

Berth Appointment

1. Purpose

This function allows making berthing appointments for and checking status of discharging / loading service orders.

2. How To Invoke

- Logon to the system by clicking the “Logon” button next to the label “Authorized Customers” in the main page of Customer E-Services.
- After logging on, click the item “Authorized Customers” in the menu bar.
- Click the item “Berth Appointment” in the pull-down menu of “Authorized Customers”.



Figure 2-1

3. Usage Guide

3.1. Viewing berth appointment

- Specify searching criteria in the “Criteria” section.
 - Specify the range of estimated arrival date of vessels.
 - Optionally, specify vessel code, created by, RTT Voyage, customer code, customer reference, service order ID, status of service order and status of amendment.
 - For fields marked with “^” symbols, such as “Vessel Code”, press “F2” key to bring up a list of relevant value for selection. If there is content in the field, corresponding codes with value beginning with the input text will be shown.
 - Choose the “Not Yet Approved” option to select service orders and amendments that are not yet approved.

- Click “Submit” button to retrieve service orders matched with the input criteria. Brief information of the service orders will be shown in the “Found Orders” section.
- Click “Reset” button to clear specified criteria and use system default values.



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Berth Appointment

Criteria

Vessel Code[^]:

Booking / Arrival Time: To: (dd/mm/yyyy hh:mm) Created By:

RTT Voyage: Customer Code: Customer Ref.:

Service Order ID: Order Status[^]: Amend. Status[^]:

Not Yet Approved

Figure 3.1-1

- Inquire berth appointments in the ‘Found Orders’ section.
 - Service orders and their amendments (if any) are shown in descending order of “Service Order ID”.
 - Click  button to expand the viewable area horizontally and  button to restore it.
 - For service order having amendment(s), click  button left to “Service Order ID” to show its amendment(s) and  button to hide them.



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Berth Appointment

Criteria

Vessel Code[^]:

Booking / Arrival Time: To: (dd/mm/yyyy hh:mm) Created By:

RTT Voyage: Customer Code: Customer Ref.:

Service Order ID: Order Status[^]: Amend. Status[^]:

Not Yet Approved

Found Orders

	Service Order ID	No. of Amend.	Vessel Code	Vessel Name	Booking / Arrival Time	Order Status		Cus
<input type="checkbox"/>	2328		1R1205	GUI YUN 204	22/05/2010 15:30	Being Processed (For Cancellation)	18/03 14:14	C100
<input type="checkbox"/>	2308		1R1203	GUANG BO YUN 556	23/05/2010 16:00	Draft	19/01 19:09	C100
<input type="checkbox"/>	1949	Initial	R1202	SUI WU 301	21/05/2010 14:00	Draft	18/01 18:16	
<input type="checkbox"/>	1948	Initial	R1201	BO YUN 337	25/05/2010 12:30	Draft	22/01 16:21	

Figure 3.1-2

- For viewing the details of service order, either click on the “Service Order ID” hyperlink for the latest amendment or click on the “Amend No.” hyperlink to view the details of corresponding amendment.



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Berth Appointment Details

Amend

Reference

Service Order ID: **1948** Order Status: **Draft** RTT Voyage:

Created By: **USER01 on 07/01/2010 15:56** Last Updated By: **USER01 on 22/01/2010 16:21**

We acknowledge and authorize River Trade Terminal Co. Ltd. to distribute the data in the Berth Appointment Details to the "Additional Notification Recipient". We will indemnify River Trade Terminal Co. Ltd. in respect of any default, loss, damage, costs or liability whatsoever arising from our usage of this service.

