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| Utfärdat av HHAB-JN | Dokumentnamn Manual: Kundmanual Kundlogin | Datum 2023-08-01 | Version 1.0 |
| Uppdaterad av HHAB-AB | Kommentar Translated to eng | Uppdaterad datum 2023-09-11 | |




Customer Access Manual

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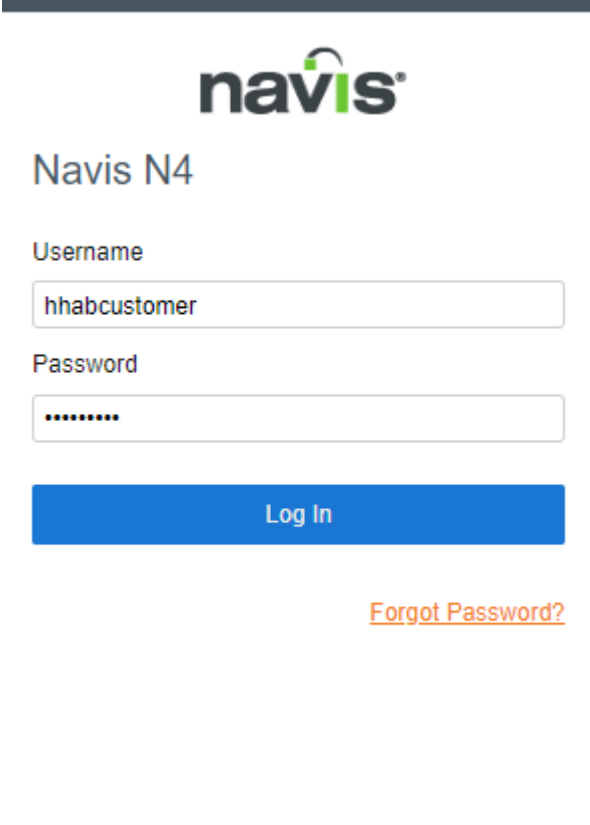
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1. External login


1. Go to the link <https://n4.port.helsingborg.se/apex/n4.zul>

Note that a certificate is required to be able to access the page. This needs to be installed on the device used to work towards the page.

See the separate manual "Instructions to install the client certificate that is necessary to gain access to HHAB's N4 system" which was sent with your login details.

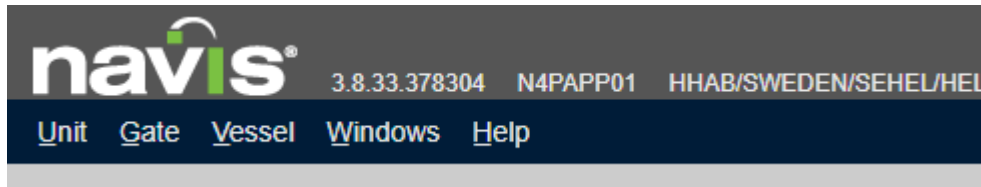


1. Enter the username and password assigned to you, then press log in.

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2. Main menu

This is the main menu that will be available to you as a user at login.



Unit – In this option you will be able to book a VGM weighing by unit number and overview all your units that are booked and linked to your account.

Gate – In this option you will be able to book a VGM weighing on your booking number and overview all your VGM bookings that are linked to your account.

Vessel – In this option you will have access to an overview of all vessel calls in the port.

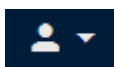
Windows – In this option you are able to manage the various windows you have open in the system.

Help – In this option you find Navis help center.

All menu options and their functions will be presented starting in Chapter 4 Unit.

3. User settings

At login the following icon will be available to you at the top right of the screen.



By clicking this icon you get access to a range of user settings.



Night Mode On


User Settings

Edit Password

Log Out

Night Mode On – Enable/disable dark mode

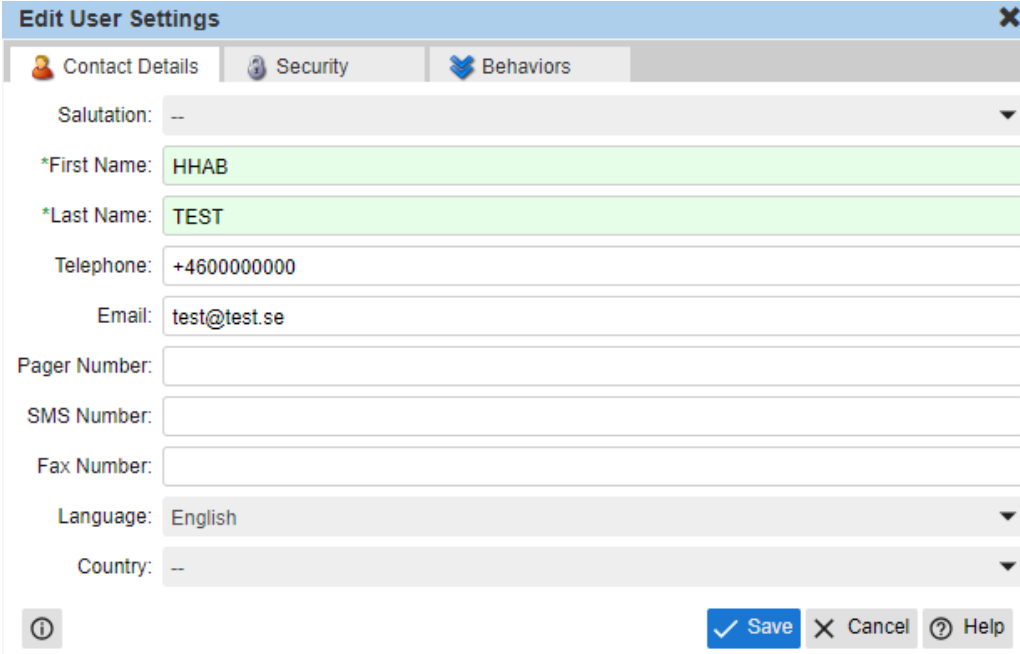
User Settings – Enter/edit user settings

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Edit Password – Change password

Log Out – Log out from Navis

By clicking **User Settings** the following window opens up.

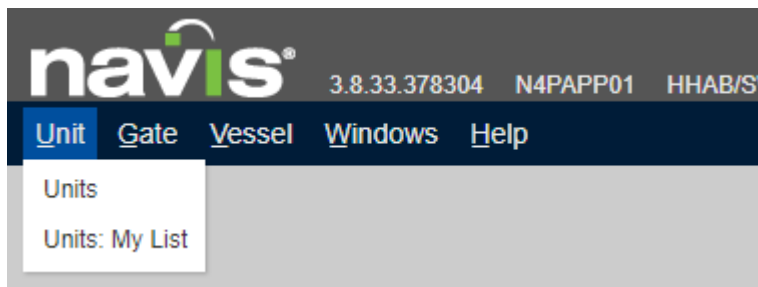


Enter your contact details so that we can easily reach you..

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4. Unit

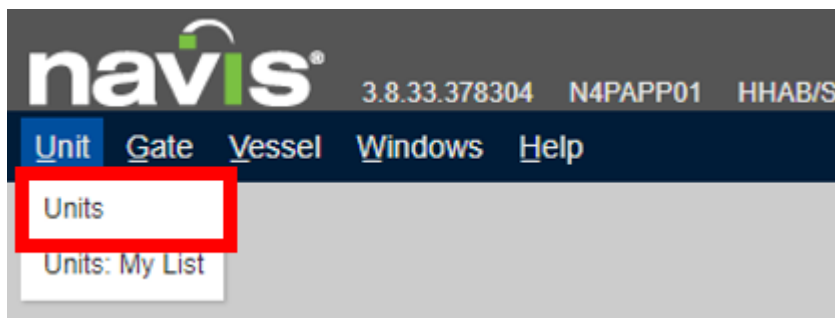
By clicking **Unit** a drop down menu with two alternatives will show up.




Units – In this view you will get access to information about your units as well as the possibility to create different filters for quick access to specific information.

Units: My List – In this view you are able to save specific units in a list from the Units view, for example to keep an extra eye on.

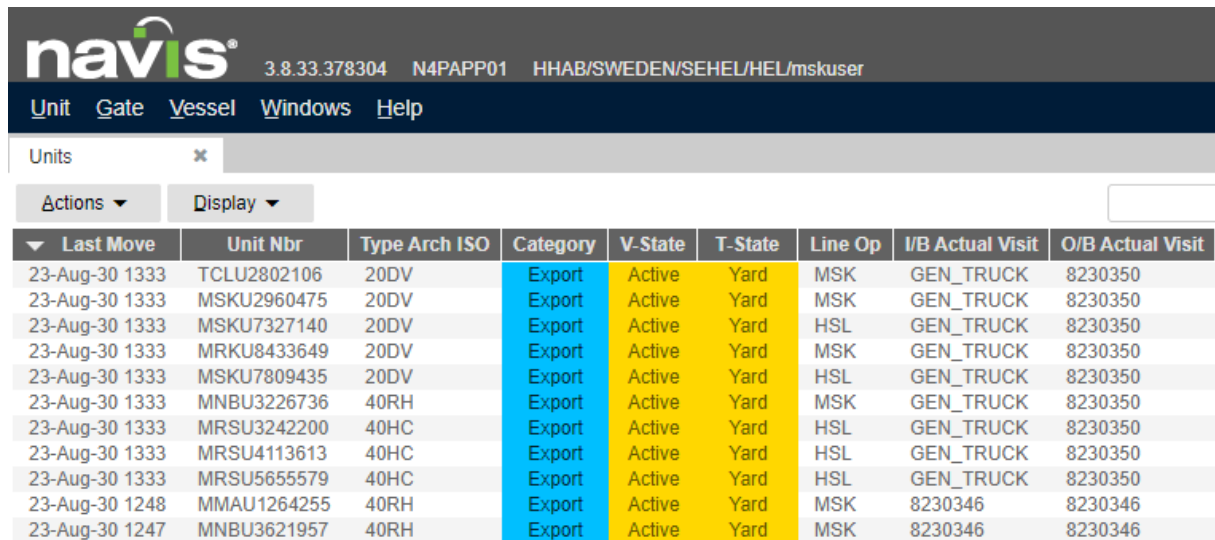
Units



1. Click on **Units** i the menu

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The following tab will open up.




| ▼ Last Move | Unit Nbr | Type Arch ISO | Category | V-State | T-State | Line Op | I/B Actual Visit | O/B Actual Visit |
|----------------|-------------|---------------|----------|---------|---------|---------|------------------|------------------|
| 23-Aug-30 1333 | TCLU2802106 | 20DV | Export | Active | Yard | MSK | GEN_TRUCK | 8230350 |
| 23-Aug-30 1333 | MSKU2960475 | 20DV | Export | Active | Yard | MSK | GEN_TRUCK | 8230350 |
| 23-Aug-30 1333 | MSKU7327140 | 20DV | Export | Active | Yard | HSL | GEN_TRUCK | 8230350 |
| 23-Aug-30 1333 | MRKU8433649 | 20DV | Export | Active | Yard | MSK | GEN_TRUCK | 8230350 |
| 23-Aug-30 1333 | MSKU7809435 | 20DV | Export | Active | Yard | HSL | GEN_TRUCK | 8230350 |
| 23-Aug-30 1333 | MNBU3226736 | 40RH | Export | Active | Yard | MSK | GEN_TRUCK | 8230350 |
| 23-Aug-30 1333 | MRSU3242200 | 40HC | Export | Active | Yard | HSL | GEN_TRUCK | 8230350 |
| 23-Aug-30 1333 | MRSU4113613 | 40HC | Export | Active | Yard | HSL | GEN_TRUCK | 8230350 |
| 23-Aug-30 1333 | MRSU5655579 | 40HC | Export | Active | Yard | HSL | GEN_TRUCK | 8230350 |
| 23-Aug-30 1248 | MMAU1264255 | 40RH | Export | Active | Yard | MSK | 8230346 | 8230346 |
| 23-Aug-30 1247 | MNBU3621957 | 40RH | Export | Active | Yard | MSK | 8230346 | 8230346 |

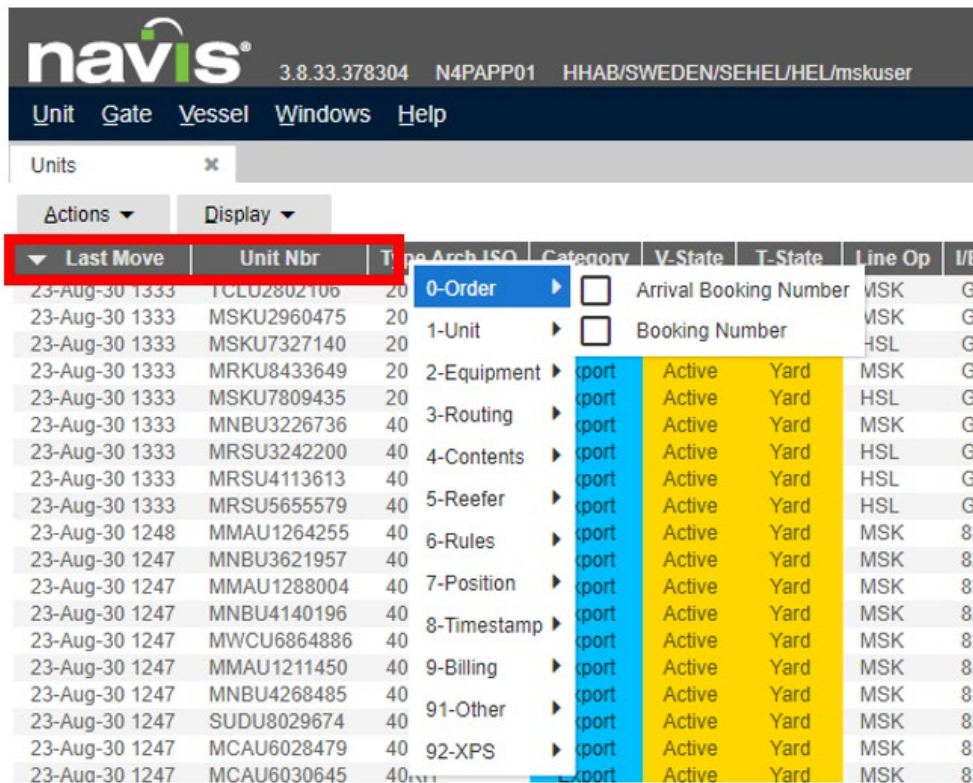
In this tab you will access all your units, linked to your organization, which is either in the port or in some way notified to arrive at the port via vessel, rail or truck.

