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1. Navis Smart Access

There are two ways to start a pre-advice, a mobile app, and a website. In this manual we will go through how to pre-advice via the website Smart Access.

- "Terminal Visits", a mobile app.Available to download on Apple store and Google play for free
- "Smart Access", a website.
 <u>https://smartaccess.navis-prod.com/</u>

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Login to Smart Access:

Use the link below and enter the username and password assigned to you via the activation link you previously received.

https://smartaccess.navis-prod.com/



navis	navis
	Welcome
Log in	Email
Email or Access Code	import@port.helsingborg.se
import@port.helsingborg.se	Password
	••••••••
Next	Log in
or Register	Forgot password?

Press Next and then Log In.

	Navis Smart Access	
	Equipment Operator	
	Terminal	1
	Truck License	
The New York		
a gint	Continue	
	Continue	

Enter your registration number in the **Truck License** field. Before continuing, verify that all other information is correct. **Press Continue**.

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You have now successfully logged in to Smart Access and can begin to pre-advice

na	v is		Enter last 4 di	gits												Conta
ŵ	Equipment Operator HHAB Trucking company V	Terminal HHAB	· · · ·	Truck Licens VIP	se			×	~	Т	erminal	timezor	ne - CE	т		
8.B	Upcoming appointments		View more	Gate I	ousyn	ess to	day									
I	No upcoming appointments found															
				Time	0:00 2:00	2:00 4:00	4:00 6:00	6:00 8:00	8:00 10:00	10:00 12:00	12:00 14:00	14:00 16:00	16:00 18:00	18:00 20:00	20:00 22:00	22:00 24:00

For questions about your login credentials, contact your haulage company.

Note!

It is important that you use the same truck that you are logged in as in the pre-advice. Should you change truck, you must log out of the pre-advice and then log in again with the desired registration number. If you choose another registration number, it looks like it works, but it doesn't. The pre-advice will hang in the air and will not be visible in the system.

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2. Smart Access menu



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The front page at login:

na	N S	Enter last 4 digits				Conta
ଜ	Equipment Operator Terminal HHAB Trucking company V HHAB	Truck Licen	se X	~	Terminal timezone - CET	
8 0	Upcoming appointments	View more Gate I	busyness today			
	No upcoming appointments found	Time	0.00 2:00 4:00 6:00 2:00 4:00 6:00 8:00	0 8:00 10:0 0 10:00 12:0	0 12:00 14:00 16:00 18:00 2 0 14:00 16:00 18:00 20:00 2	10:00 22:00 12:00 24:00

At the top of the front page, some information can be seen in the various fields such as carrier and registration number.

On the front page, in the bottom left corner, a list of all scheduled vessel calls to Port of Helsingborg is displayed.

The status of the vessel can also be viewed.

Vessel MSC Line Operator MSC Status Arrived	AMY Service Te MSC S ATA Nov 9 12:58	erminal EHEL 3 Nov 5 12:00	Import ↓Î	Voyage BE243R Delivery Start 	Export ∩Î	^{Voyage} BE243R Ⅲ 읥
Vessel Line Operator LAS Status Arrived	Service Te LAS S ATA Dec 20 16:0	erminal EHEL ETD 07 Dec 22 18:00	Import ₽	Voyage EDI Delivery Start 	Export ∩1	Voyage EDI III ₽
Vessel WSC Line Operator MSC Status Working	AMY Service Te MSC S ATA Dec 20 16:0	erminal EHEL ETD 00 Dec 21 23:00	Import ↓1	Voyage FMUT1215 Delivery Start 	Export	^{Voyage} FMUT1215 Ⅲ Ձ

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3. Truck visit Appointment

Create a Truck Visit Appointment by selecting the truck symbol in the top left corner.

na	N IS		Enter last 4	4 digits		
ŵ	Equipment Operator	Terminal		Truck License	× ×	Torminal timozona CET
₩₽	My Appointments	HIAD	Ŷ	VIP	Show complete	
Ш	Date	Contai	ner Number	Booking/Order	Appointment Number	
Litt	06, December 2022	-				
	No uncoming appointments found					

Press the green symbol down in the right corner.



A menu will open with various alternatives. Choose **Truck Visit Appointment**.



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 \mathbf{i}

Press the tab **Trucking Company**, choose HHTC and press Next.

Truck Visit Appo	pintment	
Truck license number	Date & Time	6
Terminal		
Helsingborg		•
Gate		
ННАВ		
Reference Nbr		
Frucking Company		
		¥

Choose a desired date and time for your pre-advice.

Press **Next**.

								_
Truck \	/isit Ap	pointm	ent					
Helsing	gborg - Hi	нав	<u>.</u>					
Iru	JCK	VIS	it Ap	pol	ntm	ien		
Truck I	icense nu	mber					06/12 00:01	6 ~
Day							Available times	
	←	Dec	ember	2022	\rightarrow		00:01 - 23:59 (9997 available)	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	$\langle \rangle$	
27	28	29	30	1	2	3	$\langle \rangle$	
							\backslash	
4	5	6	7	8	9	10	$\langle \rangle$	
11	12	13	14	15	16	17	$\langle \rangle$	
10	10	20	21	22	22	24	\backslash	
10	10	20	21	22	20	24	$\langle \rangle$	
25	26	27	28	29	30	31	$\langle \rangle$	
1	2	3	4	5	6	7	A	
		_						
←	Back							ext

