
OnePort Limited

Port Security Charge – Payment System

User Guide

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1. Port Security Charge – Payment System (PSC)

1.1. Introduction

Since 15th August, 2006, the five Kwai Tsing container terminals have implemented Port Security Charge (PSC) applied to laden import and export containers. Its introduction follows the measures that container terminals have taken to achieve full compliance with the Merchant Shipping (Security of Ships & Port Facilities) Ordinance 2004. OnePort Limited is authorized by the terminals to collect Port Security Charge on their behalf.

The five Kwai Tsing terminals have informed OnePort that they will stop using the existing unified “Kwai Tsing Terminals” coupons for Port Security Charge effective 13th December 2015 8:00 a.m. These unified “Kwai Tsing Terminals” coupons include 1) prepaid colored manual coupons (green for 40/45’ feet containers & blue for 20’ feet containers), 2) privileged coupons for selected customers and 3) all unified “Kwai Tsing Terminals” e-Coupons. They will be replaced by a set of new electronic coupons issued by individual terminal operators. The new electronic coupons are terminal-specific with three versions including ACT/CHT/HIT version, MTL version & CT3/GDPW version.

To assist shippers to settle the charge with ease, OnePort provides a one-stop payment service where shippers can settle the charge by either:

1. e-Coupon or
2. container nomination.

2. Find out If You Can Immediately Use This Service

2.1. Existing OnePort PSC User

You can log on to PSC system on or after 9:00 a.m. 16th November 2015 to pre-print the new terminal-specific e-Coupons.

You can also directly read from **Point 3** onwards.

2.2. Existing OnePort eTR or ECA User

If you are an existing OnePort eTR or ECA user but you have not activated PSC service, you can go through the following procedure to register immediately so as to pre-print the new terminal-specific e-Coupons.

1. Visit <http://www.oneport.com/chi/quickreg.html>.
 2. Enter your "Company ID", "User ID" and "Password".
 3. Read the terms and accept them by checking (") the relevant checkbox. Click "Submit" button*.
 4. Click "Print" button to print the form. Sign and stamp and send to 3102-9005 by fax.
- * **After clicking the "Submit" button, PSC service will be activated and you can immediately log on to PSC system to pre-print the new terminal-specific e-Coupons.**

After registration, please read from **Point 3** onwards.

2.3. Non OnePort Member

If you have yet to register with OnePort, please visit www.OnePort.com. Click "Register/ Add Service" button on the left and further proceed with registration procedure. Should you need assistance, please contact our Customer Service Department at 3669-1402.

After registration, please read from **Point 3** onwards.

3. Easy Steps to Generate e-Coupons

3.1. Introduction

Effective 13th December 2015 8:00 a.m., the five Kwai Tsing terminals will stop using any format (including manual coupons and e-Coupons) of the existing unified “Kwai Tsing Terminals” coupons for Port Security Charge. These will be replaced by a set of new terminal-specific e-Coupons being printed through OnePort’s PSC system.

3.2. Steps

1. The company paying the Port Security Charge should register with OnePort. For registration details, please refer to the above **Point 2 Find out If You Can Immediately Use This Service**.
2. After registration, please log on to the PSC system by visiting www.OnePort.com. Click ‘Port Security Charge - Payment System’ on the top left corner. Enter ‘Company ID’, ‘User ID’ and ‘Password’. Click ‘Submit’. When a separate window pops up, **select the third option and click ‘Submit’**.
3. After login, please click ‘Generate e-Coupon’ tab to pre-print new terminal-specific e-Coupons based on your need (by terminal and by container size type). Select ‘Terminal’ and container type. Select the number of e-Coupon required. Click ‘High Quality Printout (pdf)’ and click ‘Submit’. A separate PDF file will pop up, enabling you to start printing.
 - * Please note that no charge becomes payable at the time of printing e-Coupon. It only becomes payable when an e-Coupon is used at the time of gate-in. The corresponding Port Security Charge will be billed in the next billing statement (please see below).
4. After printing the new terminal-specific e-Coupons, please send the original or fax copy (via email or fax) to your truck driver. Your truck driver should submit an e-Coupon together with other supporting documents (e.g. delivery order/ release note, booking confirmation note, etc) at the gate.
5. At the end of each month, OnePort will consolidate all your e-Coupon usage and issue a billing statement on every Day 7 of the following month. Upon receipt, please immediately settle the billing statement by cheque or by autopay.

