptance or rejection of the SRI Request (see Figure 99 – SRI Request Acceptance email (with changes made by the terminal) (Full))

Note:

1. *The Terminal May make changes to the*
 - a. *SRI Period start*
 - b. *SRI Period End*
 - c. *Containers per hour*
 - d. *Number of containers. Refer to Figure 99 – SRI Request Acceptance email (with changes made by the terminal) (Full) for further detail*
2. *Manifesting the SRI will only be available after the Manifest Availability time.*

12.4 View a SRI

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

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

12.4.1 View SRI Container details

12.4.1.1 Empty SRI

Container details within a Stack Run In for Empty containers can be viewed by expanding the container details section on the **View Stack 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 Stack Run In. To expand the Container Details dialogue:

1. Click 'Container details' heading within the Stack run In section of the **View Stack Run In** page (see Figure 100 – View Stack Run In (Empty))
2. The HPA portal will display the container details for the SRI. Where containers have been manifested for the run, manifest details will also display (see Figure 101 – View Stack 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 SRI 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 12.6

Create a SRI Manifest below for detail on SRI manifesting

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

Figure 100 – View Stack Run In (Empty)

Figure 101 – View Stack Run In – Container Details expanded (containers manifested) (Empty)

12.4.1.2 Full SRI

Container details within a Stack Run In for Empty containers can be viewed by expanding the container details section on the **View Stack 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 Stack Run In. To expand the Container Details dialogue:

1. Click 'Container details' heading within the Stack run In section of the **View Stack Run In** page (see Figure 102 – View Stack Run In (Full))
2. The HPA portal will display the container details for the SRI. Where containers have been manifested for the run, manifest details will also display (see Figure 103 – View Stack 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 SRI 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 12.6 Create a SRI Manifest below for detail on SRI manifesting

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

The screenshot displays the 'View Stack Run In' interface in the HPA Portal. At the top, the HPA logo and 'Customer Portal and Truck Appointment System' are visible. The navigation bar includes links like HOME, ENQUIRIES, ONLINE SERVICES, CUSTOMERS, DAS, ADMINISTRATION, REPORTS, CALL US, and ABOUT. The main content area is titled 'View Stack Run In' and shows details for a specific SRI. The 'Stack Run In' section includes tabs for 'Full' and 'Empty', with 'Full' selected. It lists the Truck Carrier as 'TIP - TENISTA PTY LTD', the Container Park as 'DOMINO'S PIZZA ENTERPRISES LIMIT', and the Order Reference as 'srful453'. The SRI Period Start is '18/12/2023 17:00' and the SRI Period End is '18/12/2023 20:00'. The 'Container Details' section is expanded, showing 'Stack Run In Approval Details' with fields for SRI Period Start, SRI Period End, Manifest Availability, and a 'Comments' text area. The 'Allow Late Receipts' section has a 'Yes' button selected. The page footer indicates 'HPA PORTAL - VERSION 1.11.15.0 (2023)' and 'HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED'.

Figure 102 – View Stack Run In (Full)

12.6 Create a SRI Manifest

There are two ways in which a SRI 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 SRI Manifests) you can manually create Manifests.

12.6.1 Create via ContainerChain

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

12.6.1.1 Configuring TAS

We have built the Stack Run In process so that you can create and manage the account for the Stack 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.

12.6.1.2 Configuring ContainerChain

Set the port code and the receiver ID to:

- HPAFI (for SRIIsbane - 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:

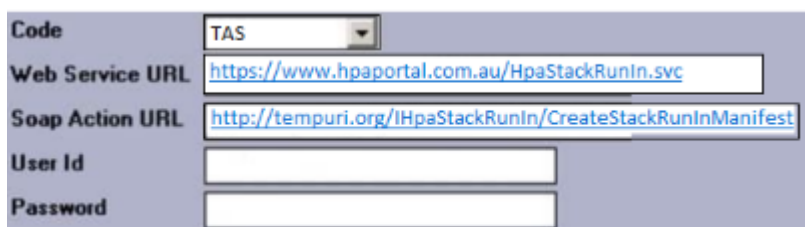


Figure 104 – ContainerChain settings

12.6.2 Create in TAS

Creating a SRI Manifest is subtly different from creating regular truck manifests. The cards under the 'Time of Arrival' date time banner represent a SRI 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 SRI.

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

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

12.6.2.1 SRI Manifest for empty containers

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

1. Navigate to the **TAS** menu and select **Create Stack Run In Manifest** under **Stack Run In Management**.
2. The HPA Portal will present an empty SRI Manifest screen (see Figure 105 – Create SRI 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. SRI 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: SRI requests are identifiable via the Order Reference. The order reference is the order reference given at the time of making the SRI request

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

- c. Any SRI 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 SRI Empty Manifests each square represents a SRI Request (ie multiple containers). As such you can drag the SRI Request square onto the truck multiple times.

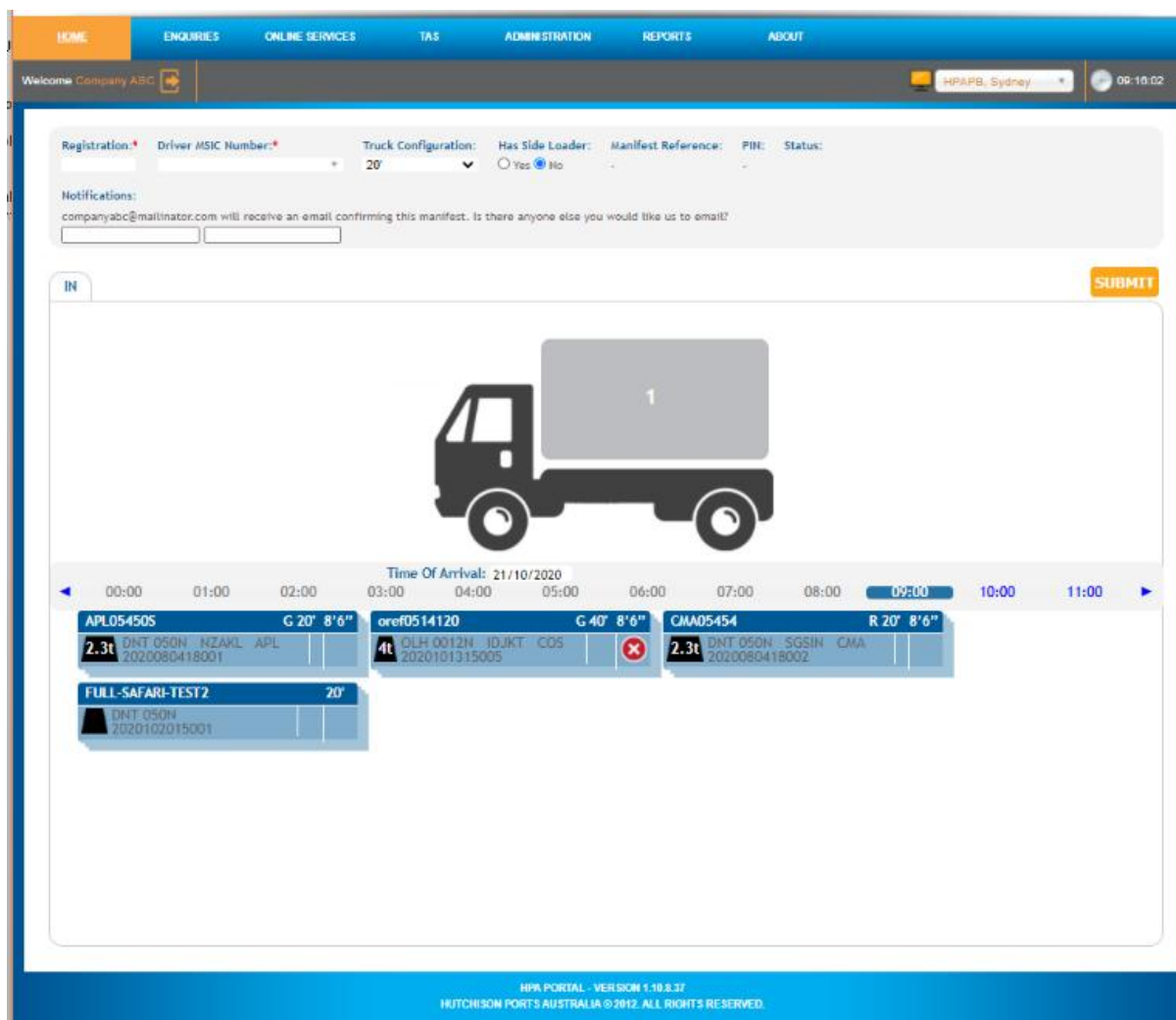
- d. Drag Appointments/Containers from the bottom panel up onto the location on the truck where the containers will be in real life.

