



ePortal

Orders

Welcome to e-Orders

e-Portal offers the possibility to check, create and manage different orders (empty out, empty in, full in, full out, scanning,..).

This application ensures that you can consult orders if the role 'Search Orders' has been assigned. To create and/or change orders, the role 'Manage Orders' need to be assigned. This role can be assigned when a contract is signed between both parties. In this guideline all orders will be described.

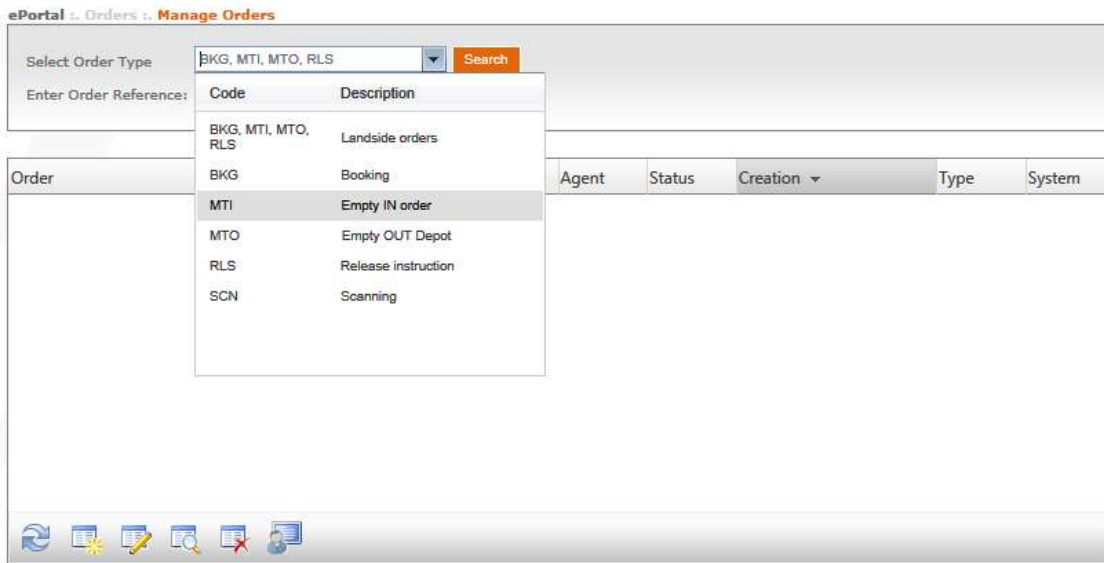


General

Select an order via 'Orders', 'Manage orders'



Select an ordertype.



After you have made a selection, all the registered and active orders will be displayed. You can then enter a reference under 'enter order reference'.

You can also create, modify and view new orders.



Refresh



to create a new order



To change an order



Order details



INSTRUCTIES - PSA ANTWERP - GUIDELINES

Order Header Order Lines List Order Line

Order Reference: Order Type:

Position:

Hr.	Container	ISO	F/E Out	Sub.Out	Trm.Out	Sts.Out	F/E In	Sub.In	Trm.In	Sts.In	Valid From	Valid To	Lq.	Tp.	Hq.
1							F		K869	RGS			20	DV	8.6
2			E		K869	RGS							20	DV	8.6
3			E		K869	RGS							20	DV	8.6
4			E		K869	RGS							20	DV	8.6

Status: : Ok Visible on the page: 1 - 4

To view more details in the order line, click the icon again



To remove an existing order



to view the log of the order

Agent	Order reference	Order type	Order phase	Line	Terminal	IN RGS	IN ACT	IN EXE	IN Total	OUT RGS	OUT ACT	OUT EXE	OUT Total
TEST	BKGTEST123	BKG	RGS	ZZZ	K869	2	0	0	2	3	0	0	3

Log:

Action	Medium	Reference	User	Date	Time
Updated	WWW	TEST/ILSE3	EPORTAL	30/04/2010	12:01
Updated	ICE	TEST	DNS_I	30/04/2010	11:53
Created	FAX	TEST	DNS_I	30/04/2010	11:40

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- **Action:**
 - Created
 - Updated
 - Deleted
- **Medium:**
 - EDI: Electronic Data Interchange: electronically sent message
 - WWW: Data created via ePortal
 - EML: Data received by e-mail
 - ICE: End user initiative
 - TLF: order process after telephone order
- **Reference:** Message number



- every non-EDI order receives a proces number from COV (central order department)
- EDI report number
- ePortal reference (= linecode / login user)
- *User:*
 - PSA or MPET employee user profile
 - EDI_SERVER: order created via EDI
 - ePortal if order has been created via ePortal (user name is displayed in reference)
- *Date:* Date of creating/modifying/removing order
- *Time:* time of creating/modifying/removing order




: You can return to the order by clicking on this icon.



1. Booking

Instructions for delivering full containers and shipping empty containers against a booking number for export.

