

News item emailed and posted on TSI internet at www.tsi.bc.ca on March 31st, 2008 at 20:45

Deltaport Truck Appointment System

After a successful trial Gate on March 31st at Deltaport with the new Navis reservation system, please be reminded of the following guidelines prior to arrival in order to service you more effectively at the gate:

Incomplete Status: An incomplete status is NOT a valid appointment (Appointment Status displayed as INCMPLTE). Incomplete status is the start of the information you need to secure a valid appointment. To finalize the appointment, all fields which have an asterisk (*) information (i.e. booking) have to be entered to change the status to MADE. Incomplete appointments have NOT secured a timeslot. Only appointments with MADE status will be processed at the Gate. **See below a step by step procedure to show to view MADE appointments.**

VISIT ID: Please ensure to advise your drivers to provide the VISIT ID and not the Appointment ID. Some drivers are attempting to use the appointment number instead of the Visit ID. Your driver will be turned around upon arrival if the driver does not know the Visit ID.

Visits with Multiple Appointments: Please be advised there are 33 Visit ID's for April 1st which exceed the maximum allowable TEU's per truck. Please check that you are not attempting to pick-up more than three TEU's and drop-off more than three TEU's within one Visit ID. The pre-gate will not be able to process these containers. In order to solve this problem without canceling your Visit ID you can utilize the "Move" option (**please refer to the Trucker User Guide on page 32, also downloadable from TSI's website, under Navis Implementation at Deltaport web page**).

Export Booking Numbers: Please ensure the booking number your driver gives at the pre-gate matches the booking number of the Visit ID.

Empty Return: Please ensure container numbers exist in our system prior to arrival, entering the container number prior to arrival will advise the status of the container. Please contact your Steamship Line if you receive the following warning:

WARNING: 13099: Please have SSLine create container XXXU1234567

Important steps to confirm which appointments are valid

1. Log into WebAccess
2. Click on Gate, then 'View Appointments' and then ADD



The screenshot shows the WebAccess interface. The top navigation bar includes 'Today Gate Containers' and a 'Printer-Friendly' link. The left sidebar contains a menu with 'View Appointments' highlighted in red. The main content area shows a 'List of Saved Queries' table with columns 'NAME', 'EXECUTE', 'DUPLICATE', and 'REMOVE'. The 'Add' button in the top right of this table is highlighted in red. Below the table, there is a link for 'Contact Us | Terms Of Use'.

3. Enter the following query criteria:
 - Start Date
 - End Date
 - Status (Status must be 'MADE')

Query Criteria

Criteria	Columns	Sort
Report Name	<input type="text"/>	Records Per Page <input type="text"/>
Visit Id	<input type="text"/>	Appointment Id <input type="text"/>
Trucking Company	<input type="text"/>	Status <input type="text" value="MADE"/>
Start Date	<input type="text" value="01-APR-2008"/>	End Date <input type="text" value="01-APR-2008"/>
Appointment Type	<input type="text"/>	Category <input type="text"/>
Truck Id	<input type="text"/>	Driver Id <input type="text"/>
BL/Booking/EDO	<input type="text"/>	Equipment Id <input type="text"/>
Gate Entry Mode	<input type="text"/>	

Save and Execute

Execute

4. Click 'Execute'
5. Review the 'Query Result'

Only appointments which are in MADE status and are listed on this report will be honored at the gate. All other appointments are not valid.