Note: while Transit Containers can be added to a regular manifest, they cannot be added to a SRI Manifest.

4. Click **Save**.

Note: If you get the error message "Not enough appointments in Stack Run YYYYMMDDHHMMx to satisfy request" then you have exceeded the total number of appointments in the SRI Request. This can occur on the last manifest with a truck that has greater capacity than container left in the Stack 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 SRI Manifest (nor any nominated email addresses), even though there is an email field in the UI.



HPA Portal - Create SRI Manifest page (blank)

Figure 105 – Create SRI Manifest page (blank)

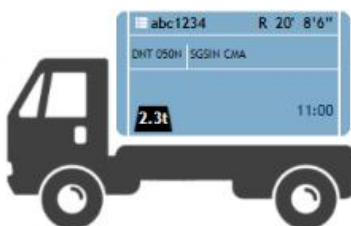
HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

Welcome Company ABC  HPAPB, Sydney 00:19:39

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



abc1234 R 20' 8'6"
DNT 050N SGSIN CMA
2.3t 11:00

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 IDJKT 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 106 – Create SRI Manifest page (populated) (Empty)

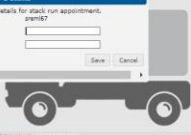
HOME ENQUIRIES ONLINE SERVICES CUSTOMS TAS ADMINISTRATION REPORTS CALL UP BOARD ABOUT

Welcome Hercules 3 M Tron HPAPB, Sydney 10:13:25

Registration: TDHSP Driver MSIC Number: OSC377107 Truck Configuration: 20' Has Side Loader: ☐ Yes ☒ No Manifest Reference: PIN: Status:

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

IN SUBMIT



Stack Run Container Details
Please provide container details for stack/run appointment.
Order Reference: prom57
Container Number:
Seal Code:
Save Cancel

Time Of Arrival: 18/12/2021

12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00

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Figure 107 – Create SRI Manifest page (container no. and ISO Code prompt) (empty)

Figure 108 – Create SRI Manifest page (CoR dialog)

12.6.2.2 SRI Manifest for full containers

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

1. Navigate to the **TAS** menu and select **Create Stack Run In Manifest** under **Stack Run In Management**.
2. The HPA Portal will present an empty SRI Manifest screen (see Figure 105 – Create SRI 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. SRI 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: SRI requests are identifiable via the Order Reference. The order reference is the order reference given at the time of making the SRI request
Note: A SRI Request will be displayed in every hour it is active. Hours with one or more SRI Requests will be displayed in blue text.
 - c. Any SRI 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 SRI Manifests each square represents a SRI Request (ie multiple containers). Note that one SRI for full containers can have multiple cards depending on the size of containers included within the SRI. As such you can drag the SRI Request square onto the truck multiple times.

Note: SRI 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 SRI 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 SRI.

Note: while Transit Containers can be added to a regular manifest, they cannot be added to a SRI Manifest.

4. Click **Save**.

Note: If you get the error message “Not enough appointments in Stack Run YYYYMMDDHHMMx to satisfy request” then you have exceeded the total number of appointments in the SRI Request. This can occur on the last manifest with a truck that has greater capacity than container left in the Stack 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 SRI Manifest (nor any nominated email addresses), even though there is an email field in the UI.

HOME ENQUIRIES ONLINE SERVICES TAS ADMINISTRATION REPORTS ABOUT

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@malinator.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"			oref0514120 G 40' 8'6"			CMA05454 R 20' 8'6"					
2.3t DNT 050N NZAKL APL 2020080418001			4t OLH 0012N IDJKT COS 2020101315005			2.3t DNT 050N SGSIN CMA 2020080418002					
FULL-SAFARI-TEST2 20'											
DNT 050N 2020102015001											

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Figure 109 – Create SRI Manifest page (populated) (full)

HOME ENQUIRIES ONLINE SERVICES CUSTOMER INQ ADMINISTRATION REPORTS CALL US TODAY ABOUT

Welcome Yarnalla 20' 19' 20:26

HPAPB, Sydney

Registration: EDT4BP Driver MSIC Number: OSC017102 - ABHSHEX KJLV Truck Configuration: 20' Has Side Loader: ☐ Yes ☒ No Manifest Reference: PIN: Status:

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

IN SUBMIT

Stack Run Container Details

Please provide container details for stack run appointment.

Order Reference: #10423

Container Number:

Time Of Arrival: 18/12/2021

12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00

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Figure 110 – Create SRI Manifest page (container no. and ISO Code prompt) (full)

12.7 Edit/deleting a SRI Manifest

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

13 HPA TAS Stack 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 Stack Run Out (also known as Stack Run Out). The Stack Run Out (SRO) process consist of two steps:

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

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 “SRO Request” step for all containers within a nominated Stack run of containers from the same vessel.

Prior to executing a SRO you will need to obtain HPA approval. The Approval process begins by submitting a SRO Request as shown in section “13.3 Create a SRO 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 SRO Request has been received you will receive an acknowledgment email (see figure Figure 118 – SRO Request acknowledgement email)

Container Tagging codes are used to identify SRO containers for yard distribution to reduce truck waiting time. As a result, containers included in an SRO request **must not have any existing container tagging**. If a tagging is detected during the request(Figure 113), the system will prompt the user to remove it through TAS Container Tagging (refer to Section 6) or remove the container from the request e.g. tagging created by other users.

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

If your SRO request has been declined by the terminal, you will receive an email (see figure Figure 121 Stack Run Out declined email)

Once the SRO request has been approved you will receive an email.(see Figure 119 – Stack Run Out acceptance email) The terminal may have made changes to the SRO period start , SRO End times and the containers per hour. These changes will be highlighted on the View Stack Run Out page (see Figure 122 – View Stack Run Out Request – (approved request) And on the SRO dashboard (see Figure 112 – Stack Run Out Dashboard – Mouse over to display requested time). SRO Manifests are to be created directly into the TAS.