To create a new booking reference:

Go to '**Manage Orders**' - '**BKG - Booking**' via 

Enter the following fields:

Order Header	Order Lines List	Order Line
Terminal:	<input type="text" value="K913"/>	...
Order Type:	<input type="text" value="BKG"/>	...
Order Reference:	<input type="text" value="123"/>	
Line:	<input type="text" value="ZZZ"/>	...
Remark:	<input type="text"/>	
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>	

Terminal: here you choose the terminal for which the booking will be created.

Order type: *BKG*

Order reference: Enter the order reference here

This reference will be displayed in ePortal when the container is called up under 'Trace Container'

Line: line agents code

Remark: When a remark is filled in, it will only be visible when the order will be changed

Next click on 'submit'

You will see a warning if something has not been entered correctly. By moving the cursor over the exclamation mark, you can see which error message is involved.



INSTRUCTIES - PSA ANTWERP - GUIDELINES


Order Header Order Lines List Order Line

Order Reference: Order Type:

Position:


Hr.	Container	ISO	F/E Out	Sub.Out	Trm.Out	Sts.Out	F/E In	Sub.In	Trm.In	Sts.In	Valid From	Valid To	L.g.	Tp.	Hg.
-----	-----------	-----	---------	---------	---------	---------	--------	--------	--------	--------	------------	----------	------	-----	-----

Status: : Ok Visible on the page: 1 - 0

Click on the  icon to create a new line.
(You can also modify, delete, etc. from this screen)

You can fill in all the data for the booking in the next screen:

For each field you can make use of the dropdown menus.

If certain fields are not large enough, you can create more lines using  .



INSTRUCTIES - PSA ANTWERP - GUIDELINES

Order Header	Order Lines List	Order Line
Order Reference: 123	Line: ZZZ	Agent: TEST
Container Id: []	Seq.nr.: 1	Order type: BKG
Handling In Info		Handling Out Info
Terminal: K913	Quantity: 1	Terminal: K913
Subtype: []	LoadStatus: F	Quantity: []
		Subtype: []
		LoadStatus: E
General Info		Validity
Quar.status: []	Tax Ind: []	Valid From: []
Stowage: []	Lease Type: []	Valid To: []
FCL/LCL: []	CSC: 0 kg	
Remark		
Container: []		
Stowage: []		
Transport		
Vessel/voyage: ALTAX	88W28	
SPOD: ATM	MX	
POD: ACU	MX	
Container		
ISO: []	Length: 20	Height: 8.6
Condition: OK	Material: []	Type: DV
Goods		
Goods: GENS	Shipper: []	
B/L: []	UN number: []	IMDG: []
		INPRO: []
Oversize		
Height: []	Fore: []	After: []
	Left: []	Right: []
Reefer		Weight
Temperature: []	Op.reefer: []	Gross: 18000 kg
		Tot. gross: 0 kg
		Net: 0 kg
		Tot. net: 0 kg
Special Instruction		
Spec. instr.: []	[]	[]
[]	[]	[]
Seal		Series
Origin	Type	Number
Seal 1: []	[]	[]
Seal 2: []	[]	[]
		Prefix: []
		From: []
		To: []
Submit Cancel		



Order lines:

Order reference: *Booking*

Line: *line service*

Agent: *issuer of the order*

Container ID: **The container number if known**

Sequence number: **serial number**

Order type: *booking*

Handling In Info:

Terminal: *The location of the operation*

Quantity: quantity for full in

Subtype:

Load status: F (*full in*)

Handling Out Info:

Terminal: *The location of the operation (is already selected)*

Quantity: quantity for empty out

Subtype:

Load status: E (*Collect empty*)

General Info:

Quarantine status: if there is a specific QS (important for empty out)

! only select a QS if this is actually available

Tax. Ind.: (can/does not need to be entered when creating order)

Stowage: position for loading the container on the ship

- UD: Below deck
- OD: On deck
- WD: Weather Deck
- ...

FCL/LCL: Container load (can/does not need to be entered when creating order)

- FCL: Full container load: Container is fully loaded
- LCL: Less than container load: Container is not entirely loaded with the same cargo

CSC: Maximum permitted weight of the container (important for empty out)

Validity:

Valid from: Date from when it is permitted to process the container

Valid to: Date until which one can process the container

Remark:

Container: **any remarks**

Stowing:

Transport: (only complete for full delivery)

Ship: ship and voyage number

SPOD: Port of Discharge

POD: Final destination



Container: (enter isocode or length, height and type)

ISO: The ISO code of the container (See ePortal guideline: ISO codes)

Length: the length of the container expressed in feet

Height: the height of the container expressed in feet

Type: is the container type.

Condition: The status of the container (important for empty out)

- **OK:** The container is in order, possibly slightly damaged, but usable.
- **BD:** The container is out of service.

