

TOS WEB PORTAL

Trucking Company Training Guide

Welcome to Ports America TOS Web Portal



- **Pre-Advise User Guide**

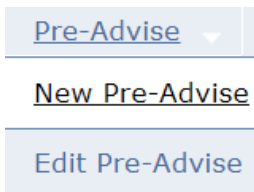
TOS WEB PORTAL



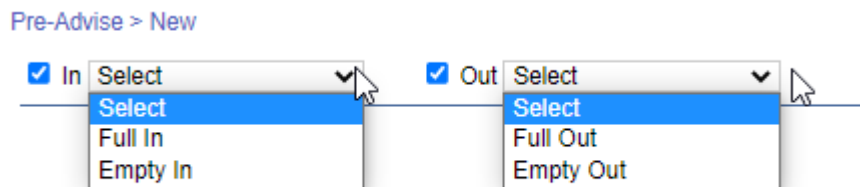
TWP allows the trucking company to enter information to expedite the service of the driver upon arrival to the terminal.

Create Pre-Advise

- Under the Pre-Advise menu select New Pre-Advise



- Select the transaction type(s) to enter



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Full In Pre-Advise

- Select Full In move type
- Enter Booking/Equipment Delivery Order (EDO) number

PORTS AMERICA
CHESAPEAKE

TOS Web Portal

Home Pre-Advise Reports Tools My Account Admin

Priority Daily Message

Pre-Advise > New

In Full In Out Select

Make Pre-Advise - Export In

Booking Number :

- TWP will display the Booking/EDO details

Pre-Advise > New

In Full In Out Select

Clear

Make Pre-Advise - Export In

Booking Number : 0YYZ006595

Go Cancel

Trucker Code * : Select Date Time * : Time Slot (Avail. Qty) (NL = No Limit) * : License Plate No. * : Mobile Phone # * :

Booking #: 0YYZ006595 | Vessel/Voyage: SPIRIT OF HAMBURG - 0438

Book Type	Booked Qty	Full In	Empty Out	BOOK	Empty Slot	Full Slot	Cutoff	Cutoff Override	Cancel Required?
20' OR 88	3	3	0	Hamburg-Suit	Centest Line	Centest Line	10/23/2020 9:00:00 PM	No	No

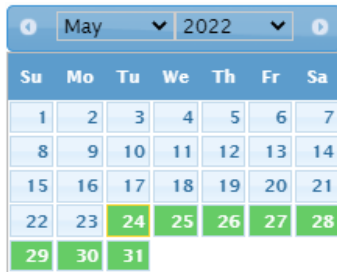
Container Length/Type/Height

Chassis Chassis Description Truckers Den Chassis Number

Trucking Company Status | Search

TOS WEB PORTAL

- To continue select the date of your transaction by using the calendar



- Enter the following fields (* denotes required fields)
 - License Plate Number
 - Driver's Mobile Number
 - Driver's Mobile Carrier
 - Select the Container Size Type if booked for multiple size types
 - Container Number
 - Select the Chassis Ownership (Truckers Own or Truckers Flatbed)
 - Enter the Chassis Number

A screenshot of the TOS Web Portal booking form. The form contains various fields for booking a container. Several fields are highlighted with red boxes to indicate required information: Trucker Code, License Plate No, Cycle Time, Mobile Phone #, Mobile Carrier, and Chassis Number. The form also displays booking details such as Booking #, Vessel/Voyage, and Container #.