For details on creating a SRO Manifest (see 13.6 Create a SRO Manifest)

13.1 Search for a SRO Request

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

1. Navigate to the **TAS** menu and select **Stack Run Out Management**
2. The HPA Portal will present the Stack Run Out Dashboard screen (see Figure 111 – Stack Run Out Dashboard as shown below)
3. Enter your criteria and click **Search**.

Note:

1. The 'SRO from' and 'SRO 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 112 – Stack 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

HPA Portal - VERSION 1.11.19.0 (BETA)
HUTCHISON PORTS AUSTRALIA © 2019. ALL RIGHTS RESERVED.

Figure 111 – Stack Run Out Dashboard

HPA Portal - VERSION 1.11.19.0 (BETA)
HUTCHISON PORTS AUSTRALIA © 2019. ALL RIGHTS RESERVED.

Figure 112 – Stack Run Out Dashboard – Mouse over to display requested time

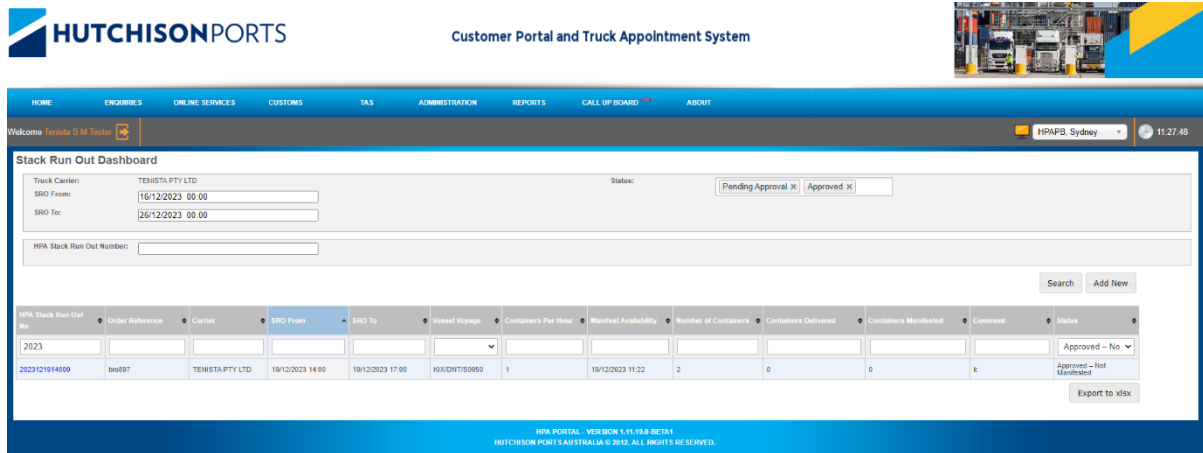
13.2 Page Filtering

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

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

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.

- 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

Welcome **Tenista S M Tester** | HPA/B, Sydney | 11:27:48

Stack Run Out Dashboard

Truck Carrier: **TENISTA PTY LTD** | Status: **Pending Approval X** | **Approved X**
 SRO From: **16/12/2023 00:00**
 SRO To: **26/12/2023 00:00**
 HPA Stack Run Out Number:

Search **Add New**

HPA Stack Run Out No.	Order Reference	Carrier	SRO From	SRO To	Vessel Voyage	Containers Per Hour	Manifest Availability	Number of Containers	Containers Delivered	Containers Manifested	Comment	Status
2023												Approved - No
2023121914009	br0897	TENISTA PTY LTD	19/12/2023 14:00	19/12/2023 17:00	KIX/DNT/10050	1	19/12/2023 11:22	2	0	0	k	Approved - Not Manifested

Export to xlsx

HPA PORTAL - VERSION 1.11.19.6 BETA1
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Figure 113 – Stack Run Dashboard filtered on HPA Stack Run Out No, and status

13.3 Create a SRO Request

To submit a SRO Request

8. Navigate to the **TAS** menu and select **Create Stack Run Out Request** under **Stack Run Out Management**.
9. The HPA Portal will present an empty SRO Request page (see Figure 114 – SRO Request page (blank))
10. Complete the form bearing in mind the following
 - a. 'SRO Period Start' must be in future and 'SRO Period End' must be after 'SRO 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 Stack Run Out
 - c. There is an expectation the appointments/manifests will be spread across the whole period of the SRO. 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 SRO within the defined period
11. Click the Add containers button to add containers
 - a. A vessel must be selected. The containers for the Stack 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 118 – SRO Request acknowledgement email)
14. Once the SRO Request has been reviewed by HPA staff the HPA Portal will send an email to the creator of the SRO Request (and any nominated email addresses) to confirm Terminal acceptance or rejection of the SRO Request (see Figure 119 – Stack Run Out acceptance email)

Note:

3. *The Terminal May make changes to the SRO Period start, SRO Period End and Containers per hour. Refer to Section 13.4 – View SRO Request and Figure 120 - Stack Run Out acceptance email (with changes made by the terminal) for further detail*
4. *Manifesting the SRO will only be available after the Manifest Availability time.*

HATCHISON PORTS Customer Portal and Truck Appointment System

HOME ENQUIRIES ONLINE SERVICES CUSTOMS T&S ADMINISTRATION REPORTS CALL UP BOARD ABOUT

Welcome **Randa S M Tester** **HPAFB, Sydney** 11:13:38

Stack Run Out Request

Stack Run Out Details

Truck Carrier: TENISTA PTY LTD

SRO Period Start: 19/12/2023 14:00

SRO Period End: 19/12/2023 17:00 (Not inclusive)

Order Reference:

Containers Per Hour: 0 min: 0 max: 0

Number Of containers: 0

Vessel Voyage:

Add Containers

Email Addresses

(Email addresses below will receive an email confirming terminal acceptance or destination of this stack run request)

Email Addresses:

Submit

HPA PORTAL - VERSION 1.11.19.0 BETA1
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Figure 114 – SRO Request page (blank)

Container Details

Vessel Voyage: OLH 0012S

Container List:
(One Container Per Line)

EIDO List:
(One EIDO Per Line)

CANCEL NEXT

Figure 115 – SRO request page – Container entry dialogue

Container Details List

Number of Containers: 4

Container Number	ISO Code	Container Weight	Error	Remove
UACU3580614			EIDO not found	X
TCKU1737333			Remove container tagging	X
CBHU3607978	2210	16400		X
RAIF50000008	22G1	5000		X

Figure 116 – SRO 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 117 – SRO Request page – Container Details List (Without errors)

HPA Portal – Stack Run Out #2023112115001 request received



noreply.tasuat@hutchisonports.com.au

To: tipmainuser@gmail.com; Albert DIMALANTA; Rajan SINGH; Pavan BHARADWAJ; Rachel EVANS; Salman TARIQ; Paul BRIGGS; Dennis YEE; Faiq SHAIKH; Frank SIMOGUL; S Ehsan ALIVERDI; Sami AHMED; Anitha NAGANABOINA; invoiceapprovertest@gmail.com; Shujie MIAO

If there are problems with how this message is displayed, click here to view it in a web browser.

