# eRO 電子提櫃單服務 - 快速開始使用

## 事前準備:
- 完成登記手續
  - 進行以下快速使用前，必先首先於 **http://reg.oneport.com/** 完成登記手續，並經由電郵取得系統登入資料。
- 以下只適用於司機
  - 司機須預先於手機下載應用程式港口通電子提櫃單 **(HKiPort eRO)**，並要求你的運輸公司預先提供你的登入資料。

## 快速開始使用
- 到 **https://ero.oneport.com/**，以登入資料登入系統並開始使用。

| 貨運代理 和 貨主 | **第一步:存取提櫃資料**<br>● 於**我的貨物**下按**匯入貨物**，選擇船公司(或貨代)，並輸入**提單編號**及提單上其中一個**貨櫃編號**。再按**提交**。再按**匯入**便可將自己的櫃貨資料匯入戶口內。<br><br>**第二步: 向船公司請求電子提櫃單**<br>● 在**我的貨物**下，剔選想換的提單/貨櫃，按**請求電子提櫃單**。<br>● 按系統要求填妥資料後，以一次性密碼簽署擔保函，以便提交請求並等候船公司發放電子提櫃單(eRO)。<br><br>**第三步:轉送予運輸公司**<br>● 收到船公司發放的 eRO 後，在 **我的提櫃單** 下，剔選相關的 eRO。按**轉送**。<br>● 輸入你運輸的一路通公司代號，按**轉送予運輸公司/貿易夥伴**。再選擇負責繳付港口保安費的一方，再按**確認**便可。 |
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| 運輸公司 和 司機 | **\*\*\* 與你的客戶聯絡，確保你的客戶已經轉送 eRO 給你 (運輸公司)。**<br><br>**第一步：運輸公司於系統編配車輛及司機取櫃**<br>● 在**我的提櫃單**下，剔選該貨櫃並按**指派貨櫃車**。選擇車牌及司機，再輸入其手機，按**指派貨櫃車**便可。被指派的司機亦會收到該 eRO 的二維碼 (QR 碼)。<br><br>**第二步: 司機於碼頭出示 QR 碼取櫃**<br>● 司機須向碼頭工作人員出示 QR 碼，在系統指示的倉期內入場提櫃。<br>● 如何尋找 QR 碼：登入 HKiPort eRO 手機程式後，便能看到所有屬於司機的 eRO。按一按你想查閱的 eRO，進入其詳細資料，然後在最下方找到 QR 碼，再按一下放大 QR 碼。<br><br>**第三步: 司機按系統指示的地點及倉期回吉**<br>● 入場回吉時，司機須按系統指示的地點及倉期回吉。<br>  ■ 回吉到碼頭: 與上述第二步一樣<br>  ■ 回吉到外圍場:為配合外圍場操作,請帶同電子提櫃單參考紀錄前往 |

# Electronic Release Order (eRO) Service  - Quick Start

## Preparation:
- **Complete Registration Procedure**
  - ■ **Before starting the following steps, you are required to sign up for eRO service at http://reg.oneport.com/.  You will then receive your login credentials, by email, for your access to eRO system.**
- **Only Applicable to Truck Drivers**
  - ■ **Truck drivers are required to download mobile app HKiPort eRO and obtain your login information from your trucking company in advance.**

## Quick Start
- **Log in at https://ero.oneport.com/ and start using eRO.**

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| **Forwarders & Consignees** | **Step 1: Import Shipment**<br>● Click **Import Shipment** under **My Shipment** tab.  Select shipping line or forwarder.  Enter bill number or any container number which is on the bill.  Click **Submit** and then **Import for preparing LOI** in order to import your shipment information into your account.<br><br>**Step 2: Submit Request for eRO to Liner**<br>● Under **My Shipment** tab, check the bill or containers which you would like to process.  Click **Request eRO** button.<br>● Fill the details as requested on the system interface. Sign the electronic letter of indemnity (eLOI) by a one-time Online Authorization Code (OAC). Then, submit the request for an eRO.<br><br>**Step 3: Forward to Trucking Company**<br>● Upon receipt of an eRO issued by your liner, select the relevant bill/ containers under **eRO** tab.  Click **Forward** button.<br>● Enter the Company ID of your trucking company.  Click **Forward to trucking company/ trading partner** button.<br>● Select the party which will pay for the Port Security Charge.  Click **Confirm** button. |
| **Trucking Companies &Truck Drivers** | **\*\*\* Ensure your customer has already forwarded the eRO to you (trucking company).**<br><br>**Step 1: Trucking Company to Assign Tractor and Driver**<br>● Under **My eRO** tab, select the appropriate container and click **Assign to tractor**。 Select the plate number & the driver, enter mobile number.  Click **Assign to tractor** and the truck driver will receive the corresponding QR code at the same time.<br><br>**Step 2: Driver to Pick up a Laden by Presenting QR Code at Terminal**<br>● Driver should present the **QR code** to terminals and pick up the laden container within free storage period as indicated on system.<br>● How to find the **QR code**: After login to mobile app HKiPort eRO, you will see a list of eROs.  Press the one you want to enquire in order to check its details.  You will find the **QR code** at the bottom.  Press to enlarge the **QR code.**<br><br>**Step 3: Driver to Return an Empty to Location as Indicated on System**<br>● Driver should return the empty to location within free detention period as indicated on system.<br>   ■ <u>Return to Terminal</u>: same as Step 2<br>   ■ <u>Return to Outside Depot</u>: For the ease of depot operators, please bring along the relevant eRO Reference Copy. |