In different columns, you will have access to a large amount of information about each specific unit. The columns can be moved around and sorted as pleased by drag and drop.

Add columns in Units

Add additional columns by doing the following:

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| Last Move | Unit Nbr | Type Arch ISO | Category | V-State | T-State | Line Op | I/B |
|----------------|-------------|---------------|-------------|--------------------------|------------------------|---------|-----|
| 23-Aug-30 1333 | TCLU2802106 | 20 | 0-Order | <input type="checkbox"/> | Arrival Booking Number | MSK | GI |
| 23-Aug-30 1333 | MSKU2960475 | 20 | 1-Unit | <input type="checkbox"/> | Booking Number | MSK | GI |
| 23-Aug-30 1333 | MSKU7327140 | 20 | 2-Equipment | port | Active Yard | HSL | GI |
| 23-Aug-30 1333 | MRKU8433649 | 20 | 3-Routing | port | Active Yard | MSK | GI |
| 23-Aug-30 1333 | MSKU7809435 | 20 | 4-Contents | port | Active Yard | HSL | GI |
| 23-Aug-30 1333 | MNBU3226736 | 40 | 5-Reefer | port | Active Yard | MSK | GI |
| 23-Aug-30 1333 | MRSU3242200 | 40 | 6-Rules | port | Active Yard | HSL | GI |
| 23-Aug-30 1333 | MRSU4113613 | 40 | 7-Position | port | Active Yard | MSK | GI |
| 23-Aug-30 1333 | MRSU5655579 | 40 | 8-Timestamp | port | Active Yard | HSL | GI |
| 23-Aug-30 1248 | MMAU1264255 | 40 | 9-Billing | port | Active Yard | MSK | 82 |
| 23-Aug-30 1247 | MNBU3621957 | 40 | 91-Other | port | Active Yard | MSK | 82 |
| 23-Aug-30 1247 | MMAU1288004 | 40 | 92-XPS | port | Active Yard | MSK | 82 |
| 23-Aug-30 1247 | MNBU4140196 | 40 | | port | Active Yard | MSK | 82 |
| 23-Aug-30 1247 | MWCU6864886 | 40 | | port | Active Yard | MSK | 82 |
| 23-Aug-30 1247 | MMAU1211450 | 40 | | port | Active Yard | MSK | 82 |
| 23-Aug-30 1247 | MNBU4268485 | 40 | | port | Active Yard | MSK | 82 |
| 23-Aug-30 1247 | SUDU8029674 | 40 | | port | Active Yard | MSK | 82 |
| 23-Aug-30 1247 | MCAU6028479 | 40 | | port | Active Yard | MSK | 82 |
| 23-Aug-30 1247 | MCAU6030645 | 40 | | port | Active Yard | MSK | 82 |

1. Right click the column field (marked in red above)
2. Select one of the information categories that appears after you right click (in this case 0-Order).
3. Choose which column to add to the view by ticking the desired column (e.g. Booking Number).
4. The selected column should now appear the view along with the others.

Search function Units


To search for a specific unit do the following:



| Last Move | Unit Nbr | Type Arch ISO | Category | V-State | T-State | Line Op | I/B Actual Visit | O/B Actual Visit | O/B Actual Carrier Name | I/B Actual Carrier Na |
|----------------|-------------|---------------|----------|---------|---------|---------|------------------|------------------|-------------------------|-----------------------|
| 23-Aug-30 1247 | MCAU6034300 | 40RH | Export | Active | Yard | MSK | 8230346 | 8230346 | MARJA | MARJA |

1. Enter the unit number in the search field in the Units view (marked in red above)
2. Make sure that Unit Nbr is selected in the search option box (marked in blue above)

Note that in the search option box is possible to choose from different options. If you want to search by unit number, Unit Nbr must be selected.


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Unit Inspector

By double clicking on any entry in the list of units, the Unit Inspector will appear. This view provides a even more information for a specific unit.

Unit Inspector for TCLU2446561
🔗 ✕

Container



Unit Nbr: [TCLU2446561](#)
 Type ISO: 22GP
 EqRole: Primary

Status

T-State: Yard
 Last Move: 23-Aug-30 1144
 Complex Position: Y-HEL-GRK63A.1
 Planned Position:
 Frght Kind: FCL
 Line Op: HSL
 VGM Weight (kg): 27,320
 VGM Verifier:
 VGM Updated Date: 23-Aug-30 0827
 Gross Weight Source: EDI
 Weight (kg): 27,320
 Stow:
 Stow 2:
 Stow 3:
 Customs:
 BL Nbr: [7661547C6](#)
 Goods Loc Code: BJS 23-350


Transit

Category: Import
 POD: Helsingborg (SEHEL)
 I/B Carrier: [V-8230350 \(UFE\)](#)
 O/B Carrier (intended): T-GEN_TRUCK
 Time In: 23-Aug-30 1144
 O/B Intend ETD:
 Appt Time:

⌵ Actions ⌵
🏠 ⚙️ ↻ ⓘ ?

Filter function Units

By default, you will be given access to a number of filters, but it is also possible to create filters yourself based on your own needs.


3.8.33.378304 N4PAPP01 HHAB/SWEDEN/SEHEL/HEL/mskuser


Unit Gate Vessel Windows Help

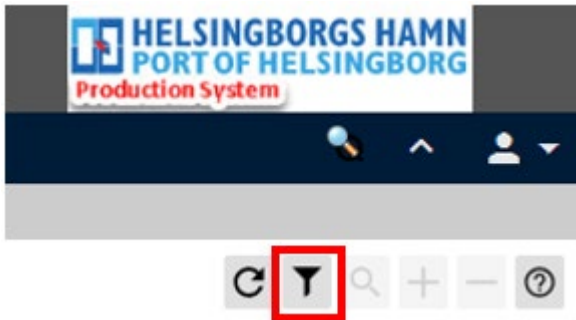
Units
Unit Nbr --

| Last Move | Unit Nbr | Type ISO | Category | V-State | T-State | Position | Line Op | I/B Actual Visit | O/B Actual Visit | O/B Actual Carrier Name | I/B Actual Carrier Name | POD |
|----------------|-------------|----------|----------|----------|----------|------------------|---------|------------------|------------------|-------------------------|-------------------------|-------|
| 23-Aug-31 1123 | BRICK1 | 20DV | Storage | Active | Yard | Y-HEL-SIA31J.1 | MSK | GEN_TRUCK | GEN_CARRIER | | | |
| 23-Aug-31 0952 | TCLU2802106 | 22GP | Export | Departed | Departed | V-8230350-130504 | MSK | GEN_TRUCK | 8230350 | BIANCA RAMBOW | | DEEGH |
| 23-Aug-31 0952 | MSKU7809435 | 22GP | Export | Departed | Departed | V-8230350-110506 | HSL | GEN_TRUCK | 8230350 | BIANCA RAMBOW | | DEEGH |
| 23-Aug-31 0952 | MSKU7327140 | 22GP | Export | Departed | Departed | V-8230350-130502 | HSL | GEN_TRUCK | 8230350 | BIANCA RAMBOW | | DEEGH |
| 23-Aug-31 0952 | MSKU2960475 | 22GP | Export | Departed | Departed | V-8230350-110504 | MSK | GEN_TRUCK | 8230350 | BIANCA RAMBOW | | DEEGH |
| 23-Aug-31 0952 | MRSU5655579 | 45GP | Export | Departed | Departed | V-8230350-120512 | HSL | GEN_TRUCK | 8230350 | BIANCA RAMBOW | | DEEGH |

1. Click in the filter menu to access available filters or your own saved filters.

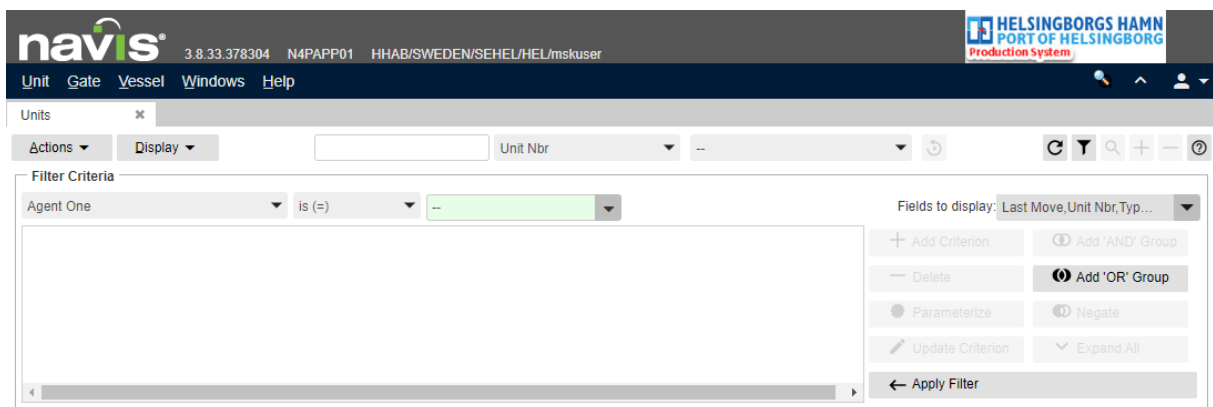
To create a filter do the following:

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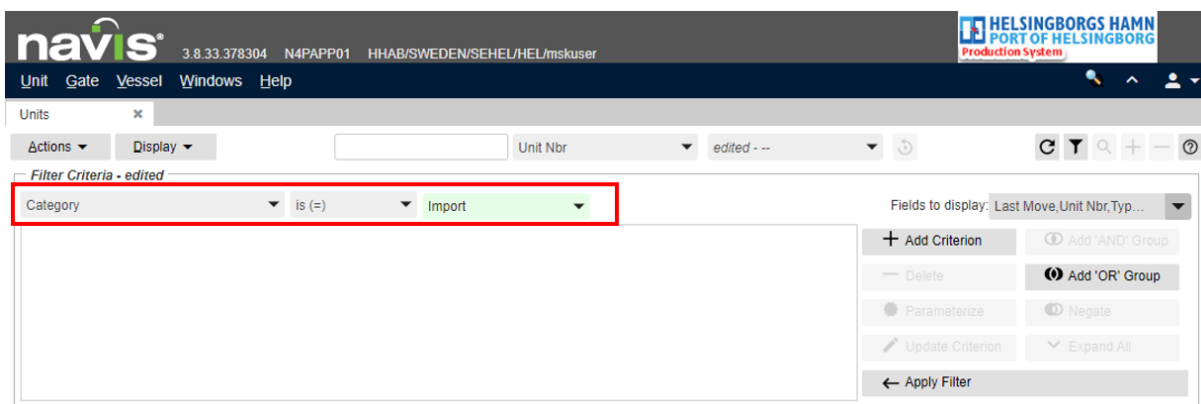


1. Click on the filter icon, at the top right, to open the filter menu.


Följande meny dyker upp:



A filter is built on different criteria that you can create in the following way (in this case a criteria to display all import units in the yard):

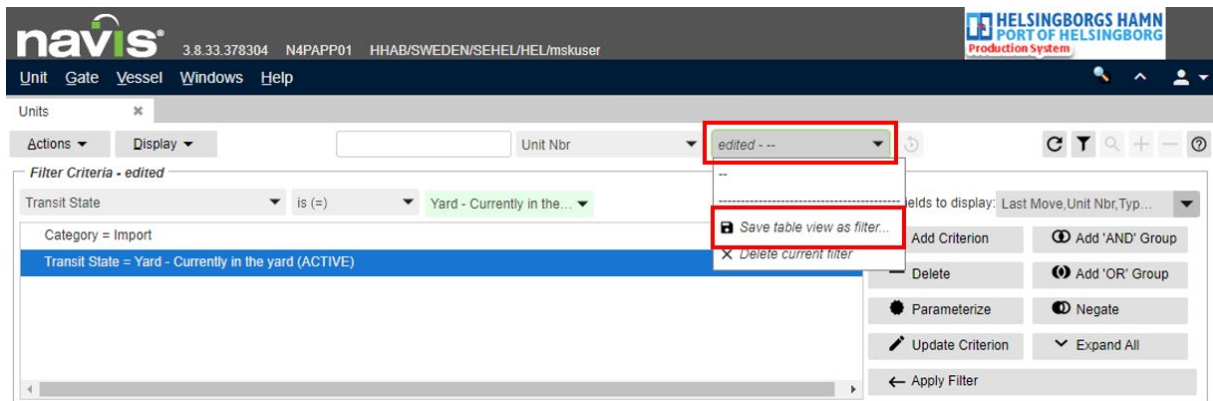


1. Fill in the desired criteria in the red marked boxed above.
 Category = Import, to only display import units.
 T-State = Yard, to only show units in the yard.
2. Click on **Add Criterion** to add the criteria to the filter.