Size/Type	Weekend Qty	Full in	Empty Out	ISSCO	Empty Inlet	Full Inlet	Call#	Call# Override	Terminal Required?
40 HC 88	1	0	0	Evergreen Marine Corp	Container Line	Container Line	519-2222 4:00:00 PM	No	No

Container # 40HC88 Container # ADU618092

Chassis # 40L240207

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- Submit the form
- TWP will return a confirmation of your Pre-Advise with a Pre-Advise PIN Number

The screenshot shows a 'Result Message Details' window with the following data:

Container #	Date Time	Status	Remark
AONU0190092	5/6/2022 0600-2300	Active	Pre-Advise created successfully. Pre-Advise PIN: 2161

- TWP will send an email notification to the user, and an SMS text notification to the driver, with the Pre-Advise PIN information

DDEV Seagirt Marine Terminal

=====
PIN 3139

Date: 6/17/2022

Move Type: Full In

Container Number: EGHU3169091

Empty In Pre-Advise

- Select IN > Empty In
- Enter the container number (this number must be known by the system)
 - TWP will display the Import Container Details

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Pre-Advise > New

In Empty In Out Select

Make Pre-Advise - Empty In

Container Number: AMFU3151302

Trucker Code * Select Date Time * Select Time Slot (Avail Qty) (NL = No Limit) *
License Plate No* Mobile Phone # * Mobile Carrier * Select (* Indicates required fields)

Container #	Length	Type	Height	SSOD	Crk Return Status	Pre-Advice PIN
AMFU3151302	20	GP	86	UNK		

Chassis

Chassis Ownership: Truckers Own Chassis Number:

- To continue select the **date** of your transaction by using the calendar
- Enter the following fields (* denotes required fields)
 - License Plate Number
 - Driver's Mobile Number
 - Driver's Mobile Carrier
 - Select the Chassis Ownership (Truckers own or Truckers Flatbed)
 - Enter the chassis number
 - Submit the form

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Pre-Advise > New

In Empty In Out

Make Pre-Advise - Empty In

Container Number: CICU8401794

Trucker Code: PPBA - SEAGIRT MARINE TEF Date Time: 06/16/2022 Time Slot [Avail. Qty] (NL = No Limit): Thu, 06:00-17:00 [100] (* Indicates required fields)

License Plate No: BALTO1 Mobile Phone #: 5628109459 Mobile Carrier: AT&T

Container #	Length	Type	Height	SSCO	Chassis Return Status	Pre-Advise PIN
CICU8401794	40	FL	95	COS		

Chassis

Chassis Ownership: Tractors Own Chassis Number: OWNZ123456

[Trucking Company Status](#) |

- TWP will confirm with a Pre-Advise PIN Number

Result Message Details

Container#	Date Time	Status	Remark
Empty In			
CICU8401794	6/16/2022 0600-1700	Active	Pre-Advise created successfully. Pre-Advise PIN: 2422

- TWP will send an email notification to the user, and an SMS text notification to the driver, with the Pre-Advise PIN information

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Full Out Pre-Advise

- Select OUT >Full Out
- Enter the import container number
 - TWP will display the Import Container Details

Pre-Advise - New

In: Select Out: Import Out Clear

Make Pre-Advise - Import Out

Container Number: TENU880408 Go Cancel

Trucker Code: * Date Time: 08/28/2022 Time Slot (Wait City) (FL, in No Limit): max: 08:00-23:00 (EST) Indicates required fields

License Plate No: * Mobile Phone #: 9813334403 Mobile Carrier: AT&T

Import Container #	Yard Area	Last Free Date	Pre-Advise PIN
TENU880408	2844C	8/10/2022	

Import Container: * Import Release Number: 4082 Chassis: * Chassis Ownership: * Trucker ID: * Chassis Number: CHPL1122204

Trucking Company Status Submit

- To continue select the **date** of your transaction by using the calendar
- Enter the following fields (* denotes required fields)
 - License Plate Number
 - Driver's Mobile Number
 - Driver's Mobile Carrier
 - Container Pin Number
 - Select the Chassis Ownership (Truckers Own or Truckers Flatbed)
 - Enter the chassis number
 - Submit the form

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Pre-Advise - New

In: Select Out: Import Out

Make Pre-Advise - Import Out

Container Number: TEMU8880459

Trucker Code: License Plate No: Date Time: 05/25/2022 Mobile Phone #: 952234455 Time Slot (Avail. Qty) (NL = No Limit): Wed. 06:00-23:00 (500) Mobile Carrier: AT&T

