TOS WEB PORTAL

Trucking Company User Guide

Welcome to Ports America TOS Web Portal

- Introduction
- Login Page
- Navigation Menu
- Home Page
- Inquiry
- My Account

TOS WEB PORTAL

Introduction

Welcome to Ports America TOS Web Portal

- TOS Web Portal (TWP) was developed to allow terminals to communicate with shipping lines, trucking companies and other parties
- TWP provides users valuable information related to vessel schedules, import and export cargo status, gate activities, event notifications and terminal daily message updates
- The recommended browser for TWP is Internet Explorer 10 (IE 10) or above
  - Users are able to use other browsers like Chrome, Firefox and Safari
- Navigate to PNCT website https://www.pnct.net and select TOS Web Portal from menu link

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Login Page – Sign Up

- All users are required to have a User Name and Password to access TWP system
- After navigating to the PNCT website: https://www.pnct.net , users can create a user account by clicking on the Sign Up link on the Login page

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New User Account page

- New users must enter required fields as indicated by * including:
  Login Name, Contact Info, Company Info (specifying nature and business) and Password
- After entering all required fields, the system will enable the Register button allowing user to submit request for new account
- All account requests will be auto confirmed by the system

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Login Page – Logging In

- When user's account has been confirmed they will receive an email confirmation
- After navigating to the PNCT website https://www.pnct.net select TOS Web Portal from the Menu Links to log on
- First time users will be prompted to accept Ports America's Terms and Conditions

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Terms and Conditions - End-User License Agreement

- If user declines the Terms and Conditions the user will be returned to Log In page
- If user accepts the Terms and Conditions the user can go to Home page
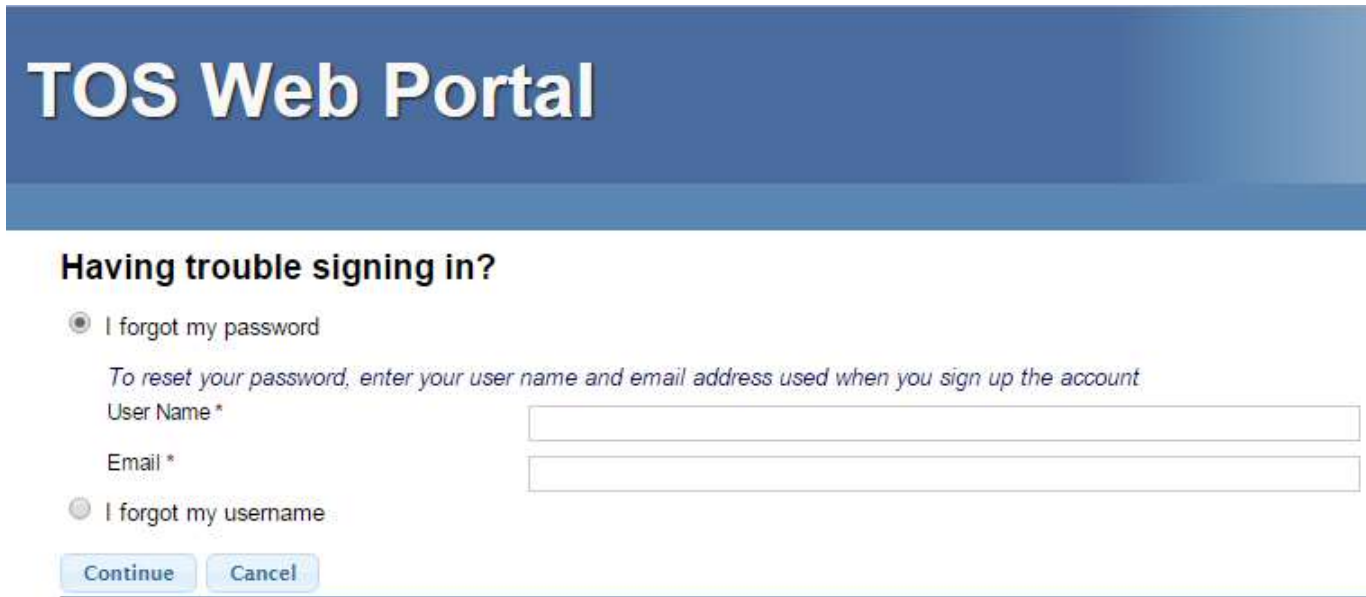
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Login Page – Functional Hyperlinks

- From the Login Page the user will see the following:
  - ➤ Having trouble signing in?
  - ➤ Don't have an account yet?
    - Sign Up
    - Contact Us

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Login Page – Having Trouble Signing In?

