TOS WEB PORTAL

Trucking Company Training Guide

Welcome to Ports America TOS Web Portal

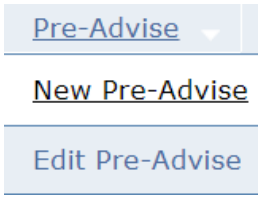
- **Pre-Advise User Guide**

TOS WEB PORTAL

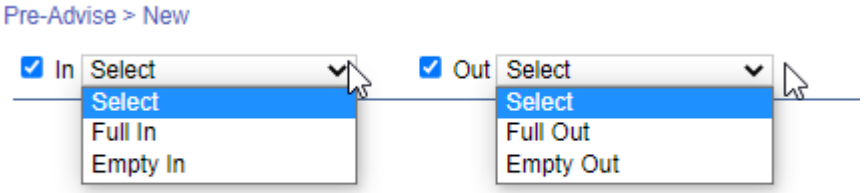
TWP allows the trucking company to enter information to expedite the service of the driver upon arrival to the terminal.

Create Pre-Advise

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



- Select the transaction type(s) to enter



TOS WEB PORTAL

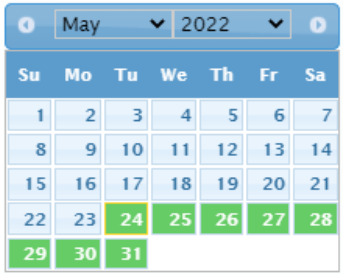
Full In Pre-Advise

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

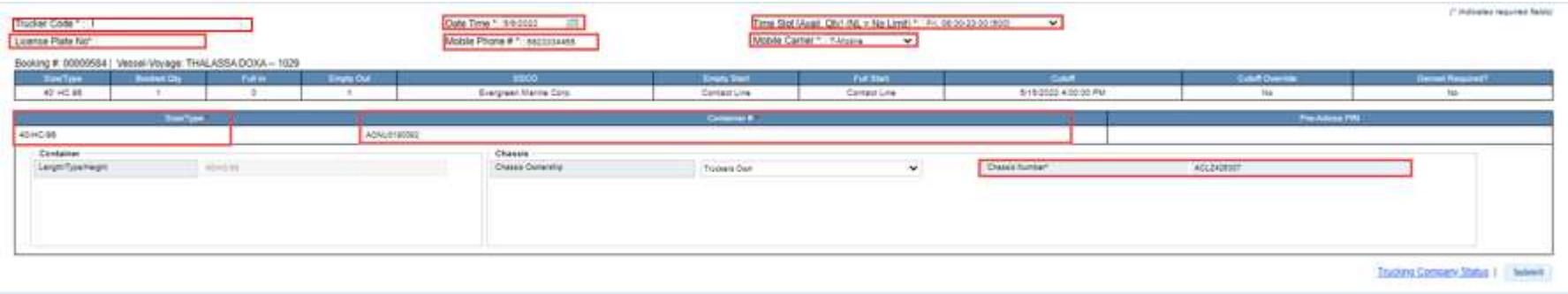
- TWP will display the Booking/EDO details

TOS WEB PORTAL

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



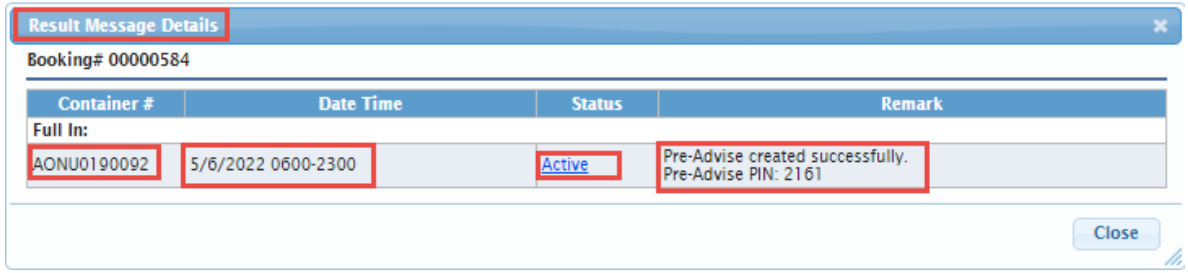
- Enter the following fields (* denotes required fields)
  - License Plate Number
  - Driver's Mobile Number
  - Driver's Mobile Carrier
  - Select the Container Size Type if booked for multiple size types
  - Container Number
  - Select the Chassis Ownership (Truckers Own or Truckers Flatbed)
  - Enter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