 \backslash

HELSINGBORGS HAMN PORT OF HELSINGBORG	Pre-advice, Smart Access web ve	ersion	Sida 10 av 53
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The truck license number will automatically be filled in. Be sure to check so the information provided is correct before clicking on **Create.**

Truck Visit Appointment								
Helsingborg - HHAB Truck Visit Appo	intment							
Truck license number	Date & Time 28/04 00:01	6 ~~						
Truck License Nbr	Driver Card Id							
XRK785		•						
You have sucessfully created a T	You have sucessfully created a Truck Visit Appointment.							
Truck Visit Appointment								
Helsingborg - HHAB - 1253 Truck Visit Appo	intment							
Truck license number VIP	Date & Time 06/12 00:01	6 ~~						
Truck Visit Appointment Number 1	253 successfully created.							

Your pre-advised truck will be visible in the main menu (home) together with your **appointment number**.

â	Equipment Opera	tor		Terminal			Truck License			
	HHAB Trucking	g company	~	HHAB		~	VER		×	
.	🝷 Му Арро	intments							Show comple	te
m		Date		(Container Number		Booking/Order	ļ	Appointment Numbe	r
лст	11, Jan	uary 2023		-						
	SEHEL -	HHAB - 1750								
	Tru	Truck Visit Appointment								
	Truck lice VER	ense number			Date & T 11/01 (^{ime})0:01			00	Ð

Note! You can only create one truck visit appointment when entering the port. If you have several visits planned, you need to link them together for the system to work correctly.

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4. Drop off Export.

Press the green symbol down in the right corner to open the Smart Access alternatives.

Press Drop off Export.



Before continuing, verify that the **Truck License Number** is correct.

Press Next.



HELSINGBORGS HAMN PORT OF HELSINGBORG	Pre-advice, Smart Access web version		
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Choose a desired date and time for your pre-advice.

Press Next.

							N N	
Drop C Helsing Dro Bookin	o <mark>ff Expc</mark> gborg - Hi O P (g / Order	ort ⊣aв Off I	Exp	ort			Date & Time ISO 28/04 00:01 ਜੀ	1
Day							Available times	
	←	А	pril 202	23	\rightarrow		00:01 - 23:59 (9999 available)	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	\backslash	
26	27	28	29	30	31	1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	1	2	3	4	5	6	4	
+	Back						• • • Next	

Enter the Container Id. The booking number will automatically be filled in when pressing **Next**.

Before continuing, verify that the information is correct and enter the seal number if the field is empty.

Drop Off Export Helsingborg - HHAB Drop Off Export			
Booking / Order 	Date & Time 11/01 00:01	ISO 	1∿
Container Id	(Required) Container Equipment Ty	pe	•
Booking Number	Seal Number 1		

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Press on Create & Combine.

You have successfully created a pre-advised drop off export.

In this step you are also able to link together any other previously pre-advised truck visit appointments.

Drop Off Export			
Drop Off Export - Helsingborg - HHAB MSCU 543867 6			
Booking / Order 	Date & Time 06/12 00:01	150 45G0	۸
Appointment Number 1254 successfully cro	eated.		
Associate with Truck Visit Appointment?			
*			•
Cancel		Create & C	ombine

Choose your truck visit number that matches your previously pre-advised truck visit appointment in the drop-down list. Select and press **Yes, combine** to link them together.

(You can create a new appointment number simply by leaving the field empty and pressing **Create** & **Combine**.)

Drop Off Export			
Drop Off Export - Helsingborg - HHAB			
Booking / Order 	Date & Time 06/12 00:01	iso 45G0	∱
Appointment Number 1254 successfully	created.		
Associate with Truck Visit Appointment?			
1253			•
Cancel		Ye	s, Combine

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Uppdaterad av	Kommentar	Uppdaterad datum	
Veronica Persson	Translated by AB	2023-09-05	

Your truck visit appointments are now linked together. Press **OK.**

Drop	Off Export		
~	sehel - HHAB - 3408 Truck Visit App	ointment	
	Truck license number XRK785	Date & Time 28/04 00:01	6 ∞
	Drop Off Export - SEHEL - HHAB -	³⁴⁰⁸ 52 3	
	Booking Number 225817422	Date & Time 28/04 00:01	iso ∧ ↑
Succ	essfully associated with Truck	Visit Appointment Number 3408	
			Ok

Your pre-adviced truck visit appointment will now be visible at the front page.

To view more detailed information press on the arrow to the left side.

The information at the right side informs you about the amount of units that are linked to your pre-adviced truck visit appointment. Press on the blue icon to view more detailed information

俞		Equipr	ment Operator	Terminal	Truc	k License		
	-	HHA	B Trucking company 🛛 🗸	HHAB	✓ VII	P	×	Terminal timezone - CET
×9		₹ N	My Appointments				Show complete	
Ш			Date	Container Number	Boo	oking/Order	Appointment Number	
איני	- \		07, December 2022	•][
			SEHEL - HHAB - 1256					
		>	Truck Visit A	ppointment				
			Truck license number	Date & T	Time		b	
			VIP	0//12	00:01		00-0	

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Press on the blue icon to view more detailed information.