Reply

This is an automated email to notify that a Stack Run Out #2023112115001 request has been received.

The Terminal will review the request with the details below.

- Carrier Name: **TENISTA PTY LTD**
- Vessel Voyage: **KDX/DNT/S0050**
- Timing:
 - Start: **21/11/2023 15:00**
 - End(Not Inclusive): **21/11/2023 18:00**
- Number of containers: **1**

Container Details:

Container Number	ISO	Weight
BLCK200009	22G1	13250

Regards,
Hutchison Ports Australia

Figure 118 – SRO Request acknowledgement email

HPA Portal – Stack Run Out #2023111411000 request Accepted



noreply.tasuat@hutchisonports.com.au
To Anitha NAGANABOINA



If there are problems with how this message is displayed, click here to view it in a web browser.

**This is an automated email to notify that a Stack Run Out #2023111411000 request has been Accepted.
Below are the details of the request.**

- Carrier Name: **TENISTA PTY LTD**
- Vessel Voyage: **KIX/DNT/S0050**
- Timing:
 - Start: **14/11/2023 11:00**
 - End(Not Inclusive): **14/11/2023 13:00**
- Containers per hour: **1**
- Total Number of containers: **2**
- Comments: **k**

Container Details:

Container Number	ISO	Weight
DBKU0850326	22G1	12320
BAGU7840231	22G1	12174

Regards,
Hutchison Ports Australia

Figure 119 – Stack Run Out acceptance email

HPA Portal – Stack Run Out #2023122019002 request Accepted



noreply.tasuat@hutchisonports.com.au
To: Anitha NAGANABOINA

Reply

If there are problems with how this message is displayed, click here to view it in a web browser.

**This is an automated email to notify that a Stack Run Out #2023122019002 request has been Accepted.
Below are the details of the request.**

******* Please note that Terminal has made some changes to your request. *******

- Carrier Name: **HUTCHISON PORTS AUSTRALIA PTY LIMITED**
- Vessel Voyage: **KIX/DNT/S0050**
- Timing:
 - Start: **21/12/2023 19:00** [Requested Start time was 20/12/2023 19:00]
 - End(Not Inclusive): **21/12/2023 22:00** [Requested End time was 20/12/2023 22:00]
- Containers per hour: **1**
- Total Number of containers: **1**
- Comments: **Approved**

Container Details:

Container Number	ISO	Weight
HAZF0542400	22R1	1230

Regards,
Hutchison Ports Australia

Figure 120 - Stack Run Out acceptance email (with changes made by the terminal)

HPA Portal – Stack Run Out #2023122019003 request declined



noreply.tasuat@hutchisonports.com.au
To: Anitha NAGANABOINA

Reply

If there are problems with how this message is displayed, click here to view it in a web browser.

This is an automated email to notify that a Stack Run Out #2023122019003 request has been Declined.

- Comment: **Rejected**

Regards,
Hutchison Ports Australia

Figure 121 Stack Run Out declined email

13.4 View SRO Request

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

4. Navigate to the **TAS** menu and select **Stack Run Out Management**.
5. Select the SRO you wish to view by clicking on the 'HPA Stack Run Out No'
6. The HPA Portal will present the **View SRO Request** screen with approval details where the request has been approved (see Figure 122 – View Stack Run Out Request – (approved request).

13.4.1 View SRO Container details

Details in relation to containers within a Stack Run Out can be viewed via the container details dialogue on the View SRO 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 Stack Run Out. To open the Container Details dialogue:

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

Note: The Terminal will stagger the release of manifest PINs to ensure the SRO 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 SRO. The amount of PINs released within the initial set are within the terminal's discretion and may be subject to change. See section 13.6 Create a SRO Manifest below for detail on SRO 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

The screenshot shows the 'View Stack Run Out Request' page in the HPA Portal. The page header includes the HUTCHISON PORTS logo and the text 'Customer Portal and Truck Appointment System'. The navigation bar contains links for HOME, ENQUIRIES, ONLINE SERVICES, CUSTOMS, TAS, ADMINISTRATION, REPORTS, CALL UP BOARD, and ABOUT. The user is logged in as 'Welcome [username] S M [username]' and the location is 'HPAPB, Sydney' with a timestamp of '11:32:05'.

The main content area is titled 'View Stack Run Out Request' and contains the following sections:

- Stack Run Out:** This section displays details for a specific SRO request. It includes fields for 'Truck Carrier' (TENISTALITY LTD), 'SRO Period Start' (19/12/2023 14:00), 'SRO Period End' (19/12/2023 17:00), 'Order Reference' (880897), and 'Status' (Approved - Not Manifested). It also shows 'Containers Per Hour' (1), 'Number Of containers' (2), and 'Vessel Voyage' (KIXDNT/S0050). A 'View Containers' button is present.
- Email Addresses:** This section prompts the user to enter email addresses for terminal acceptance or declination of the SRO request.
- Stack Run Out Approval Details:** This section displays approval details, including 'SRO Period Start' (19/12/2023 14:00), 'SRO Period End' (19/12/2023 17:00), 'Manifest Availability' (19/12/2023 11:22), and a 'Comments' field.

The footer of the page indicates the version is 'HPA PORTAL - VERSION 1.01.18.0-BETA1' and includes a copyright notice for HUTCHISON PORTS AUSTRALIA © 2012.

Figure 122 – View Stack Run Out Request – (approved request)

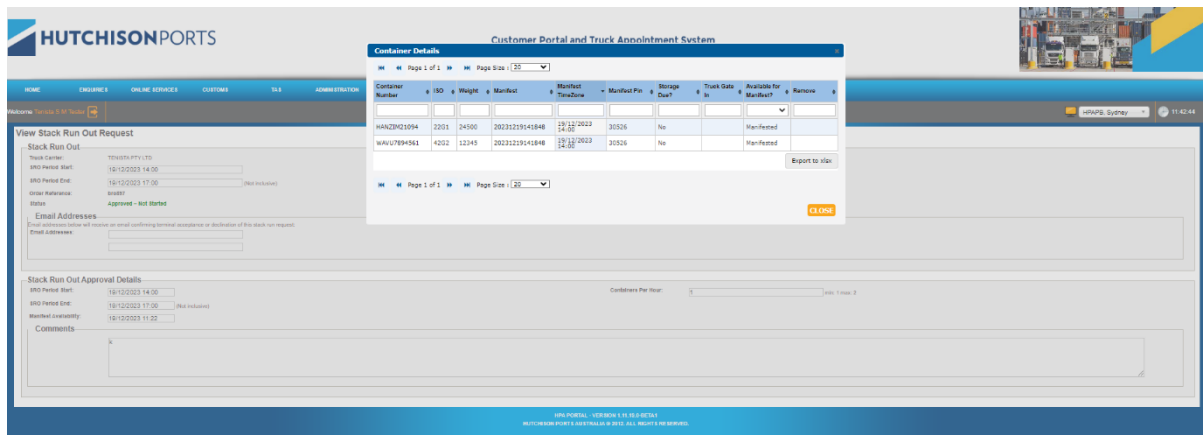


Figure 123 – View Stack Run Out Request – Container details dialogue – (approved request, containers manifested)

13.5 Search for a SRO Manifest

SRO Manifests appear on the same screen as normal manifests. For further details see “11.1 Search for a Truck Manifest”.

