



ePortal

TAMS: guidelines

1. **TAMS**

To create a visit at the terminal, you need to create a TAR.

Before you come to the terminal, you know if everything is ok to deliver or to pick up your container.

To pick up a full import container, you need to assign the container in CPU/CSR.

For Q869 and Q913 you need to upload credits via the platform of Portomundi.

For each TAR an amount will be reserved. More information about the distribution peak surcharge you can find on our website www.psa-antwerp.be

How to create a tar:

1.1 Create a prenotification

Go to the role 'Truck', choose 'Prenotifications'.

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

The screenshot shows the 'List of Prenotifications' screen in the TAMS system. The sidebar on the left has 'Prenotifications' selected. The main area contains a search filter section with fields for Truckingcompany (TRUCK), Order Reference, Container, Direction, Status (Open), TAR, From, and Until. Below the filter is a table with the following columns: Sts, Company, Trm, Gate, Order Ref, Container, Direction, F/E, ISO, Prec..., Update DateTime, Precheck Message, TAR, and Call. The table contains several rows of data, with the first row highlighted in yellow. A blue dashed box surrounds the search filter and table. Blue arrows point to the 'Filter' label, 'Selection bar' (pointing to the TAR column), 'Overview' label, and 'Icons' (pointing to the bottom toolbar).

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

You need to 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.

General:

- Order reference and / or container number (minimum 1 of both)
- Loading status V / L
- Number, if applicable
- Direction

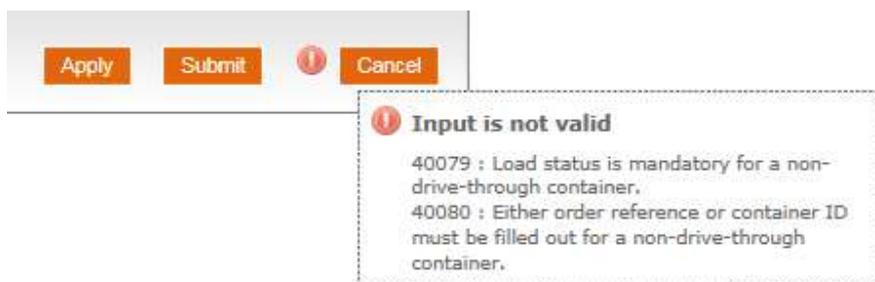
Container: Only complete “container” if you wish to check for ISO, length, etc.

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 occurs, an 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.

Logged in as diesel Logout

Container
Vessel
Truck
Calls
Prenotifications
Upload Status
EIR
Customs
Codes
Security

ePortal : Truck : List of TruckCalls

TAR: Call: Terminal: All Terminals
 Driver name: License plate: Driver license:
 From: Until: Status: PRV_ANC
 Deviations:

Clear Search

Sts	TAR	Call	Truck Com...	Trm	Gate	Dev	By Call	From TAR	Lic Plate	ETA	ATA	Prec...
	KVP6182		TRUCK	K1742	K1742					5/28/2019 12:00:00 PM		OK
	OGS332M		TRUCK	K1742	K1742					5/29/2019 12:00:00 PM		OK
	XHR725W		TRUCK	K1742	K1742					5/29/2019 2:00:00 PM		OK
	GSM8478		TRUCK	K1742	K1742					5/29/2019 4:00:00 PM		OK
	XAJ845X		TRUCK	K1742	K1742					5/29/2019 12:00:00 PM		OK
	BYD228M		TRUCK	K1742	K1718					5/29/2019 10:00:00 AM		OK

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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.

ePortal : Truck : New Appointment

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

Appointment Reservations

App.truck.co.: TRUCK
 Driver name:
 Driver license:
 License plate:
 ETA:

Apply Submit Cancel

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

First select the terminal

Then select the tab “Reservations”.

INSTRUCTIES - PSA ANTWERP - GUIDELINES

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

Apply Submit 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

Selecteer een vooraanmelding om aan de afspraak toe te voegen

Onderreferentie: Container: Status: PRV Precheck sts: ALL

TAR: Richting: ISO Code: **Zoek**

Bedrijf	Order Ref	Container	Richting	V/L	ISO	Sts	Precheck	PreGateCheckDa...	Precheck Error	TAR
TRUCK		CTRU4501250	UIT	V		PRV	NOK	6-3-2015 10:54:45	ERR0811: Container is onbek...	
TRUCK		CTRU3322113	UIT	V		PRV	NOK	6-3-2015 10:54:00	40033: PIN code is ongeldig	
TRUCK	1234567	TEST2223332	IN	V		PRV	OK	6-3-2015 10:39:13		
TRUCK	1234567	TEST3334445	IN	V		PRV	OK	6-3-2015 10:39:12		
TRUCK	1234567	TEST5556667	IN	V		PRV	OK	6-3-2015 10:39:13		
TRUCK	TST1234	TEST1234568	IN	L		PRV	OK	6-3-2015 10:38:46		
TRUCK	TST1234		UIT	L		PRV	OK	6-3-2015 10:38:46		
TRUCK	TST1234		UIT	L		PRV	OK	6-3-2015 10:38:45		
TRAIN	3078407290		UIT	L		PRV	OK	6-3-2015 10:38:46		DAR882T
TRAIN	3078407290		UIT	L		PRV	OK	6-3-2015 10:38:46		DAR882T

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OK Annulleren

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.