ŵ	Equipr	nent Operator	Terminal		Truck License			
	HHA	B Trucking company 🔹	• HHAB		VIP	×		Terminal timezone - CET
8 0	ΞN	ly Appointments				🌔 s	how complete	
Ī		Date		Container Number	Booking/Orde	er Appointmei	nt Number	
_		07, December 2022	•					
	Í	SEHEL - HHAB - 1256						
	~	Truck Visit	Appo	intment				
		Truck license number VIP		Date & Tir 07/12 0	me 10:01		∞- 9	
		Drop Off Empty - SEHE	EL - HHAB - 125	⁶ 2				
		Booking / ERO MSC		Date & 07/12	Time 00:01	iso 45G0	ħ	

Note! You need to manually handle any pre-adviced ADR unit for drop off export. See Chapter 5 Drop off Export (ADR)

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5. Drop off Export (ADR)

Note!

When you have come so far that it is time to hand in the ADR container, it is very important that the ADR papers are available. Either in the form of paper documents that you hand in during the day to those sitting in the gate, etc. that you mail them in earlier to the address given.

After working hours, the ADR papers must be emailed in as we do not handle anything manually after closing.

If you mail them in earlier, they will register the UN number and IMO class directly on the container and you do not have to stop at the gate but can pass through the gate directly when you arrive.

Address: MO@port.helsingborg.se

Press the green symbol down in the right corner to open the Smart Access alternatives.

Press Drop off Export.



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Before continuing, verify that the **Truck License Number** is correct.

Press **Next**.

Drop Off Export			
Helsingborg - HHAB			
Booking / Order	Date & Time	ISO	17
Terminal			
Helsingborg			•
Gate			
ННАВ			
Truck License Nbr	(Required) Trucking Company		(Required)
XRK785	ННТС		•
× Cancel	•••		Next

Choose a desired date and time for your pre-advice .

Press **Next**.

						<u>\</u>	\
Drop C	off Expo	ort					
Helsing	gborg - Hł		- vn	ort			
Bookin			Fxb	on			Date & Time ISO
	gr older						28/04 00:01 1
Day							Available times
	←	Α	pril 20	23	\rightarrow		00:01 - 23:59 (9999 available)
Sun	Mon	Tue	Wed	Thu	Fri	Sat	$\sum_{i=1}^{n} (i + i) = \sum_{i=1}^{n} (i + i) $
26	27	28	29	30	31	1	$\langle \rangle$
2	3	4	•	6	7	8	$\langle \rangle$
-	Ŭ		Ŭ				$\langle \rangle$
9	10	11	12	13	14	15	$\langle \rangle$
16	17	18	19	20	21	22	$\langle \rangle$
23	24	25	26	27	28	29	$\langle \rangle$
30	1	2	3	4	5	6	<u> </u>
4	Back						
-	Баск						Next

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Enter the Container Id. The booking number will automatically be filled in when pressing **Next**.

Before continuing, verify that the information is correct. Enter the seal number if the field is empty.



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Press Create & Combine.

You have successfully created a pre-advice drop off export.

In this step you are also able to link together any other previously pre-advice truck visit appointments.

Drop Off Export			
Drop Off Export - Helsingborg - HHAB	5		
Booking / Order 	Date & Time 06/12 00:01	ISO 45G0	r t
Appointment Number 1254 succes	sfully created.		
Associate with Truck Visit Appointment?			
-			-
Cancel		Create & C	ombine

Choose your truck visit number that matches your previously pre-advice truck visit appointment in the drop-down list. Select and press **Yes, combine** to link them together.

(You can create a new appointment number simply by leaving the field empty and pressing **Create** & **Combine**.)

Drop Off Export			
Drop Off Export - Helsingborg - HHAB			
MSCU 543867 6			
Booking / Order	Date & Time 06/12 00:01	150 45G0	₁ 1
Appointment Number 1254 successf	fully created.		
Associate with Truck Visit Appointment?			
1253			-
Cancel		Yes, C	Combine

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Uppdaterad av	Kommentar	Uppdaterad datum		
Veronica Persson	Translated by AB	2023-09-05		

Your truck visit appointments are now linked together. Press **OK**.

Drop Off Export		
✓ SEHEL-HHAB-3408 Truck Visit A	Appointment	
Truck license number XRK785	Date & Time 28/04 00:01	6 ~~
Drop Off Export - SEHEL -	ннав - 3408 8752 3	
Booking Number 225817422	Date & Time 28/04 00:01	iso ↑↑
Successfully associated with	Fruck Visit Appointment Number 3408	
		Ok

Your pre-adviced truck visit appointment will now be visible at the front page.

To view more detailed information press on the arrow to the left side.

The information at the right side informs you about the amount of units that are linked to your pre-adviced truck visit appointment. Press on the blue icon to view more detailed information.

ଜ	Eq	uipment Operator	Terminal	Truck License		
	н	HAB Trucking company 🛛 🗸	HHAB	✓ VIP	×	Terminal timezone - CET
% 0	_ \ =	My Appointments			Show complete	
Ш		Date	Container Number	Booking/Order	Appointment Number	
ואנין	_ \	07, December 2022	•			
		SEHEL - HHAB - 1256			*	
	>	I TUCK VISIT A	ppointment			<u></u>
		Truck license number VIP	Date & Ti 07/12 (ïme 00:01	6 ~~	

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ŵ	Equipr	nent Operator	Terminal HHAB	Truck Lice	ense X		Terminal timezone - CET
8 0	÷ N	ly Appointments				Show complete	
I	(Date 07, December 2022	Container	Number Booking	Order Appointme	ent Number]
	~	SEHEL - HHAB - 1256 Truck Visit / Truck license number	Appointme	ent Date & Time			
		VIP Drop Off Empty - SEHEL - XINU 811	ннав - 1256 744 2	07/12 00:01		6 ∞	
		Booking / ERO MSC		Date & Time 07/12 00:01	iso 45G0	ħ	

In this view, you get access to more detailed information about your booking.

