OnePort Limited

Electronic Terminal Receipt (XB Version)

User Guide

for Shippers & Freight Forwarders

Last Update: 3 March 2014

Table of Contents

1. Electronic Terminal Receipt (eTR) Service

1.1. Service Concept

eTR service helps to build a gigantic logistics community platform connecting terminals, liners, forwarders, shippers, trucking companies and quasi-government organizations to a network, with the ultimate goal of speeding up the bill collection cycle. On this unified platform, users are able to validate and pass on information.

Users can access this platform through the Internet or by phone.   This user guide only demonstrates how to use the online system.

2. System Login

2.1. Login

Step 1:   Visit http://www.oneport.com.

Step 2:   Click the **eTR** link on the top left.

Step 3:   Enter your **Company ID**, **User ID** and **Password**; click **Submit** button.

Step 4:   Click **Click Here to Enter the OnePort System** button.

Step 5:   Click **Click Here** to read terms and conditions.   Click the checkbox reading '**I have read and accepted the terms & conditions and pricing plan of eTR service'**.   Click the **eTR XB Please click here** button to enter the system.
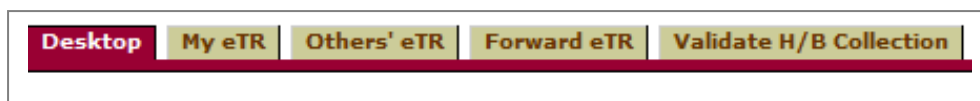
2.2. Interface

After login, the following tabs will be shown:

- ♦ Desktop
- ♦ My eTR
- ♦ Other's eTR
- ♦ Forward eTR
- ♦ Validate H/B Collection
- ♦ View Validation History
- ♦ Collect House Bill
- ♦ Collect Ocean Bill
- ♦ Account Information
- ♦ Help

3. Desktop

Desktop tab displays **announcement**, **eTR statistics for the past 30 days**, **last login users (for 7 days)**, **container status enquiry**, **vessel schedule enquiry** and **reminder**.

3.1. Announcement

Terminal announcements issued by HIT, MTL and CHT are posted under **Announcement**.

3.2. eTR statistics for the past 30 days

Statistics for the past 30 days capture key data including:

- All eTRs,
- Outbound laden in eTRs,
- eTRs forwarded,
- House bill gate move records generated,
- Ocean bill gate move records generated,
- Unprocessed eTRs,
- Unsettled port security charge.

3.3. Last login users (for 7 days)

Last login users (for 7 days) shows a list of login user IDs and relevant times for the past 7 days.

Last login users (for 7 days)	
gary	22 Jun 2011 14:09
gary	22 Jun 2011 11:15
gary	22 Jun 2011 11:15
gary	22 Jun 2011 10:40
	more...

3.4. Container status enquiry

This function allows users to quickly enquire container status by submitting booking number or container number.

Container Status Enquiry	
Inbound / Outbound	Inbound ▾
Booking No.	
Container No.	
	Submit

3.5. Vessel schedule enquiry

This function allows users to quickly enquire CY close, ETA, ETB and ETD by specifying liner, vessel name/ code, voyage and date.

Vessel Schedule Enquiry	
Liner	- All - ▾
Vessel Name / Code	
Voyage	
Date From	to
	Submit

3.6. Reminder

Proactive alerts on pending containers are displayed under **Reminder**. Pending containers are those containers which are not loaded on vessel as originally assigned.
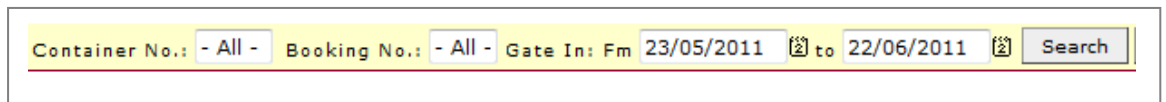
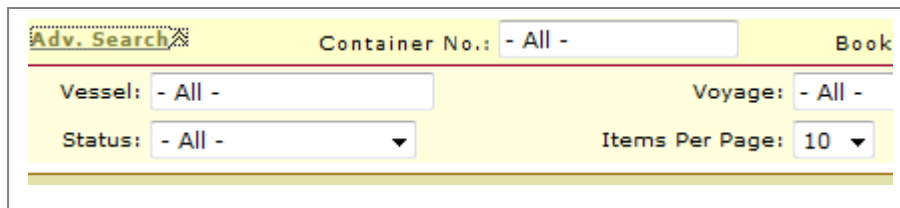| ⚠ Reminder |
| --- |
| No Message |

