

GCT Canada – Customer Service Portal: Lynx CSP Steamship Line Manual





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Terms and Conditions

Utilizing GCT Canada Web Services Portal is conditional on your acceptance of and continued compliance with the following terms and conditions. By accessing or using this Portal, you warrant and represent that you are aware of these terms and conditions, and agree to be bound by them. If you do not agree to these terms and conditions, you should not access or otherwise use this Portal. Users agree to abide by GCT Canada regulations and take responsibility for all activity under the carrier credentials, including but not limited to protection of storage fees, Terminal Gate Efficiency fees, and Flex Appointment Service fees. For full terms and conditions, please review "GCT CANADA LIMITED PARTNERSHIP WEB PORTAL TERMS AND CONDITIONS" located on the homepage under Quicklinks.

Visit GCT Canada website for more information on Flex Appointment Service (FAS) and Terminal Gate Efficiency Program (also known as Gate Compliance) documentation, and Tariff rates. Details can be found under Carriers & Truckers.

Web Browsers

Lynx web services are supported by Internet Explorer 10 or higher (I/E10+), Google Chrome, and Firefox.

Using GCT Canada SSLVPN

Secure Sockets Virtual Private Network (SSLVPN) provides secure communications for data transmissions to GCT Canada LP Web Services.

New Users' Guide

To request a new login, contact our Helpdesk (helpdesk@globalterminals.com) with the below information:

- Contact Name
- Company Name
- Address
- Email Address
- Telephone and Fax numbers
- Company Type (ocean carrier, trucking company, customs broker, freight forwarder)
- Terminal Required: GCT Deltaport
- Trucking Companies: Port Metro Vancouver Truck Licensing System number (TLS)



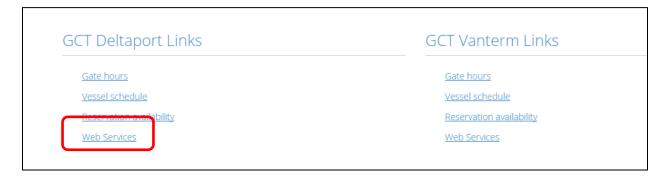
Accessing Web Services

Once you have received your credentials from GCT Canada for the SSLVPN for GCT Deltaport you will be able to access Web Services via the website:

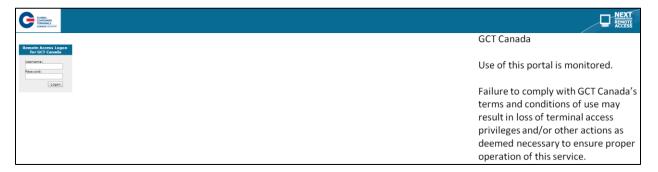
www.globalterminalscanada.com



Select Carriers & Truckers > GCT Deltaport Links > Web Services



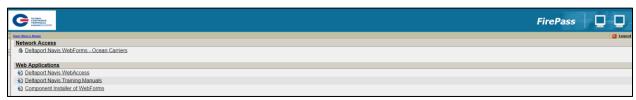
Web Services Remote Access Logon for GCT Canada





Enter the Username and Password



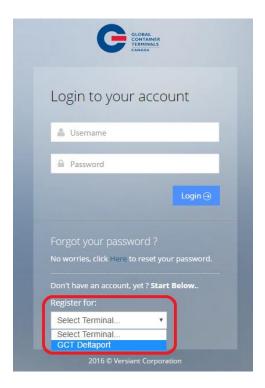






Creating an User Lynx Account

To create a new user for Lynx, select below drop down menu.





Username – A unique name that will be used to log into the account

Password – The password must be 7 characters or greater. It must consist of two series of letters and numbers separated by a symbol

Email – A contact email account. This email will be used if you forget your password

Phone – A valid telephone number

First Name - User's first name

Last Name - User's last name

Friendly Name – This may be the same as your user name

Job Function – The user's job title at the company

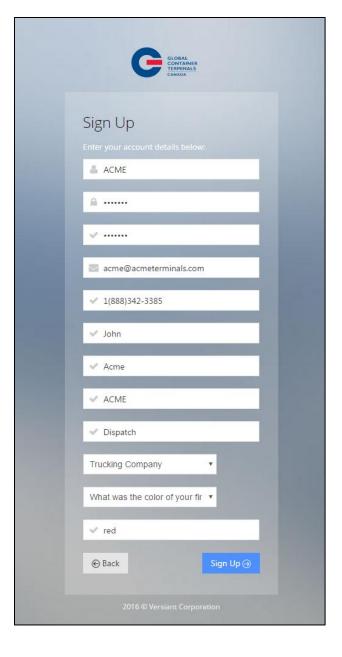
Select Access Type – Select from the drop down menu: 3rd Party (Broker/ Freight Forwarder), Steamship Line, or Trucker Note: Customs or Terminal Employee account submissions will be automatically rejected

Select Security Question – Select from the drop down menu a question to be used if the user forgets the login password

Security Answer – Enter an answer to be used if the user forgets their password

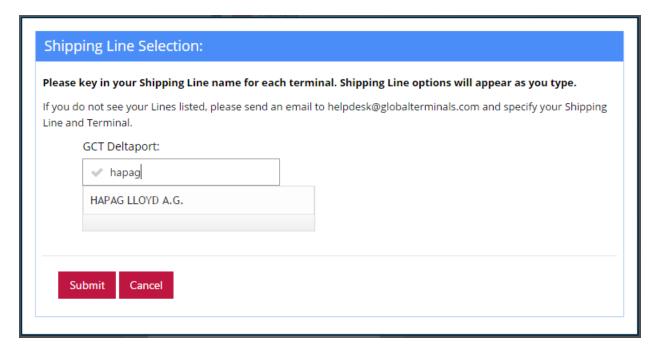
Back – To cancel registration process and return back to the homepage

Sign Up – To continue with registration

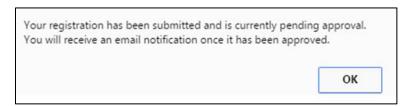




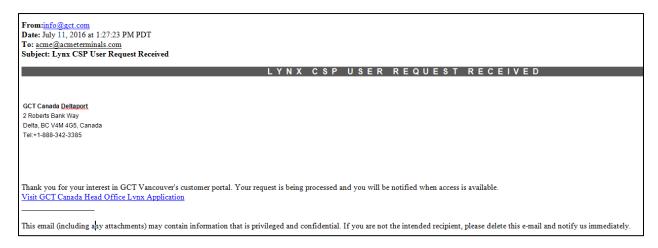
Steamship Line Selection: Enter the associated Shipping Line



Once all information has been entered, select Sign Up to prompt below confirmation



A confirmation email would also be sent to the user provided email address. Please allow up to 5-10 minutes or check your junk folder.





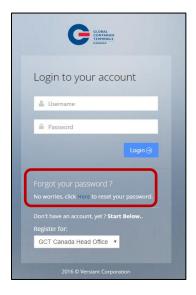
GCT Canada will review the User's credentials, please note this may take up to <u>2 business days</u> to process.

Whether the application was approved or rejected, the user will receive an email at the address provided by the user.

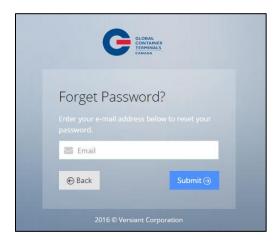
- a.) Approved Lynx CSP User Account is approved
- b.) Not Approved User's credentials could not be verified by GCT Canada

Retrieving a Password

To retrieve a forgotten password, select "Here" below Forgot your Password

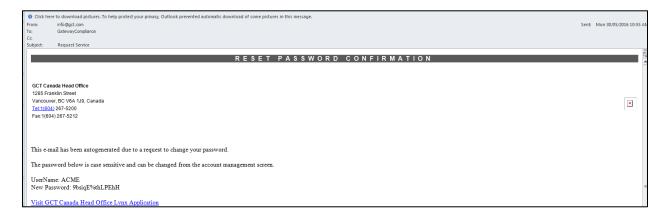


Enter the email address associated to the User's account





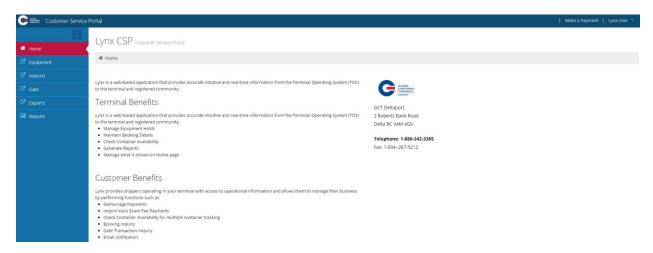
A new password will be sent to the email address. Use the new password provided to log in





Lynx Menu Options

Lynx is a web-based application that provides accurate intuitive and real-time information from the Terminal Operating System (TOS) to the terminal and registered community. Lynx allows users to perform functions across all phases of operations.



Home

Home Screen

Equipment

- Trucker Dray Code
- Equipment Inquiry
- Equipment Delivery Order
- Holds Maintenance
- On Hire Equipment
- Make a Payment
- Event Notifications

Imports

- Import Release Inquiry
- Bill of Lading Inquiry
- Container Notifications

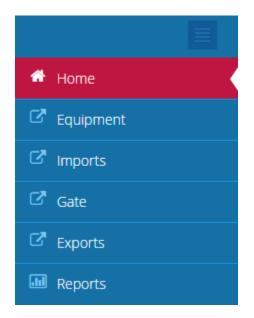
Gate

- Appointment Search
- Gate Transactions

Exports

- Booking Inquiry
- HAZ Documents
- Late Arrival
- Split Booking

Reports

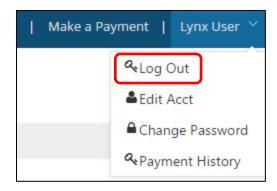




Lynx User Menu

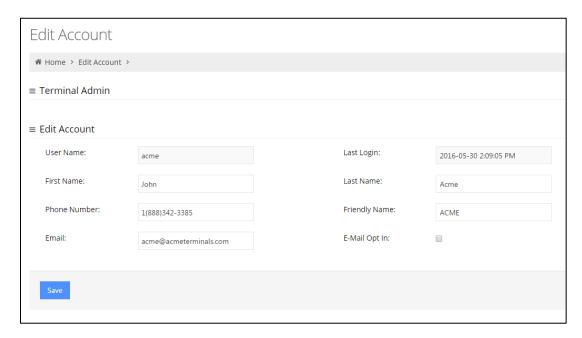
Log Out

To end the current session, select Lynx User > Log Out



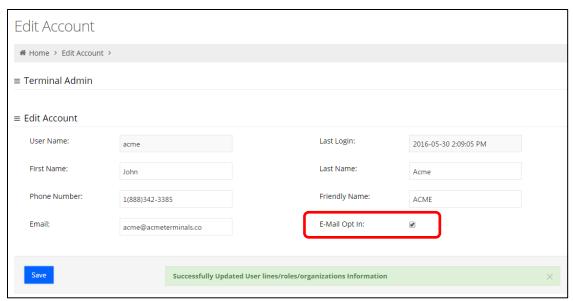
Edit Account

The edit account field allows users to make changes to First Name, Last Name, Phone Number, Friendly Name, Email, or Email Opt in or out.



GCT Canada recommends all users to opt in on emails for payment receipts, event notifications, and container notifications.