As of now your pre-advice unit is not ready to enter the port due to it not being ADR registered. To correct this, contact the personnel in the gate.

When your pre-advice unit is correctly registered with ADR this symbol will appear in the right



down corner.

This is the indication that the information has reached the gate personnel. You now have permission to enter the port via the gate.



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Veronica Persson	Translated by AB	2023-09-05		

6. Drop off Export (OOG)

Press the green symbol down in the right corner to open the Smart Access alternatives.

Press Drop off Export t.



Before continuing, verify that the **Truck License Number** is correct.

Press Next.

Drop Off Export			
Drop Off Export			
Booking / Order 	Date & Time 	ISO 	1₁
Terminal			
Helsingborg			•
Gate			
ННАВ			
Truck License Nbr	(Required) Trucking Company		(Required)
XRK785	ННТС		•
× Cancel	$\bullet \bullet \bullet$		Next

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Choose a desired date and time for your pre-advice.

Press Next.



Enter the Container Id. The booking number will automatically be filled in when pressing **Next**.

Before continuing, verify that the information is correct and enter the seal number if you have one.

Drop Off Export Helsingborg - HHAB Drop Off Export			
Booking / Order 	Date & Time 11/01 00:01	ISO 	1∿
Container Id	(Required) Container Equipment Typ	e	•
Booking Number	Seal Number 1		

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Press Create & Combine.

You have successfully created a pre-advice **drop off export**.

In this step you are also able to link together any other previously pre-advice truck visit appointments.



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Choose your truck visit number that matches your previously pre-advice truck visit appointment in the drop-down list. Select and press **Yes, combine** to link them together.

(You can create a new appointment number simply by leaving the field empty and pressing **Create** & **Combine**).



Your truck visit appointments are now linked together. Press **OK.**



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Veronica Persson	Translated by AB	2023-09-05	

Your pre-adviced truck visit appointment will now be visible at the front page.

To view more detailed information press on the arrow to the left side.

The information at the right side informs you about the amount of units that are linked to your \pre-adviced truck visit appointment. Press on the blue icon to view more detailed information.

俞	E	quipment Op	erator	Terminal		Truck License		
	ŀ	HHAB Truck	king company 🛛 🗸	HHAB	~	VIP	× \ <	Terminal timezone - CET
% 0		🗧 Му Ар	pointments				Show complete	
Ш			Date	Container	Number	Booking/Order	Appointment Number	
אינו	_ \	07, 0	ecember 2022	-				
		SEHE	L - HHAB - 1256					
		<mark>→</mark> Tr	uck Visit A	ppointme	ent			<u></u>
		Truck	license number		Date & Time			
		VIP			07/12 00:01		9-00	

ŵ	Equipr	nent Operator		Terminal		Truck License			
	HHA	B Trucking company	~	HHAB	~	VIP	×		Terminal timezone - CET
% 0	÷ N	ly Appointments						Show complete	
ाग		Date		Contai	ner Number	Booking/Ord	er Appointm	ent Number	
		07, December 202	2	•					
		SEHEL - HHAB - 1256							
	~	Truck Vis	sit A	ppointn	nent				
		Truck license number VIP			Date & Time 07/12 00:	01		6 ~~	
		Drop Off Empty - S	EHEL - H	HAB - 1256					
		XINU 8	117	44 2					
		Booking / ERO MSC			Date & Tin 07/12 0	ne D:01	iso 45G0	F	
									1

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Veronica Persson	Translated by AB	2023-09-05	

Note!

When you are going to deliver over dimension goods and can't pass through the gate, you preannounce just as usual in the pre-notification and then you drive away to the gate at the Skåne terminal and contact Gaten on telephone number 042-106326.

You enter your registration number and the container number that you announced so that Gaten can register the device through the gate and state where to leave and pick up the next unit that is pre-announced, this screen does not see the driver if they drive in that way.

When you come to the inspection, you as a driver must know what dimensions your unit has and be able to state this to the person who works there, (if not, you must check this with your client). The staff in the inspection registers this in the system and checks that the correct information you enter matches. Once this is done, you are ready to drive in.

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7. Dray off

An export unit that entered the port but due to change in the cargo/cancellation will get picked up again.

Press the green symbol down in the right corner to open the Smart Access alternatives.

Press Dray Off.



Before continuing, verify that the **Truck License Number** is correct.



Press **Next**.

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Choose a desired date and time for your pre-advice.

Press N**ext**.



Enter the Container Id and specify a desired **Door Direction**.

×	Create Appointment - Dray Off		
Helsingborg - HHAB Dray Off Booking / Order	Date & Time 25/08 00:01	ISO 	딿
Container Id	Door Direction		
			•
← Back	•••		Create

HELSINGBORGS HAMN PORT OF HELSINGBORG	Pre-advice, Smart Access web version		
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Your pre-adviced truck visit appointment will now be visible at the front page.