Details of which manifests relate to a SRO can be found on the View SRO Request page. For further details (see Figure 123 – View Stack Run Out Request – Container details dialogue – (approved request, containers manifested)

13.6 Create a SRO Manifest

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

Depending on the system configuration, SRO manifesting can operate in one of two modes:

- **Existing Mode**
Containers are automatically allocated by TAS and cannot be modified by the user.
- **New Mode** (*Introduced in August 2026*)
Containers are automatically allocated by TAS, but users have the option to reallocate the assigned containers if required.

Existing mode:

To create a SRO Manifest, follow the steps below:

1. Navigate to the **TAS** menu and select **Create Stack Run Out Manifest** under **Stack Run Out Management**.
2. The HPA Portal will present an empty SRO Manifest screen (see Figure 124 Create SRO 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. SRO Requests (HPA Stack 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 Stack Run Out for the manifest using the ‘HPA SRO No / Order Ref’ drop down menu below the truck image.

Note:

1. *The HPA SRO No can be found on the Stack Run Out dashboard and on the view SRO page. The order reference is the order reference given at the time of making the SRO 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 SRO 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 128 – Manifest Confirmation Email (PIN provided) and Figure 129 – Manifest Confirmation Email (PIN Withheld))

Note:

1. *Prior to creating a SRO Manifest you will need to have your SRO request approved*
2. *It is not possible to manifest containers from separate SRO requests onto the one truck*
3. *Container positioning on the truck can be re-ordered by editing the SRO manifest later. Refer to section 13.7 Edit/Deleting a SRO Manifest for further detail*
4. *TAS will select the next available container of the container size that you have selected to ensure that the Stack 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 SRO, the following conditions must be met*

1. *Manifesting must be open for the run*
2. *The Stack 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 SRO. This is to ensure that the SRO is conducted with the correct sequence.*

- HOME
ENGINEER'S
ONLINE SERVICES
CUSTOMER
TOL
CONSTRUCTION
REPORTS
CALL US BOARD
ABOUT

Welcome Toronto 17 00 Number

idmPUG_Sydney
11:24:44

Registration:
Driver ASGC Number:
20
Truck Configuration:
Has Side Loader:
Manifest Reference:
PIN:
Status:

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

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

EXIT
PREVIOUS

Quantity: 1
Size: 40

Quantity: 1
Size: 20

HRA-GRD Hra / Order Ref: 20231212145000_3c9b87

idmPUG - VERSION 2.11.10.0-001004

Home | **Employee's** | **Online Services** | **Customers** | **SAs** | **Account Activation** | **Reports &** | **Call up Manual** | **About**

Welcome **Narendra D B Naidu**

nanduPB_Sydney | **11:37:10**

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

XR1218 OCCT17102 - ABMSHDX KUNU - B-Coulee ☒ Yes ☐ No

Manifestion:

Customer@gmail.com will receive an email confirming this manifest. Is there anyone else you would like us to email?

Note *

Stack Run Out Manifest including the positioning of containers can be edited after Manifest has been accepted. Refer to the TAC center user guide for details.

OUT
PREVIEW

HSA SRO No / Order Ref:

Quantity: 1	Size: 40'

Page 124 of 145

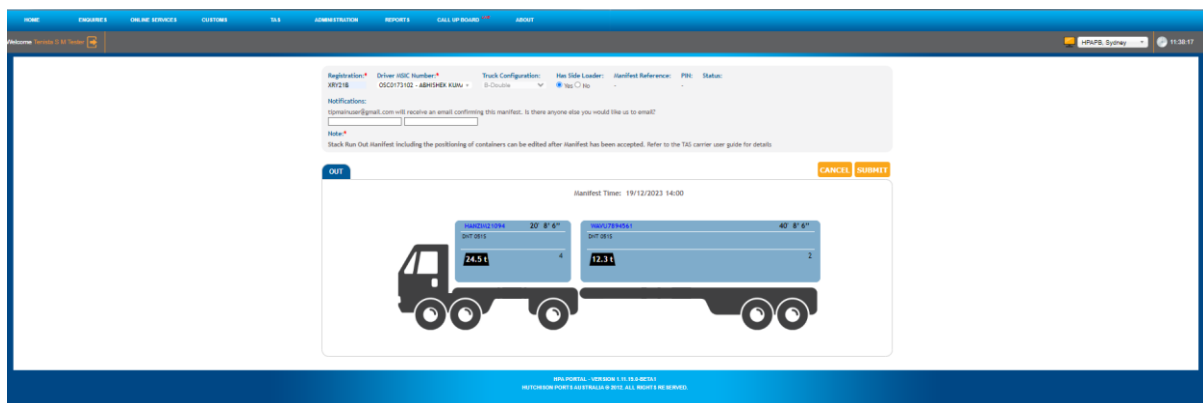


Figure 126 – Create SRO Manifest (preview)

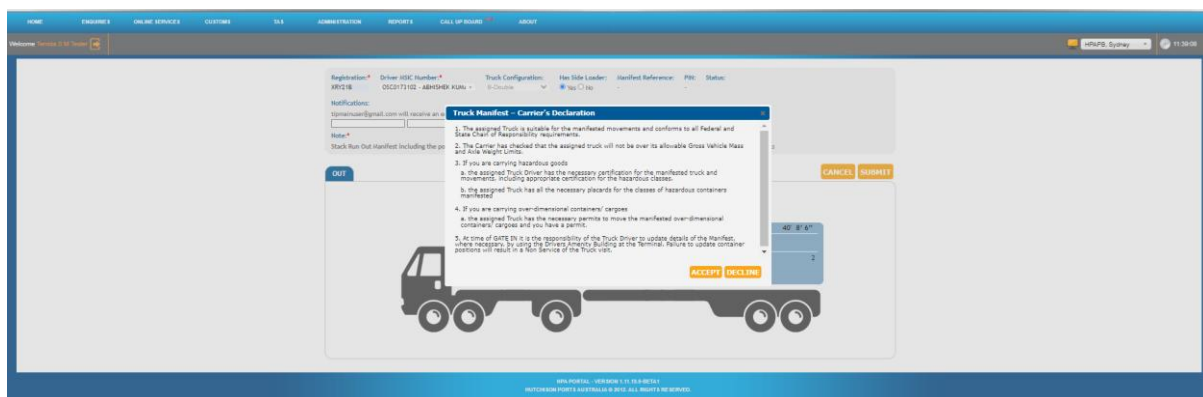


Figure 127 – Create SRO manifest page (CoR dialogue)

Pin for Accepted **Stack Run** Out Manifest - 20231113153815

 noreply.tasuat@hutchisonports.com.au
To

 If there are problems with how this message is displayed, click here to view it in a web browser.

