

# GCT Canada – Customer Service Portal: LYNX CSP Trucking Co. Manual



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# Using GCT Canada SSLVPN:

Secure Socket Link Virtual Private Network (SSLVPN) provides secure communications for data transmissions to GCT Canada LP. Web Services

By utilizing GCT Canada Web Services, users agree to abide by **GCT CANADA LIMITED PARTNERSHIP WEB PORTAL TERMS AND CONDITIONS User Agreement**. Full disclosure can be found on GCT Canada <u>website</u>. Users take responsibility for all activity under the user credentials, including but not limited to protection of storage fees, Terminal Gate Efficiency fees and Flex Appointment Service fees.

Carriers are encouraged to visit GCT Canada website for more information on Flex Appointment Service (FAS) and Terminal Gate Efficiency Program (TGEF) documentation. Details can be found under Carriers & Truckers Terminal Procedures and Expansion & Terminal Changes.

# Web Browsers

Lynx web services are supported by Internet Explorer 10 or higher (I/E10+), Google Chrome, and Firefox.

## Request a new login for SSVPN, contact GCT Canada Helpdesk

<u>helpdesk@globalterminals.com</u>) with the below information:

- Contact Name
- Company Name
- Mailing Address
- Email Address
- Telephone and Fax numbers
- Company Type (ocean carrier, trucking company, customs broker, freight forwarder)
- Terminal Required: Deltaport (or Vanterm)
- Trucking Companies: Port of Vancouver Truck Licensing System number (TLS)

Once the user has received SSLVPN credentials, users will "**self-register**" an account for Lynx CSP. Please visit the <u>GCT Canada: Lynx New User Guide</u> found on the website to create a Lynx CSP account. The following manual is for Trucking Companies using the customer service portal Lynx CSP.

# Log in

GLOBAL TERMIN CANADA	NER ALS
Login to your ac	count
着 Username	
Password	
	Login ⊖
Forgot your password No worries, click Here to res	
Don't have an account, yet ? Register for:	Start Below

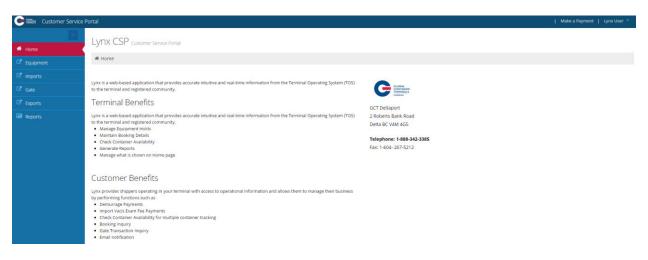
Enter Username and Password

Select Login⊖	
	Login to your account
	acme
	·····
	Login (-)

# Home Page

Welcome to GCT Canada Customer Service Portal- LYNX CSP

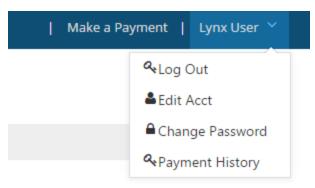
Lynx is a web-based application that provides accurate intuitive and real-time information from the Terminal Operating System (TOS) to the terminal and registered community.



# Lynx User Credentials

User credentials are located at the top right drop down menu "Lynx User"

Customer Service	Portal		Make a Parment   Lynx User 🎽
Home	LYTIX CSP Customer Service Portal		&Log Out ≜Edit Acct
C Equipment	₩ Home		Change Password
C <sup>a</sup> Imports	Lynx is a web-based application that provides accurate intuitive and real-time information from the Terminal Operating System (TOS)		
C <sup>a</sup> Gate	to the terminal and registered community.		
C Exports	Terminal Benefits	GCT Deltaport	
💷 Reports	Lynx is a web-based application that provides accurate intuitive and real-time information from the Terminal Operating System (TOS) to the terminal and registered community.	2 Roberts Bank Road Delta BC V4M 4G5	
<b>℃</b> Admin	Manage Equipment Holds     Manater Equipment Holds     Manater Availability     Check Container Availability     Generate Reports     Manage what is shown on Home page	Deta BL, VAW 405 Telephone: 1-88-342-3385 Fax: 1-604-267-5212	
	Customer Benefits Sym provides shippers operating in your terminal with access to operational information and allows them to manage their business by performing functions such as Demurage Syments Import Vacis Exam Fee Syments Check Container Availability for multiple container tracking Check Container Availability for multiple container tracking Container Availability Check Container Availa		



Log Out- selects to log the user out of the session

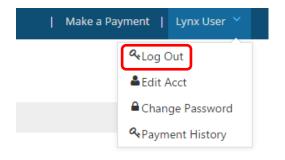
Edit Acct- edits account details

Change Password- change user password

Payment History- view payment history

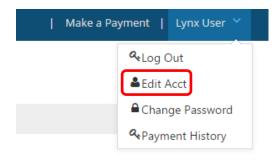
#### Log Out

To end User session select 'Log Out"



## Edit Acct

User can edit account details



Edit Account					
♣ Home > Edit Account >					
≡ Terminal Admin					
≡ Edit Account					
User Name:	acme	Last Lo	ogin:	2016-05-30 2:09:05 PM	
First Name:	John	Last Na	ame:	Acme	
Phone Number:	1(888)342-3385	Friend	ly Name:	ACME	
Email:	acme@acmeterminals.co	E-Mail	Opt In:		
				_	
Save	Successfully Upda	ted User lines/roles/organization	ns Information		×

Edit Account details:

- User Name- will populate based on the user name
- Last Login: notes the date and time of the last log in
- First Name- User first name
- Last Name: User surname
- Phone Number-contact number
- Friendly Name- same as user name
- Email- the email address used for event notifications and trouble messages, payment receipt
- E-mail Opt In- this must be 'check marked' if you intend to use event notifications and trouble messages

## Change Password

Users are encouraged to change the password frequently.

	nx User 🗡
a Log Out	
Left Acct	
■ Change P	assword
<b>A</b> Payment	History

#### Key Name not found: ChangePassword

# Home > Key Name not found: ChangePassword >								
≡ Change Password								
User Name	acme							
Old Password:								
New Password:								
Confirm Password:								
Save	Password successfully changed.							
	.,							

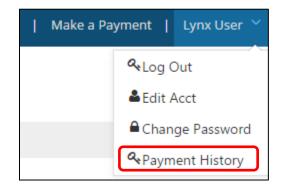
User Name: will auto-populate
Old Password: enter old password
New Password: create new password
Confirm Password: retype new password
Save: to confirm changes

The user will receive a confirmation "Password successfully changed".

**Reminder:** the password must be 7 characters or greater. It must consist of two series of letters and numbers separated by a symbol

#### Payment History

Users can search, using various criteria, the payment details for which the user has protected charges in the "<u>Make Payment</u>" section.



Select search criteria by date, reference id or container number.

Payment History									
Payment History									
Select date range for payment(s) or Reference Id	Reference lo	d or Container Number. Container number							
	« Or »								
Start Date	Start Date End Date								
05/16/2016		05/31/2016	Search	Reset					

- Reference Id -or-
- Container Number
- Start Date and End Date
- Search
- Reset

Reference ID- as noted on "receipt of payment" as shown in the example below Ref Id

			REC	ЕІРТ	OF PAY	MENT			
1285 Franklir	8C V6A 1J9, Canada 57-5200	a						OBAL NTAINER RHIRALS NADA	
<b>Payee:</b> Third Party							Payment Ty Organization		
Number	B/L	Location	LFD	PTD	GTD	Vessel	Voyage	Charges Paie	d Ref Id
Number CCLU4461810	B/L YTNVAN404273	Location Y-DLT-M046A2	LFD 2016-06-21	PTD	GTD	Vessel	Voyage 1425	Charges Paie \$2,227.20	d Ref Id 48037850749
					GTD	CAME		\$2,227.20	
CCLU4461810	YTNVAN404273	Y-DLT-M046A2	2016-06-21	Des		CAME	1425 uantity Billed	\$2,227.20	48037850749
CCLU4461810 Fee	YTNVAN404273 From Date 2016-06-16	Y-DLT-M046A2 To Date	2016-06-21 -20	Des	cription	CAME Q	1425 uantity Billed	\$2,227.20	48037850749 nount

Enter Ref

Paymer	nt H	listory							
🖀 Home >	Paym	ents > Payn	nent History	1					
Payment H	listory	,							
Select date ran	ge for	payment(s) or	Reference lo	d or Conta	iner Number.				
Reference Id			)	Contai	ner number				
48045549259			« Or »						
Start Date				End Da	te				
07/01/2016				07/31/2016			Search	Res	et
Payment History									
Select date range for payment(s)	or Reference I	ld or Container Number							
Reference Id	or nererence	Container number							
48045549259	« Or »								
Start Date		End Date							
07/01/2016		07/31/2016	Search	Reset					
≡ Payments By Date									
Show 10 • entries								Search:	
Expand Request Dat	2	Descript	on		Requestor Name	Total Amount	Trans Type	Reference Id	Reprint
2016-10-17 1:	20:20 PM	Guarante	e has been accepted		Global Terminals	\$27,075.50	GUARANTEE	48045549259	0
Showing 1 to 1 of 1 entries									Previous Next

Container Number- any container number for which the user has protected storage charges

			REC	EIF	PT OF PA	YMENT			
1285 Franklin	C V6A 1J9, Canada 57-5200	Э						DRAL NTAINER IMINALS IADA	
<b>Payee:</b> Third Party							Payment Typ Organizatior		
	<b>`</b>								
Number	B/L	Location	LFD	PTD	GTD	Vessel	Voyage	Charges Pa	id Ref Id
Number CCLU4461810	B/L YTNVAN404273	Location Y-DLT-M046A2	LFD 2016-06-21	PID	GTD	CAME	Voyage 1425	Charges Pa \$2,227.20	id Ref Id 48037850749
				PID	GTD	CAME		\$2,227.20	
CCLU4461810	YTNVAN404273	Y-DLT-M046A2	2016-06-21	PID		CAME	1425	\$2,227.20	48037850749
CCLU4461810 Fee	YTNVAN404273 From Date	Y-DLT-M046A2 To Date	2016-06-21 -20	PID	Description	CAME C	1425 Quantity Billed	\$2,227.20 A	48037850749 mount

Payment History by Dates- enter the Start and End Dates

Payment History	/			
Home > Payments > Pay	ment History	,		
Payment History				
Select date range for payment(s) o	or Reference lo	d or Container Number.		
Reference Id		Container number		
Reference Id	« Or »	Container number		
Reference Id Start Date	« Or »	Container number		
	« Or »		Search	Reset

#### GCT Canada LYNX Trucker Manual

Payment	t History							
# Home > Pa	ayments > Payment History	/						
Payment Hist	tory							
Select date range	for payment(s) or Reference le	d or Container Number.						
Reference Id	« Or »	Container number						
Start Date 06/01/2016 = Payments	Ry Date	End Date 12/31/2016	earch Reset					
-	entries						Search:	
Expand	Request Date	Description		Requestor Name	Total Amount	Trans Type	Reference Id	Reprint
•	2016-10-18 3:31:36 PM	Guarantee has been accepted		Global Terminals	\$24,383.50	GUARANTEE	48045620465	•
٥	2016-10-17 1:20:20 PM	Guarantee has been accepted		Global Terminals	\$27,075.50	GUARANTEE	48045549259	Ð
Showing 1 to 2 of	2 entries							<>

Users can select the 'Expand" feature to show details of the payment.