4. My eTR

Click **My eTR**.

4.1. Search/ Advanced Search

To search an eTR, enter **Container No.**, **Booking No.** or **Gate In** time and click **Search** button.
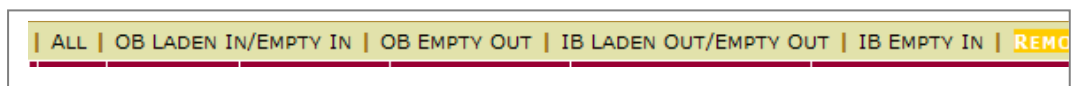
To conduct advanced search, click **Adv. Search** link. Searching options like **Vessel**, **Status**, **Voyage** and **Liner** will be available. You can also specify the number of displayed items per page.   Click **Search** button to trigger the search.

My eTR displays all of your eTRs including **OB Laden In**/ **Empty In**, **OB Empty Out**, **IB Laden Out**/ **Empty Out**, **IB Empty In** and **Removed** eTRs.

Example: if you want to retrieve all eTRs, click **All**.   To retrieve removed ones, click **Removed**.

4.2. Details of an eTR

An eTR record contains information including:

- Status:
  - ♦ Blank - the eTR is in your possession & no action has been done so far
  - ♦ Forwarded - the eTR was forwarded by you to another party
  - ♦ Re-forwarded - the eTR has been forwarded for more than 1 time
  - ♦ Forward Cancelled - the action of forwarding was successfully cancelled
  - ♦ Withdrawn
  - ♦ Rehandled

- HB(g) - Generated House Bill Gate Move Record

- HB(c) - Collected House Bill

- HB(r) - Received eTR awaiting for House Bill collection

- HB(v) - Validated House Bill Collection No.

- OB(g) - Generated Gate Move Record for Ocean Bill

- OB(c) - Collected Ocean Bill

- History – double click to view the details

- Container no.:

    - * - reminds users to click container number for Oversize, Damage and DG Remarks

    - # - means 'Port Security Charge Settled'

    - @ - means 'Unprocessed eTR' where users can print Gate Move Record or Forward

- Miscellaneous: Gate In time, Booking No., Seal No., Liner, Vessel, Voyage, Move (OB Laden In/ Empty In, OB Empty Out, IB Laden Out/ Empty Out or IB Empty In), User Group.

4.3. Cancel Forward

Sometimes, you might accidentally forward an eTR to an inappropriate eTR user. You can undo this step.

Click **Cancel Forward** link.
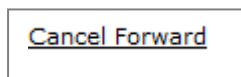
Cancel Forward

Use **Adv. Search** to look up the relevant eTR. Select eTR(s) by clicking the relevant box(es) ▢ on the left. A tick mark ☑ will appear. Click **Cancel Forward**. Once it is done, a pop-up window will appear to confirm the cancellation. Click **OK**. Please note the 'status' of this/ these eTR(s) will become **Forward Cancelled**.

5. Other's eTR

eTR XB allows you to view all the eTRs of another company. You need their explicit permission. Even with permission, you cannot perform any transaction (e.g. Forward, Collect House Bill, Collect Ocean Bill). To perform these functions, they need to forward their eTR to you.

Click **Other's eTR**.

Desktop | My eTR | Others' eTR | Forward eTR

5.1. Send Request

To ask another company to grant you permission to view all their eTRs, click **Send Request**.