The Terminal has accepted your **Stack Run** Out Manifest. Below are the details of your Manifest:

Stack Run Out Order Reference: sro111

Truck Information

Carrier Code: CCC
Truck Registration: hjk7686
Driver MSIC Number: OSC01731098
Truck Visit Date/Time: 13 Nov 2023 15:00
Movement PIN: 10709

Import Container Information

Container **Container Position**
OOLU9753260 One
HANZIM26116 Three

Figure 128 – Manifest Confirmation Email (PIN provided)

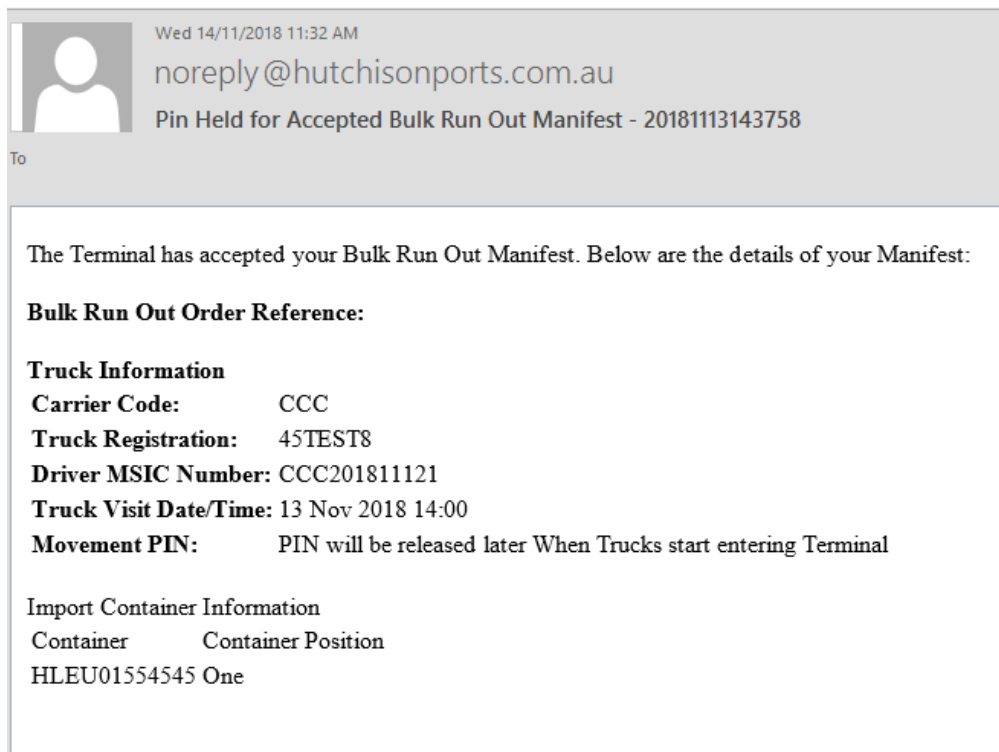


Figure 129 – Manifest Confirmation Email (PIN Withheld)

13.7 Edit/deleting a SRO Manifest

The following details of a SRO 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. *SRO 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. *SRO Manifests cannot be deleted*

To navigate to a SRO manifest through the Manifest dashboard:

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

Note: For further information on the Truck Manifest Dashboard refer to section 11 HPA TAS Truck Manifest Management

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

1. Navigate to the Stack Run Out dashboard by selecting **Stack Run Out Management** from the **TAS** menu
2. TAS will display the **Stack Run Out Dashboard**
3. Select the Stack run that the manifest is for
4. TAS will display the **View Stack Run Out** page
5. On the View Stack 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 13.4 View SRO Request

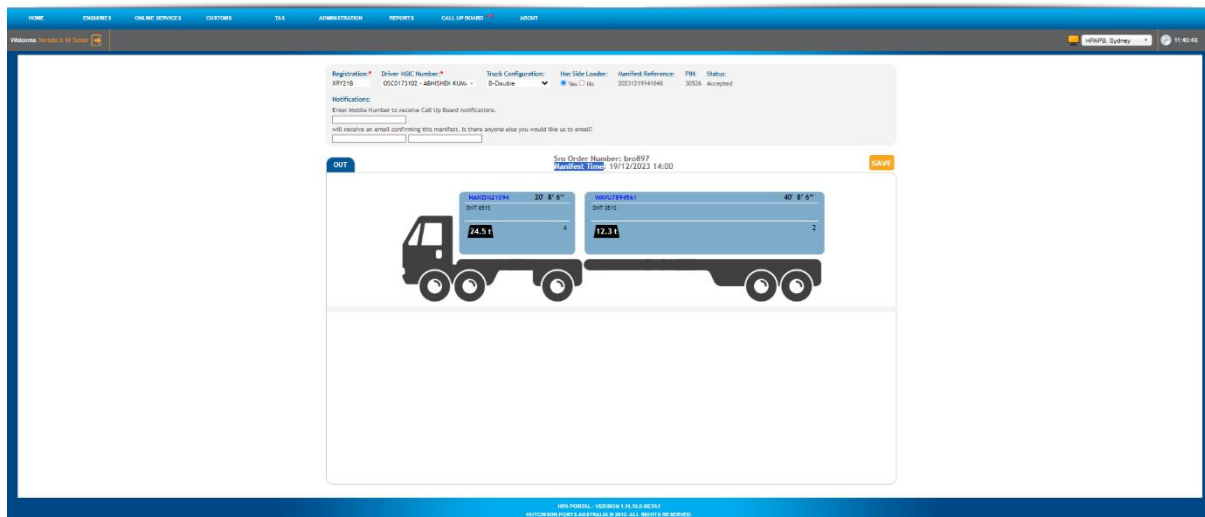


Figure 130 – Edit SRO page

New Mode

This mode provides the main functionality available in the existing mode with the added ability for users to reallocate containers on the SRO manifest.

After the user clicks Preview, TAS automatically assigns containers to the SRO manifest. Users can then review and, if required, reallocate the containers before proceeding.

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

Select
B-Double
Yes
No

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

Note:
Stack 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

HPA SRO No / Order Ref: 2026080617000 - sro0806

Quantity: 11
Size 20

Figure 131 - PREVIEW

If the automatically assigned containers do not meet operational requirements (for example, due to container weight, height considerations), users can select the newly added **RE-ALLOCATE** button below to perform a new container allocation.

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

Select
B-Double
Yes
No

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

Note:
Stack 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
RE-ALLOCATE
SUBMIT

Manifest Time: 06/08/2026 17:00

Figure 132 - RE-ALLOCATE

Once it's clicked, TAS reloads the **Preview** page. After **PREVIEW** button is selected again, TAS generates and assigns a new **combination of containers** to the truck.

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

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

Note: *
Stack 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 RE-ALLOCATE SUBMIT

Manifest Time: 06/08/2026 17:00

Figure 133 - REALLOCATE to get new container combination

Note: The container combination may change, but this does not necessarily mean that all containers will be replaced.

This process can continue until one of the following conditions is met:

1. The user is satisfied with the proposed container combination and accepts it for the manifest.
2. All feasible container combinations have been exhausted.

If all feasible combinations have been exhausted and the user is still not satisfied with the result, or the user want to restart during the process, he can go to main menu and select **CREATE STACK RUN OUT** Manifest under **TAS** menu or refresh the browser page to restart the manifesting process.

14 HPA TAS Truck Monitoring

14.1 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 134 – 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 134 – Truck Monitoring page

14.2 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.