Users can Reprint Receipt of Payment

#### RECEIPT OF PAYMENT

GCT Canada Head Office 1285 Franklin Street Vancouver, BC V6A 1J9, Canada Tel: 1(604) 267-5200 Fax: 1(604) 267-5212						INALS			
<b>Payee:</b> Third Party							Payment Type Organization:		
Number	B/L	Location	LFD	PTD	GTD	Vessel	Voyage	Charges Paid	Ref ld
CCLU4461810	YTNVAN404273	Y-DLT-M046A2	2016-06-21			CAME	1425	\$2,227.20	48037850749
Fee	From Date	To Date		0	Description		Quantity Billed	Amo	ount
STORAGE	2016-06-16	2016-06-	20	c	day 1-5	5.0		\$1,	760.00
STORAGE	2016-06-21	2016-06-	21	c	day 6-10		1.0	\$46	7.20

Total Charges: \$2,227.20

Menu Bar Toggle



This feature is used to open full screen.

Lynx CSP customer Service Portal  # Home  Lynx is a web-based application that provides accurate intuitive and real-time information from the Terminal Operating System (TOS) to the terminal and registered community.  Terminal Benefits  Urus is a web-based application that provides accurate intuitive and real-time information from the Terminal Operating System (TOS) to the terminal and registered community.  Winage Equipment Holds  Outsch Container Availability  Generate Reports  Manage What is shown on Home page  Urus to as  Permurage Sayments  Outsch Sam See Payments	
Lynx is a web-based application that provides accurate intuitive and real-time information from the Terminal Operating System (TOS) to the terminal and registered community. <b>Terminal Benefits</b> Lynx is a web-based application that provides accurate intuitive and real-time information from the Terminal Operating System (TOS) to the terminal and registered community. J. Manage Equipment Holds • Manatan Booking Details • Check Container Availability • Generate Reports • Manage what is shown on Home page <b>Customer Benefits</b> Lynx provides shippers operating in your terminal with access to operational information and allows them to manage their business by performing functions such as • Ormurage Payments	
and registered community.  Ferminal Benefits  Lynx is a web-based application that provides accurate intuitive and real-time information from the Terminal Operating System (TOS) to the terminal and registered community.  Manage Equipment Holds Manage Mattis above the Manage Mattis and Provides accurate intuitive and real-time information from the Terminal Operating System (TOS) to the terminal and registered community.  Manage Equipment Holds Manage Mattis above to Home Page  Customer Benefits  Lynx provides shippers operating in your terminal with access to operational information and allows them to manage their business by performing functions such as  Operating Payments	
and registered community.  Ferminal Benefits  Lynx is a web-based application that provides accurate intuitive and real-time information from the Terminal Operating System (TOS) to the terminal and registered community.  Manage Equipment Holds Manage Mattis above the Manage Mattis and Provides accurate intuitive and real-time information from the Terminal Operating System (TOS) to the terminal and registered community.  Manage Equipment Holds Manage Mattis above to Home Page  Customer Benefits  Lynx provides shippers operating in your terminal with access to operational information and allows them to manage their business by performing functions such as  Operating Payments	
Uptix is a web-based application that provides accurate intuitive and real-time information from the Terminal Operating System (TOS) to the terminal and registered community. Manage Equipment Holds Manage Marking Details Check Container Availability Generate Reports Gustomer Benefits Lynx provides shippers operating in your terminal with access to operational information and allows them to manage their business by performing functions such as O Benerage Payments	
and registered community. Manage dyname Holds Manage May Bayes Generate Reports Generate Reports Manage what is shown on Home page Customer Benefits Lynx provides shippers operating in your terminal with access to operational information and allows them to manage their business by performing functions such as O emurage Payments	GCT Canada Head Office
and registered community. Manage dyname Holds Manage May Bayes Generate Reports Generate Reports Manage what is shown on Home page Customer Benefits Lynx provides shippers operating in your terminal with access to operational information and allows them to manage their business by performing functions such as O emurage Payments	1285 Franklin Street
Maintain Booking Details     Check Container Availability     Generate Reports     Manage what is shown on Home page     Customer Benefits     Lynx provides shippers operating in your terminal with access to operational information and allows them to manage their business by performing     functions such as     Oemurage Payments	Vancouver BC V6A 1J9, Cana
Check Container Availability     Generate Reports     Manage what is shown on Home page     Customer Benefits     Lynx provides shippers operating in your terminal with access to operational information and allows them to manage their business by performing     functions such as     Oemurrage Payments	Valicouver be von 135, cana
Generate Reports     Manage what is shown on Home page Customer Benefits Lynx provides shippers operating in your terminal with access to operational information and allows them to manage their business by performing functions such as     Oemurage Payments	Telephone: 1(604) 267-5200
Manage what is shown on Home page     Customer Benefits     Lynx provides shippers operating in your terminal with access to operational information and allows them to manage their business by performing     functions such as     O emurge Payments	
Customer Benefits Lynx provides shippers operating in your terminal with access to operational information and allows them to manage their business by performing functions such as • Demurgage Payments	Fax: 1(604) 267-5212
Lynx provides shippers operating in your terminal with access to operational information and allows them to manage their business by performing functions such as • Demurrage Payments	
functions such as <ul> <li>Demurrage Payments</li> </ul>	
Demurrage Payments	
Import Vacis Exam Fee Payments	
Check Container Availability for multiple container tracking	
Booking Inquiry	
Gate Transaction Inquiry     Email notification	

Toggle once again to view the menu bar

Customer Service	Portal	
4 Home	Service Portal	
		-
	ion that provides accurate intuitive and real-time information from the Terminal Operating System (TOS) to the terminal	
	ts	GCT Canada Head Office
Reports	con that provides accurate intuitive and real-time information from the Terminal Operating System (TOS) to the terminal	1285 Franklin Street
	ts .	Vancouver BC V6A 1J9, Canada
	s Hity	Telephone: 1(604) 267-5200 Fax: 1(604) 267-5212
	on Home page	Pax. 1(004) 207-5212
	fits	
	ating in your terminal with access to operational information and allows them to manage their business by performing	
	layments #Ry for multiple container tracking /	

	A Home
Menu Options:	C Equipment
Equipment Imports	C Imports
Gate Exports	C Gate
Reports	C Exports
	💷 Reports

#### Equipment

- Equipment Inquiry
- Equipment Delivery Order
- Make a Payment
- Event Notifications

#### Imports

- Import Release Inquiry
- Container Notifications

#### Gate

- Gate Appointment
- Appointment Search
- Appointment Monitor
- Gate Transactions
- Bulk Appointment

#### Exports

- Booking Inquiry
- Late Arrival

#### Reports

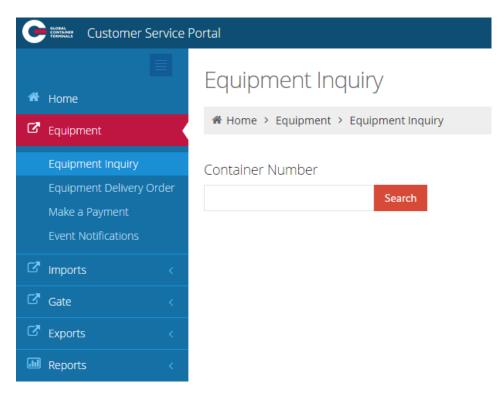
• Vessel Schedule

Page | 14 Version 1.0

# Equipment

#### **Equipment Inquiry**

The Equipment section is used to look up specific empty, export and import container number details.

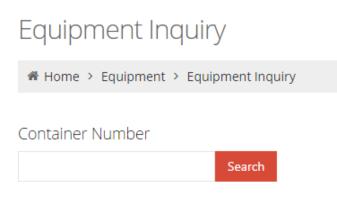


Enter a container number for an empty, export, or import to show the details of a container.

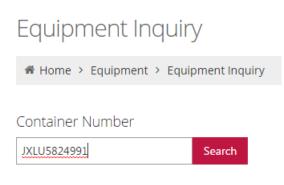
- Equipment #- Container Number
- Line Operator- Steam Ship Line
- Booking: Export or Empty Delivery Order
- Class: Container
- **Category:** IMPRT (import), EXPRT (export), Empty (storage?)
- O/B Carrier: Outbound carrier of Gate, Rail or Vessel
- Chassis: not applicable
- Status: FCL (Full Container Load) or Empty (Storage)
- Bills (of lading)- Import container(s)
- Genset- not applicable
- Position:
  - o Rail- Railed off dock (R-DTTX743612-DB1 rail car)
  - o Truck- Trucked off dock via truck (T-GCT0010)

- Yard- Deltaport- Block, Stack, Tier (e.g. Y-DLT-A086A1-DLT)
- o Vessel- Vessel, stow position (V-CAME1426-460682- CAME1426)
- I/B Carrier: Inbound carrier of Vessel, Rail or Gate
- ISO: code for a list of commonly used ISO codes view Appendix I
- Seal Number:
- POL: Port of Loading
- Sz/Tp/Ht: Size, Type, Height for a list of commonly used Sz/Tp/Ht view Appendix I
- **Temperature**: for refrigerated cargo (set by Booking or B/L) in degrees Celsius
- POD: Port of Discharge Vancouver
- Gross Weight: in kilograms (kg)
- Hazardous: Class (i.e.9)
- Bonded Dest(ination): import container delivery
- Safe Weight: in kilograms (kg)
- Damaged: Yes or No
- Trucker: if assigned
- Tare Weight: in kilograms (kg)
- Out of Gauge: Yes or NO
- VGM: Verified Gross Mass (kg)
- Dray Status : if required to dray off
- Grade: when noted for container
- Remarks: notes designated

Enter a container number for 'Empty', 'Export' or 'Import'



Enter an import container number: JXLU5824991 and "Search"



The below example notes the detailed container information for an import reefer container on the vessel: JXLU5824991.

Equipment Inq	uiry				
# Home > Equipment >	Equipment Inquiry				
Container Number JXLU5824991 = Detailed Container	Search				
		ine Operator:	ZIM	Booking:	
Class:	CONTAINER	Category:	IMPRT 0/	B Carrier:	TRUCK-1
Chassis:		Status:	FCL	Bills:	ZIMUQIN4515483
Genset:		Position:	Y-DLT-A114F4-DLT	B Carrier:	BPEX36-0 BUDAPEST EXPRESS
ISO:	45R1 S	Seal Number:	ZGL084870C	POL:	QINGDAO LIUTING INTERNATIONAL APT
Sz/Tp/Ht:	40 / RE / 96 T	lemperature:	2 C	POD:	VANCOUVER
Gross Weight:	28940.0 KG	Hazardous:	Bon	ded Dest:	ODKTRKVIT
Safe Weight:	30480.0 KG	Damaged:	NONE	Trucker:	
Tare Weight:	4150.0 KG C	Out of Gauge:	No		
VGM:	28900.0 KG	Dray Status:		Grade:	v
Remarks:	eefer points				

- Equipment #-JXLU5824991
- **Booking:** not applicable
- Category: IMPRT (import)
- Chassis: not applicable
- Bills (of lading)- ZIMUQIN4515483
- **Position:** Y-DLT-A114F4-DLT
- ISO (code): 45R1
- POL: QINGDAO LIUTING INTERNATIONAL APT
- Temperature: 2c
- Gross Weight: 28940.0kg
- Bonded Dest: ODKTRKVIT
- Damaged: None
- Tare Weight: 4150.0kg
- VGM: 28900.0kg
- **Grade:** not applicable

- Line Operator- ZIM
- Class: Container
- O/B Carrier (outbound)- Truck-1
- Status: FCL (Full Container Load)
- Genset- not applicable
- I/B Carrier (Inbound Vessel/ Voyage): BPEX36-0 Budapest Express
- Seal Number- ZGL084870C
- Sz/Tp/Ht: 40 / RE / 96
- POD: Vancouver
- Hazardous: not applicable
- Safe Weight: 30480.1kg
- Trucker: not applicable
- Out of Gauge: No
- Dray Status : not applicable
- Remarks: reefer points