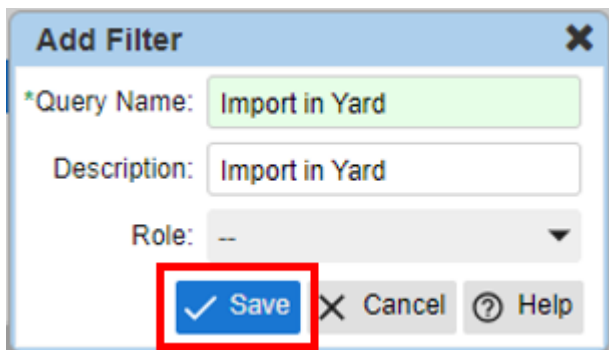
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3. Test the criteria by clicking **Apply Filter**

The list will change to only show units that that match the criteria you entered.




1. Click on the filter menu above (the box where you see edited-- in the picture)
2. Click on **Save table view as filter** in the drop down menu



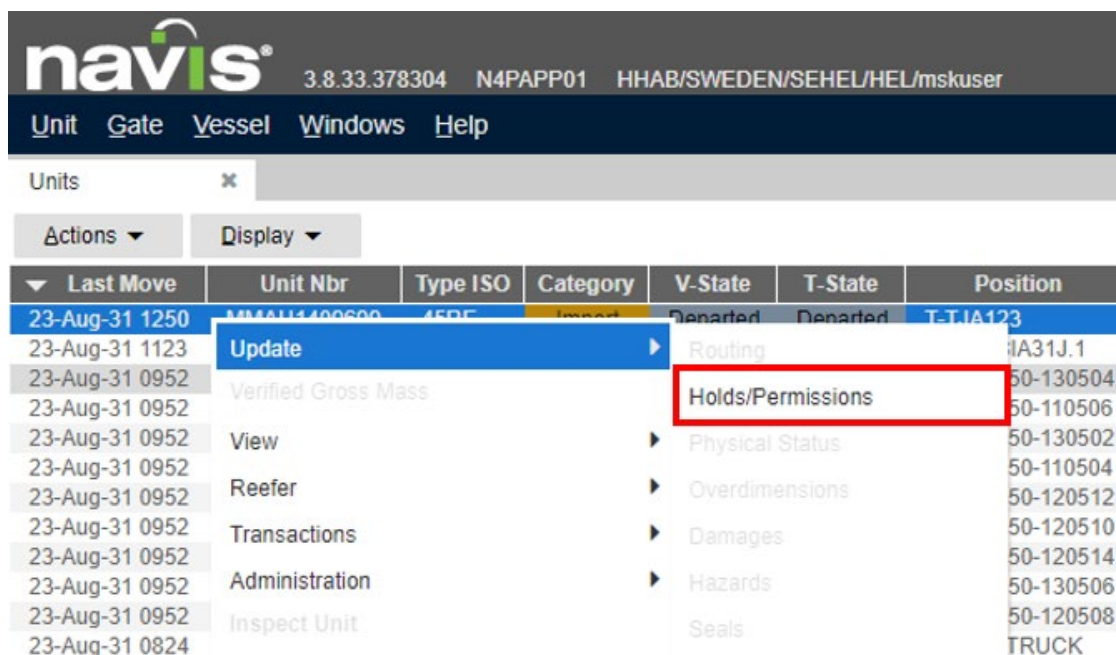
1. Enter Query Name and Description.
2. Click on Save

The filter will now be available in the filter menu above.

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Add Lineoperator Hold (shipping block)


You will have the opportunity to place a Lineoperator_Hold which constitutes a block for the port to handle a unit.

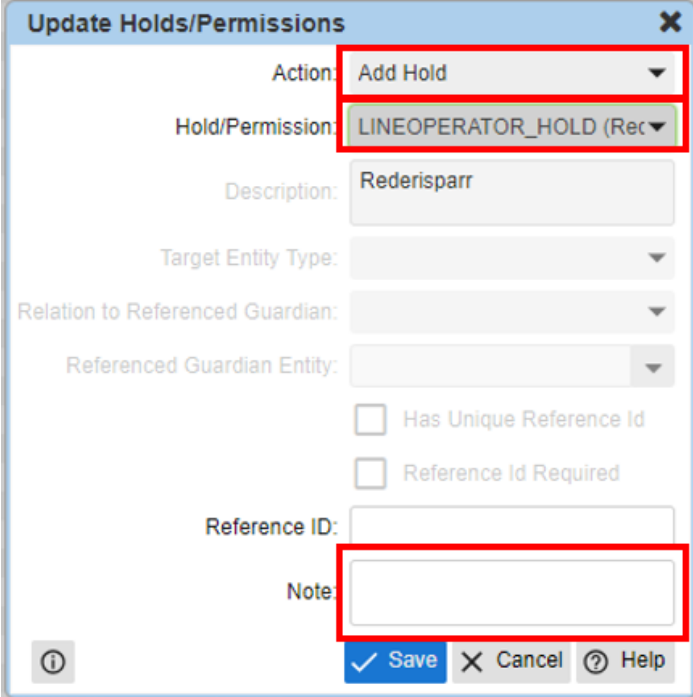


The screenshot shows the Navis software interface. At the top, there is a header with the Navis logo and version information: 3.8.33.378304 N4PAPP01 HHAB/SWEDEN/SEHEL/HEL/mskuser. Below the header is a navigation bar with tabs for Unit, Gate, Vessel, Windows, and Help. A search bar for Units is visible. Below the search bar are buttons for Actions and Display. The main area displays a table of units with columns: Last Move, Unit Nbr, Type ISO, Category, V-State, T-State, and Position. A context menu is open over the first unit (Unit Nbr: MMAU1109600, Type ISO: 45DF, Category: Import, V-State: Departed, T-State: Departed, Position: T-TJA123). The menu options include: Update (highlighted), Routing, Holds/Permissions (highlighted with a red box), Physical Status, Overdimensions, Damages, Hazards, and Seals.

| Last Move | Unit Nbr | Type ISO | Category | V-State | T-State | Position |
|----------------|-------------|---------------------|----------|----------|----------|-----------|
| 23-Aug-31 1250 | MMAU1109600 | 45DF | Import | Departed | Departed | T-TJA123 |
| 23-Aug-31 1123 | | | | | | IA31J.1 |
| 23-Aug-31 0952 | | Verified Gross Mass | | | | 50-130504 |
| 23-Aug-31 0952 | | | | | | 50-110506 |
| 23-Aug-31 0952 | | View | | | | 50-130502 |
| 23-Aug-31 0952 | | Reefer | | | | 50-110504 |
| 23-Aug-31 0952 | | Transactions | | | | 50-120512 |
| 23-Aug-31 0952 | | Administration | | | | 50-120510 |
| 23-Aug-31 0952 | | Inspect Unit | | | | 50-120514 |
| 23-Aug-31 0824 | | | | | | 50-130506 |
| | | | | | | 50-120508 |
| | | | | | | TRUCK |

1. Mark the unit(s) you wish to place a lineoperator hold on.
2. Right click on the unit(s).
3. Select Update in the drop down menu.
4. Select Holds/Permissions

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Update Holds/Permissions

Action: **Add Hold**

Hold/Permission: **LINEOPERATOR_HOLD (Rec)**

Description: **Rederisparr**

Target Entity Type: [Dropdown]

Relation to Referenced Guardian: [Dropdown]

Referenced Guardian Entity: [Dropdown]

Has Unique Reference Id

Reference Id Required

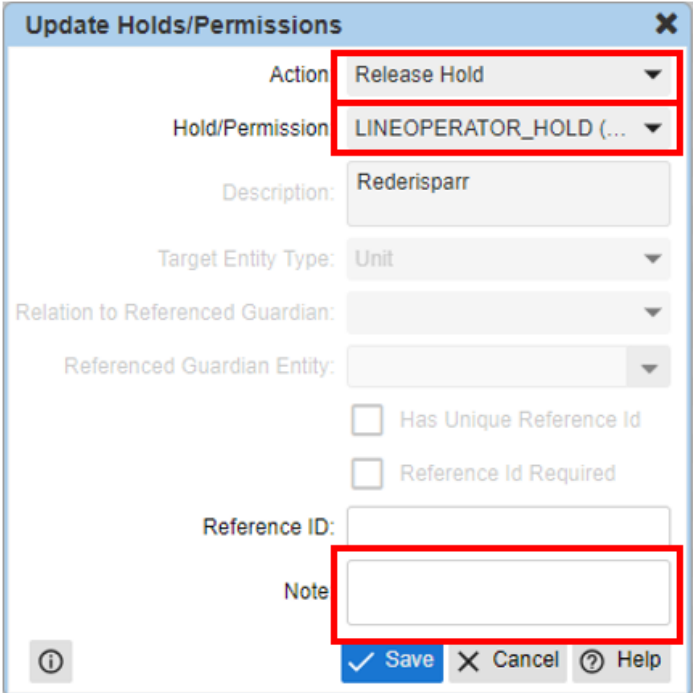
Reference ID: [Text Field]

Note: [Text Field]

[Save] [Cancel] [Help]

1. Under Action select Add Hold.
2. Under Hold/Permission select LINEOPERATOR_HOLD(Reederisparr).
3. Enter a Note.

To release the hold select **Release Hold** under Actions and enter a note.



Update Holds/Permissions

Action: **Release Hold**

Hold/Permission: **LINEOPERATOR_HOLD (...)**

Description: **Rederisparr**

Target Entity Type: **Unit**

Relation to Referenced Guardian: [Dropdown]

Referenced Guardian Entity: [Dropdown]

Has Unique Reference Id

Reference Id Required

Reference ID: [Text Field]

Note: [Text Field]

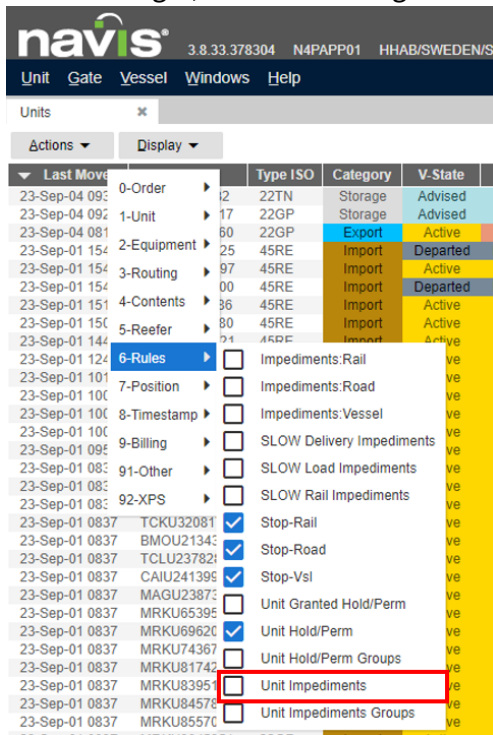
[Save] [Cancel] [Help]

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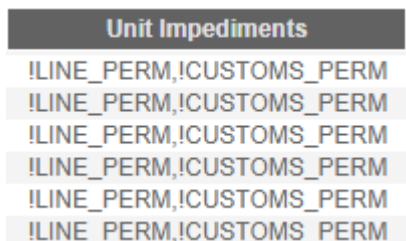
Import Release

All import units arriving at the Port of Helsingborg will receive a block called LINE_PERM. This requires a approval from you as a customer in order for the import unit to be available for delivery.


