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Issued by Port of Helsingborg	Dokumentnamn Terminal Visit (Mobile version)	Date 2023-01-19	Version 1.0
Updated by Veronica Persson	Comment	Updated date	




Manual: Pre-Notification Drivers,
Terminal Visit (Mobile version)

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Information:

There will be 2 ways to be able to give pre- notifications at the Port of Helsingborg.

- An app. by phone: "**Terminal Visits**",
(Can be downloaded via the Apple Store and Google Play for free
Choose the one called Terminal **Visit only**)

- Website: <https://smartaccess.navis-prod.com/>

(If you do not have login information, contact your immediate manager for help).

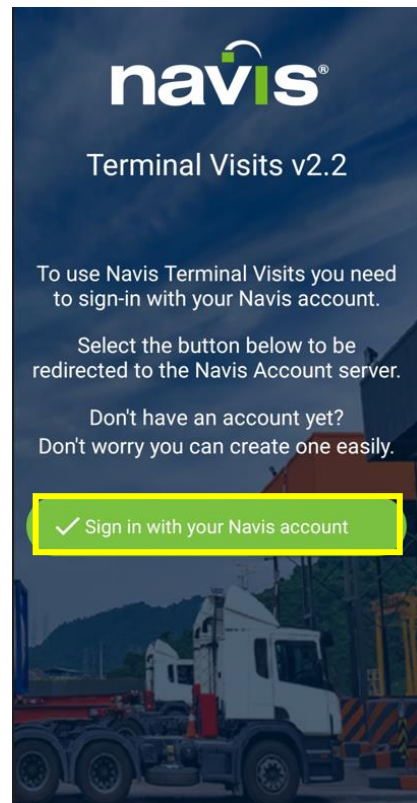
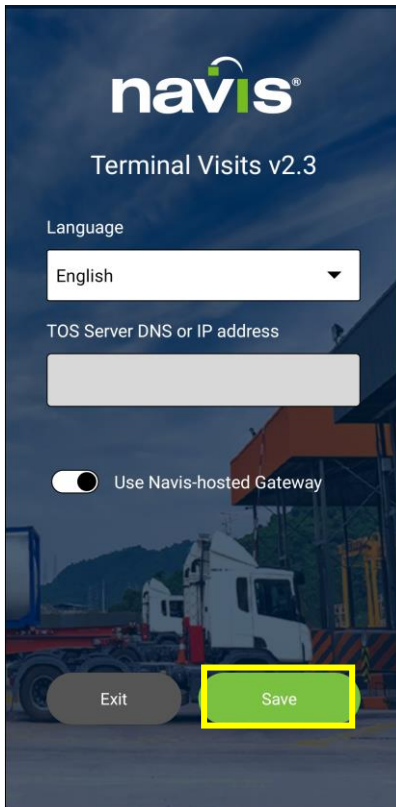
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1. Terminal Visit start

Log in to mobile app:

Click on the app on your phone, in the first image you do not change anything, just click **Save**.

To be able to log in, click Sign in.




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Figure 2:

Fill in your registration number and check that the other information is correct, click continue.

(In the fields that are filled in automatically, you will see the haulage company you are linked to and in which terminal you have authorization. Continue button will be green when you enter the registration number.)

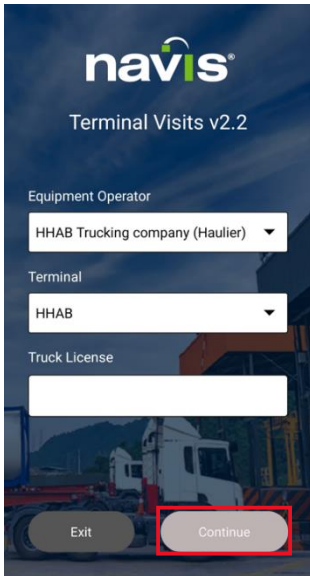
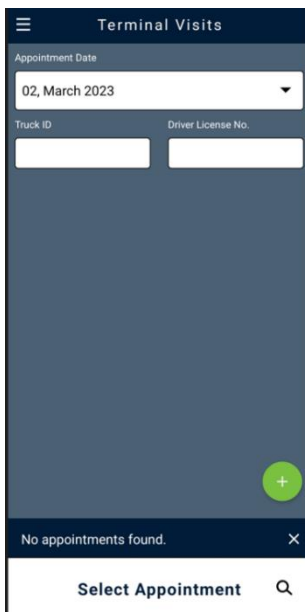



Figure 3

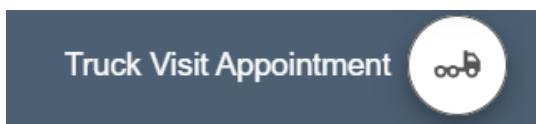
The image below shows what it looks like when you are logged in to the pre-notification. From this page you then proceed depending on what you want to do.

Already registered appointments are visible in this view.

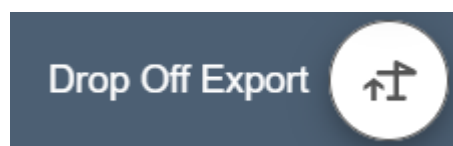


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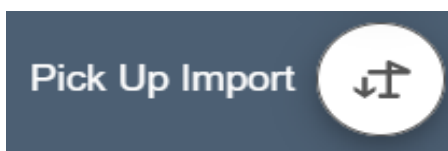
2. Menu



← Notification of **Truck**.



← Submission of **Export units**.



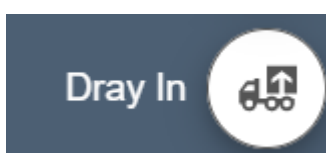
← Pickup of **Import units**.



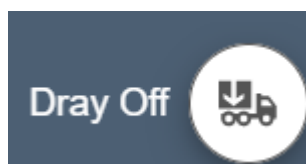
← Submission of **Empty drives**.



← Pickup of **Empty drives**.




← **Import unit that enters** port by truck and is going out by truck again later to the customer.



← **Export unit that has entered** port but is to be picked up again due to change load / cancellation.

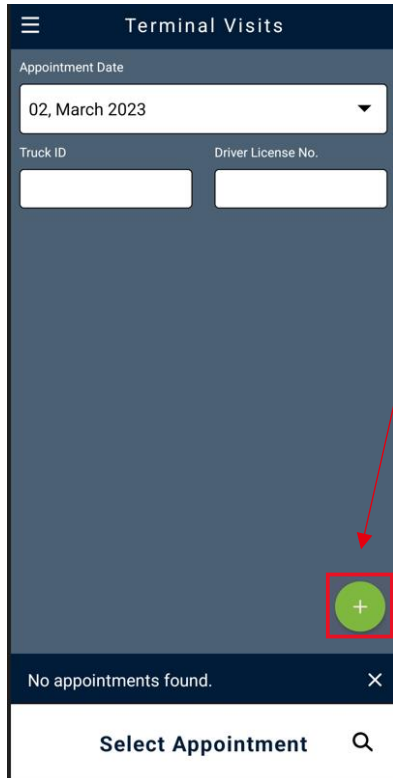



← Used for notification to and from **CONTEAM** as well as units picked up at other places that should remain on the chassis and pass through the port.

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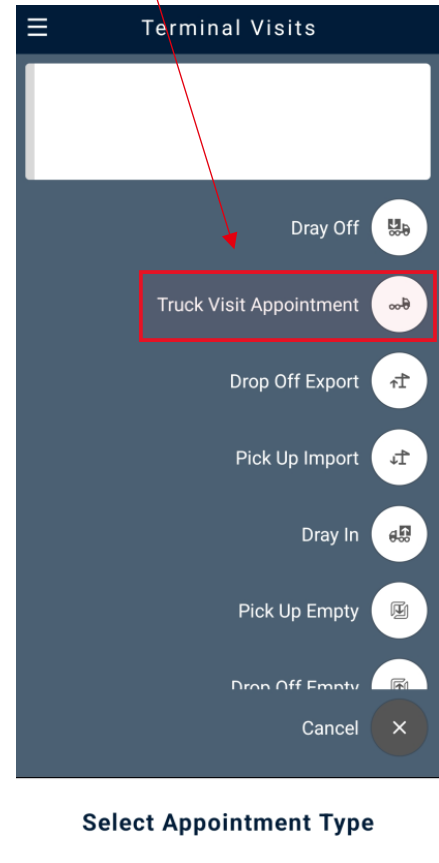
3. Create truck visit appointment.

1.

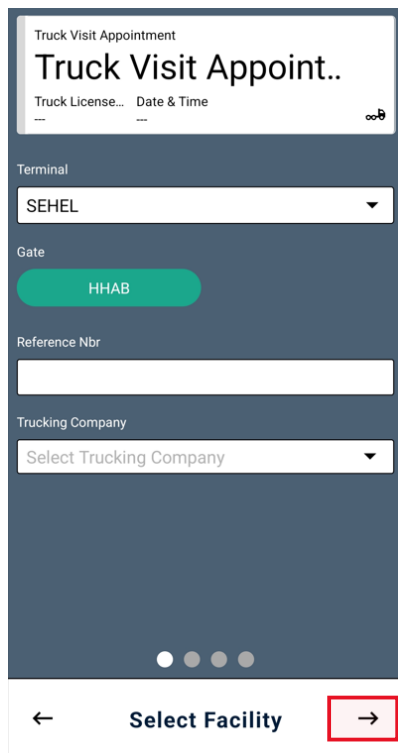


Click on the green  symbol in the bottom right corner, select **Truck visit appointment**.


2.

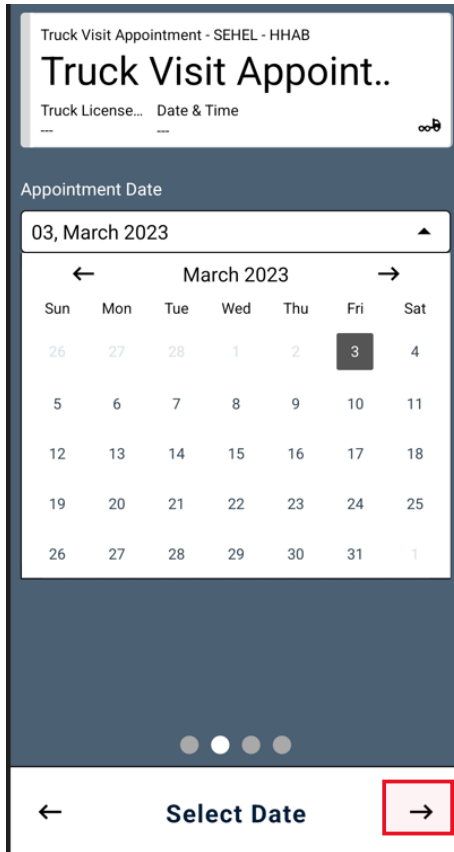


3.



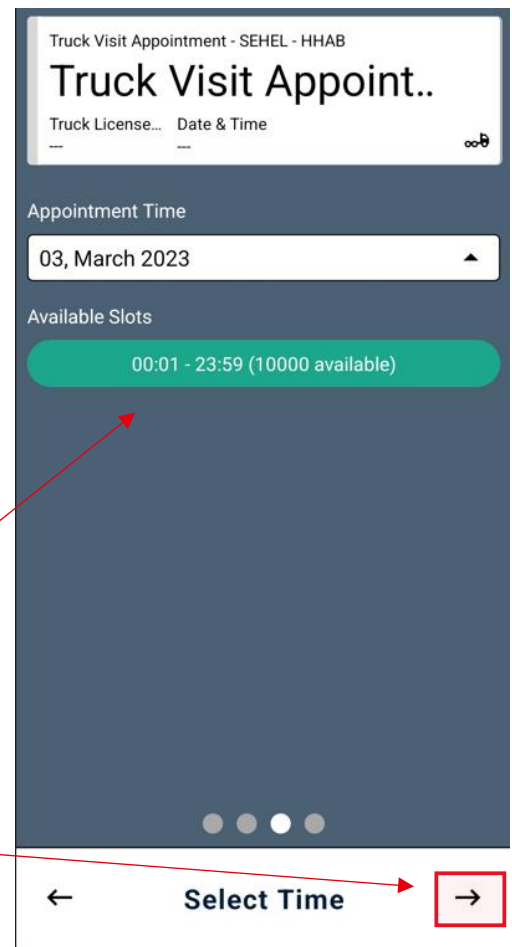
New image opens, check that the correct information is correct in the filled fields.
Then proceed by clicking on the arrow in the lower right corner.

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The image shows a calendar where you can select a day that you want to make a pre-notification to.

It always shows today's date as the selected option. If you do not want to make a change move on and click on the arrow in the bottom right corner.



The image shows the current time as your pre-notification is valid.

Select the row so it turns green and then move on by clicking on the arrow in the lower right corner.

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Enter your registration number and then click
at **Create Appointment**.

← **Create Appointment**

Now you have created your


Truck Visit Appointment.

Press OK to return to
main menu.

Appointment Created

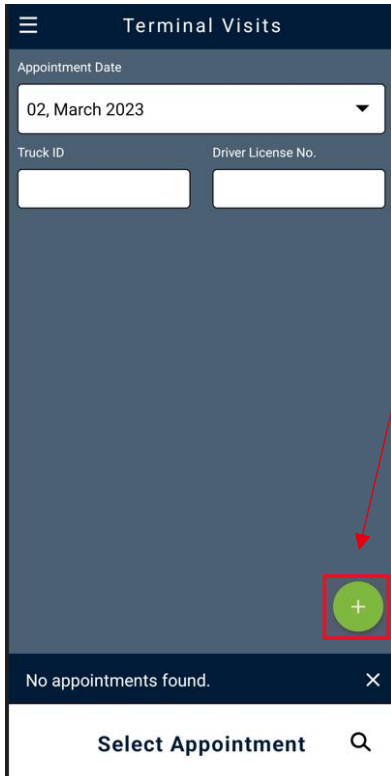
The arrows at the bottom are used to
navigate forward to the next step or go
back one step if you want to check or to
change something.



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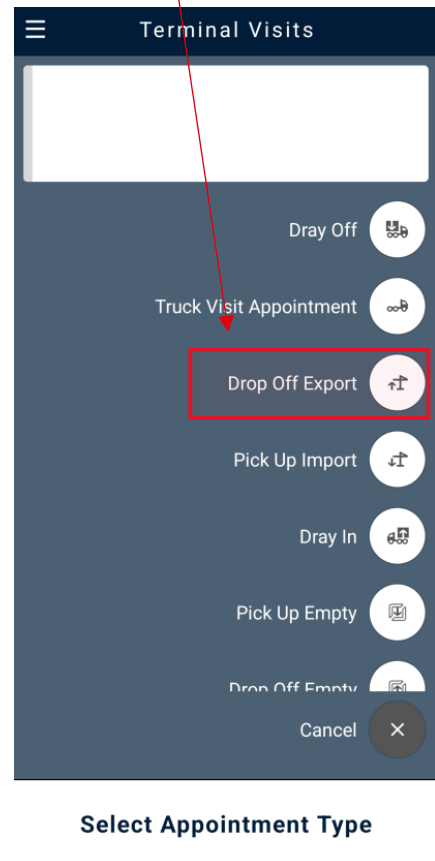
4. Drop off export.

