



Southgate WebEx #3 – HAZ pre-advice and Document upload Process

January 26, 2022

Agenda

- Introduction
- Recap RFID Purchase & Registration
- Review New Chassis Yard Process
- Review South Gate Process Changes
- Review/Demo HAZ pre-advise and upload Process

WebEx #3 HAZ pre-advice and Document upload

- ✓ New Southgate go-live coming in February
- ✓ Get your RFID Truck Purchases and Registration done prior to new Southgate go-live (mid-February)
- ✓ Make sure your TWICs have been re-registered
- ✓ Plan today is to run through the new HAZ process for the New South Gate .
- ✓ Process changes are all designed to streamline the Trucker experience here at the Port and improve turn-times

RFID- Purchase & Registration

- Visit our CAP home page to access links, user guides, and instructional videos <https://customeraccessportal.ncports.com>
 - Link to purchase tags
 - Guide on mounting tag to truck
 - CAP user guides for tag registration
 - Trucking Line Manager
 - Independent Trucker (Owns truck but no SCAC)
- **Please purchase and register tags prior to New Gate Opening (mid-February)**

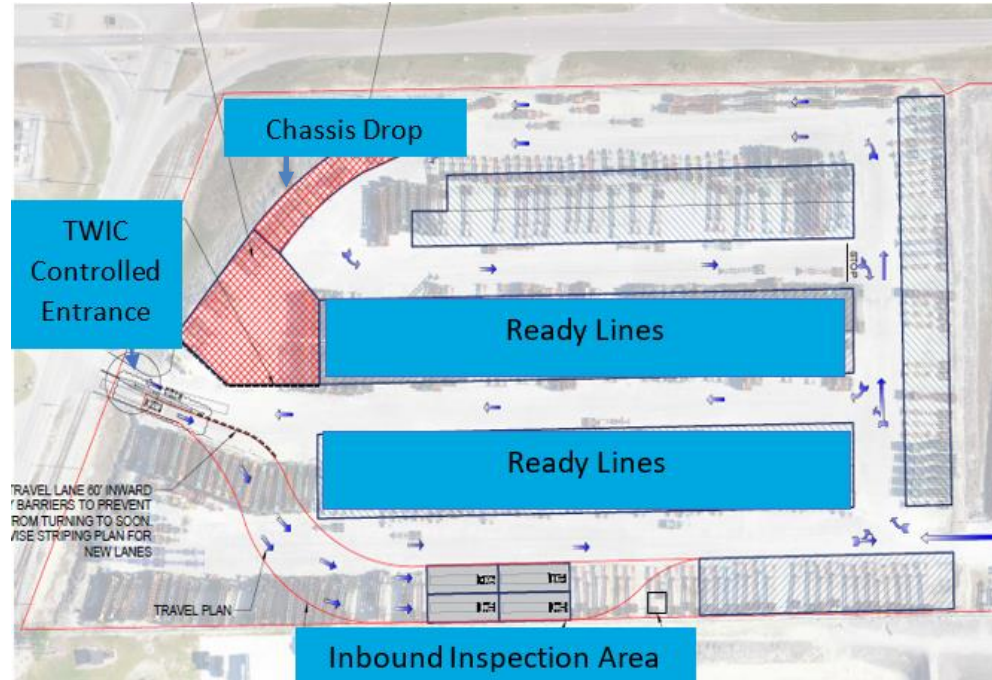
New Chassis Yard Approach

Transitioning to a managed/manned Chassis Yard.

- ✓ Goal is a better overall chassis yard experience.
- ✓ Chassis Yard will be stop/start location for all chassis usage
- ✓ Live inspections upon return to the chassis yard
- ✓ Quick chassis drop area will be identified for all returning chassis
- ✓ Pre-inspected, road-worthy chassis will be tagged and available for pick-up by truckers in “Ready Line” area
- ✓ Chassis transactions completed prior to trucker leaving the yard
- ✓ Open and manned to mirror same hours as the Container gate
- ✓ Valid, port registered TWIC cards will be required to enter the chassis yard

Chassis Yard Process

1. Swipe TWIC card to gain entry.
If you do not have a TWIC card, an escort will be required to enter the yard. Please use the call button to contact security.
2. Truck can proceed into the yard to drop or collect chassis.
3. Inspection will be completed while driver is still hooked up to the chassis.
4. Once completed, driver will drop chassis in designated area.
5. If picking up a chassis, driver will pull from the ready line.
6. Swipe TWIC card at the out gate.
7. The gate clerk will ask the driver to provide the chassis number and Trucking Company SCAC.
8. Gate arm will raise, and driver can exit the yard.



Note: Paving of the chassis yard will be ongoing through mid-April so process may vary as we finish the phased pave out of this area

South Gate Key Changes

1. All trucks need to acquire/purchase an RFID tag prior to accessing the new south gate. If you do not already have one, these tags can be purchased and registered using the Community Access Portal (CAP).
2. **ALL trucks** must pass through the outbound OCR portal and out-gate Lanes. **Drivers will no longer be allowed to use the bypass outbound lane for any reason.**
3. **Dual moves** for transactions **with different chassis** owners are **no longer** permissible. (Already in place)
4. **ALL** hazard boxes **MUST** have a pre-advice created and documents uploaded in the Customer Access Portal (CAP) prior to arrival at the south gate (we will be hosting another WebEx to demonstrate this process).

South Gate Process

1. Swipe TWIC at security gate to enter the terminal.
2. Proceed through OCR.
3. Arrive at ingate.
 - An empty inspection will be completed for all receive empty transactions.
 - If Trouble, the truck will be issued a trouble ticket and directed to the trouble area.
4. After completing the ingate process, driver is to proceed to the yard to complete transactions.
5. Once the transaction is completed, proceed to the out gate. Trucks **must** drive through the outbound OCR and out gate lane.
 - If a **green light** is displayed at the out-gate lane driver can continue through to security gate.
 - If a **red light** is displayed at the out-gate lane driver will need to stop at the kiosk and speak with a clerk.)
6. Swipe TWIC at security gate to exit the terminal.



