Container Appointment Change/Enquiry

1. Purpose

This function allows viewing, amending and deleting container general appointment or provisional appointment. It also allows confirming container provisional appointment.

2. How To Invoke

➢ Logon to the system by clicking the "Logon" button next to the label "Transportation Companies" in the main page of Customer E-Services.

➢ Click the item "Transportation Companies" in the menu bar.

➢ Click the item "Container Appointment Change/Enquiry" in the pull-down menu of "Transportation Companies".

3. Usage Guide

3.1 Searching container appointments

➢ Enter the appointment date and time range.

➢ Eight options are available in the dropdown list for both the "Appointment Date Time From" and "Appointment Date time To":

- "All"; and
- Date value of 2 days before yesterday, day before yesterday, yesterday, current date, tomorrow, day after tomorrow, 2 days after tomorrow.

 ➢ The table below presents examples on the appointment records that will be retrieved with different values of "Appointment Date Time From" and "Appointment Date time To":

Appointment Date Time From	Appointment Date Time To	Appointments retrieved with appointment date
01/01/2006 00:00	01/01/2006 23:00	Between 01/01/2006 00:00 and 01/01/2006 23:00
All	01/01/2006 23:00	Earlier than or on 01/01/2006 23:00
01/01/2006 00:00	All	Later than or on 01/01/2006 00:00
All	All	Appointments made by the "Transportation Company" on containers still being kept in the terminal at the time of making enquiry

 ➢ Enter the container number if specific container appointment is enquired.

 ➢ Click "Submit" button to retrieve container appointment particulars.

 ➢ Click "Reset" button to reset the entries.

3.2 Amending and deleting general/provisional appointments, and confirming provisional appointments

➢ By checking "Amend" checkbox of appointments will enable all input entries of the corresponding appointments. Make necessary changes to the available content.

➢ Check "Delete" checkbox of appointments to indicate that the appointments are going to be deleted.

➢ Check "Confirm" checkbox of provisional appointments to confirm.

➢ Click "Submit" button to confirm modification

➢ Click "Reset" button to reset the entries.

➢ Click "Return" button to return to page for entering appointment date, time and container number.

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3.3 Creating twin general/provisional appointments

➢ Click "Amend" checkboxes of appointments that need to be paired up.

➢ Enter identical twin sequence, 1 in this example, for appointments that need to be paired up. A maximum of two containers shown on the screen can be paired up at the same time by using the same twin sequence.

➢ The appointment date and time as well as contact number will be synchronized automatically for twin appointments.

➢ Click "Submit" button to confirm modification.

➢ Click "Reset" button to reset the entries.

➢ Click "Return" button to return to the page for entering appointment date, time and container number.

➢ A page indicating successful and failed appointments changes will be shown.

➢ Click "Return" button to return to the page for entering appointment date, time and container number.

3.4 Decoupling twin general/provisional appointments

➢ Click "Amend" checkboxes of appointments that need to be decoupled.

➢ Remove twin sequence, 1 in this example, of appointments that need to be decoupled.

➢ Click "Submit" button to confirm modification.

➢ Click "Reset" button to reset the entries.

➢ Click "Return" button to return to the page for entering appointment date, time and container number.

➢ A page indicating successful and failed changes to appointments will be shown.

➢ Click "Return" button to return to the page for entering appointment date, time and container number.

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Container Appointment Change Result

Successful Changes

Prov. Appointment

Container No.	Empty / Laden	SzTyHg	C&E No. (Container Hold)	C&E No. (Vessel Hold)	Dutiable	Vessel Booking / Arrival Time (dd/mm/yyyy hh:mm)	Appt. Date/Time (dd/mm/yyyy hh:mm)	Twin Appt. Matching Seq.	Contact No.
TOPU10012308	E	20GP86			N	23/01/2010 12:20 ^	25/01/2010 15:00		98765432
TOPU10012309	E	20GP86			N	23/01/2010 12:20 ^	25/01/2010 19:00		98765432

^ - Please contact shipping company for vessel arrival time.

[Return]   [Exit]

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