Import Container #	Yard Area	Last Free Date	Pre-Advise PIN
TEMU8880459	2244C	5/12/2022	

Import Container: Import Release Number: 4302 Chassis: Chassis Description: Trussor Cdn Chassis Number: CHNZ122304

Trucking Company Status Submit

- TWP will confirm with a Pre-Advise PIN Number

Import Container#	Date Time	Status	Import Out	Remark
TEMU8880459	5/25/2022 0600-2300	Active	Import Out	Pre-Advise created successfully. Pre-Advise PIN: 2281

Close

- TWP will send an email notification to the user, and an SMS text notification to the driver, with the Pre-Advise PIN information
- The driver will provide this PIN number to the clerk at the terminal
- This will expedite the service of the transaction

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Empty Out

- Select OUT >Empty Out
- Enter the Booking Number
 - TWP will display the Booking Details

(* Indicates required fields)

Trucker Code * : Date Time * : 06/17/2022 Slot (Avail. Qty) (NL = No Limit) * : Fri, 00:00-23:00 (500)

License Plate No* : Mobile Phone # * : 5628109459 Carrier * : AT&T

Booking #: RICBTA629600 | Vessel-Voyage: HYUNDAI HOPE - 045E

Size/Type	Booked Qty	Full In	Empty Out	SSCO	Empty Start	Full Start	Cutoff	Cutoff Override	Genset Required?
40' GP 96	10	1	0	Ocean Network Express	Contact Line	Contact Line	1/19/2022 2:00:00 PM	No	No

Size/Type: 40'GP96 Container #: Pre-Advice PIN:

Container: Length/Type/Height:

Chassis: Chassis Ownership: Trucker Flatbed Chassis Number: MAPH123456

[Trucking Company Status](#) |

- To continue select the **date** of your transaction by using the calendar
- Enter the following fields (* denotes required fields)
 - License Plate Number
 - Driver's Mobile Number
 - Driver's Mobile Carrier
 - Select the Chassis Ownership (Truckers own or Truckers Flatbed)
- Enter the chassis number

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- Submit the form
 - TWP will confirm with a Pre-Advise PIN Number



The screenshot shows a 'Result Message Details' window. At the top, the booking number 'RICBTA629600' is displayed. Below it is a table with three columns: 'Date Time', 'Status', and 'Remark'. The table contains one row for an 'Empty Out' period from 6/17/2022 0600-2300, with a status of 'Active' and a remark stating 'Pre-Advise created successfully. Pre-Advise PIN: 2421'. A 'Close' button is located at the bottom right of the window.

Date Time	Status	Remark
Empty Out: 6/17/2022 0600-2300	Active	Pre-Advise created successfully. Pre-Advise PIN: 2421

- TWP will send an email notification to the user, and an SMS text notification to the driver, with the Pre-Advise PIN information

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Edit Pre-Advise/Rescheduling Pre-Advise/Pair Pre-Advise

- Go to the Pre-Advise Menu and select Edit Pre-Advise
- TWP will return a list of current date and future Pre-Advise
- To Edit or reschedule click on the Pre-Advise Pin link