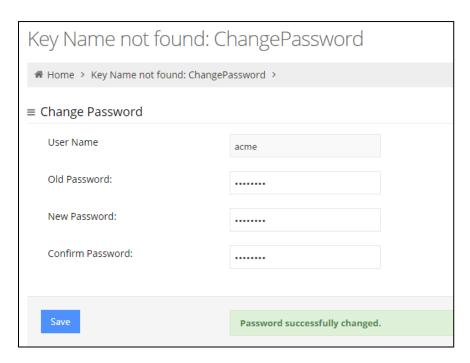




Changing a Password

Users are encouraged to change their password frequently. To change a password:

Select Lynx User > Change Password > Enter Old Password > Enter New Password > Confirm New Password > Save

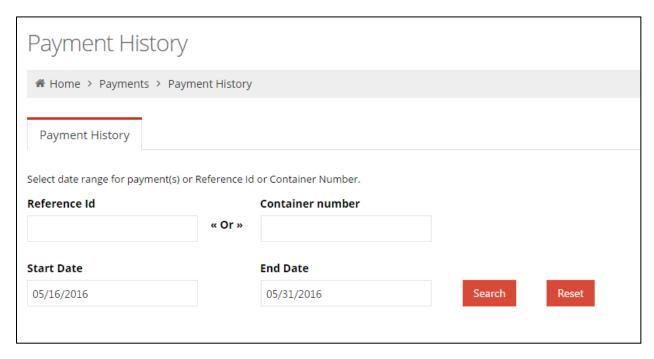


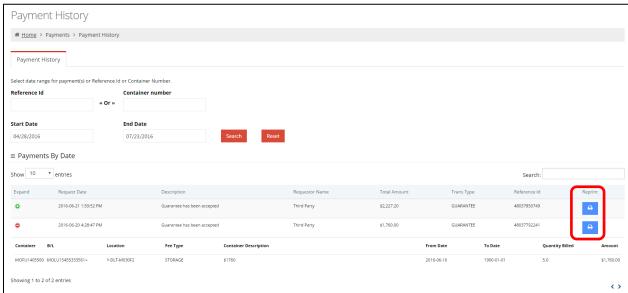
A confirmation email will be sent to the email address associated to the account.



Payment History

Users have the ability to search for Payment History by reference ID, container number, or by a date range.

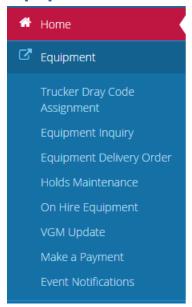




From this screen, users can Reprint Receipt of Payments

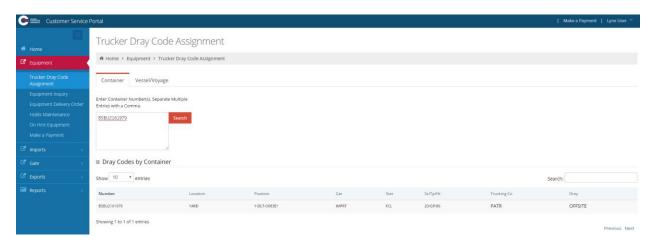


Equipment



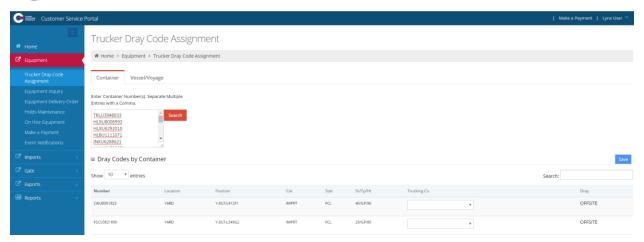
Trucker Dray Code Assignment

The Trucker Dray Code Assignment screen provides users with the ability to search unit dray statuses and unit trucking company assignments. Users have the ability to query multiple units by specific container number or by inbound vessel visits.



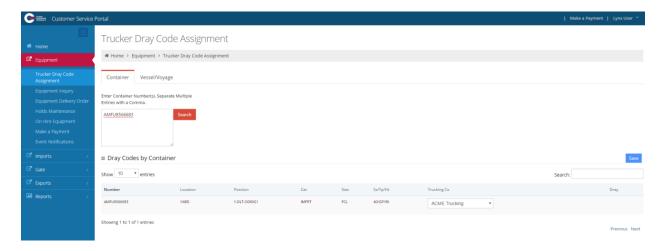
To query unit dray statuses, enter Container Number(s) and select search. The query will return with a list of containers that will state whether the unit is setup for dray or not.





To assign containers to a specific trucking company, enter Container Number(s) and select search. Under Trucking Co, there will be an option to assign a specific trucking company to the container.

Please note that this does not restrict the container to the entered trucking company. This field is strictly for Steamship Line internal record keeping only. It does not affect who can make the appointment or who can pick up the container.

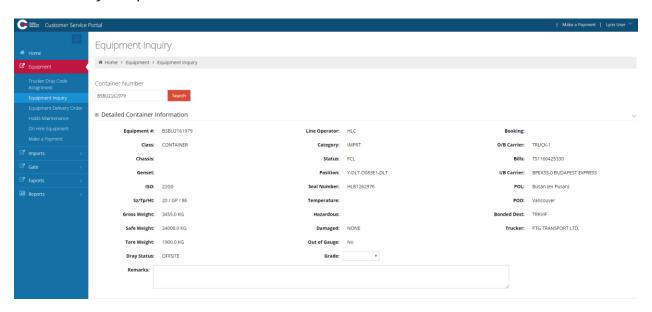




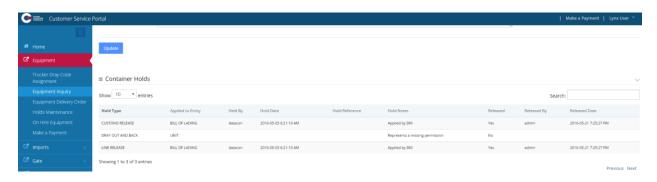
Equipment Inquiry

One of the most useful screens in Lynx is the Equipment Inquiry screen it provides users with the following:

- Physical Containers Details
- Containers Routing Information
- Ability to Update General Container Details



In addition to detailed container information, users are also provided with container holds from this screen. Each section may be collapsed and expanded to suit the specific user's needs.





Enter a container number for an empty, export, or import to show the details of the container.

- Equipment # Container Number
- Line Operator Steamship Line
- Booking: Equipment Delivery Order for Exports or Empties
- Class: Container
- Category:
 - o IMPRT (Import)
 - EXPRT (Export)
 - Empty (Storage)
- O/B Carrier: Outbound Carrier (Vessel, Rail or Gate)
- Chassis: Not Applicable
- Status:
 - o FCL (Full Container Load)
 - Empty (Storage)
- Bills: Bills of Lading of the Import Container
- Genset Not Applicable
- Position:
 - Yard GCT Deltaport Block, Stack, Tier (e.g. Y-DLT-A086A1-DLT)
 - Vessel Vessel, Stow Position (V-CAME1426-460682)
 - Community C (Container Out of the Yard)
 - Truck Trucked Off Dock via Truck
 - o Rail Railed Off Dock
- I/B Carrier: Inbound Carrier (Vessel, Rail or Gate)
- ISO: Container Type
- Seal Number
- POL: Port of Loading
- Sz/Tp/Ht: Size, Type, Height of the Container
- Temperature: Temperature (in Celsius) set for Refrigerated Cargo
- POD: Port of Discharge
- Gross Weight: In Kilograms (kg)
- SOLAS VGM: Verified Weight in Kilograms (kg)
- Hazardous: Hazardous Class of the Container
- Bonded Dest: Bonded Destination
- Safe Weight: Container Safe Weight in Kilograms (kg)
- Damaged: Yes or No
- Trucker: If Assigned by the Steamship Line
- Tare Weight: In Kilograms (kg)
- Out of Gauge: Yes or No
- Dray Status: If the Container is Set Up for Dray Off.
- Grade: Container Grade Set by Steamship Line
 - To be Pretripped



- o Pretripped
- o Bad Smell
- o 220 Volt Only
- Over Width CPU
- o Reefer with Probes
- o Very Dirty
- Vented Containers
- o 440 Volt Only
- o Gensets Inside
- o Hangers Insiders
- o Off Hire
- Remarks: Notes Designated by the Terminal



Equipment Delivery Order

Users have the ability to create, update, and query Equipment Delivery Orders (EDOs) from this screen. Additionally, users can update EDO details, manage equipment, and reserve specific pieces of equipment against the EDO. Please note Steamship Lines will not be able to create duplicate Equipment Delivery Order numbers.

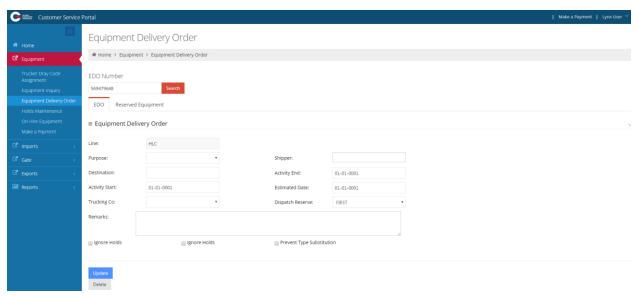


Creating a New Equipment Delivery Order

- 1. Enter new EDO number > Search
- 2. Error message "EDO Number ____ was not found" and the Create EDO menu will appear
- 3. Select Create EDO







Purpose

• Leave BLANK or select REPO, OFFHIRE, OFFSITE_REPAIR, or IFT. This field is for Steamship Line record keeping only and does not affect EDO.

Destination

• Leave BLANK or enter EDO Destination. This field is for Steamship Line record keeping only and does not affect EDO.

Activity Start

Update to current date to restrict when equipment can be reserved against the EDO. Please note this *does not* restrict appointments or when EDO can be picked up. This only restricts in the Terminal Operating System when equipment can be reserved against the EDO. If the default date is not changed and left at 0001-01-01, then the EDO will not be transferred to the Terminal Operating System correctly and will be deleted automatically 5 minutes after creation.

Trucking Co

 Leave BLANK or enter Trucking Company. Please note this field is for internal Steamship Line record keeping only and does not affect EDO. It does not reserve the EDO to a specific trucking company.

Shipper

 Leave BLANK or enter Shipper information. This field is for internal Steamship Line record keeping only and does not affect the EDO.

Activity End

Update to current date to restrict when equipment can be reserved against the EDO. Please note this *does not* restrict appointments or when EDO can be picked up. This only restricts in the Terminal Operating System when equipment can be reserved against the EDO. If the default date is not changed and left at 0001-01-01, then the EDO will not be transferred to the Terminal Operating System correctly and will be deleted automatically 5 minutes after creation.



Estimated Date

• Enter current date; this field is for internal Steamship Line record keeping only and does not affect EDO.

Dispatch Reserve

- Leave as Blank (Default) or;
- Select dispatch reserves FIRST or ONLY
- Please note: By selecting dispatch reserves FIRST or ONLY, deliveries at the gate will be dependent solely on the container's availability (ie, Yard Location). Charges may be applicable.

Ignore Holds

 You must click this box for reserved (specific) container EDOs (Note: only reserve one (1) container per EDO). Do not click this box for good order unreserved (nonspecific container) EDOs.

Ignore Damages

- You must click this box for reserved (specific) container EDOs (Note: only reserve one (1) container per EDO). Do not click this box for good order unreserved (non-specific container) EDOs.
- Click this box for bad order unreserved (non-specific container) EDOs. For bad order containers you must contact GCT Operations Support prior to dispatching trucks.

Prevent Type Substitution

 You must click this box for reserved (specific) container EDOs (Note: only reserve one (1) container per EDO). Do not click this box for good order unreserved (nonspecific container) EDOs.

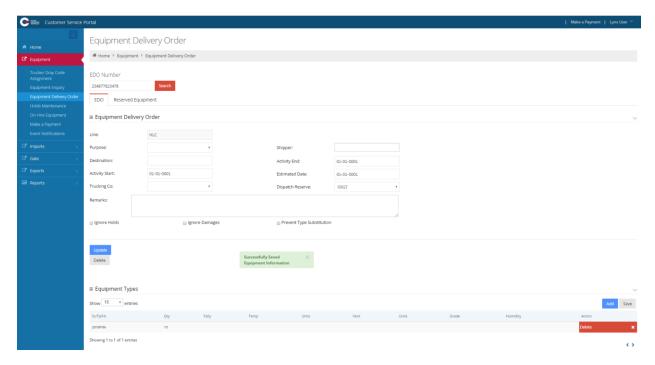


Update Equipment Types on an EDO

Equipment > Equipment Delivery Order > Search for EDO Number > Equipment Types > Add > Select Size/Type/ Height (Sz/Tp/Ht) > Enter Quantity (Qty) > Save

<u>Please note</u>: Leave fields Temp, Units, Vent, Units, Grade, and Humidity <u>blank</u> unless a specific type of container with this description is being released on this EDO. For example; an EDO with Equipment Type Temp: 18, Units: C, Grade: Vented will *only* search for empty containers with Temp: 18, Units: C, Grade: Vented. With any of these fields entered, the terminal system will only look for empties with that specific equipment type.