- **I forgot my password** will reset the user's password to a temporary password:
  - ➢ User will receive a temporary password to their registered email
  - ➢ When user logs in with temporary password, they will be prompted to make a new password

- **I forgot my username** will retrieve the user's username:
  - ➢ User will receive an email with their username to their registered email

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Login Page – Don't Have An Account Yet?

- **Sign Up** will take users to the New User Account page

- **Contact Us** (shown above) will allow both registered and unregistered users to send messages to the system administrator

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Home Page

- **Default Login page is the Home page**

- **From the Home page user will see:**

  1. User and Terminal name information

  2. Navigation bar with menu options:
     - Home, Make Payment, Inquiry, My Account

  3. Links to MultiTrack, Log Off and Terminal Information

  4. Priority Daily Message

  5. Various individualized Daily Message(s)

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Home Page – Priority and Daily Messages

- The Priority Daily Message and other Daily messages are created by terminal administrators
- They provide users with terminal-related updates or instructions
- The messages will appear on the Home page below the navigation bar on all pages either prior to and after logging in

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Home Page – Functional Links

- The <u>Log Off</u> link exits the system and returns the user to Login page
- The <u>Terminal Info</u> link provides general terminal site information
- The <u>MultiTrack</u> link is used to inquire on import containers, bills of lading or booking/EDO numbers to see detailed information regarding statuses

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Home Page – MultiTrack

- <u>MultiTrack</u> link allows users to enter multiple containers, bills of lading or booking/EDO numbers for status information
- User can also register for vessel discharge and load, enter and exit gate and availability notifications

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Navigation Bar – Main Menu Features

- TOS Web Portal allows users to make inquiries for container and chassis moves being returned to and/or picked up at the terminal
- Each tab link has a drop down list that provides a sub menu of available features

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Inquiry Tab

- TOS Web Portal users by default have access to all TWP inquiry for the purpose of monitoring vessel, equipment and gate activity

- The Inquiry menu tab has the following options:
  - Container Availability
  - Booking/EDO
  - Gate EIR
  - Review Notifications

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Inquiry – Import – Container Availability

- Import Container Availability is used to inquire about an import container's availability
- Users can search by single or multiple container or bill of lading number(s)
- Import Container Availability focuses on identify container availability based on the container's various hold conditions (such as customs, freight, USDA, terminal and carrier holds)

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Inquiry – Import Container: Notifications

Import - Container Information

Request Notifications : select notification destination   Email T____ ____ are@portsamerica.c ▾

○ Request Availability notification when container is ready for pickup   **Request**
○ Request all notifications including Availability, Exit Gate, Enter Gate, Discharge
○ Customize (pick and choose) notifications for each container and enter your own reference field

- When a user does an import container inquiry, they can also register to receive various email notifications regarding the container's cargo status
- The following notifications are available:
  - Availability
  - Enter Gate
  - Exit Gate
  - Vessel Load
  - Vessel Discharge
- As each event occurs, notifications will be automatically sent to the users registered email address
- The system will allow users to check the status of notifications, update reference numbers or cancel notification requests

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Inquiry – Export – Booking/EDO Inquiry

- Export Inquiry is used to inquire about the status of bookings or EDOs
- Users can inquire by single or multiple booking or EDO numbers
- Export Inquiry provides users with booking information status, including the vessel, start and cutoff dates, container summary and details

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Inquiry – Export: Booking Information

- The Export Booking Information is listed in three sections:

  ➢ Vessel Information – steamship line (SSCO), hazardous and OOG status, vessel/voyage, start/cutoff dates and loading at information

  ➢ Container Summary – the booking's container size/type, volume, booking count, and number of containers received/delivered

  ➢ Container Details – each container's specifics, include seal number, cargo weight, size/type, date in and the container's current location

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Inquiry – Gate EIR

- Gate EIR provides users with a reprint of their gate EIR transaction:

- The Gate EIR Reprint is generated by equipment number and a filter selection

- Following are the filter options:
  - ➤ Move by Date Range
    - Blank data range will return all gate moves for equipment
  - ➤ Move Type (By Containers: Full In, Full Out, Empty In, Empty Out and/or
    By Chassis: Chassis In, Chassis Out)

- Sample Gate EIR Reprint

PNCT
MSC: MSC, Inc.