<u>Note</u>- To search *multiple* import containers visit **Imports > Import Release Inquiry** 

Four discussion and the studies

The below example notes the detailed container information for a hazardous Export Container due via truck: **GESU5768486** 

Equipment ind	luiry			
# Home > Equipment >	Equipment Inquiry			
Container Number				
GESU5768486	Search			
≡ Detailed Container	Information			
Equipment #:	GESU5768486 Line Oper	itor: APL	Booking:	086497232
Class:	CONTAINER Cate	ory: EXPRT O	/B Carrier:	BPEX36-0 BUDAPEST EXPRESS
Chassis:	St	tus: FCL	Bills:	
Genset:	Pos	ion: Y-DLT-F050D1-DLT I	/B Carrier:	FUL0030-1
ISO:	4500 Seal Nur	ber: 3039759	POL:	VANCOUVER
Sz/Tp/Ht:	40 / GP / 96 Tempera	ure: 0 C	POD:	KOBE
Gross Weight:	28302.0 KG Hazard	ous: 3 Bo	nded Dest:	
Safe Weight:	32498.0 KG Dama	ged: NONE	Trucker:	
Tare Weight:	3084.0 KG Out of G	uge: No		
VGM:	28302.0 KG Dray St	itus:	Grade:	T
Remarks:	Hazardous reefer			
			h	

- Equipment #- GESU5768486
- Booking: 086497232
- **Category:** EXPRT (export)
- Chassis: not applicable
- Bills (of lading)- not applicable
- **Position:** Y-DLT-F050D1-DLT
- ISO: 4500
- POL: Vancouver
- Temperature: Oc
- Gross Weight: 28302.0lg
- Bonded Dest: not applicable
- Damaged: NONE
- Tare Weight: 3084.0 kg
- VGM: 28302.0kg
- Grade: not applicable

- Line Operator- APL
- Class: Container
- O/B Carrier: BPEX36-0 Budapest Express
- Status: FCL (Full Container Load)
- Genset- not applicable
- I/B Carrier: FUL0030-1
- Seal Number- 3039759
- Sz/Tp/Ht: 40 / GP /96
- POD: KOBE
- Hazardous: 3 (class)
- Safe Weight: 32498.0 kg
- Trucker: not applicable
- Out of Gauge: No
- Dray Status : not applicable
- **Remarks:** Hazardous reefer

The below example notes the detailed container information for an empty container assigned to an EDO: **TTNU3158045** 

Equipment Inqu	uiry		
# Home > Equipment > E	iquipment Inquiry		
Container Number	Search		
≡ Detailed Container Ir	formation		
Equipment #:	TTNU3158045 Line Operator	: HLC Bookin	g: HLC20TEST
Class:	CONTAINER Category	: STRGE O/B Carrie	r: GEN_TRUCK-0
Chassis:	Status	: MTY Bil	s:
Genset:	Position	: Y-DLT-U093F2-DLT I/B Carrie	r: 199-09E- 199-09E
ISO:	2200 Seal Number	: PO	L:
Sz/Tp/Ht:	20 / GP / 86 Temperature	: PO	D:
Gross Weight:	2230.0 KG Hazardous	: Bonded Des	it:
Safe Weight:	24000.0 KG Damaged	: MINOR Trucke	er:
Tare Weight:	2494.0 KG <b>Out of Gauge</b>	: No	
Dray Status:	Grade	: •	
Remarks:			

- Equipment #- TTNU3158045
- Booking: HLC20TEST
- **Category:** STRGE (empty storage)
- Chassis: not applicable
- Bills (of lading)- not applicable
- Position: Y-DLT-U093F2-DLT (Yard, Deltaport- U093 block, F- stack, 2 tier)
- ISO: 2200
- POL: not applicable
- **Temperature:** not applicable
- Gross Weight: 2230.0 kg
- Bonded Dest: not applicable
- Damaged: MINOR
- Tare Weight: 2494.0 kg
- Dray Status : No
- Remarks: not applicable

- Line Operator- HLC
- Class: Container
- O/B Carrier: Gen-Truck-0
- Status: MTY (empty)
- Genset- not applicable
- I/B Carrier: 199-09E-199-09E (inbound train id)
- Seal Number- not applicable
- Sz/Tp/Ht: 20 / GP / 86
- POD: not applicable
- Hazardous: not applicable
- Safe Weight: 24000.0 kg
- Trucker: not applicable
- Out of Gauge: not applicable
- Grade not applicable

# **Equipment Delivery Order**

Users can query Equipment Delivery Orders (EDOs)

A Home	Equipment Delivery Order
C Equipment	Home > Equipment > Equipment Delivery Order
Equipment Inquiry Equipment Delivery Order Make a Payment Event Notifications	EDO Number
🗗 Imports 🛛 🗸	
🖸 Gate <	
🖾 Exports 🗸	
💷 Reports 🛛 <	

Enter the "Equipment Delivery Order" (EDO): TESTEDO

# Equipment Delivery Order

Home > Equipment > Equipment Delivery Order

# EDO Number



The Equipment Delivery Order window will populate with details as follows for TESTEDO

≡ Equipment Del	ivery Orde	r							$\sim$
Line:	CMA								
Purpose:		Ŧ		Shipper:					
Destination:				Activity End:	07-30-2016				
Activity Start:	07-01-2	016		Estimated Date:	07-01-2016				
Trucking Co:		*		Dispatch Reserve:		Ŧ			
Remarks:	REPO OFF DO	DCK							
Ignore Holds		🔲 Ignore Damage	:5	Prevent Type Substitut	lon				
≡ Equipment Typ	es								~
Show 50 * entr	ies								
Sz/Tp/Ht		Qty	Tally	Temp	Units	Vent	Units	Grade	Humidity
45/PF/96		5	0						
40/TN/86		5	0						
40/GP/86		15	0						
40/RE/86		5	0						
40/CU/96		5	0						
20/PF/86		5	0						
45/GP/96		1	0						
20/UT/86		5	0						
20/GP/86		5	0						
20/RE/86		5	0						
40/GP/96		10	0						
40/PL/21		5	0						

The Equipment Delivery Order details

🖀 Home > Equipme	ent > Equipment Delivery	Order		
EDO Number				
TESTEDO	Search			
EDO				
≡ Equipment Deli	ivery Order			
Line:	CMA			
Purpose:		Ŧ	Shipper:	
Destination:			Activity End:	07-30-2016
Activity Start:	07-01-2016		Estimated Date:	07-01-2016
Trucking Co:		Ŧ	Dispatch Reserve:	T
Remarks:	REPO OFF DOCK			
Ignore Holds	🗌 Ign	ore Damages	🔲 Prevent Type Substit	ution

• Line- Steam Ship Line

The following fields may be defined by the Steam Ship Line, however are not required

- **Purpose** Repo (Offhire, Offsite\_Repair)
- **Shipper** consignee (undefined)
- **Destination**-final destination of the cargo (undefined)
- Activity Start- start date as defined by the Steam Ship Line (example 07-01-2016)
- Activity End- end date as defined by the Steam Ship Line (example 07-30-2016)
- Estimated Date- date as defined by the Steam Ship Line (example 07-01-2016)
- Trucking Co- as assigned by the steam ship line (undefined)
- Dispatch Reserve First, Only (undefined)
- **Remarks** as described by the steam ship line (example REPO OFF DOCK)
- Ignore Holds- as defined the Steam Ship Line
- Ignore Damages- as defined the Steam Ship Line
- **Prevent Type Substitution** as defined the Steam Ship Line

Equipment Types defined by the size, type and height (Sz/Tp/Ht). There may be one or more Equipment Type(s) associated to each EDO.

≡ Equipment Types								~
Show 50 • entries								
Sz/Tp/Ht	Qty	Tally	Temp	Units	Vent	Units	Grade	Humidity
45/PF/96	5	0						
40/TN/86	5	0						
40/GP/86	15	0						
40/RE/86	5	0						
40/CU/96	5	0						
20/PF/86	5	0						
45/GP/96	1	0						
20/UT/86	5	0						
20/GP/86	5	0						
20/RE/86	5	0						
40/GP/96	10	0						
40/PL/21	5	0						
Showing 1 to 12 of 12 entries								<>

- 40/GP/96 = 40' General Purpose 9'6"
   20/GP/86 = 20' General Purpose 8'6"

Quantity (QTY) displays the number of empties the EDO is set-up to truck out.

• 40/GP/96- QTY is set to 15 • 20/GP/86- QTY is set to 5

Tally displays the number of empties trucked off dock.

Temp / Units / Vent / Units / Grade / Humidity are undefined

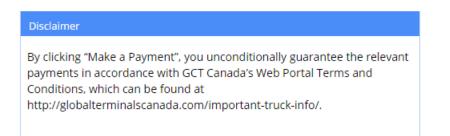
Note: Users will be required to utilize the ISO c ode to make appointments. For a list of commonly used Sz/Tp/Ht view Appendix I

#### Make Payment

Users that are set up with a payment account can use this feature to protect storage charges.

*	Home		Make a Payment	
ß	Equipment		🏶 Home > Equipment > Make	a Payment
	Equipment Inquiry		Container number:	
	Equipment Delivery Or	der		
	Make a Payment			
	Event Notifications			
Z	Imports	<	Proposed Paid Thru Date:	06/21/2016
ľ	Gate	<		Search
ď	Exports	<		
.11	Reports	<		

Note: GCT Canada's Web Portal Terms and conditions.



Enter container number (s) and select the "**Proposed Paid Thru Date**" from the calendar.

# Make a Payment

Home > Equipment > Make	a Payr	ment					
Container number:	TGHU	19504	669				
Proposed Paid Thru Date:		06/21/2016					
	0		JU	NE 20	16		0
	SU	MO	TU	WE	TH	FR	SA
				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		

Select the "Search" button for results for each container.

Show 10 • er	ntries								Search:	
Number	Proposed Paid Thru Date	B/L	Location	Current PTD	LFD	GTD	Vessel	Voyage	Total of Selected	
TGHU9504669	06/23/2016	CNML225364+	Y-DLT-K078L2		2016-06-04		CAME	1425	\$0	× Remove
	Fee	From Date		To Date			Description		Quantity Billed	Amount
	STORAGE	2016-06-05		2016-06-09			day 1-5		5.0	\$1,760.00
	STORAGE	2016-06-10		2016-06-14			day 6-10		5.0	\$2,336.00
	STORAGE	2016-06-15		2016-06-23			day 10+		9.0	\$5,161.50
Showing 1 to 1 of 1 er	Showing 1 to 1 of 1 entries							Previous Next		
Pay Selected S	elect All Deselect All								Total Charges:	\$0

The container number will display

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#### GCT Canada LYNX Trucker Manual

- Proposed Paid Thru Date
- Bill(s) of Lading (B/L)
- Location
- Current Paid Thru Date (PTD)
- Last Free Day (LFD)
- Guaranteed Thru Date (GTD)
- Vessel
- Voyage
- Total amount selected
- Fee: Storage will be calculated based on the Tariff Tier rates
- From Date
- To Date
- Description: based on the Tariff Tier number of days
- Quantity Billed: number of days of storage (first 5 days, next 5 days, 11 or more days)
- Amount: total charges for each Tariff Tier

The user can select one or "Select All of the charges, noting all charges must be protected prior to container pick-up.

Below example selects all tiers for a total of \$9,257.50.