1.

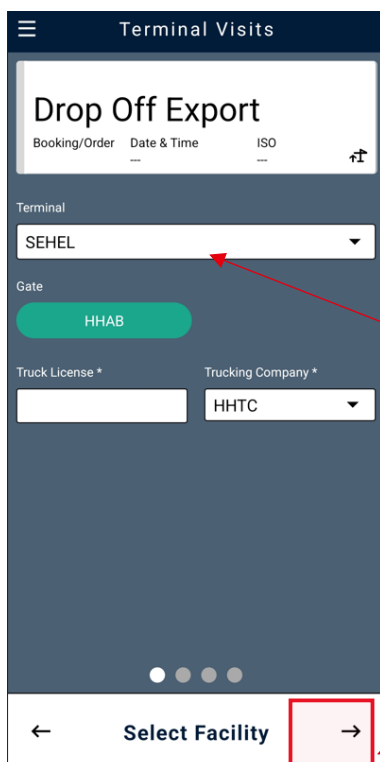


Click on the green  symbol in the bottom right corner and select **Drop off Export**.

2.




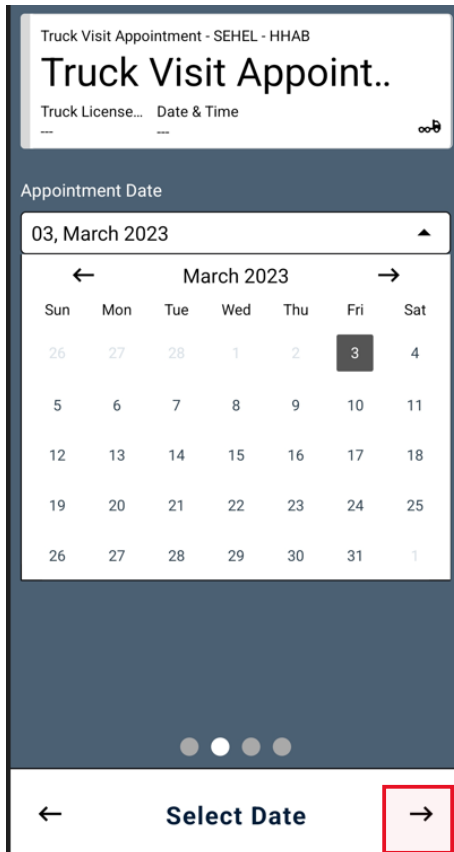
3.



A new image opens, check if the information is correct in the filled fields, otherwise fill in the correct information.

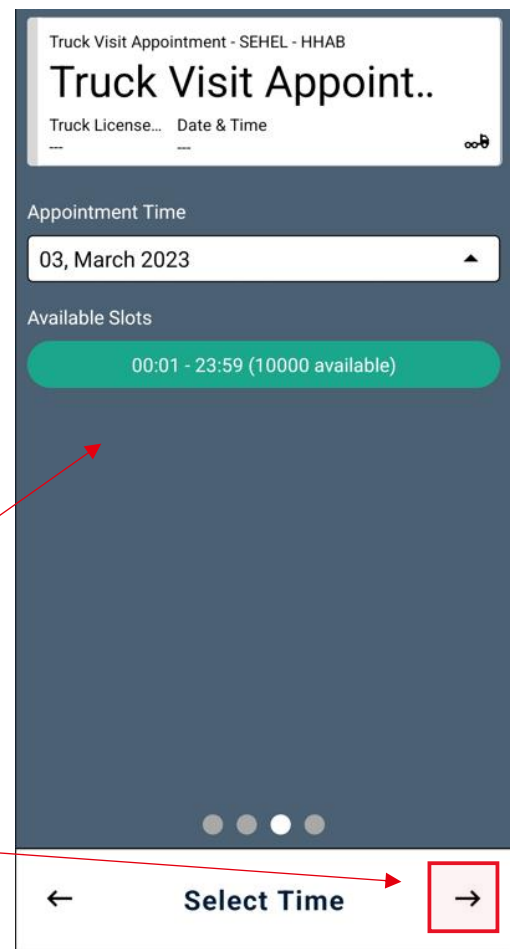
Then proceed by clicking on the arrow in the lower right corner.

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The next page shows a calendar where you can highlight the current day that you want to make a pre-notification to.

It always shows today's date as the selected option so if you do not want to make a change, you just move on by again clicking on the arrow in the lower right corner.



The next image shows the current time as your pre-notification is valid.

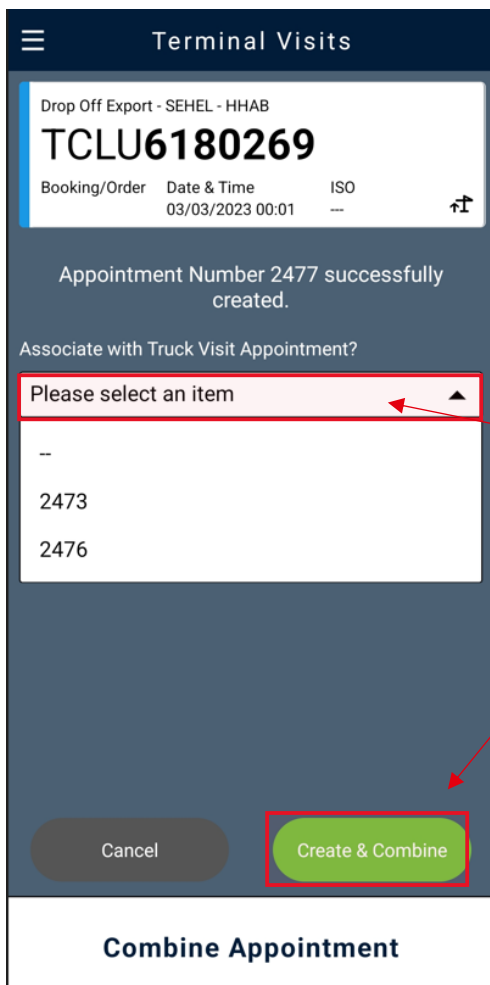
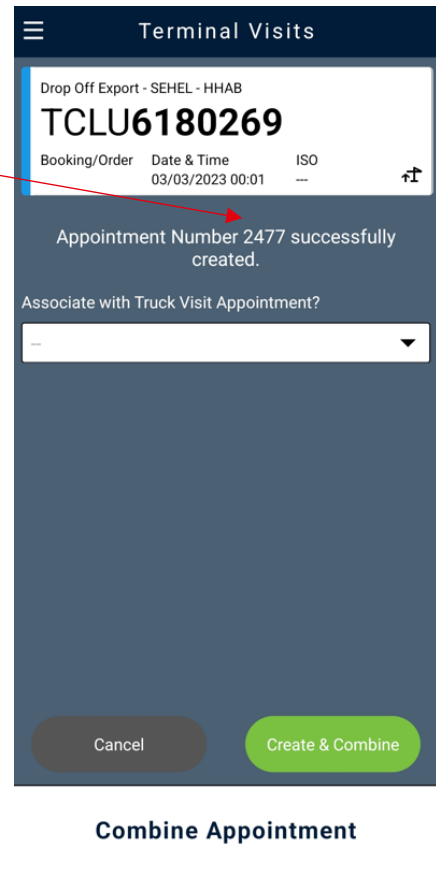
Select the row so it turns green and then move on by clicking on the arrow in the lower right corner.

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Now you have created an alert on a **Drop off Export** and assigned an appointments number.

(This can then be done to use track events more easily in the system.)

If you have previously created a Truck visit appointment, You can link this notification to your notified car.




Click in the menu bar and select the appointment number that you previously created in Truck Visit Appointment

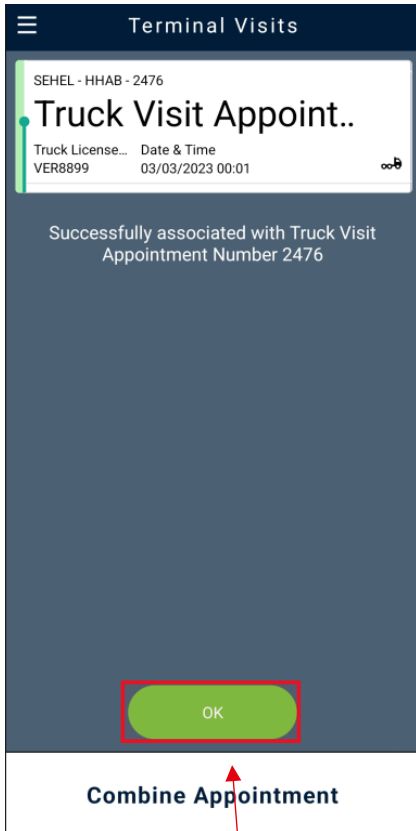
Then click Create & Combine.

If you have not previously created Truck Visit Appointment and it will automatically be created when you leave the field blank and click directly on Create & Combine.

You can only have **one truck visit appointment** created at a time.

If you have several appointments, the system will not know what to read in the kiosk and errors will appear.

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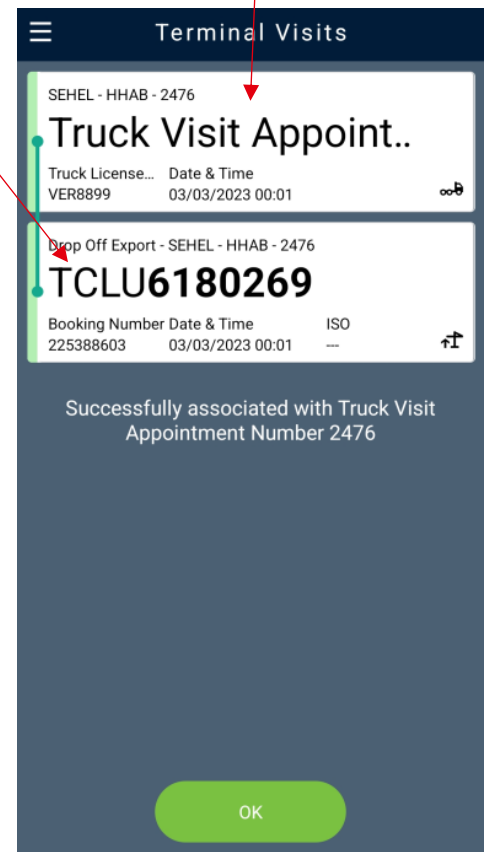


To get to the main menu, click OK button.


Now you can start the next alert.

Now you have linked your notification to the truck you registered as, you are now ready for the gate.

If you want to see more information, click in the box and the interconnected units will appear below.



Combine Appointment

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- **ADR Export**

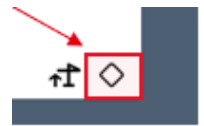
HINT!

When you have come so far that it is time to hand in an ADR – container for export, it is very important that the ADR papers are available. Either in the form of paper documents that you hand in during the daytime to those sitting at the gate or that you mail them earlier to the address stated.

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

If you email them earlier, we 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 in through the gate directly when you arrive. You will see in your notification that the container is OK with ADR through a symbol.

Email to: IMO@port.helsingborg.se



- **OOG (Over dimension) Export**

HINT!


When you want to deliver an over width container you cannot pass through the gate, you pre-announce just as usual in the pre-notification and then you drive away to the gate at the Skåneterminalen and contact **Gaten** on phone number: **042-106326**.

You state your registration number and the container number that you have announced so that Gaten can register the device through the gate and state where you should leave and pick up the next unit.

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).**

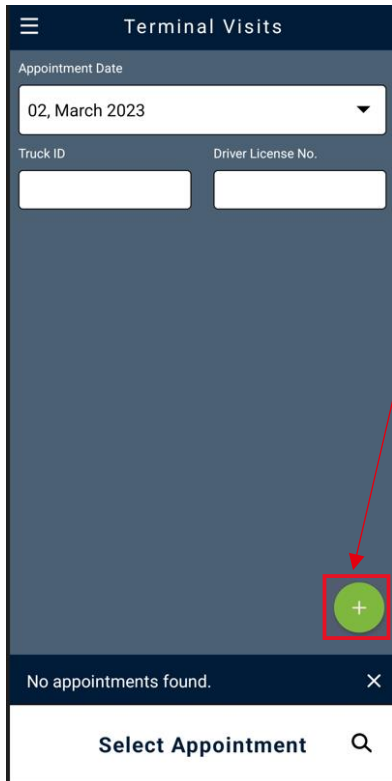
Our staff in the inspection area registers this in the system and checks that the correct information you entered matches.

When this is done, you are ready to drive in.

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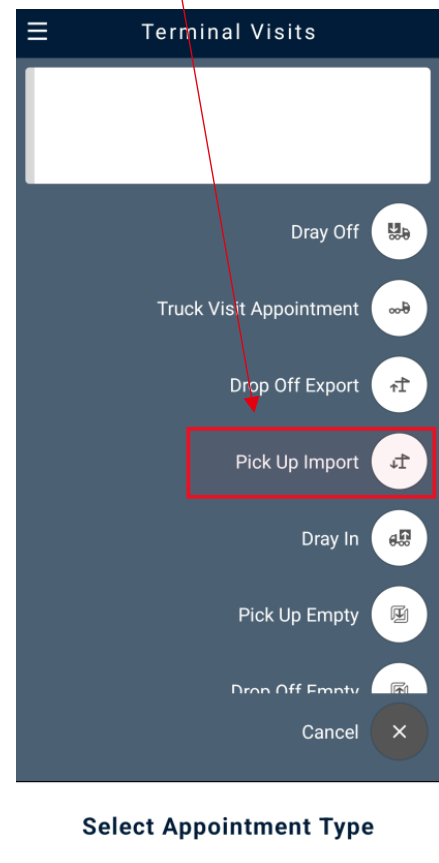
5. Pick up Import.

1.

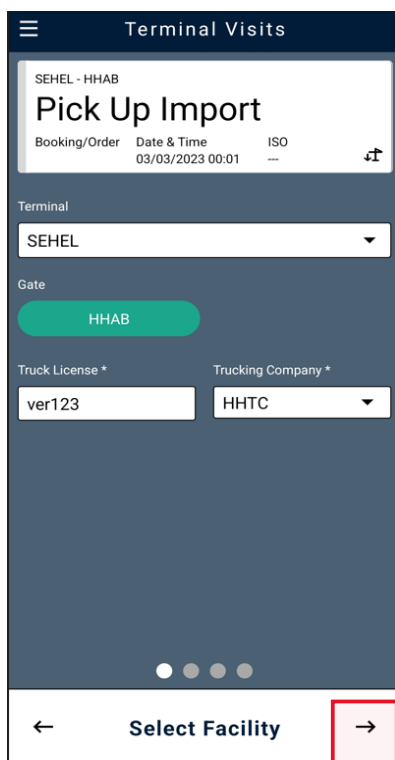


Click on the green  symbol in the bottom right corner and select **Pick up Import**.