Some customers send this consent via EDI, but for those of you who previously did this via our customer login, do the following:

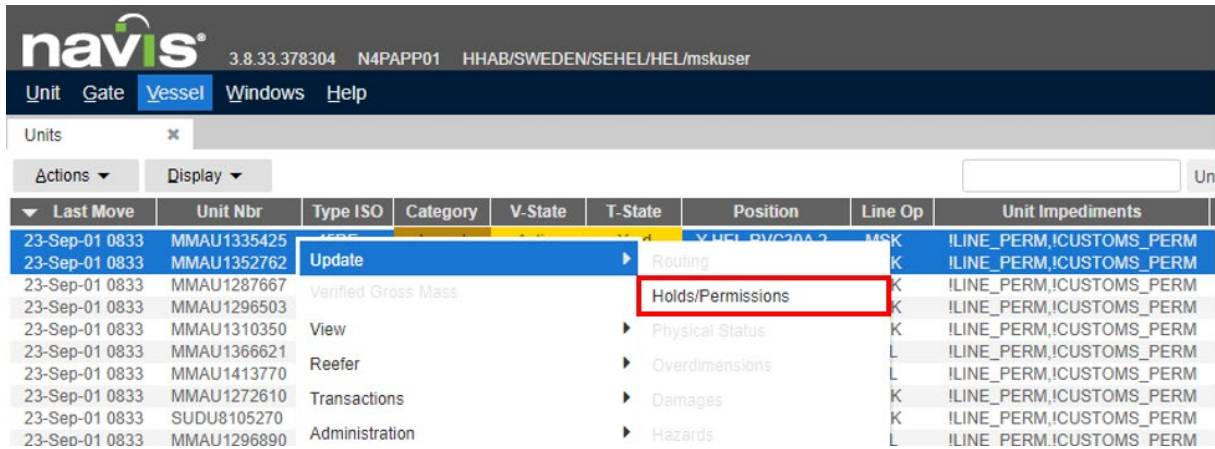


1. Select the Unit Impediments column (This will be included by default in the "Imports in yard" filter)

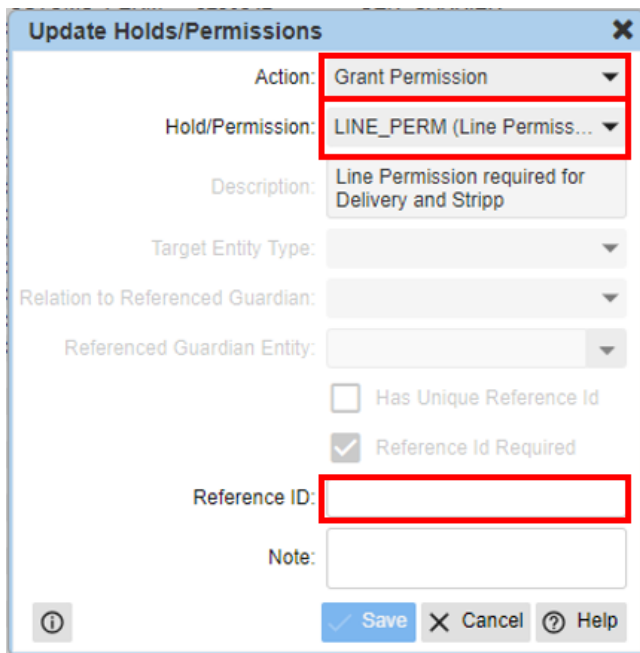


Unit Impediments shows if the unit has a hold linked to it. In the case above, an import release and a customs clear is needed.


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1. Mark the unit(s) for which you want to approve.
2. Right click the unit(s).
3. Select Update n the drop down menu.
4. Select Holds/Permissions



1. Under Action select Grant Permisson.
2. Under Hold/Permission select LINE_PERM (Line Permission required for Delivery and Stripp).
3. Enter Reference ID. This field is mandatory and you can either fill in the desired reference or OK.

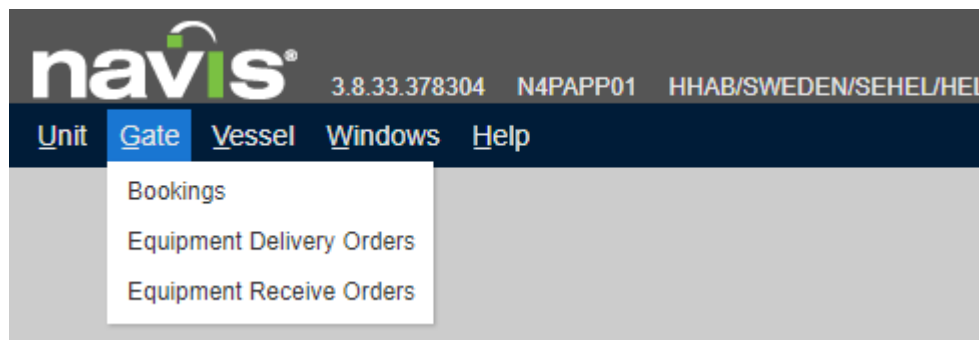
| | | | | |
|---|---|---------------------------------------|-----------------------|------------------|
|  | | <h1>Customer Access Manual</h1> | | Sida 16 av 30 |
| Utfärdat av HHAB-JN | Dokumentnamn Manual: Kundmanual Kundlogin | Datum 2023-08-01 | Version 1.0 | |
| Uppdaterad av HHAB-AB | Kommentar Translated to eng | Uppdaterad datum 2023-09-11 | | |

| Unit Impediments |
|------------------|
| !CUSTOMS_PERM |
| !CUSTOMS_PERM |

In the Unit Impediments column the !LINE_PERM will disappear.

5. Gate

By clicking **Gate** a drop down menu with three alternatives will show up.



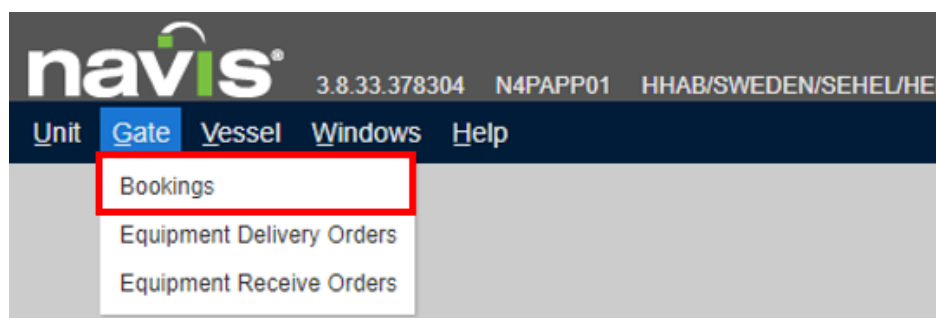
Bookings – Create, edit and inspect export bookings.

Equipment Delivery Orders – Create, edit and inspect empty release bookings.


Equipment Recieve Orders – Create, edit and inspect empty in bookings.

Note that the search- and filtering functions work the same in all N4 menus.

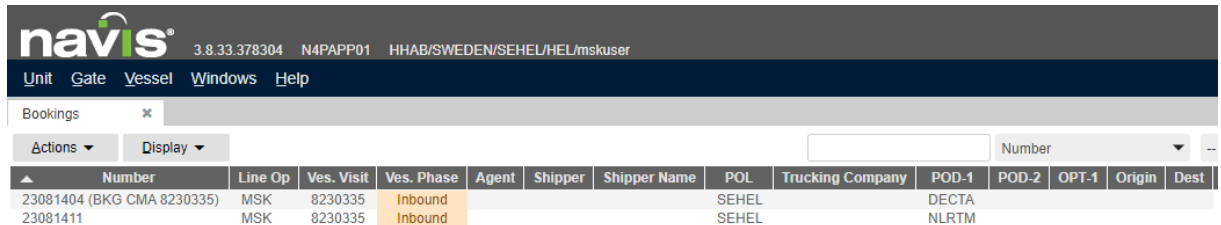
Bookings (export)



1. Select Gate in the main menu
2. Click on Bookings

| | | | | |
|---|---|---------------------------------------|-----------------------|------------------|
|  | | <h1>Customer Access Manual</h1> | | Sida 17 av 30 |
| Utfärdat av HHAB-JN | Dokumentnamn Manual: Kundmanual Kundlogin | Datum 2023-08-01 | Version 1.0 | |
| Uppdaterad av HHAB-AB | Kommentar Translated to eng | Uppdaterad datum 2023-09-11 | | |

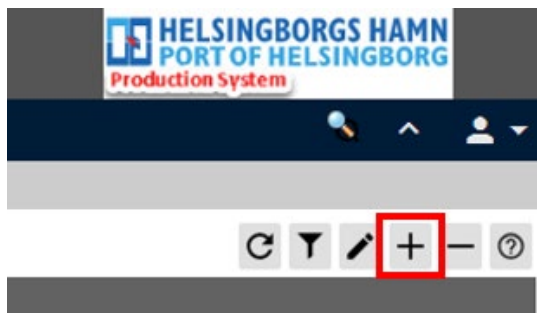
The tab Bookings will open up



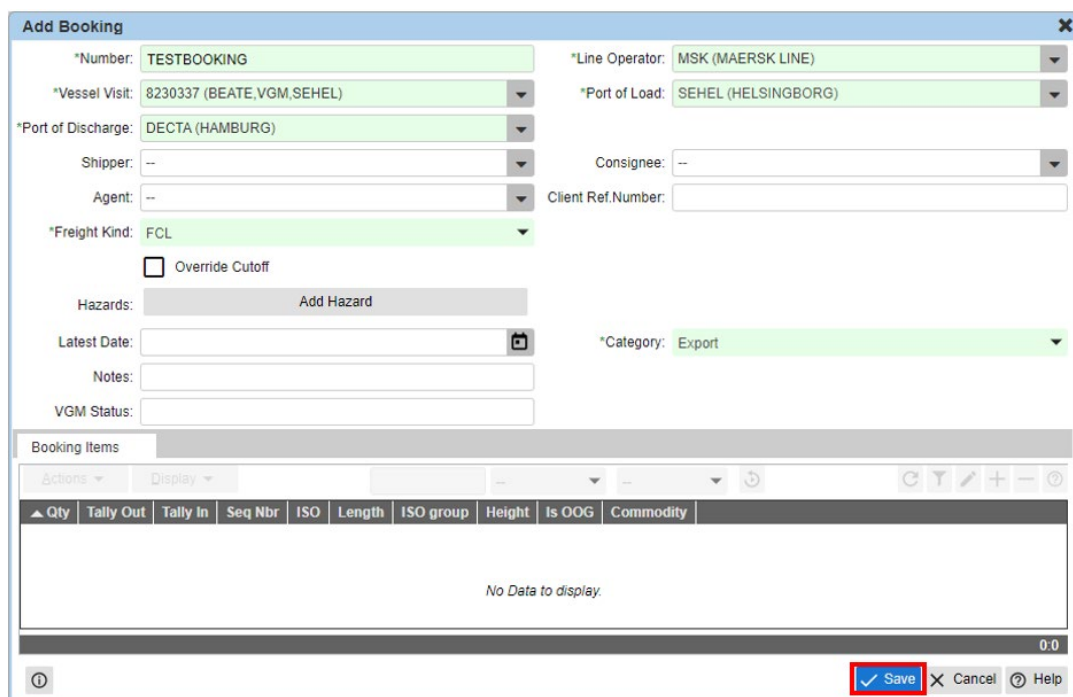
| Number | Line Op | Ves. Visit | Ves. Phase | Agent | Shipper | Shipper Name | POL | Trucking Company | POD-1 | POD-2 | OPT-1 | Origin | Dest |
|----------------------------|---------|------------|------------|-------|---------|--------------|-------|------------------|-------|-------|-------|--------|------|
| 23081404 (BKG CMA 8230335) | MSK | 8230335 | Inbound | | | | SEHEL | | DECTA | | | | |
| 23081411 | MSK | 8230335 | Inbound | | | | SEHEL | | NLRTM | | | | |

Create export booking

Create a export booking by clicking + in the top right corner



A new window Add Booking will open up




Add Booking

*Number: TESTBOOKING *Line Operator: MSK (MAERSK LINE)
 *Vessel Visit: 8230337 (BEATE,VGM,SEHEL) *Port of Load: SEHEL (HELSINGBORG)
 *Port of Discharge: DECTA (HAMBURG)
 Shipper: -- Consignee: --
 Agent: -- Client Ref.Number:
 *Freight Kind: FCL
 Override Cutoff
 Hazards:
 Latest Date: *Category: Export
 Notes:
 VGM Status:

Booking Items

| Qty | Tally Out | Tally In | Seq Nbr | ISO | Length | ISO group | Height | Is OOG | Commodity |
|---------------------|-----------|----------|---------|-----|--------|-----------|--------|--------|-----------|
| No Data to display. | | | | | | | | | |

0:0

| | | | | |
|---|---|---------------------------------------|-----------------------|------------------|
|  | | <h1>Customer Access Manual</h1> | | Sida 18 av 30 |
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1. Enter Number, Vessel Visit, Port of Discharge, Freight Kind, Line Operator and Port of Load.
2. Add Hazard (ADR) if necessary (see below)
3. Select Save.

