eBCN 電子訂艙單服務步驟總覽
(包括使用 eBCN 平台申報港口保安費 (PSC) 的指示)

使用前準備:

- 現有一路通客戶:
    - ◆ 運輸及電子碼頭收據 (eTR) 客戶：可使用現有一路通登入資料，於 https://ebcn.oneport.com 登入 eBCN 系統；或瀏覽 https://www.oneport.com，把鼠標移動到螢幕上方綠色登入鍵，按電子訂艙單 (eBCN) 進入 eBCN 系統
    - ◆ 其他客戶: 請於 https://ops.oneport.com/MemberWeb/serviceReg.jsf?chooseAclService=etr 完成增加 eTR 及 eBCN 手續
    - ◆ 運輸司機: 必須使用手機程式港口通電子閘口 (HKiPort eGate)，如你未有登入資料(即一路通公司代號、用戶代號及密碼)，請向你的運輸公司索取
- **新用戶: 請於 https://ops.oneport.com/MemberWeb/serviceReg.jsf?chooseAclService=etr 完成登記 eTR 及 eBCN 手續，並經由電郵取得系統登入資料**

步驟

付貨人和貨代	**第一步: 匯入訂艙單** ● 登入後按螢幕右上方的**匯入訂艙單**，選擇**船公司**並按**下一頁**，並輸入你的訂艙單編號兩次，按**下一頁**。選擇訂艙單，按**匯入**。按**完成**。 **第二步: 轉送予運輸公司** ● 回到訂艙單列表後，剔選一個或多個相關電子訂艙單/櫃號，按**轉送**。輸入你運輸夥伴的一路通公司代號，按**下一頁**。再選擇你/下一方申報港口保安費，再按**轉送以上訂艙單**便可。這電子訂艙單的現況將變為**轉送**。
運輸公司	**準備** 與你的客戶聯絡，確保你的客戶已經轉送 **eBCN** 給你，並直接進行第一步。*如你的客戶未能及時轉送相關的 eBCN 給你，請按以下指示自行匯入訂艙單：* *匯入訂艙單* *登入後按螢幕右上方的**匯入訂艙單**，選擇**船公司**並按**下一頁**，輸入你的訂艙單編號兩次，按**下一頁**。在 **輸入公司代號**一欄選 "000005 Trial (試行)"，按**下一頁**，選擇貨櫃數目，按**匯入**。按**完成**。* *(請注意，現在運輸公司仍可直接在系統代替付貨人匯入訂艙單。稍後，付貨人需要先於系統匯入訂艙單，再轉發到指定運輸，運輸接到電子訂艙單後，再指派車輛到碼頭作交收。如 貴公司的付貨人客戶尚未開始使用 eBCN 服務，請轉告立刻開始使用。)* **第一步: 為提吉及/或回重配車輛及司機** ● 登入後，在訂艙單列表剔選一個或多個相關電子訂艙單/櫃號，按螢幕中右方的**指派車輛/司機**。 之後，你可以為每一提吉及/或回重工作選擇車牌及司機，選擇後按螢幕右上方的**儲存**。被指派的司機亦會收到該 eBCN 的二維碼 (QR 碼) ，司機請按 eBCN 流程，用手機程式港口通電子閘口 (HKiPort eGate)憑二維碼到碼頭作出口交收。 **第二步: 回重申報** ● 登入後，在訂艙單列表剔選一個或多個相關電子訂艙單/櫃號，按螢幕中右方的**回重申報**。 之後，把單選框撥向**確定已提吉**(如適用)，輸入**櫃號*****、船公司封條***、其他封條、**貨櫃驗證總重(VGM)(運輸申報)**及毛重。按螢幕右上方的**儲存**。 *** 必須填寫

司機	*** 請確保你的運輸公司已指派提吉或回重工作給你 ***
	第一步: 入閘提吉/回重
	● 入閘提吉/回重時，登入手機程式**港口通電子閘口**後，按螢幕中間的 **eBCN** 圖標後將出現二維碼，出示相關的二維碼入閘提吉/回重。
	第二步: 回重申報 (此步驟可由運輸公司完成)
	● 入閘回重前，進入手機程式**港口通電子閘口**，按螢幕中間的 **eBCN** 圖標後將出現二維碼，選擇並按相關的二維碼以便進入詳情，按**回重申報**，並確認/輸入**櫃號、船公司封條、其他封條、貨櫃驗證總重(VGM)(運輸申報)**及毛重後，按**確定回重申報**。

electronic Booking Confirmation Note (eBCN)
Key Steps Overview
(contains steps on using eBCN Platform for PSC nomination)