TOS WEB PORTAL

- Submit the form

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



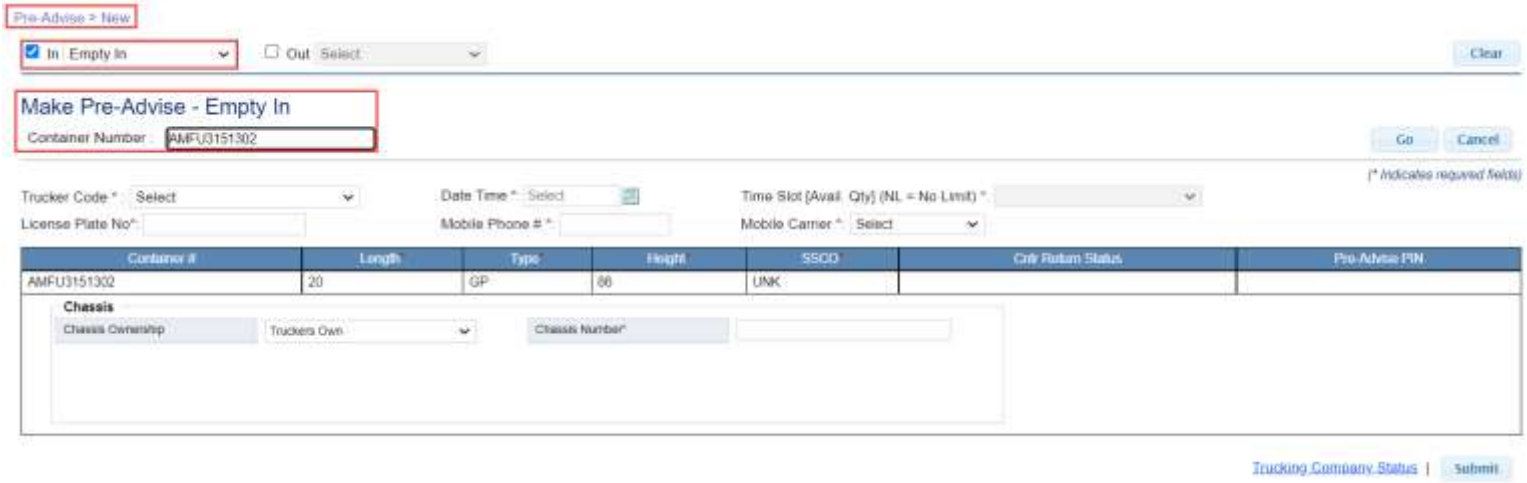
- TWP will send an email notification to the user, and an SMS text notification to the driver, with the Pre–Advise PIN information

DDEV Seagirt Marine Terminal
==========
PIN 3139
Date: 6/17/2022
Move Type: Full In
Container Number: EGHU3169091

