



ePortal

TAMS: guidelines

1. **TAMS**

1.1 Create a pre-notification

Go to the role 'Truck', choose 'Pre-notifications'.

The overview only shows the pre-notifications of your company.

To create a new pre-notification, click on the icon  "new" (use the cursor to make icon-names visible).

You must enter a number of data in the screen that opens now:

- Select a terminal – this is important, because when you select the wrong terminal, you will have to start all over again.
- Order reference and / or container number (minimum 1 of both)
- PIN code: only in case of picking up full container
- Loading status V / L
- Number, if applicable
- Direction

Tip: Only complete "container" if you wish to check for ISO, length, etc.



INSTRUCTIES - PSA ANTWERP - GUIDELINES

Select a terminal: K869 - Europa Terminal (System:EUROPALITE)

General

Truckingcompany: TRUCK

Order Reference: |

Container Number: |

PIN code: |

Load Status: | ...

Quantity: |

Direction:

IN

OUT

Drive-Through

Container (Optional)

ISO Code: | ... Length: | ... Height: | ... Type: | ...

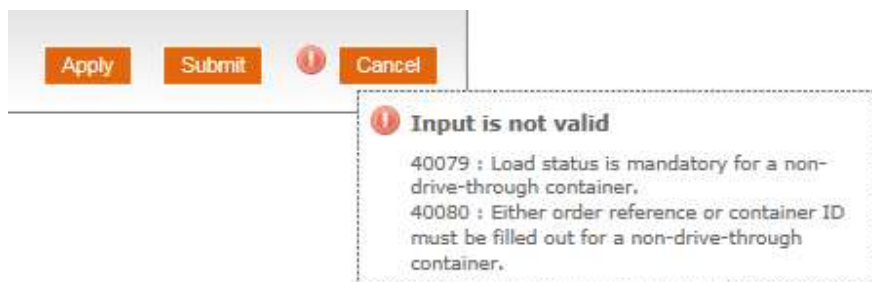
Apply Submit Cancel

Then click 'Apply' or 'Send'.

Apply: You will immediately get the opportunity to enter a new pre-notification.

Submit: The data will be transferred to the terminal and you will return to pre-notification.

If an error has been entered, an icon with an exclamation mark will appear. If you place the cursor on it, the content of the error message will appear.



Without error message, you will automatically return to the "Pre-notification list" screen.


The last created pre-notifications are always on top of the list. Look at the "pre-check" column to see if the status is OK or NOK. The content of the status message is listed in the "pre-check error" column (if there are multiple messages, double-click the line or use the "view" icon to consult the full content).



1.2 Create a visit

Go to Truck – “Calls”.

Now, the list of the truck calls appears.

To create a call, click on the icon  “new” (the same here : use the cursor and the name of the icon becomes visible). Now, the next screen “New appointment” will open.


This sheet consists of 2 tabs: "Appointment" and "Reservations".

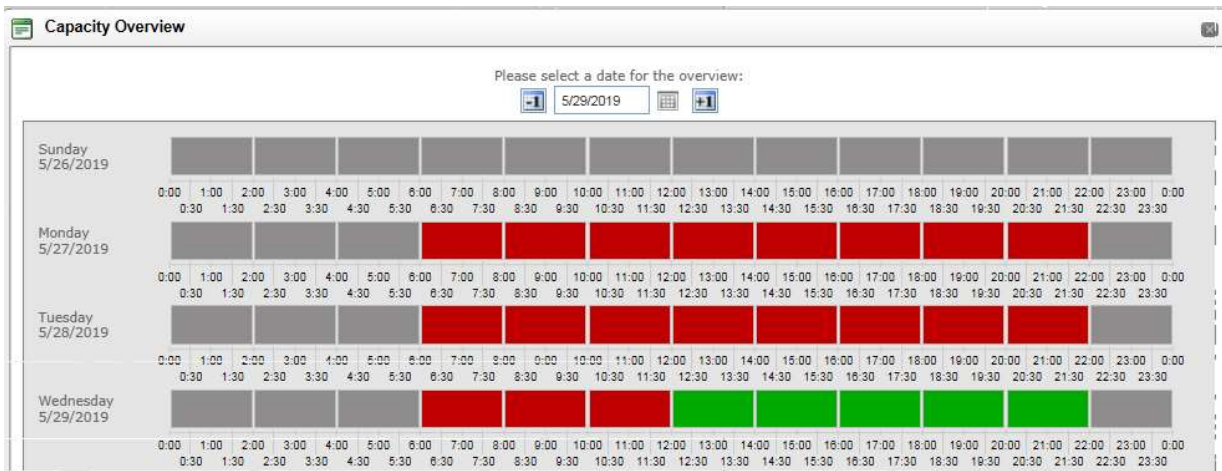
Q869 – Q913:

We first go to the "Appointment" tab (you can also reverse the order and start with "Reservations"). This applies to Q1742 see P7.

Select a terminal.


The name of your company has been entered and the only field that is mandatory is "appointment time".

Click on the icon  and choose the time when you come to the terminal.



Your appointment has been entered. Go to the tab "Reservations".

The screenshot shows the 'ePortal' interface for a 'New Appointment'. A dropdown menu shows 'K869 - Europa Terminal (System:EUROPALITE)'. Below it, there are two tabs: 'Appointment' and 'Reservations'. The 'Reservations' tab is highlighted with a blue dashed circle. The main content area is a table with the following columns: Truck Comp, Order Ref, Container, Dir, Status, Precheck, Precheck DateTime, Precheck Message. The table is currently empty. At the bottom of the form, there are three buttons: 'Apply', 'Submit', and 'Cancel'.

Click on the icon  ("add") and the list of the pre-notifications will appear, showing the containers that have not yet been assigned to a visit (Add reservation list)



INSTRUCTIES - PSA ANTWERP - GUIDELINES

Add reservation

Selecteer een vooraanmelding om aan de afspraak toe te voegen

Orderreferentie: Container: Status: Precheck sts:

TAR: Richting: ISO Code:

Bedrijf	Order Ref	Container	Richting	V/L	ISO	Sts	Precheck	PreGateCheckDa...	Precheck Error	TAR
TRUCK		CTRU4501250	UIT	V		PRV	NOK	0-3-2015 10:54:45	ERR0811: Container is onbek...	
TRUCK		CTRU3322113	UIT	V		PRV	NOK	0-3-2015 10:54:00	40033: PIN code is ongeldig	
TRUCK	1234507	TEST2223332	IN	V		PRV	OK	0-3-2015 10:39:13		
TRUCK	1234507	TEST3334445	IN	V		PRV	OK	0-3-2015 10:39:12		
TRUCK	1234507	TEST5556007	IN	V		PRV	OK	0-3-2015 10:39:13		
TRUCK	TST1234	TEST1234508	IN	L		PRV	OK	0-3-2015 10:38:40		
TRUCK	TST1234		UIT	L		PRV	OK	0-3-2015 10:38:40		
TRUCK	TST1234		UIT	L		PRV	OK	0-3-2015 10:38:45		
TRAIN	3078407290		UIT	L		PRV	OK	0-3-2015 10:38:40		DAR882T
TRAIN	3078407290		UIT	L		PRV	OK	0-3-2015 10:38:40		DAR882T

Zichtbaar op de pagina: 1 - 12

Click on the line of the container you wish to add (the yellow selection bar will shift) and click on OK. This line will appear in the field "reservations", now.

If you wish to combine several containers in this call, you can click on the + icon again.

You can now click on "apply" or "send".

Apply: You continue to create another (or more) visit (s).

Send: You return to the Visits list and the announcement of your visit will be sent to the terminal.