Customer Information

Customer Code[^]: **DEMO** Company[^]: **DEMO**

Contact Person: **ROGER LEE** Contact Phone: **22221111**

Job and Vessel Schedule

Job Type: Discharging Loading Others Voyage Type[^]: **RTVY**

Vessel Code[^]: **R1201** **BO YUN 337** Customer Ref.:

Booking/Arrival Time: **25/05/2010 12:30** (dd/mm/yyyy hh:mm)

Previous Port[^]: **BEIJIAO** Next Port[^]: **DONG JIAO TOU**

Instruction

Lifted By[^]: **RTT QC** Lifting Hatch Cover Release and Fastening Cord No Show

On-board Shifting CFS

Container Summary ⊕

No. of Laden Containers:	0 x 20'	0 x 40'	0 x 40' HQ	1 x 45'
No. of Empty Containers:	1 x 20'	0 x 40'	0 x 40' HQ	0 x 45'

Container Details ⏏

*	#	Container Number	Liner Code [^]	Sz/Ty/Hg [^]	Empty / Laden [^]	Service Code [^]	Active Reefer: Setting Temp.	IMCO Code
<input type="checkbox"/>	1	DEMO1001001	DEMOLN	20 GP 86	Empty	RTIB	No	. . .
<input type="checkbox"/>	2	DEMO1001002	DEMOLN	45 RF 96	Laden	RTIB	Yes 1.0 C	1.1 . . .

Total: 2

Return

Figure 3.1-3

3.2. Registering and submitting berth appointment

- Click “Register” button in the entry page of “Berth Appointment” (refer Figure 3.1-1) to create a blank new appointment.

Alternatively, a new order can also be created by copying content from existing orders. Simply choose the order (by selecting the corresponding checkbox) to be copied from before clicking the “Register” button (refer Figure 3.1-2).


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Berth Appointment Details

Reference

Service Order ID: 1948 Order Status: Draft RTT Voyage:

Created By: USER01 on 07/01/2010 15:56 Last Updated By: USER01 on 22/01/2010 16:21

Additional Notification Recipient:

We acknowledge and authorize River Trade Terminal Co. Ltd. to distribute the data in the Berth Appointment Details to the "Additional Notification Recipient". We will indemnify River Trade Terminal Co. Ltd. in respect of any default, loss, damage, costs or liability whatsoever arising from our usage of this service.

Customer Information

Customer Code[^]: DEMO Company[^]: DEMO

Contact Person: ROGER LEE Contact Phone: 22221111

Job and Vessel Schedule

Job Type: Discharging Loading Others Voyage Type[^]: RTVY

Vessel Code[^]: R1201 BO YUN 337 Customer Ref.:

Booking/Arrival Time: 25/05/2010 12:30 (dd/mm/yyyy hh:mm)

Previous Port[^]: BEIJIAO Next Port[^]: DONG JIAO TOU

Instruction

Lifted By[^]: RTT QC Lifting Hatch Cover Release and Fastening Cord No Show

On-board Shifting CFS

Container Summary ⊕

No. of Laden Containers: x 20' x 40' x 40' HQ x 45'

No. of Empty Containers: x 20' x 40' x 40' HQ x 45'

Container Details ⊕

*	#	Container Number	Liner Code [^]	Sz/Ty/Hg [^]	Empty / Laden [^]	Service Code [^]	Active Reefer: Setting Temp.	IMCO Code	L
<input type="checkbox"/>	1	DEMO1001001	DEMOLN	20 GP 86	Empty	RTIB	<input type="checkbox"/>		
<input type="checkbox"/>	2	DEMO1001002	DEMOLN	45 RF 96	Laden	RTIB	<input checked="" type="checkbox"/>	1 C	1.1

Add Delete Batch container edit Batch container select Header Total / Selected: 2 / 0

Submit Save as Draft Return

Figure 3.2-1

- Specify customer information, job and vessel schedule, instruction and container details.
- Click  button to shift the “Container Summary” section upwards and expand the “Container Details” section vertically and  button to restore them.
- Click  button to expand the “Container Details” section horizontally and  button to restore it.
- For fields marked with “^” symbols, such as “Vessel Code”, press “F2” key to bring up a list of relevant values for selection. If there is content in the field, corresponding codes with value beginning with the input text will be shown.
- For the fields that may/must have additional information such as “On-board Shifting”, click  buttons next to them to bring up the other pages for registering the additional information. If additional information is specified,  button will be changed to  button.
- Press the “Add” button to add a new record in the “Container Detail” section or press the “Delete” button to delete a selected record.
- Three functions are provided to facilitate registration of container information for discharging and loading service orders, which can be invoked by clicking the buttons in the figure below.