Empty In Pre-Advise

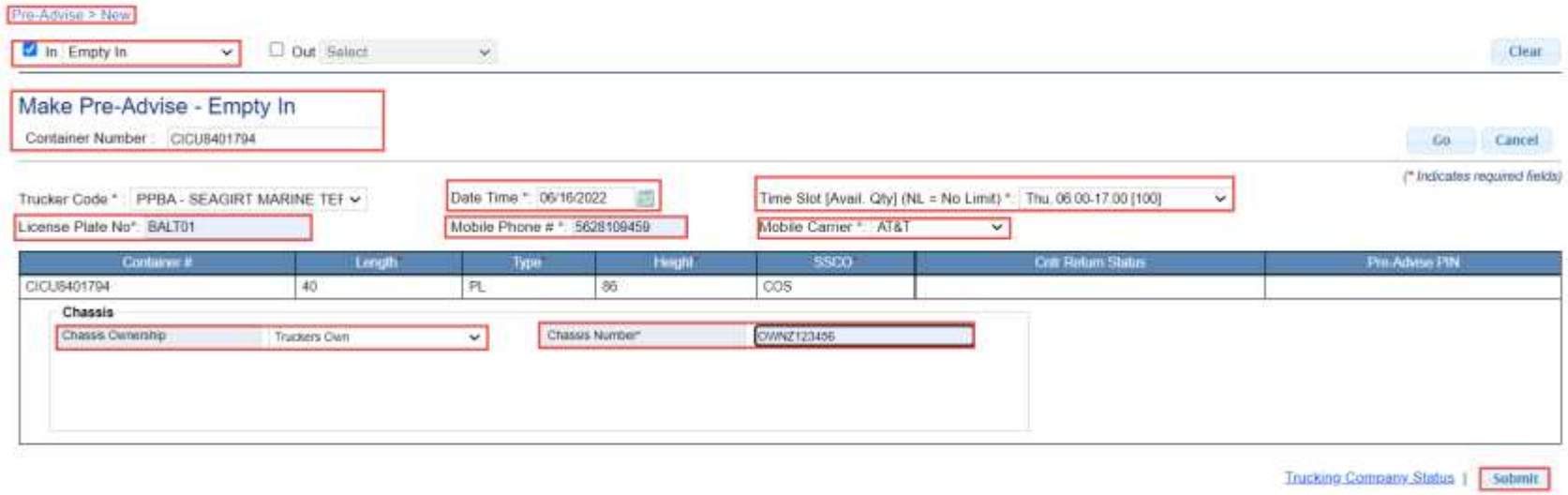
- Select IN > Empty In
- Enter the container number (this number must be known by the system)
  - TWP will display the Import Container Details

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 Chassis Ownership (Truckers own or Truckers Flatbed)
  - Enter the chassis number
  - Submit the form

TOS WEB PORTAL



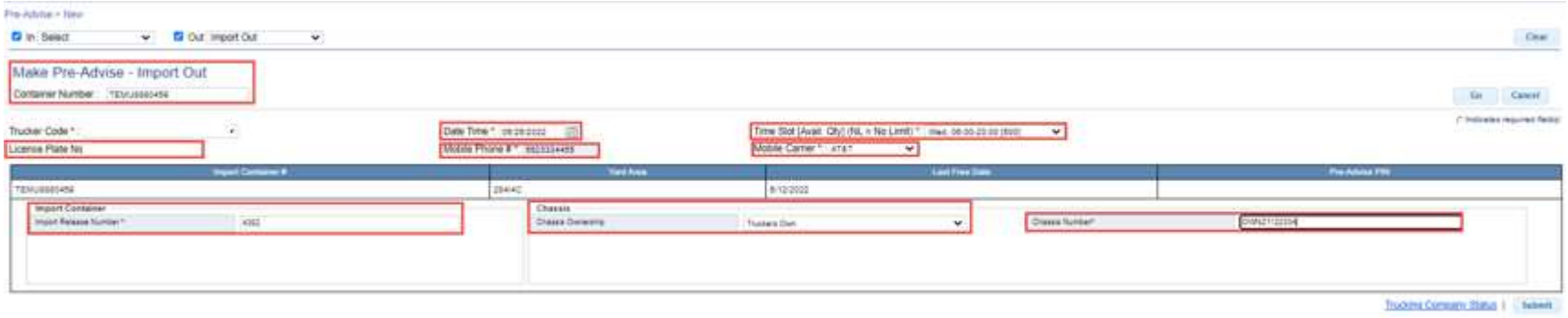
- TWP will confirm with a Pre-Advise PIN Number