4. Easy Steps to Nominate Containers

4.1. Introduction

Effective 13th December 2015 8:00 a.m., the five Kwai Tsing terminals will stop using any format (including manual coupons and e-Coupons) of the existing unified “Kwai Tsing Terminals” coupons for Port Security Charge. These will be replaced by a set of new terminal-specific e-Coupons being printed through OnePort’s PSC system.

Apart from e-Coupons, container nomination is another way to settle port security charge. If your container is nominated via OnePort PSC system, terminal will duly check the **Nomination Reference Number** against the system for verification upon your truck driver arriving at the gate. Your truck driver is not required to take any action.

This way requires you to nominate the container through this system at least one hour in advance of pick-up or drop-off at the terminal.

4.2. Benefit

You need not print and transfer e-Coupons to your truck driver. You can directly handle and settle the Port Security Charge without involving your truck driver.

4.3. Steps

- Click **Nominate Container**
- Select **Outbound Laden** or **Inbound Laden**
- Enter **Container Numbers**:
 - Type container numbers in the box where each line should contain one container number only or
 - Submit container numbers by clicking **Click here to upload Excel/ Text file** where another window will pop up and you should click the **Browse...** button in order to select the relevant excel or text file; click **Upload** after that
- Click **Nominate** and click **Yes** to confirm
- PSC system will duly notify the relevant terminal. Upon your truck driver arriving at the gate, terminal will duly check the **Nomination Reference Number** against the system for verification. Your truck driver is not required to take any action.

*** Note: The nomination record will be automatically cancelled if there is no gate movement for the respective container within 30 days after nomination.**

5. System Login

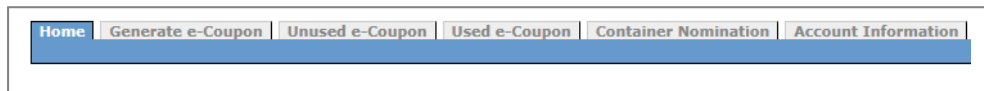
5.1. Login

- Step 1: Visit <http://www.oneport.com>.
- Step 2: Click the **Port Security Charge – Payment System** link on the top left.
- Step 3: Enter your **Company ID, User ID** and **Password**; click **Submit** button.
- Step 4: Select the **Third Option** and click **Submit** button.

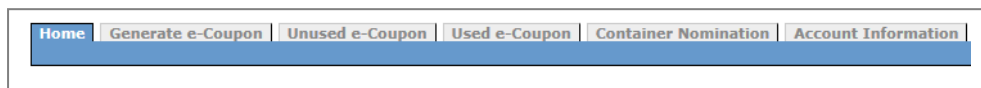
6. Interface

After login, the following tabs will be shown:

- ◆ Home
- ◆ Generate e-Coupon
- ◆ Unused e-Coupon
- ◆ Used e-Coupon
- ◆ Container Nomination
- ◆ Account Information



7. User Interface - Home



Home provides important notice to PSC users.

8. User Interface - Generate e-Coupon

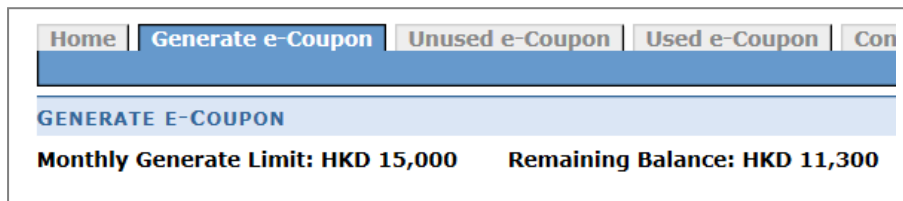
e-Coupons is one of the ways to settle port security charge. You can follow these steps to generate e-Coupons and hand them over to your trucking company by email, fax or physical delivery. Your trucking company should submit the original or fax copy to the terminal together with the relevant booking confirmation (for outbound containers) or shipping order (for inbound containers).