To avoid any delays at the gate, please leave fields Temp, Units, Vent, Units, Grade, and Humidity blank unless the EDO is set up for reserving specific containers (ex. Hangers).



Sz/Tp/Ht

- Please reference <u>Appendix I</u> for common ISO codes
- Size/Type/Height of the equipment

Qty

Quantity

Tally

• Shows how many empties have been taken out of the terminal using this EDO

Temp

Temperature

Units

• Fahrenheit or Celsius



Vents

• Vent settings on the reefer

Units

- Cubic Feet per Min
- Cubic Metres Hour
- Percentage

Grade

- To be Pretripped
- Pretripped
- Bad Smell
- 220 Volt Only
- Over Width CPU
- Reefer with Probes
- Very Dirty
- Vented Containers
- 440 Volt Only
- Gensets Inside
- Hangers Insiders
- Off Hire

Humidity

• Reefer's humidity setting

Action

• Delete the Equipment Delivery Order

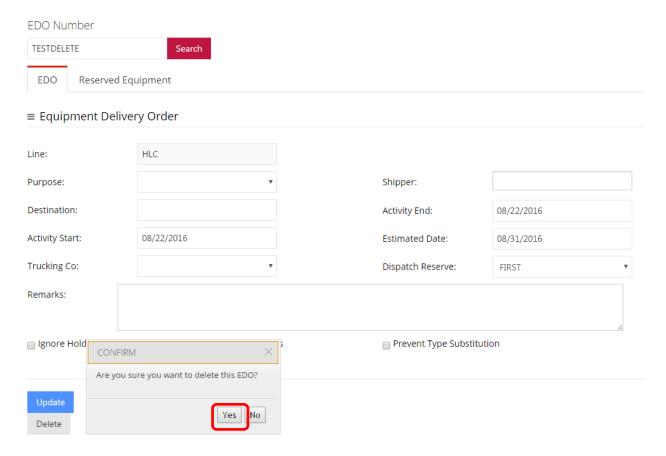




Deleting an Equipment Delivery Order

Search for the EDO

Once populated, select the Delete Button. A pop up message will ask to confirm: Yes or No.



Select 'Yes' to Delete. The Screen will return a clear state.

Select 'No' to return to the EDO.



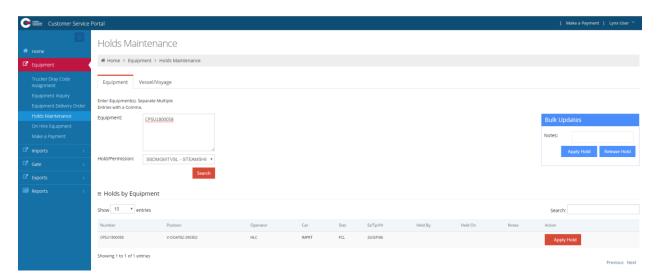
Holds Maintenance

Users have the ability to add holds, release holds, and grant permissions to specific units from the Holds Maintenance screen. Users simply enter the container number and a specific hold/permission. Based on the hold records against the unit, the user will be provided with an available action and general container details.

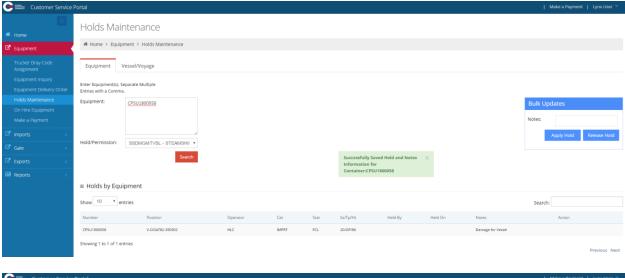


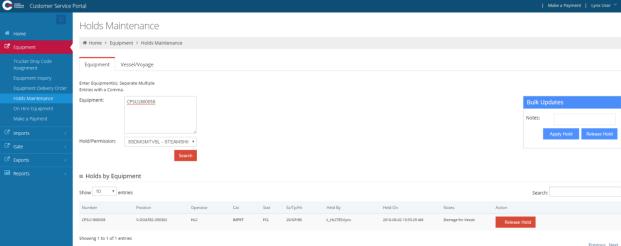
Update Holds per Equipment number

Equipment > Holds Maintenance > Equipment > Enter Equipment(s). Separate Multiple Entries with a Comma > Select Hold/Permission > Search > Enter Note > Apply / Remove Hold > Prompt will appear "Are you sure you want to Apply / Release Hold for container..." > OK





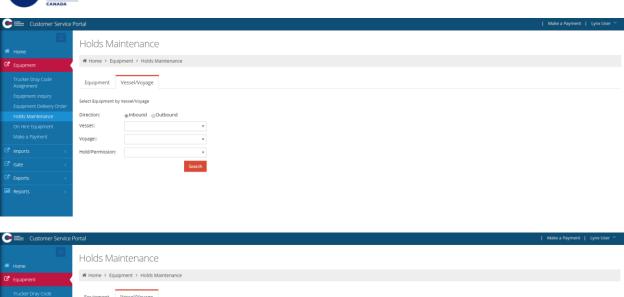


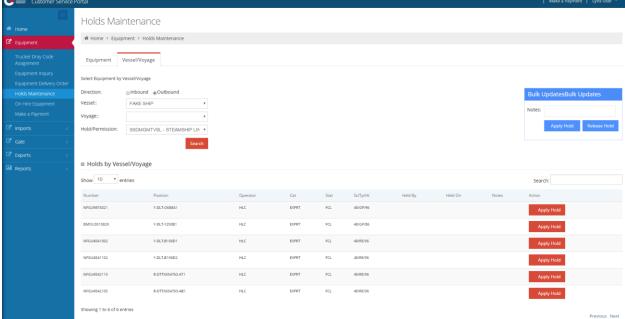


Update Holds per Vessel/Voyage

Equipment > Holds Maintenance > Vessel/Voyage > Direction: Inbound / Outbound > Enter Vessel > Enter Voyage > Enter Hold / Permission to update > Search > Enter Note > Apply / Remove Hold > Prompt will appear "Are you sure you want to Apply / Release Hold for container..." > OK



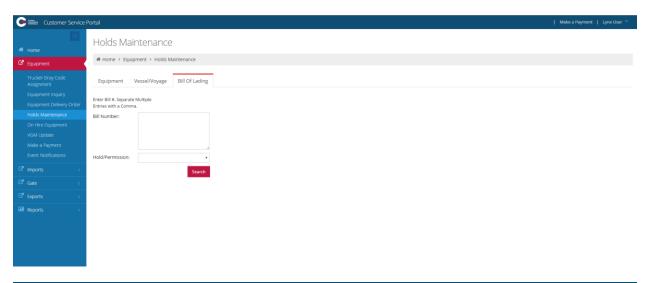


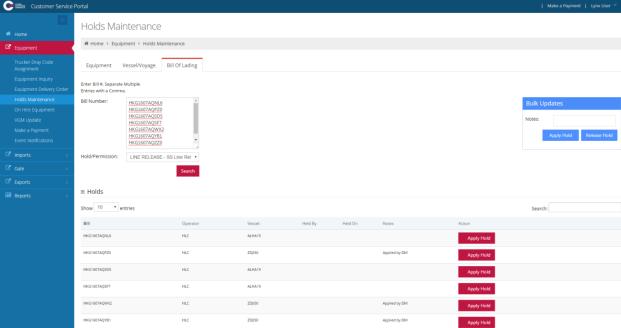




Update Bill of Lading Steamship Line Holds

Equipment > Holds Maintenance > Bill of Lading tab > Enter Bill of Lading number, Separate Multiple Entries with a Comma > Hold/Permission: LINE RELEASE – SS Line Release BL > Apply Hold – To Apply Line Hold on the Bill of Lading > Release Hold – To Release Line Hold on the Bill of Lading



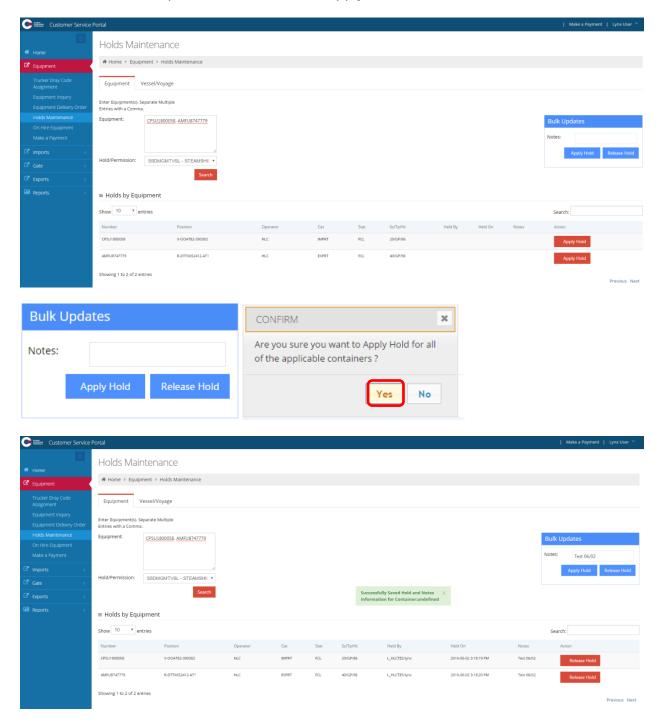




Update Holds using Bulk Updates

This will bulk update all of the applicable containers that appear in the Holds by Equipment list.

Equipment > Holds Maintenance > Equipment or Vessel/Voyage > Enter Container(s) or Select Vessel > Bulk Updates > Enter Notes > Apply Hold or Release Hold > Yes





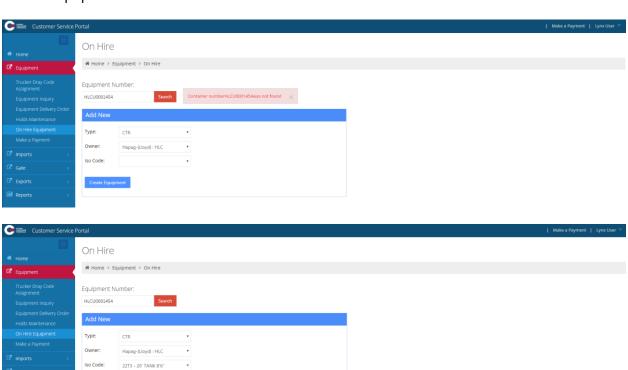
On Hire Equipment

From this screen, users have the ability to create container reference records. Additionally, users have the ability to update existing equipment records to reflect updated owner, ISO code, or weight information.

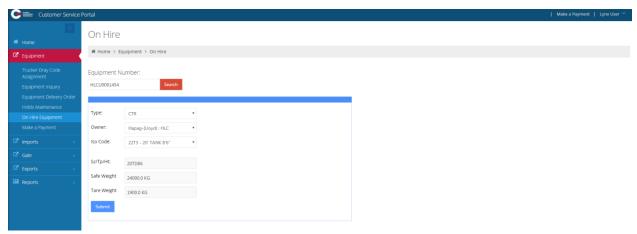
Creating a New Container

This step is for containers that are not in the GCT Deltaport terminal operating system.