Pre-Advise > Edit

Today's and Upcoming Pre-Advises Refresh

Today's Pre-Advise
No today's Pre-Advise is found

Upcoming Pre-Advise

Your search returned 6 records

Verified	Move Type	Container#	Verified Container#	Booking/EDO#	Chassis#	Verified Chassis#	Date Time MM/yyyy HH:mm	Pre-Advise PIN	Status	Trucker Code	Truck Plate	Driver ID	Made By	Made On MM/yyyy HH:mm	Dual Move
<input type="checkbox"/>	Empty In	MEDU7543701	MEDU7543701		OWN	OWN	6/17/2022 0600-2300	2401	Active	PPBA	416031		VT PA U	6/10/2022 12:41	No
<input type="checkbox"/>	Empty Out			RUCBTAN29920	MAPH123456	MAPH123456	6/17/2022 0600-2300	2421	Expired	PPBA	123456		VT PA U	6/13/2022 00:47	No
<input type="checkbox"/>	Empty Out	TRLU0909920	TRLU0909920	IHSOOK0607	OWN	OWN	6/17/2022 0600-2300	2365	Active	PPBA	416031		VT PA U	6/13/2022 00:55	No
<input type="checkbox"/>	Full In	MSMU8311849	MSMU8311849	IHSOOK0607	APMZ700453	APMZ700453	6/17/2022 0600-2300	2363	Active	PPBA	456789		VT PA U	6/13/2022 00:53	No
<input type="checkbox"/>	Decked Import	GESU5964901	GESU5964901		OWN	OWN	6/17/2022 0600-2300	2364	Active	PPBA	456789		VT PA U	6/13/2022 00:54	No
<input type="checkbox"/>	Full In	MSMU8904870	MSMU8904870	IHSOOK0607	OWN	OWN	6/17/2022 0600-2300	2361	Active	PPBA	456789		VT PA U	6/13/2022 00:53	No

- The Pre-Advise details will display

Pre-Advise > Edit

Modify Pre-Advise - Empty In Reschedule/Edit Pair Close

Date Time: 6/16/2022 0600-1700 | Trucker: PPBA - SEAGIRT MARINE TERMINAL
 License Plate No: SALT01 | Mobile Phone #: 5628109459 | Mobile Carrier : AT&T

Empty In

Del	Container #	Length	Type	Height	SBCO	Crtr Return Status	Pre-Advise PIN
<input type="checkbox"/>	COU8401794	40	PL	86	COS		2402

Chassis

Chassis Ownership: Trucker's Own | Chassis Number: OWN2123456

Submit

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- Select Reschedule/Edit and make the edits accordingly

○ Options available to Edit

- Date and time
 - License Plate Number
 - Driver's Mobile Number/Carrier
 - Import release number
 - Chassis Ownership
 - Chassis Number
- TWP will save the changes and the PIN will remain the same

Empty In

Del	Container #	Length	Type	Height	SSCO	Chlr Return Status	Pre-Advise PIN
<input type="checkbox"/>	CICU8401794	40	PL	86	COS		2422

Chassis

Chassis Ownership: Trucker's Own

Chassis Number: :OWNZ123456

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Pair Pre-Advise

To Pair Pre-Advise (In and Out Moves) click on the Pre-Advise Pin link

- Select Pair
- TWP will display a list of single transactions to pair with the existing Pre-Advise
- Change the start and end date if you choose to pair with a Pre-Advise from a future date
- Select GO to display the list of available matches



- Select the Pre-Advise to Pair
- TWP will save the Pair and amend the Pre-Advise. This will be indicated with a Dual Move indicator.

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Your search returned 7 records

Verified	Move Type	Container#	Verified Container#	Booking/EDO#	Chassis#	Verified Chassis#	Date Time MM/yyyy hh:mm AM/PM	Pre-Advise PIN	Status	Trucker Code	Truck Plate	Driver ID	Made By	Made On MM/yyyy hh:mm	Dual Movz
<input type="checkbox"/>	Empty In	CICU8401794	CICU8401794		OWNZ123456	OWNZ123456	6/16/2022 0600-1700	2422	Active	PPBA	BALTO1		VT PA U	6/13/2022 02:00	No
<input type="checkbox"/>	Empty In	MEDU7543701	MEDU7543701		OWN	OWN	6/17/2022 0600-2300	2401	Active	PPBA	416031		VT PA U	6/10/2022 12:41	No
<input type="checkbox"/>	Empty Out	TRLU8609920	TRLU8609920	THEBOOK0607	OWN	OWN	6/17/2022 0600-2300	2365	Active	PPBA	416031		VT PA U	6/13/2022 00:55	No
<input type="checkbox"/>	Full In	MSMU8904870	MSMU8904870	THEBOOK0607	OWN	OWN	6/17/2022 0600-2300	2361	Active	PPBA	416031		VT PA U	6/13/2022 00:53	No
<input type="checkbox"/>	Empty Out			RICKTAB29900	MAPH123456	MAPH123456	6/17/2022 0600-2300	2421	Pending	PPBA	416031		VT PA U	6/13/2022 00:47	No
<input type="checkbox"/>	Full In	MSMU8311849	MSMU8311849	THEBOOK0607	APMZ700453	APMZ700453	6/17/2022 0600-2300	2363	Active	PPBA	416031		VT PA U	6/13/2022 00:53	Yes
<input type="checkbox"/>	Decked Import	GESU5984931	GESU5984931		APMZ700453	APMZ700453	6/17/2022 0600-2300	2364	Active	PPBA	416031		VT PA U	6/13/2022 00:54	Yes