To generate e-Coupons, please click **Generate e-Coupon**.



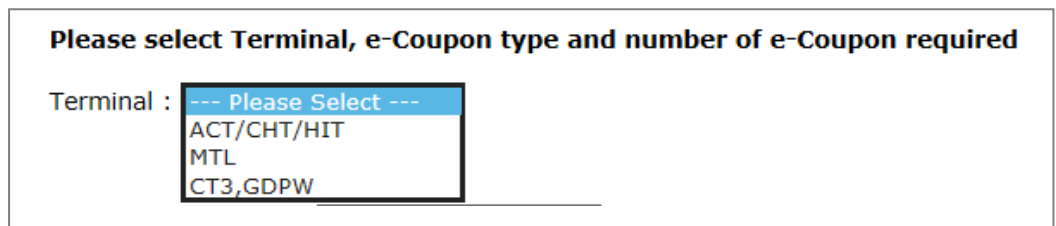
8.1. Display Monthly Limit & Balance

Monthly Limit and **Remaining Balance** are shown in this tab. The **Monthly Limit** is the ceiling a user specifies on the service registration form where the monthly amount is capped at this level (the limit can be revised by submission of amendment form). The **Remaining Balance** indicates how much the company can still generate coupons in the remaining time of the month.



8.2. Generate e-Coupon

- Select Terminal (e.g. ACT/CHT/HIT, MTL or CT3,GDPW)

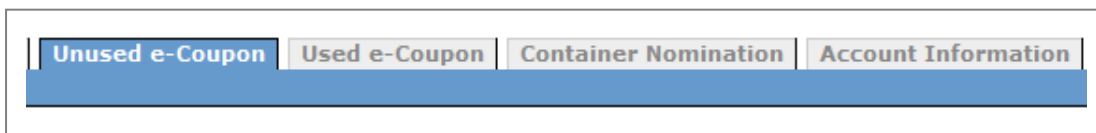
A screenshot of a form titled 'Please select Terminal, e-Coupon type and number of e-Coupon required'. The form contains a label 'Terminal :' followed by a dropdown menu. The dropdown menu is open, showing three options: '--- Please Select ---', 'ACT/CHT/HIT', 'MTL', and 'CT3,GDPW'. The 'ACT/CHT/HIT' option is currently selected.

- Select e-Coupon type
- Select number of e-Coupon to be generated; options include 1-10, 20, 30, 40 and 50
- Select printing or sending method:
 - ◆ High Quality Printout (pdf)
 - ◆ Basic Print (html)
 - ◆ Email/ fax to Partner (where you have to select email/ fax of your partner from the drop-down list box)

- ◆ Email to trucker or other company (where you have to enter email address and name of your partner)
- ◆ Fax to trucker or other company (where you have to enter fax number and name of your partner)
- Click **Submit**.

9. User Interface - Unused e-Coupon

Unused e-Coupons are e-Coupons generated but have not yet been used at terminals. To monitor unused e-Coupons, click **Unused e-Coupon**.



9.1. Lookup Unused e-Coupon

The page shows the aggregate numbers of unused coupons (by terminal and by container size type). To check individual coupon number, click **click here for coupon number**:

UNUSED E-COUPON			
Terminal	Type (20' or 40'/45')	No. of Coupon	
ACT/CHT/HIT	20'	13	click here for coupon number
ACT/CHT/HIT	40'/45'	5	click here for coupon number
CT3,GDPW	20'	2	click here for coupon number
CT3,GDPW	40'/45'	4	click here for coupon number
Kwai Tsing	20'	15900	click here for coupon number
Kwai Tsing	40'/45'	4880	click here for coupon number
MTL	20'	17	click here for coupon number
MTL	40'/45'	4	click here for coupon number

- Enter **Issue Date**, **Expiry Date** and **Coupon Number**; click **Search**. The system will return a list of unused e-Coupons with details including **e-Coupon Number**, **Issue Date**, previous **'Print/Sent'** method, **Print Reference Number**, **User** and **Expiry Date**.