Material: (empty outward, not obligatory field)

- **ST:** Steel
- **AL:** Aluminium
- **PO:** Polyester

Goods

Goods: contents of the container

Shipper: (not obligatory field)

B/L: Bill of Lading (not obligatory field)

UN number: UN number: (fill in if hazardous goods during F/I)

IMDG: IMO class: (fill in if hazardous goods during F/I)

Inpro:

Oversizes:

Height

Fore

After

Left

Right

! If oversizes are notified, this will always be in centimetres (this is for information but will in fact be checked at the T-checker)

Reefer

Temperature: (fill in if operational reefer during E/O and F/I)

- + or –
- Temperature registration
- Celsius or Fahrenheit
- Operational reefer: If there is an operational reefer involved, the checkbox will be ticked and the temperature will be filled in!

!If no + or – is entered, this is automatically considered to be +.

Weight: (compulsory field for F/I)

Gross: gross weight of the container (=net + tare)

Total gross weight: if the booking is for several containers the total weight of the containers can be stated here

Net weight:

Total net weight

! if possible please enter gross weights

Special instructions:

Seal:

Series: If a container has to be taken out empty from a particular series, you can enter the series here

If there is a choice between several series, you can add the other series next to the comments on the container.



Extra

! To create an order empty out en full in, please create first the empty out line and then create the full in on different lines (this is necessary for possible modifications).

! Two bookings must be created for bookings for several berths (e.g. empty out K869 and full in K1742).

After everything has been filled in, click on 'submit

If the order has been carried out correctly, the following message will appear at the bottom:



Click on 'close' and a confirmation report will be sent by e-mail.

! It is possible to create an order empty out with several container numbers (max 400) at once via 'mass input MTO.

→ see chapter Mass input



2 Empty in order

Instructions for delivering empty containers

To create an empty in order:

Go to 'Manage Orders' - 'MTI Empty in order'.

Enter the following fields:

Terminal: here you choose the terminal where the container(s) will arrive empty.

Order type: *MTI*

Order reference: Enter the order reference here

This reference will be displayed in ePortal when the container is called up under 'Trace Container'

Line: line service code

Remark: When a remark is filled in, it will only be visible when the order will be changed

Next click on 'submit

You will see a warning if something has not been entered correctly. By moving the cursor over the exclamation mark, you can see which error message is involved.

Go back and click on '  ' to create an order line.



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Order Header	Order Lines List	Order Line	
Order Reference:	<input type="text" value="LEEGIN"/>	Line: <input type="text" value="ZZZ"/>	Agent: <input type="text" value="TEST"/>
Container Id:	<input type="text" value=""/>	Seq.nr.: <input type="text" value="1"/>	Order Type: <input type="text" value="MTI"/>
Handling In Info			
Terminal:	<input type="text" value="K013"/>	...	
Quantity:	<input type="text" value="1"/>	...	
Subtype:	<input type="text" value=""/>	...	
General Info			
Quar.status:	<input type="text" value=""/>	...	
Stowage:	<input type="text" value=""/>	Lease Type:	<input type="text" value=""/>
CSC plate present:	<input type="checkbox"/>	CSC:	<input type="text" value="0"/> <input type="text" value="t"/>
FCL/LCL:	<input type="text" value=""/>	...	
Remark			
Container:	<input type="text" value=""/>		
Transport On		Transport Pre	
Carrier Tp:	<input type="text" value="VS"/>	...	
Carrier:	<input type="text" value="TOROX"/> <input type="text" value="40W40"/>	...	
Indirect by:	<input type="text" value=""/>	...	
SPOD:	<input type="text" value="MTR"/> <input type="text" value="CA"/>	...	
POD:	<input type="text" value="MTR"/> <input type="text" value="CA"/>	...	
Container			
ISO:	<input type="text" value=""/>	Length:	<input type="text" value=""/>
Condition:	<input type="text" value="OK"/>	Material:	<input type="text" value=""/>
Height:		<input type="text" value=""/>	Type:
		<input type="text" value=""/>	<input type="text" value=""/>
Special Instruction		Seal	
Spec. instr.:	<input type="text" value=""/>	Origin	Type
	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="text" value=""/>	Number	<input type="text" value=""/>
	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Seal 1:		<input type="text" value=""/>	<input type="text" value=""/>
Seal 2:		<input type="text" value=""/>	<input type="text" value=""/>
<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>	



You can create an empty inward order for stock or for shipping. You need to fill in certain fields in this connection:

Order lines:

Order reference: Reference

Line: *line service*

Agent: *issuer of order*

Container ID: **The container number if known**

Sequence number: **serial number**

Order type: *MTI*

Handling In Info:

Terminal: *The location of the operation*

Quantity: quantity

Subtype:

General Info:

Remarks:

Container:

Transport On: (see examples below)

- To be completed for shipping with specific vessel:
Type transport: VS (do NOT select other options!)
Ship: ship and voyage number
SPOD: Port of Discharge
POD: Final destination
- To be completed for shipping if the vessel is not yet known (only for Q869 and Q913, for Q1742 we always needs the correct vessel):
Type transport: VS (do NOT select other options!)
Ship: VSMTI as ship - EMPTY as voyage number
SPOD: Port of Discharge
POD: Final destination
- Empty in for depot
This information does not need to be entered

Transport Pre:

When container is discharge from vessel at a different terminal, the vessel needs to be inserted (exceptionally)

Container: (enter isocode or length, height and type)

ISO: *The ISO code of the container*

Length: *the length of the container expressed in feet*

Height: *the height of the container expressed in feet*

Type: *is the container type.*

Condition:

Material:

Special instructions:

These fields do not need to be filled in

Seal:



Examples

- Empty in for stock Q869, Q913 or Q1742
 - No vessel information needed

Transport na Uit

Type vervoer: ...