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

TOS WEB PORTAL

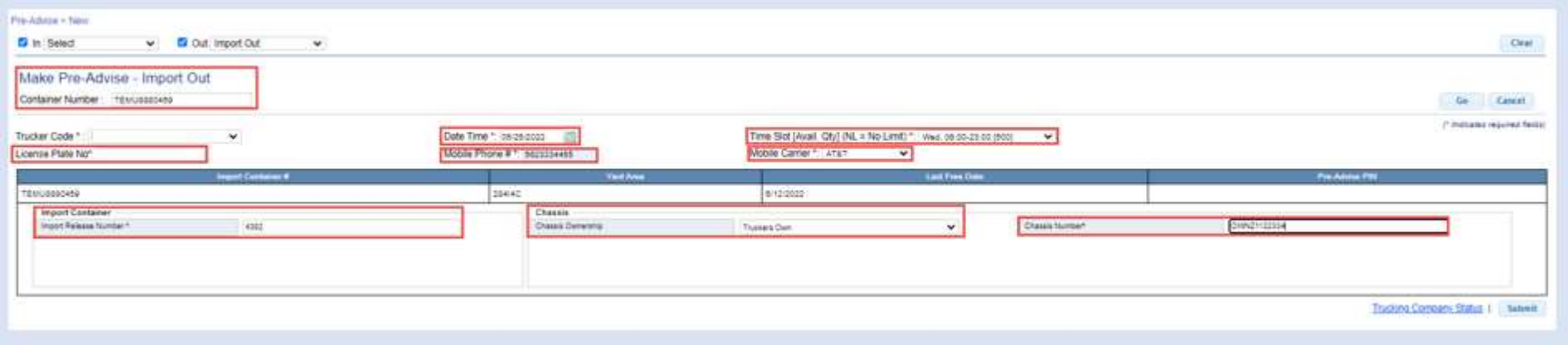
Full Out Pre-Advise

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

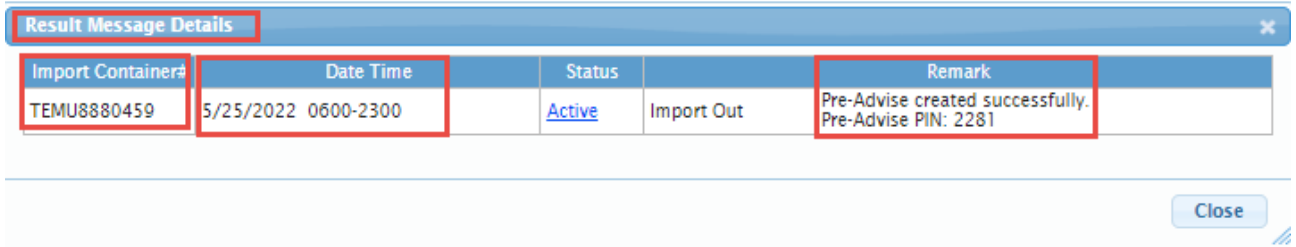


- To continue select the **date** of your transaction by using the calendar
- Enter the following fields (* denotes required fields)
  - License Plate Number
  - Driver's Mobile Number
  - Driver's Mobile Carrier
  - Container Pin Number
  - Select the Chassis Ownership (Truckers Own or Truckers Flatbed)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