Equipment > On Hire Equipment > Enter Equipment Number > Search > Message "Container number_____ was not found" > Add new > Enter Type, Owner, and ISO Code > Create Equipment

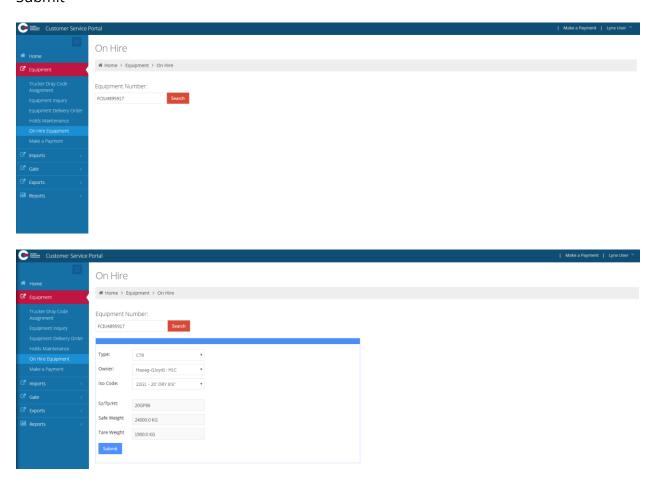






On-hiring a Container

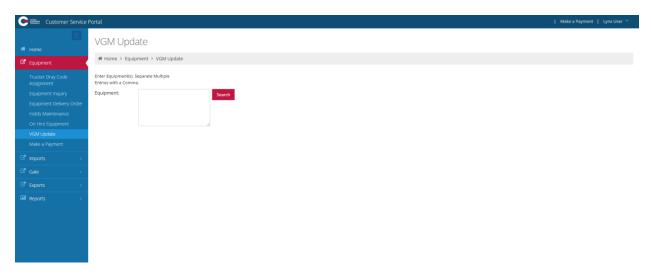
Equipment > On Hire Equipment > Enter Equipment Number > Search > Change Owner > Submit

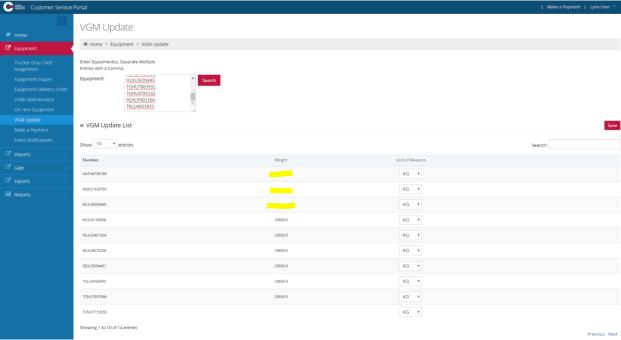




VGM Update

Similar to other screens throughout Lynx, users will have the option to query single or multiple container records. Upon entering the container number(s), the user will press the Search button which will perform a query of the Terminal Operating System (TOS). If the container number exists in the TOS, then the container's Verified Gross Weight (VGM) and its associated units of measure will be returned to the user. If the container does not exist in the TOS (no unit facility visit in N4), then the container record will display on the screen with blank values for the Verified Gross Weight and units.



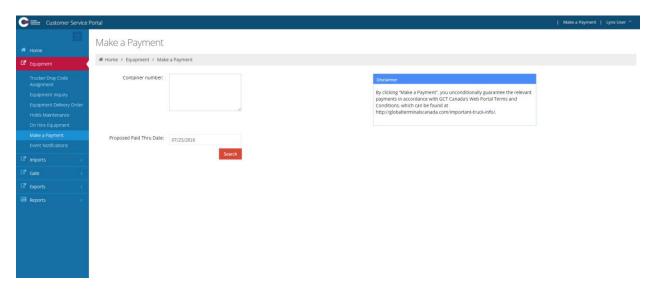




Make a Payment

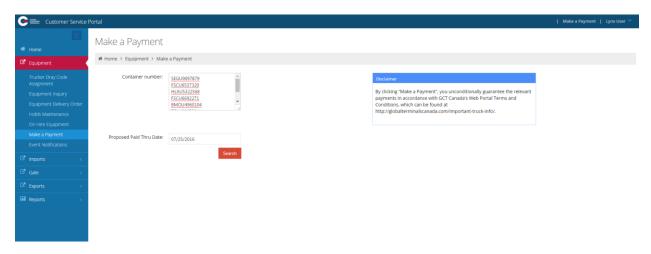
Users have the ability to pay for demurrage in this screen. Users can enter in the date they would like to pick up a container, and can pay outstanding storages charges for that date.

Please note: By clicking "Make a Payment," you unconditionally guarantee the relevant payments in accordance with GCT Canada's Web Portal Terms and Conditions, which can be found at http://globalterminalscanada.com/important-truck-info/

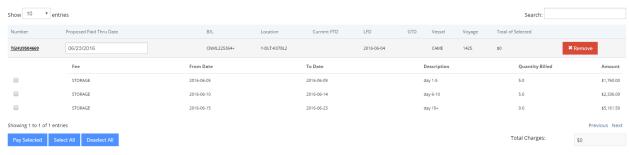


To Make a Payment:

Equipment > Make a Payment > Enter Container Number(s). Separate Multiple Entries with a Comma > Enter Proposed Paid Thru Date > Search

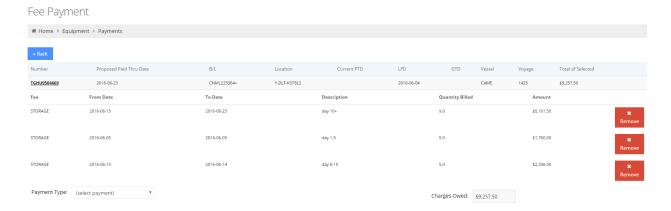




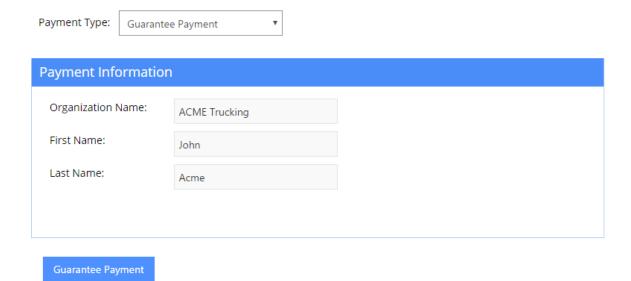


The user can select one or all of the charges, noting all charges must be protected prior to container pick-up.

Select Payment Type > Guarantee Payment to guarantee charges

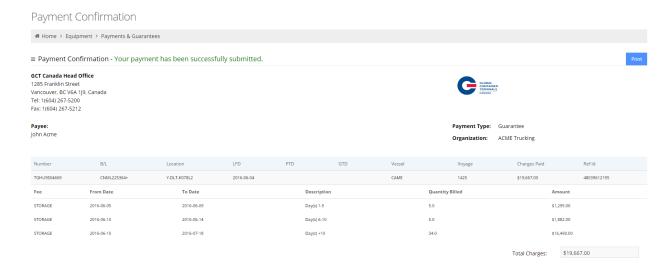


Once selected, the Payment Information user credentials will appear:





To confirm payment, select "Guarantee Payment"



At this stage, users have the ability to print the confirmation. A summary of details for all Guaranteed Payments are listed under Payment History.

PTD - Paid Through Date

GTD -Guarantee Through Date

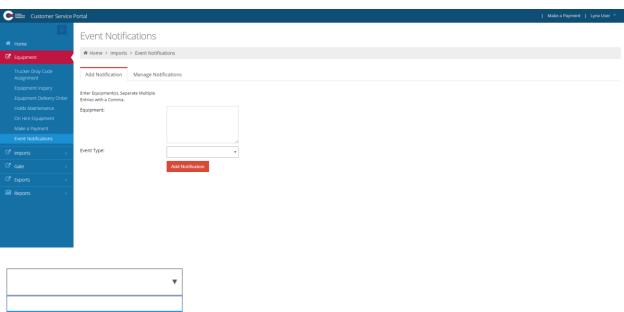


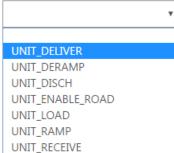
Event Notifications

This screen allows users to set up email notifications based on container movement.

To be able to receive the Event Notifications, please ensure the user has opted in on emails.

Lynx User > Edit Account > Ensure Email Opt In is Checked > Save





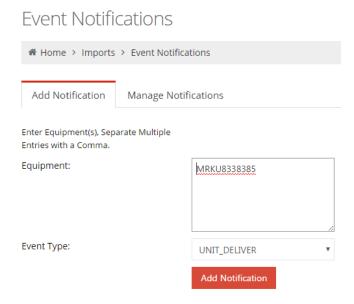


The 7 Event Notifications available are:

- **Unit Deliver**: Unit has been picked up by a truck
- Unit Deramp: Unit has been unloaded from a railcar
- **Unit Disch**: Unit has been discharged from a vessel
- **Unit Enable Road**: Unit has become available for pick-up via truck or loading to railcar/vessel
- Unit Load: Unit has been loaded to a vessel
- Unit Ramp: Unit has been loaded to a railcar
- Unit Receive: Unit has arrived via truck and placed in the yard

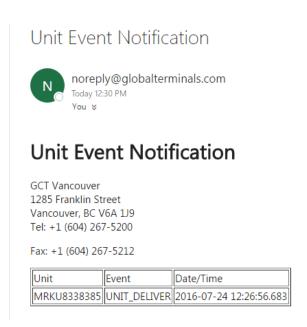
Unit Deliver

To receive a notification for a container that will be picked up by truck, add a Unit Deliver notification.



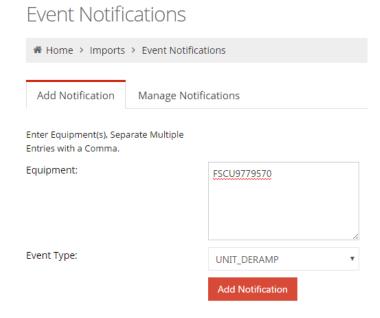
User will receive an email once that container has been loaded to a truck and is on its way out of Deltaport.





Unit Deramp

To receive a notification for a container that will be unloaded from a railcar that is arriving at GCT Deltaport, add a Unit Deramp notification.



User will receive an email once that container has been taken off the railcar and is placed in the yard at GCT Deltaport.



Unit Event Notification

GCT Vancouver 1285 Franklin Street Vancouver, BC V6A 1J9 Tel: +1 (604) 267-5200

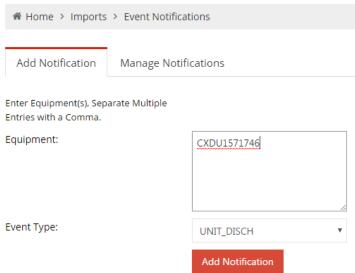
Fax: +1 (604) 267-5212

Unit	Event	Date/Time
FSCU9779570	UNIT_DERAMP	2016-07-20 14:26:47.869

Unit Disch

To receive a notification for a container that will be discharged from a vessel arriving at GCT Deltaport, add a Unit Disch notification.

Event Notifications



User will receive an email once that container has been discharged from the vessel and is placed in the yard at GCT Deltaport.



Unit Event Notification



Unit Event Notification

GCT Vancouver 1285 Franklin Street Vancouver, BC V6A 1J9 Tel: +1 (604) 267-5200

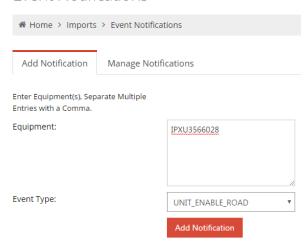
Fax: +1 (604) 267-5212

Unit	Event	Date/Time
CXDU1571746	UNIT_DISCH	2016-07-23 11:42:11.98

Unit Enable Road

To receive a notification for a container once it becomes available for pick up, add a Unit Enable Road notification. This event notification can be used for: containers that are still on hold, containers that have not been discharged from a vessel or any scenario where a container is being held back from loading to vessel/rail or being trucked out.

Event Notifications



User will receive an email once that container becomes available



Unit Event Notification



Unit Event Notification

GCT Vancouver 1285 Franklin Street Vancouver, BC V6A 1J9 Tel: +1 (604) 267-5200

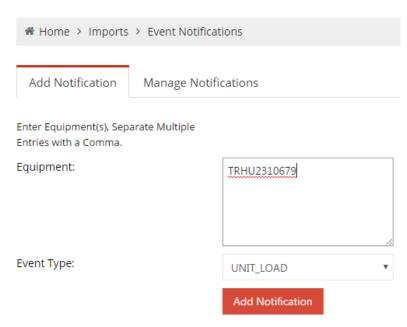
Fax: +1 (604) 267-5212

Unit	Event	Date/Time
IPXU3566028	UNIT_ENABLE_ROAD	2016-07-23 11:11:19.065

Unit Load

To receive a notification for a container that will be loaded to a vessel that is set to depart from GCT Deltaport, add a Unit Load notification.