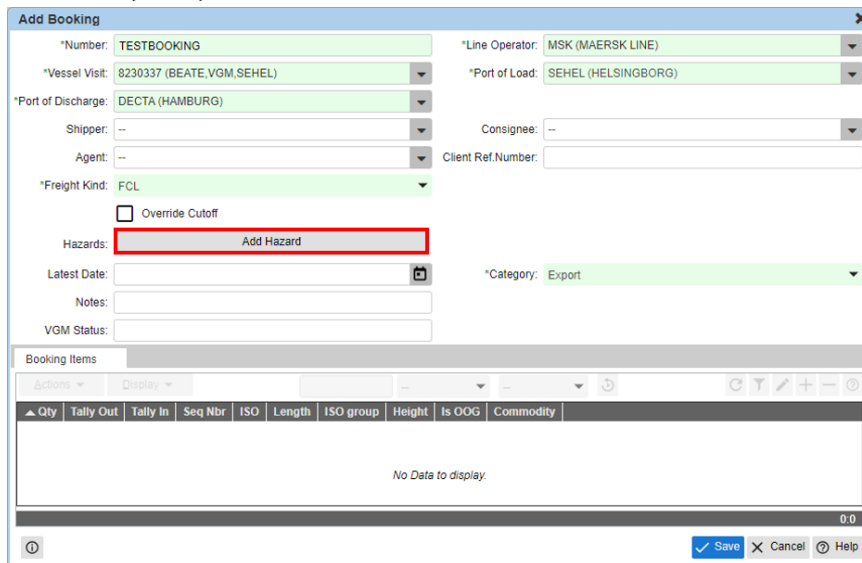
Vessel Visit – Export booking linked to Vessel Visit

Port of Discharge – POD linked to Vessel Visit is shown

Freight kind – FCL = Loaded, Empty = Empty

Category – Export = Vessel, Domestic = Domestic, e.g. rail

Add Hazard (ADR)



The screenshot shows the 'Add Booking' form with the following fields:

- *Number: TESTBOOKING
- *Line Operator: MSK (MAERSK LINE)
- *Vessel Visit: 8230337 (BEATE,VGM,SEHEL)
- *Port of Load: SEHEL (HELSINGBORG)
- *Port of Discharge: DECTA (HAMBURG)
- Shipper: --
- Consignee: --
- Agent: --
- Client Ref.Number:
- *Freight Kind: FCL
- Override Cutoff
- Hazards: **Add Hazard** (highlighted in red)
- Latest Date:
- *Category: Export
- Notes:
- VGM Status:

Below the form is a 'Booking Items' table with columns: Qty, Tally Out, Tally In, Seq Nbr, ISO, Length, ISO group, Height, Is OOG, Commodity. The table is currently empty with the message 'No Data to display.'

1. Click on Add Hazard




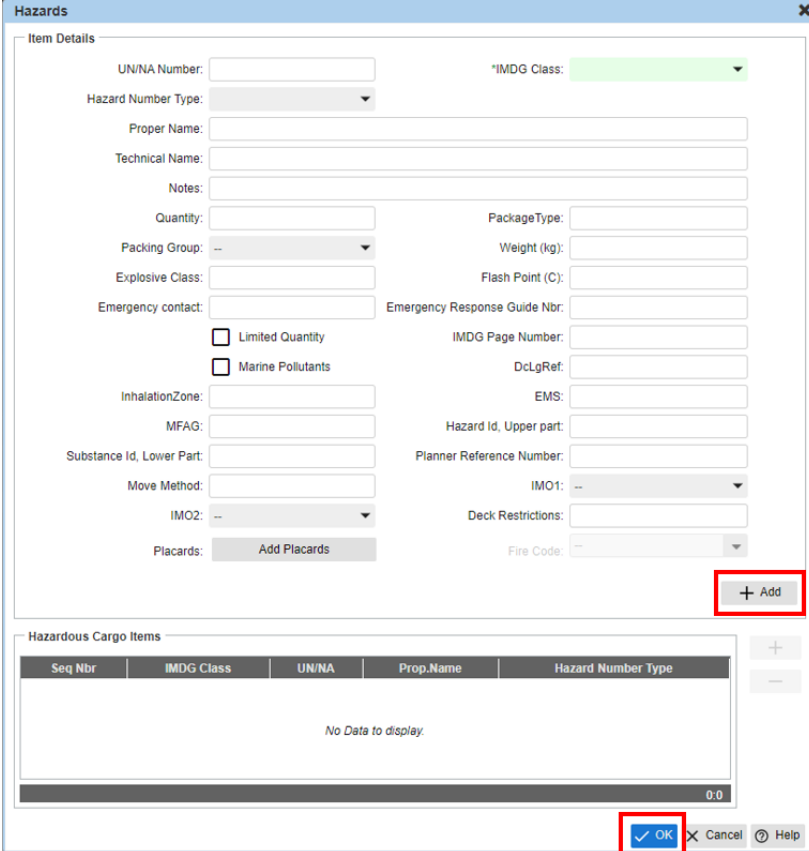
The screenshot shows the 'Hazardous Cargo Items' dialog box with the following table:

| Seq Nbr | IMDG Class | UN/NA | Prop.Name | Hazard Number Type |
|---------------------|------------|-------|-----------|--------------------|
| No Data to display. | | | | |

The '+' button in the top right corner is highlighted with a red box.


1. Click on the + Hazardous Cargo Items down in the menu window that appears

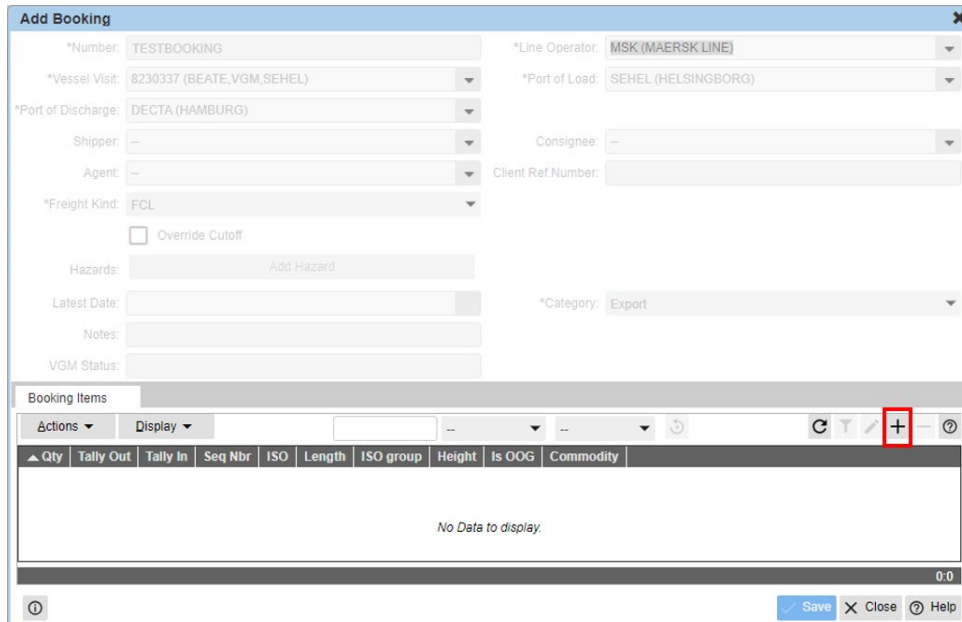
| | | | |
|---|---|---------------------------------------|-----------------------|
|  | <h1>Customer Access Manual</h1> | | Sida 19 av 30 |
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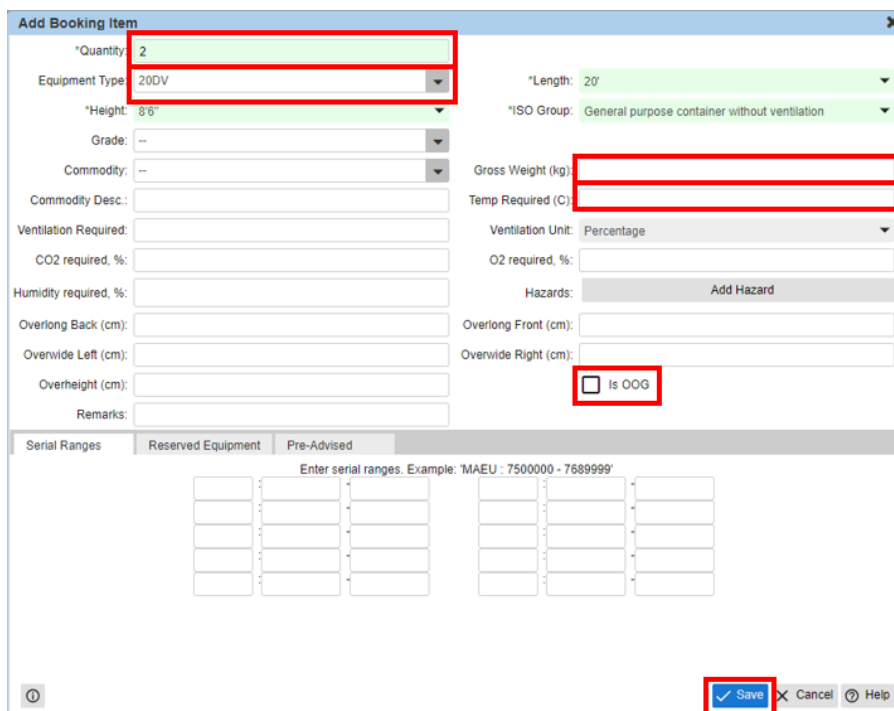
1. Enter UN/NA Number (Hazard Number Type, Proper Name and IMDG Cass will automatically filled in)
2. Click on +Add
3. Click on OK

After saving in the previous section, the option to add a booking item is available. Click on Booking Items.


| | | | | |
|---|---|---------------------------------------|-----------------------|------------------|
|  | | <h1>Customer Access Manual</h1> | | Sida 20 av 30 |
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1. Click on the + which is selectable

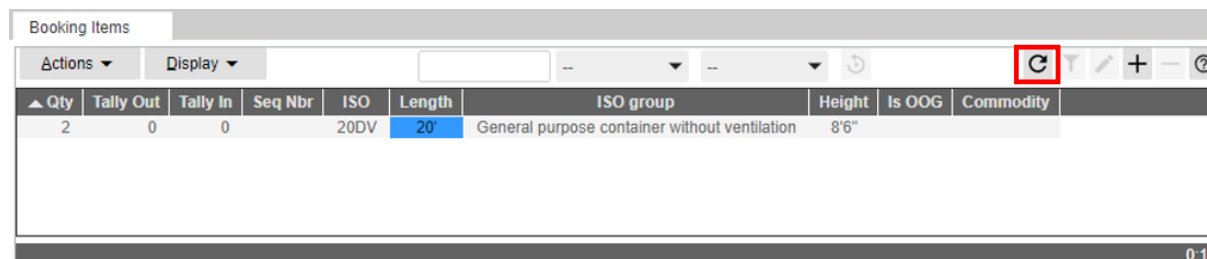


1. Enter Quantity
2. Select Equipment Type (Height, Length, ISO Group will automatically be filled in)
3. Enter Grossweight
4. Click on Save
5. Click on Close (replaces Cancel after Save)

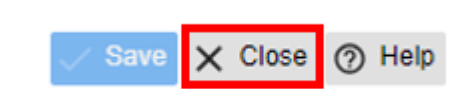
| | | | | |
|---|---|---------------------------------------|-----------------------|------------------|
|  | | <h1>Customer Access Manual</h1> | | Sida 21 av 30 |
| Utfärdat av HHAB-JN | Dokumentnamn Manual: Kundmanual Kundlogin | Datum 2023-08-01 | Version 1.0 | |
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Enter Temp Required (C) and/or Is OOG as well as measurements if this is relevant to the booking you are creating.

Under Booking Items you will now see your added items. If needed click on refresh (as seen below). Add more if a booking contains different types on the same reference.