TOS WEB PORTAL



- TWP will confirm with a Pre-Advise PIN Number

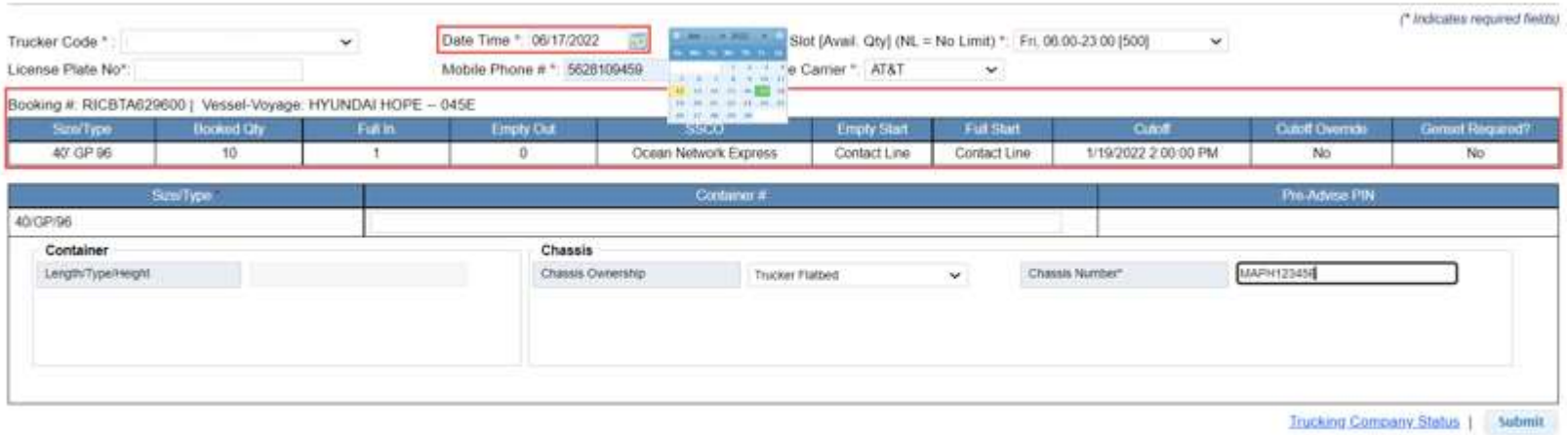


- TWP will send an email notification to the user, and an SMS text notification to the driver, with the Pre–Advise PIN information
- The driver will provide this PIN number to the clerk at the terminal
- This will expedite the service of the transaction

TOS WEB PORTAL

Empty Out

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



- 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

TOS WEB PORTAL

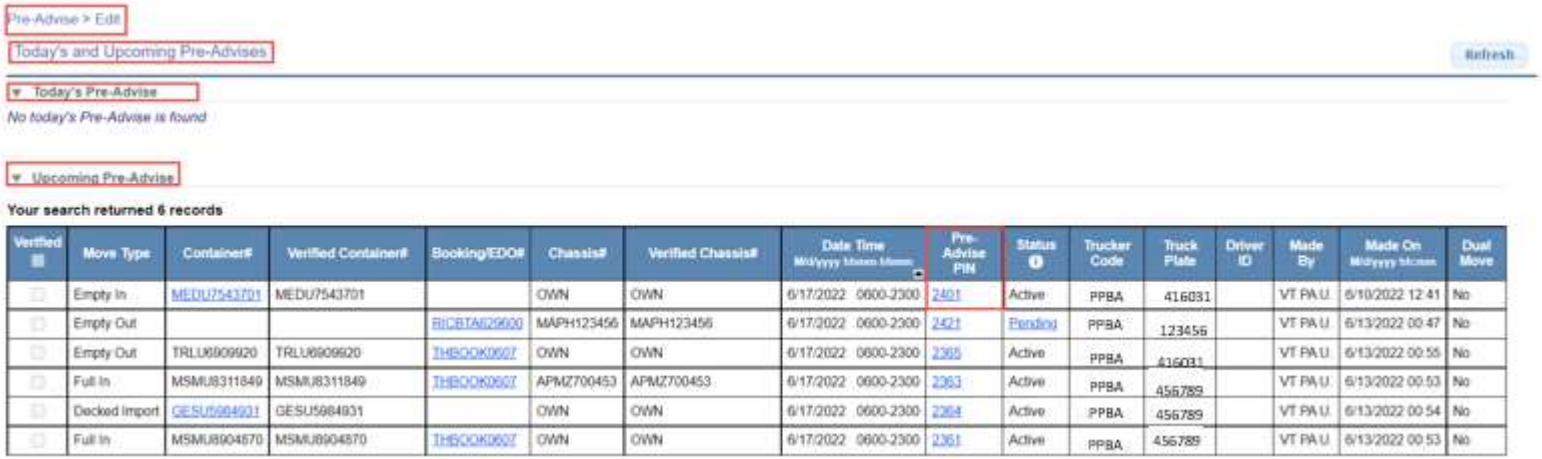
- Submit the form
  - TWP will confirm with a Pre-Advise PIN Number