Figure 3.2-2

i. Update container information by batch

- Click “Batch container edit” button as shown in Figure 3.2-2 to bring up the pop-up screen as shown in Figure 3.2-3 for specifying common container information. If containers are selected in the “Container Details” section (Figure 3.2-1) before clicking the button, the container number will be automatically selected in the “Batch container edit” screen.
- Add and select container first, then specify common information and click “OK” button to add information to and update information of selected containers.

- To use specified values for registering other container information, select the “Use below values as default” option. After that, when registering new container information in the “Container Details” section (Figure 3.2-1), corresponding fields will be filled in with those values automatically.
- button is to help copy container numbers from Excel file. For the details, refer to **iii. Excel import**.

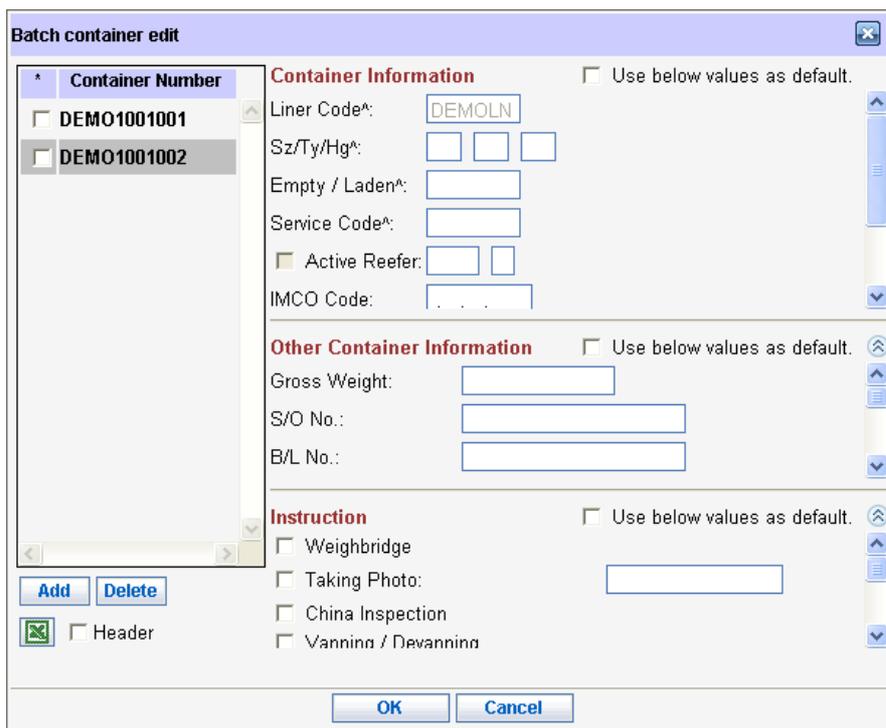


Figure 3.2-3

- ii. Select container information by batch (for loading service order only)
 - Click “Batch container select” button as shown in Figure 3.2-2 to bring up a pop-up screen as shown in Figure 3.2-4 for selecting container records already registered in the inventory of RTT.
 - Specify searching criteria, click “Search” button to retrieve matched container records.

For registering information of containers subscribing tackle service in loading order, specify “Service Order ID” the in “Tackle” section.

For retrieving container information previously registered with Pre-assigned Mother Vessel Voyage, specify vessel code in the “Pre-assigned Mother Vessel Voyage” section.

- Select retrieved container records in the “Found Containers” section by clicking corresponding checkbox under column “*” and click “OK” to update and add information of selected containers to the “Container Details” section in Figure 3.2-1.