_	Fee	From Date	To Date	Description	Quantity Billed	Amount
<b>N</b>	STORAGE	2016-06-05	2016-06-09	day 1-5	5.0	\$1,760.00
•	STORAGE	2016-06-10	2016-06-14	day 6-10	5.0	\$2,336.00
•	STORAGE	2016-06-15	2016-06-23	day 10+	9.0	\$5,161.50
Showing 1 to 1 o	f 1 entries					Previous Next
Pay Selected	Select All Deselect All				Total Charges:	\$9,257.50

#### Select the **Pay Selected** to guarantee charges.

Fee Payme	ent									
# Home > Equip	oment > Payments									
« Back										
Number	Proposed Paid Thru Date	B/L	Location	Current PTD	LFD	GTD	Vessel	Voyage	Total of Selected	
TGHU9504669	2016-06-23	CNML225364+	Y-DLT-K078L2		2016-06-04		CAME	1425	\$9,257.50	
Fee	From Date	To Date		Description		Quantity Billed		Amount		
STORAGE	2016-06-15	2016-06-23		day 10+		9.0		\$5,161.50		× Remove
STORAGE	2016-06-05	2016-06-09		day 1-5		5.0		\$1,760.00		× Remove
STORAGE	2016-06-10	2016-06-14		day 6-10		5.0		\$2,336.00		× Remove
Payment Type:	(select payment) *				Ch	arges Owed:	\$9,257.50			

From the drop down menu select Guarantee Payment

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Payment Type:	(select payment)
	(select payment)
	Guarantee Payment

Once selected, the Payment Information user credentials appear:

Payment Type: Guarante	ee Payment 🔻					
Payment Information						
Organization Name:	ACME Trucking					
First Name:	John					
Last Name:	Acme					

Guarantee Payment

To confirm payment, select 'Guarantee Payment'

Payment Confirmation details will advise:" Your payment has been successfully submitted."

Note the Reference Id (Ref Id) to search Payment History.

Payment Confirmation										
# Home > Equ	# Home > Equipment > Payments & Guarantees									
≡ Payment Co	onfirmation - Your payn	nent has been successfu	lly submitted.							Print
GCT Canada Head Office 1285 Franklin Street Vancouver, BC V&A 1j9, Canada Tel: 1604) 267-5200 Fax: 1604) 267-5212 542							G	GLOBAL CONTAINER TUZYUNALE CANADA		
<b>Payee:</b> John Acme							Payment Organizat	Type: Guarantee ion: ACME Trucking		
Number	B/L	Location	LFD	PTD	GTD	Vessel	Voyage	Charges Paid	Refld	
TGHU9504669	CNML225364+	Y-DLT-K078L2	2016-06-04			CAME	1425	\$19,667.00	48039612195	
Fee	From Date	To Date		Des	ription		Quantity Billed		Amount	
STORAGE	2016-06-05	2016-06-09		Day	s) 1-5		5.0		\$1,295.00	
STORAGE	2016-06-10	2016-06-14		Day	s) 6-10		5.0		\$1,882.00	
STORAGE	2016-06-15	2016-07-18		Day	5) +10		34.0		\$16,490.00	
								Total Charges:	\$19,667.00	

User can **Print** the confirmation or a summary of details for all Guaranteed Payments are listed under <u>Payment History</u>

### **Event Notifications**

This menu allows users to set up email notifications based on container movement.

To be able to receive the Event Notifications, please ensure the user has opted in on emails under <u>Edit Account</u>.

🗮 🕷	Event Notifications					
C Equipment	Home > Imports > Event Notifications					
Equipment Inquiry Equipment Delivery Order	Add Notification Manage Notifications					
Make a Payment	Enter Equipment(s), Separate Multiple Entries with a Comma.					
Event Notifications	Equipment:					
C Imports <	Equipment.					
☑ Gate <						
🕑 Exports <						
💷 Reports 🛛 🔍	Event Type:					
	Add Notification					

7 Event Notifications available are:

- Unit Deliver: Unit has been picked up by a truck
- Unit Deramp: Unit has been unloaded from a railcar
- Unit Disch: Unit has been discharged from a vessel
- Unit Enable Road: Unit has become available for pick-up via truck or loading to railcar/vessel
- Unit Load: Unit has been loaded to a vessel
- Unit Ramp: Unit has been loaded to a railcar
- Unit Receive: Unit has arrived via truck and placed in the yard

To add an event notification, enter the container number(s) in 'Equipment' and select the 'Event Type"

# **Event Notifications**

Home > Imports	> Event Notification	ns
Add Notification	Manage Notifica	tions
Enter Equipment(s), Sepa Entries with a Comma.	arate Multiple	
Equipment:	G	5ATU1096921
Event Type:		VNIT_DELIVER UNIT_DERAMP UNIT_DISCH UNIT_ENABLE_ROAD UNIT_LOAD UNIT_RAMP UNIT_RECEIVE

Select Add Notification.

#### GCT Canada LYNX Trucker Manual

Add Notification	Manage Notifications						
Enter Equipment(s), Sep Entries with a Comma.	arate Multiple						
Equipment:	GATU1096921						
Event Type:	UNIT_ENABLE_ROAD V						
	Add Notification						

The user will receive confirmation the notification is added successfully.

Event Notification(s) added for equipment:	$\times$
GATU1096921	

An email similar to below will be sent the next date/ time the container preforms the event.

From: noreply Sent: Friday, July 08, 2016 9:47 AM To: ACME Subject: Unit Event Notification

# Unit Event Notification

#### GCT Deltaport

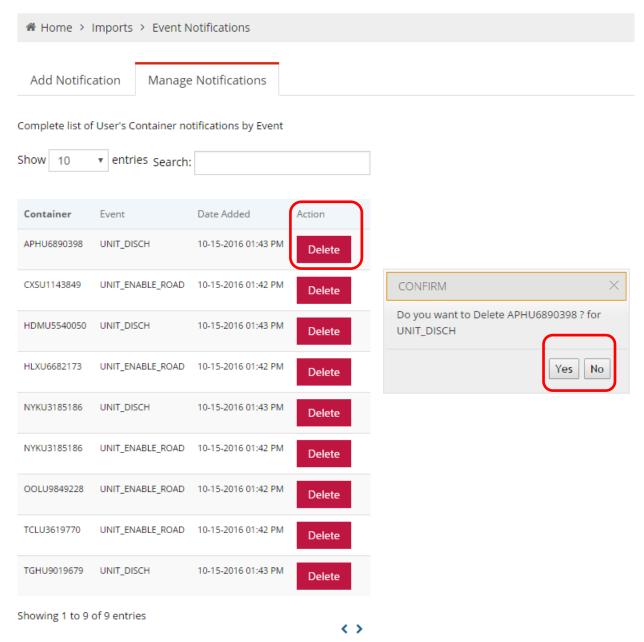
2 Roberts Bank Road Delta, BC V4M 4G5 Tel: +1 (888) 342-3385

Unit	Event	Date/Time
GATU1096921	UNIT_ENABLE_ROAD	2016-07-06 15:51:27.146
GESU5239570	UNIT_ENABLE_ROAD	2016-07-06 15:09:05.711
GLDU3181393	UNIT_ENABLE_ROAD	2016-07-06 15:11:33.083

#### Manage Notifications

Utilize the Manage Notifications tab to review a complete list of the user's container notifications. A user can use the 'Search' field to review a specific container or multiple containers by an event. The **Container, Event, Date Added** and **Action** will display all relevant details. A user can remove a container from the event notification by selecting the action "**Delete**". A confirmation window will request to confirm if the user would like to Delete. Select "Yes" or "No" to proceed.

# **Event Notifications**



# Imports

# Import Release Inquiry

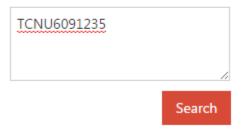
Search for one or more import container(s) or Bill(s) of Lading. A user can also set up import container notifications to be sent via email.

Customer Service F	Customer Service Portal								
<ul> <li>Home</li> <li>Equipment &lt;</li> </ul>	Home > Imports > Import Release Inquiry								
Imports	Container Bill of Lading								
Container Notifications	Enter Container Number(s). Separate Multiple Entries with a Comma.								
🖾 Gate									
🖙 Exports 🛛 <									
■ Reports <	Search								

To search by container number, enter the number(s) and submit 'Search'



Enter Container Number(s). Separate Multiple Entries with a Comma.



The following details are noted for each container.



- Available: No. Containers may not be available due to a Hold (Hold, Customs or Line Status), not in the yard, or storage
- Number: container number
- B/L: Bill of Lading
- Line: OCL
- Holds: Customs Release
- Customs: HOLD
- Line Status: Released
- Position: Y-DLT-NO30G3 (Yard-Deltaport-Block N030- G Stack, 3 Tier)
- LFD: Last Free Day 7-15-2016
- PTD: Paid Thru Date (not applicable)
- GTD: Paid Thru Date (not applicable)
- Vessel: KYEX

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- Trucker: not applicable
- Notify Me: to set up Container Notifications for containers that are not available select the "Notify Me" button. If the container is already selected, "Notification Set"
- Make a Payment: to set up a payment for the container(s)

To enter multiple container numbers entries, separate with a comma and "Search"

Enter Container Number(s). Separate Multiple Entries with a Comma. UNUU6971273_CSU20185112 UNUU698952.TRLU9872573C AU2002648 CNCU1608693_CMAU5817195												
how 10	) • entries										Search:	
Available	Number	B/L	Line:	Holds	Customs	Line Status	Position	LFD	PTD	GTD	Vessel:	Trucker
YES	ZCSU8701671	ZIMUNGB9170361	ZIM		RELEASED	RELEASED	Y-DLT-F354G3	6-9-2016			KYEX	
NO	<u>NYKU4415724</u>	TA6OW0261400	NYK	LINE RELEASE, CUSTOMS RELEASE	HOLD	HOLD	Y-DLT-N042E1	7-15-2016			KYEX	Notification Set
YES	GATU8803688	NG11604AYLI2	HLC		RELEASED	RELEASED	Y-DLT-N036A1	6-9-2016			KYEX	
NO	TCNU6091235	4038147790	OCL	CUSTOMS RELEASE	HOLD	RELEASED	Y-DLT-N030G3	7-15-2016			KYEX	Notification Set
YES	ZCSU2608319	ZIMUNGB9103504	ZIM		RELEASED	RELEASED	Y-DLT-H092M4	6-9-2016			KYEX	
YES	UACU8498962	CNSZXA90310	UAS		RELEASED	RELEASED	Y-DLT-N092B2	7-20-2016			CAME	
NO	TRLU8972578	NJAH368144	CMA		RELEASED	RELEASED	V-CAME1426-630306	6-4-2016			CAME	Notify Me
YES	CAEU2002648	ZSZZ596278	CMA		RELEASED	RELEASED	Y-DLT-K063G4	6-4-2016			CAME	
NO	CNCU1608693	CNML225368	CMA		RELEASED	RELEASED	V-CAME1426-630302	6-4-2016			CAME	Notify Me
	CMAU5817195	SGN0415556	CMA		RELEASED	RELEASED	Y-DLT-D360K5	6-4-2016			CAME	

<u>Note:</u> if a container number is bold and underline, select the container to view Equipment Information.