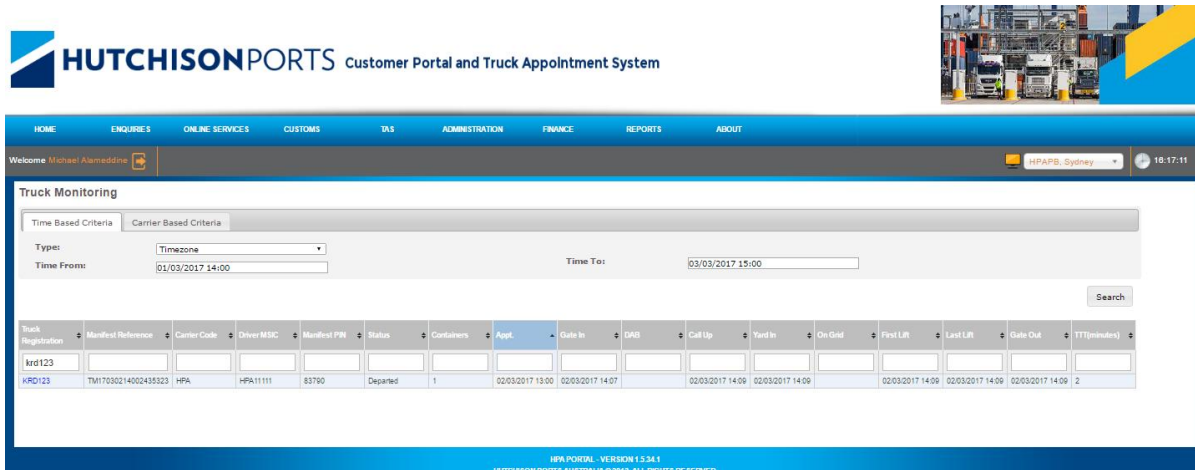


Figure 135 Truck Monitoring Dashboard filtered on Truck Registration

14.3 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.

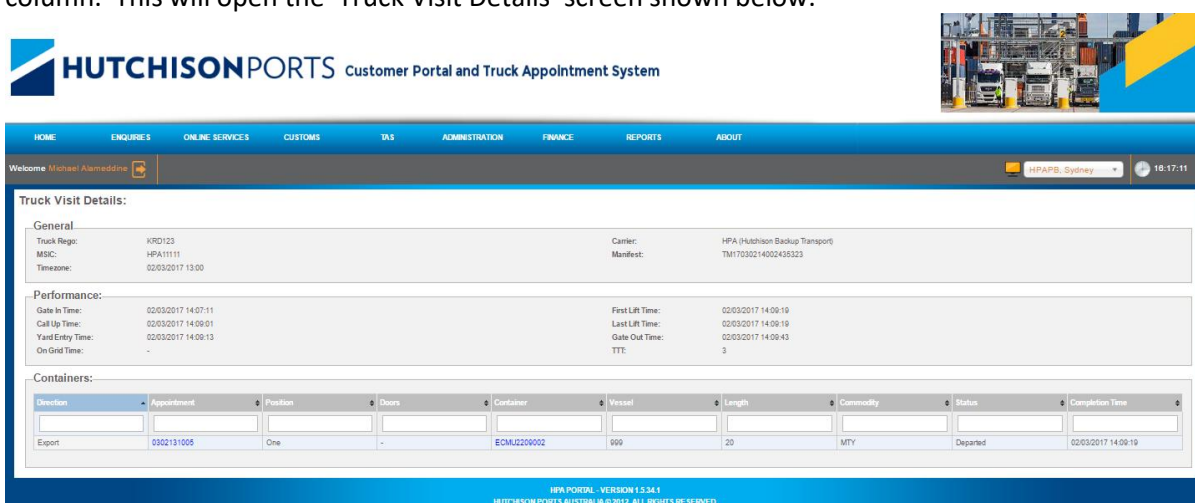


Figure 134 - Truck Visit page

14.4 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.

15 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

15.1 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 **Error! Reference source not found.**
- Where Auto Renew is set to 'No' the email will be as per Figure 137

Note: The Auto Renew setting can be changed at any time prior to the renewal date as displayed on the Edit Company page (see **Error! Reference source not found.**) and on the reminder emails (see **Error! Reference source not found.** and Figure 137).

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 140 .

- 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 16 User Management for details on managing users.

HUTCHISON PORTS

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.

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 ☒

*Note: if you wish to modify your Company Type(s), Services or ABN, please contact HPA by clicking [here](#)

Physical Address

Address Line 1: 119 Example Street

Address Line 2:

Suburb: Ryde

State: NSW

Postcode: 2112

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

Save

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Figure 135 -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 136 - 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 137 - 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 140 - TAS Subscription Auto Renew Reminder – Account deactivated

16 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.

16.1 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 138 – User Account Management page)
3. Enter a search criteria
4. Click **Search**.

16.2 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 **Error! Reference source not found.**).
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 138 – 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.

16.3 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 **Error! Reference source not found.**).
4. Edit details
5. Click **Save**

The screenshot displays the HPA Portal's User Account Management interface. At the top, the HUTCHISON PORTS logo is visible alongside the text 'Customer Portal and Truck Appointment System'. A navigation bar contains links for HOME, ENQUIRIES, ONLINE SERVICES, TAS, ADMINISTRATION, REPORTS, and ABOUT. Below this, a 'Welcome An Example' message is shown next to a user selection dropdown set to 'HPAPB, Sydney' and a clock showing '10:47:16'.

The main section is titled 'User Account Management' and includes a search instruction: 'Search on one or more fields to find a user account.' Below this are input fields for 'Username:', 'Last Name:', and 'Status:' (with a dropdown menu currently showing 'Activated'). A 'Search' button is positioned to the right of these fields.

A table lists user accounts with the following data:

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

At the bottom of the page, a footer indicates 'HPA PORTAL - VERSION 1.8.12.85' and 'HUTCHISON PORTS AUSTRALIA © 2012. ALL RIGHTS RESERVED.'

Figure 138 – User Account Management page

16.4 Page Filtering

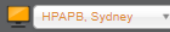
The page offers the ability to filter results based on user input.

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 139 – 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 140 - 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: * mrh.example@gmail.com Confirm Username/Email: * mrh.example@gmail.com Default Location on Login: * HPAPB, Sydney				Personal Details Title: Mr Job Title: First Name: * Mrh Last Name: * Example Work Phone: Mobile: Status: Activated																																									
Services HPAPB, Sydney																																													
General Permissions <table border="1"> <tr><td>Manage my Appointments</td><td>☒</td><td>\$</td></tr> <tr><td>Manage My Bulk Run Manifests</td><td>☒</td><td></td></tr> <tr><td>Manage my Bulk runs</td><td>☒</td><td></td></tr> <tr><td>Manage my Company</td><td>☒</td><td></td></tr> <tr><td>Manage my Containers</td><td>☒</td><td>\$</td></tr> <tr><td>Manage My Drivers</td><td>☒</td><td></td></tr> <tr><td>Manage my PRAs</td><td>☒</td><td>\$</td></tr> <tr><td>Manage my Truck Manifests (Full)</td><td>☒</td><td>\$</td></tr> <tr><td>Manage my Users</td><td>☒</td><td></td></tr> <tr><td>Monitor my Truck Performance</td><td>☒</td><td></td></tr> <tr><td>Reports - My Landside</td><td>☒</td><td></td></tr> <tr><td>Reports - My Waterside</td><td>☒</td><td></td></tr> <tr><td>View Bulk runs</td><td>☒</td><td></td></tr> </table>				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	☒				
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	☒																																												
				Save Delete																																									

HPA PORTAL - VERSION 1.8.12.85

Figure 141 - User Account Edit page

16.5 Update your User Profile

You can updated details associated with your user account. All users are be 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 142 - User Profile page

16.6 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**.