Enter **Company ID** and click **Send Request**.

5.2. Grant Permission

You could grant permission to another company to view your eTR. The other company could not perform any transaction (e.g. forward, collect house bill, collect ocean bill). To perform these functions, you need to forward your eTR to them. Click **Grant Permission.**

Enter **Company ID** and click **Submit**.

5.3. View

To view all the eTRs of another company that has already granted you permission, select the Company ID.

5.4. Withdraw Permission

To withdraw permission, click '**click here'** as shown on the following diagram.

Click the **Delete** button.

Withdraw permission previously granted
To withdraw the permission you previously granted, click the "Delete" button

Company	
xxxx - ABC Company	Delete

Cancel

6. Forward eTR

In some occasions, you are required to pass on the terminal receipt to your business partner, e.g. when your business partner makes a booking with a freight forwarder.

Click **Forward eTR**.

| Others' eTR | Forward eTR | Validate H/B Collection |

Find the relevant eTR by using **Adv. Search**.

Select eTR(s) by clicking the relevant box(es) on the left. A tick mark will appear. Click **Forward** button at the bottom.

Select the appropriate company from the list or enter your partner's OnePort company ID. Counter-check the company name shown on the screen. If correct, click **Yes**.

Cancel Forward
Sometimes, you might accidentally forward an eTR to an inappropriate eTR user. You can undo this step.

Click **Cancel Forward** link.

Cancel Forward

Use **Adv. Search** to look up the relevant eTR. Select eTR(s) by clicking the relevant box(es) on the left. A tick mark will appear. Click **Cancel Forward**. Once it is done, a pop-up window will appear to confirm the cancellation. Click **OK**. Please note the 'status' of this/ these eTR(s) will become **Forward Cancelled**.
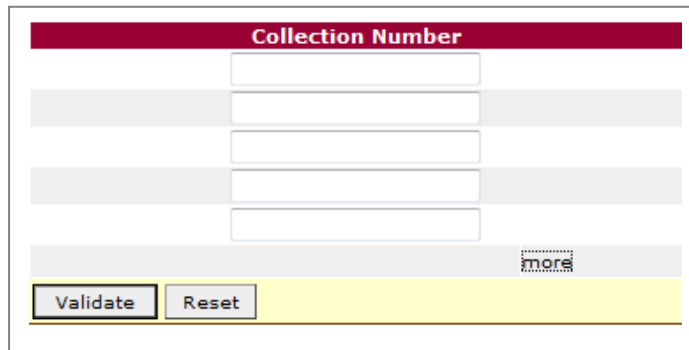
7. Validate H/B Collection

(*applicable to Freight Forwarders only*)

| Forward eTR | Validate H/B Collection | View Validation History |

If you are a freight forwarder and your customers submit a house bill gate move record at

your service counter, please valid the record by completing these steps:

- Click **Validate H/B Collection**;
- Enter the collection number. Click **Validate**;

| Valid | "√" mark will be presented in the validated result. |
| Invalid | A "x" will be presented if it is: |

    a. Wrong (just a "x" shown on the screen) – it indicates this is an incorrect collection number; please counter-check the collection number & the freight forwarder's name printed on the house bill gate move record;

    b. Obsolete (a "x" mark together with the word "obsolete" shown on the screen) – a collection no. becomes obsolete only if a new House Bill Gate Move Record for the same container is generated;

- Release house bills against validated **House Bill Gate Move Records**.

8. View Validation History

(applicable to Freight Forwarders only)

If you are a freight forwarder, you can keep track of the validation history of house bill gate move records.

Click **View Validation History** to view the whole list.

The list contains:

- House bill gate move records to be collected – where the 'validated time' is blank*
- House bill gate move records already collected – where the 'validated time'

displays the time

* Once your shippers have printed out the House Bill Gate Move Record, the eTR will be added to your OnePort account. The eTR will also appear on your **View Validation History** list.