Equipment Informati					
Equipment #:	NYKU4415724	Line Operator:	NYK	Booking:	
Class	CONTAINER	Category:	IMPRT	O/B Carrier:	TRUCK-1
Chassis:		Status	FCL	Bills:	TA6OW0261400
Genset:		Position	Y-DLT-N042E1	I/B Carrier:	KYEX63-0 KYOTO EXPRESS
ISO:	4500	Seal Number:	CN1119749	POL	TAO - Qingdao
Sz/Tp/Ht:	40 / GP / 96	Temperature:		POD	VAN - Vancouver
Gross Weight:	29660.0 KG	Hazardous:		Bonded Dest:	
Safe Weight:	30480.0 KG	Damaged:	NONE	Trucker:	
Tare Weight:	3084.0 KG	Out of Gauge:	No		
Dray Status:		Grade:	٣		
Remarks:					
	6				
Cancel					

Search by one or more Bill(s) of Lading

Container	Bill of La	ading							
Bill of Lading:	SEL06049	940							
			Se	earch					
Container Bill of Lading									
Bill of Lading:         SEL0604940           Show         10         *	 rch							Search:	
Available <u>Number</u> B/L	Line: Holds	Customs Line State	us Position	LFD	PTD	GTD	Vessel:	Trucker	
NO <u>TEMU9208500</u> SEL0604940 Showing 1 to 1 of 1 entries	CMA	RELEASED RELEASED	V-CAME1426-460682	6-4-2016			CAME	Noti	fy Me Previous Next

- Available: No
- Number: container number(s) assigned to B/L
- B/L: Bill of Lading
- Line: CMA
- Holds: not applicable
- Customs: Released
- Line Status: Released
- Position: V-CAME1426-460682 (Vessel-CAME1426-Stowposition 460682)
- LFD: Last Free Day: 6-4-2016
- **PTD:** Paid Thru Date (not applicable)
- **GTD:** Guarantee Thru Date (not applicable)
- Vessel: CAME
- **Trucker:** not applicable
- Notify Me: to set up Container Notifications select the "Notify Me" button
- Make a Payment: to set up a payment

# **Container Notifications**

To set up a container notification, start by adding a container(s) from the <u>import release inquiry</u> container or B/L inquiry tab, select "Notify Me" for each container.

Available	Number	B/L	Line:	Holds	Customs	Line Status	Position	LFD	PTD	GTD	Vessel:	Trucker	
NO	TCNU6091235	4038147790	OCL	CUSTOMS RELEASE	HOLD	RELEASED	Y-DLT-N030G3	7-15-2016			KYEX		Notify Me

Once the 'Notify Me" button is selected, the container will be added to the Container Notifications tab.

🖷 Home	Container Notifications										
⊡ Equipment <	♣ Home > Imports > Container Notifications	# Home > Imports > Container Notifications									
C Imports	Container notifications are automatically updated every 6 hour	ontainer notifications are automatically updated every 6 hours. You may click the Refresh' button at any time to check the availability of your containers.									
Import Release Inquiry	≡ Container					Refresh					
Container Notifications	Show 10 • entries				Search:						
ピ Gate	Container	Available	Last Updated	Action							
C <sup>#</sup> Exports <	TCNU6091235	No	7-18-2016 09:15 PM	* Delete							
🔛 Reports 🧹 🤇	NYKU4415724	No	7-18-2016 09:15 PM	* Delete							
	Showing 1 to 2 of 2 entries					$\langle \rangle$					

Container notifications are automatically updated every 6 hours. You may click the "Refresh" button at any time to check the availability of your containers.

Container Notifications				
# Home > Imports > Container Notifications				
Container notifications are automatically updated every 6 ho	urs. You may click the 'Refresh' button at any time	to check the availability of your containers.		Refresh
Show 10 • entries				Search:
Container	Available	Last Updated	Action	
TEMU9208500	No	7-18-2016 06:46 PM	* Delete	
NYKU4415724	No	7-18-2016 07:03 PM	* Delete	
TCNU6091235	No	7-18-2016 07:03 PM	* Delete	
Showing 1 to 3 of 3 entries				<>

- **Container**: container number
- Available: Yes or No
- Last Updated: the last time the container was updated
- Action: select Delete to remove from the list

To refine the search for a specific container within container notification, use the 'Search' field.

Updated: October-25-16

# Gate

Gate appointments can be created one at a time or in bulk (mass create). Users can search appointments, monitor appointments (troubles). Users can search gate transactions based on a variety of criteria. Users can nominate a "Sub-Contractor" trucking company for any appointment. All fees associated will be charged to the trucking company securing the appointment. This includes, but not limited to Terminal Gate Efficiency Fees (TGEF) as well as the Flex Appointment Service (FAS) fees.

# Create Gate Appointment

To create a single appointment

Customer Ser	vice Portal									
🖶 Home	Gate Appointn	Gate Appointment								
🖸 Equipment		Home > Gate > Gate Appointment								
C Imports	< Trans Type:									
🕼 <sub>Gate</sub>	Drop Off Empty	Ŧ								
Gate Appointment	≡ Drop Off Empty									
Appointment Search	Date:	07/14/2016		Time Period:	Ţ					
Appointment Monitor Gate Transactions	Trucking Company:	ACME Trucking	v	Sub-Contractor:	Ţ					
Bulk Appointment	Truck ID:		v	Line ID:						
C <sup>*</sup> Exports	< -			Container:						
III Reports	<			Container ISO:	•					
	Submit Reset									

The Trucking Company will auto populate based on user login.

Select the Transaction Type (Trans Type) from the drop down menu

- Drop Off Empty
- Drop Off Export
- Drop Off Import
- Pick Up Empty
- Pick Up Export
- Pick Up Import

### Select the Date from the calendar

# Gate Appointment

Trans Type:							
Drop Off Empty	۳						
≡ Drop Off Empty							
Date:	6/23/	/2016					
Trucking Company:	0		JL	INE 20	16		0
Truck ID:	SU	MO	TU	WE	TH	FR	SA
				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		

Select the Time Period from the drop down menu. Only those appointment hours available will populate.

#### Gate Appointment # Home > Gate > Gate Appointment Trans Type: Drop Off Empty ۳ ≡ Drop Off Empty Time Period: Date: 07/23/2016 \* Trucking Company: Sub-Contractor: v ACME Trucking 08.00 09:00-09:59 Truck ID: Line ID: 10:00-10:59 v 11:00-11:59 Container: 13:00-13:59 14:00-14:59 15:00-15:59 Container ISO: 17:00-17:59 18:00-18:59 19:00-19:59 21:00-21:59 Reset 22:00-22:59 23:00-23:59

<u>Note:</u> Sub-Contractor is a future functionality. If the user selects another trucking company the appointment will secure under the user trucking company, not the sub-contractor.

# Gate Appointment

🖀 Home > Gate > Gat	e Appointment		
Trans Type: Drop Off Empty	<b>v</b>		
■ Drop Off Empty			
Date:	07/23/2016	Time Period:	T
Trucking Company:	ACME Trucking	Sub-Contractor:	•
Truck ID:	T	Line ID:	425480 BC LTD DBA TMS TRANSPORTATIO
		Container:	A-CAN TRANSPORT LTD. AC TRANSPORT LTD.
		Container ISO:	ACME Trucking ADP TRANSPORT LTD. AG TRANSPORT LTD.
Submit Reset			AHEER TRANSPORTATION LTD AMALGAMATED TRANSPORT SYSTEMS INC AMK CARRIER INC
			ANCOR TRANSPORT LTD. AQUATRANS DISTRIBUTORS INC. ARNOLD BROS TRANSPORT LTD. ATL TRUCKING LTD. B & J TRUCKING BAGRI BROTHERS ENTERPRISES INC. BALVINDER-SINGH-BIRK TRANSPORT SYST

The following notes the mandatory and optional requirements for each transaction type.

### Drop Off Empty

Mandatory requirements:

- Line ID
- Container ISO drop down list of size / type / height visit <u>Appendix I</u> for common ISO codes

Optional information:

- Truck Id
- Container

# Gate Appointment

🖀 Home > Gate > Gat	e Appointment		
Trans Type: Drop Off Empty	٣		
≡ Drop Off Empty			
Date:	07/23/2016	Time Period:	08:00-08:59
Trucking Company:	ACME Trucking	Sub-Contractor:	AHEER TRANSPORTATION LTI
Truck ID:	¥	Line ID:	CMA-CGM (AMERICA) INC. : C 🔻
		Container:	
		Container ISO:	2200 - 20' DRY 8'6"
Submit Reset			20H0 - 20' DRY 8'0" 20P0 - 20' PLATFORM 2'0" 20R0 - 20' REEFER 8'0" 20T0 - 20' TANK 8'0" 20T1 - 20' TANK 8'0" 20T2 - 20T3 - 20T3 - 20T4 - 20T5 - 20' TANK 8'0" 20T6 - 20T7 - 20T8 - 20T9 - 20' TANK 8'0" 20U9 - 20' OPEN TOP 8'0"
			20U1 - 20' OPEN TOP 8'0" 20V0 - 20' DRY 8'0" 2200 - 20' DRY 8'6"

Enter **Submit** to secure appointment.

Once the appointment is secured, a pop up box will note the appointment number.

### Gate Appointment

Trans Type:				
Drop Off Empty	v			
≡ Drop Off Empty				
Date:	07/23/2016	Time Period:	08:00-08:59	٣
Trucking Company:	ACME Trucking	Sub-Contractor:	AHEER TRANSPORTATIO	N LTI 🔻
Truck ID:	¥	Line ID:	CMA-CGM (AMERICA) IN	√C.:C ▼
		Container:		
		Container ISO:	2200 - 20' DRY 8'6"	•
Submit Reset		×		
	OK: Successfully Added the Appointment Numbe			
	Print Ticket Sur	nmary		

Users can Print Ticket Summary of each appointment.

	Ticket Sur	mmary	
Transaction: 21478		Created By: ACME	
		Created: 07/23/2016	
Date:	07/23/2016	Container:	
Trucking Company:	ACME	Container Owner:	
Truck Number:		Container ISO:	2200
Chassis Type:		Seal Number:	
Chassis Number:			
Own Chassis?:	NO		
ChassisOwner			
	Print Summary	Cancel	

# Drop Off Export

Mandatory requirements:

- Booking Number
- Line ID
- Booking Item drop down list of size/type/height

Optional information:

- Truck Id
- Container
- Seal Number
- Gross Weight (KG)

# Gate Appointment

Trans Type: Drop Off Export	Ŧ				
≡ Drop Off Export					
Date:	07/23/2016		Time Period:	09:00-09:59	•
Trucking Company:	ACME Trucking	v	Sub-Contractor:		•
Truck ID:		v	Booking Number:	BPEXDRY	
Booking Item::		•	Line ID:	ZIM LINE CANADA : ZIM	•
Seal Number:	9500 4500		Container:		
	4200 2200		Gross Weight (KG) :		

Enter Submit to secure appointment.

Once the appointment is secured, a pop up box will note the appointment number.

# Drop Off Import

Mandatory requirements:

- Container
- Line ID

Optional information:

- Truck Id
- Seal Number
- Gross Weight (KG)

# Gate Appointment

Trans Type: Drop Off Import	v		
■ Drop Off Import			
Date:	06/01/2016	Time Period:	T
Trucking Company:	ACME Trucking	Sub-Contractor:	•
Truck Id:	•	Line ID:	CMA-CGM (AMERICA) INC. : C 🔻
Seal Number:		Container:	TEST1234567
		Gross Weight (KG) :	

Enter **Submit** to secure appointment.

Once the appointment is secured, a pop up box will note the appointment number.

# Pick up Empty

Mandatory requirements:

- Booking Number,
- Line ID
- Booking Item drop down list of size/type/height

### Optional information:

• Truck Id

# Gate Appointment

🏶 Home > Gate > Gate A	Appointment				
Transaction Type:					
Pickup Empty	<b>T</b>				
■ Pickup Empty Conta	iner Transaction				
Date:	06/01/2016		Time Period:	17:00-17:59	•
Trucking Company:	ACME Trucking	T	Booking Number:	TESTEMPTY	
Truck ID:		•	Line ID:	ZIM LINE CANADA : ZIM	•
Booking Item::	4400	•			
Submit Reset					

Enter **Submit** to secure appointment.

Once the appointment is secured, a pop up box will note the appointment number.

# Pick Up Export

Mandatory requirements:

- Line ID
- Container

Optional information:

• Truck Id

# Gate Appointment

Home > Gate > Gat rans Type:	e Appointment		
Pick Up Export	Ŧ		
Pick Up Export			
Date:	06/01/2016	Time Period:	21:00-21:59
Trucking Company:	ACME Trucking •	Sub-Contractor:	v
Truck Id:	v	Line ID:	CMA-CGM (AMERICA) INC. : C 🔻
		Container:	CMAU7897897
Submit Reset			

Enter Submit to secure appointment.