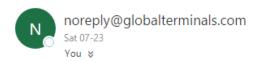
Event Notifications





User will receive an email once that container has been loaded to a vessel.

Unit Event Notification



Unit Event Notification

GCT Vancouver 1285 Franklin Street Vancouver, BC V6A 1J9 Tel: +1 (604) 267-5200

Fax: +1 (604) 267-5212

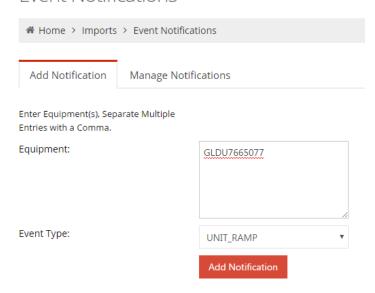
Unit	Event	Date/Time
TRHU2310679	UNIT_LOAD	2016-07-23 11:31:06.959



Unit Ramp

To receive a notification for a container that will be loaded to a railcar that is set to depart from GCT Deltaport, add a Unit Ramp notification.

Event Notifications



User will receive an email once that container has been loaded to a railcar.

Unit Event Notification

GCT Vancouver 1285 Franklin Street Vancouver, BC V6A 1J9 Tel: +1 (604) 267-5200

Fax: +1 (604) 267-5212

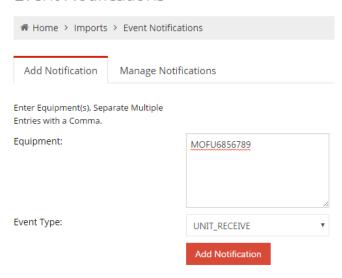
Unit	Event	Date/Time
GLDU7665077	UNIT_RAMP	2016-07-22 14:40:32.976



Unit Receive

To receive a notification for a container that will arrive at GCT Deltaport via truck, add a Unit Receive notification.

Event Notifications



User will receive an email once that container has been processed through the in-gate and is placed in the yard at GCT Deltaport.

Unit Event Notification



Unit Event Notification

GCT Vancouver 1285 Franklin Street Vancouver, BC V6A 1J9 Tel: +1 (604) 267-5200

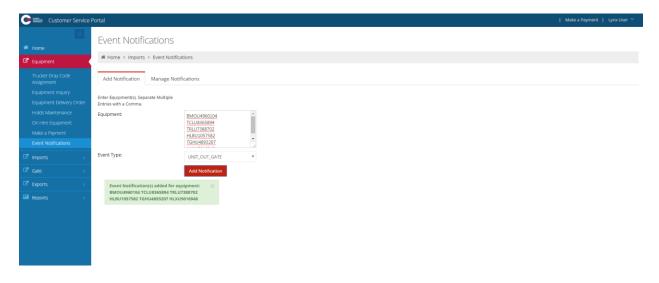
Fax: +1 (604) 267-5212

Unit	Event	Date/Time
MOFU6856789	UNIT_RECEIVE	2016-07-12 13:57:02.371



Set Up a Container for Multiple Event Notifications

Equipment > Event Notifications > Add Notification tab > Enter Equipment(s), Separate Multiple Entries with a Comma > Select Event Type > Add Notification

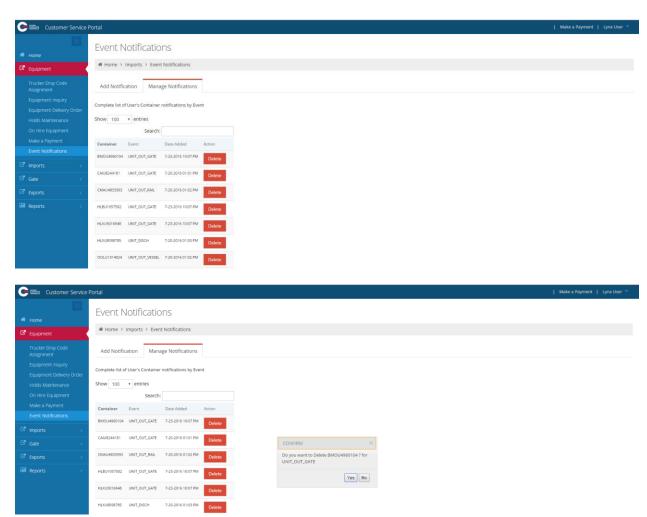




Manage Event Notifications

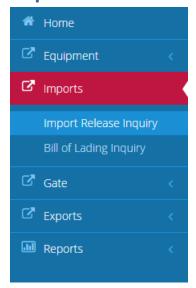
To view or delete created Event Notifications:

Equipment > Event Notifications > Manage Notifications tab > Search: Container Number > Action > Delete





Imports



Release Inquiry

This screen allows users to check container availability by container number or the bill of lading number. Lynx will return general container details, a list of outstanding holds, and a Yes/No availability check.

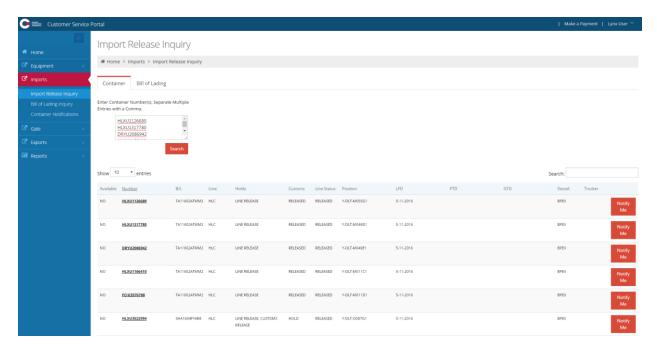
For Containers or Bill of Ladings that populate the list that are not available for pick-up, a Notify Me button will appear on the right-hand side. To view/manage/or delete these notifications, please go to Imports > Container Notifications





Search by Container

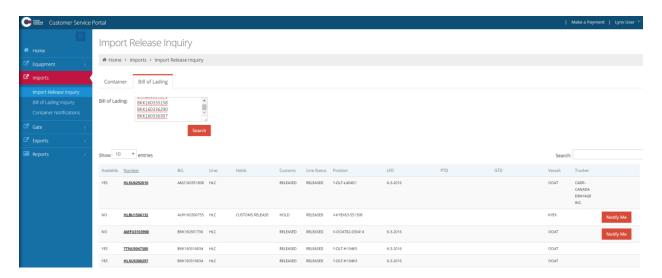
Imports > Import Release Inquiry > Container > Enter Container Number(s). Separate Multiple Entries with a Comma > Search





Search by Bill of Lading

Imports > Import Release Inquiry > Container > Enter Bill of Lading(s). Separate Multiple Entries with a Comma > Search

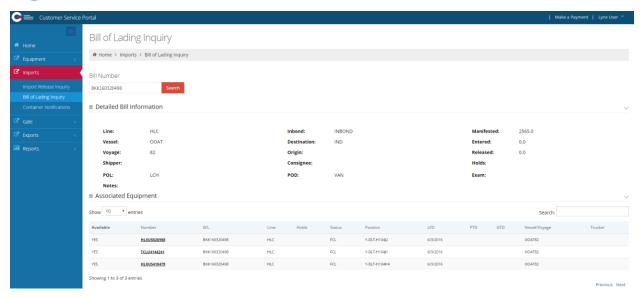


Bill of Lading Inquiry

This screen allows users to view bill of lading details. By querying a specific bill of lading number, users can see all bill of lading routing details, piece count details, and associated containers. Users can expand or collapse these details for their convenience.







Container Notifications

This screen allows Users to monitor selected containers that are not available for pick-up.

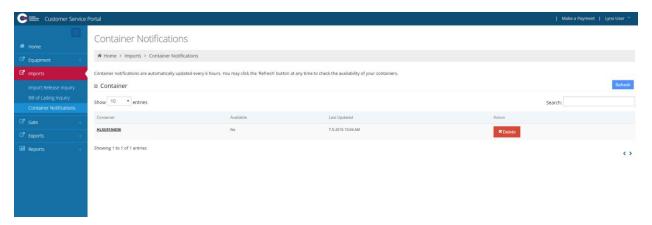
To set up a Container for Container Notifications:

Imports > Import Release Inquiry > Container > Enter Container Number(s). Separate Multiple Entries with a Comma > Search

To set up a Bill of Lading for Container Notifications:

Imports > Import Release Inquiry > Container > Enter Bill of Lading(s). Separate Multiple Entries with a Comma > Search

For Containers or Bill of Ladings that populate the Import Release Inquiry page and are not available for pick-up, a Notify Me button will appear on the right-hand side.

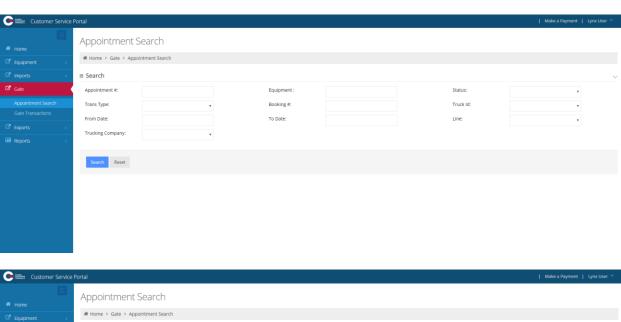


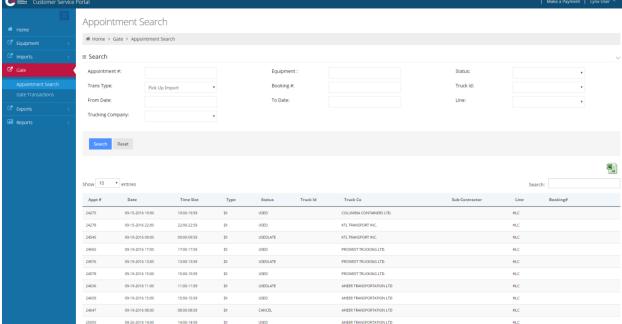


Gate

Appointment Search

This screen allows users to query Appointments that exist in the Terminal Operating System. Users have a variety of fields they can use to create a query. Once a query has been submitted, general appointment details will be returned to the user. From this screen, users will also have the ability to export their results to an Excel spreadsheet.

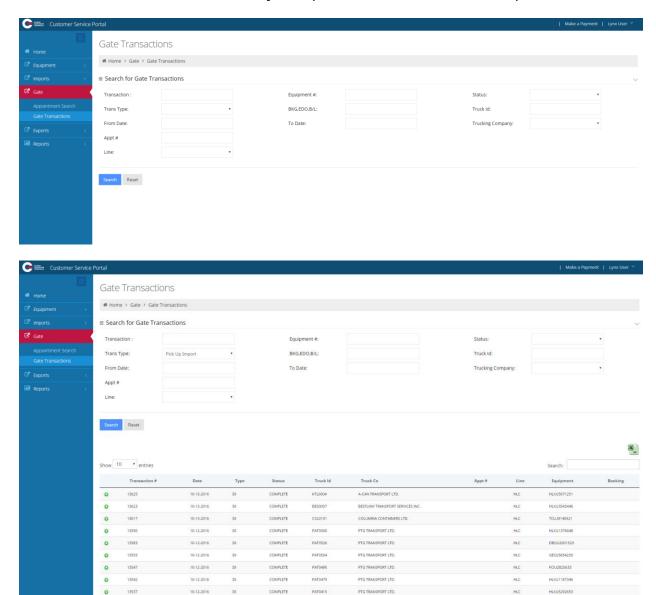






Gate Transactions

This screen allows users to query Gate Transactions that exist in the Terminal Operating System. Users have a variety of fields they can use to create a query. Once a query has been submitted, general Gate Transaction details will be returned to the user. From this screen, users will also have the ability to export their results to an Excel spreadsheet.