2.




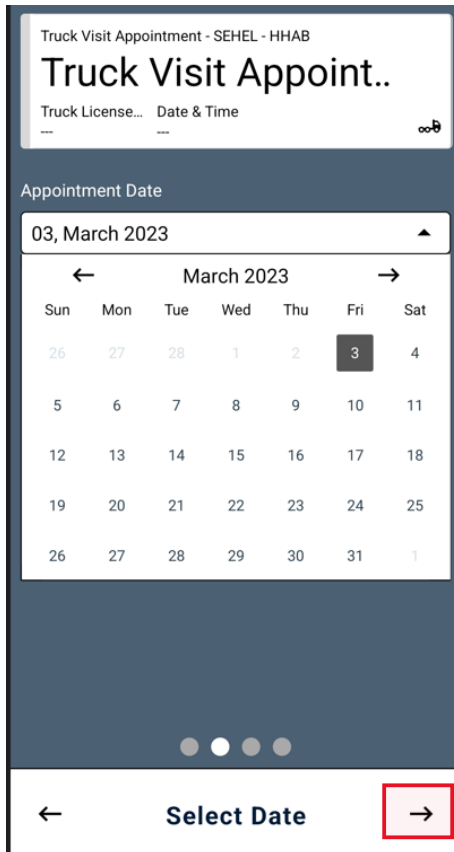
3.



New image opens and check that the correct information is correct in the filled fields.

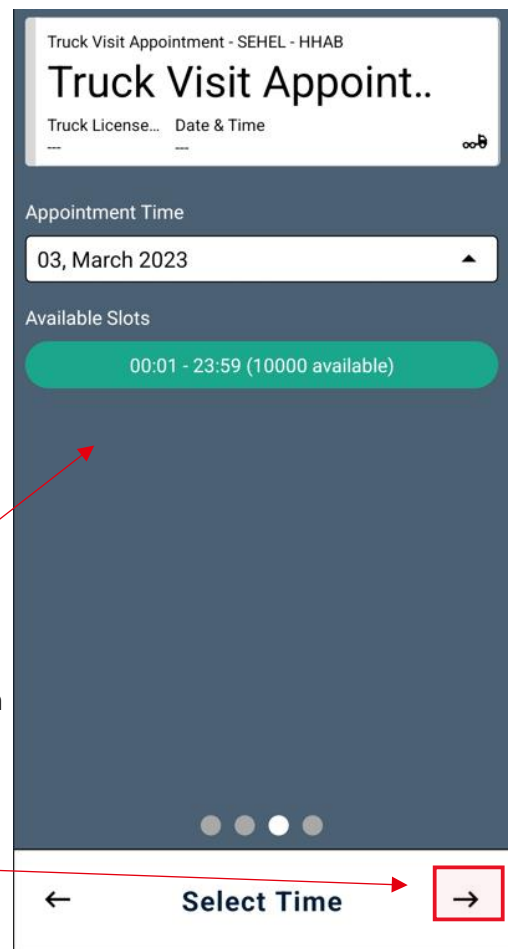
Then proceed by clicking on the arrow in the lower right corner.

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The next page shows a calendar where you can highlight the current day that you want to make a pre-notification to.

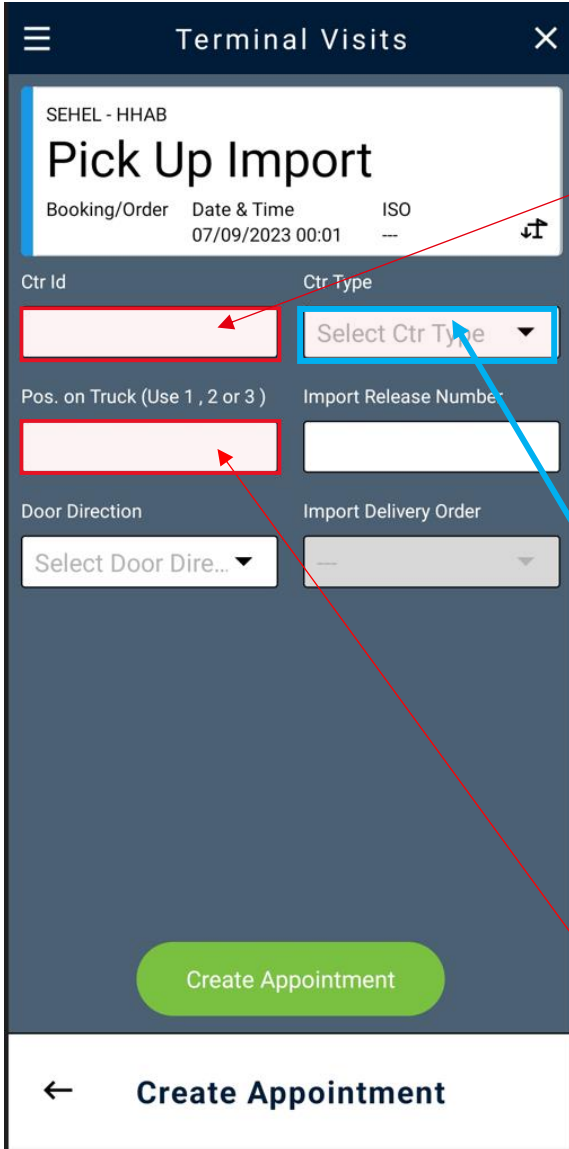
It always shows today's date as the selected option so if you do not want to make a change, you just move on by again clicking on the arrow in the lower right corner.



The next image shows the current time as your pre-notification is valid.

Select the row so it turns green and then move on by clicking on the arrow in the lower right corner.

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Fill in the container number that you are going to pick up or if you are going to notice a pickup reference.

Container type will automatically change when you fill in container numbers.

An Import release is, for example, a reference you can get if you have a larger number of containers that has come in to port and are in a heap block.

For example, rubbish or Langship (LSFU).


In this field you specify where you want the container to be placed on the chassis.

1 = 20" Front of chassis

2 = 40" In the middle of the chassis

3 = 20" Rear of chassis

You always start from the left of the vehicle.

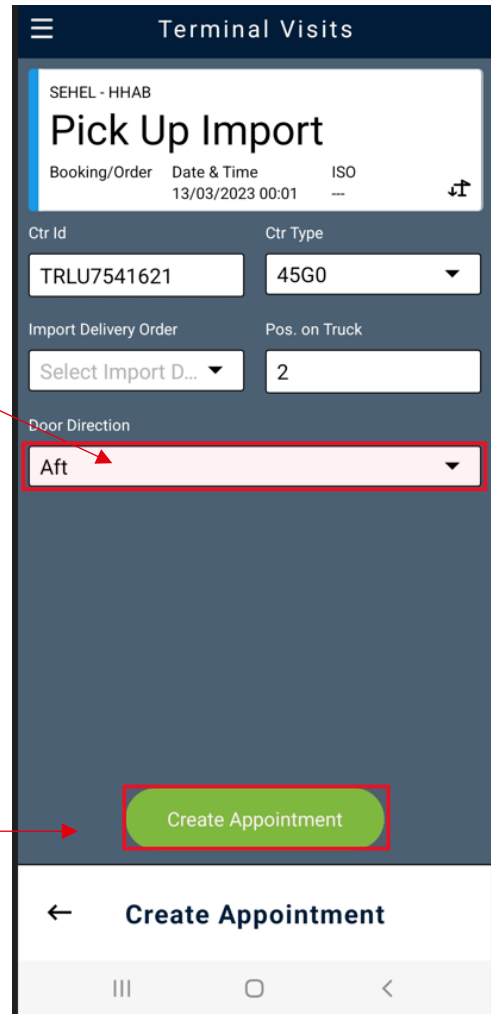
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If you want the doors to be in any unique way choose it in the "**Door Direction**" box

Front doors = Forward

Rear doors = Aft

If you want to load as usual, just leave this line blank.



Terminal Visits

SEHEL - HHAB

Pick Up Import

Booking/Order Date & Time ISO
13/03/2023 00:01 --

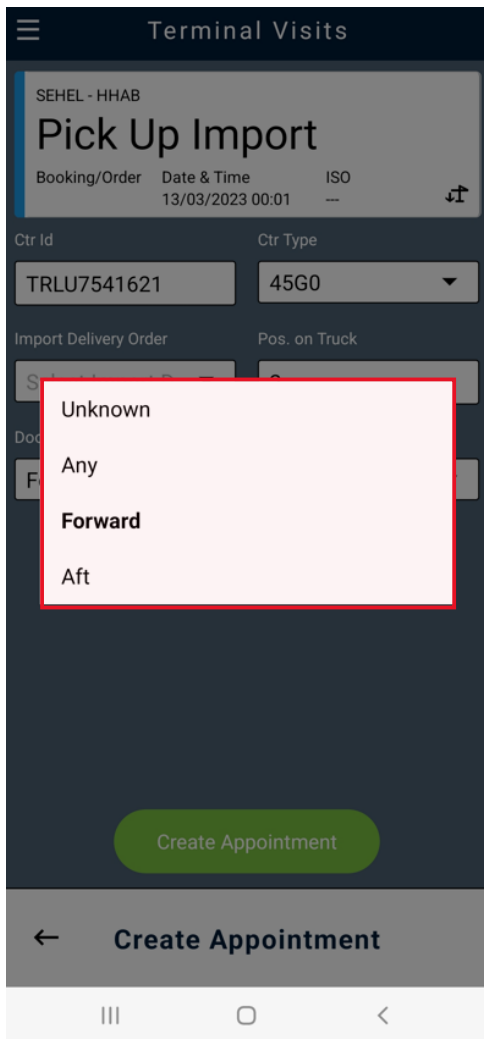
Ctr Id Ctr Type
TRLU7541621 45G0

Import Delivery Order Pos. on Truck
Select Import D... 2

Door Direction
Aft

Create Appointment

← Create Appointment



Terminal Visits

SEHEL - HHAB

Pick Up Import

Booking/Order Date & Time ISO
13/03/2023 00:01 --

Ctr Id Ctr Type
TRLU7541621 45G0

Import Delivery Order Pos. on Truck
Select Import D... 2


Door Direction
Unknown
Any
Forward
Aft

Create Appointment

← Create Appointment

Once you have made your choice, this will be visible to the truck driver who arrives and hand out your container.

To continue, click
Create Appointment.

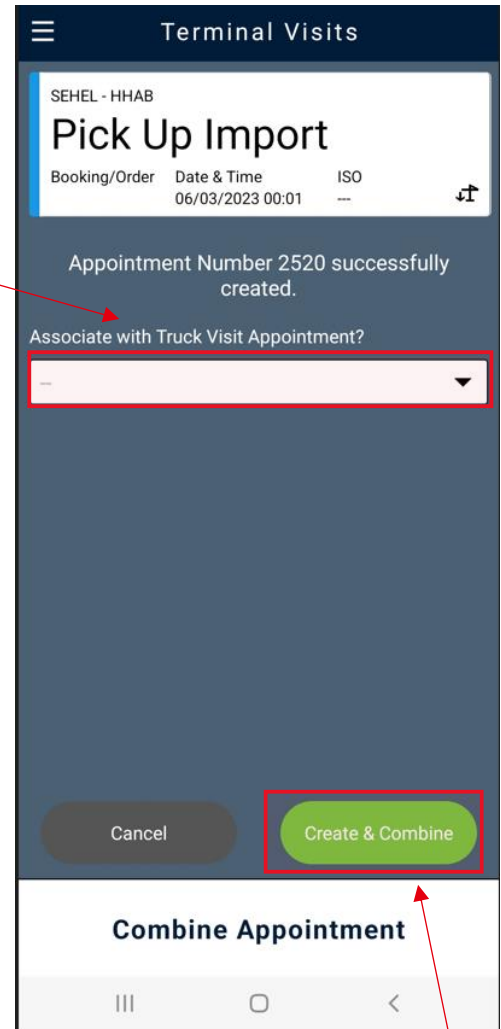
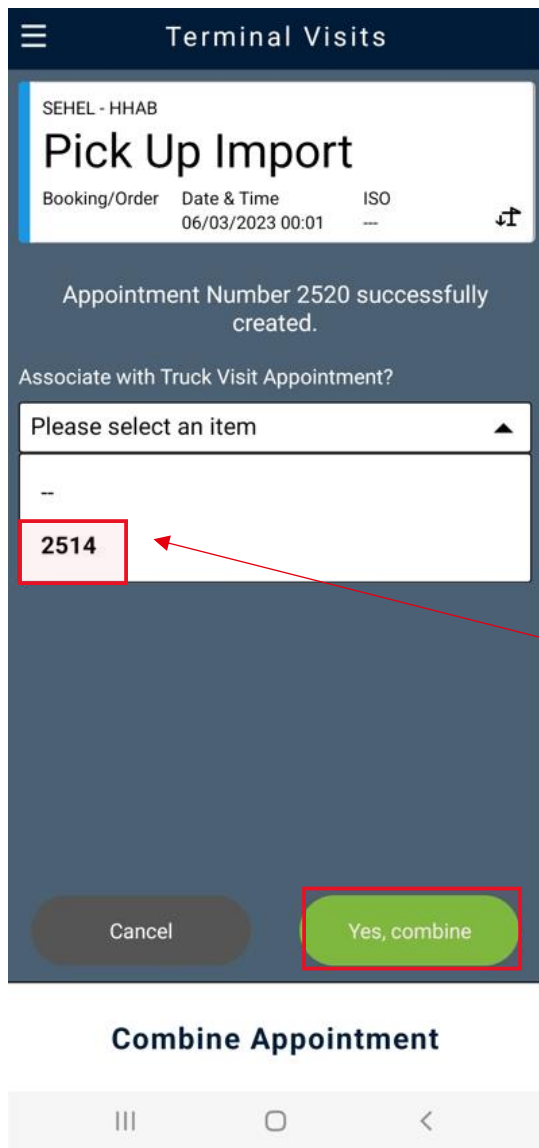
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Now you have created a notification on a **Pick up Import** and assigned an appointments number.

(You can use to track events more easily in the system.)

If you have previously created a Truck visit appointment,


You can link this notification to your notified car.



Click in the menu bar and select the appointment number that you previously created in truck visit appointment.