Vervoermiddel: ...

Indirect per: ...

SPOD: ...

POD: ...

Transport voor In

Type vervoer: ...

Vervoermiddel: ...

Indirect per: ...

POL: ...

- Empty in for shipment on Q869 and Q913
 - Fill in the correct vessel

Transport na Uit

Type vervoer: ...

Vervoermiddel: ...

Indirect per: ...

SPOD: ...

POD: ...

Transport voor In

Type vervoer: ...

Vervoermiddel: ...

Indirect per: ...

POL: ...

- Empty in for shipment on Q869 and QK913, if the vessel is not known yet
 - Use vessel VSMTI

Transport na Uit

Type vervoer: ...

Vervoermiddel: ...

Indirect per: ...

SPOD: ...

POD: ...

Transport voor In

Type vervoer: ...

Vervoermiddel: ...

Indirect per: ...

POL: ...

- Empty in for shipment on Q1742
 - Always use the correct vessel

Transport na Uit

Type vervoer: ...

Vervoermiddel: ...

Indirect per: ...

SPOD: ...

POD: ...

Transport voor In

Type vervoer: ...

Vervoermiddel: ...

Indirect per: ...

POL: ...



After everything has been filled in, click on 'submit'

The screenshot shows a web application interface with three tabs: 'Order-Header', 'Order Lines List', and 'Order Line'. The 'Order Lines List' tab is active. At the top, there are input fields for 'Order Reference:' (containing '123') and 'Order Type:' (containing 'MTI'). Below these is a 'Position:' field (containing '0') and a 'Set' button. A table with the following columns is displayed: Hr., Container, ISO, E/E In, Sub.In, Trm.In, Sts.In, FCL.LCL, Quar.status, Lease Type, Lq, Tr, Hq. The table contains one row of data: Hr. 1, Container TEST1234567, ISO 2210, E/E In E, Sub.In, Trm.In K913, Sts.In RGS, FCL.LCL, Quar.status, Lease Type, Lq 20, Tr DV, Hq 3.6. At the bottom of the interface, there is a status bar showing 'Status: Ok' and 'Visible on the page: 1 - 1'. Below the status bar is a toolbar with several icons and a 'Finish' button.

Now it is possible to change or create new order lines.

If not necessary, you can click the button 'finish'

If the order has been carried out correctly, the following message will appear at the bottom:



Click on 'close' and a confirmation report will be sent by e-mail.

! It is possible to create an order empty in with several containernumbers (max 400) at once via 'mass input MTI.

→ see chapter Mass input



3. Empty out depot

Instruction to pickup empty containers.

To create an empty out order:

Go to 'Manage Orders' - 'MTO Empty out Depot'

Click on 'create an order'

Enter the following fields:

Terminal: terminal where the containers needs to be picked up

Ordertype : *MTO*

Orderreferentie: Order to pick up the containers.

This reference will be visible when the containers is entered via 'Trace Container'.

Lijn: line agent code

Remark: Remarks will only be visible when the order will be changed.

Click on 'submit

Click on  to insert details of the order



Order line:

Orderreference: *Reference*

Line: *Line code*

Agent: *Agent code*

Container ID: **Containernumber**

Sequence nummer : **sequence number**

Ordertype: *MTO*

Handling out info

Terminal: Location

Quantity: quantity

Laadstatus: *E(mpty)*

General info

Quarantaine status (only when a containernumber will be inserted)

CSC : when an empty container needs a certain CSC weight

Container (only when a containernumber will be inserted)

ISO of Length – Height – type

Condition

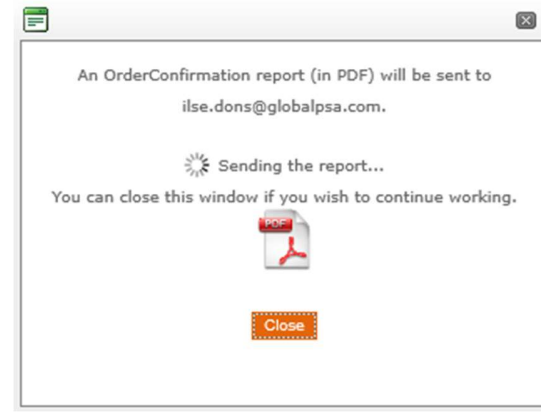
Click on ‘submit’

Now you can insert an extra orderline or change the order.

When ready, click on ‘Finish’.



If the order has been created succesfully, you will receive an order confirmation via email:



Click on 'close' to continue.

! It is possible to create an order empty out with several containernumbers (max 400) at once via 'mass input MTO.