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

TOS WEB PORTAL

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

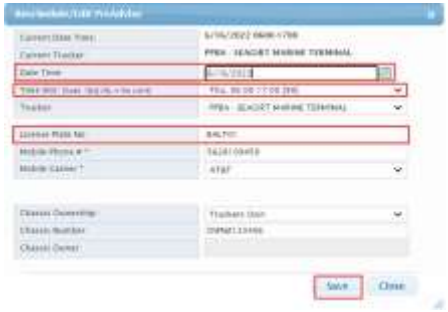


Verified	Move Type	Container#	Verified Container#	Booking/EDO#	Chassis#	Verified Chassis#	Date Time	Pre-Advise PIN	Status	Trucker Code	Truck Plate	Driver ID	Made By	Made On	Dual Move
	Empty In	MEDU7543701	MEDU7543701		OWN	OWN	6/17/2022 0600-2300	2401	Active	PPBA	416031		VT PA U	6/10/2022 12:41	No
	Empty Out			RICBTA629600	MAPH123456	MAPH123456	6/17/2022 0600-2300	2421	Pending	PPBA	123456		VT PA U	6/13/2022 00:47	No
	Empty Out	TRLU6909920	TRLU6909920	THBOOK0607	OWN	OWN	6/17/2022 0600-2300	2365	Active	PPBA	416031		VT PA U	6/13/2022 00:55	No
	Full In	MSMU8311849	MSMU8311849	THBOOK0607	APMZ700453	APMZ700453	6/17/2022 0600-2300	2363	Active	PPBA	456789		VT PA U	6/13/2022 00:53	No
	Docked Import	GESU5984931	GESU5984931		OWN	OWN	6/17/2022 0600-2300	2364	Active	PPBA	456789		VT PA U	6/13/2022 00:54	No
	Full In	MSMU8904870	MSMU8904870	THBOOK0607	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

TOS WEB PORTAL

- 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 saved the changes and the PIN will remain the same

TOS WEB PORTAL

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.

TOS WEB PORTAL

Your search returned 7 records

Verified	Move Type	Container#	Verified Container#	Booking/EDO#	Chassis#	Verified Chassis#	Date Time M/d/yyyy hhmm hhmm	Pre-Advise PIN	Status	Trucker Code	Truck Plate	Driver ID	Made By	Made On M/d/yyyy hh:mm	Dual Move
	Empty In	CICU8401794	CICU8401794		OWNZ123456	OWNZ123456	6/16/2022 0600-1700	2422	Active	PPBA	BALT01		VT PA U	6/13/2022 02:00	No
	Empty In	MEDU7543701	MEDU7543701		OWN	OWN	6/17/2022 0600-2300	2401	Active	PPBA	416031		VT PA U	6/10/2022 12:41	No
	Empty Out	TRLU6909920	TRLU6909920	THBOOK0607	OWN	OWN	6/17/2022 0600-2300	2365	Active	PPBA	416031		VT PA U	6/13/2022 00:55	No
	Full In	MSMU8904870	MSMU8904870	THBOOK0607	OWN	OWN	6/17/2022 0600-2300	2361	Active	PPBA	416031		VT PA U	6/13/2022 00:53	No
	Empty Out			RICBTA029000	MAPH123456	MAPH123456	6/17/2022 0600-2300	2421	Pending	PPBA	416031		VT PA U	6/13/2022 00:47	No
	Full In	MSMU8311849	MSMU8311849	THBOOK0607	APMZ700453	APMZ700453	6/17/2022 0600-2300	2363	Active	PPBA	416031		VT PA U	6/13/2022 00:53	Yes
	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