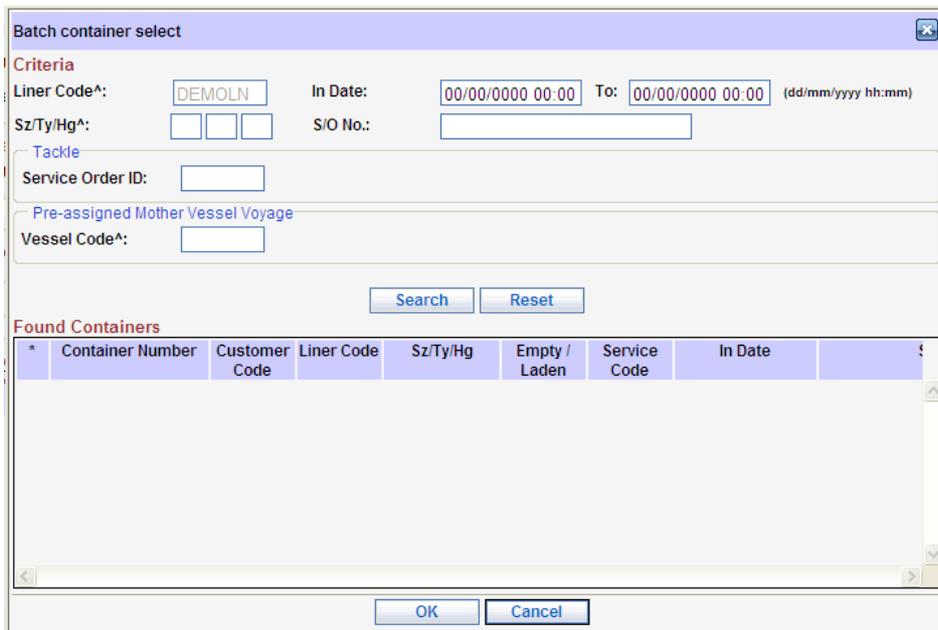


Figure 3.2-4

iii. Excel import – By Copy and Paste

- If container information is previously saved in an Excel file, open the file with MS-Excel, then select the information in the file and copy the content by selecting “Edit > Copy” menu option or pressing “Ctrl+C” keys; and then click  button to paste it into the “Container Details” section.
 - The column positions of the Excel file should match the ones in the “Container Details” section. If it does not, include a row of column headers as 1st row in the copied region of the Excel file and select the “Header” option before clicking  button. For the content of the row of column headers, refer to **4.1 Column header of Excel file for importing container information**.
- Click “Save as Draft” button to save the service order.
- A pop-up screen (Figure 3.2-5) for previewing specified information is brought up. Click “Continue” button to save or “Cancel” button to cancel saving.

Save as Draft

Reference

Service Order ID: **1948** Order Status: **Draft** RTT Voyage:

Created By: **USER01 on 07/01/2010 15:56** Last Updated By: **USER01 on 22/01/2010 16:21**

Additional Notification Recipient:

Customer Information

Customer Code: **DEMO** Company: **DEMO**

Contact Person: **ROGER LEE** Contact Phone: **22221111**

Job and Vessel Schedule

Job Type: **Discharging** Voyage Type: **RTVY**

Vessel Code: **R1201 BO YUN 337** Customer Ref.:

Booking/Arrival Time: **25/05/2010 12:30** (dd/mm/yyyy hh:mm)

Previous Port: **BELJIAO** Next Port: **DONG JIAO TOU**

Instruction

Lifted By: **RTT QC**

Container Summary

No. of Laden Containers	0x 20'	0x 40'	0x 40' HQ	1x 45'
No. of Empty Containers	1x 20'	0x 40'	0x 40' HQ	0x 45'