→ see chapter Mass input




4. Create Release

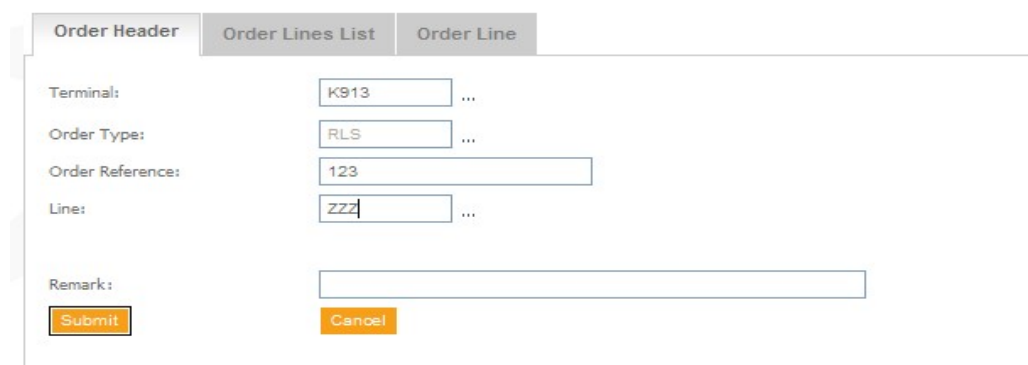
It is possible to release full import containers under '**CreateRIs**'.

To create a new release order:

Go to '**Manage Orders**' - '**Release**'.

Click on '  ' to insert a new order.

Complete the following screen:



The screenshot shows a web form with three tabs: 'Order Header', 'Order Lines List', and 'Order Line'. The 'Order Header' tab is selected. The form contains the following fields and values:

- Terminal: K913
- Order Type: RLS
- Order Reference: 123
- Line: zzz
- Remark: (empty)

At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'.

Terminal: here you choose the terminal where the container must be released.

Order type: *RLS*

Order reference: this is a compulsory field and you can enter e.g. the container no., the BL no., the word eportal, ... (! DO NOT enter the pin code here)

Line: line service code

Remark: When a remark is filled in, it will only be visible when the order will be changed

Next click on 'submit'


You will see a warning if something has not been entered correctly. By moving the cursor over the exclamation mark, you can see which error message is involved.



Go back and click on  ' to create an order line.

- **Container ID:** enter the container number here.
- **Validity date:** this is not a compulsory field, here you can enter a date from/until when the release has to be valid.
- **Pin code:** The pin code needs to be entered 2 x, 1st in the 'Pin code' field, 2nd x under 'Confirm new'. The pin code is a unique code for every container.

Next click on 'submit'

You now have the possibility to add several containers via , or otherwise click on 'finish' and then the containers will also be effectively released.

Lr.	Container	Term.Out	Sta.Out	Priority	Valid From	Valid To	Exp.Exec.Date
1	TEST1234567	K913	RGS				



If the order has been carried out correctly, the following message will appear at the bottom:



Click on 'close' and a confirmation report will be sent by e-mail.

To change a pin code, the current pin code first needs to be entered

! It is possible to create a release order with several containernumbers (max 400) at once via 'mass input RLS.

→ see chapter Mass input



5. Scanningorder

provides the possibility to create a "scanning order" for containers which are blocked to be scanned (Full out + Full in)

→ via application Orders – Blockings SCN

→ via application ORDERS – Manage – selection SCN (if no block instruction is available)



Create order via Blockings SCN

Overview will show all blocked containers for scanning.


ePortal > Orders > Blockings scanning list

Terminal: Vessel/voyage In: Line: ...
 Container Id: Vessel/voyage Out: On yard:
 From: Until: SCN order:

Container	Trm	Line	Blocking creation	Vessel In	Voyage In	Vessel Out	Voyage Out	On Yard	SCN order
EISH4500054	K913	ZZZ	7/10/2015 9:58:01 AM			AAAAA	UIT	Y	N
SEAT3505484	K913	ZZZ	7/10/2015 9:56:42 AM			AAAAA	UIT	Y	N
FISH1231231	K913	ZZZ	7/10/2015 9:48:50 AM					N	Y
VISU2321321	K913	ZZZ	7/10/2015 9:48:21 AM					N	Y
NFLU1514101	K1742	ZZZ	2/11/2015 10:48:56 AM			AALSM	9999	Y	Y
CCRM2001153	K389	ZZZ	1/20/2014 1:49:16 PM	CCRM1	1111			Y	N
ZZZZ2701141	K420	ZZZ	8/27/2014 10:17:51 AM	ZZZZ2	001			Y	N
CMAU1555555	K913	ZZZ	8/18/2014 4:36:14 PM	ZZZZ2	9999			Y	Y
KOEN1143181	K913	ZZZ	5/2/2014 1:05:47 PM	CARL	120214			Y	N
CATE0823023	K913	ZZZ	4/7/2014 11:03:56 AM	CATE	ALLESKOMT			Y	Y
ZZZZ1792141	K913	ZZZ	2/17/2014 4:56:40 PM	ZZZZ2	9999			Y	N
CATE9409735	K389	ZZZ	11/29/2013 3:36:20 PM			CATE	TESTCATE	Y	Y

Visible on the page: 1 - 12

Select the container (selected line will color yellow)

Click on icon "Create scanning order" 

Fill in the necessary fields:



Orderreference: if blank, the system will generate a random order

Create/Copy release:

- Create: a new release order will be created, even there already exists an import release instruction
- Copy release: data (PIN code, valid date) will be copied of the import release instruction.