9. Collect House Bill

Complete this step before visiting forwarder's counter for house bill collection.

Click **Collect House Bill**.

View Validation History	Collect House Bill	Collect Ocean Bill

9.1. Print

- Find the relevant eTR by using **Adv. Search**.
- Select the appropriate freight forwarder from the list or enter your freight forwarder's OnePort company ID.
- Select container(s) by checking the appropriate box(es) on the left.   This folder only contains eTRs already forwarded by your trucking companies.
- Click **Quality Print**, **Basic Print** or **Save for Print**. Click **Yes**.
- Print the **House Bill Gate Move Record** when it appears on a separate window. Take it to your freight forwarder for house bill collection.

*Solutions for **Quality Print** Failure*

Solutions include:

1. *Click **Save for Print** to download the file or*
2. *Click **Basic Print** to open the html version or*
3. ***Turn off pop-up blocker** of your browser (Select **Tools.**   Click **Pop-up Blocker**. Select **Turn off Pop-up Blocker.**   Reprint the record.)*
4. *Add **OnePort.com** as your trusted site*
    a. *Select **Tools**; select **Internet Options**.   Select **Security** tab.*
    b. *Click **Trusted sites** and click '**Sites…**' button.   Input '***.oneport.com**' under **Add this Web site to the zone** and click **Add** button.   Uncheck the **Require server verification (https:) for all sites in this zone** and click **OK**.*
    c. *Restart the browser. And, reprint the record.*

9.2. Reprint

If you do this step, a new collection number will be generated; the previous one will become obsolete.

- Click **Cancel or Reprint**;
- Find the relevant eTR by using **Adv. Search**;
- Select container(s) by checking the appropriate box(es) on the left. Click **Quality Print**, **Basic Print** or **Save for Print**.   Click **Yes**.
- Print the **House Bill Gate Move Record** when it appears on a separate window. Take it to your freight forwarder for house bill collection.

9.3. Cancel

Undo the step of printing house bill gate move record.
- Click **Cancel or Reprint**;
- Look up **Cancel House Bill Gate Move Record** header;
- Enter the corresponding collection number printed on the house bill gate move record. Click **Submit**.
- Click **Confirm**.

10. Collect Ocean Bill

Complete this step before visiting shipping line's counter for ocean bill collection.

Click **Collect Ocean Bill**.

Collect House Bill	Collect Ocean Bill	Track & Trace
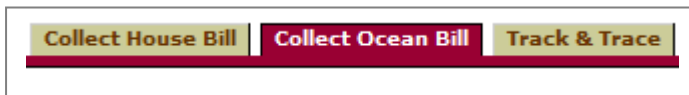
10.1.   Print

ONE eTR on a Gate Move Record for Ocean Bill
- Find the relevant eTRs by using **Adv. Search**.
- Select container(s) by checking the appropriate box(es) on the left.
- Click **Quality Print**, **Basic Print** or **Save for Print**.
- Print the **Gate Move Record for Ocean Bill** when it appears on a separate window. Take it to your shipping line for ocean bill collection.

MULTIPLE eTRs on a Gate Move Record for Ocean Bill
- You could group many eTRs for the same ocean bill and print ONE Gate Move Record for the Ocean Bill.
- Click **Group by bill** button.
- Choose the liner, vessel, and voyage by checking the circle on the left and click **Submit**.

- Select container(s) by checking the appropriate box(es) on the left. Click **Quality Print**, **Basic Print** or **Save for Print**.
- Enter the corresponding ocean bill number and click **Continue**. Print the **Gate Move Record for Ocean Bill** when it appears on a separate window.