Q1742:

first go to the "Reservation" tab

Click on the icon  ("add reservation")

Select the pre-notifications and enter the 'ok' button

Add reservation

Selecteer een vooraanmelding om aan de afspraak toe te voegen


Orderreferentie: Container: Status: Precheck sts:

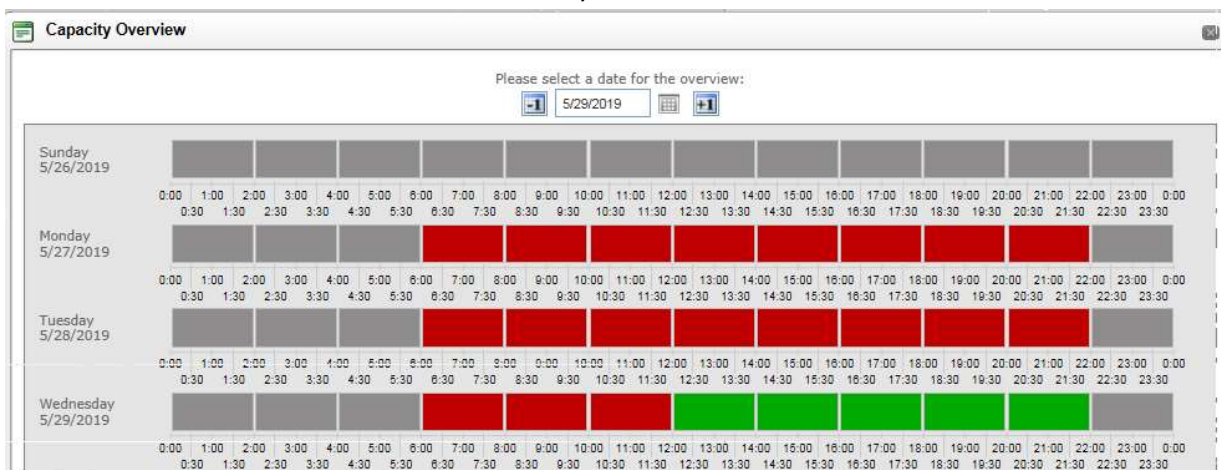
TAR: Richting: ISO Code:

Bedrijf	Order Ref	Container	Richting	V/L	ISO	Sts	Precheck	PreGateCheckDa...	Precheck Error	TAR
TRUCK		CTRU4981258	UIT	V		PRV	NOK	8-3-2015 10:54:45	ERR0811: Container is onbek...	
TRUCK		CTRU3322113	UIT	V		PRV	NOK	8-3-2015 10:54:06	40033: PIN code is ongeldig	
TRUCK	1234567	TEST2223332	IN	V		PRV	OK	8-3-2015 10:39:13		
TRUCK	1234567	TEST3334445	IN	V		PRV	OK	8-3-2015 10:39:12		
TRUCK	1234567	TEST5556667	IN	V		PRV	OK	8-3-2015 10:39:13		
TRUCK	TST1234	TEST1234568	IN	L		PRV	OK	8-3-2015 10:38:48		
TRUCK	TST1234		UIT	L		PRV	OK	8-3-2015 10:38:48		
TRUCK	TST1234		UIT	L		PRV	OK	8-3-2015 10:38:45		
TRAIN	3078407290		UIT	L		PRV	OK	8-3-2015 10:38:48		DAR882T
TRAIN	3078407290		UIT	L		PRV	OK	8-3-2015 10:38:48		DAR882T

Zichtbaar op de pagina: 1 - 12

Click on the 'Appointment' button

Click on the icon  and choose the time when you come to the terminal.



Click on send

Your appointment has been entered.



! In the case of incomplete or incorrect data (PIN code, booking or release instruction), no TAR code will be delivered and therefore no time slot can be selected

ePortal : Truck : **New Appointment**

Select a terminal: K869 - Europa Terminal (System:EUROPALITE)

Appointment Reservations

Truck Comp	Order Ref	Container	Dir	Status	Precheck	Precheck DateTime	Precheck Message
ILSE	ERROR	ERRU1234567	IN	PRV	NOK	5/31/2019 11:24:58 AM	Unit ERRU 123456 7: No order found with order referenc...