Click on field

→ Order has been created, field SCN ORDER changed from N(o) into Y(es)

Container	Trm	Line	Blocking creation	Vessel In	Voyage In	Vessel Out	Voyage Out	On Yard	SCN order
FISH4500054	K913	ZZZ	7/10/2015 9:58:01 AM			AAAAA	UIT	Y	Y

Create via Manage Orders

Code	Description
BKG, MTI, MTO, RLS	Landside orders
BKG	Booking
MTI	Empty IN order
MTO	Empty OUT Depot
RLS	Release instruction
SCN	Scanning

Select ordertype SCN (Scanning)

Click on icon “new”

Fill in the necessary fields:



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ePortal - Orders - Create scanning order

Terminal: ...

Order Type:

Order Reference:

Line: ...

Container Id:

Create order: OUT IN

Create/Copy release instruction: Create Copy

Pincode:

Confirm pincode:

Valid From:

Valid To:

Remark:

Click on field
 → Order is processed and appears in the overview:

Select Order Type:

Enter Order Reference:

Container Id:

Container	Trm	Order	Line	Creation	OUT	IN	IN Valid To
SEAT5656566	K013	FISH	ZZZ	7/10/2015 10:43:21 AM			
EICLJER8864	K013	SCN/77742740	777	7/10/2015 10:40:00 AM			

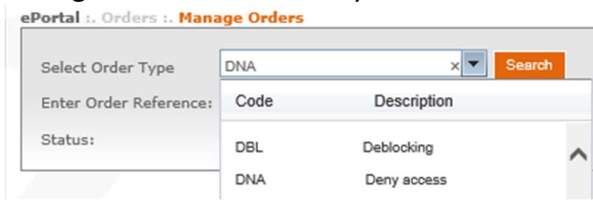


6. Deny access instruction

Instruction to deny access containers on terminal.

To create an DNA instruction:

Go to 'Manage Orders' - 'DNA Deny Access'

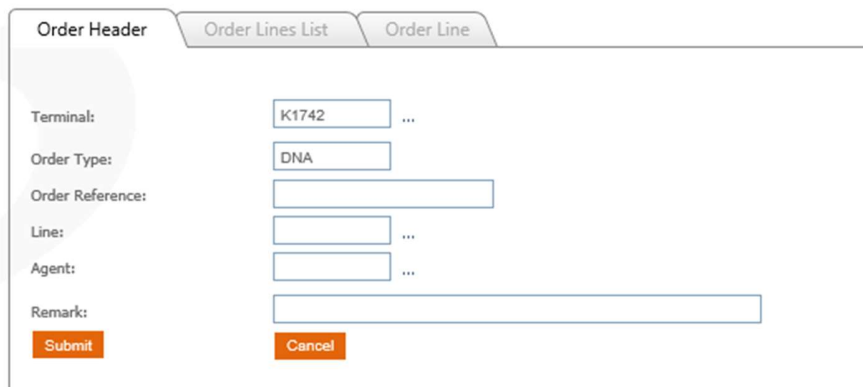


Code	Description
DBL	Deblocking
DNA	Deny access

Click on the create icon or mass upload



Fill in the next fields:



Order Header | Order Lines List | Order Line

Terminal: ...

Order Type:

Order Reference:

Line: ...

Agent: ...


Remark:

Click on submit and fill in the containernumber or prefix:



Order Header Order Lines List **Order Line**

Order Reference: Line: Agent:

Container Id: X  Seq.nr.: Order Type:

Handling In Info

Terminal: ... LoadStatus: ...



Series

Prefix: From: To:

Container

ISO: ... Length: ... Height: ... Type: ...

Validity

Valid From:  Valid To: 

Remark

Container:

Click on submit and the order will be created

! It is possible to create a DNA order with several containernumbers (max 400) at once via 'mass input DNA'.

→ see chapter Mass input



7. Blocking instruction

Instruction to block containers on terminal.

To create an Blocking instruction:

Go to 'Manage Orders' - 'BLK Blocking'

ePortal :: Orders :: **Manage Orders**

Select Order Type: BKG, CNA, FOT, MTI, MTO, RLS x Search

Enter Order Reference:

Status:

Code	Description
BKG, CNA, FOT, MTI, MTO, RLS	Landside orders
BKG	Booking
BLK	Blocking
CNA	Container announcement

Order Agent

Click on the create icon or mass upload



Fill in the next fields:

Order Header | Order Lines List | Order Line

Terminal: K1742 ...

Order Type: BLK

Order Reference:

Line: ...