9.2. Re-printing or Resending Unused e-Coupon

- Complete **9.1 Lookup Unused e-Coupon** to draw a list of unused e-Coupons
- Select the relevant unused e-Coupon(s) on the list by checking the checkbox(es)
- Select printing or sending method:
 - ◆ Basic Print (html)
 - ◆ Email/ fax to Partner (where you have to select email/ fax of your partner from the drop-down list box)
 - ◆ Email to trucker or other company (where you have to enter email address and name of your partner)
 - ◆ Fax to trucker or other company (where you have to enter fax number and name of your partner)
- Click **Submit**.

Re-printing or Resending method

Basic Print (html)

E-mail / Fax to Partner: --- Please Select ---

Email to trucker or other company: Company Name:

Fax to trucker or other company: Company Name:

10. User Interface - Used e-Coupon

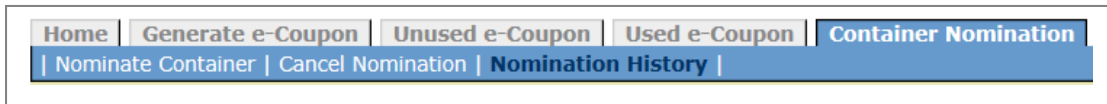


- Click **Used e-Coupon**
- Search the relevant container by specifying criteria including **Used Date Time, Container Number, Coupon Number, Terminal, Type** and **Move**; click **Search**
- The system will return a list showing **e-Coupon Number, Type, Terminal, PSC Charged, Used Date Time, Container Number, Move, Size/ Type, User, Cutoff Date** and **Print Ref. #**.

11. User Interface - Container Nomination

Container nomination is another way to settle port security charge. This way requires you to nominate the container through this system at least one hour in advance of pick-up or drop-off at the terminal. When your truck driver arrives at the terminal, terminal will duly check the **Nomination Reference Number** against the system for verification. Your truck driver is not required to take any action.

To nominate containers, please click **Container Nomination**.

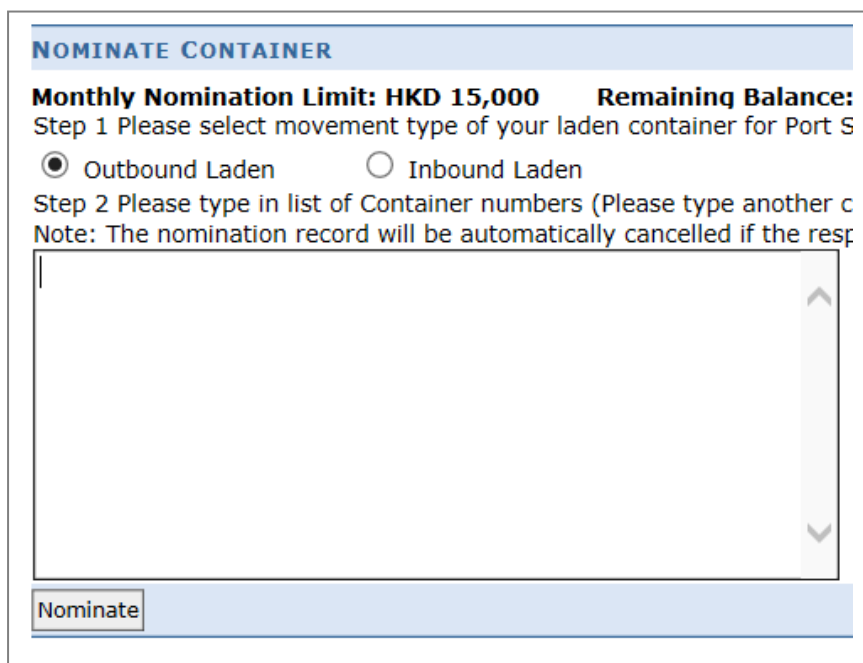


11.1. Nominate Container

- Click **Nominate Container**
- Select **Outbound Laden** or **Inbound Laden**
- Enter **Container Numbers**:
 - Type container numbers in the box where each line should contain one container number only or
 - Submit container numbers by clicking **Click here to upload Excel/ Text file** where another window will pop up and you should click the **Browse...** button in order to select the relevant excel or text file; click **Upload** after that
- Click **Nominate** and click **Yes** to confirm

* Note: The nomination record will be automatically cancelled if there is no gate movement for the respective container within 30 days after nomination.