Hazard Pre-advice

- **ALL** hazard boxes **MUST** have a pre-advice created and documents uploaded in the Customer Access Portal (CAP) prior to arrival at the south gate.
- Will be a short transition period with old trouble building
- 3 Step Process
 1. Create the Pre-advice in CAP
 2. Upload the HAZ Document for review
 3. Monitor Pre-advice status – Active

Step 1- Creating Pre-advice

Home **Pre-Advise** Reports Trucking Company My Account Admin

Prio **New Pre-Advise**

Pre-Advise Report

1. Pre-advice, new Pre-advice

Pre-Advise > New

In **Full In** Out **Select** Clear

2. Select move type

Make Pre-Advise - Full In Go Cancel

Booking Number: 4. Go

3. Enter in Booking Number

4. Go

5. Select Appointment Window, and enter in truck information (LPN, Driver's phone)

Trucker Code: Date Time *: Time Slot [Avail. Qty] (NL = No Limit) *: (* Indicates required fields)

License Plate No: Mobile Phone #: Mobile Carrier:

Booking #: 110481100 | Vessel-Voyage: INDEPENDENT VISION -- 828EB Send a notification SMS/email after submitting

SizeType/Seq/Haz/Temperature	Booked Qty	Full In	Empty Out	SSCO	Empty Start	Full Start	Cutoff	Cutoff Override	Genset Required?
40' GP 86/30551/9/-	1	0	0						
40' GP 96/32711/9/-	1	0	0	ICL	contact carrier if early receipt is needed	Contact Line		No	No

SizeType/Seq/Haz/Temperature	Container #	Length	Type	Height	Genset	Genset Number	Pre-Advise PIN
Select	<input type="text" value="ICUU4152660"/>	40	GP	86	<input checked="" type="checkbox"/>		

6. Select correct Booking Line Item

7. Enter container

8. Enter chassis information

Chassis Ownership: Is Own Chassis

Chassis Number:

Chassis Owner:

Length/Type:

Tare Weight (lbs):

Result Message Details Trucking Company Status | Submit

Booking# 110481100

Container #	Date Time	Status	Remark
Full In:			
ICUU4152660	1/26/2022 12:00-13:00	Pending	Pre-Advice created successfully. Pre-Advice PIN: 1173 Trucking Company with Id ? is unknown Exports cannot be received before 02/02/2022 07:00 for vessel visit INVI-828EB Pending Hazardous Review

Close

9. Submit

Message remarks will specify any holds or restrictions causing the pending status

Step 2- Hazard Document upload

Home Pre-Advise Reports Trucking Company My Account

Priority Daily Me

- Vessel Monitor
- Import Report
- Export Report
- Gate Activity
- Review Notifications
- Payment Report
- Container List
- Chassis List
- Upload Hazardous

Pre-Advise > New

In Select

1. Reports, Upload Hazardous

Reports > Hazardous Goods

Booking Number

3. Go

110481100 | INDEPENDENT VISION - 828WB

Container Number *

4. Type in Container number

6. Save

Upload Hazardous Document

Select a hazardous document

5. Browse desktop to upload the PDF File

Allowed file extensions: .pdf

Prestaged Document
HAZ DOC Test ICUU4152660.pdf

Once you upload the first file against a booking it will always pull following screen

Prestaged Containers - Booking: 110481100

Vessel Call: INVI - 828WB

Containers	Prestaged Documents
<input type="checkbox"/> ICUU4152660 <input type="button" value="more documents..."/>	HAZ_DOC_Test_ICUU4152660.pdf

Can select more documents to add files for other containers

Step 3- Monitoring Pre-advice

Home Pre-Advise Reports Trucking Company My Account Admin

Prio New Pre-Advise

Pre-Advise Report

1. Pre-advice, pre-advice report

2. Enter in search criteria for report

3. Go

Pre-Advise > Report

Select Report, Date Range and Search Options

Report Option

Trucker: DEMO - Demo Trucking

Sort By: Date Time

Report Type: Summary Details

Range

Yesterday Today Tomorrow

Range: Start: 1/25/2022 00:00 End: 1/25/2022 23:59

Search By

Container #:

Booking / EDO#:

Chassis #:

Truck Plate:

Pre-Advise PIN:

SSCO:

[Show Move Type, Filter, and Report Field Options](#)

Report Generation Time: 01/25/2022 13:23:36 (Eastern Standard Time)

Summary (Number of pre-advises by date and status): | Your search returned 1 record

Date	Pending	Active	Initiated	Completed	Cancelled	Aborted	Deleted	Missed Expired
1/26/2022	1	0	0	0	0	0	0	0
Totals	1	0	0	0	0	0	0	0

[Export All Data to Excel File](#)

Your search returned 1 record

Move Type	Container#	Gate Cntr Processed	Booking/EDO#	Chassis#	Gate Chassis Processed	Date Time MM/yyyy hh:mm-ssmm	Pre-Advise PIN	Status	Trucker Code	Truck Plate	Driver ID	Gate LPN Processed	Made By	Made On MM/yyyy hh:mm	Dual Move	TOS appointment number
Full In	ICUU4152660		110481100	APMZ400094		1/26/2022 1200-1300	1173	Pending	DEMO	LPN11			NCSPA.T	1/25/2022 12:40	No	

1 record found

Records: 50 per page Page: 1 of 1

4. Monitor status of pre-advice, can click link to

SMS message will be sent when ever the container status changes

HAZ Demo

Questions?