Agent: ...

Remark:

Submit Cancel

Click on submit and fill in the containernumber, loadstatus (or other blockcriteria for eg.: type, prefix)



INSTRUCTIES - PSA ANTWERP - GUIDELINES

Order Header | Order Lines List | **Order Line**

Order Reference: Line: Agent:
Container Id: Seq.nr.: Order Type:

Handling Out Info
Terminal: ...
LoadStatus: ...

Series
Prefix:
From:
To:

Container
ISO: ... Length: ... Height: ... Type: ...

Validity
Valid From:
Valid To:

Remark
Container:

! It is possible to create a BLK order with several containernumbers (max 400) at once via 'mass input BLK.

→ see chapter Mass input



8. Mass upload

It is possible to create orders out orders for several containers (until 400) at the same time via mass upload

Go to orders and select the order type

- MTI (empty in)
- CNA (empty out)
- RLS (full out)
- DNA (deny access)
- BLK (blocking)

ePortal : Orders : **Manage Orders**

Select Order Type:

Enter Order Reference:

Order	Line	Agent	Status	Creat...	Type	System
-------	------	-------	--------	----------	------	--------

Click on the mass upload icon:

ePortal : Orders : **Manage Orders**

Select Order Type:

Enter Order Reference:

Order	Line	Agent	Status	Creat...
-------	------	-------	--------	----------

Status: : Ok Visible on the page: 1 - 0

Fill in terminal, linecode and reference

- ePortal generated: a reference will be created by ePortal
- custom: here you can fill in a reference



INSTRUCTIES - PSA ANTWERP - GUIDELINES

Terminal: ... Upload Cancel Clear

Order Type: RLS

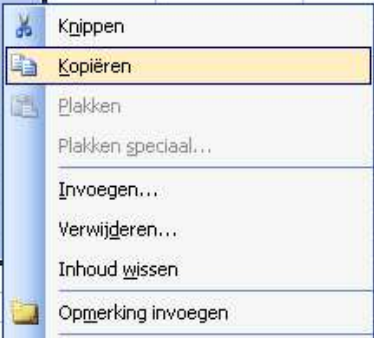
Line: ...

Reference: ePortal generated
 Custom:

Container	Pincode	Valid from	Valid to
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Copy the containernumber, and when needed pincode out excel, word , email,...

	A	B	C	D
1	Containernummer			
2	TEST0000001			
3	TEST0000002			
4	TEST0000003			
5	TEST0000004			
6	TEST0000005			
7	TEST0000006			
8	TEST0000007			
9	TEST0000008			
10	TEST0000009			
11	TEST0000010			
12	TEST0000011			
13	TEST0000012			
14				
15				
16				



- Knippen
- Kopiëren**
- Plakken
- Plakken speciaal...
- Invoegen...
- Verwijderen...
- Inhoud wissen
- Opmerking invoegen

Put the cursor in the first field and paste the data:



INSTRUCTIES - PSA ANTWERP - GUIDELINES

Terminal: ... Upload Cancel Clear

Order Type:

Line: ...

Reference: ePortal generated
 Custom:

Container	Pincode	Valid from	Valid to
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fields that needs to be used for a mass upload

Release (RLS)

Containernumber

Pincode

Valid from / valid to (optional)

ePortal :: Orders :: **Batch Upload Orders**

Terminal: ... Upload Cancel Clear

Order Type:

Line: ...

Reference: ePortal generated
 Custom:

Container	Pincode	Valid from	Valid to	Sub type
TSTU1231231	123	5/09/2019	30/09/2019	
TSTU4561235	444	5/09/2019		
TSTU4567895	555	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Empty in (MTI)

Containernumber

Length / height / type / iso are optional



INSTRUCTIES - PSA ANTWERP - GUIDELINES

ePortal :: Orders :: **Batch Upload Orders**

Terminal: ... Upload Cancel Clear

Order Type:

Line: ...

Reference: ePortal generated
 Custom:

Container	Length	Height	Type	ISO
TEST1231232				
TEST4561235				
TEST4567891	X			

Empty out (MTO)

Containernumber
 Length / height / type / iso are optional

ePortal :: Orders :: **Batch Upload Orders**

Terminal: ... Upload Annuleren Wissen

Ordertype:

Lijn: ...

Referentie: ePortal gegenereerd
 Eigen referentie:

Container	Lengte	Hoogte	Type	ISO	OS	Toestand	CSC gewicht
TEST1234567							
TEST2345678							
TEST3456789							

Deny access (DNA)

Containernumber
 Full or empty
 remark

ePortal :: Orders :: **Batch Upload Orders**

Terminal: ... Upload Annuleren Wissen

Ordertype:

Lijn: ...

Referentie: ePortal gegenereerd
 Eigen referentie:

Container	V/L	Opmerking	Geldig van	Geldig tot
TEST2223332	V	REDEN		
TEST3332221	L	NIET BINNEN		

Blocking (BLK)



Containernumber
Full or empty
Remark

ePortal : Orders : **Batch Upload Orders**

Terminal: ... Upload Cancel Clear

Order Type:

Line: ...