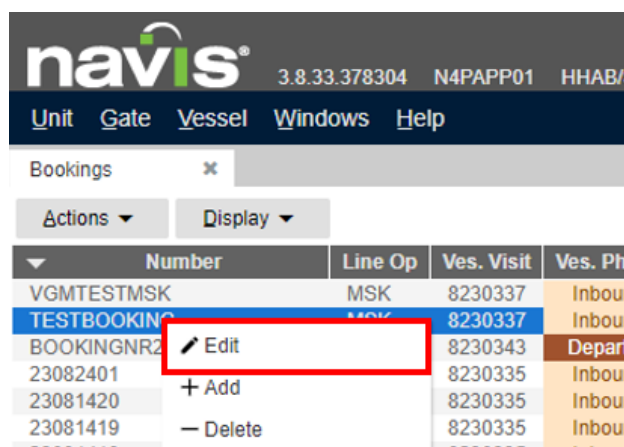
| Qty | Tally Out | Tally In | Seq Nbr | ISO | Length | ISO group | Height | Is OOG | Commodity |
|-----|-----------|----------|---------|------|--------|---|--------|--------|-----------|
| 2 | 0 | 0 | | 20DV | 20' | General purpose container without ventilation | 8'6" | | |



1. Click on Close to close the booking you just created.

Edit export booking

To edit a export booking do the following:




| Number | Line Op | Ves. Visit | Ves. Ph |
|----------------|---------|------------|---------|
| VGMTESTMSK | MSK | 8230337 | Inbou |
| TESTBOOKINGNR2 | MSK | 8230337 | Inbou |
| BOOKINGNR2 | | 8230343 | Depar |
| 23082401 | | 8230335 | Inbou |
| 23081420 | | 8230335 | Inbou |
| 23081419 | | 8230335 | Inbou |

1. Right click on the booking you want to edit
2. Click on Edit in the drop down menu

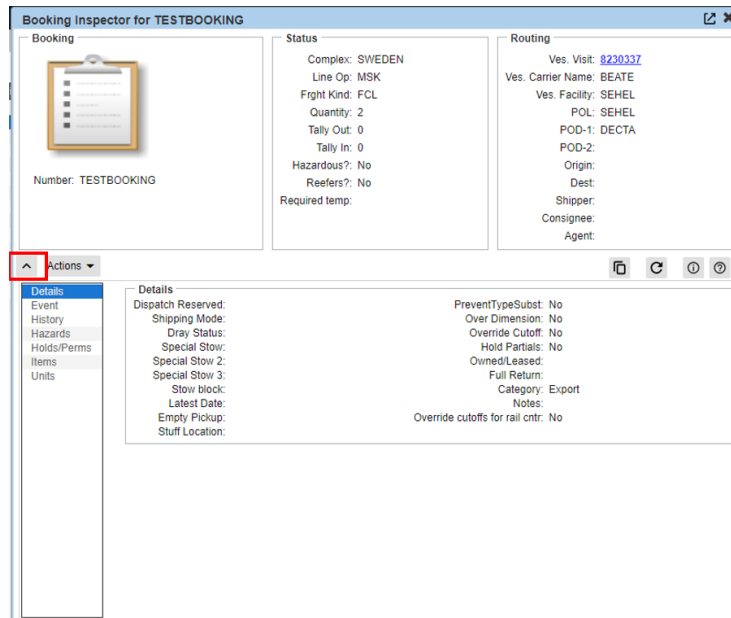
The same window will appear as when creating a booking. You now have the option to edit the information.

Inspect export booking

Just like the Unit Inspector for units, there is a Booking Inspector for bookings.

| | | | |
|---|---|---------------------------------------|-----------------------|
|  | <h1>Customer Access Manual</h1> | | Sida 22 av 30 |
| Utfärdat av HHAB-JN | Dokumentnamn Manual: Kundmanual Kundlogin | Datum 2023-08-01 | Version 1.0 |
| Uppdaterad av HHAB-AB | Kommentar Translated to eng | Uppdaterad datum 2023-09-11 | |

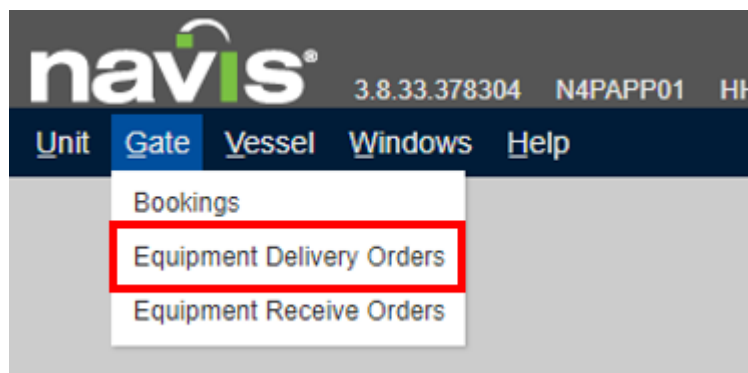
Double click on a desired booking to open it up.



Note that you are able to use the arrow (marked in red) to tab out or in the lower part of the inspection window.


Equipment Delivery Orders (EDO)

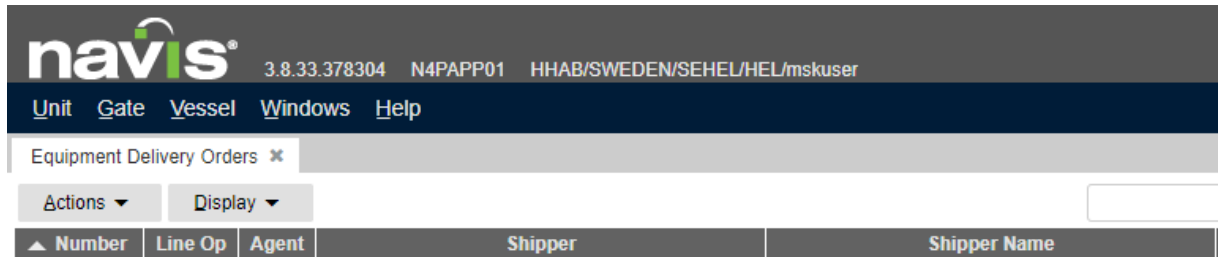
Equipment Delivery Orders is the required reference to pick up empty units in the port.



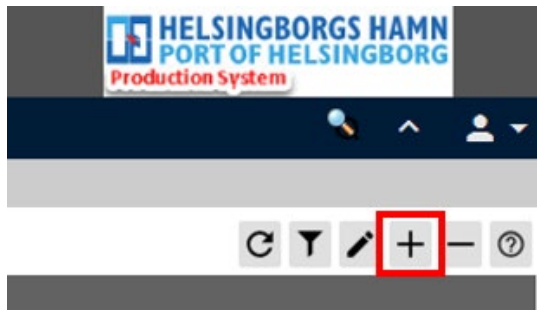
1. Select Gate in the main menu
2. Select Equipment Delivery Orders

The tab Equipment Delivery Orders will open up

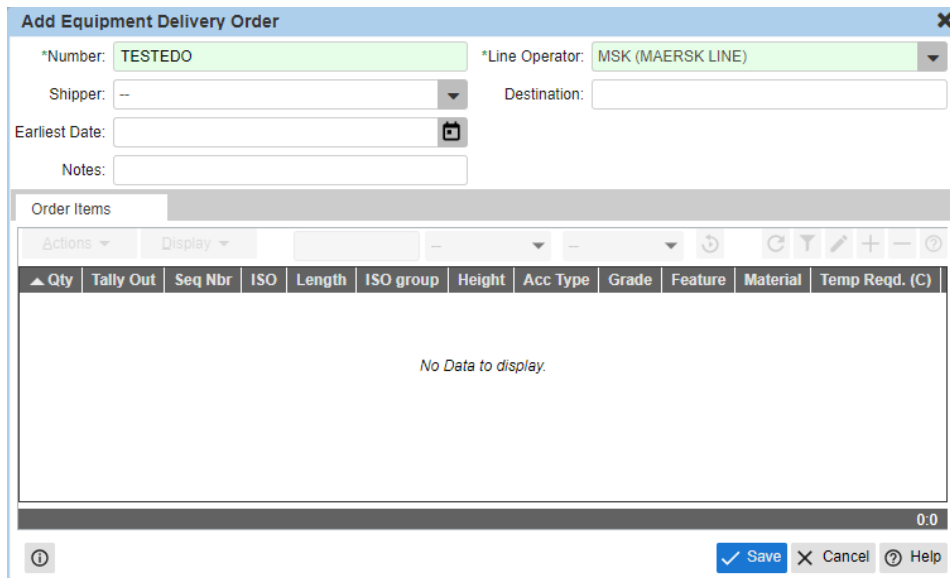
| | | | |
|---|---|---------------------------------------|-----------------------|
|  | <h1>Customer Access Manual</h1> | | Sida 23 av 30 |
| Utfärdat av HHAB-JN | Dokumentnamn Manual: Kundmanual Kundlogin | Datum 2023-08-01 | Version 1.0 |
| Uppdaterad av HHAB-AB | Kommentar Translated to eng | Uppdaterad datum 2023-09-11 | |



Create a new Equipment Delivery Order by pressing the + in the upper right corner.

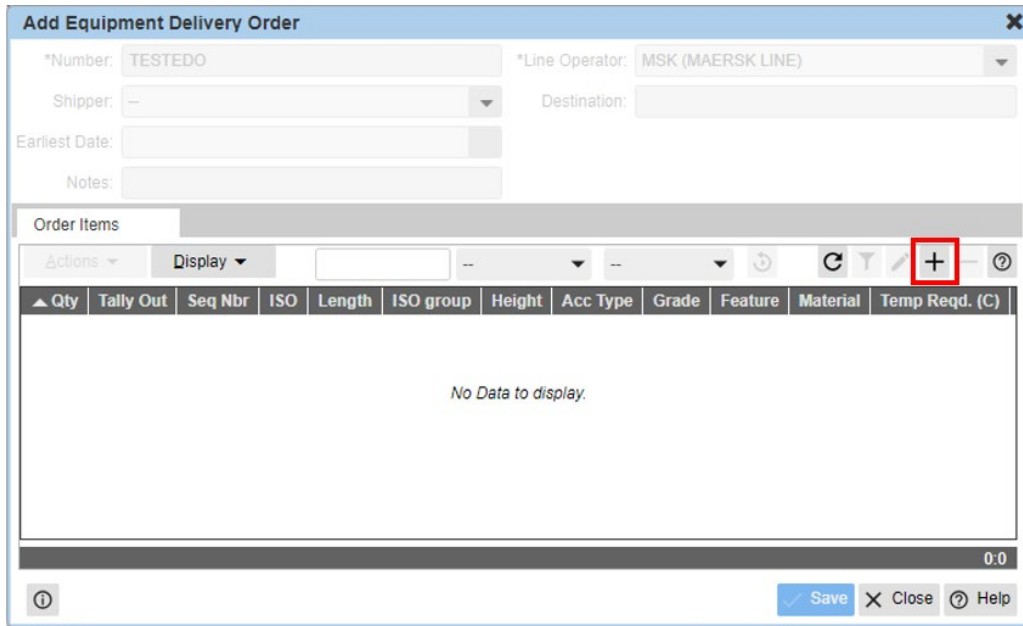


The window Add Equipment Delivery Order will open up



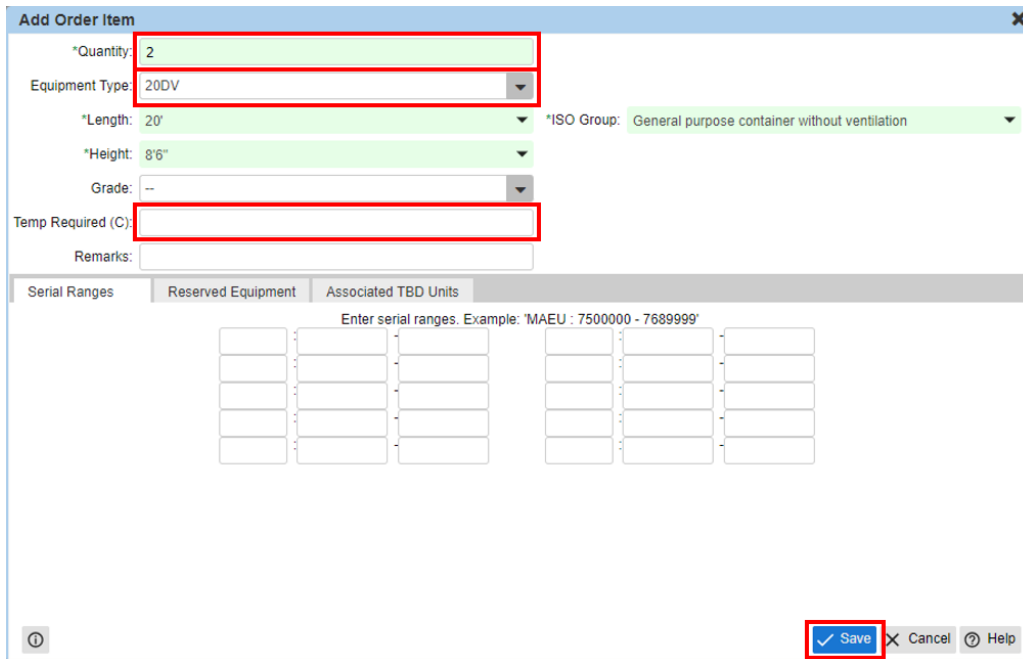
1. Enter Number and Line Operator.
2. Click on Save.

| | | | |
|---|---|---------------------------------------|-----------------------|
|  | <h1>Customer Access Manual</h1> | | Sida 24 av 30 |
| Utfärdat av HHAB-JN | Dokumentnamn Manual: Kundmanual Kundlogin | Datum 2023-08-01 | Version 1.0 |
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1. Click on the + which is selectable

The window Add Order Item will open up.