To view more detailed information press on the arrow to the left side.

The information at the right side informs you about the amount of units that are linked to your \pre-adviced truck visit appointment. Press on the blue icon to view more detailed information.

	Equipment Operator	Terminal	Truck License		
	HHAB Trucking company	► HHAB	✓ VIP	×	Terminal timezone - CET
8 0	My Appointments			Show complete	
जत	Date	Container Numb	er Booking/Order	Appointment Number	
וחנו	07, December 2022	•			
		t Annointmont		*	
	> TIUCK VISI	Appointment	• • • • •		1
	VIP	07/	12 00:01	6 -∞	
\triangle	Equipment Operator	Terminal	Truck License		
w	Skaraslatten	 ННАВ 	✓ DLG419	X V Te	n
×.	My Appointments			Show complete	
ക	Date	Container Number	Booking/Order	Appointment Number	
	25, August 2023	•			
	SEHEL - HHAB - 4762	Appointment			
			Time		
	DLG419	25/08	3 00:01	ઉ	
	Dray Off - SEHEL - HH	IAB - 4762			
	ONEU 7	89123 1			
	Booking Number	Date	& Time ISC		
		25/	40	mu	

Ska man göra en omlastning och sen komma med containern i retur till hamnen lämnas den in som en helt vanlig Export.

Should you do a transshipment and then bring the unit back to the port, it should be preadvice as a Export In.

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Veronica Persson	Translated by AB	2023-09-05	

8. Pick up Import

Press the green symbol down in the right corner to open the Smart Access alternatives.

Press Pick Up Import.



Before continuing, verify that the **Truck License Number** is correct Press **Next**.

Pick Up Import			
PICK UP Import			
Booking / Order	Date & Time	ISO	
			1
Terminal			
Helsingborg			-
Gate			
ННАВ			
Truck License Nbr	(Required) Trucking Company		(Required)
XRK785	ннтс		•
× Cancel			lext

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Veronica Persson	Translated by AB	2023-09-05	

Choose a desired date and time for your pre-advice.

Press Next.



Enter the Container Id for the unit that you want to pick up.

Pick Up Import	_		
Helsingborg - HHAB Pick Up Import			
Booking / Order	Date & Time 08/05 00:01	ISO 	4
Container Id	Container Equipment T	уре	
			•
Import Delivery Order	Pos. on Truck		
🔺	▼		
Import Release Number	Door Direction		
			•
			Create

State if the unit you are picking up is part of a Import Delivery Order. This option is used when units are stacked in the same yard block and can be delivered on the same reference. **For more information see separate sheet .**

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The other two fields let you further specify how you want the unit loaded on the chassi

• Pos on truck:

Specify how you want the unit to be loaded on the chassi.

1 = Forward, 20"

- **2** = Middle , 40" (State 2 if you want to place a 20DV in the middle of the chassi.)
- **3** = Rear, 20"

Pick Up Import Helsingborg - HHAB Pick Up Import Booking / Order 	Date & Time 08/05 00:01	ISO 	1
Container Id	Container Equipment Ty	ре	
			•
Import Delivery Order	Pos. on Truck		
-	•		
Import Release Number	Door Direction		
	/	•	•
← Back	•••		Create

• **Door Direction** Specify a desired **Door Direction**

AFT = Doors facing the rear

Forward = Doors facing the front

Any/ Unknown = Doors automatically facing the rear

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Veronica Persson	Translated by AB	2023-09-05	

In the next step you can link together any other previously pre-advice truck visit appointments.

Pick Up Import			
Pick Up Import - Helsingborg - HHAB SZLU 917008 4			
Booking / Order 	Date & Time 20/12 00:01	^{ISO} 45R0	₽.
Appointment Number 1471 successfully created			
Associate with Truck Visit Appointment?			
-			•
Cancel		Create & Co	ombine

Choose your truck visit number that matches your previously pre-advice truck visit appointment in the drop-down list.

Associate wi	ssociate with Truck Visit Appointment?					
Please s	Please select an item					
1470						

Press **Create & Combine** to link them together.

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OBS!

A error message will appear if the unit isn't customs clear and still is positioned on the vessel waiting to be unloaded.

Contact your transport manager to inform that the unit isn't customs clear.



If you press **Cancel** an error will be indicated on the unit in the main menu. This error will dissapear when the unit is cleared by the customs.



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Veronica Persson	Translated by AB	2023-09-05	

Your pre-adviced truck visit appointment will now be visible at the front page.

To view more detailed information press on the arrow to the left side.

The information at the right side informs you about the amount of units that are linked to your pre-adviced truck visit appointment.



ŵ	Equipr	ment Operator	Terminal	Truck Licen	se	_	
	HHA	B Trucking company 🛛 🗸	HHAB	✓ VIP	×		Terminal timezone - CET
×.	ΞN	My Appointments) s	now complete	
ाता		Date	Container Nu	mber Booking/C	Order Appointmen	t Number	
		07, December 2022	•				ļ
	~	sehel - HHAB - 1256 Truck Visit A	Appointme	nt			
		Truck license number VIP		Date & Time 07/12 00:01		6 -∞	
		Drop Off Empty - SEHEL -	ннав - 1256 744 2			,	
		Booking / ERO MSC		Date & Time 07/12 00:01	iso 45G0	F	
							1

HELSINGBORGS HAMN PORT OF HELSINGBORG	Pre-advice, Smart Access web version				
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Veronica Persson	Translated by AB	2023-09-05			

9. Dray In

Pre-advice an import unit that enters and exits the port the same day to get delivered to the customer by truck.