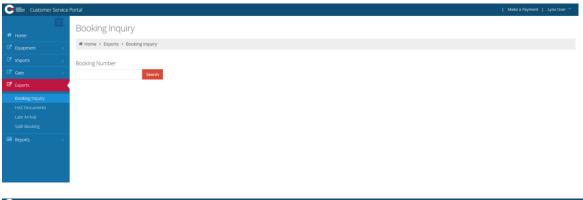


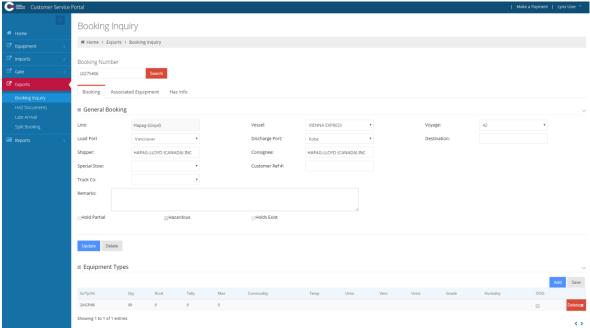


Exports

Booking Inquiry

This screen allows users to query, update, and create export bookings. Users have the ability to update booking routing details and hazardous details.







Create a new Booking

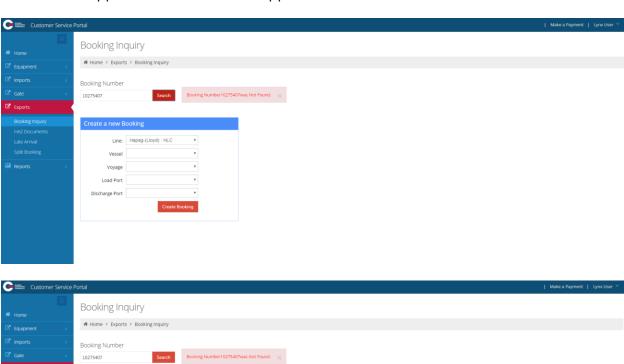
Exports > Booking Inquiry > Booking Number > Search > Create a new Booking > Vessel > Voyage > Load Port: Vancouver > Discharge Port > Create Booking

The Destination, Shipper, Consignee, and Customer Ref # fields are for the user to use as records, if desired. Please note these fields are not used by the terminal.

Special Stow, if required please continue to contact the vessel's Port Captain.

Check Hazardous if Booking contains Hazardous Container(s) > Update Booking

GCT Canada approved Late Gates will appear on the Remarks field.

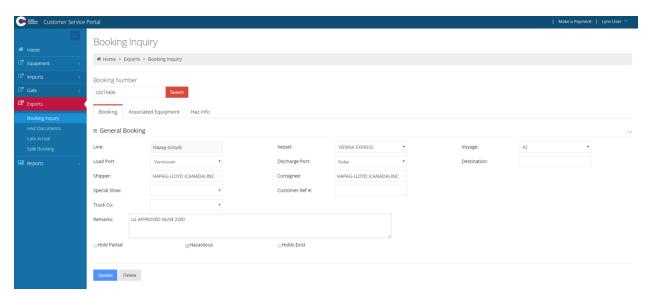


Load Port Vancouver

Discharge Port Busan (ex Pusan)



Select Create Booking

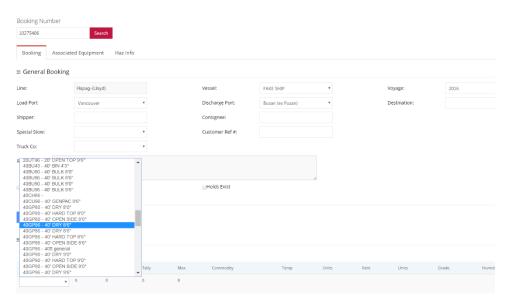


Add Equipment Types

Please reference Appendix I for common ISO codes

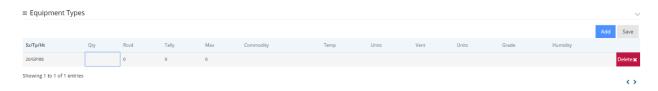


Select Add to select from a drop down menu





Enter the required characteristics



- Qty quantity
- Max- empties
- Commodity- commodity of cargo
- Temp- temperature required in Celsius
- Units- select Celsius
- Vent- ventilation required
- Units- ventilation unit requirements

Select 'Save' a pop up message will advise 'Updated Successfully'.

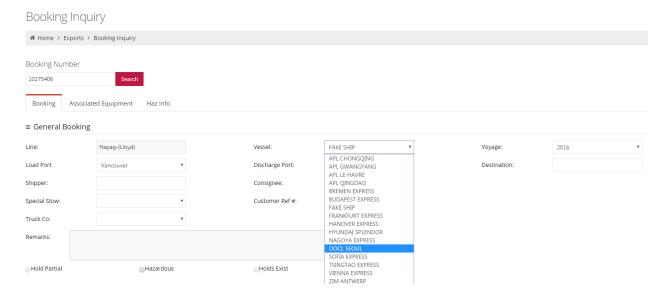
Equipment Information Updated Successfully.



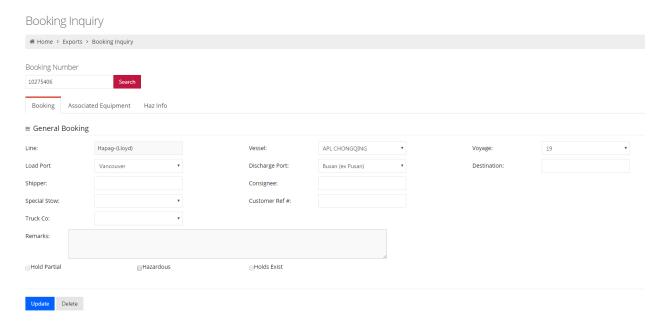
Roll a Booking to a different vessel

Note: After Vessel Cut-off date/ time, bookings will continue to roll, however all containers associated will remain on the cut-off vessel. A pop up message will note 'Successfully Updated', referring to the booking number. To view changes to the containers associated to the booking review the report 'Booking Discrepancy' for both the vessel the booking roll from as well as the vessel the booking rolled to.

From the Vessel drop down menu, select the vessel to roll the booking to.



Select the Voyage number of the updated Vessel from the drop down menu.



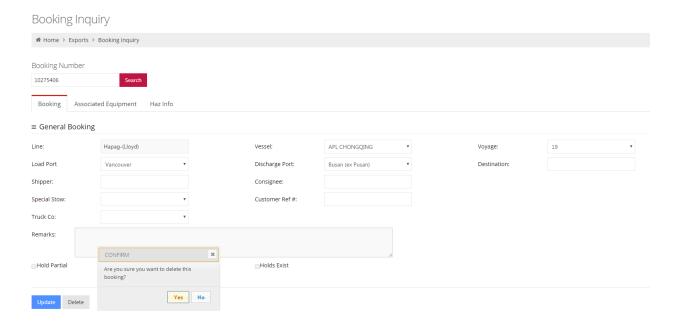


Select Update. A pop up message will advise 'Successfully Update' booking Number



Delete a Booking

Search the booking number. Once populated, select the Delete Button. A pop up message will ask to confirm: Yes or No.



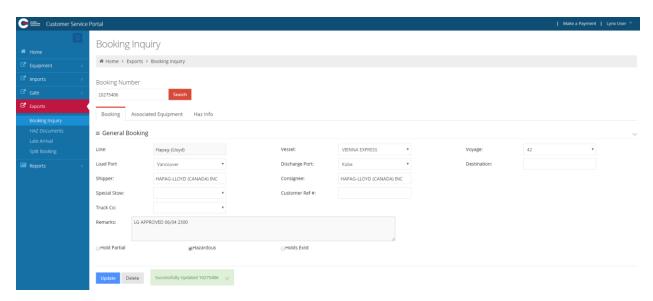
Select 'Yes' to delete. The Screen will return a clear state.

Select 'No' to return to the booking.



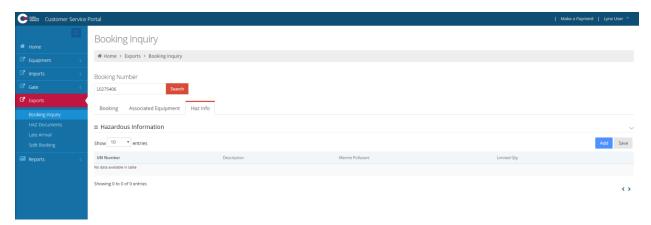
Make a Booking Hazardous

Exports > Booking Inquiry > Booking Number > Search > Booking Tab > General Booking > Check the checkbox Hazardous > Update

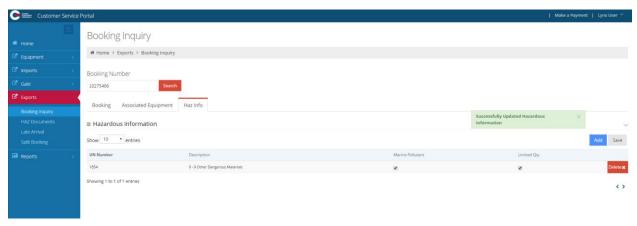


Add Hazardous Information to a Booking

Exports > Booking Inquiry > Booking Number > Search > Haz Info Tab > Hazardous Information > Add > UN Number > Description > Check Marine Pollutant, if necessary > Check Limited Qty, if necessary > Save

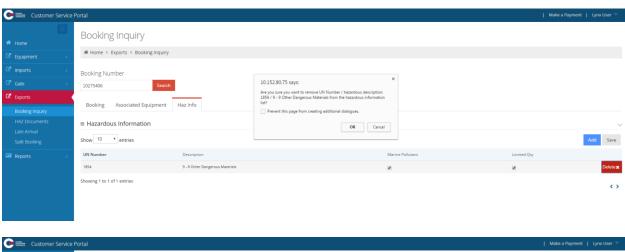


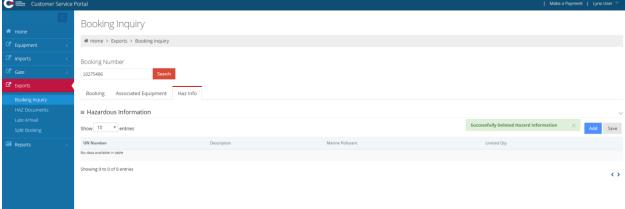




Delete Hazardous Information from a Booking

Exports > Booking Inquiry > Booking Number > Search > Haz Info Tab > Hazardous Information > Find Hazardous row > Delete > OK

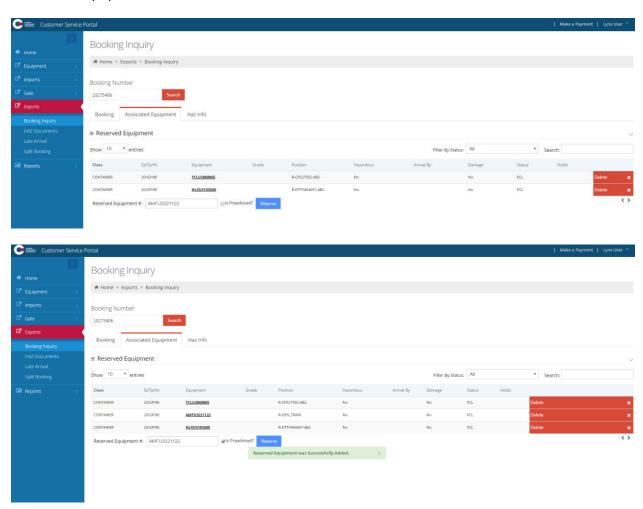






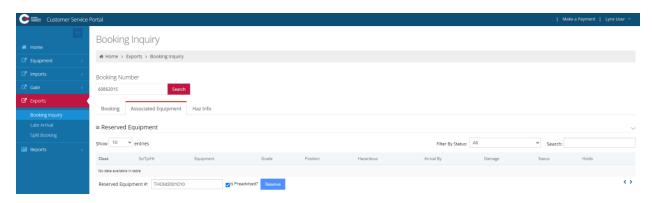
Preadvise a Container (ex. Rail, OOG)

Exports > Booking Inquiry > Booking Number > Search > Associated Equipment tab > Reserved Equipment # > Enter Container Number > Check Is Preadvised > Reserve



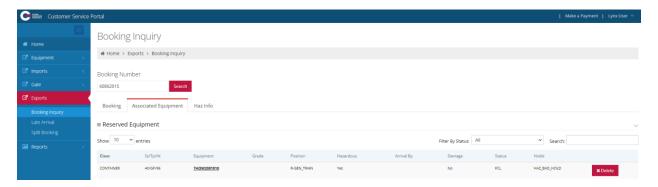
Preadvise a Hazardous

Exports > Booking Inquiry > Booking Number > Search > Associated Equipment tab > Reserved Equipment # > Enter Container Number > Check In Preadvised > Reserve



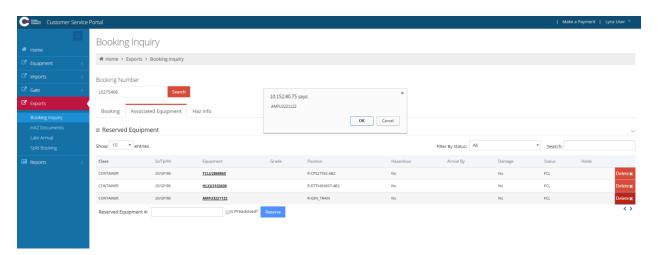


The preadvised container will now appear under Reserved Equipment.