DELIVER IMPORT

EIR REPRINT 20527

Jan 25 2017 07:28

Jan 25 2017 08:51

DRIVER NAME: .	TRUCK NUMBER:
CONTAINER: GESU6113610	SIZE/TYPE: 40' GP 9'6"
CHASSIS: 1004898	SIZE/TYPE:
VESSEL: KENT652W PORT:	RELEASE:
GENERATOR:	SCALE WT:
FUEL LEVEL:	GROSS WT: 65259
TEMP: AIR EXCH:	CARGO WT:
SEALS: 1429260	

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Reports – Review Notifications

- Review Notifications is used to review all event notifications and modify/delete existing notifications

- Users can inquire notifications by container number, a customer assigned reference number or by status

  ➢ Inquiry By Container Number can only be done on per single container basis

  ➢ Inquiry By Reference Number is based on a unique reference value created and assigned by the customer

  ➢ Inquiry By Status allows you to inquire on active or sent/expired notifications

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Reports – Review Notifications: Active Notifications

Review Active Notifications

☐ Select All For Cancel Notification

| Cancel Notifications | Update Customer Refer... |

▼ **Availability**

☐ Cancel	Request Date	Delivery Type	Customer Reference	Container Number	Available?	Location	Yard Name	Customs Status	Freight Status	USDA Status	Misc. Holds	Demurrage Due?	Demurrage Amount	Last Free Day	SSCO	Type	Length	
☐	10/22/2015	Mail		ARTU200671	No	C4-31-B1(D)		Released	Released	Released	Terminal	No			ZIM LINES	Standard	20'	8

1 record found   Records: 20 ⌄ per page   Page: 1 ⌄ of 1

▼ **Exit Gate**

☐ Cancel	Request Date	Delivery Type	Customer Reference	Container Number	Available?	Location	Yard Name	Customs Status	Freight Status	USDA Status	Misc. Holds	Demurrage Due?	Demurrage Amount	Last Free Day	SSCO	Type	Length	
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▼ **Enter Gate**

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1 record found   Records: 20 ⌄ per page   Page: 1 ⌄ of 1

☐ Select All For Cancel Notification

| Cancel Notifications | Update Customer Refer... |

- When viewing active notifications, users are able to 'Select All' or individual notifications should they wish to cancel all or individual notifications
- Customer Reference numbers can be added or updated

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My Account – Account Info

My Account > Account Info

Account Information and Company Associations for selected Terminal

Account Info		Associated Shipping Line/SSCO	Associated Truckers
Login Name	tampatrucker	None	BRONCO TRANSPORT
First Name	Tampa		
Last Name	Trucker		
Company Name	tampa trucker		
Business Type	Trucking Company		
Street	k 22		
City	alameda		
State/Province	CA		
ZIP code	66779		
Country	United States		
Day Phone	15102221111		
Evening Phone			
Mobile			
Fax			
Email	user@portsamerica.com		
Appointment Workgroup Name			

- My Account Info is used to view the user's account information

- Users are allowed to edit the Account Info section (their address, phone number, email, etc…)

- However, a user's Login Name, Business Type and Associated Trucking Companies cannot be edited. Users have to contact the Terminal administrator.

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My Account – User Preferences

- User Preferences is used to select personal preferences
- Users can change the number of rows displayed per page

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- ## My Account – Change Password

Priority Daily Message +| Terminal Info Truck

WELCOME TO TOS WEB PORTAL PORTS AMERICA'S replacement of Forecast

Home > Change Password

Change Password   Change Password

Old Password *	
New Password *	
Confirm New Password *	

† *Password length must be in the range of 8 to 25 characters (including alpha-numeric and @#$%*()_+^!&).*
Passwords are case-sensitive.

- Change Password page is available for users if they wish to change their password:
    - ➢ Password length must be in the range of 8 to 25 characters. It can include alpha-numeric as well as special characters @#$%*()_+^!&
    - ➢ Note that passwords are case-sensitive
    - ➢ As an added security measure, every 180 days users will be required to change their password