Press the green symbol down in the right corner to open the Smart Access alternatives.

Press Dray In.



Cancel

Before continuing, verify that the **Truck License Number** is correct.

Press Next.

×	Create Appointment - Dray In	
Helsingborg - HHAB Dray In Booking / Order 	Date & Time ISO 	6 0
Gate HHAB		
Truck License Nbr	(Required)	(Required)
DLG419	SKARASLATTEN (SKARASLATTEN)	•
× Cancel	•••	Next

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Choose a desired date and time for your pre-advice.

Press Next.

11000	псл		1				\setminus
×				С	reate A	ppoint	ment - Dray In
	ay I	нав n					
Bookin 	g / Order						Date & Time ISO 25/08 00:01 &
Day							Available times
	←	Aı	igust 20	023	\rightarrow		00:01 - 23:59 (9994 available)
Sun	Mon	Tue	Wed	Thu	Fri	Sat	$\langle \rangle$
30	31	1	2	3	4	5	$\sum_{i=1}^{n} \sum_{j=1}^{n} \sum_{i=1}^{n} \sum_{i=1}^{n} \sum_{i=1}^{n} \sum_{j=1}^{n} \sum_{i$
6	7	8	9	10	11	12	\backslash
13	14	15	16	17	18	19	$\langle \rangle$
20	24	22	22	24	25	26	$\langle \rangle$
20	21	22	23	24	20	20	$\langle \rangle$
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	
~	Back						● ● ● Next

Enter the Container Id for the unit that you want to pre-advice as a Dray In.

×	Create Appointment - Dray In	
Helsingborg - HHAB Dray In Booking / Order 	Date & Time ISO 25/08 00:01	8.B
Container Id	Container Equipment Type	
VERU9519512	40RH	•
← Back	•••	Create

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Veronica Persson	Translated by AB	2023-09-05				

Your pre-adviced truck visit appointment will now be visible at the front page.

To view more detailed information press on the arrow to the left side.

The information at the right side informs you about the amount of units that are linked to your pre-adviced truck visit appointment. Press on the blue icon to view more detailed information.

quipment	Operator	Terminal		Truck License			
HHAB Tr	ucking company 🗸 🗸 🗸 🗸 🗸 🗸 🗸	HHAB	~	VIP	×	√ Te	rminal timezone - CET
= My A	Appointments				Sh	ow complete	
	Date	Contair	ner Number	Booking/Order	Appointmen	t Number	
07	, December 2022	•					
SE	HEL - HHAR - 1256						
T T	ruck Visit A	ppointn	nent				
	uck license number	ppontai	Date & Time			<u></u>	
VI	Р		07/12 00:01			6 -00	
				Enter last 4	diaits		
v IS				Entoridatio	digits	_	
Equipme	ent Operator	Terminal		Truck License			
Skaras	latten 🗸	HHAB	``	DLG419		×	lerminal t
₹ My	y Appointments				•	Show complete	
_	Date	Cor	ntainer Number	Booking/Orde	er Appoin	itment Number	
2	25, August 2023	-					
	Truck Visit	Annoin	tment				
× .		Аррош	Date & Tim	۵			
	DLG419		25/08 00			∞-8	
	Dray In - SEHEL - HHAB	- 4764					
	VERU 95	1951 2					
	Booking Number		Date & Ti	ime	ISO	-0	
			- 16 // 11 /	1/1-/1-1	1000	<i>(</i>	
	quipment HAB Trr My / 07 SE Tr VI Skaras	quipment Operator HHAB Trucking company My Appointments Date 07, December 2022 SEHEL - HHAB - 1256 Truck license number VIP Equipment Operator Skaraslatten My Appointments Date 25, August 2023 SEHEL - HHAB - 4764 Truck license number UP Date Z5, August 2023 Equipment Operator Date Date Date Date Date Date Date Date Date Date Date Date Date Date Date	quipment Operator Terminal HHAB Trucking company HHAB My Appointments Date Contair 07, December 2022 Contair SEHEL - HHAB - 1256 Truck Visit Appointment Truck license number VIP Skaraslatten My Appointments Other Skaraslatten My Appointments Other Cor Staraslatten My Appointments Date Cor Staraslatten My Appointments Staraslatten Date Cor Staraslatten UP Staraslatten Staraslatten My Appointments Date Cor Staraslatten Cor Staraslatten My Appointments Date Cor Staraslatten Date Cor Staraslatten Date Cor Staraslatten Staraslatten Date Cor Staraslatten Date Cor Staraslatten UP Date Cor Staraslatten Date Cor Staraslatten Date Cor Staraslatten Date Cor Staraslatten Date	uppment Operator Terminal HHAB Trucking company HHAB Date Container Number 07, December 2022 Container Number 07, December 2022 SEHEL - HHAB - 1256 Truck license number Date & Time VIP Date & Time 07/12 00:01	quipment Operator Terminal Tuck License HHAB Tuckling company HHAB VIP My Appointments Date Container Number 07, December 2022 SEHEL-HHAB-1256 Truck license number VIP Date & Time VIP Date & Container Number Booking/Order 07, December 2022 SEHEL-HHAB-1256 Truck license number O7/12 00:01 Set Else A Time O7/12 00:01 Set Enter last 4 Enter last 4 Equipment Operator Enter last 4 Equipment Operator Terminal Truck License Skaraslatten My Appointments Date Container Number Booking/Order Set Else HHAB - 4764 Truck license number Date & Time	ruipinnent Operator Tuck License Tuck license number Tuck license	quipment Operator Terminal HHAB Trucking company My Appointments Date Container Number Booking/Order Appointment Number O7, December 2022 SEHEL - HHAB - 1256 Truck License number VIP Truck license number O7/12 00:01 Enter last 4 digits Equipment Operator Terminal Truck License My Appointments Offer Appointments Operator Terminal Truck License Date Container Number Booking/Order Appointment Number 25, August 2023 Stelle - HHAB - 4764 Truck License number Date S Time Date S