Apply Submit Cancel

Input is not valid

40147 : The pre-gate-check status/error (51704) of the given container prenotification (container id:ERRU1234567, ISO:, load status:F, handling type:IN, order:ERROR) prohibits linking it to a truck appointment. 51704 : Unit ERRU 123456 7: No order found with order reference ERROR.

TAR – Truck Appointment Reference

If you click “send”, you will receive a TAR as a confirmation.

See detail list ‘Visitors’ in the next screen.

Sts	TAR	Bezoel	Truck	Bedrijf	Trm	Afw	Door Bezoek	Van Afspraak	Nummerplaat	Voorziena aar	Aankomst	Preche
AN	ZNAPME8		CATE		K913					8-2-2010 8:00:00		NOK
AN	WDBN1XZ		CATE		K913					5-2-2010 14:00:00		NOK
AN	ME2UA2N		TEST		K913					5-2-2010 14:00:00		OK

Your driver can enter this TAR at the automatic ticket offices of the terminal. The driver only needs to enter this TAR and will be shown the container (s) that you have selected for this visit. (PIN codes still have to be entered as an extra check).

Of course, the driver can also make changes and / or enter additions.

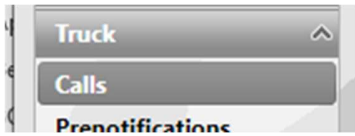
If you want to review and / or edit the visit, select the relevant rule and double-click. You will see an overview of the visit and you can make adjustment



2. EIR – Interchange

With a simple click on the icon, you can get an EIR for a truck visit, which will be sent to your mailbox.

- Via TRUCK Calls:



Select status EXE:

ePortal : Truck : Lijst van Truck Bezoeken

TAR: Call:
 Actuele truck.co.: Afsp.truck.co.:
 Bestuurder naam: Nummerplaat: Bestuurder licentie:
 Van: Tot: Status:
 Afwijkingen:

Code	Description
ALL	All
PRV,ANC	Truck Appointment
PRV	Provisional
ANC	Announced
ACT	Active
EXE	Executed

Sts	TAR	Bezo...	Truck Bedrijf	Trm	Afw	Door Bez...	Van Afspraak	Nummer...	Voorziene aa
	1ED7QXM		DONS	K913					22-12-2010 14:0
	E3FWD91		CATE	K913	<List>			CATE0067	21-12-2010 17:0
	ZV73B2M		CATE	K913	<List>			D8DF006	22-12-2010 0:00
	VZJ5M3U		CATE	K913	<List>			CATE006440	21-12-2010 23:0
	2QQGBKD		CATE	K913	<List>			VRTEE000	21-12-2010 23:0
	CA55P1V		CATE	K913	<List>			CATE0064	21-12-2010 23:0

Click SEARCH:



Select the preferred truck visit:



ePortal : Truck : **Lijst van Truck Bezoeken**

TAR: Call:
 Bestuurder naam: Nummerplaat: Bestuurder licentie:
 Van: Tot: Status: EXE
 Afwijkingen:

Stg	TAR	Bezoek	Truck Bedrijf	Trm	Afw	Door Bezoek	Van Afspraak	Nummerplaat	Voorziena aar	Aankomst	Precht
	EXE	GKNRW4V	9309	ROADR	K913			YWT938	7-10-2010 19:0...	7-10-2010 19:3...	
	EXE	TDTKVB9	86818	ROADR	K1742			YWT938	7-10-2010 18:0...	7-10-2010 18:5...	
	EXE	XZHSPC	18810	ROADR	K913	Late aankomst (LA)		YWT938	7-10-2010 13:0...	7-10-2010 13:4...	
	EXE	ZLNWNEE	8877	ROADR	K913			380CAJ	7-10-2010 12:0...	7-10-2010 12:5...	
	EXE	ACG6ZV7	38105	ROADR	K913			YWT938	8-10-2010 19:0...	8-10-2010 18:1...	
	EXE	YPONZZ1	22144	ROADR	K913			YWT938	5-10-2010 18:0...	5-10-2010 18:0...	
	EXE	R82WTZF	1405	ROADR	K913	Late aankomst (LA)		YWT938	5-10-2010 7:00:00	5-10-2010 8:17:55	
	EXE	ACWHSSC	99785	ROADR	K913			YWT938	4-10-2010 19:0...	4-10-2010 19:4...	
	EXE	QW99WFB	15948	ROADR	K1742			THR318	29-9-2010 12:0...	29-9-2010 12:2...	
	EXE	LEVWPGD	13919	ROADR	K1742			THR318	28-9-2010 19:0...	28-9-2010 19:0...	
	EXE	ELJL9FM	37753	ROADR	K1742			THR318	28-9-2010 14:0...	28-9-2010 14:2...	
	EXE	T91ZC1M	32328	ROADR	K913	Late		THR318	27-9-2010 19:0...	27-9-2010 19:5...	