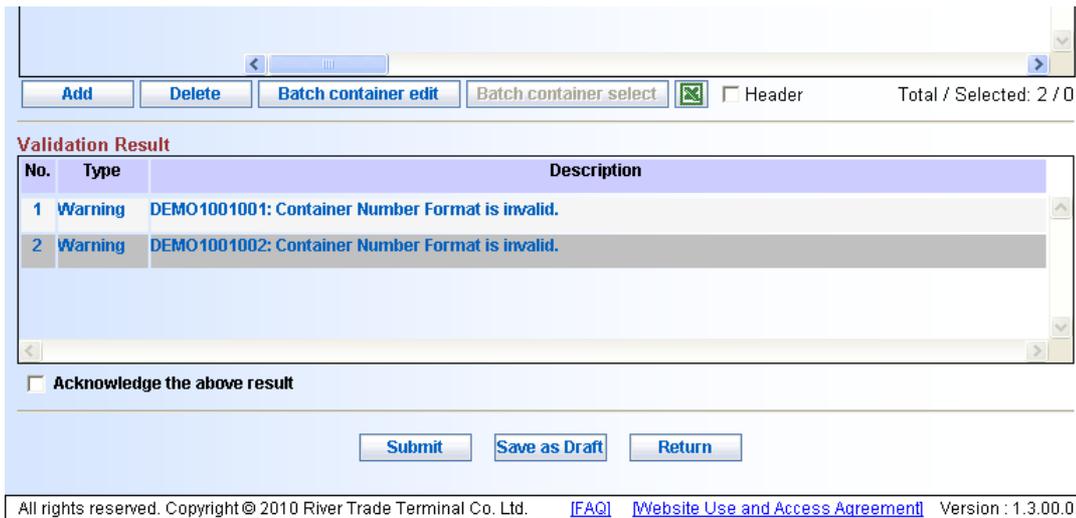
Container Details

No.	Container Number	Liner Code	Sz/Ty/Hg	Empty / Laden	Service Code	Active Reefer: Se
1	DEMO1001001	DEMOLN	20/GP/86	Empty	RTIB	
2	DEMO1001002	DEMOLN	45/RF/96	Laden	RTIB	✓ 1C

Figure 3.2-5

- After saving, a unique reference number “Service Order ID” will be assigned by the system.
- Click “Submit” button to confirm registering service order.
- Complete validation on information of service order and amendment will be performed. Below are some of them:
 - Container number is of standard format.
 - Same container appears in two different discharging orders.
 - Setting temp of laden active reefer container is specified.

- Service order involving tackle and transshipment services are handled specially.
 - i. Tackle service
Discharging and loading orders consisting of same container records need to be submitted together. Information of the containers in both orders should be same.
 - ii. Transshipment service
Container has to be discharged or the corresponding discharging order is accepted and approved before loading order being submitted. Information of the containers in both orders should be same.
- If one of the conditions is not satisfied, error or warning message (according to importance of condition) will be given in the “Validation Result” section.



The screenshot shows a web interface with a navigation bar at the top containing buttons for 'Add', 'Delete', 'Batch container edit', and 'Batch container select', along with a search field and a 'Header' checkbox. Below this is a 'Validation Result' section containing a table with the following data:

No.	Type	Description
1	Warning	DEMO1001001: Container Number Format is invalid.
2	Warning	DEMO1001002: Container Number Format is invalid.

Below the table is a checkbox labeled 'Acknowledge the above result'. At the bottom of the form are three buttons: 'Submit', 'Save as Draft', and 'Return'. A footer at the very bottom contains the text: 'All rights reserved. Copyright © 2010 River Trade Terminal Co. Ltd. [FAQ] [Website Use and Access Agreement] Version : 1.3.00.0'.

Figure 3.2-6

If there are only warning messages, select the “Acknowledge the above result” option first before clicking “Submit” button to continue submission.

If there are error messages, submission cannot be proceeded further.

3.3. Amending berth appointment

- Select an order by selecting the corresponding checkbox and then click “Amend” button in the page shown in Figure 3.1-2.
 - If the selected service order or amendment is still in “Draft” status, it can be retrieved for editing, saving and submitting.
 - If the selected service order and all its amendments (if any) are accepted and confirmed, new amendment filled with the latest information will be shown for editing.
- Follow the steps in **3.2 Registering and submitting berth appointment** to edit, save and submit service order and amendment.
- Besides, clicking “Amend” button on the “Berth Appointment Details” (Figure 3.2-1) can also switch to edit mode.

3.4. Cancelling berth appointment

- Select an accepted order by selecting the corresponding checkbox and then click “Cancel” button in the page shown in Figure 3.1-2.
- Details of service order will be shown.