Once the appointment is secured, a pop up box will note the appointment number.

# Pick Up Import

Mandatory requirements:

- Line ID
- Container

Optional information:

• Truck Id

Gate A	Арро	intm	ent
--------	------	------	-----

rans Type: Pick Up Import	•				
Pick Up Import					
Date:	06/01/2016		Time Period:		•
Trucking Company:	GCT TRUCKING	Ŧ	Sub-Contractor:		•
Truck Id:		v	Line ID:	OOCL (CANADA) INC. : OCL	•
			Container:	TEMU6696036	

Enter **Submit** to secure appointment.

Once the appointment is secured, a pop up box will note the appointment number.

# Appointment Search

Users can search appointments based on a variety of criteria

Customer Service	Portal					Make a Payment   Lynx User 🎽							
🖷 Home	Appointment S	ppointment Search											
🖙 Equipment	♣ Home > Gate > Appol	# Home > Gate > Appointment Search											
🖾 Imports 🗸	≡ Search					~							
🖸 <sub>Gate</sub>	Appointment #:		Equipment #:		Status:	•							
Gate Appointment	Transaction Type:		Booking #:		Truck ID:								
Appointment Search Appointment Monitor	From Date:		To Date:		Line:	×							
Gate Transactions	Trucking Company:	ACME Trucking	,										
Bulk Appointment													
🖾 Exports 🧹	Search Reset												
Reports <													

- Appointment Number
- specific appointment number
- Equipment Number
- specific container number
- Status
  - o Cancel
  - o Created
  - o Used
    - Closed: non-functional
    - Expired: non-functional
    - Late: non-functional (does not reference FAS)
    - Used late: non-functional (does not reference FAS)
- Transaction type
  - o Drop Off Empty
  - o Drop Off Export
  - o Drop Off Import (Dray In)
  - o Pick Up Empty
  - Pick Up Export (Drop Off)
  - o Pick Up Import
- Booking Number/ EDO
- Truck Id
- From Date (must include To Date)
- To Date (must include From Date)
- Line (steamship line)
- Trucking Company (auto populates based on user)

Below appointment **Search** results for May 29<sup>th</sup> to June 1<sup>st</sup> 2016.

Users can edit an appointment to add optional details based on transaction type. Users can "Cancel" single appointments, or use the Bulk Appointment section to <u>cancel multiple</u> appointments.

Appointme	nt Search									
# Home > Gate >	Appointment Search									
≡ Search										~
Appointment #:			E	quipment #:			Statu	5:		*
Transaction Type:		*	В	ooking #:			Truck	ID:		
From Date:	29-May-2016		т	o Date:	01-Jun-2016		Line:			*
Trucking Company	ACME Trucking	•								
Search Rese	t									
										-
Show 10 • ent	tries								Search:	
Show 10 • ent	tries Date/Time	Time Slot	Туре	Status	Truck ID	Truck Co	Line	Equipment#	Search: Booking#	
		Time Slot 17:00-17:59	Type RE	Status CREATED	Truck ID	Truck Co ACME Trucking	Line	Equipment#		Cancel
Appt #	Date/Time				Truck ID			Equipment#	Booking#	Cancel
Appt #	Date/Time 05-29-2016	17:00-17:59	RE	CREATED	Truck ID	ACME Trucking	СМА	Equipment#	Booking#	Cancel
Appt # 4281 4270	Date/Time 05-29-2016 06-01-2016	17:00-17:59 15:00-15:59	RE	CREATED	Truck ID	ACME Trucking	CMA CMA	Equipment#	Booking# TESTEXPORT	Cancel
Apps #           4281           4270           4272	Date/Time           05-29-2016           05-01-2016           06-01-2016	17:00-17:59 15:00-15:59 09:00-09:59	RE RM RE	CREATED CREATED CREATED	Truck ID	ACME Trucking ACME Trucking ACME Trucking	CMA CMA CMA	Equipment#	Booking# TESTEXPORT TESTEXPORT	Cancel
Аррт # 4281 4270 4272 4273	Date/Time           05-29-2016           06-01-2016           06-01-2016           06-01-2016	17:00-17:59 15:00-15:59 09:00-09:59 17:00-17:59	RE RM RE DM	CREATED CREATED CREATED CREATED	Truck ID	ACME Trucking ACME Trucking ACME Trucking ACME Trucking	CMA CMA CMA ZIM		Booking# TESTEXPORT TESTEXPORT	Cancel Cancel Cancel Cancel
Appt #           4281           4270           4272           4273           4274	Date/Time           05-29-2016           06-01-2016           06-01-2016           06-01-2016           06-01-2016	17:00-17:59 15:00-15:59 09:00-09:59 17:00-17:59 22:00-22:59	RE RM RE DM DI	CREATED CREATED CREATED CREATED CREATED	Truck ID	ACME Trucking ACME Trucking ACME Trucking ACME Trucking ACME Trucking	CMA CMA CMA ZIM OCL	TEMU6696036	Booking# TESTEXPORT TESTEXPORT	Cancel Cancel Cancel Cancel Cancel

### A pop up window will advise the appointment

ALERT X	
Appointment# 4583 Cancelled Successfully	
Ok	

Sort the entries by clicking each header: Appt #, Date/time/ TimeSlot, Type, Status, etc.

show 10 • entries Search:										
Appt #	Date/Time	Time Slot	Туре	Status	Truck ID	Truck Co	Line	Equipment#	Booking#	
4281	05-29-2016	17:00-17:59	RE	CREATED		ACME Trucking	CMA		TESTEXPORT	Cancel
4270	06-01-2016	15:00-15:59	RM	CREATED		ACME Trucking	CMA			Cancel
4272	06-01-2016	09:00-09:59	RE	CREATED		ACME Trucking	CMA		TESTEXPORT	Cancel
4273	06-01-2016	17:00-17:59	DM	CREATED		ACME Trucking	ZIM		TESTEMPTY	Cancel
4274	06-01-2016	22:00-22:59	DI	CREATED		ACME Trucking	OCL	TEMU6696036		Cancel
4276	06-01-2016	11:00-11:59	DI	CREATED		ACME Trucking	SUD	HDMU6984110		Cancel
4277	06-01-2016	11:00-11:59	DI	CREATED		ACME Trucking	ZIM	ZCSU8966946		Cancel
Showing 1 to 7 of 7	entries									Previous Next

# Click the Excel button to export to the file to excel.

Appointment	t Search									
♣ Home > Gate > Apple Appl	ppointment Search									
≡ Search										$\sim$
Appointment #:			Equi	pment #:			Status:		*	
Transaction Type:		*	Book	king #:			Truck ID			
From Date:	02-Jun-2016		To D	ate:	02-Jun-2016		Line:		٠	
Trucking Company:	ACME Trucking	•								
Search Reset										$\square$
Show 10 • entries	5								Search:	
Appt #	Date/Time	Time Slot	Туре	Status	Truck ID	Truck Co	Line	Equipment#	Booking#	
4877 06	5-02-2016	15:00-15:59	RE	CREATED		ACME Trucking	СМА		APTMONITOR	Cancel
4878 04 Showing 1 to 2 of 2 entries	5-02-2016	15:00-15:59	RE	CREATED		ACME Trucking	СМА		APTMONITOR	Cancel Previous Next

### Save file and open.

X		• (* • 🔳 •											acme apts.xl	s - Micros	oft Excel	
	<u> </u>		rt F Calibri	Page Layo	- 11	• A A		eview View	Add-Ins		General	*	5		Normal	Ba
Paste v Ø Format Painter v Ø Format Painter v Ø Format Painter v Ø V Ø Format Painter							• • • • • • • • • • • • • • • • • • •	Conditional Formatting		Calculation	Cl					
	Clipbo	ard 🖓		F	ont	1	ū.	Alignment		Es.	Nu	umber 🖓	_			
	, L	7 •	• (	$f_{x}$												
1	Α	В		С	D	E	F	G	Н	1		J	К	L	М	N
1	Appt #	Date/Time	Time S	lot	Туре	Status	Truck ID	Truck Co	Line	Equipme	ent#	Booking#				
2	4270	06/01/2016	15:00-1	15:59	RM	CREATED		ACME Trucking	CMA							
3	4272	06/01/2016	09:00-0	09:59	RE	CREATED		ACME Trucking	CMA			TESTEXPORT				
4	4273	06/01/2016	17:00-1	17:59	DM	CREATED		ACME Trucking	ZIM			TESTEMPTY				
5	4274	06/01/2016	22:00-2	22:59	DI	CANCEL		ACME Trucking	OCL	TEMU669	96036					
6	4276	06/01/2016	11:00-1	11:59	DI	CANCEL		ACME Trucking	SUD	HDMU69	84110					
7	4277	06/01/2016	11:00-1	11:59	DI	CREATED		ACME Trucking	ZIM	ZCSU896	6946					
8	4281	05-29-2016	17:00-1	17:59	RE	CREATED		ACME Trucking	CMA			TESTEXPORT				
9	4318	05-30-2016	14:00-1	L4:59	DI	USEDLATE		ACME Trucking	SUD	HDMU69	84110					
10	4319	05-30-2016	15:00-1	15:59	DI	USED		ACME Trucking	OCL	TEMU669	96036					
11	4371	05-31-2016	14:00-1	14:59	DI	CANCEL		ACME Trucking	NYK	NYKU070	06486					
12	4386	05-31-2016	15:00-1	15:59	DI	CANCEL		ACME Trucking	OCL	OOLU915	51880					
13	4399	05-31-2016	14:00-1	L4:59	DM	CANCEL		ACME Trucking	MSK			MSK20EDO				
14	4413	05-31-2016	15:00-1	15:59	DM	CANCEL		ACME Trucking	OCL			OCL20ZANT34	1			
15	4429	05-31-2016	14:00-1	L4:59	DI	USED		ACME Trucking	APL	CAIU966	8939					
16	4444	05-31-2016	15:00-1	15:59	DI	USED		ACME Trucking	NYK	SZLU9082	2640					
17	4569	06/01/2016	15:00-1	15:59	DM	USED		ACME Trucking	OCL			OCL20ZANT34	4			
18	4583	06/01/2016	14:00-1	14:59	DM	CREATED		ACME Trucking	MSK			MSK20EDO				
19	4596	06/01/2016	13:00-1	L3:59	DI	USED		ACME Trucking	OCL	OOLU915	51880					
20	4611	06/01/2016	14:00-1	L4:59	DI	USED		ACME Trucking	NYK	NYKU070	06486					

Note: search results of up to 100 lines of text

# Appointment Monitor

Users will receive an email for appointments that are in *"trouble mode"* once the user activates <u>E-mail Opt In</u>.

**Future functionality,** the appointment monitor will show all appointments that need to be resolved prior to the truck arrival at the terminal.

This feature will be automatically updated every 10 minutes

Customer Service	Portal										Make a Payment	Lynx User 🎽
# Home	Appoint	tment Monit	or									
🖙 Equipment	₩ Home >	# Home > Gate > Appointment Monitor										
ේ imports <	=											~
Gate	*** The below	appointments are auto	natically checked for	resolution every	10 minutes.							
Gate Appointment	Appt #	Date/Time	Time Slot	Туре	Status	Truck ID	Truck Co	Line	Equipment #	Booking #	Problem Reason(s) #	
Appointment Search	ERRO	D	×									
Appointment Monitor Gate Transactions		ite Transactions found										
Bulk Appointment												
C <sup>#</sup> Exports <			Okay									
🖬 Reports 🧹												

# Gate Transactions

Users can search gate transactions based on a variety of criteria as well as export the results to an excel spreadsheet.