Status: Ok Visible on the page: 1 - 12

Klick on the icon EIR:
 The EIR will be sent to your mailbox:

- Or via EIR

Truck

Bezoeken

Vooraanmeldingen

Upload Status

EIR

Here you can enter a container number or a TAR code.

ePortal : Truck : **EIR**

Geef een container nummer of TAR in.

Geef container nummer:

TAR:

Selecteer een terminal:



3. Mass Upload

Offers the possibility to register several pre-notifications and / or truck visits (max. 100) at the same time. Simultaneous input for multiple terminals is possible!

Creation of TAR (visit + pre-notification)? Enter an ETA (time) + number plate, if necessary.

If **NO ETA** is specified, the input will be processed as a **PRE-NOTIFICATION**.

You can "copy and paste" all data (terminal, container number, order, ...) from Excell, Word and/or mail.

Via Truck/calls



Click on the icon

A name will be assigned to your upload list. Decide whether ePortal automatically assigns a reference (name) or enter a reference yourself. This is NOT a delivery / pick up reference, merely a name for bundling your "mass input". (Attention: do not forget to indicate the field of your choice. This is "ePortal generated" by default.)

Enter all data (move the mouse over the title to check the correct abbreviation).

- Enter the required *terminal*
- Go to the next entry field; the time bar will appear.

ePortal - Truck - Batch Upload Truck Afspraken / Vooraanmeldingen

Vervoersmaatschappij:

Referentie: ePortal gegenereerd Eigen referentie:

do, 16-6-2011 vr, 17-6-2011

14:00 16:00 18:00 20:00 6:00 8:00 10:00 12:00 14:00 16:00 18:00

Terminal	Nummerpl.	Order ref.	Container	V/L	Richt.	Pincode	ISO	L	H	I	ETA
K913											

- Enter the license plate (this is not a MANDATORY field)
- Enter *the order or reference*
- Enter the *container number*
- Enter the *charging status* (V / L)
- Enter the *direction* (IN / OUT / DT)
- Enter the *PIN code* (only applies to FULL OUT)
- Enter the *isocode* (ISO) or *the length* (L), *height* (H) and *type* (T) (these are not mandatory fields and can lead to unnecessary errors if used incorrectly).
- Complete the ETA field by clicking on the desired time slot (time bar).



- Create TAR? Click on one of the time slots. Field ETA will be completed.
- Registration PRE_NOTIFICATION? Ignore the time bar. Field ETA remains blanc.

Example input: Results in 3xTAR (ETA = completed) and 2x PRE-NOTIFICATION






ePortal : Truck : Batch Upload Truck Afspraken / Vooraanmeldingen

Vervoersmaatschappij:

Referentie: ePortal gegenereerd
 Eigen referentie:

⏪ ⏩ Gelieve een terminal en vervoersmaatschappij in te vullen. ⏪ ⏩

Terminal	Nummerpl.	Order ref.	Container	V/L	Richt.	Pincode	ISO	L	H	I	ETA
K913	DQN719	TESTUPLOAD	CATE0640071	V	IN						17-8-2011 14:00
K889			CATE1420040	V	UIT	*****					
K889		TESTUPLOAD1		V	IN			20	8.6	DV	
K1742	DQN721		CATE1000400	L	IN						17-8-2011 8:00
K1742	DQN721	TESTUPLOAD2		V	IN						17-8-2011 8:00