*Solutions for **Quality Print** Failure*

Solutions include:

1. *Click **Save for Print** to download the file or*
2. *Click **Basic Print** to open the html version or*
3. ***Turn off pop-up blocker** of your browser (Select **Tools**.   Click **Pop-up Blocker**. Select **Turn off Pop-up Blocker**.   Reprint the record.)*
4. *Add **OnePort.com** as your trusted site*
   a. *Select **Tools**; select **Internet Options**.   Select **Security** tab.*
   b. *Click **Trusted sites** and click '**Sites…**' button.   Input '***.oneport.com**' under **Add this Web site to the zone** and click **Add** button.   Uncheck the **Require server verification (https:) for all sites in this zone** and click **OK**.*
   c. *Restart the browser. And, reprint the record.*

10.2.   Reprint

ONE eTR on a Gate Move Record for Ocean Bill
- Click **Cancel or Reprint**.
- Select *container* by checking the appropriate box on the left. Click **Quality Print**, **Basic Print** or **Save for Print**.
- eTR system will remind you that the record was once printed. Click **OK** to proceed. You are then required to enter a **reprint code** and click **Validate**.
- Print the **Gate Move Record for Ocean Bill** when it appears on a separate window.

MULTIPLE eTRs on a Gate Move Record for Ocean Bill
- Click **Cancel or Reprint by Group**.
- Select *ocean bill* by checking the appropriate box on the left. ***Optional:** if you want to correct the ocean bill number, please click **Edit Ocean Bill Number**. A separate window will appear. Enter the correct ocean bill number and click **Close**. Select ocean bill again*
- Click **Quality Print**, **Basic Print** or **Save for Print**.
- eTR system will remind you that the record was once printed. Click **OK** to proceed. You are then required to enter a **reprint code** and click **Validate**.
- Print the **Gate Move Record for Ocean Bill** when it appears on a separate window.

10.3.   Cancel

Sometimes, you might accidentally print a gate move record for ocean bill where you are not the right person to collect the ocean bill from the liner. You can always undo the step.

ONE eTR on a Gate Move Record for Ocean Bill
- Click **Cancel or Reprint**.
- Scroll down to the bottom of the page and look for the heading **Cancel Gate Move Record for Ocean Bill**.
- Enter the corresponding ocean bill PIN and click **Submit** button. Click **Confirm**.

MULTIPLE eTRs on a Gate Move Record for Ocean Bill
- Click **Cancel or Reprint by Group**.
- Scroll down to the bottom of the page and look for the heading **Cancel Gate Move Record for Ocean Bill**.
- Enter the corresponding ocean bill PIN and click **Submit** button. Click **Confirm**.

10.4.   View 'Printed' Records

ONE eTR on a Gate Move Record for Ocean Bill
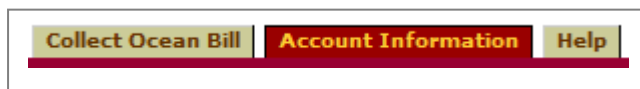- Click **Cancel or Reprint** to view your 'printed' records.

MULTIPLE eTRs on a Gate Move Record for Ocean Bill
- Click **Cancel or Reprint by Group** to view your 'printed' records.

11. Account Information

The function allows you to retrieve and print the latest and some past billing statements. Click **Account Information**.
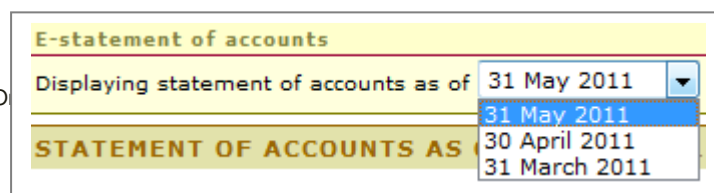

11.1.   Display Latest Billing Statement

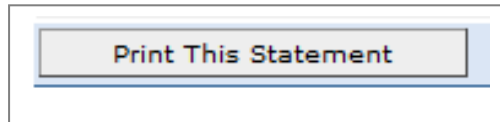Click **Account Information** to retrieve the latest billing statement.

11.2.   Enquire Past Billing Statements

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

11.3.   Print Billing Statements

Click **Print This Statement** button.

12. Help

'Help' provides brief notes on using the system.