Customer Service	Portal					Make a Paymer	nt   Lynx User 🎽			
Home	Gate Transactio	ons								
C <sup>a</sup> Equipment <	∉ Home > Gate > Gate T	Home > Gate > Gate Transactions								
🖾 Imports 🧠	≡ Search for Gate Tran	nsactions					~			
Gate	Transaction :		Equipment #:		Status:		•			
Gate Appointment Appointment Search	Transaction Type:		BKG,EDO,B/L:		Truck ID:					
Appointment Monitor Gate Transactions	From Date:		To Date:		Trucking Company:	ACME Trucking	•			
Bulk Appointment	Appt #		Line:	•						
🖾 Exports 🧹										
🖼 Reports 🧹 🤇	Search Reset									

Below notes an example of the gate transactions for Empty EDO *OCL20ZANT34* for gate transaction *2796*. Select the o icon to note the relevant documents

Supporting Drop Off, Pick Up, and EIR tickets available based on the transaction type.

Gate Transact	ions								
# Home > Gate > Gat	e Transactions								
≡ Search for Gate Tr	ansactions								$\sim$
Transaction :			Equipment #:			Status			
Transaction Type:	•		BKG,EDO,B/L:	OCL20ZANT34		Truck	D:		
From Date:			To Date:			Trucki	ng Company:	ACME Trucking	Ŧ
Appt #			Line:		•				
Search Reset									
Show 10 * entries								Search:	
Transaction	# Date/Time	Туре	Status	Truck ID	Truck Co	Appt #	Line	Equipment	Booking
<b>O</b> 2796	06-01-2016	DM	COMPLETE	ACM0001	ACME Trucking	4569	OCL	OOLU1170143	OCL20ZANT34
Doc Type EIR PICKUP	Created 2016-06-01 11:18:28 2016-06-01 10:37:43						e e		
Showing 1 to 1 of 1 entries						e			Previous Next

Click on the "print" icon to view the ticket

# PickUp ticket for transaction 2796

DELTAPORT		PICKUP: 2796
OCL:OOCL (CANADA) INC.		
Type: DM		Created: 01-JUN-2016 10:37
Truck Co.: ACME		<b>BIRDate:</b> 01-JUN-2016 10:37
DRIVER NAME:	TRUCK LICENSE #: ACM0001	
CONTAINER: COLU1170143	SIZE/TYPE: 20 GP 86	
CHASSIS:	SIZE/TYPE:	
OWNER CHASSIS: No	RELEASE: OCL20ZANT34	
VESSEL:: ZANT		
PORT:		
GENERATOR :	SCALE WT:	
FUEL LEVEL:	GROSS WT: 2350.0	
TEMP: AIR EXCH:	CARGO WT:	
SEALS:		
	Print Document Replica Close	

Electronic Interchange Receipt (EIR) for transaction 2796

DELTAPORT		EIR: 2796
OCL:OOCL (CANADA) INC.		
Type: DM	Create	d: 01-JUN-2016 10:37
Truck Co.: ACME	EIRDat	e: 01-JUN-2016 11:18
DRIVER NAME:	TRUCK LICENSE #: ACM0001	
CONTAINER: OOLU1170143	SIZE/TYPE: 20 GP 86	
CHASSIS:	SIZE/TYPE:	
OWNER CHASSIS: No	RELEASE: OCL20ZANT34	
VESSEL:: ZANT		
PORT:		
GENERATOR:	SCALE WT:	
FUEL LEVEL:	GROSS WT: 2350.0	
TEMP: AIR EXCH:	CARGO WT:	
SEALS:		
	Print Document Replica Close	

*<u>Reminder</u>*: Drivers are responsible to ensure all details are accurate prior to leaving the terminal.

Select the Excel icon to export and save the document to view.

	<b>9 •</b> (° •	<b>Ⅲ</b> ▼   <del>-</del>							a	cme dm gate txns.x	ls - Micros	oft Excel
Pas	File       Home       Insert       Page Layout       Formulas       Data       Review       View       Add-Ins											
	D9	• (*	$f_{x}$									
	А	В	С	D	E	F	G	Н	I.	J	К	L
1	Transaction #	Date/Time	Туре	Status	Truck ID	Truck Co	Appt #	Line	Equipment	Booking		
2	2796	06/01/2016	DM	COMPLETE	ACM0001	ACME Trucking	4569	OCL	OOLU1170143	OCL20ZANT34		
3												

# **Bulk Appointments**

The bulk appointment feature allows users to *create* up to 49 appointments at one time via uploading an excel file. Bulk appointment also allows users to *update* certain criteria for multiple appointments as well as *cancel* 49 appointments at one time.

Customer Service	ervice Portal	Make a Payment   Lynx User 🎽
🖷 Home	Bulk Appointment	
C <sup>a</sup> Equipment <	#Home > Gate > Bulk Appointment	
C <sup>a</sup> Imports <	<	
🖸 Gate	Action: Passave Bulk Appointment Quick Links	
Gate Appointment Appointment Search Appointment Monitor	Create Appointment Template File: + Add Size Process Appointments Reset	
Gate Transactions Bulk Appointment	Appr # Date Time Truck Co Truck ID Type Line Equipment # Booking # Details Container ISO: Seal Number:	Gross Weight (KG): Results
🖾 Exports 🧹		
🖼 Reports 🧹		

### Create Bulk Appointments

Users start by downloading the "Create Appointment Template" from the excel Bulk Appointment Quick Link.

Bulk A	Appoin <sup>®</sup>	tment											
# Home	> Gate > B	Sulk Appoin	tment										
≡ Create	e Appointr	ment Tra	nsaction										<u>`</u>
Action:	CREATE		٣				<b>t Quick Links</b> nt Template						
File:	<b>+</b> A	dd file	Process Appointm	ents Reset									
Appt #	Date	Time	Truck Co	Truck ID	Туре	Line	Equipment #	Booking #	Details	Container ISO:	Seal Number:	Gross Weight (KG):	Results

Users must 'Enable Editing' and save the file. It is encourage users save as a unique file name for each update.

	□ <sup>12</sup> ) × ( <sup>21</sup> )	· [] · [=	C Variance Re	anati a Chinase	leases a	C Court	(	CreateBulkAppt (42).xlsx [	Protected View] - Mi	crosoft Excel	sectors from a	C unit frame		
F	ile Hon	ne Insert	Page Layout F	ormulas Data Review	View Ac	dd-Ins								
0	Protected V	/iew This file or	riginated from an I	Internet location and might be u	nsafe. Click fo	r more details.	Enable Editi	ng						
	J23	<b>v</b> (n	f <sub>x</sub>											
	A	В	6	D	F	E	G	Н	1	1	К	1	М	N
1		Date	TimePeriod		Truckld	TranType		ContainerNumber	Booking	ContainerISO	BookingItem	SealNumber	GrossWeight	SubContractor
2														
3														

The header names in row 1 are mandatory for each file and defined as follows for *creating*, *updating* and *cancelling* appointments via bulk appointments:

Appt NO: this field is used for updating and cancelling all appointments

**Date:** mandatory for *creating* and *updating all* appointments (YYYY-MM-DD)

Time Period: mandatory for *creating* and *updating* all appointments

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GCT Cana	GCT Canada Lynx CSP Time Periods								
Graveyard	Day Shift	Afternoon							
01:00	08:00	17:00							
02:00	09:00	18:00							
03:00	10:00	19:00							
04:00	11:00	21:00							
06:00	13:00	22:00							
	14:00	23:00							
	15:00								

Trucking Co: mandatory for creating and updating all appointments

Truck ID: optional information for *all* transaction types

Tran Type: DE, DI, DM, RE, RI, RM mandatory for *creating* and *updating* all appointments

- **DE:** Deliver Export from the terminal to the truck
- DI: Deliver Import from to the terminal to the truck
- DM: Deliver Empty from to the terminal to the truck
- **RE:** The terminal will Receive Export from the truck
- **RI:** The terminal will Receive Import from the truck
- **RM:** The terminal will Receive Empty from the truck

Line ID: mandatory for *creating* and *updating* all appointments

Container Number: required for *creating* and *updating* DE, DI and RI

Optional for RE and RI

**Booking**: booking number required for *creating* and *updating* RE or empty delivery order required for DM

Container ISO: required for creating and updating RM. ISO reference Appendix I

**Booking Item**: export booking or empty delivery order ISO required for *creating* and *updating* DM and RE. ISO reference <u>Appendix I</u>

Seal Number: optional for *creating* and *updating* RE, RI

Gross Weight: optional for *creating* and *updating* RE, RI

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Sub Contractor: this is future functionality designed to assign appointments to another trucking company. Once the appointment is secured by the user (*creator*), only the sub-contractor will see the appointment details. The user (*creator*) will not see any of the appointment details. The sub-contractor trucking company will be able to update or cancel the appointment. Note: All appointment related fees including, but not limited to the Terminal Gate Efficiency Fee's (TGEF) and Flex Appointment Fee's (FAS) will be billed to the user (*creator*) of the appointment.

Fill out the excel file with all related fields for the appointment type. Below example notes the mandatory fields for each transaction type (TranType). Note all fields are formatted as "Text" and the form is saved as a unique name.

	- 9 - (°							ACME July 19 2016.xl	sx - Microsoft Excel				
File	Hom	le Insert	Page Layout F	ormulas Data	Review	View Ad	ld-Ins						
Ê	🔏 Cut	Calib	ri • 11	т А́л́	= = =	≫ -	Wrap Text	Text		Normal	Bad	- 📰 🖹	Σ Auto
Paste		D	<u>и</u> т 🗄 т	<u>ð</u> - <u>A</u> -		(F (F 🗟	Merge & Center	- <b>S</b> - % , 50 -00	Conditional Format Formatting • Table		Neutral		Format 2 Clea
	Clipboard	Fai	Font	G.		Alignment		Number 1	3	Styles		Cells	
1	A	B	C	D	E	F	G	H	 Rooking	J Container/SO	K	L	M GrossWaight
1 A	ApptNo	Date	C TimePeriod	TruckingCo	E Truckld	F TranType	LineId	ContainerNumber	l Booking	J ContainerISO	K BookingItem	L SealNumber	M GrossWeight
1 A 2	ApptNo	Date 2016-07-19	08:00	TruckingCo ACME	E Truckid	DE	Lineld HMM	ContainerNumber ABDU1234567	l Booking	J ContainerISO		L SealNumber	
1 A 2 3	ApptNo	Date 2016-07-19 2016-07-19	08:00 09:00	TruckingCo ACME ACME	E Truckld	DE DI	Lineld HMM ZIM	ContainerNumber		J ContainerISO	BookingItem	L SealNumber	
1 A 2 3 4	ApptNo	Date 2016-07-19 2016-07-19 2016-07-19	08:00 09:00 17:00	TruckingCo ACME ACME ACME	E TruckId	DE DI DM	Lineld HMM ZIM HLC	ContainerNumber ABDU1234567	TESTEDO	J ContainerISO	BookingItem 4300	L SealNumber	
1 A 2 3 4 5	ApptNo	Date 2016-07-19 2016-07-19 2016-07-19 2016-07-19	08:00 09:00 17:00 19:00	TruckingCo ACME ACME ACME ACME	E Truckld	DE DI DM RE	Lineld HMM ZIM HLC APL	ContainerNumber ABDU1234567 TEST1234567			BookingItem	L SealNumber	
1 A 2 3 4	ApptNo	Date 2016-07-19 2016-07-19 2016-07-19 2016-07-19	08:00 09:00 17:00	TruckingCo ACME ACME ACME	E Truckld	DE DI DM	Lineld HMM ZIM HLC APL	ContainerNumber ABDU1234567	TESTEDO	J ContainerISO 2201	BookingItem 4300	L SealNumber	

# Action: Create

File: Select '+Add File', once the appointment details (i.e. date, time, etc.) populate into browser

File: Select 'Process Appointments'

### GCT Canada LYNX Trucker Manual

ulk Appointment							
¥Home ≻ Gate ≻ Bulk Appoint	ment						
Create Appointment Trar	nsaction						
xction: CREATE	Yrocess Appointments Reset	Bulk Appointment Quick Links Create Appointment Template					
ow 10 • entries	-	Sub- Truck Co Contractor Truc					
opt # Date	Time	Truck Co Contractor Truc	ld Type	Line	Equipment Boo	oking Details	Results
04/19/2016	08:00	ACME	DE	HMM	ABDU1234567	oking Details	Results
							Results
04/19/2016	08:00	ACME	DE	НММ	ABDU1234567 TEST1234567		Results
04/19/2016 04/19/2016	08:00	ACME	DE	HMM ZIM	ABDU1234567 TEST1234567 TES		Results
04/19/2016 04/19/2016 04/19/2016	08:00 09:00 17:00	ACME ACME ACME	DE	HMM ZIM HLC	ABDU1234567 TEST1234567 TES		Results

While the system processes the file, users will receive the "Searching..." message.