Cancel a Preadvise

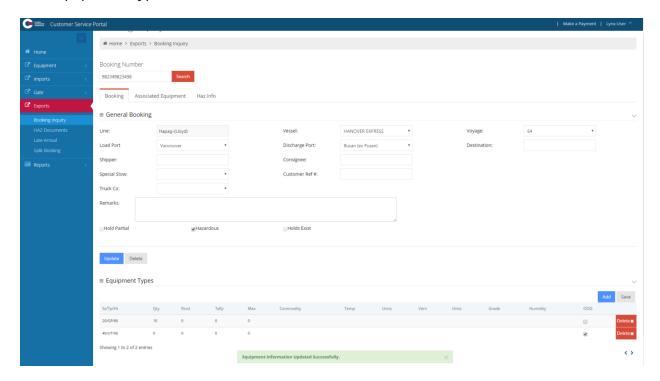
Exports > Booking Inquiry > Booking Number > Search > Associated Equipment tab > Find Container row > Delete > OK





Make a Booking Out of Gauge (OOG)

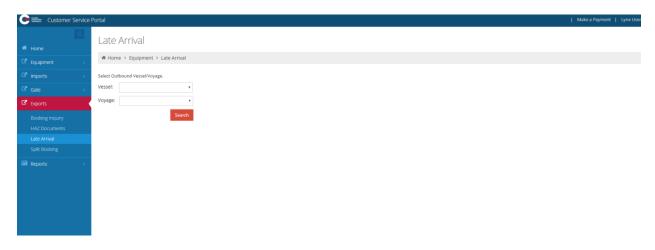
Export > Booking Inquiry > Booking Number > Search > Booking Tab > Equipment Types > Add Equipment Type > Check OOG > Save





Late Arrival

This functionality is not currently available.



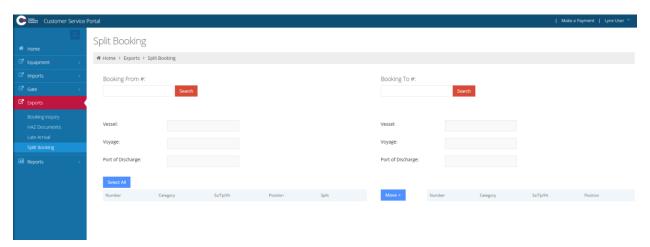


Split Booking

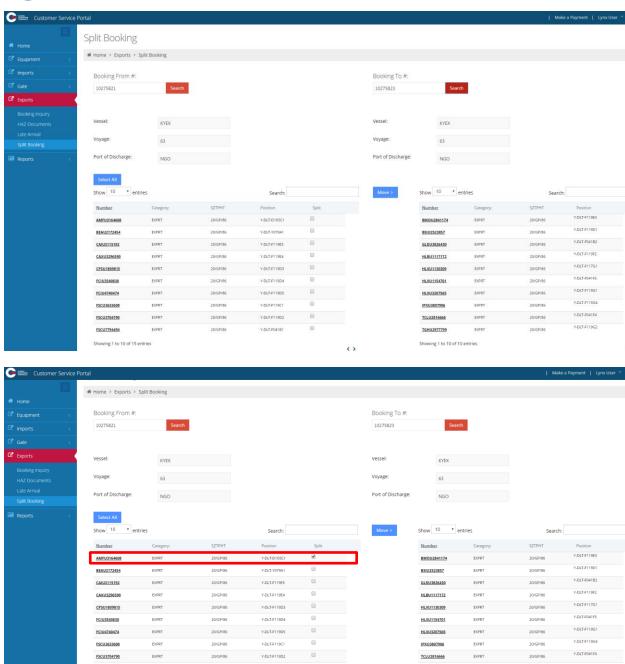
Note: After Vessel Cut-off date/ time, bookings will continue to split, however all containers associated will remain on the cut-off vessel. A pop up message will note 'Successfully Updated', referring to the booking number. To view changes to the containers associated to the booking review the report 'Booking Discrepancy' for both the vessel the booking roll from as well as the vessel the booking rolled to.

This screen provides users the ability to change the units associated to the booking. Users query a booking, select the units they would like to 'roll' to a new booking, and move the units onto the new booking.

Exports > Split Booking > Booking From # > Booking Number > Search > Booking To # > Booking Number > Search > Select Containers to Split > Move > OK







Successfully Moved con to new Booking



Reports





Load List

Vessel:

Shipping Line(s):

The Load List report allows the Steamship Line to look up all of their containers that have been loaded to a specific vessel. To query the data, select the vessel and voyage number and click on the View Report button on the far right hand side.



Additionally, users have the ability to export the report into a variety of formats (PDF, Excel, and TIFF) to allow greater flexibility with the report data. The export button is found right below the "Voyage" parameter after the user submits the query.

Wessel CSCL AMERICA (CAME) Voyage 1426 Shipping Line(s) 2B DELETED - ANL CONTAINER LINE, 2B DELETED - WEST Load List Load List

CSCL AMERICA (CAME)

Multiple Shipping Lines (+)

1426



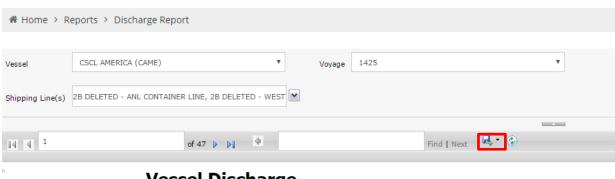
Discharge List

The Discharge List report allows the Steamship Line to look up all of their containers that have been discharged from a specific vessel. To query the data, select the vessel and voyage number and click on the View Report button on the far right hand side.

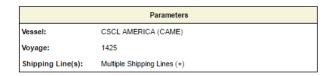


Additionally, users have the ability to export the report into a variety of formats (PDF, Excel, and TIFF) to allow greater flexibility with the report data. The export button is found right below the "Voyage" parameter after the user submits the query.

Discharge Report



Vessel Discharge



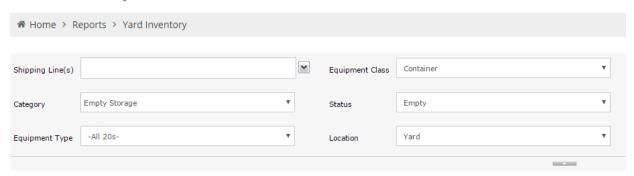


Equipment Inventory

The Yard Inventory Report allows the Steamship Line to look up the current snapshot of the cargo they have on dock, vessel, or rail. To query the data, first select "container" under the Equipment Class category. Next, pick the Category (Import, Export, or Empty), the Status (Empty or Full), and the Equipment Type (20', 40', 45'). Finally, select the Location (Yard, Vessel, or Rail) and click on the View Report button on the far-right hand side.

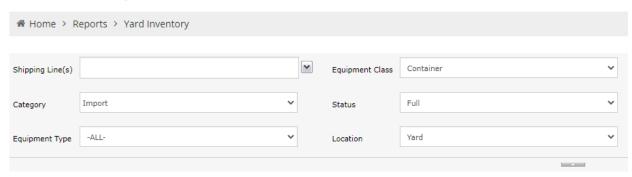
In the below example, the search is set up to look for all empty 20' containers in the yard.

Yard Inventory



As another example, this search is set up to look for all full import containers in our yard which can be used to find long dwelling containers. Simply export the report to Excel by clicking on and then filter the Excel data by the Dwell column to see your long dwell imports.

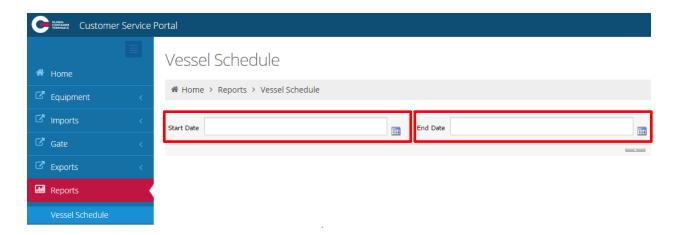
Yard Inventory



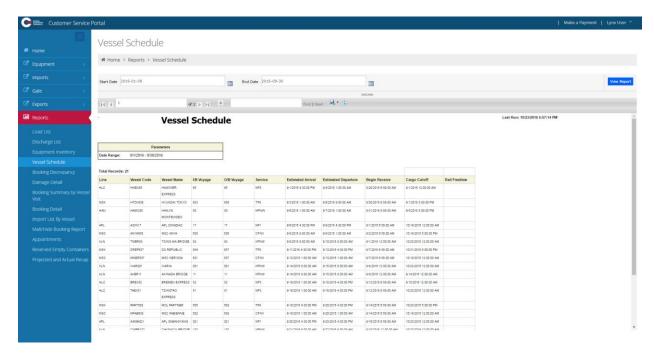


Vessel Schedule

The Vessel Schedule Report allows the Steamship Line to look up the GCT Deltaport Vessel Schedule from a set start and end date. The user can query the vessel schedule using their desired Start and End Date as parameters.



Additionally, users have the ability to export the report into a variety of formats (PDF, Excel, and TIFF) to allow greater flexibility with the report data. The export button is found right below the "End Date" parameter after the user submits the query.



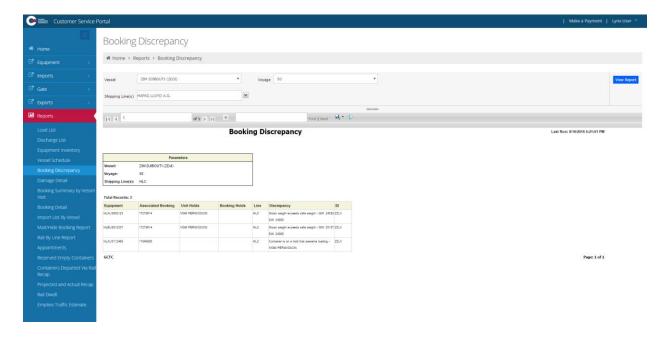


Booking Discrepancy

The Booking Discrepancy Report allows the Steamship Line to look up booking discrepancies related to the specific vessel.