- Click on the field . The data will be registered.
- The upload status list appears. If the upload takes too long, click on the next icon 
- The status will be displayed:
-  1 SUCCESSFUL upload (+number successful)
 - ➔ No further action required. The pre-notification has been created.
-  1 WARNING! Pre-notification was created with notification of a
 - Error message (e.g. order not known)
 - ➔ Required action: check all the reported warnings (report) and
 - Make any necessary changes (via PRE-NOTIFICATIONS).
-  2 ERROR! The pre-notification has NOT been processed.
 - ➔ Required action: enter the pre-notification again with the correct
 - Data.
- Click on UPLOADSTATUS  1 to consult the REPORT.
- Click on the following field for further mass input:
- Or click on the following field if input has been completed:

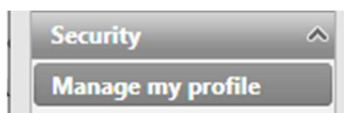
The created data appear in the list of pre-notifications and can be consulted/adjusted, this way.



4. Activation of subscriptions

To be notified of any changes (e.g. status change of TAR OK <-> NOK or vice versa), interchanges, .. a tool has been developed through which you will be notified by mail. You can activate this functionality yourself. The use of the tool is completely voluntary and can be terminated at any time.

Click on the functionality SECURITY - MANAGE MY PROFILE



ePortal :: Beveiliging :: **Beheer mijn profiel**

Details voor gebruiker abonnement

Gebruikersnaam: ABONNEMENT *

Geslacht: Man Vrouw *

Voornaam: ABON *

Tweede voornaam: *

Familienaam: NEMENT *

Bedrijf: PSA *

Taal: Nederlands (België) *

E-mail: ABONNEMENT@AB-MENT.BE *

Wachtwoord laatst gewijzigd op: 30 JAN 2015 16:35:59

Opslaan

Abonnementen

Click on the field SUBSCRIPTIONS

A new screen "SUBSCRIPTIONS" will appear:

Subscriptions

Abonnementen voor gebruiker: abonnement

Abonnee Naam	Event Type	Abonnee Type



Click on the icon NEW

Enter the right formula. Status changes for:

- ALL pre-notifications for your company
- Pre-notifications which you registered yourself
- Including EDI, thus, the pre-notifications created via XML-messages

The screenshot shows a window titled 'Abonnement Details'. It contains a 'Settings' section with the following fields:

- Abonnee Type: USER
- Abonnee: ABONNEMENT
- Event Type: Pregate check OK (dropdown menu)

Below these fields, there is a text instruction: 'Gelieve te kiezen of u updates wilt ontvangen van vooraanmeldingen die zijn gemaakt door uw gehele firma of enkel door uzelf.' This is followed by radio buttons for 'Bedrijf' and 'Gebruiker', and a checkbox for 'Inclusief EDI'. At the bottom right, there are 'OK' and 'Annuleer' buttons.

Via 'event type', you can define which mailing you want to receive. Can be created for both status changes.

- PREGATE CHECK OK: in case of status change NOK to OK
- PREGATE CHECK NOK: in case of status change OK to NOK
- Send EIR: interchange will be sent via email, after closing of the visit
- Gate zone modification:

This image shows a close-up of the 'Event Type' dropdown menu. The selected option is 'Pregate check OK'. Other visible options include 'Pregate check not OK', 'EIR verzenden', and 'Gate zone wijziging'. The text 'Gelieve te kiezen of' and 'gemaakt door uw ge' is partially visible to the left of the dropdown.



Exit the screen by clicking on the cross. 

The home screen will reappear, then click SAVE to save the created data.

Of course there are several scenarios and many details that have not been addressed in these guidelines. For further information I refer to the manual TAMS.