Preparation:

- **Existing OnePort Customers:**
  - ◆ <u>Trucking and eTR Users</u>: use your existing login credentials (e.g. OnePort Company ID, User ID & Password) to log into the system at https://ebcn.oneport.com. Alternatively, visit https://www.oneport.com and move your pointer to Login button at the top. Click electronic Booking Confirmation Note (eBCN) to enter the system.
  - ◆ <u>Other OnePort Users</u>: please add eTR & eBCN services at https://ops.oneport.com/MemberWeb/serviceReg.jsf?chooseAclService=etr .
  - ◆ <u>Truck Drivers</u>: use the mobile app HKiPort eGate to gain access to the eBCN service.   If you do not have the login information (i.e. Company ID, User ID and Password), please obtain such from your trucking company.
- **New Users: sign up for eTR & eBCN services at https://ops.oneport.com/MemberWeb/serviceReg.jsf?chooseAclService=etr and you will then receive your login credentials, by email, for access to eBCN system.**

Key Steps

Shippers and Forwarders	**Step 1: Retrieve Booking**
	● After login, click the **Retrieve Booking** button on top left. Select your liner and click **Next**. Enter your booking confirmation note number twice and click **Next**. Select your booking and click **Retrieve**. Click **Finish**.
	Step 2: Forward to Trucking Company
	● Back to **Booking List**, tick the relevant eBCN(s)/ container(s). Click **Forward** button. Enter the OnePort Company ID of your trucking partner. Click **Next**. Confirm you/ your trucking partner to nominate the Port Security Charge. Click **Forward All**. The job status of this eBCN will then change to **Forwarded**.
Trucking Companies	**Preparation**
	Contact your shipper customer to ensure he has already forwarded the eBCN to you (trucking company) and start Step 1 straight away. *If your shipper could not forward the eBCN to you in time, you can still proceed by following this step:*
	Retrieve Booking
	*After login, click the **Retrieve Booking** button on top right. Select your liner and click **Next**. Enter your booking confirmation note number twice and click **Next** button. Under **Enter Company ID**, select **000005 (Trial)** and click **Next**. Enter the number of containers to be retrieved and click **Retrieve**. Click **Finish**.*
	(Please note that trucking companies can still retrieve bookings now on behalf of shippers directly from the eBCN system. Shortly afterwards, shippers are required to retrieve bookings first, and then the booking can be forwarded to the designated trucking company for tractor assignment and subsequent pick-and-drop at terminals. If your shipper customers have not yet used the eBCN service, please relay this message to them and remind them to use the service immediately.)
	Step 1: Assign Tractor and Driver for Empty Pickup &/or Laden Return
	● Under **Booking List** tab, tick the relevant eBCN(s)/ container(s) and click **Tractor Assignment** at middle right**.** You will be able to select plate number and driver for each empty pickup and laden return. After filling the info, click **Save** at top right. Your truck driver will receive the corresponding QR code in the mobile app **HKiPort eGate** at the same time. Please advise your driver to follow the eBCN workflow and use the QR code for pick-and-drop procedure at Kwai Tsing terminals.
	Step 2: Return Declaration
	● Under **Booking List** tab, tick the relevant eBCN(s)/ container(s) and click **Return Declaration** at middle right**.** If applicable, move the radio button to **Confirmed picked**. Enter **Container Number***, **Liner Seal***, **Other Seal**, **VGM (trucking declared)** & **Gross Weight.** Click **Save** at top right. *** mandatory field

Truck Drivers	*** Please ensure your trucking company has already assigned a job of empty pickup or laden return to you. ***
	Step 1: Visit Container Terminal for Empty Pickup/ Laden Return
	• During gate-in, log into the mobile app **HKiPort eGate**. Press the **eBCN** icon in the midsection of the screen and present the relevant QR code for empty pickup/ laden return.
	Step 2: Return Declaration (this step can be done by your trucking company)
	• Before gate-in for laden return, press the **eBCN** icon on **HKiPort eGate** app in the midsection of the screen and you will see the QR codes. Press the relevant QR code in order to retrieve its details. Press **Return Declaration** to confirm/ re-enter **Container Number**, **Liner Seal**, **Other Seal**, **VGM (trucking declared)** & **Gross Weight**. Press **Confirm return declaration** to finish.