Reference: ePortal generated
 Custom:

Container	F/E	Remark	Valid from	Valid to
<input type="text" value="TEST5556665"/>	<input type="text" value="F"/>	<input type="text" value="REASON"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="TEST6665559"/>	<input type="text" value="F"/>	<input type="text" value="WHY"/>	<input type="text"/>	<input type="text"/>

Press upload and data will be uploaded

ePortal : Orders : **Upload Status**

Reference:

Search Clear

Reference	Type	Upload	Terminal	Upload Status
555	RLS	5/20/2010 3:31:13 PM	K913	Uploading...
555	RLS	5/20/2010 3:21:52 PM	K913	12
TESTEPORTALAN1	RLS	5/19/2010 3:57:29 PM	K913	20
SEP000013	RLS	5/14/2010 11:54:06 AM	K869	1
SEP000011	RLS	5/12/2010 12:50:49 AM	K913	1
SEP000010	RLS	5/12/2010 12:36:33 AM	K913	Uploading...
SEP00000Z	RLS	5/12/2010 12:30:01 AM	K913	Uploading...
TESTPINUPGRADE2	RLS	5/12/2010 11:17:41 AM	K913	40
TESTPINUPGRADE	RLS	5/12/2010 10:49:14 AM	K913	40
SEP00000V	RLS	5/11/2010 4:31:22 PM	K420	1
TESTMIRLS	RLS	5/11/2010 4:17:21 PM	K420	Uploading...
SEP00000S	RLS	5/11/2010 10:27:47 AM	K913	1

Status: Ok Visible on the page: 1 - 12

New Upload Finish

Click on the refresh symbol when the upload takes a while.

By clicking the upload status, you can check the details of the succeeded upload, error or warning





Upload succeeded
→ No further actions required



WARNING! (orders are applied, but with possible wrong input eg wrong
containernumber)
→ Check if all input is correct and apply changes (manange orders) if needed

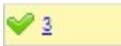


ERROR! (the order is not been processed)
→ Create a new order with new (adjusted) data

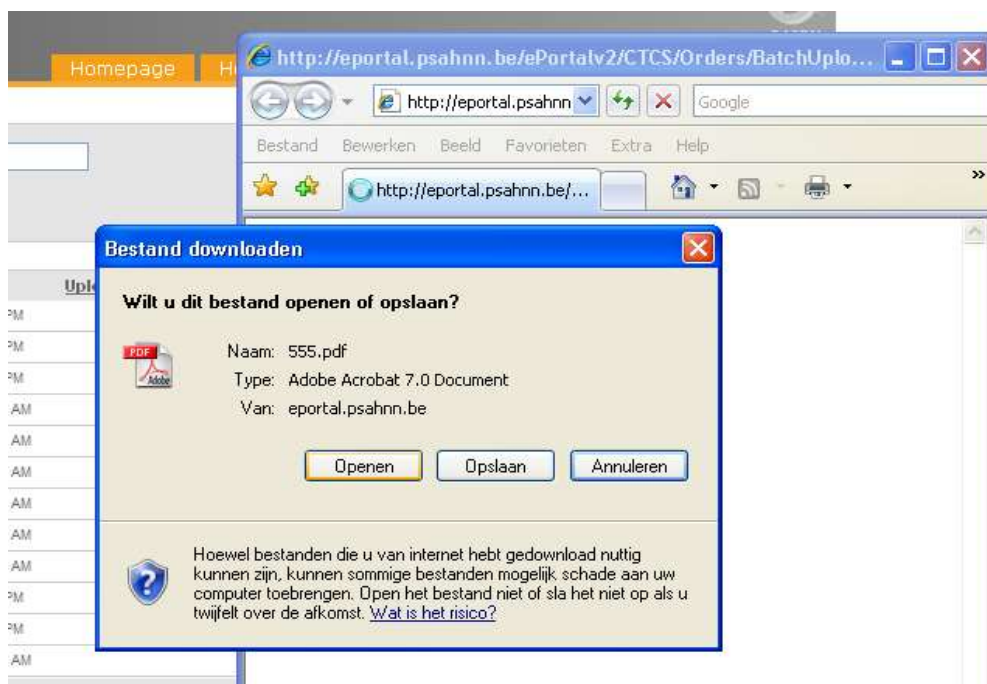
Press 'New upload' for more mass input

Or

Press 'Finish' when input is ready.

Press the uploadstatus  to check the report
Open Pdf bestand

Open Pdf file



Details of the upload are available:



Orders 

- Manage Orders
- Manage Specials
- Upload Status
- Blockings



Empty in order



User Information

Login: dns_j Name: Ise Dons Email: ilse.dons@globalpsa.com

Order Information

Order Reference: MASS Line: ZZZ
Order Type: MTI Agent: INSUPER

Successful upload

Container nr	Terminal	Length	Height	Type	ISO
TEST1234567	K869				
TEST1231231	K869				
TEST2321456	K869				

...