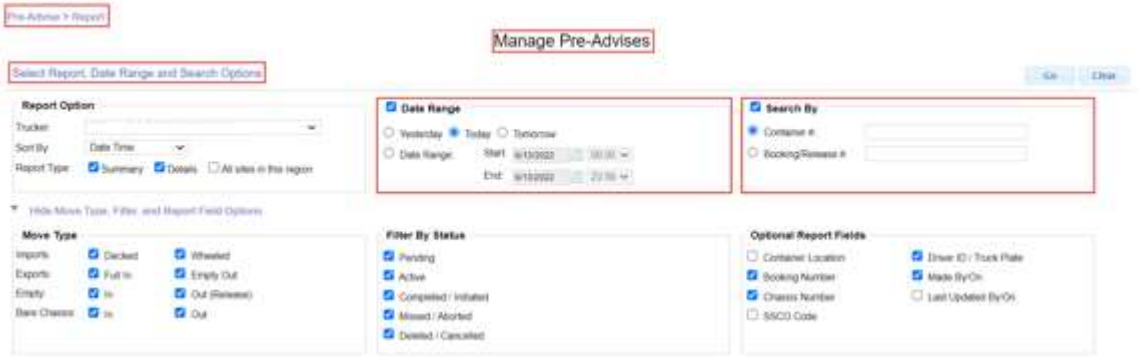
TOS WEB PORTAL

Pre-Advise Report

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

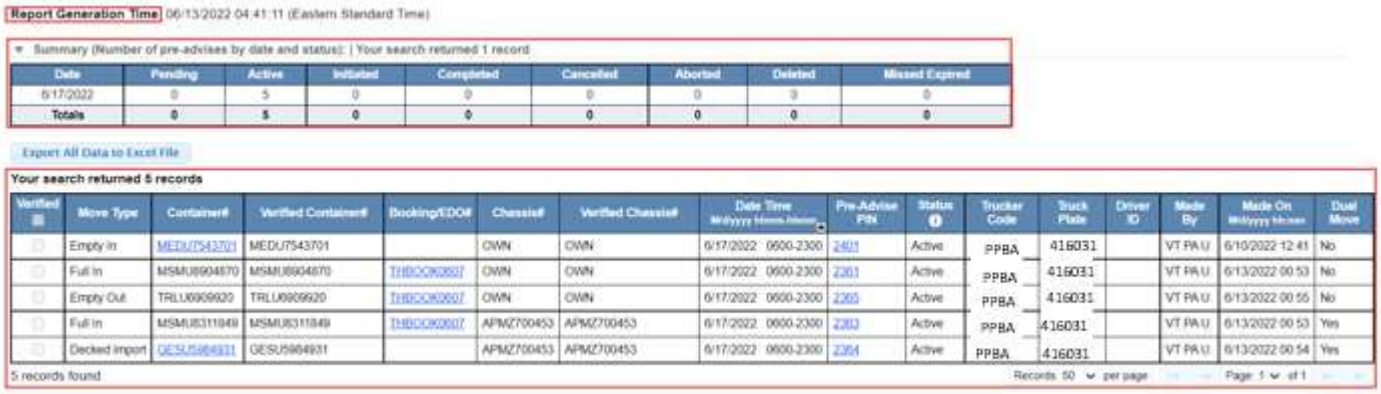
- Select Pre-Advise Report from the Pre-Advise Menu

- 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



TOS WEB PORTAL

- 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-advises 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