Discrepancies include:

- Unit has an unreleased Hold/Permission that prevents a UNIT_LOAD event
- Unit's Gross Weight exceeds the unit's Safe Weight
- Unit has a Load Port that is not the Home Port (Vancouver)
- List of Containers where Container and Booking Port of Discharge Doesn't Match
- List of Containers that have a Different Category then the Booking's Category





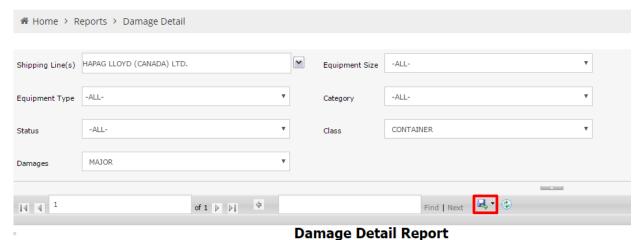
Damage Detail

The Damage Detail Report allows the Steamship Line to query for damaged containers in addition to providing visibility into the description, type, and severity of the damage. To query the data, select the desired Equipment Size, Equipment Type, Category, and Status. For the Class field, select container. Finally, choose the damage severity (Major or Minor) and select the View Report button on the far right hand side.



Additionally, users have the ability to export the report into a variety of formats (PDF, Excel, and TIFF) to allow greater flexibility with the report data. The export button is found below the "Class" parameter after the user submits the query.

Damage Detail



Parameters

Size: ALL
Type: ALL
Category: ALL
Status: ALL
Shipping Line(s): HLC
Damaged: MAJOR
Class: CONTAINER



Booking Summary by Vessel Visit

The Booking Summary by Vessel Visit Report allows the Steamship Line to look up specific booking details sorted by POD (Port of Discharge) based on the outbound vessel. Each booking will provide the Equipment Size, Equipment Type, Shipper, Commodity, Temp (if applicable), Haz (if applicable), Quantity, Total Received, and Total Tally.

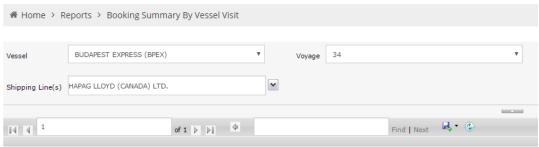
To query the data, select the outbound vessel along with the associated voyage number and click on the View Report button on the far right hand side.



Additionally, users have the ability to export the report into a variety of formats (PDF, Excel, and TIFF) to allow greater flexibility with the report data. The export button is found below the "Class" parameter after the user submits the query.



Booking Summary By Vessel Visit



Booking Summary By Vessel



Total Records: 34

Line	POD	Destination	Booking	Sz Tp Ht	Shipper	Commodity	Temp	Haz	QTY	Recv'd	Tally	
HLC	NGB		17609853	40 GP 86					99	4	0	0 0 1 1 0
			15276887	20 GP 86					99	2	0	
			093484809239802	20 GP 86					1	1	1	
								Total POD:	199	7	1	
	NGO	NGO	11280353	20 TN 86		UN3082 ENVIRONMENTALLY HAZARDOUS		9	1	0	0	0 1 1 0
								Total POD:	1	0	0	

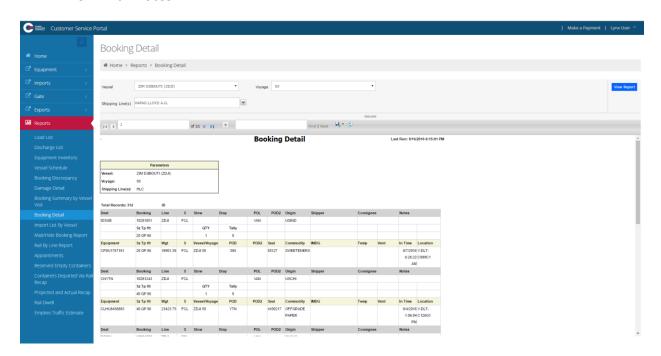


Booking Detail

The Booking Detail Report allows the Steamship Line to pull up booking information related to a specific vessel.

Information included:

- Destination
- Freight
- Stow
- Size/Type/Height
- Weight
- Vessel/Voyage
- Port of Discharge
- Seal
- Commodity
- IMDG
- Temp
- Vent
- Container In-Gate Time
- Current Location
- Terminal Notes



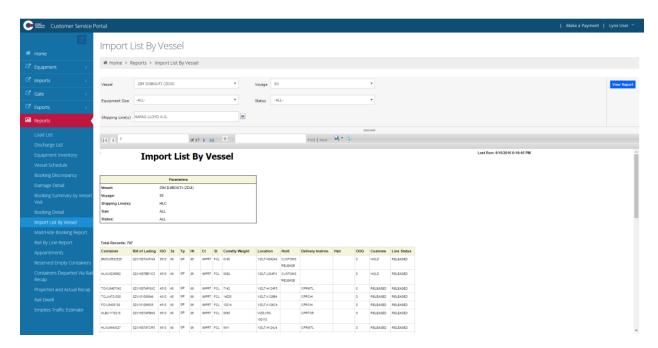


Import List by Vessel

The Import List by Vessel Report allows the Steamship Line to pull up import containers related to a specific vessel. Steamship Lines are encouraged to run this report for import vessels to validate that the EDI was sent correctly for delivery instructions.

Other notable columns are:

- Commodity Weight
- Current Location
- Active Holds
- Delivery Instructions
- Hazardous Information
- OOG Status
- Customs Hold
- Line Hold

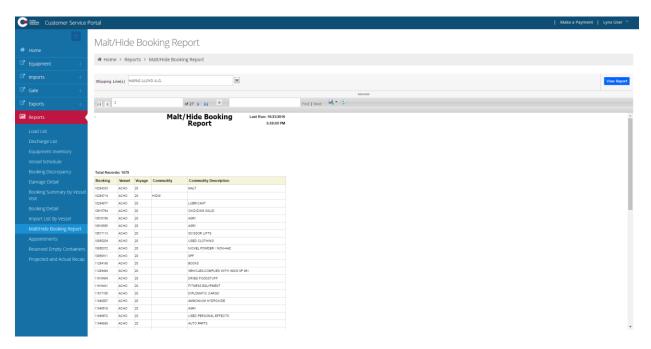




Malt/Hide Booking Report

The Malt/Hide Booking Report allows the Steamship Line to lookup all active bookings with missing commodity codes. Steamship Lines are encouraged to review and update the bookings on this report at least once every other day. This ensures all bookings are up-to-date and export containers can be readily planned to outbound vessels.

To query the data, select the Malt/Hide Booking Report option and the report will be generated automatically.



Additionally, users have the ability to export the report into a variety of formats (PDF, Excel, and TIFF) to allow greater flexibility with the report data. The export button is found below the "Class" parameter after the user submits the query.



Appointments

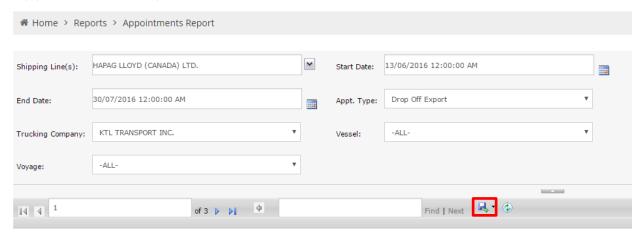
The Appointments Report allows the Steamship Line to query for any and all appointment types associated with their cargo. The Steamship Line will be able to filter by pick-up and drop-off appointments, trucking company, vessel, and voyage. In addition, they will be able to set the start and end date as parameters for the search.

To query the data, select the desired Start and End Date, the Appointment Type, Trucking Company, and the Vessel and Voyage number. Select the View Report button on the far right hand side.



Additionally, users have the ability to export the report into a variety of formats (PDF, Excel, and TIFF) to allow greater flexibility with the report data. The export button is found below the "Vessel" parameter after the user submits the query.

Appointments Report





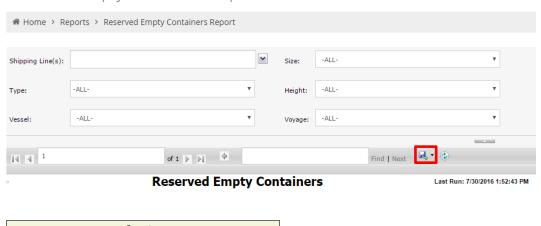
Reserved Empty Containers

The Reserved Empty Container Report allows the Steamship Line to query for all of the empty containers that have been reserved against an EDO or Booking. The Steamship Line will be able to filter for size/type/height as well as the vessel and voyage number. Once the desired parameters are set, select the View Report button on the far right hand side.



Additionally, users have the ability to export the report into a variety of formats (PDF, Excel, and TIFF) to allow greater flexibility with the report data. The export button is found below the "Voyage" parameter after the user submits the query.

Reserved Empty Containers Report







Appendix I

Common ISO Table								
ISO Id	Length	Height	ISO Group	Arch ISO	Tare Wt (kg)	Safe Wt (kg)	Reefer Type	
2200	20'	8'6"	General purpose container without ventilation	2DRS	1,900	24,000	Non-reefer	
2203	20'	8'6"	General purpose container without ventilation	2HTS	1,900	24,000	Non-reefer	
2220	20'	8'6"	Refrigerated container	2INS	1,900	24,000	Air-cooled, Dual Volt	
2230	20'	8'6"	Refrigerated container	2RFS	2,750	24,000	Air-cooled, Dual Volt	
2250	20'	8'6"	Open-top container	2OTS	1,900	24,000	Non-reefer	
2261	20'	8'6"	Platform, incomplete superstructure: fixed	2FRS	1,900	24,000	Non-reefer	
2270	20'	8'6"	Tank container for non- dangerous liquids	2TKS	1,900	24,000	Non-reefer	
2760	20'	2'1"	Platform	2PL2	1,900	24,000	Non-reefer	
4200	40'	8'6"	General purpose container without ventilation	4DRS	3,084	30,480	Non-reefer	
4230	40'	8'6"	Refrigerated container	4RFS	3,950	30,480	Air-cooled, Dual Volt	
4242	40'	8'6"	Refrigerated container	4INS	3,084	30,480	Air-cooled, Dual Volt	
4250	40'	8'6"	Open-top container	4OTS	3,084	30,480	Non-reefer	
4259	40'	8'6"	General purpose container without ventilation	4HTS	3,084	30,480	Non-reefer	
4261	40'	8'6"	Platform, incomplete superstructure: fixed	4FRS	3,084	30,480	Non-reefer	
4270	40'	8'6"	Tank container for non- dangerous liquids	4TKS	3,084	30,480	Non-reefer	
4500	40'	General purpose 9'6" container without ventilation		4DRH	3,084	30,480	Non-reefer	
4530	40'	9'6"	Refrigerated container	4RFH	4,150	30,480	Air-cooled, Dual Volt	
4542	40'	9'6"	Refrigerated container	4INH	3,084	30,480	Air-cooled,	



							Dual Volt
4550	40'	9'6"	Open-top container	4OTH	3,084	30,480	Non-reefer
4559	40'	9'6"	General purpose container without ventilation	4HTH	3,084	30,480	Non-reefer
4561	40'	9'6"	Platform, incomplete superstructure: fixed	4FRH	3,084	30,480	Non-reefer
4570	40'	9'6"	Tank container for non- dangerous liquids	4TKH	3,084	30,480	Non-reefer
45G9	40'	9'6"	Cooling Unit	GP40	3,084	30,480	Non-reefer
4760	40'	2'1"	Platform	4PL2	3,084	30,480	Non-reefer
9500	45'	9'6"	General purpose container without ventilation	5DRH	3,800	30,480	Non-reefer
9502	48'	9'6"	General purpose container without ventilation	8DRH	3,800	30,480	Non-reefer
9503	45'	9'6"	General purpose container without ventilation	5DRH	3,800	30,480	Non-reefer
9530	45'	9'6"	Refrigerated container	5RFH	3,800	30,480	Air-cooled, Dual Volt
9550	45'	9'6"	Open-top container	5OTH	3,800	30,480	Non-reefer
9559	45'	9'6"	General purpose container without ventilation	5HTH	3,800	30,480	Non-reefer
9561	45'	9'6"	Platform, incomplete superstructure: fixed	5FRH	3,800	30,480	Non-reefer
9760	45'	2'1"	Platform	5PL2	3,800	30,480	Non-reefer



Contact Us

If you have any further questions or concerns please do not hesitate to contact us at:

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Thank You,

Global Container Terminals - Canada