** This way requires you to nominate the container through this system at least one hour in advance of pick-up or drop-off at the terminal.



The screenshot shows the 'NOMINATE CONTAINER' form with the following content:

NOMINATE CONTAINER

Monthly Nomination Limit: HKD 15,000 Remaining Balance:

Step 1 Please select movement type of your laden container for Port S

Outbound Laden Inbound Laden

Step 2 Please type in list of Container numbers (Please type another c

Note: The nomination record will be automatically cancelled if the resp

[Empty text area with scroll bar]

11.2. Cancel Nomination

- Click **Cancel Nomination**
- Search the relevant container by specifying criteria including **Nominated Date**, **Container Number**, and **Nomination Reference Number**; click **Search**
- Select the relevant container by clicking the relevant box(es) on the left; a tick mark will appear
- Click **Cancel Nomination** button
- Click **Yes**.

11.3. Nomination History

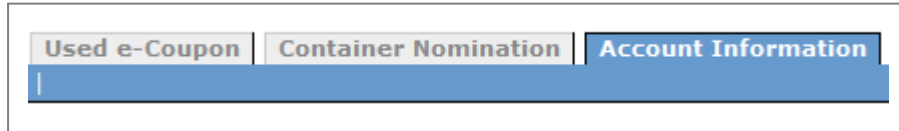
- Click **Nomination History**
- Search the relevant container by specifying criteria including **Nominated Date**, **Used Date**, **Container Number**, **Nomination Reference Number**, **Terminal**, **Status**, **Type** and **Move**; click **Search**
- The system will return a list showing **Nomination Reference Number**, **Nominated Date**, **Terminal**, **PSC Charged**, **Used Date Time**, **Container Number**, **Move**, **Status**, **Container Size/ Type** and **Cutoff Date**
- **Status** indicates whether the nomination is **'Used'**, **'Unused'**, **'Void'** or **'Cancelled'**.

The screenshot shows a search form titled "SEARCH" with a yellow background. It contains several input fields and dropdown menus for filtering nomination data. The fields are: "Nominated Date" (from 21/09/2011 to 21/10/2011), "Used Date" (from - All - to - All -), "Container Number" (- All -), "Nomination Reference Number" (- All -), "Items Per Page" (10), "Status" (- All -), "Type \$20/\$30" (- All -), and "Move" (- All -). There are "Search" and "Reset" buttons at the bottom left.

12. User Interface - Account Information

The function allows you to retrieve and print the latest and some past billing statements.

Click **Account Information**.



12.1. e-Statement of Accounts

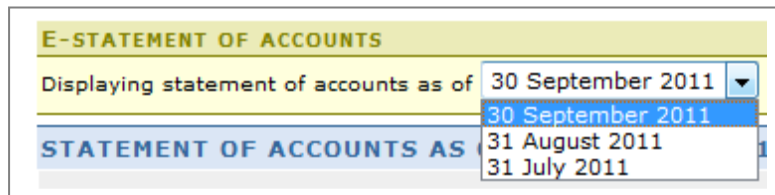
e-Statement of Accounts displays information of the billing statement. Click **e-Statement of Accounts**.

12.1.1. Display Latest Billing Statement

Click **e-Statement of Accounts** to retrieve the latest billing statement.

12.1.2. Enquire Past Billing Statements

Under **E-STATEMENT OF ACCOUNTS** heading, select the appropriate date.



12.1.3. Print Billing Statements

Click **Print This Statement** button.



12.2. Monthly Accounts Details

Monthly Accounts Details displays details of PSC usage.

- Click **Monthly Accounts Details**
- Select the relevant month
- The system will return a list showing **Used Date Time, Move, Size Type, Container Number, e-Coupon (C)/ Nomination (N), Charge (HK\$), Adjustment* (HK\$)**.