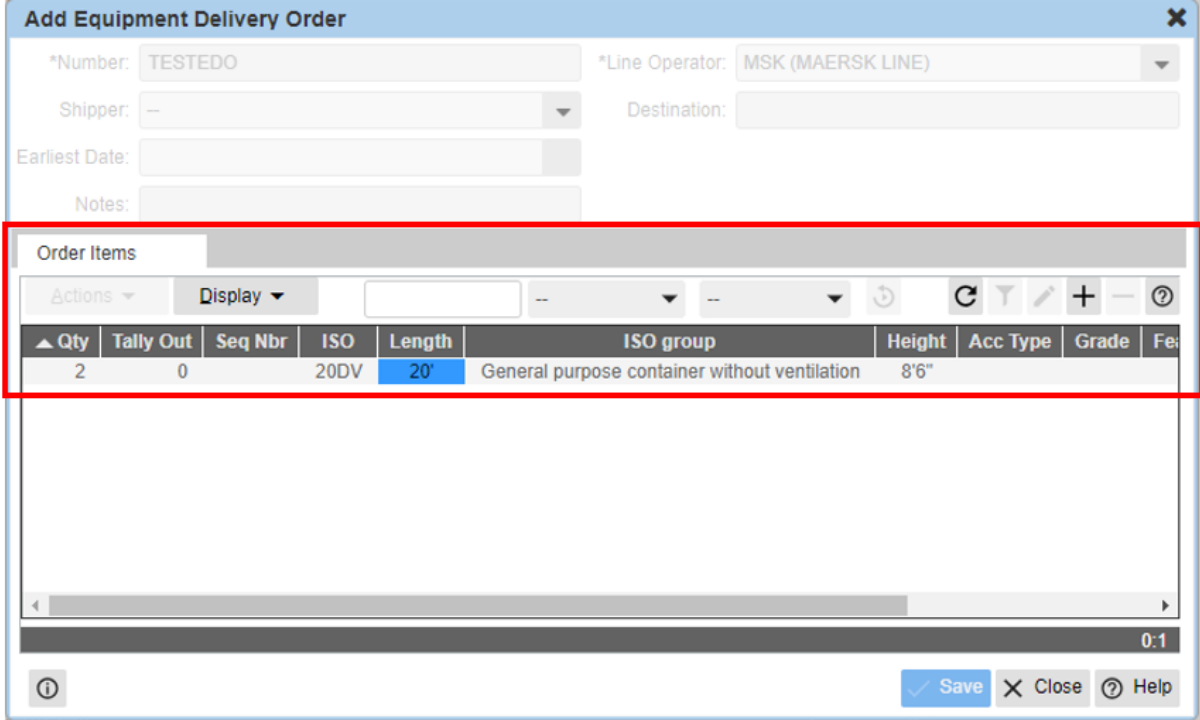
1. Enter Quantity
2. Select Equipment Type (Length, Height, ISO Group will automatically be filled in)
3. Click on Save

Enter Temp Required (C) and/or Is OOG as well as measurements if this is relevant to the booking you are creating.

| | | | | |
|---|---|---------------------------------------|-----------------------|------------------|
|  | | <h1>Customer Access Manual</h1> | | Sida 25 av 30 |
| Utfärdat av HHAB-JN | Dokumentnamn Manual: Kundmanual Kundlogin | Datum 2023-08-01 | Version 1.0 | |
| Uppdaterad av HHAB-AB | Kommentar Translated to eng | Uppdaterad datum 2023-09-11 | | |

- Click on Close to close Add Order Item.

The new order line will be visible on the EDO.

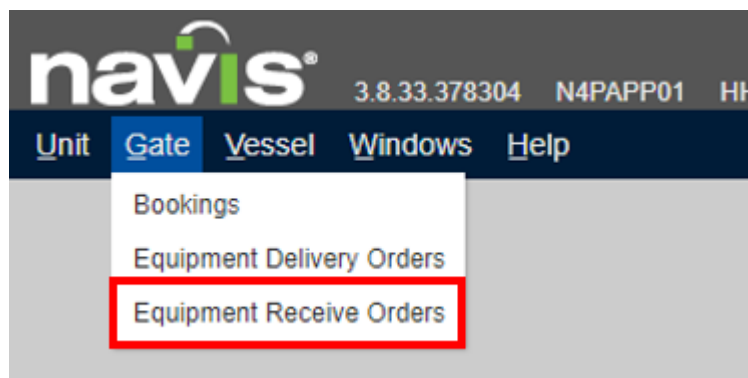


| Qty | Tally Out | Seq Nbr | ISO | Length | ISO group | Height | Acc Type | Grade | Fee |
|-----|-----------|---------|-----|--------|---|--------|----------|-------|-----|
| 2 | 0 | 20DV | | 20' | General purpose container without ventilation | 8'6" | | | |


Equipment Receive Orders (ERO)

Equipment Receive Orders (ERO) are required to hand in empty units in the future in the Port of Helsingborg. It will no longer be possible to submit to the depot without a reference for submission.

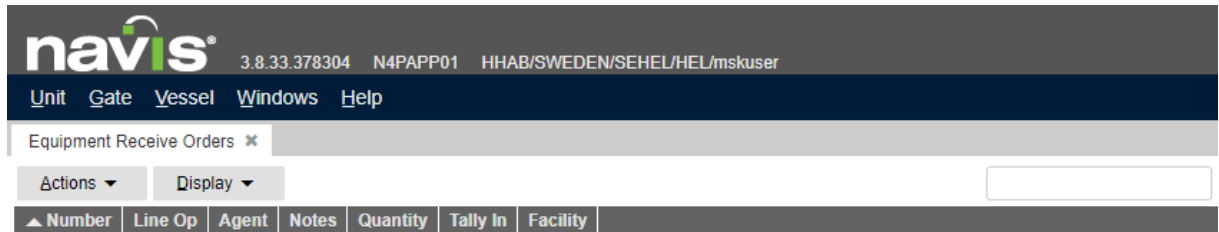
It is suggested that you post a reference on a monthly or quarterly basis.



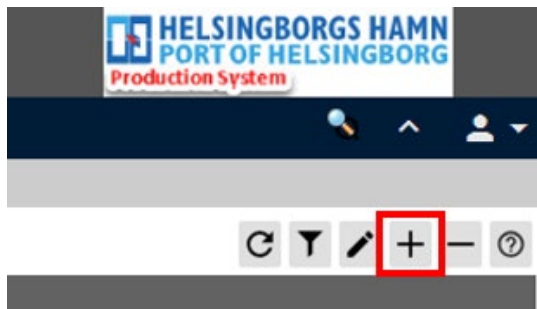
- Select Gate in the main menu
- Click on Equipment Recieve Orders

| | | | |
|---|---|---------------------------------------|-----------------------|
|  | <h1>Customer Access Manual</h1> | | Sida 26 av 30 |
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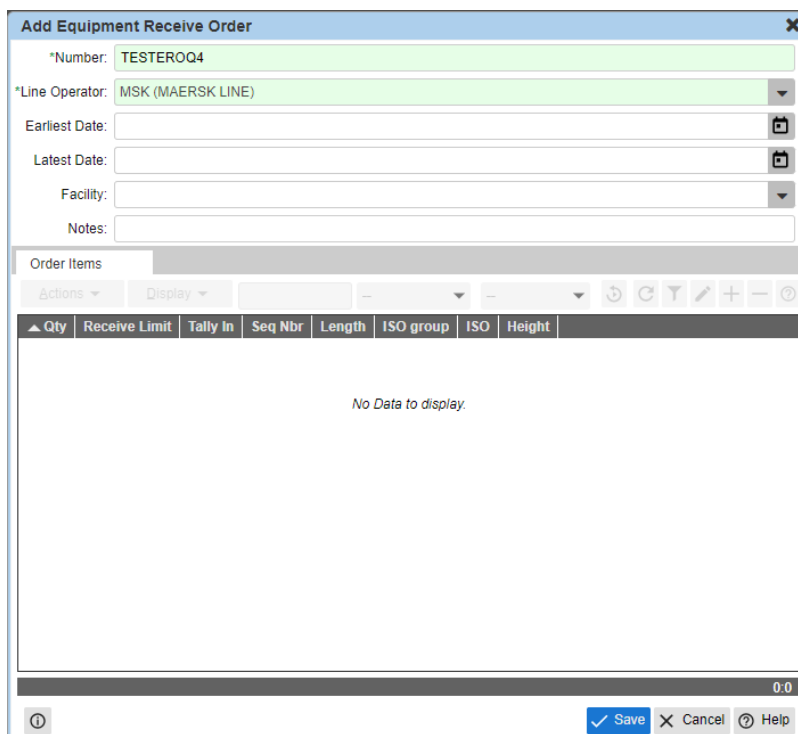
The tab Equipment Recieve Orders will open up




Create a new Equipment Recieve Order by pressing the + in the upper right corner.

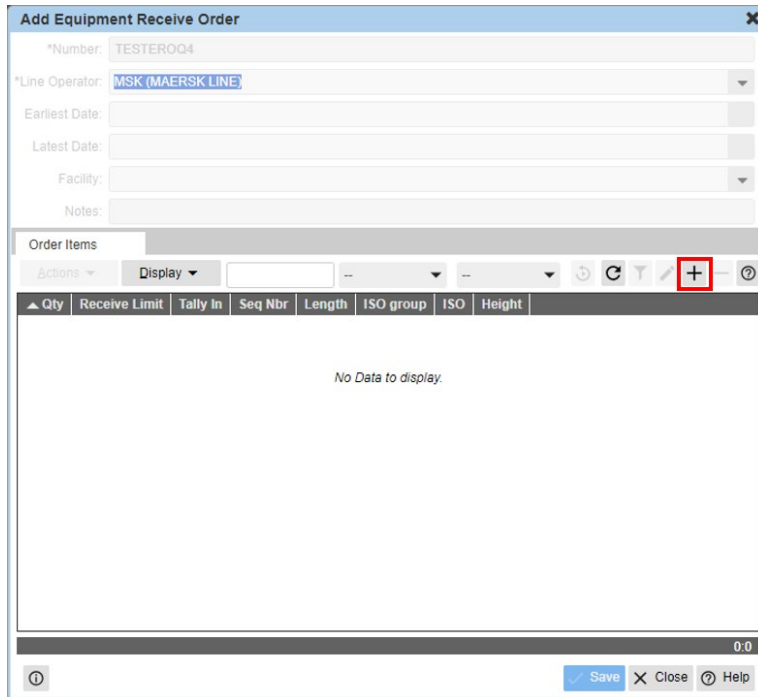


The window Add Equipment Receive Order will open up



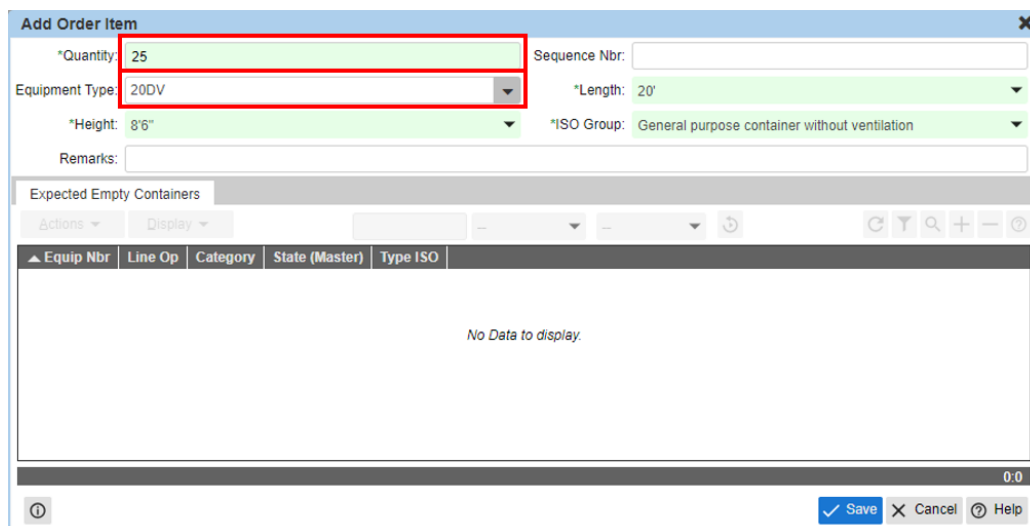
| | | | |
|---|---|---------------------------------------|-----------------------|
|  | <h1>Customer Access Manual</h1> | | Sida 27 av 30 |
| Utfärdat av HHAB-JN | Dokumentnamn Manual: Kundmanual Kundlogin | Datum 2023-08-01 | Version 1.0 |
| Uppdaterad av HHAB-AB | Kommentar Translated to eng | Uppdaterad datum 2023-09-11 | |