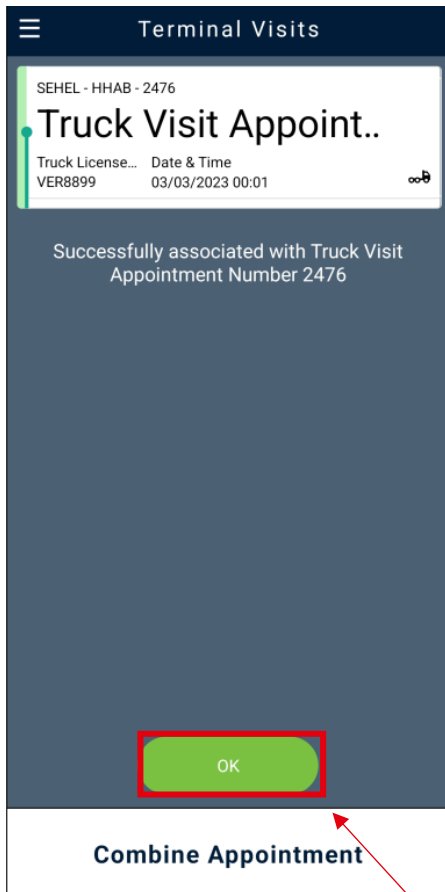
Then click Create & Combine.

If you have not previously created a **Truck Visit Appointment** it will automatically be created when you leave the field blank and click directly on Create & Combine

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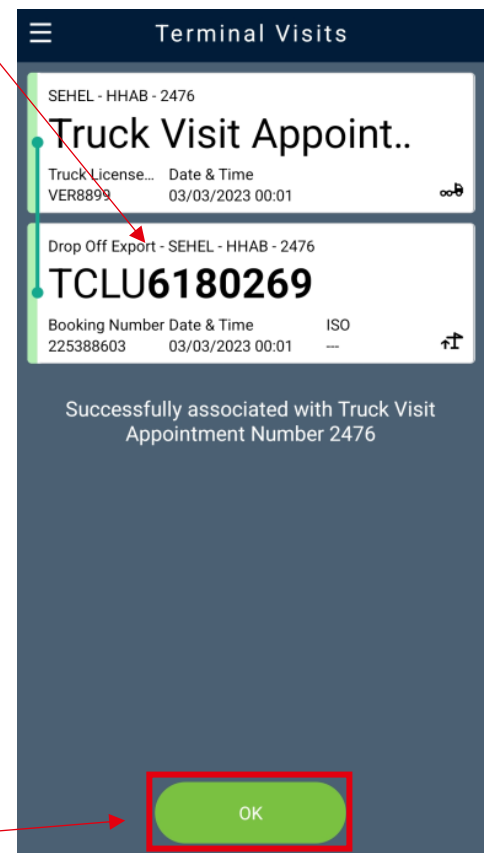
Now you have linked your notification to the truck you registered as and are ready for the gate.

If you want to see more information, click in the box and the interconnected units will appear below.




To get to the main menu, click OK.

Now you can start the next alert.

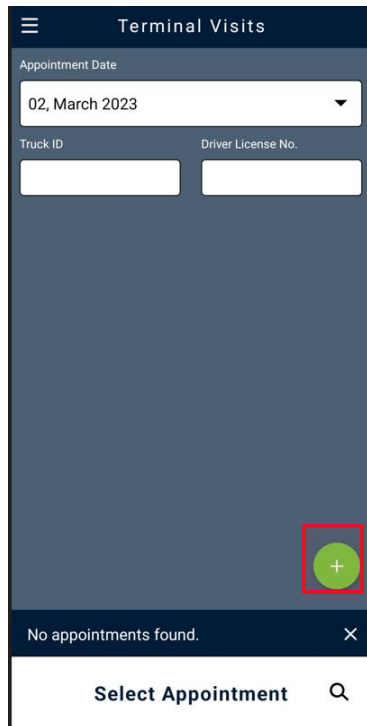


Combine Appointment

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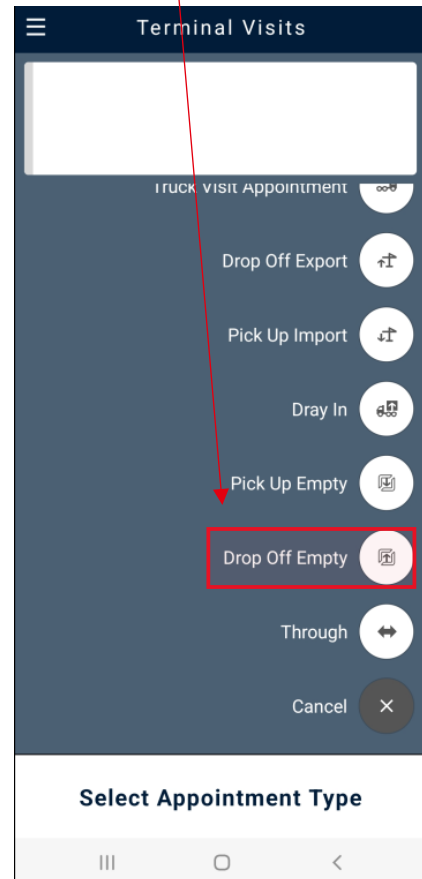
6. Drop off Empty.

1.

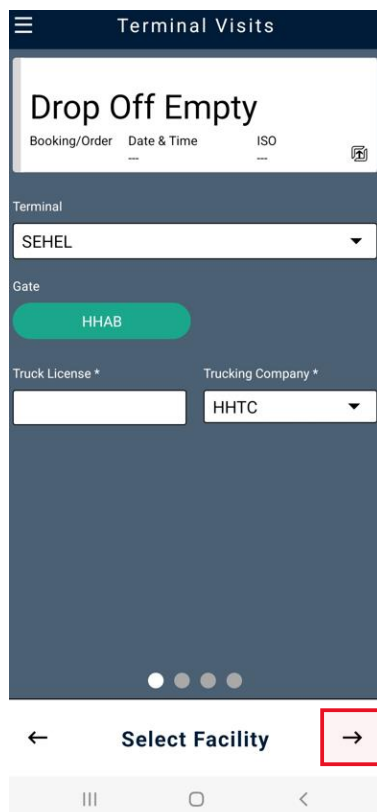


Click on the green  symbol in the bottom right corner and select **Drop off Empty**.


2.



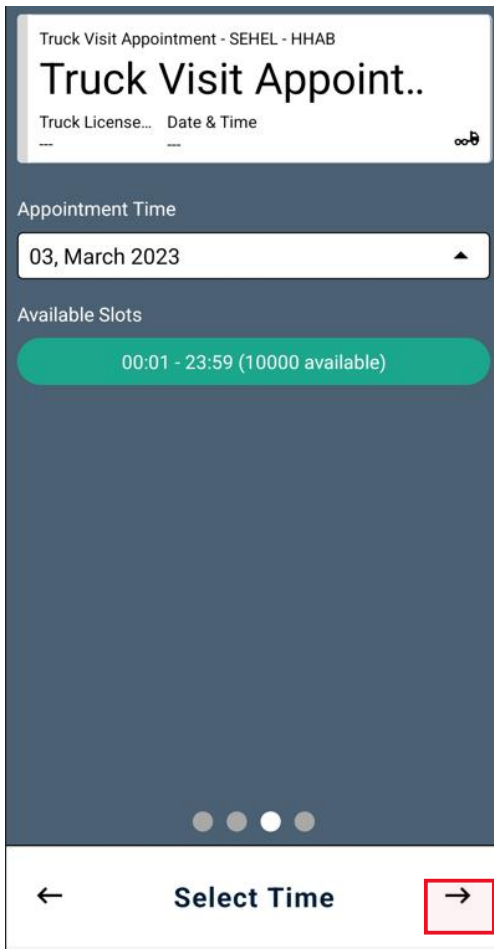
3.



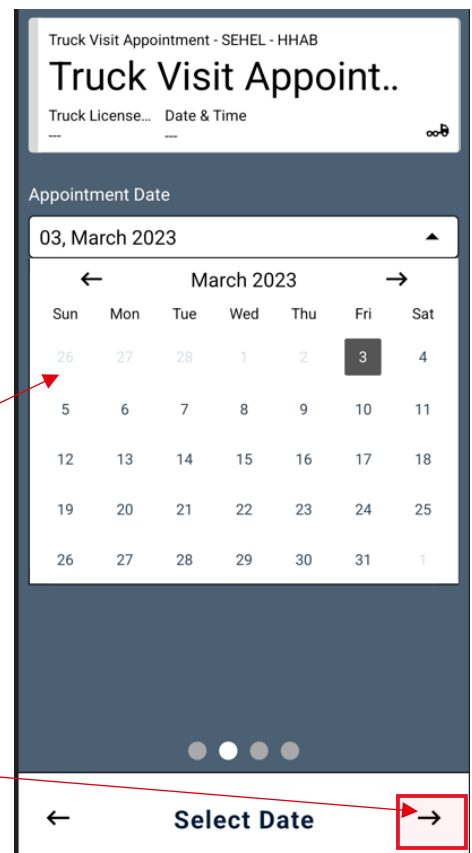
A new image opens and check that the correct information is correct in the filled fields.
Then proceed by clicking on the arrow in the lower right corner.

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The next image shows a calendar where you can highlight the current day that you want to make a pre-notification to.




It always shows today's date as the selected option so if you do not want to make a change, you just move on by again clicking on the arrow in the lower right corner.

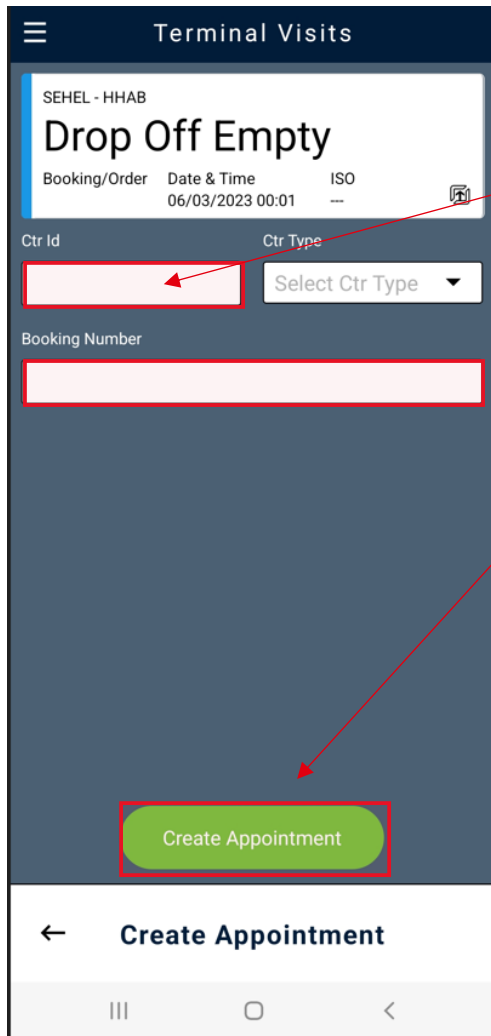


The next image shows the current time as your pre-notification is valid.


Select the row so it turns green and then move on

By clicking on the arrow in the lower right corner.

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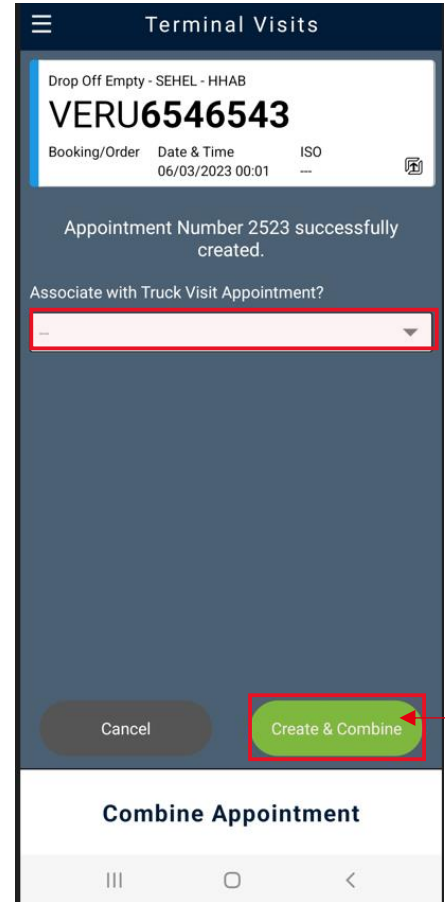
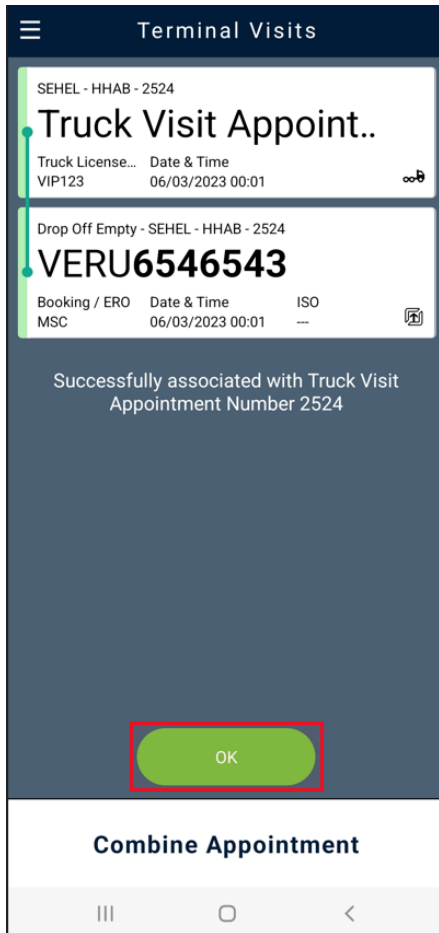


Fill in container number and reference number.
Then proceed by clicking Create Appointment.

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Now you have created a notification on a **drop off Empty** and assigned an appointments number.


If you have previously created a Truck visit appointment, You can link this notification to your notified car.



Click in the menu bar and select the appointment number that you previously created in truck visit appointment.

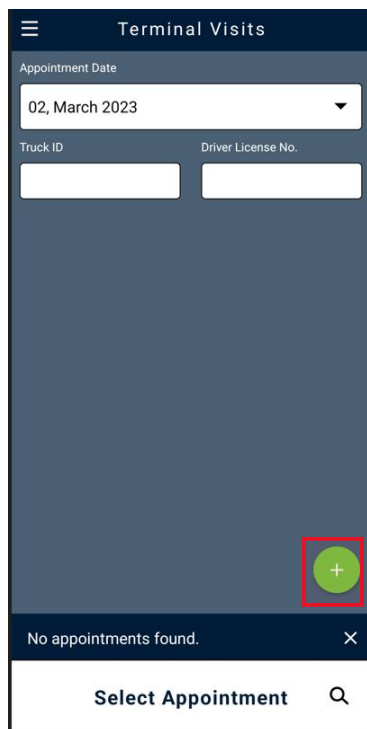
Then click Create & Combine.