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Veronica Persson	Translated by AB	2023-09-05		

10. Drop of empty.

Press the green symbol down in the right corner to open the Smart Access alternatives.



2. Before continuing, verify that the **Truck License Number** is correct.

Press Next.



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Veronica Persson	Translated by AB	2023-09-05		

Choose a desired date and time for your pre-advice.

Press Next.

Drop C	off Emp	ty					
Helsing Dr Bookin	gborg - Hł OP (g / Order	^{HAB} Dff	Emp	oty			Date & Time ISO 08/05 00:01 Fil
Day							Available times
	←	Ν	lay 202	23	→		00:01 - 23:59 (10000 available)
Sun	Mon	Tue	Wed	Thu	Fri	Sat	$\langle \rangle$
30	1	2	3	4	5	6	$\langle \rangle$
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31	1	2	3	
4	5	6	7	8	9	10	4
+	Back						● ● ● Next

Enter the Container Id. The booking number and container equipment type will automatically be filled in.

Before continuing, verify that the information is correct. If not, enter the information you received from your client.



Press Create.

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In this step you are also able to link together any other previously pre-advice truck visit appointments. Choose your truck visit number that matches your previously pre-advice truck visit appointment in the drop-down list.

Drop Off Empty Drop Off Empty - Helsingborg - HHAB MSMU 664561 5			
Booking / Order	Date & Time 21/12 00:01	iso 45G0	F
Appointment Number 1488 successfully	rcreated.		
Associate with Truck Visit Appointment?			
			•
Cancel		Create & C	Combine

Press Create & Combine

Drop Off Empty			
 SEHEL - HHAB - 3518 Truck Visit A 	ppointment		
Truck license number XRK785	Date & Time 08/05 00:01		6 ~~
	HAB - 3518 4561 5		
Booking / ERO	Date & Time 08/05 00:01	iso 45G0	F
Successfully associated with T	ruck Visit Appointment Number 3518		
			Ok

Your truck visit appointments are now linked together. Press **OK.**

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Uppdaterad av	Kommentar	Uppdaterad datum	
Veronica Persson	Translated by AB	2023-09-05	

11. Pick up Empty.

Press the green symbol down in the right corner to open the Smart Access alternatives.

Press Pick up empty.



Before continuing, verify that the **Truck License Number** is correct. Press **Next**.

Pick Up Empty		
Helsingborg - HHAB		
Booking / Order	Date & Time	ISO 🏹
Terminal		
Helsingborg		•
Gate		
ННАВ		
Truck License Nbr	(Required)	(Required)
XRK785	HHTC	•
	•••	Next
		NEAL

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Veronica Persson	Translated by AB	2023-09-05	

Choose a desired date and time for your pre-advice.

Press Next.

	D Emply borg - HH	n F	mn	tv			
Bookin	g / Order		-1110	Ly			Date & Time ISO 08/05 00:01 🕑
Day	~	N	1ay 202	23	\rightarrow		Available times 00:01 - 23:59 (99999 available)
Sun	Mon	Tue	Wed	Thu	Fri	Sat	$\sum_{i=1}^{n} \sum_{j=1}^{n} \sum_{i=1}^{n} \sum_{i$
30	1	2	3	4	5	6	$\sum_{i=1}^{n} \sum_{j=1}^{n} \sum_{i=1}^{n} \sum_{i=1}^{n} \sum_{i=1}^{n} \sum_{j=1}^{n} \sum_{i$
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	$\langle \rangle$
21	22	23	24	25	26	27	
28	29	30	31	1	2	3	$\langle \rangle$
4	5	6	7	8	9	10	
(Back						• • • Next

Enter Booking number and Container Id.

See which reference to use in separate sheet.

	/			
Pick Up Empty				
Helsingborg - HHAB				
	.y	& Time	150	
	08/	05 00:01		F
Booking Number		Booking Item		
				•
Container Id		Pos. on Truck		
Door Direction				
				•
← Back				Create

If you are picking up a number booked unit state this in the Container Id field.

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The other two fields let you further specify how you want the unit loaded on the chassi

• Pos on truck:

Specify how you want the unit to be loaded on the chassis.

1 = Forward, 20"

- **2** = Middle , 40" (State 2 if you want to place a 20DV in the middle of the chassi)
- 3 = Rear, 20"

Pick Up Empty Helsingborg - HHAB Pick Up Empty Booking / Order 	Date & Time 08/05 00:01	ISO 	Ē
Booking Number	Booking Item		
			•
Container Id	Pos. on Truck		
Door Direction			
			-
← Back	•••		Create

- Door Direction Specify a desired Door Direction
 - **AFT** = Doors facing the rear

Forward = Doors facing the front

Any/ Unknown = Doors automatically facing the rear

Press Create

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In the next step you can link together any other previously pre-advice truck visit appointments.