17 Typical Errors

17.1 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.

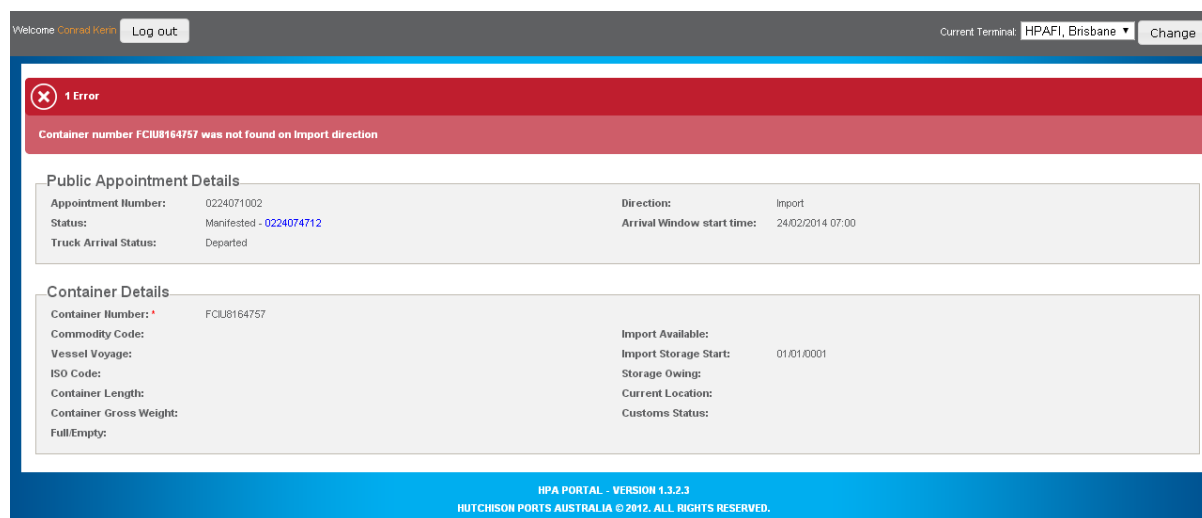


Figure 143 - Container Enquiry error

17.2 Stack 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 SRO 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
ENGQUIRIES
ONLINE SERVICES
CUSTOMS
TAS
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:

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:

No Containers Available

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Figure 144 – Stack Run Out Manifest – Mixing blocks error

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 SRO 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

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Figure 145 - Stack Run Out Manifest - Location error

17.3 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 **Error! Reference source not found.**, 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 a web application interface for booking Empty Dehire appointments. At the top is a navigation bar with links: HOME, ENQUIRIES, ONLINE SERVICES, CUSTOMS, T&S, ADMINISTRATION, REPORTS, and ABOUT. Below this is a user welcome message: "Welcome Terista S M Tester" and a location/time indicator: "HPAFL, Brisbane 10:49:45".

A red error banner at the top of the main content area displays the message: "1 Error Appointment can be booked only from one zone at a time." Below the error banner, the page title is "Book Empty Dehire Appointments". A date selector is set to "25/07/2020".

Below the date selector, there are "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 (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 tables showing appointment data for various zones. Each table has 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 interface, there are two buttons: "Clear Selection" and "Book".

Figure 146 - Book Empty Dehire Appointments - Booking multiple zones error

17.4 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.

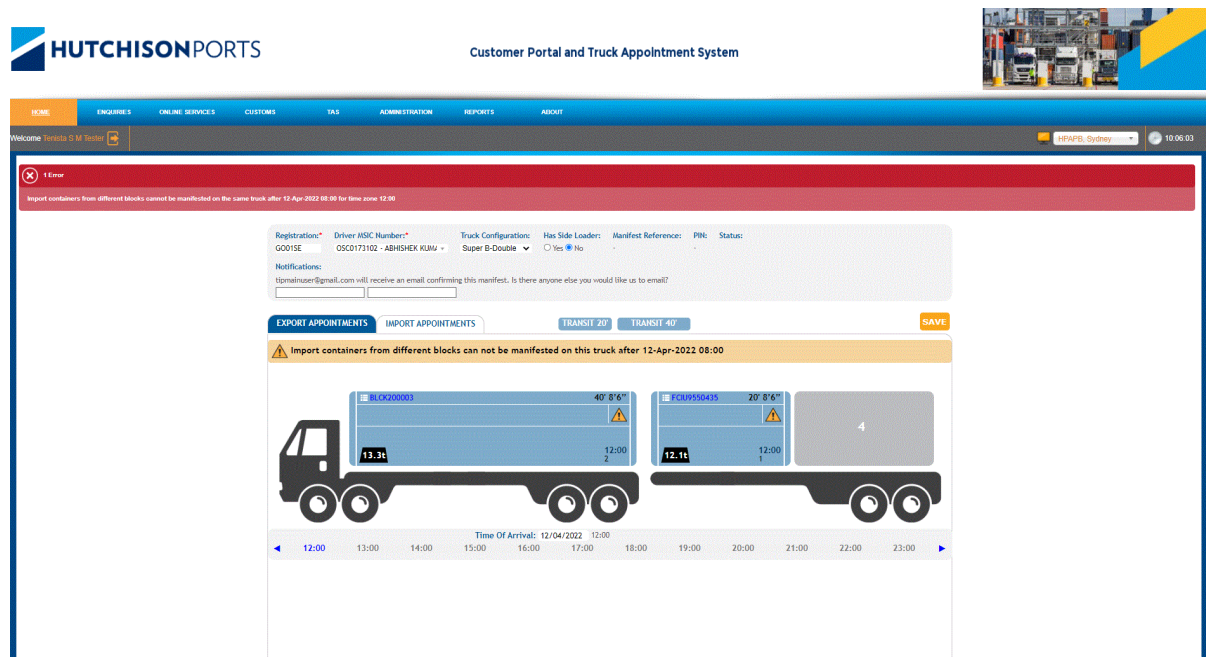


Figure 147 - Consolidation Error on Manifest screen

18 Call Up Board

Displays the real-time truck queue at the terminal

Call-Up Board

- Displays the truck registration number and the block assigned to each truck.
- These trucks are ready to be serviced.

Waiting Section

- Displays trucks that have not yet been assigned to a block and are waiting to be serviced.

Call Up Board **Live**

Truck Registration	Action Required
XB04LW	TB1
XB67NR	TB1
XB05OU	TB1
XB25JM	TB1
XB01GU	TB1

Waiting

691XEY	BWT75	WEM27	WEM28	XB47KP	XB54HF	XB62TT	XB77OL	XB82MK	XB88MK	XQ23JB	XQ53TO	XQ80ML
XW86TU												

Figure 148 - Terminal Call Up Board