If you have not previously created a **Truck Visit Appointment** it will be automatically created when you leave the field blank and click directly on **Create & Combine**.

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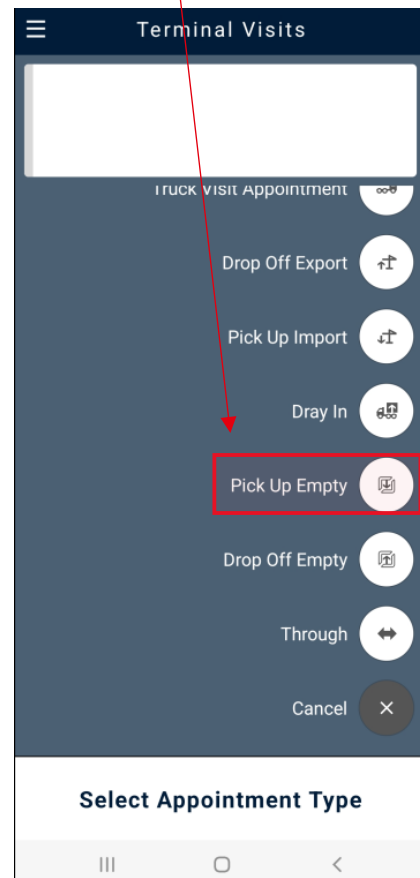
7. Pick up Empty.

1.

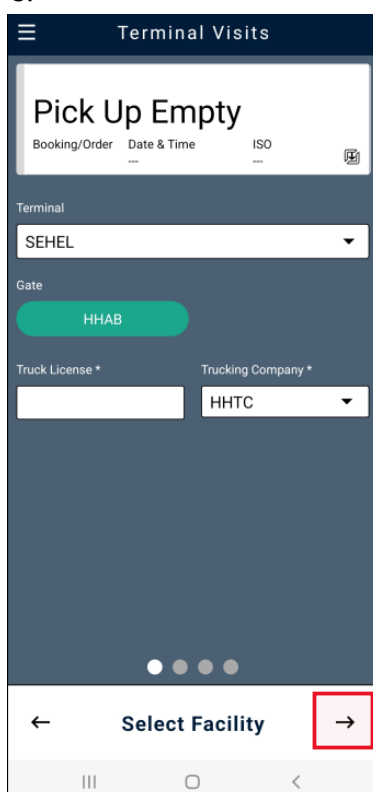


Click on the green  symbol in the bottom right corner and select **Pick up Empty**.


2.



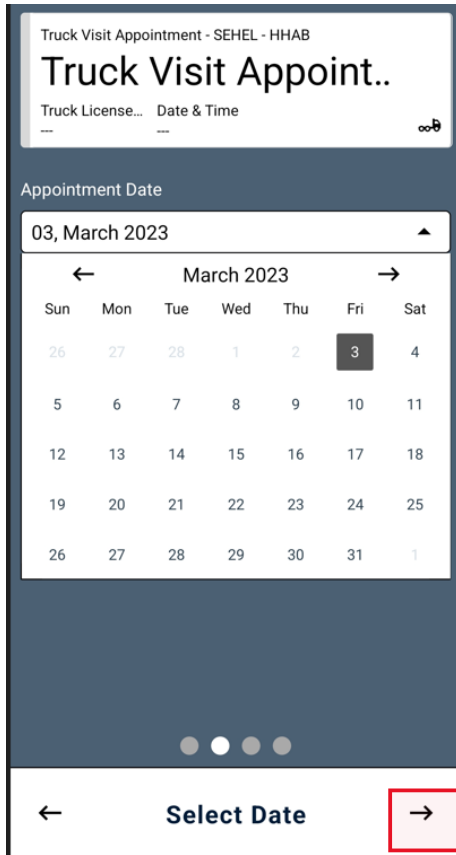
3.



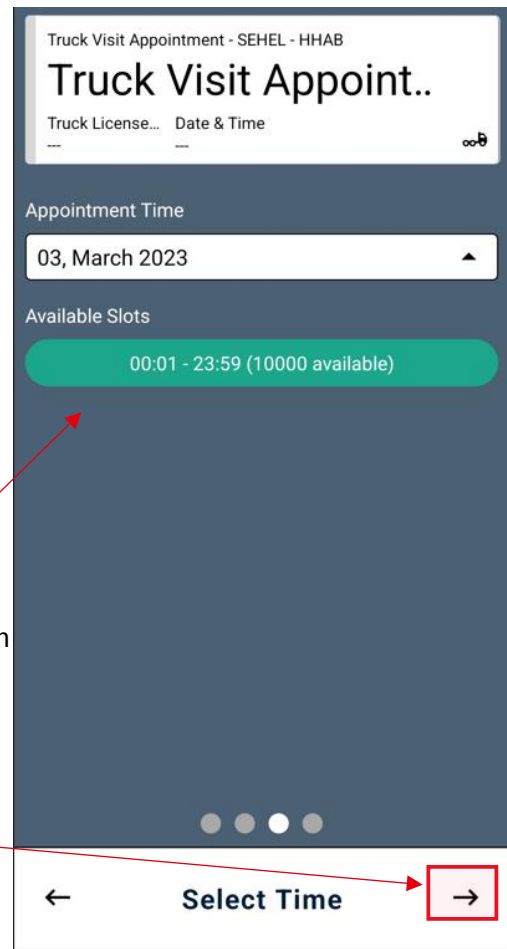
A new image opens and check that the correct information is correct in the filled fields.
Then proceed by clicking on the arrow in the lower right corner.

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The next page shows a calendar where you can highlight the current day that you want to make a pre-notification to.




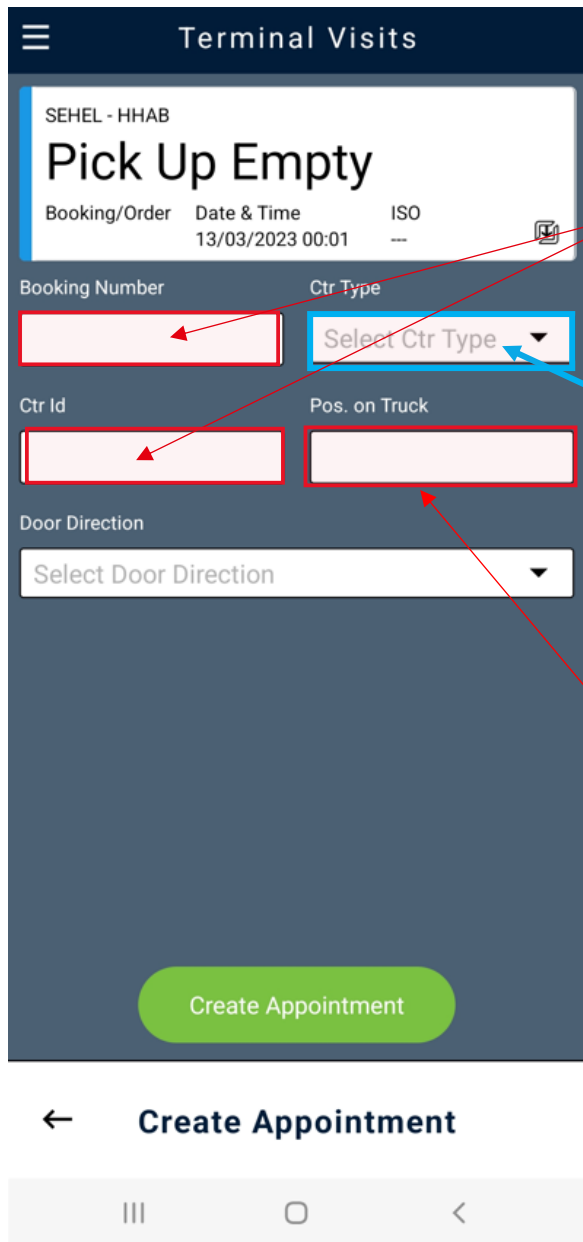
It always shows today's date as the selected option so if you do not want to make a change, you just move on by clicking on the arrow in the lower right corner.



The next image shows the current time as your pre-notification is valid.

Select the row so it turns green and then move on by clicking on the arrow in the lower right corner.

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Terminal Visits

SEHEL - HHAB

Pick Up Empty

Booking/Order Date & Time ISO
13/03/2023 00:01 ---

Booking Number Ctr Type

Ctr Id Pos. on Truck

Door Direction

Select Door Direction

Create Appointment

← Create Appointment

Fill in the booking number or container number that you are going to pick up.

Container type automatically changes when you fill in the container numbers.


If you have a reservation number, select type in the next box.

In this field you specify where you want the container to be placed on the chassis.

1 = 20 " Front of chassis

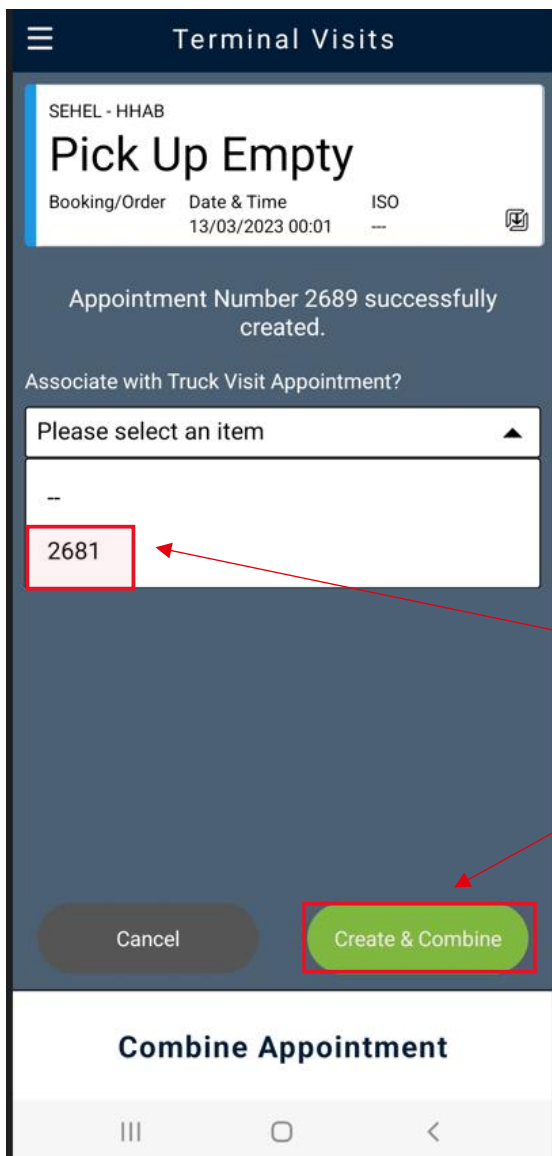
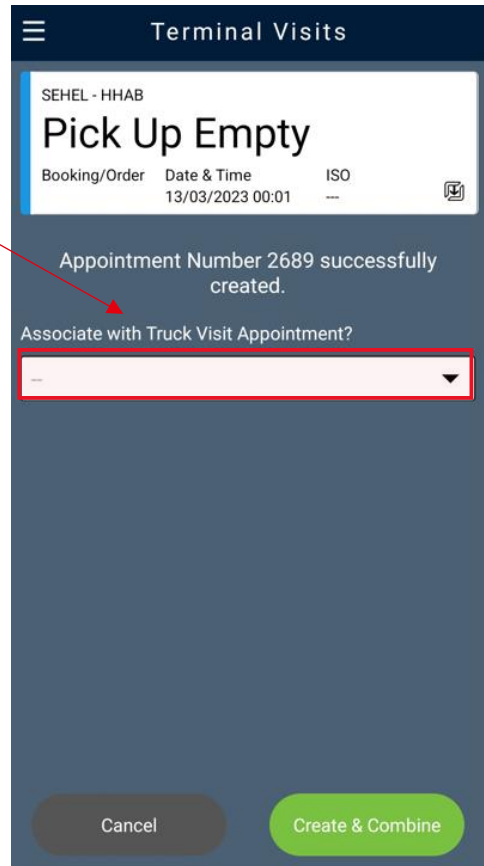
2 = 40" In the middle of the chassis

3 = 20 " Rear of chassis

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You have now created an alert on a **Pick up Empty** and assigned an appointments number.
(As one can use to track events more easily in the system.)


If you have previously created a Truck visit appointment, You can link this notification to your notified car.



Click in the menu bar and select the appointment number that you previously created in truck visit appointment.

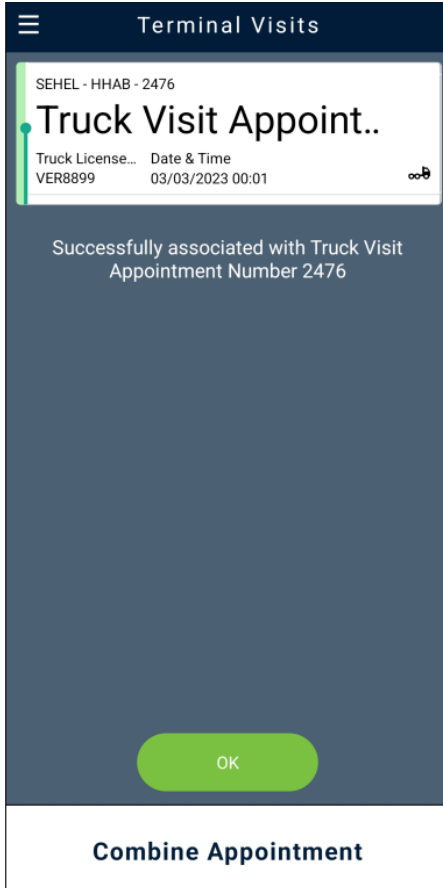
Then click Create & Combine

If you have not previously created a **Truck Visit Appointment**, it will automatically be created when you leave the field blank and click directly on Create & Combine

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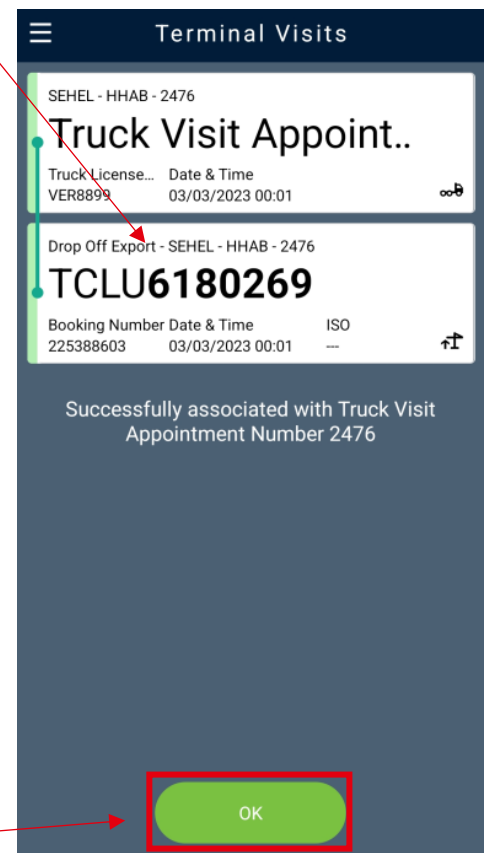
Now you have linked your notification to the truck you registered as and are ready for the gate.