Pick Up Empty			
Helsingborg - HHAB Pick Up Empty			
Booking / Order 	Date & Time 08/05 00:01	ISO 	F
Appointment Number 3519 successfully	created.		
Associate with Truck Visit Appointment?			
Please select an item			•
3518			
Cancel		Create &	Combine

Press **Create & Combine** to link them together.

Press **OK**.

Pick Up Empty			
 SEHEL - HHAB - 3518 Truck Visit Appointr 	ment		
Truck license number XRK785	Date & Time 08/05 00:01		
Drop Off Empty - SEHEL - HHAB - 3518			
Booking / ERO 	Date & Time 08/05 00:01	iso 45G0	F
sehel - HHAB - 3518 Pick Up Empty			
Booking/Order 14037060P	Date & Time 08/05 00:01	ISO 	F
Successfully associated with Truck Visit App	ointment Number 3518		
			Ok

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12. Conteam / Through (Transit) Containers

Press the green symbol down in the right corner to open the Smart Access alternatives.

Press Through.



Before continuing, verify that the **Truck License Number** is correct.

Press Next.



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Choose a desired date and time for your pre-advice.

• Press Next.

_								
	Throug	ıh						
	Helsing	gborg - Hł	HAB					
	Th	rou	gh					
	Bookin 	g / Order						Date & Time ISO 12/05 00:01 ↔
	Day							Available times
		←	I	May 202	23	\rightarrow		00:01 - 23:59 (100000 available)
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	$\langle \rangle$
	30	1	2	3	4	5	6	$\left \right\rangle$
	7	0		10	11	12	12	$\langle \rangle$
	ľ.	0	Ū	10		12	10	$\langle \rangle$
	14	15	16	17	18	19	20	$\langle \rangle$
	21	22	23	24	25	26	27	$\langle \rangle$
								$\langle \rangle$
	28	29	30	31	1	2	3	$\langle \rangle$
	4	5	6	7	8	9	10	<u></u>
	+	Back						Next

Enter the Container Id on the unit that is being pre-advice as a Through (Conteam).

Note! Enter the Container Id if the unit is loaded at GDL and will remain on the chassis during your visit in the port. Our system will use this as a reference.



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In this step you are also able to link together any other previously pre-advice truck visit appointments. Choose your truck visit number that matches your previously pre-advice truck visit appointment in the drop-down list.

Through			
Through - Helsingborg - HHAB VERU 123456 1			
Booking / Order 	Date & Time 12/05 00:01	ISO 	↔
Appointment Number 3538 successfully created	ited.		
Associate with Truck Visit Appointment?			
			•
Cancel		Create	& Combine

Press Create & Combine.

Your truck visit appointments are now linked together. Press **OK.**



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13. Damaged unit, IN

When a unit arrives to the port with a damage you need to report this to the personnel in the inspection area.

- > If the damage is discovered during inspecion a damage notice will be done in the system.
- > The unit will receive a new ticket position.
- > The inspection personnel will inform the truck driver about the new ticket position.

When the unit arrives before a damage is reported.

Container Nbr:	BSIU2304740	
Container Type:	22G1 🚽	٢
	🗌 Damaged	
Ticket Position:	SIF45D.3	
Ticket Transfer Zone:	TZ-03	
Add Da	amages Add Bundle	

When the unit arrives with a damage report.

Container Nbr:	BSIU2304740
Container Type:	22G1 🌵
	🗹 Damaged
Ticket Position:	SVD17C.1
Ticket Transfer Zone:	TZ-06
Edit Da	mages Add Bundle

The inspection personnel recieves the new information.

- > A new **Ticket position** in the yard.
- A new Ticket transfer Zone where the truck driver will unload the unit. Inform the truck driver about the new Ticket transfer zone!

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14. Damaged unit, OUT

If a damage is discovered on the unit during pick up and loading on truck:

- If you are picking up an empty unit, deny it and inform the personnel about the damage.
 Request a new unit.
- If the unit has cargo in it, you need to verify the extend of the damage and drive it to the inspection area. The damage will be reported in our system and a container damage report will be printed out. If needed call a supervisor to help assess the damage.

HELSINGBORGS HAMN PORT OF HELSINGBORG

CONTAINER DAMAGE REPORT

Conta	ainer BSIU2304740	Line H	ILC	Date	12/05/2023
Sr. No	Damage Component	Dama	де Туре	Serverity	Date of damage
1	Front Corner Post Right	Old Damage		Major	12/05/2023 11.02

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15. Gate IN

In the new Gate IN you will see a overview of all your pre-advice units. Whether they are inbound or outbound, and the assigned delivery location.

In the example below a **Drop Off Empty** has been pre-advice. The assigned delivery location is Transfer Zone 3.



Here you see an example when you get assigned a pickup location. The units will be picked up at Transfer Zone 4 and Transfer Zone 8B.

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If an error message appears contact the gate personnel. If possible, they will correct the error immediately, if not, you will be referred to the "Trouble Line". Drive through the barriers, park and wait for further help.



16. Crop protection

No changes are done. Contact the personal at the gate and follow the instructions.