- The pin numbers remain the same
- The driver will provide this PIN number to the clerk at the terminal
This will expedite the service of the transaction
- TWP will send an email notification to the user, and an SMS text notification to the driver, with the Pre-Advise PIN information

DDEV Seagirt Marine Terminal

PIN 3144

Date: 6/17/2022

Move Type: Empty Out-Release

Container Number:

PIN 3149

Date: 6/17/2022

Move Type: Full In

Container Number: EMCU8253050

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Pre-Advise Report

The user can inquire on any Pre-Advise associated to their SCAC/Trucking Company

- Select Pre-Advise Report from the Pre-Advise Menu



- Users can search by move type(s), date range, or by specific container or booking number
- Users can filter by Pre-Advise and optional report fields



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- The report will provide a summary of Pre-Advise status and details of each Pre-Advise

Report Generation Time: 06/13/2022 04:41:11 (Eastern Standard Time)

Summary (Number of pre-advices by date and status): Your search returned 1 record

Date	Pending	Active	Initiated	Completed	Cancelled	Aborted	Deleted	Missed Expired
6/17/2022	0	5	0	0	0	0	0	0
Totals	0	5	0	0	0	0	0	0

Export All Data to Excel File

Your search returned 5 records

Verified	Move Type	Container#	Verified Container#	Booking/EDOM	Chassis#	Verified Chassis#	Date Time	Pre-Advise	Status	Trucker Code	Truck Plate	Driver ID	Made By	Made On	Dual Move
<input type="checkbox"/>	Empty In	MEDU7543701	MEDU7543701		OWN	OWN	6/17/2022 0600-2300	2301	Active	PPBA	416031		VT PAU	6/10/2022 12:41	No
<input type="checkbox"/>	Full In	MSMU8604870	MSMU8604870	THBCCK02607	OWN	OWN	6/17/2022 0600-2300	2301	Active	PPBA	416031		VT PAU	6/13/2022 00:53	No
<input type="checkbox"/>	Empty Out	TRLU0909920	TRLU0909920	THBCCK02607	OWN	OWN	6/17/2022 0600-2300	2305	Active	PPBA	416031		VT PAU	6/13/2022 00:56	No
<input type="checkbox"/>	Full In	MSMU8311849	MSMU8311849	THBCCK02607	APMZ700453	APMZ700453	6/17/2022 0600-2300	2303	Active	PPBA	416031		VT PAU	6/13/2022 00:53	Yes
<input type="checkbox"/>	Decked Import	GESU5964931	GESU5964931		APMZ700453	APMZ700453	6/17/2022 0600-2300	2304	Active	PPBA	416031		VT PAU	6/13/2022 00:54	Yes

5 records found

- The hyperlinks in the report will provide additional information
- Container column will provide:
 - Empty In Container info

Report > Empty In Checker

Search By: Container Number(s) :

Report Time: 06/13/2022 04:53:15 (Eastern Standard Time)

1 record found

Container #	Length	Type	Height	ISSUE	Orig Return Status	Gate Out Date	Commodity	Trucker Code	Truck Plate	Driver ID
MEDU7543701	40		96	MSC - Mediterranean Shipping						