If you want to see more information, click in the box and the interconnected units will appear below.




To get to the main menu, click OK.

Now you can start the next alert.

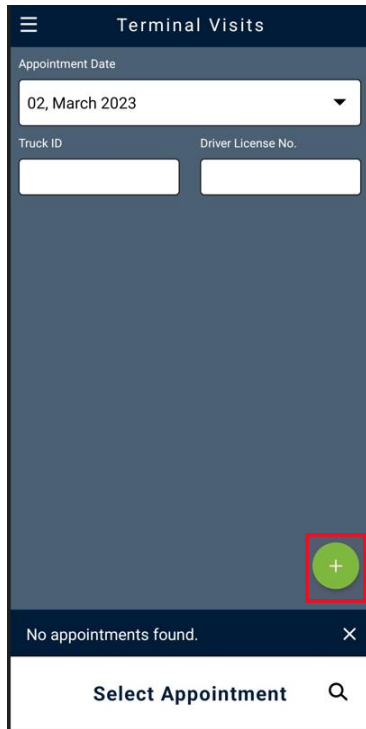



Combine Appointment

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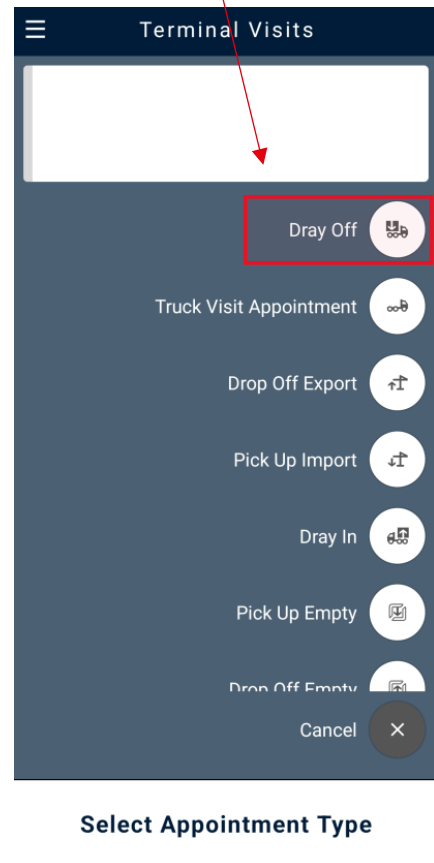
8. Dray off. (Collect already submitted exports)

1.

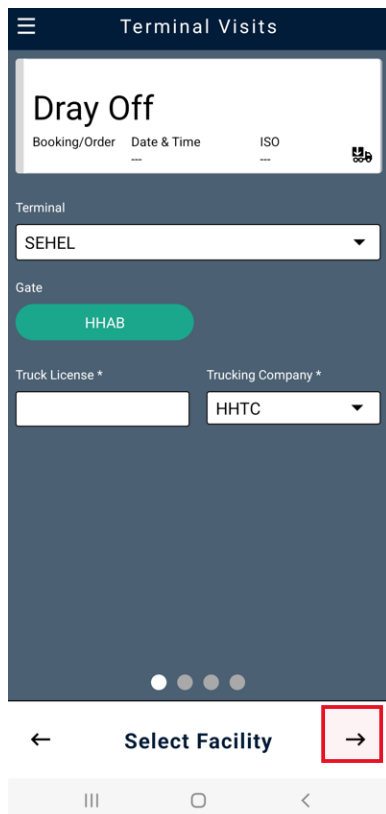


Click on the green  symbol in the bottom right corner and select **Dray off**.


2.

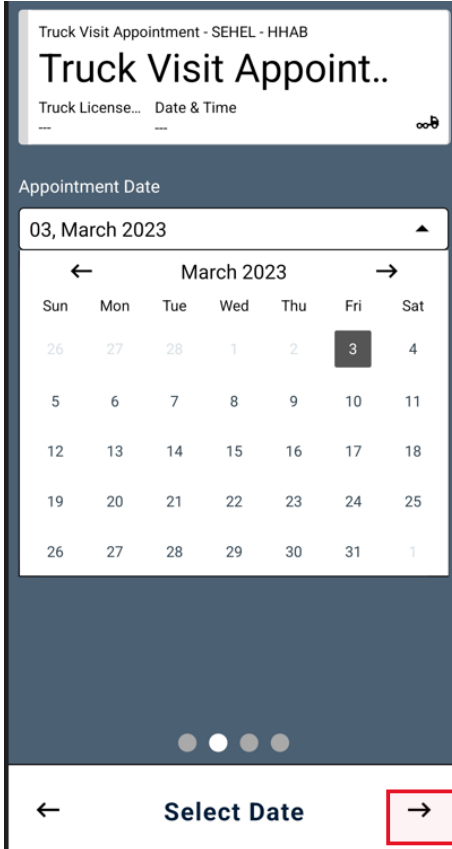


3.



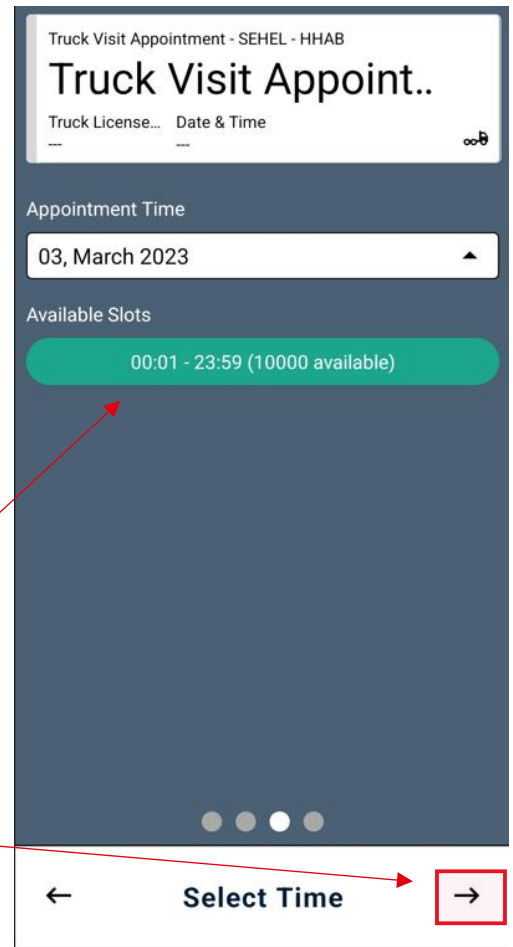
A new image opens and check that the correct information is correct in the filled fields.
Then proceed by clicking on the arrow in the lower right corner.

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The image shows a calendar where you can highlight the current day that you want to make a pre-notification to.


It always shows today's date as the selected option so if you do not want to make a change, just move on by again clicking on the arrow in the lower right corner.

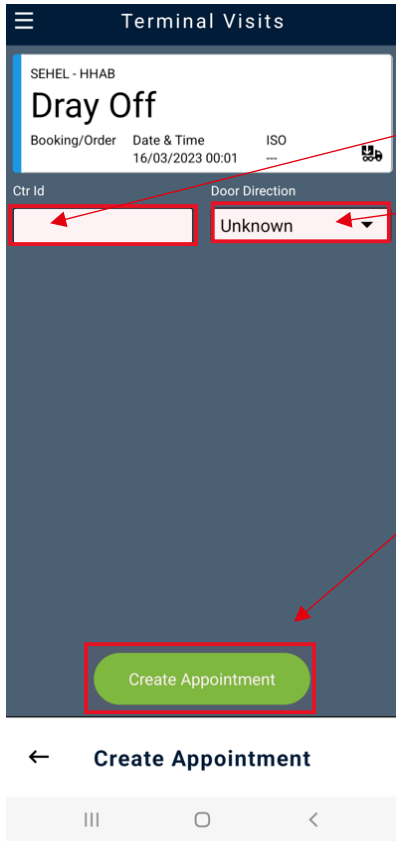


The next image shows the current time as your pre-notification is valid.

Select the row so it turns green and then move on

By clicking on the arrow in the lower right corner.

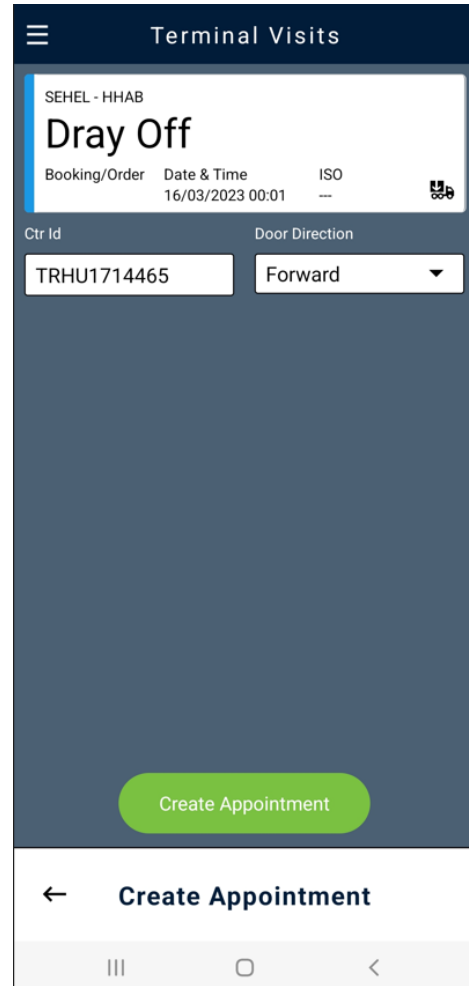
	Manual: Terminal Visit (Mobile version)		AIDS 34 of 47
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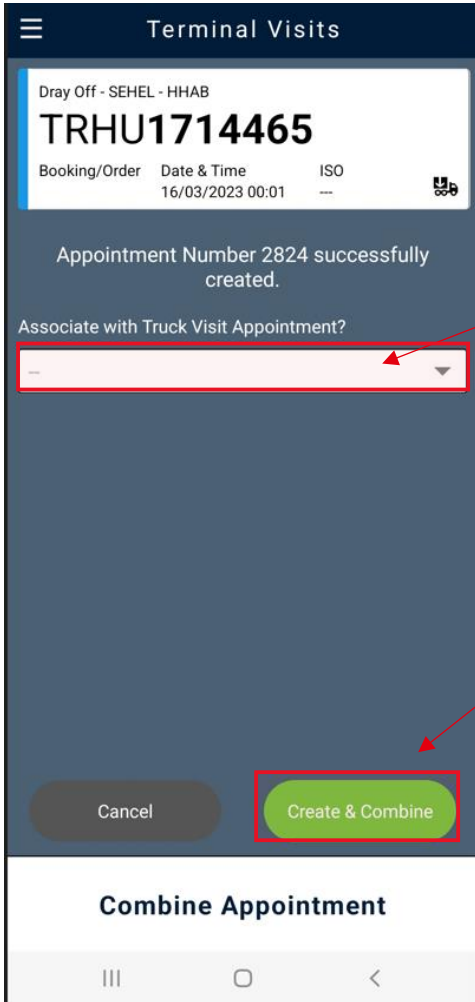
Fill in the container number you are going to pick up on and choose which way you want the doors.

Then click Create Appointment

Example image below.

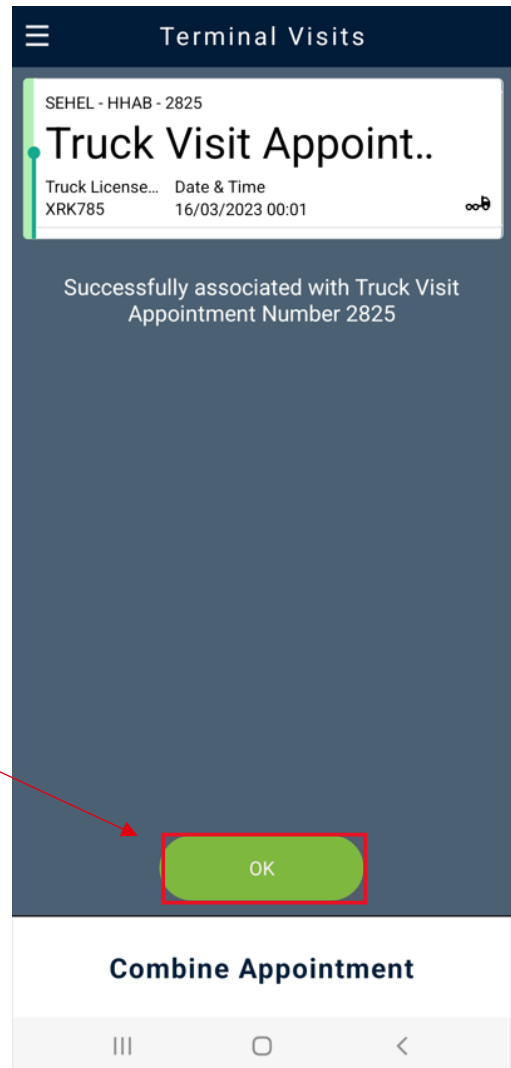


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Link your booking to an appointment number that is in the list you previously created.

Then click create & combine to proceed.

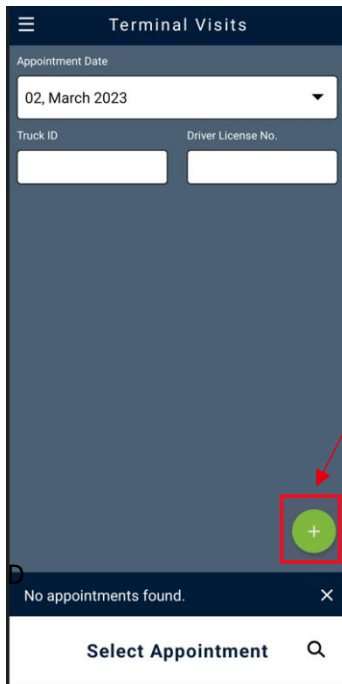



Click OK to return to return to the main menu.

