TOS WEB PORTAL

Trucking Company Training Guide

Welcome to Ports America TOS Web Portal
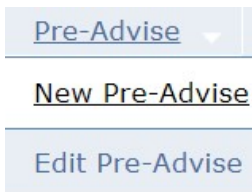
• Pre Advise User Guide

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TWP allows the trucking company to enter information to expedite the service of the driver when he arrives on terminal

Create Pre Advise

- Under the Pre-Advise menu select New Pre-Advise

- Select the transaction type(s) to enter

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Full In Pre Advise

- Select Full In move type
- Enter Booking/Equipment Delivery Order EDO number

- TWP will display the Booking/EDO details

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- To continue select the date of your transaction by using the calendar
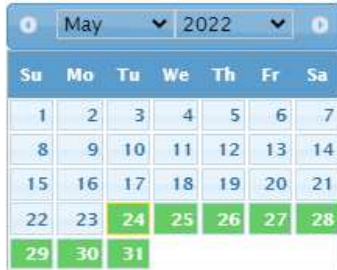
- Enter the following fields (* denotes required fields)
  - License Plate Number
  - Mobile Number (If text msg are wanted)
  - Select the Container Size Type if booked for multiple size types

  - Container Number
  - Select the Chassis Ownership (Pool, Truckers Own or Truckers Flatbed)
  - Enter the Chassis Number

  - Submit the form

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- TWP will return a confirmation of your Pre- Advise with a Pre-Advise PIN Number

- TWP will send an email notification to the user with the Pre –Advise PIN information, or a text message if option is selected

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Empty In Pre Advise

- Select IN > Empty In
- Enter the container number (this number must be known by the system)
  - TWP will display the Import Container Details

- To continue select the **date** of your transaction by using the calendar
- Enter the following fields (* denotes required fields)
  - License Plate Number
  - Mobile Number
  - Select the Chassis Ownership (Pool, Truckers Own or Truckers Flatbed)
  - Enter the chassis number

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   o Submit the form

- TWP will confirm with a Pre-Advise PIN Number

- TWP will send an email notification to the user with the Pre –Advise PIN information

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Full Out Pre Advise

- Select OUT >Full Out
- Option will appear for either Container or Group Code
- Select Container

- Enter the import container number
  - TWP will display the Import Container Details

- To continue select the **date** of your transaction by using the calendar

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- Enter the following fields (* denotes required fields)
    - License Plate Number
    - Mobile Number
    - Container Pin Number
    - Select the Chassis Ownership (Pool, Truckers own or Truckers Flatbed)
    - Enter the chassis number
    - Submit the form
- TWP will confirm with a Pre-Advise PIN Number

- TWP will send an email notification to the user with the Pre –Advise PIN information
- The driver will provide this PIN number to the clerk at the terminal
- This will expedite the service of the transaction

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- Select Group Code
- The Terminal will provide the Group Code. If the entered Group Code is not valid, please contact the terminal

- Enter in the required details

  - Trucker Code: Should be registered SCAC code
  - Once all the information is entered click on Submit

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Empty Out

- Select OUT >Empty Out
- Enter the Booking Number
    - TWP will display the Booking / EDO Details

- To continue select the **date** of your transaction by using the calendar
- Enter the following fields (* denotes required fields)
    - License Plate Number
    - Mobile Number
    - Select the Chassis Ownership (Truckers own or Truckers Flatbed)

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- Enter the chassis number
- Submit the form
  - TWP will confirm with a Pre-Advise PIN Number

- TWP will send an email notification to the user with the Pre –Advise PIN information

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Edit Pre-Advise/Rescheduling Pre-Advise/Pair Pre-Advise

- Go to the Pre Advise Menu and select Edit Pre-Advise
- TWP will return a list of current date and future Pre-Advise
- To Edit or reschedule click on the Pre Advise Pin link

- The Pre-Advise details will display

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- Select Reschedule/Edit and make the edits accordingly

- o Options available to Edit
  - Date and time
  - License Plate Number
  - Mobile Number
  - Import release number
  - Chassis Ownership
  - Chassis Number
- TWP will saved the changes and the PIN will remain the same

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Pair Pre-Advise

To Pair Pre-Advise (In and Out Moves) click on the Pre Advise Pin link

- Select Pair
- TWP will display a list of single transactions to pair with the existing Pre Advise
- Change the start and end date if you choose to pair with a Pre Advise from a future date
- Select GO to display the list of available matches

- Select the Pre Advise to Pair
- TWP will save the Pair and amend the Pre Advise. This will be indicated with a Dual Move indicator.

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Your search returned 7 records

Verified ☐	Move Type	Container#	Verified Container#	Booking/EDO#	Chassis#	Verified Chassis#	Date Time M/d/yyyy hhmm-hhmm	Pre-Advise PIN	Status ⓘ	Trucker Code	Truck Plate	Driver ID	Made By	Made On M/d/yyyy hh:mm	Dual Move
☐	Empty In	CICU8401794	CICU8401794		OWNZ123456	OWNZ123456	6/16/2022 0600-1700	2422	Active	PPBA	BALT01		VT PA U.	6/13/2022 02:00	No
☐	Empty In	MEDU7543701	MEDU7543701		OWN	OWN	6/17/2022 0600-2300	2401	Active	BERM	2307437		VT PA U.	6/10/2022 12:41	No
☐	Empty Out	TRLU6909920	TRLU6909920	THBOOK0607	OWN	OWN	6/17/2022 0600-2300	2365	Active	BERM	2307437		VT PA U.	6/13/2022 00:55	No
☐	Full In	MSMU8904870	MSMU8904870	THBOOK0607	OWN	OWN	6/17/2022 0600-2300	2361	Active	BERM	2307437		VT PA U.	6/13/2022 00:53	No
☐	Empty Out			RICBTA629600	MAPH123456	MAPH123456	6/17/2022 0600-2300	2421	Pending	PPBA	416031		VT PA U.	6/13/2022 00:47	No
☐	Full In	MSMU8311849	MSMU8311849	THBOOK0607	APMZ700453	APMZ700453	6/17/2022 0600-2300	2363	Active	BERM	2307437		VT PA U.	6/13/2022 00:53	Yes
☐	Decked Import	GESU5984931	GESU5984931		APMZ700453	APMZ700453	6/17/2022 0600-2300	2364	Active	BERM	2307437		VT PA U.	6/13/2022 00:54	Yes

- The pin numbers remain the same
- The driver will provide this PIN number to the clerk at the terminal
  This will expedite the service of the transaction
- TWP will send an email notification to the user with the Pre –Advise PIN information

DEMO Tampa Bay FL (M21UTPA1)

==:

PIN 1579
Date: 10/17/2022
Move Type: Full Out
Container Number: DYOU1231280

==:

PIN 1568
Date: 10/17/2022
Move Type: Empty In
Container Number: CCLU7903730

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Pre-Advise Report

The user can inquire on any Pre-Advise associated to their SCAC/Trucking Company

- Select Pre Advise Report from the Pre Advise Menu

- Users can search by move type(s), date range, or by specific container or booking number
- Users can filter by Pre Advise and optional report fields

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- The report will provide a summary of Pre Advise status and details of each Pre Advise

- The hyperlinks in the report will provide additional information

- Container column will provide:
  - Empty In Container info

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o Import Container Info

■ Booking/EDO column will provide:

o Booking/EDO details

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- Pre Advise Pin column will provide:
  - Pre Advise Details
    - Pre Advise details can be modified from this report

- Pre Advise Details can be exported to excel as needed

TOS WEB PORTAL QUESTIONS?

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NOTES:

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