The screenshot shows the RTT website interface. At the top left is the RTT logo and name. On the top right are links for '繁體', '简体', 'Site Map', and 'Print'. Below these are 'Home', 'Contact Us', 'Logout', and 'User: USER01'. A navigation bar contains 'Authorized Customers', 'Transportation Companies', 'General Enquiries', and 'Download Area'. The main content area is titled 'Berth Appointment Details' with a sub-header 'For Cancellation'. The details are as follows:

Reference			
Service Order ID:	2328	Order Status:	Accepted Order
Amendment No.:	1	Amend. Status:	Accepted Amend
Created By:	USER01 on 19/01/2010 17:57	Last Updated By:	RTT on 18/03/2010 14:14
RTT Voyage:	C100119002		
Amend. Reason:			
Additional Notification Recipient:			
<small>We acknowledge and authorize River Trade Terminal Co. Ltd. to distribute the data in the Berth Appointment Details to the "Additional Notification Recipient". We will indemnify River Trade Terminal Co. Ltd. in respect of any default, loss, damage, costs or liability whatsoever arising from our usage of this service.</small>			
Customer Information			
Customer Code^:	DEMO	Company^:	DEMO
Contact Person:	RICHARD MA	Contact Phone:	23456789

Figure 3.4-1

- Click “Submit (for cancellation)” button to confirm cancelling service order.



Figure 3.4-2

- After that, an amendment record will be created.

Criteria

Vessel Code[^]:

Booking / Arrival Time: To: (dd/mm/yyyy hh:mm) Created By:

RTT Voyage: Customer Code: Customer Ref.:

Service Order ID: Order Status[^]: Amend. Status[^]:

Not Yet Approved

Found Orders

	Service Order ID	No. of Amend.	Vessel Code	Vessel Name	Booking / Arrival Time	Order Status	Cus
<input type="checkbox"/>	2328		1R1205	GUI YUN 204	22/05/2010 15:30	Being Processed (For Cancellation)	18/03 14:14 C100
		Amend. No.	Vessel Code	Vessel Name	Booking / Arrival Time	Amendment Status	Cus
		Initial	R1205	GUI YUN 204	22/05/2010 15:30	Accepted Order	19/01 17:27 C100
		1	R1205	GUI YUN 204	22/05/2010 15:30	Being Processed (For Cancellation)	18/03 14:14 C100
<input type="checkbox"/>	2308		1R1203	GUANG BO YUN 556	23/05/2010 16:00	Draft	19/01 19:09 C100
<input type="checkbox"/>	1949		Initial R1202	SUI WU 301	21/05/2010 14:00	Draft	18/01 18:16
<input type="checkbox"/>	1948		Initial R1201	BO YUN 337	25/05/2010 12:30	Draft	22/01 16:21

Figure 3.4-3

3.5. Viewing processing history of berth appointment

- In the screen shown in Figure 3.1-2, click on the “View” hyperlink of “History” column of a service order or amendment will display amendment history in a pop-up screen.