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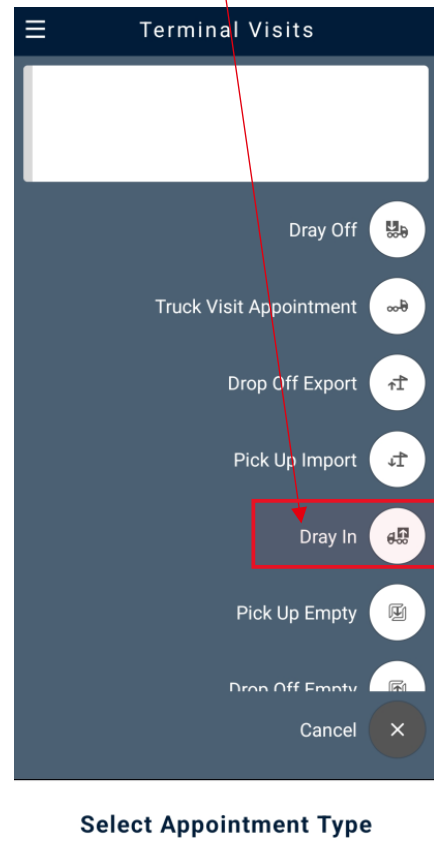
9. Dray in (Submit an Import to be out by car again)

1.

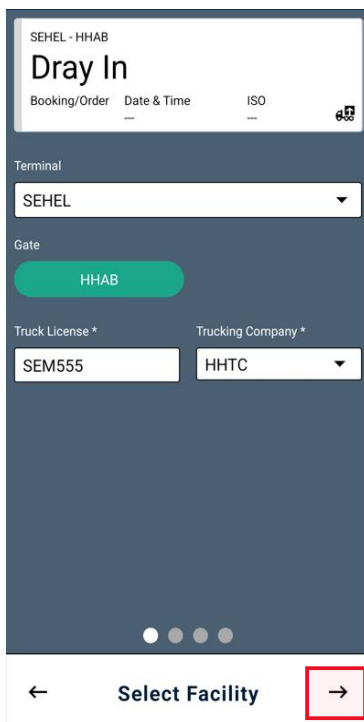


Click on the green  symbol in the bottom right corner and select **Dray In**.

2.




3.



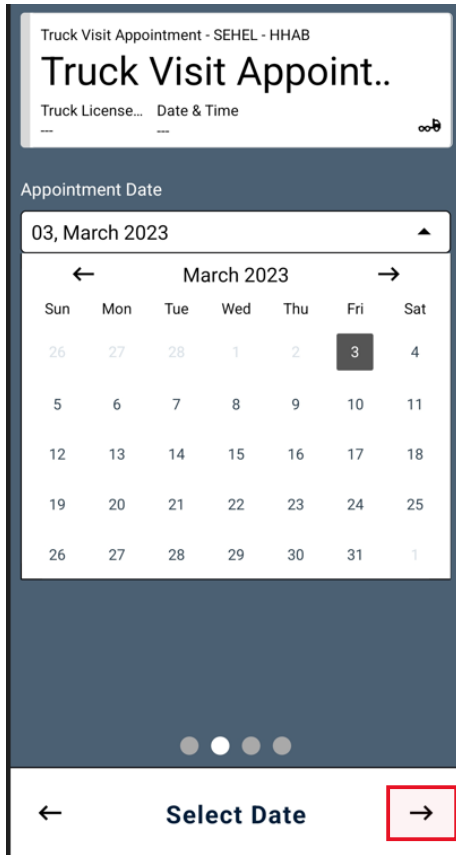
A new image opens and check that the correct information is correct in the filled fields.

Then proceed by clicking on the arrow in the lower right corner.

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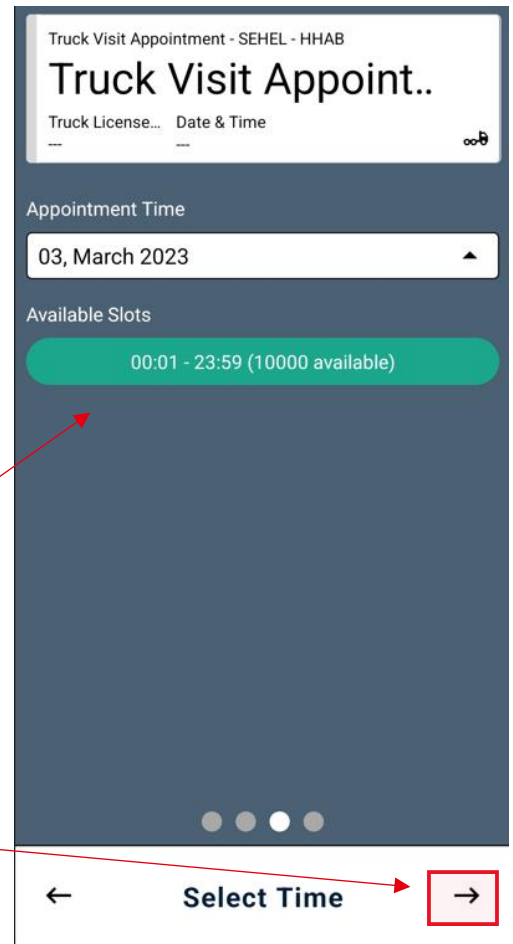
The next page shows a calendar where you can highlight the current day that you want to make a pre-notification to.


It always shows today's date as the selected option so if you do not want to make a change, you just move on by again clicking on the arrow in the lower right corner.

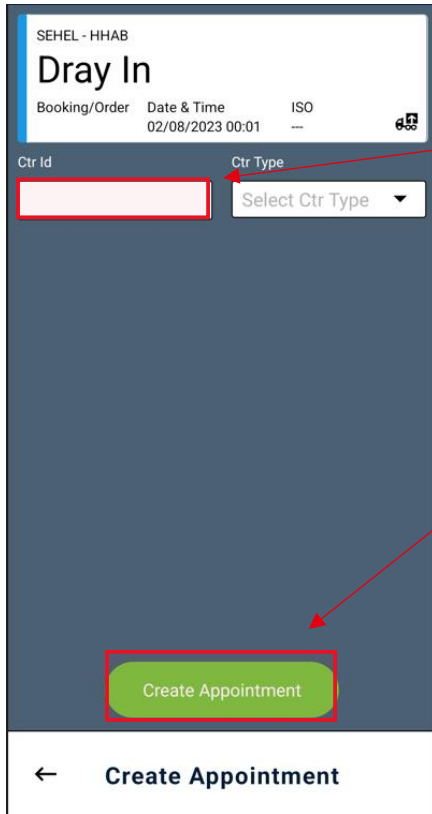


The next image shows the current time as your pre-notification is valid.

Select the row so it turns green and then move on by clicking on the arrow in the lower right corner.

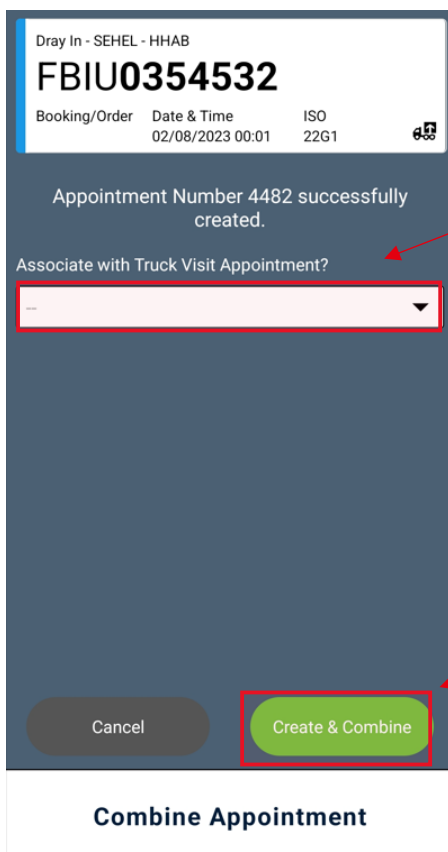


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Fill in the container number you are going to submit.

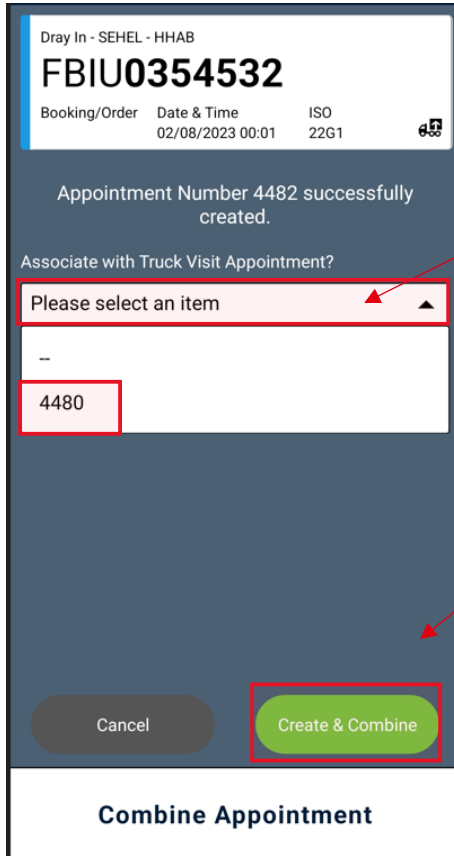
Then click Create Appointment



Link your booking to an appointment number that is in the list you previously created.

Then click create & combine to proceed.

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Dray In - SEHEL - HHAB
FBIU0354532

Booking/Order Date & Time ISO
02/08/2023 00:01 22G1

Appointment Number 4482 successfully created.

Associate with Truck Visit Appointment?

Please select an item

--

4480

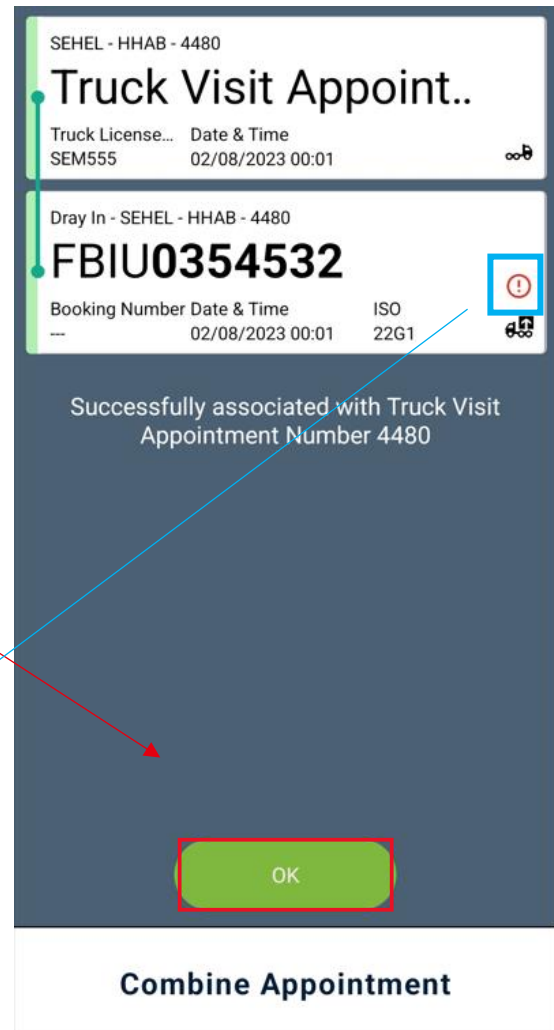
Cancel **Create & Combine**

Combine Appointment

Link your booking to an appointment number that is in the list you previously created.

Then click create & combine to proceed.

Click OK to return to the main menu.



SEHEL - HHAB - 4480
Truck Visit Appoint..

Truck License... Date & Time
SEM555 02/08/2023 00:01

Dray In - SEHEL - HHAB - 4480
FBIU0354532


Booking Number Date & Time ISO
-- 02/08/2023 00:01 22G1

Successfully associated with Truck Visit Appointment Number 4480

OK

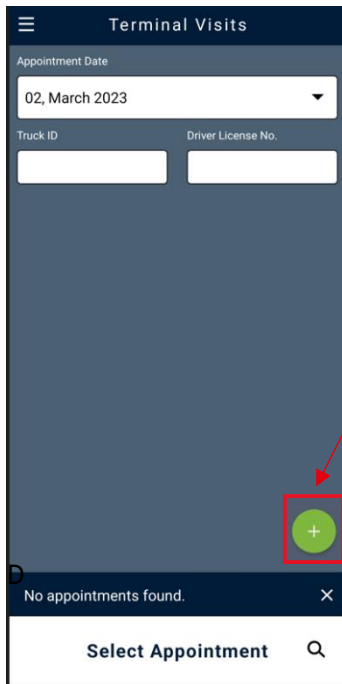
Combine Appointment


Symbol ! shows that it is a container that is not ready for customs and cannot be collected out again before it is approved.
It is OK to hand in at the port.

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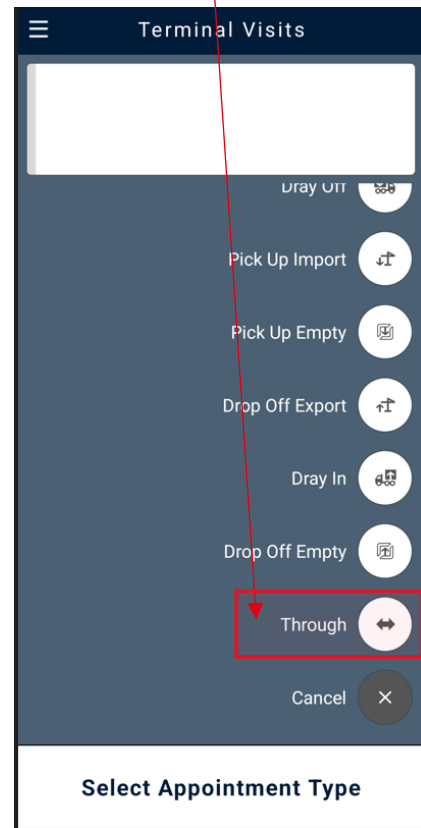
10. Through / Conteam

1.

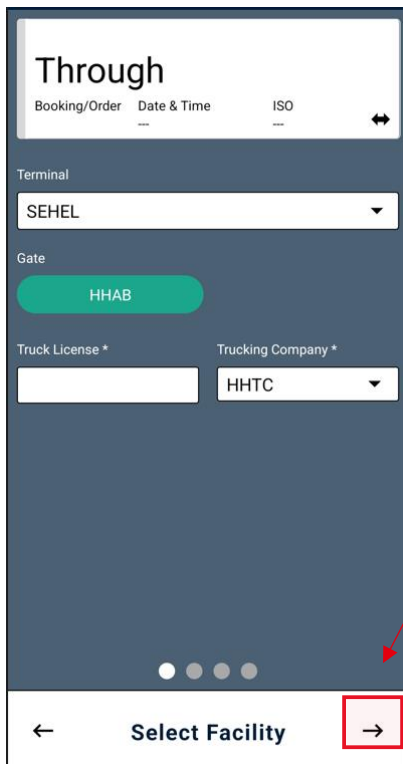


Click on the green  symbol in the bottom right corner and select **Through**.


2.



3.