Then select the tab 'Appointment'

ePortal :: Truck :: **New Appointment**

Select a terminal: K969 - Europa Terminal (System:EUROPALITE)

Appointment Reservations

Truck Comp	Order Ref	Container	Dir	Status	Precheck	Precheck DateTime	Precheck Message
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Apply Submit Cancel

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

ePortal :: Truck :: **New Appointment**

Select a terminal: K913 - Noordzee Terminal (System:NOORDZEETAMS)

The ETA field will only be enabled after you have added at least one reservation.

Appointment Reservations

App.truck.co.: ...

Driver name:

Driver license:

License plate:

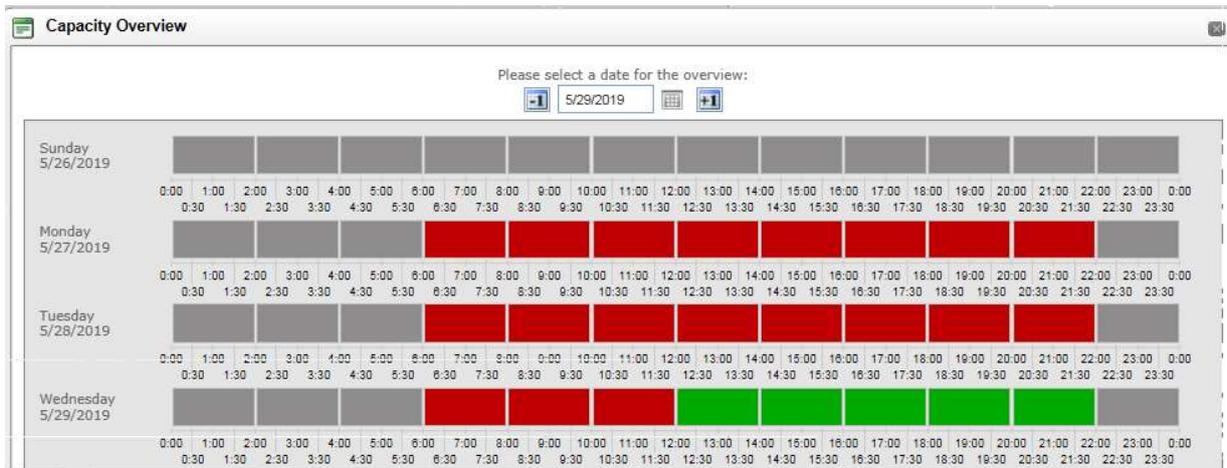
ETA:

Apply Submit Cancel

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



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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.

ePortal : Truck : **New Appointment**

Select a terminal: K069 - 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.

For Q869 and Q913, you need to accept that the credits will be reserved Confirm and you will receive a TAR as a confirmation. See detail list 'Visitors' in the next screen.



TAR – Truck Appointment Reference

Sts	TAR	Bezoek	Truck Bedrijf	Trm	Afw	Door Bezoek	Van Afspraak	Nummerplaat	Voorziena aa	Aankomst	Preche
AN	ZNAPME6		CATE	K913					8-2-2010 8:00:00		NOK
AN	WDNB1XZ		CATE	K913					5-2-2010 14:00:00		NOK
AN	KE2UA2N		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

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:

Sts	TAR	Bezo...	Truck Bedrijf	Trm	Afw	Door Bez...	Van Afspraak	Nummer...	Voorziene ad
	1ED7QXM		DONS	K913					22-12-2010 14:0
	E3FWD91		CATE	K913	<List>			CATE8867	21-12-2010 17:0
	ZV73BZM		CATE	K913	<List>			DSDP886	22-12-2010 0:00
	VZJ5M3U		CATE	K913	<List>			CATE886440	21-12-2010 23:0
	2QQ8BKD		CATE	K913	<List>			VRTEE000	21-12-2010 23:0
	CA55R1V		CATE	K913	<List>			CATE8864	21-12-2010 23:0

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

Click SEARCH:

EXE

Select the preferred truck visit:



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

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

Sts	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).

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

ePortal : Truck : Batch Upload Truck Afspraken / Vooraanmeldingen

Vervoersmaatschappij: Upload Annuleren Wissen

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	T	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 *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: Upload Annuleren Wissen

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 Upload . 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: Nieuwe Upload
 Or click on the following field if input has been completed: Klaar

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

Security
Manage my profile

ePortal : Beveiliging : **Beheer mijn profiel**

Details voor gebruiker abonement

Gebruikersnaam: ABONNEMENT *

Geslacht: Man Vrouw *

Voornaam: ABON *

Tweede voornaam: *

Familiennaam: 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: abonement

Abonnee Naam	Event Type	Abonnee Type

Refresh Add New Edit Delete

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

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:

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.