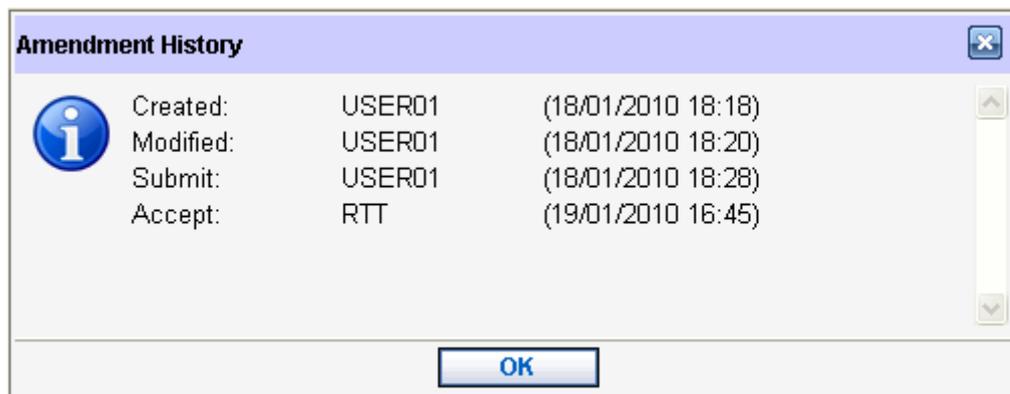


Figure 3.5-1

4. Appendix

4.1. Column header of Excel file for importing container information

Container Information	Container Details section in Berth Appointment Details page	Excel file	
	Column Header	Column Header	Column Value
Container Number	Container Number	Container Number	Text
Liner	Liner Code	Liner Code	Text
Size	Sz/Ty/Hg	Size	Number
Type		Type	Text
Height		Height	Number
Status	Empty / Laden	Status	Text: "E" or "L"
Service	Service Code	Service Code	Text
Is it active reefer?	Active Reefer: Setting Temp.	Active Reefer	Text: "Y" or "N"
Setting Temperature for active reefer		Setting Temperature	Number
Temperature Unit		Temperature Unit	Text: "C" or "F"
IMCO Class	IMCO Class	IMCO Class	Number
UN No.	UN No.	UN No	Number
Is it dutiable?	Dutiable	Dutiable	Text: "Y" or "N"
Oversize Length	Oversize L/W/H	Oversize Length	Number
Oversize Width		Oversize Width	Number
Oversize Height		Oversize Height	Number
Gross Weight (in kg)	Gross Weight	Gross Weight	Number
S/O No.	S/O No.	S/O No.	Text
B/L No.	B/L No.	B/L No.	Text

Is it shipper's owned container?	SOC	SOC	Text: "Y" or "N"
Owner of Container	Owner	Owner	Text
Is weighbridge needed? "Y" or "N"	Weighbridge	Weighbridge	Text: "Y" or "N"
Is photo taking needed? "Y" or "N"	Taking Photo	Taking Photo	Text: "Y" or "N"
Specifying the details of photo taking		Photo Location	Text
Is China Inspection needed?	China Inspection	China Inspection	Text: "Y" or "N"
Is vanning / devanning needed?	Vanning/Devanning	Vanning/ Devanning	Text: "Y" or "N"
Is seal number recording needed?	Recording Seal	Recording Seal	Text: "Y" or "N"
Is detail inspection needed?	Detail Inspection	Detail Inspection	Text: "Y" or "N"
Is it hotbox?	Hotbox	Hotbox	Text: "Y" or "N"
Is pickup / grounding with fax copy?	Pickup / Grounding with Fax Copy	Pickup/Grounding with Fax	Text: "Y" or "N"
Specific content on fax copy		Fax Information	Text
Allow driver to pickup on or before a specific date	Allow Picking up by	Allow Pickup By	Text: "Y" or "N"
Due date for handling pickup request		Pickup Date	Text

4.2. Listings of service order / amendment status

Status	
Draft	<ul style="list-style-type: none"> • Service order / amendment of service order is saved but not submitted for approval yet. • “Draft” service order / amendment of service order can be updated.
Submitted	<ul style="list-style-type: none"> • Service order / amendment of service order is submitted for approval. • “Submitted” service order / amendment cannot be updated.
Being Processed	<ul style="list-style-type: none"> • Service order / amendment of service order is being reviewed by RTTC for approval.
Accepted Order	<ul style="list-style-type: none"> • Service order is accepted by RTTC.
Accepted Amend	<ul style="list-style-type: none"> • Amendment of service order is accepted by RTTC.
Rejected Order	<ul style="list-style-type: none"> • Service order is rejected by RTTC. • No amendment of respective service order can be made afterwards.
Rejected Amend	<ul style="list-style-type: none"> • Amendment of service order is rejected by RTTC.
Expired	<ul style="list-style-type: none"> • Service order is expired. • No amendment of respective service order can be made afterwards.
Cancelled	<ul style="list-style-type: none"> • Service order is cancelled when RTTC accepts amendment for cancellation. • No amendment of respective service order can be made afterwards.
Completed	Operation on respective river craft / lighter is ended.
Discrepancy found	Operation on respective river craft / lighter is ended but discrepancy between service order and jobs done is found.