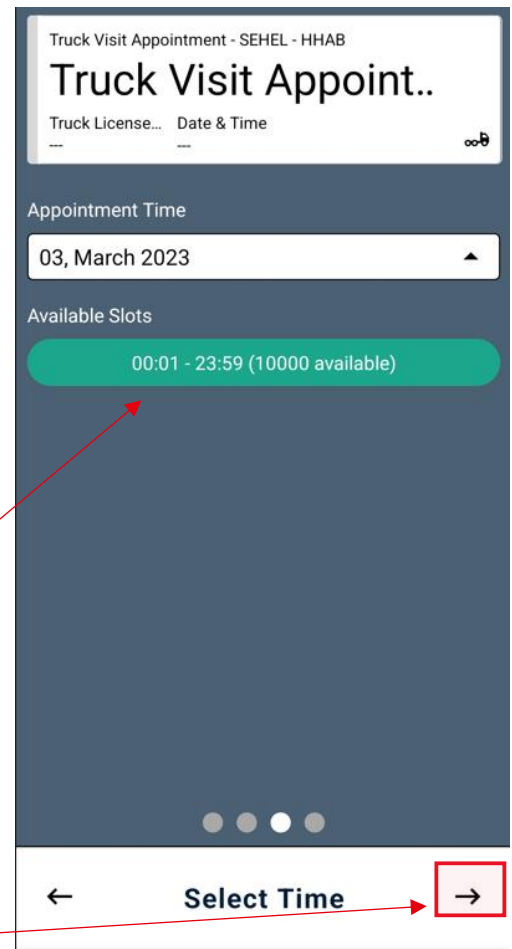
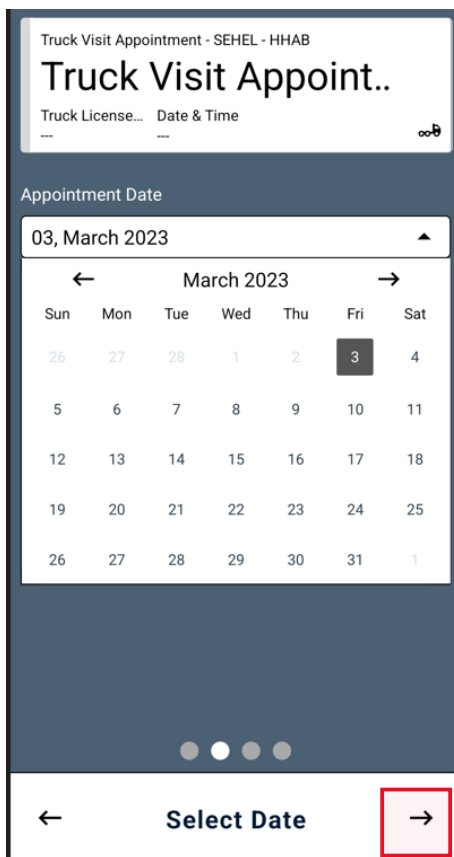


A new image opens and check that the correct information is correct in the filled fields.
Then proceed by clicking on the arrow in the lower right corner.

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The next page shows a calendar where you can highlight the current day that you want to make a pre-notification to.

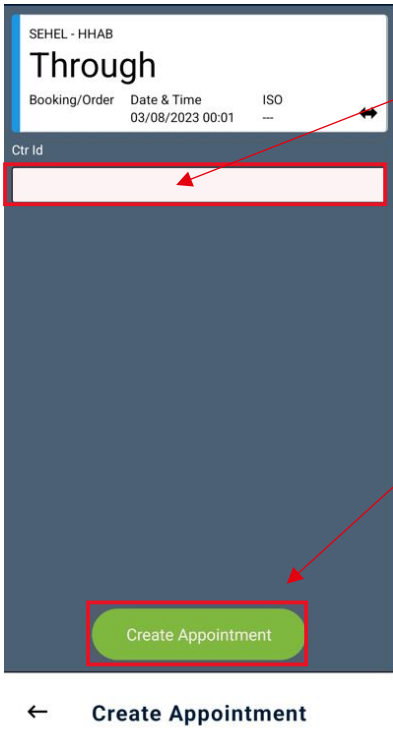
It always shows today's date as the selected option so if you do not want to make a change, you just move on by again clicking on the arrow in the lower right corner.



The next image shows the current time as your pre-notification is valid.

Select the row so it turns green and then move on by clicking on the arrow in the lower right corner.

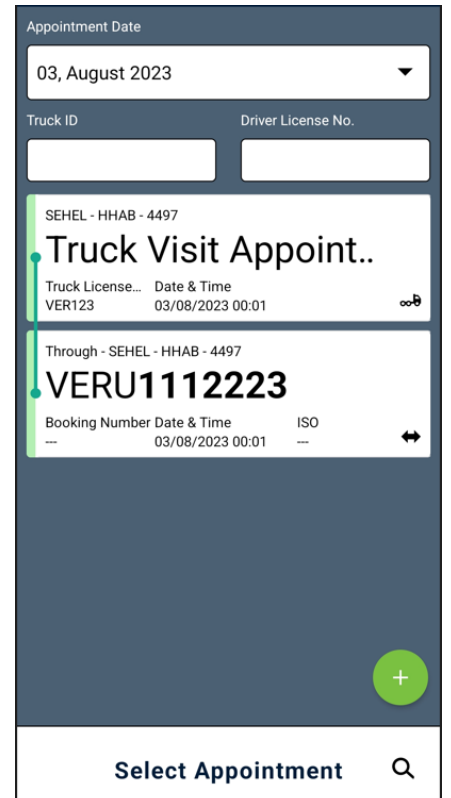
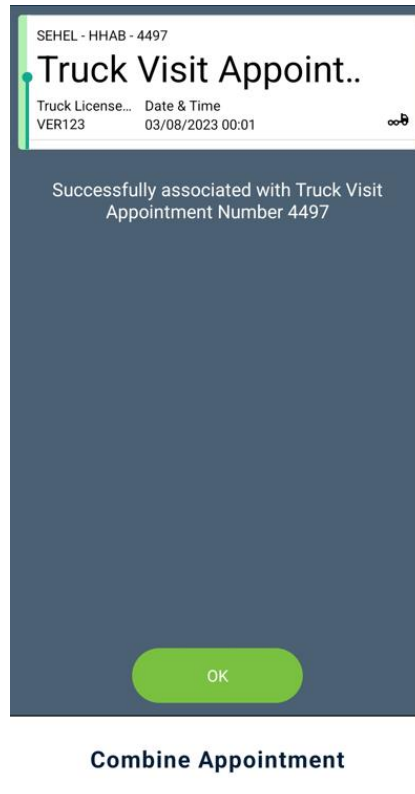
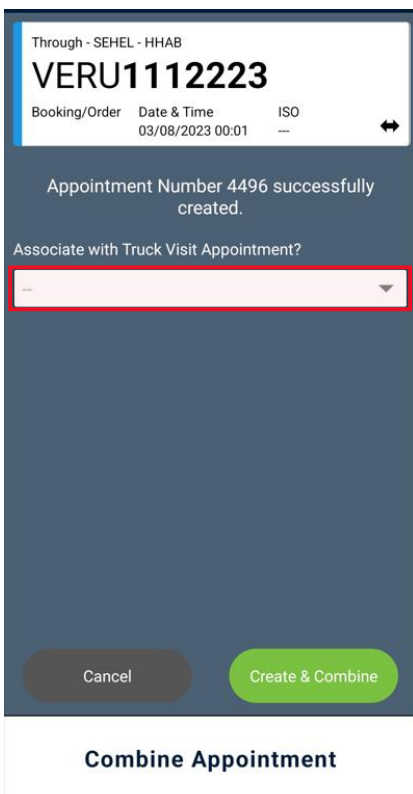
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Fill in the container number you want to announce.

To continue, click **Create Appointment**

Then connect with your previously created **Truck Visit Appointment**, now you are done and announced.

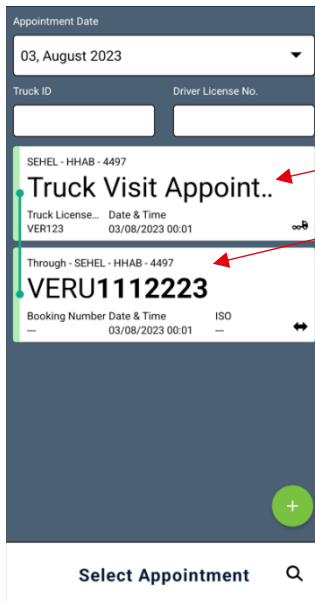


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11. Make changes or end an appointment.




The first image collects the appointments created and from this page you can make changes or delete appointments.



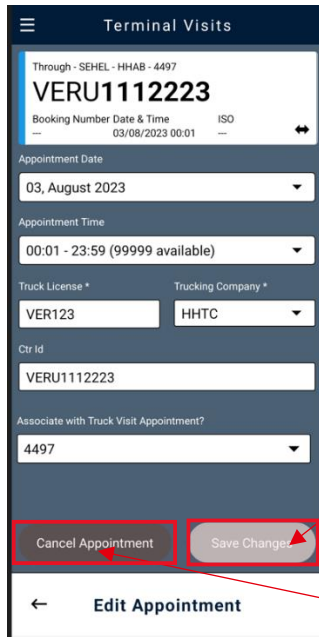
Click on Truck Visit Appointment so you see them linked.

You then open the notification you want to change or cancel by pointing to one of them and holding for a few seconds, so it opens.

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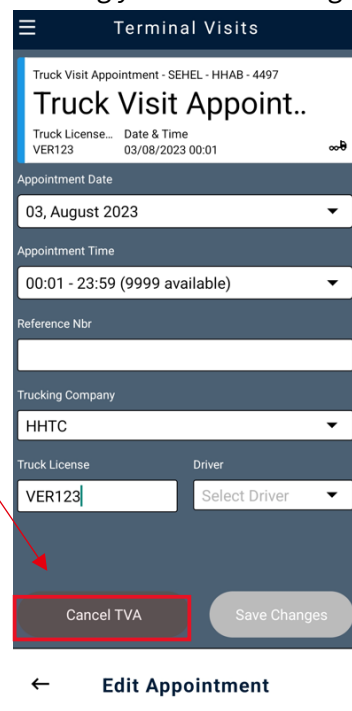
Here we have opened the announced container and want to either change something in the text or cancel it.


- If you change something, you do it in the field you want, then click Save **Changes**.



- If you want to cancel the notification, click on **Cancel Appointment** and it will then be terminated and removed from your login and in the port's system.

You then do the same in **truck visit appointment** if there is something you need to change there or cancel your notification because you have changed plans.



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12. Handling damaged devices, IN


When you bring a damaged unit to the port, you can notify the staff who works in **the inspection**.
(**NOT TO BE REPORTED AT THE GATE AS BEFORE**)

- In inspection we check the container, we also make a claim directly into the system.
- The system updates and recalculates where this container should be placed, and a new placement comes up to the staff in the inspection.
- The inspection staff tells the truck driver a new specified place where they should leave the damaged container.

13. Handling damaged devices, OUT


When you pick up units at the Port of Helsingborg and discover damage to the device, you can:

- When picking up **empty units**, deny this, notify the forklift driver what the damage is and get a new one that is approved.
- When **loaded unit**, check the size of damage when you receive a container, drive away to the inspection, and have the damage noted in the system and bring a document that is printed out from the inspection staff.
Alternatively, in the event of major damage, ask a supervisor to come out and assess the degree of the injury.




CONTAINER DAMAGE REPORT

Container	BSIU2304740	Line	HLC	Date	12/05/2023
Sr. No	Damage Component	Damage Type		Severity	Date of damage
1	Front Corner Post Right	Old Damage		Major	12/05/2023 11.02



What the damage report will look like when you get it printed out from the inspection.

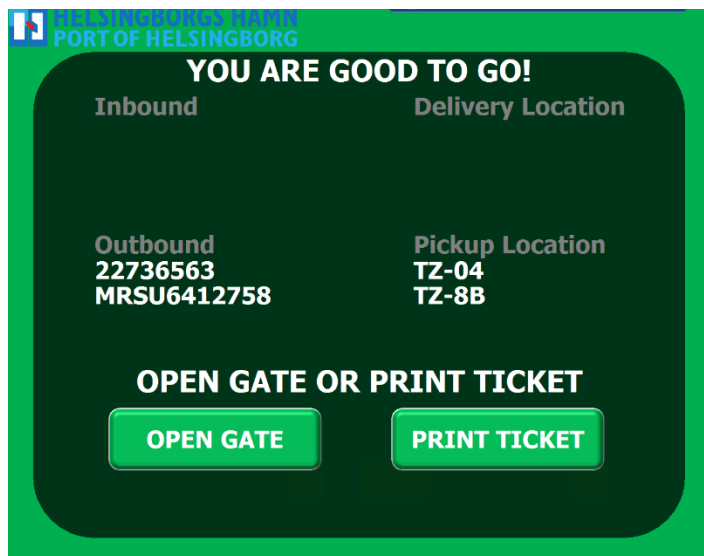
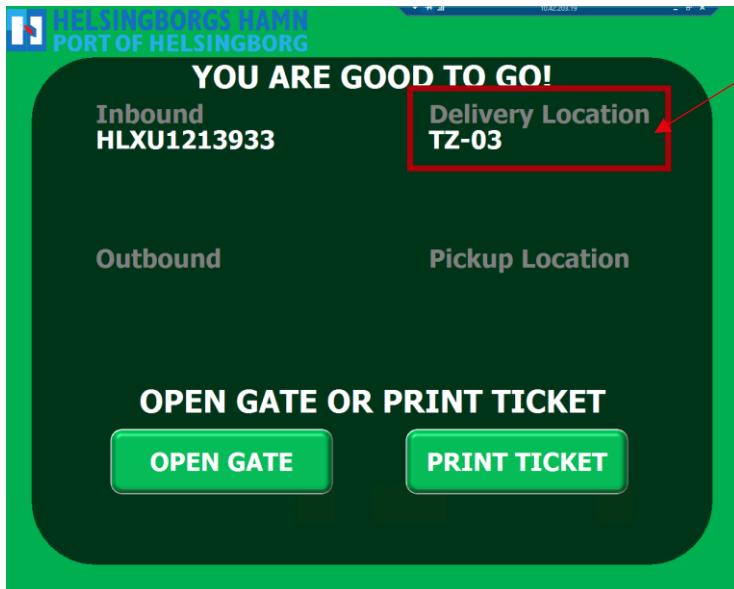
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14. The kiosk at the gate

The new view in the kiosk will look a little different than before.

It will show what you should drop off / pick up and where to drop off or pick up your announced container.

The image below shows an announced drop off empty container to be left in Transfer zone 3, **NO 3** according to the designated places for the driver to stop.



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15. Crop protection

Will continue as we do today regarding plant protection.

- You register in Gaten and follow the instructions they give there.