# **Bulk Appointment**

Home > Gate > Bulk Appointment

### ≡ Create Appointment Transaction

Action:	CREATE	¥		Bulk Appointment Quick Links Create Appointment Template
File:	+ Add file	Process Appointments	Reset	🧩 Searching

Upon completion of processing, the user will receive a message to advise the number of successful created appointments. Below notes 5 of 50 appointments created successfully. Select the Details button to update the container ISO, gross weight or seal number.

#### GCT Canada LYNX Trucker Manual

Bulk /	Appointmer	nt						
# Home	> Gate > Bulk Appo	intment						
≡ Create	e Appointment Tr	ansaction						<u> </u>
Action:	CREATE	×	Bulk Appointment Quick Links Create Appointment Template					
File:	+ Add file	Process Appointments Reset		5 of 50 Appts Created	Successfully		×	
Show 10	▼ entries							Search:
Appt#	Date	Time	Sub- Truck Co Contractor	Truck Id Type	Line	Equipment B	Booking Details	Results
4902	04/19/2016	08:00	ACME	DE	HMM	ABDU1234567		OK: Appts Created Successfully
	04/19/2016	09:00	ACME	DI	ZIM	TEST1234567		ERR: Error: Import container (is scheduled to depart by train
4904	04/19/2016	17:00	ACME	DM	HLC	т	ESTEDO	OK: Appts Created Successfully
4905	04/19/2016	19:00	ACME	RE	APL	т	ESTBKG	OK: Appts Created Successfully
4906	04/19/2016	22:00	ACME	RI	MSK	CBSA1234567		OK: Appts Created Successfully

For successful appointments, a number will be assigned under the Appt # column as well the results column will note "*OK: Appts Created Successfully*". Any appointment that is not secured, the results will note an error message. Above error notes "*ERR: Error: Import container is scheduled to depart by train*".

Users can select the Details column to update Container ISO, Gross Weight, and Seal Number for the appointment.

Bulk Ap	opointment										
骨Home >	Gate > Bulk Appointment										
≡ Crea	· · -										1
	Appointment Informa	tion							x		
Action:	Container ISO:	4500	Gross Weight (KG):	30000							
File:	Booking Item	4500	Seal Number:	123							
Show '	Back										Search:
Appt #	Date	Time	Sub- Truck Co Contra	actor Truck Id	Туре	Line	Equipment	Booking	Details	Results	]
4902	04/19/2016	08:00	ACME		DE	НММ	ABDU1234567		-	OK: Appts Creat	ed Successfully

Select the Reset button to upload the next file.

≡ Create	Appointment T	ransaction				
Action:	CREATE	v		Bulk Appointment Quick Links Create Appointment Template		
File:	+ Add file	Process Appointments	Reset		1 of 50 Appts Created Successfully	×

Visit the Appointment Search section to view details on the appointments secured.

### Update Bulk Appointments

Users can *update* appointments that are *created* to add the optional details for each transaction type. The example for export cargo notes the export container number, seal number, gross weight and the truck id.

<u>Note</u>: If a user attempts to change the date or time for an appointment, update the export booking number or equipment deliver order the system will cancel the current appointment and create a new appointment id. All TGEF fees are applicable after the cancellation window.

To update details on appointments, update the bulk appointment template with relevant details including the associated ApptNo. The below example notes Appt No 4905 adding the container number and a seal number.



To process the update:

Action: Update

File: Select +Add File, once the appointment details (i.e. container, etc.) populate into browser

File: Select Process Appointments

#### **Bulk Appointment** ≡ Update Appointment Transaction Action **Bulk Appointment Quick Links** UPDATE Appointment Template File: Process Appointn Show 10 entries Sub-Truck Co Truck Id Appt # Date Time Contractor Type Line Equipment Booking Details Results 4905 19:00 ACME RE ZIM ZIMU1234567 TESTBKG 04/19/2016 Showing 1 to 1 of 1 entries

The system will return the number of successful appointments.

#### GCT Canada LYNX Trucker Manual

Action:     CREATE     Bulk Appointment Quick Links Create Appointment Template       File:     + Add file     Process Appointments     Reset     1 of 50 Appts Created Successfully     X	≡ Create	Appointment T	ransaction			
File:     + Add file     Process Appointments     Reset     1 of 50 Appts Created Successfully	Action:	CREATE	¥			
	File:	+ Add file	Process Appointments	Reset	1 of 50 Appts Created Successfully	×

Select the Reset button to upload the next file. Visit the <u>Appointment Search</u> section to view details on the updated appointments.

### Cancel Bulk Appointments

Users can use the bulk appointments feature to *cancel* up to 49 appointments at one time for any transaction type.

Update the bulk appointments file with the ApptNo.

	Δ	В	С	D	E	F	G	Н	1	J
1	ApptNo	Date	TimePeriod	TruckingCo	TruckId	TranType	LineId	ContainerNumber	Booking	ContainerISO
2	4902									
3	4904									
4	4905									
5	4906									
6										

To process the cancel:

### Action: Cancel

File: Select +Add File, once the appointment numbers populate into browser

File: Select Process Appointments

### GCT Canada LYNX Trucker Manual

### Bulk Appointment

<b>#</b> Home	> Gate > Bulk App	ointment		
≡ Cancel	Appointment T	ransaction		
Action: File:	CANCEL	v Process Appointments Reset	Bulk Appointment Quick Links Create Appointment Template	
Show 10	<ul> <li>entries</li> </ul>			
Appt #	Date	Time	Sub- Truck Co Contractor Truck Id Type Line Equipment Booking Details	
4902				
4904				
4905				
4906				

Users will receive the message noting the number of successfully cancelled appointments

Home 🏀	> Gate > Bulk Appoir	ntment				
≡ Cancel	Appointment Tra	nsaction				
Action:	CANCEL	¥		Bulk Appointment Quick Links Create Appointment Template		
File:	+ Add file	Process Appointments	Reset		50 of 50 Appts Canceled Successfully	×

### Banned truckers

Users will receive an error message noting the user is BANNED from securing appointments. Users will not be able to utilize current appointments nor will the user be able to secure new appointments. As a reminder, invoices are due 30 days from invoice date.

Please <u>contact</u> GCT Customer Solutions team to resolve.

# Gate Appointment

Dropoff Export Transaction         Date:       06/01/2016         Trucking Company:       ACME Trucking         ACME Trucking       Booking Number:         Truck ID:       CMA-CGM (AMERICA) INCOMPANIAN	
Trucking Company:     ACME Trucking     Booking Number:     TESTEXPORT	
	•
Truck ID: CMA-CGM (AMERICA) INC	
	NC. : C 🔻
Booking Item:: 4400 <b>v</b> Container:	
Seal Number: Gross Weight (KG) :	

# **Appendix I- Common ISO Codes**

			Common ISO T	able			
ISO Id	Length	Height	ISO Group	Arch ISO	Tare Wt (kg)	Safe Wt (kg)	Reefer Type
2200	20'	8'6"	General purpose container without ventilation	2DRS	1,900	24,000	Non-reefer
2203	20'	8'6"	General purpose container without ventilation	2HTS	1,900	24,000	Non-reefer
2220	20'	8'6"	Refrigerated container	2INS	1,900	24,000	Air-cooled, Dual Volt
2230	20'	8'6"	Refrigerated container	2RFS	2,750	24,000	Air-cooled, Dual Volt
2250	20'	8'6"	Open-top container	20TS	1,900	24,000	Non-reefer
2261	20'	8'6"	Platform, incomplete superstructure: fixed	2FRS	1,900	24,000	Non-reefer
2270	20'	8'6"	Tank container for non- dangerous liquids	2TKS	1,900	24,000	Non-reefer
2760	20'	2'1"	Platform	2PL2	1,900	24,000	Non-reefer
4200	40'	8'6"	General purpose container without ventilation	4DRS	3,084	30,480	Non-reefer
4230	40'	8'6"	Refrigerated container	4RFS	3,950	30,480	Air-cooled, Dual Volt
4242	40'	8'6"	Refrigerated container	4INS	3,084	30,480	Air-cooled, Dual Volt
4250	40'	8'6"	Open-top container	40TS	3,084	30,480	Non-reefer
4259	40'	8'6"	General purpose container without ventilation	4HTS	3,084	30,480	Non-reefer
4261	40'	8'6"	Platform, incomplete superstructure: fixed	4FRS	3,084	30,480	Non-reefer
4270	40'	8'6"	Tank container for non- dangerous liquids	4TKS	3,084	30,480	Non-reefer
4500	40'	9'6"	General purpose container without ventilation	4DRH	3,084	30,480	Non-reefer
4530	40'	9'6"	Refrigerated container	4RFH	4,150	30,480	Air-cooled, Dual Volt
4542	40'	9'6"	Refrigerated container	4INH	3,084	30,480	Air-cooled, Dual Volt

Updated: October-25-16

4550	40'	9'6"	Open-top container	40TH	3,084	30,480	Non-reefer
4559	40'	9'6"	General purpose container without ventilation	4HTH	3,084	30,480	Non-reefer
4561	40'	9'6"	Platform, incomplete superstructure: fixed	4FRH	3,084	30,480	Non-reefer
4570	40'	9'6"	Tank container for non- dangerous liquids	4TKH	3,084	30,480	Non-reefer
45G9	40'	9'6"	Cooling Unit	GP40	3,084	30,480	Non-reefer
4760	40'	2'1"	Platform	4PL2	3,084	30,480	Non-reefer
9500	45'	9'6"	General purpose container without ventilation	5DRH	3,800	30,480	Non-reefer
9502	48'	9'6"	General purpose container without ventilation	8DRH	3,800	30,480	Non-reefer
9503	45'	9'6"	General purpose container without ventilation	5DRH	3,800	30,480	Non-reefer
9530	45'	9'6"	Refrigerated container	5RFH	3,800	30,480	Air-cooled, Dual Volt
9550	45'	9'6"	Open-top container	50TH	3,800	30,480	Non-reefer
9559	45'	9'6"	General purpose container without ventilation	5HTH	3,800	30,480	Non-reefer
9561	45'	9'6"	Platform, incomplete superstructure: fixed	5FRH	3,800	30,480	Non-reefer
9760	45'	2'1"	Platform	5PL2	3,800	30,480	Non-reefer

# Contact Us

If you have any further questions or concerns please do not hesitate to contact us at:

Telephone: +1 888 342 3385

Email: customerservice-can@globalterminals.com

Thank You,

Global Container Terminals - Canada