1. Enter Number.
2. Enter Line Operator.
3. Click on Save.




1. Click on the + which is selectable

The window Add Order Item will open up

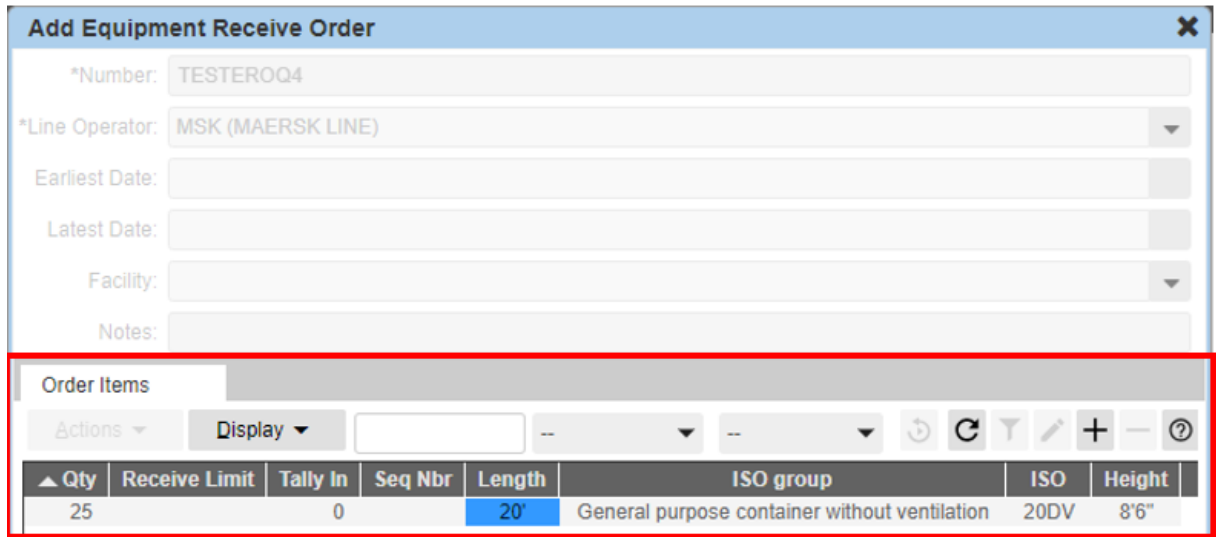


1. Enter Quantity
2. Enter Equipment Type (Height, Length, ISO Group will automatically be filled in)
3. Click on Save

| | | | | |
|---|---|---------------------------------------|-----------------------|------------------|
|  | | <h1>Customer Access Manual</h1> | | Sida 28 av 30 |
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4. Click on Close to close the window.

The new order line will be visible on the EDO.

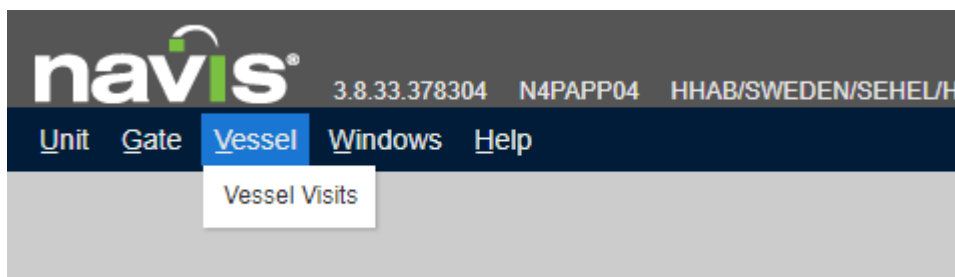


| Qty | Receive Limit | Tally In | Seq Nbr | Length | ISO group | ISO | Height |
|-----|---------------|----------|---------|--------|---|------|--------|
| 25 | | 0 | | 20' | General purpose container without ventilation | 20DV | 8'6" |


Note that you can choose whether you want to post several lines on the same reference for different equipment types or if you want to manage these on separate references

6. Vessel

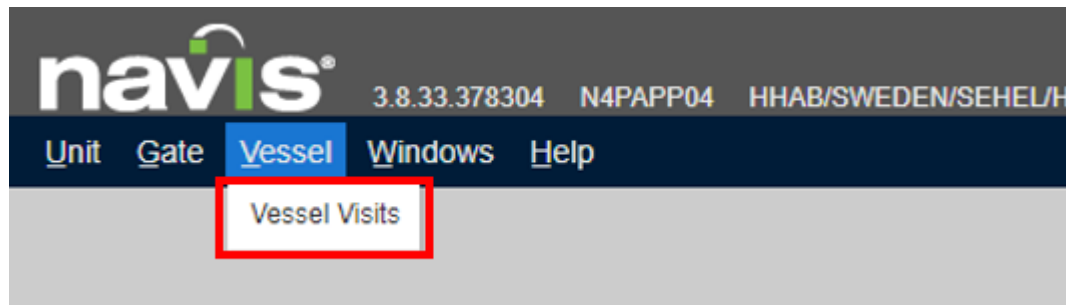
By clicking **Vessle** a drop down menu with one alternative will show up.



Vessel Visits – A overview and possibility to inspect vessel calls linked to the Port of Helsingborg.

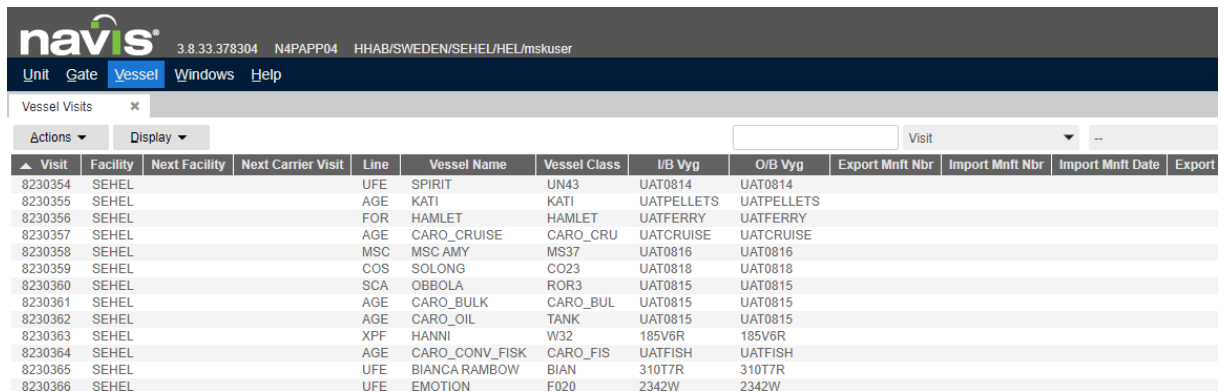
| | | | | |
|---|---|---------------------------------------|-----------------------|------------------|
|  | | <h1>Customer Access Manual</h1> | | Sida 29 av 30 |
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Vessel Visits




1. Go to Vessel i the main menu
2. Click on Vessel Visits

The tab Vessel Visits opens up



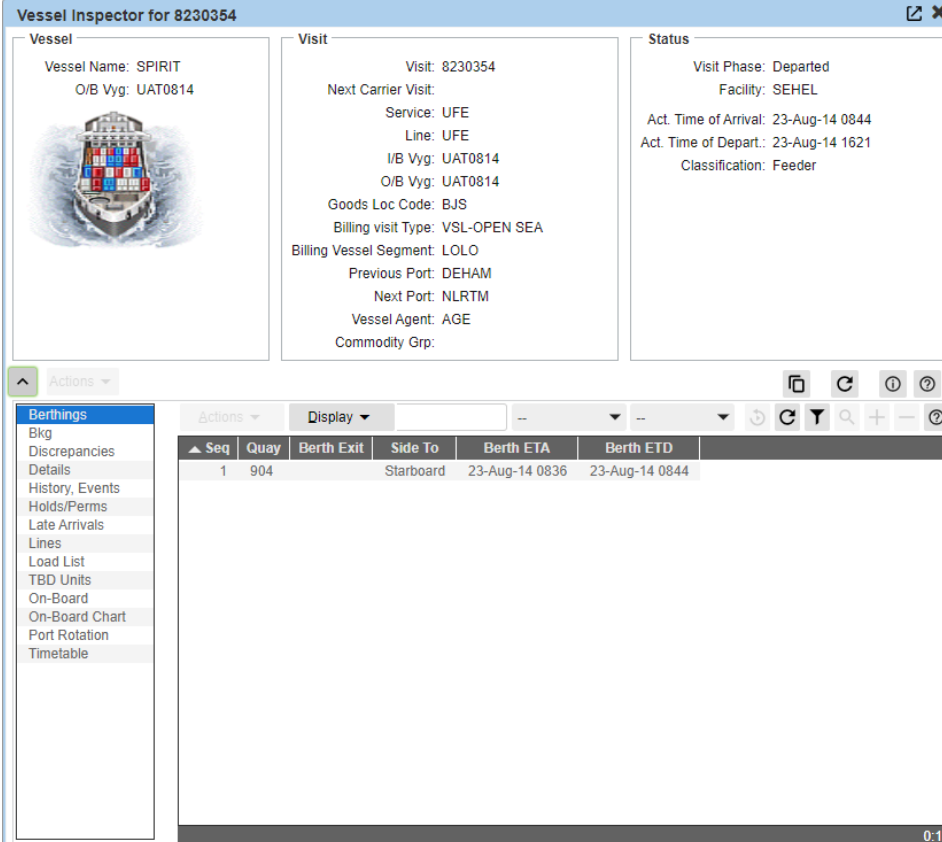
| Visit | Facility | Next Facility | Next Carrier Visit | Line | Vessel Name | Vessel Class | I/B Vyg | O/B Vyg | Export Mnft Nbr | Import Mnft Nbr | Import Mnft Date | Export |
|---------|----------|---------------|--------------------|------|----------------|--------------|------------|------------|-----------------|-----------------|------------------|--------|
| 8230354 | SEHEL | | | UFE | SPIRIT | UN43 | UAT0814 | UAT0814 | | | | |
| 8230355 | SEHEL | | | AGE | KATI | KATI | UATPELLETS | UATPELLETS | | | | |
| 8230356 | SEHEL | | | FOR | HAMLET | HAMLET | UATFERRY | UATFERRY | | | | |
| 8230357 | SEHEL | | | AGE | CARO_CRUISE | CARO_CRU | UATCRUISE | UATCRUISE | | | | |
| 8230358 | SEHEL | | | MSC | MSC_AMY | MS37 | UAT0816 | UAT0816 | | | | |
| 8230359 | SEHEL | | | COS | SO LONG | CO23 | UAT0818 | UAT0818 | | | | |
| 8230360 | SEHEL | | | SCA | OBOLA | ROR3 | UAT0815 | UAT0815 | | | | |
| 8230361 | SEHEL | | | AGE | CARO_BULK | CARO_BUL | UAT0815 | UAT0815 | | | | |
| 8230362 | SEHEL | | | AGE | CARO_OIL | TANK | UAT0815 | UAT0815 | | | | |
| 8230363 | SEHEL | | | XPF | HANNI | W32 | 185V6R | 185V6R | | | | |
| 8230364 | SEHEL | | | AGE | CARO_CONV_FISK | CARO_FIS | UATFISH | UATFISH | | | | |
| 8230365 | SEHEL | | | UFE | BIANCA RAMBOW | BIAN | 310T7R | 310T7R | | | | |
| 8230366 | SEHEL | | | UFE | EMOTION | F020 | 2342W | 2342W | | | | |

You now have access to information about all vessel calls and the possibility to filter – just like in the tabs for Units and Bookings. Filtering and optional columns work in the same way as in the other tabs as well.

| | | | |
|---|---|---------------------------------------|-----------------------|
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Just like the Unit Inspector for units and Booking Inspector for bookings, there is a Vessel Inspector for vessel calls.

Double click on a desired vessel call to open it up.



Vessel Inspector for 8230354

Vessel
Vessel Name: SPIRIT
O/B Vyg: UAT0814

Visit
Visit: 8230354
Next Carrier Visit:
Service: UFE
Line: UFE
I/B Vyg: UAT0814
O/B Vyg: UAT0814
Goods Loc Code: BJS
Billing visit Type: VSL-OPEN SEA
Billing Vessel Segment: LOLO
Previous Port: DEHAM
Next Port: NLRTM
Vessel Agent: AGE
Commodity Grp:

Status
Visit Phase: Departed
Facility: SEHEL
Act. Time of Arrival: 23-Aug-14 0844
Act. Time of Depart.: 23-Aug-14 1621
Classification: Feeder

| Seq | Quay | Berth Exit | Side To | Berth ETA | Berth ETD |
|-----|------|------------|-----------|----------------|----------------|
| 1 | 904 | | Starboard | 23-Aug-14 0836 | 23-Aug-14 0844 |