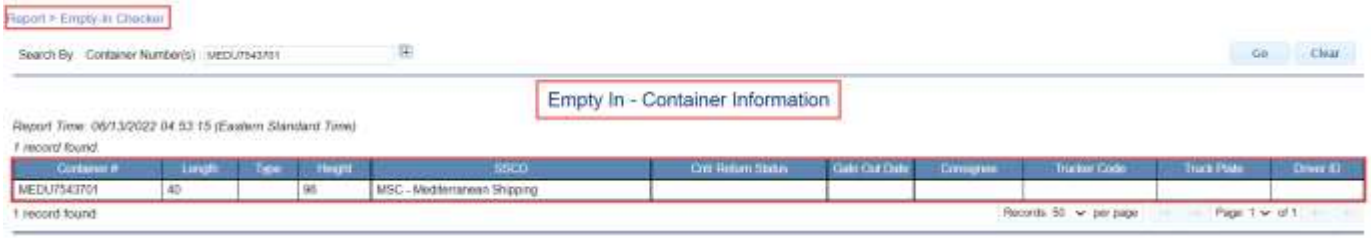
Verified	Move Type	Container#	Verified Container#	Booking/EDO#	Chassis#	Verified Chassis#	Date Time	Pre-Advise PIN	Status	Trucker Code	Truck Plate	Driver ID	Made By	Made On	Dual Move
	Empty In	MEDU7543701	MEDU7543701		OWN	OWN	6/17/2022 0600-2300	2401	Active	PPBA	416031		VT PA U	6/10/2022 12:41	No
	Full In	MSMU8904870	MSMU8904870	THBCOK0007	OWN	OWN	6/17/2022 0600-2300	2361	Active	PPBA	416031		VT PA U	6/13/2022 00:53	No
	Empty Out	TRLU6909920	TRLU6909920	THBCOK0007	OWN	OWN	6/17/2022 0600-2300	2365	Active	PPBA	416031		VT PA U	6/13/2022 00:55	No
	Full In	MSMU8311849	MSMU8311849	THBCOK0007	APMZ700453	APMZ700453	6/17/2022 0600-2300	2363	Active	PPBA	416031		VT PA U	6/13/2022 00:53	Yes
	Decked Import	GESU5984931	GESU5984931		APMZ700453	APMZ700453	6/17/2022 0600-2300	2364	Active	PPBA	416031		VT PA U	6/13/2022 00:54	Yes

5 records found

Records 50 per page Page 1 of 1

- 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) MEDU7543701 Go Clear

Empty In - Container Information

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

1 record found

Container #	Length	Type	Height	SSCO	Cntr Return Status	Gate Out Date	Consignee	Trucker Code	Truck Plate	Driver ID
MEDU7543701	40		96	MSC - Mediterranean Shipping						

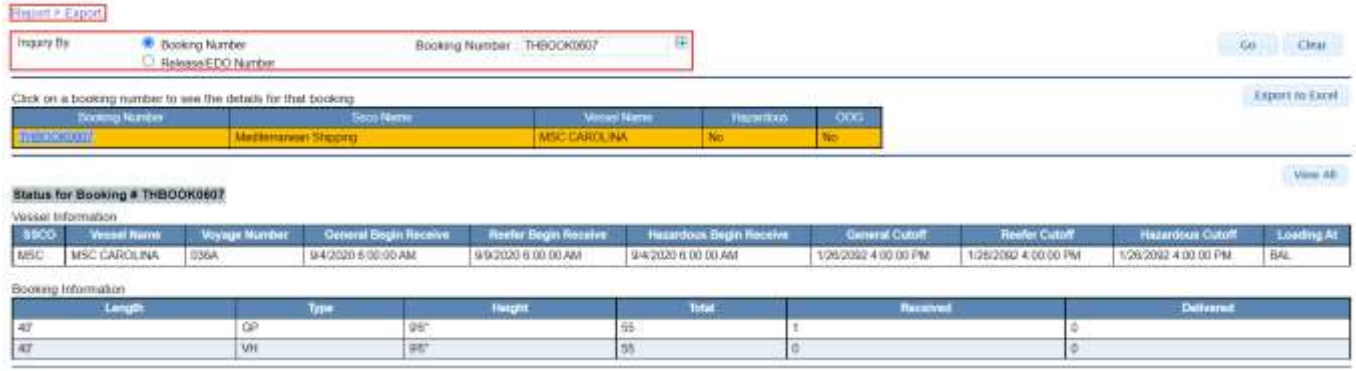
1 record found

Records 50 per page Page 1 of 1

  - Import Container Info

TOS WEB PORTAL

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



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

TOS WEB PORTAL

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

TOS WEB PORTAL
NOTES:

TOS WEB PORTAL
NOTES: