THE PROCEDURE FOR ISSUING AN ELECTRONIC DOCUMENT

International sea transportations require formalizations of bookings.

NB! For correct actions with containers, all types of electronic documents must be created correctly and transferred to the system in advance.

It is necessary to know several types of bookings that are available on the portal cone.edi.ee.

Export booking – it is a request for accepting containers that arrived by road to the terminal and intended for export shipment by vessel.

Unnumbered booking - booking in which are available parameters by which empty containers are selected for issuance from the terminal to road transport, vessel or railway.

Electronic document - order for reception and delivery of empty or laden container.

THE ARRIVAL OF THE CONTAINER TO THE TERMINAL

1. Container arrival by ship
For the container to be able to arrive by vessel is needed:
1) Shipping line creates a manifest in its system, from the system the manifest is transmitted to the portal (cone.edi.ee).
2) The line agent checks the manifest and signs it digitally.
3) After signing the manifest, information on the vessel call is transmitted to the port system (X2).
4) The terminal system (TISK) confirms, that the manifest is transmitted and automatically creates an upload list.
5) Vessel arrives at the port.
6) Containers discharged from the vessel.

Note:
By agreement, there can be several shipping lines on one vessel call that fill and sign the manifest for the same vessel call. Consequently, the vessel call will have several unloading manifests.

2. Arrival of the container to the terminal by road transport
Shipping line creates an export booking in its system, from the system the booking is transmitted to the portal (cone.edi.ee). Based on an electronic document or reference number from export booking the carrier can create an application for truck visit through the C-ONE portal.

3. Arrival of the container to the terminal by railway transport
For the container to be unloaded from railway to the terminal is needed electronic document. Each container arriving by railway must have own electronic document.
For laden container - Full container acceptance order
For empty container - Empty container acceptance order

ISSUANCE OF THE CONTAINER FROM THE TERMINAL

1. Container departure from terminal by vessel
Export containers are delivered in advance, before the vessel arrival.
Lines upload export bookings from their systems to the portal (cone.edi.ee). Export bookings contain information regarding on which ship call which container will be loaded.

2. Container departure from terminal by truck

1) empty/laden container

The line creates an electronic document for issuance of laden/empty container on the portal (cone.edi.ee) and sends the obtained electronic document number with a PIN code to the carrier. Based on an electronic document the carrier creates a truck visit on C-ONE portal, after what he can receive the container from terminal.

2) issuance of unnumbered empty container

The line creates an unnumbered booking in its system, after what it issues a reference number to the carrier.

Based on the electronic document for numbered issuance of container or reference to unnumbered container the carrier can create an application for truck visit through the C-ONE portal to receive the container from the terminal.

3. Container departure from terminal by railway

To send the container from the terminal, the line creates an electronic document based on which the container can be loaded onto the platform and depart.

Each container must have own electronic document.

For laden container - Full container release order

For empty container - Empty container release order

**When is needed the creation of the electronic document**

An electronic document is needed for all operations except the electronic export - "export booking" and the unnumbered issuance of the container "unnumbered container release".

How to check if an electronic document has already been created for a specific container?

1) Go to the "main" menu.

2) Open the "FULL LIST" tab
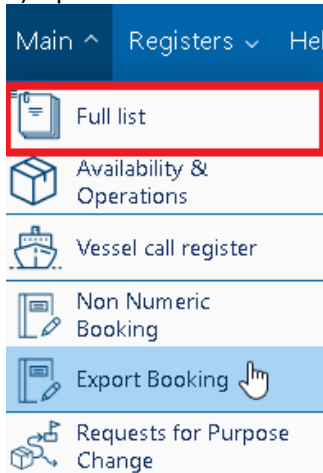
3) Enter the container number in the search field "Equipment"

After the container number has been entered, click on the Search button   .

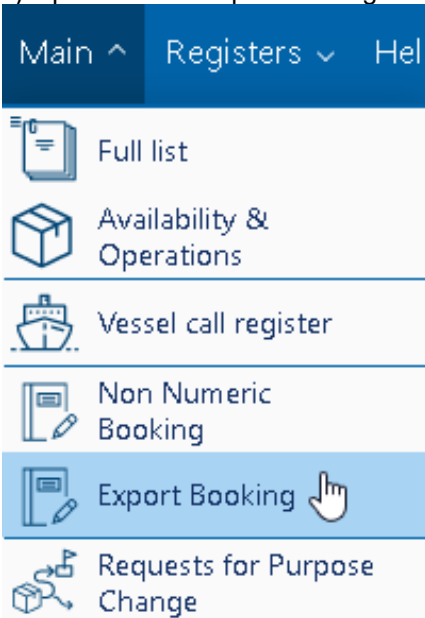**HHLA TK Estonia AS**   Veose 16, 74115, Maardu, Estonia

4) The order will appear.

5) If the order does not appear, check the filters and the fields where the container number was inserted.
   If there is no order, then there is no electronic document for this container.

How to check if an export booking was created on a specific container through Edifact?

1) Go to the "main" menu.

File ⌄   Main ⌃   Registers ⌄   Help ⌄

2) Open the tab "Export booking".

Main ⌃   Registers ⌄   Hel

- Full list
- Availability & Operations
- Vessel call register
- Non Numeric Booking
- Export Booking
- Requests for Purpose Change

3) Enter the container in the search field.

Stock	Booking number	Reference	Container	Source	State	
(Any) ⌄				(Any) ⌄	(Any) ⌄	

The easiest way is to insert the container number in the "Container" field.
If the container is not at the terminal, but it should be delivered to the terminal, then is needed to create electronic document.

After the container number has been entered, click on the Search button ▼.

If the container with the booking did not appear, this means that there is no booking for this container.

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Creation of an electronic document.

There are two options for creating an electronic document:

The first option is manual - in this case, the client makes all the necessary information.
The second option - through the manifest available on the C-ONE portal, in which case part of the information is automatically filled in.

Required data:
Client - Line
Stock
Valid from / Valid to - From what date does the electronic document work and by what date
Storage payer - stock payer
CSC Payer - payer for operations
Container Number
Type - container type
sub type - subtype (ISO CODE)
Purpose – appointment

An example of the first option (manual):

Creation of a document for receiving an empty / loaded container.

1) On the CONE.EDI.EE portal go to the "MAIN" tab and select the "FULL LIST"
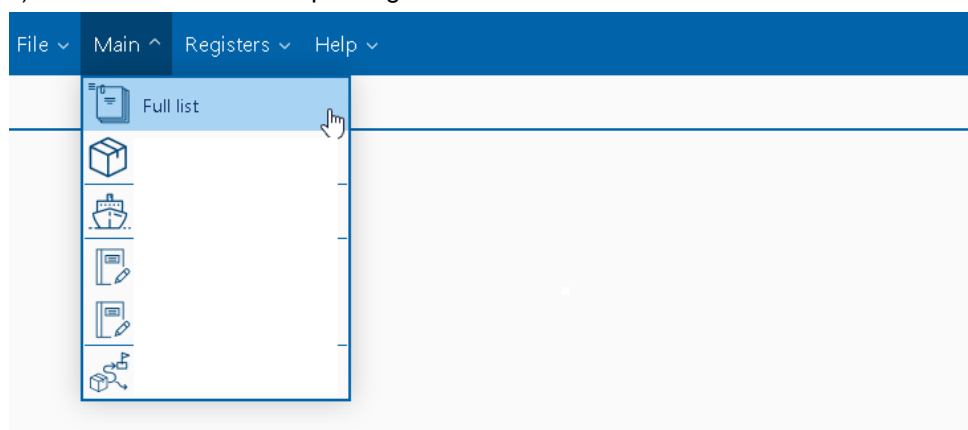
2) screen opens where the created documents are visible.
In the right corner of the table press the button "**+**"
When you click on it, 4 types of electronic documents that can be created will open.

Empty container acceptance order – **reception of an empty container at the terminal**
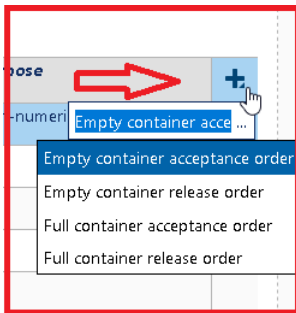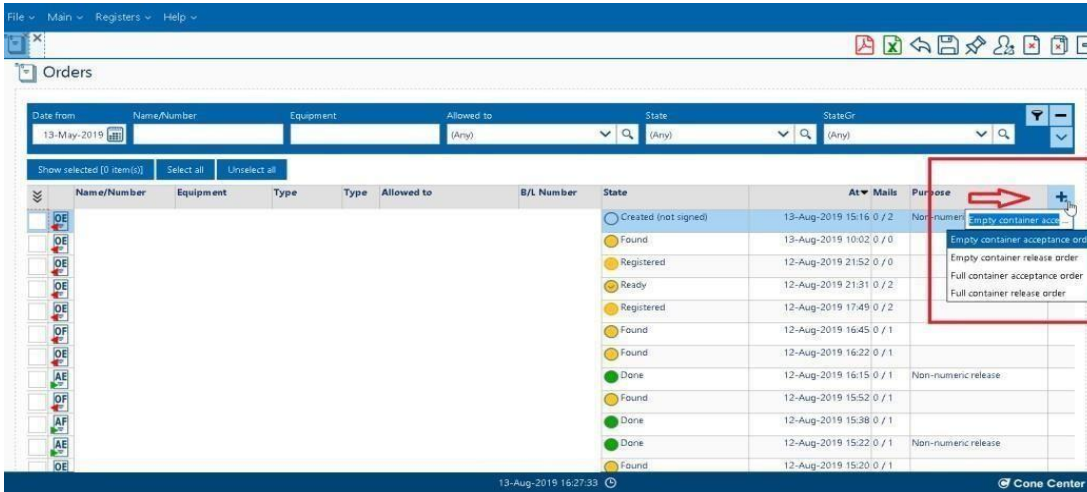
Empty container release order - **delivery from the terminal of an empty container**

Full container acceptance order – **reception of a loaded container to the terminal**

Full container release order – **delivery of a loaded container from the terminal**

3) Select the required version of the document. After selecting a document option, the system redirects to the screen for filling in the required data.

Fields are divided into 3 types:
1)   gray - when signing a document are filled automatically by the portal
2)   white (empty) - it is possible to enter information
3)   white with symbol "*****" – required for filling

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4) Fields needed to be filled.

4.1 Company, that receives or delivers the container is entered in the field "Client"

Client

(not selected)

4.2 In the field "Autosubscription" is entered the company, which will automatically receive a notification email of operations with the container.

Autosubscription

(not selected)

4.3 In the "Stock" field is entered the stock of the container.

Stock *

(not selected)

4.4 The duration of the electronic document.

Valid from

13-Aug-2019

Valid to

12-Sep-2019

4.5 In the field "Storage" is entered the payer for the storage.

Payers

Storage

(not selected)

4.6 In the "CSC Payer" field, the payer for THC operations is entered.

CSC Payer

(not selected)

4.7 This field is used for comments.

Comment

4.8 In the upper right corner of the screen is a container description block, in which you must specify the container number.

Number

4.9   Container Type and ISO CODE. For example, 40DC and subtype 42G1.

Type

40DC	⌄	⇗	42G1

4.10   The "Purpose" field indicates the purpose of the container, for example, to be loaded to the vessel.

Purpose

Purpose

Non-numeric release	⌄

After filling in the fields and checking all the information, the electronic document is signed digitally.

State

◯ Created (not signed)

Sign	Repeat email

When the electronic document is signed, its status will change to "Registered", after which this document can be used for operations with the container.

State

🟠 Registered

◯ Created (not signed)

5) After signing, the system generates a document number and a PIN code, which is transmitted to create a visit to vehicles on the portal.

In the case of formalizing of electronic document for the laden container, all information is filled in similarly to the empty version. Additionally, the gross weight of the container is inserted.

If the container is planned for loading the vessel, should be filled the following fields:

Creation of a document for issuing an empty / loaded container.

Empty container release order - **delivery from the terminal of an empty container.**
The main difference between the document for issuance and the document for delivery is the "Allowed to" field. In this field should be indicated who can pick up the container.

1) In the field "Issuer" is inserted company from whom this document is issued, usually after the session saving (save) the field is filled in automatically.

Issuer

| (not selected) | ∨ | 🔍 |

2) In the field "Allowed to" is inserted the company that picks up the container

Allowed to

| (not selected) | ∨ | 🔍 |

3) In the field "Auto subscription" is inserted the company, which will automatically receive an email notification.

Autosubscription

| (not selected) | ∨ | 🔍 |

4) In the "Shipper" field, the shipper or Line is placed.

Shipper

| (not selected) | ∨ | 🔍 |

5) In the field "Storage" is the payer for storage.

Storage

| The same as at container acceptance | ∨ | 🔍 |

6) In the "CSC Payer" field, the payer for operations is inserted.

CSC Payer

| (not selected) | ∨ | 🔍 |

7) Container number. **Without spaces, in capital letters, Latin letters.**
Container:
Number

| |

8) Container Type and ISO CODE. For example, 40DC and subtype 42G1.

Type

| (not selected) | ∨ | | |

When issuance of a loaded container, a field appears where should be filled in the weight (gross).

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An example of the second option: creating of electronic document through the manifest for receiving / issuing empty / laden containers

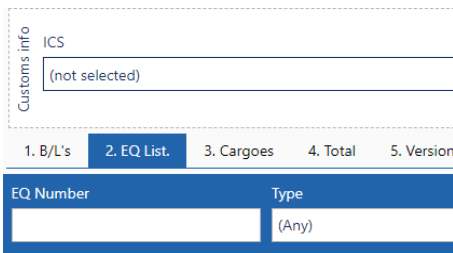1) Select a container call for loading / unloading: **Main -> Vessel call register**
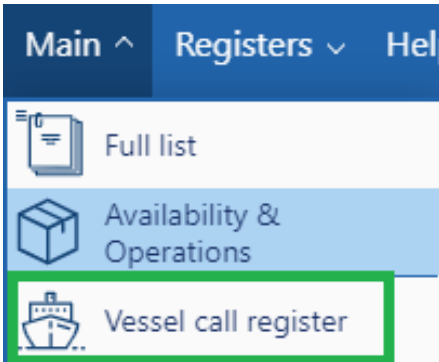
2) Select the required vessel call with **Call Ref ID** from the list, click on it.

3) At the bottom of the screen, select the manifests window (if not automatically selected).
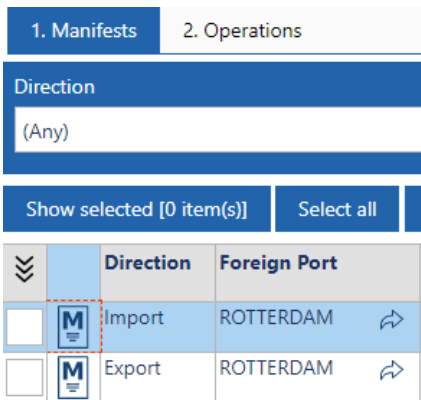
For example, import.

1) By default, the **EQ List** tab opens.
   If the tab did not open, you must choose it yourself.

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2) In the list of containers that appears choose the necessary one, click on the tab ⩔, select **Create Accept orders**.

3) The main fields will be filled in automatically.

4) Manually please fill in the fields: **Client, Autosubscription, Booking reference**

5) After filling in the fields, sign the electronic document by selecting the **Sign** field.

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