1 record found

- Import Container Info

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Request > Import Report

Inquiry By Container Number Bill of Lading Container Number: GESU5684931

Import - Container Information

Request Notification Use below links to pay multiple containers
[Demurrage](#) [Pay Multiple](#) [Pay Future Date](#)

1 record found Records: 50 per page Page 1 of 1

Container Notification	Container Number	Available	Location	Vessel Name	Voyage Number	Yard Position	Customs Status	Live Status	Misc. Holds	Demurrage Due	Demurrage Amount (Total)	Last Free Day	Paid Through Date	Non Demurrage Due	Non Demurrage Amount	Equipment Type
<input type="checkbox"/>	GESU5684931	Yes	Yard	MSC MADRID	040W	2H8UA	RELEASED	RELEASED	None	No		5/2/2022		No		40'GP45P

1 record found Records: 50 per page Page 1 of 1

- Booking/EDO column will provide:
 - Booking/EDO details

Request > Export

Inquiry By Booking Number Release/EDO Number Booking Number: THBOOK0607

Click on a booking number to see the details for that booking

Booking Number	Spot Name	Vessel Name	Hazardous	COG
THBOOK0607	Mediterranean Shipping	MSC CAROLINA	No	No

Status for Booking # THBOOK0607

Vessel Information

BCO	Vessel Name	Voyage Number	General Begin Receive	Reefer Begin Receive	Hazardous Begin Receive	General Cutoff	Reefer Cutoff	Hazardous Cutoff	Loading At
MSC	MSC CAROLINA	036A	9/4/2020 5:00:00 AM	9/4/2020 6:00:00 AM	9/4/2020 6:00:00 AM	1/26/2022 4:00:00 PM	1/26/2022 4:00:00 PM	1/26/2022 4:00:00 PM	BAL

Booking Information

Length	Type	Height	Total	Received	Delivered
40'	GP	95"	55	1	0
40'	VH	95"	55	0	0

- Pre-Advise Pin column will provide:
 - Pre-Advise Details
 - Pre-Advise details can be modified from this report

TOS WEB PORTAL

Pre-Advise > Edit

(* Indicates required fields)

Modify Pre-Advise - Empty In

Date Time: 6/17/2022 0600-2300 | Trucker: | Reschedule/Edit | Pair | Close

License Plate No: 2307437 | Mobile Phone #: 5103841018 | Mobile Carrier : AT&T

Empty In

Del	Container #	Length	Type	Height	SSCO	Crit Return Status	Pre-Advise PIN
<input type="checkbox"/>	MEDU7543701	40	GP	96	MSC		2401

Chassis

Chassis Ownership: | Chassis Number*:

Submit

- Pre-Advise Details can be exported to excel as needed

Export All Data to Excel File

Your search returned 5 records

Verified	Move Type	Container#	Verified Container#	Booking/EDo#	Chassis#	Verified Chassis#	Date Time MM/yyyy HH:mm-Month	Pre-Advise PIN	Status
<input type="checkbox"/>	Empty In	MEDU7543701	MEDU7543701		OWN	OWN	6/17/2022 0600-2300	2401	Active
<input type="checkbox"/>	Full In	MSMU8904870	MSMU8904870	THBOOK0607	OWN	OWN	6/17/2022 0600-2300	2301	Active
<input type="checkbox"/>	Empty Out	TRLU6909920	TRLU6909920	THBOOK0607	OWN	OWN	6/17/2022 0600-2300	2385	Active
<input type="checkbox"/>	Full In	MSMU8311849	MSMU8311849	THBOOK0607	APM2700453	APM2700453	6/17/2022 0600-2300	2363	Active
<input type="checkbox"/>	Decked Import	GESU5984931	GESU5984931		APM2700453	APM2700453	6/17/2022 0600-2300	2364	Active

5 records found

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NOTES:

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NOTES: