

**NB! Formalization of an electronic document by the Terminal - 25.00 EUR/electronic document****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.

HHLA TK Estonia AS

Address: Veose 16, 74115, Maardu, Estonia Phone: + 372 6319 205 Web: [www.hhla-tk.ee](http://www.hhla-tk.ee) E-Mail: [tk@hhla-tk.ee](mailto:tk@hhla-tk.ee) Registered Office: Estonia  
Commercial registry code: 10189553 Management Board: Riia Sillave (Chairman of the Board), Irene Sarapik, Andres Uusoja Chairman of  
the Supervisory Board: Jens Hansen Bank Account: AS SEB Pank IBAN: EE291010220049980016 SWIFT: EEUHEE2X  
VAT Reg No: EE100451627

## 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

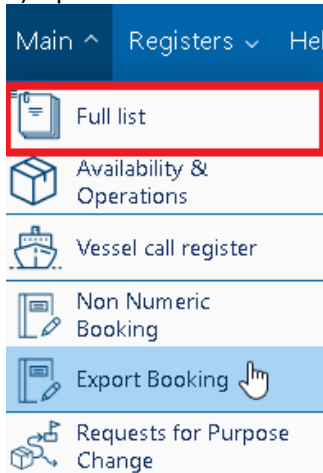
An electronic document is needed for all operations except the electronic export - "export booking" and the unnumbered issuance of the container "unnumbered container release".

### 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



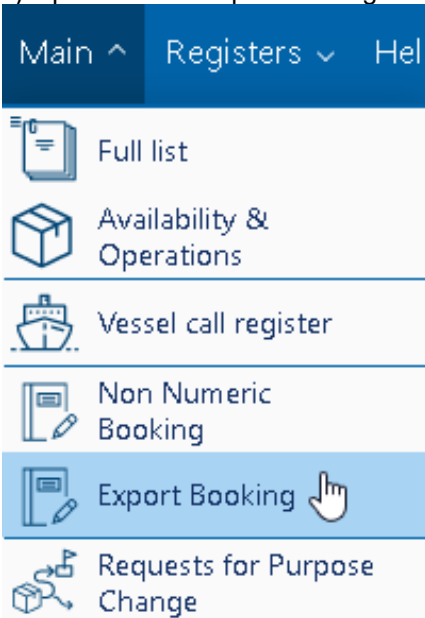
- 4) The order will appear.
- 5) If the order does not appear, check the filters and the fields where the container number was inserted.  
If there is no order, then there is no electronic document for this container.

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

- 1) Go to the "main" menu.

A screenshot of a software menu bar with a blue background. The items are 'File', 'Main', 'Registers', and 'Help', each with a small downward arrow. A mouse cursor is pointing at the 'Main' item, which is highlighted with a darker blue background.

- 2) Open the tab "Export booking".

A screenshot of a software menu. The 'Main' menu is open, showing several options: 'Full list', 'Availability & Operations', 'Vessel call register', 'Non Numeric Booking', 'Export Booking', and 'Requests for Purpose Change'. The 'Export Booking' option is highlighted in blue, and a mouse cursor is pointing at it.

- 3) Enter the container in the search field.

A screenshot of a search interface with a blue header. The header contains several fields: 'Stock', 'Booking number', 'Reference', 'Container', 'Source', and 'State'. The 'Container' field is highlighted with a red box. Below the header, there are dropdown menus for 'Stock' (set to '(Any)'), 'Source' (set to '(Any)'), and 'State' (set to '(Any)'). A search button with a funnel icon is on the right.

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.

## 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

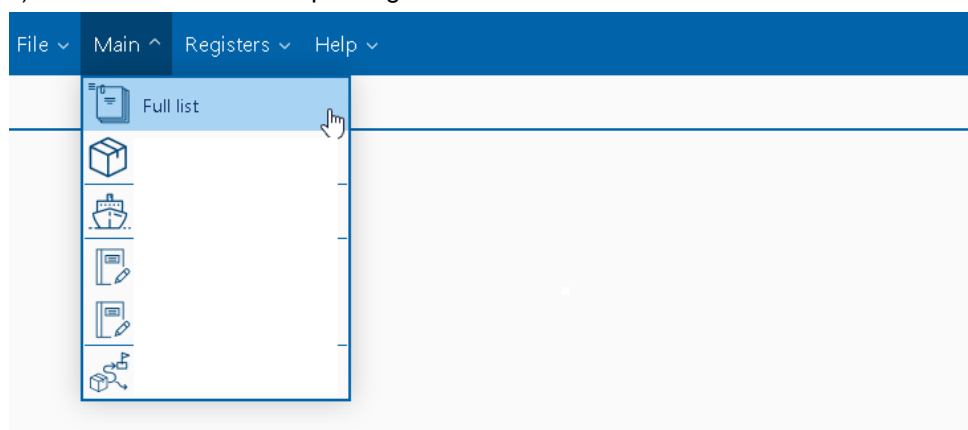
sub type - subtype (ISO CODE)

Purpose – appointment

### An example of the first option (manual):

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

1) On the C-ONE.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**

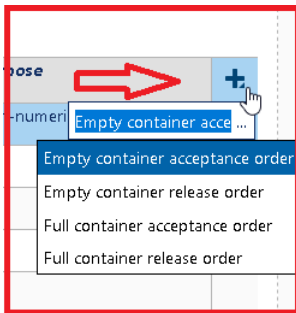
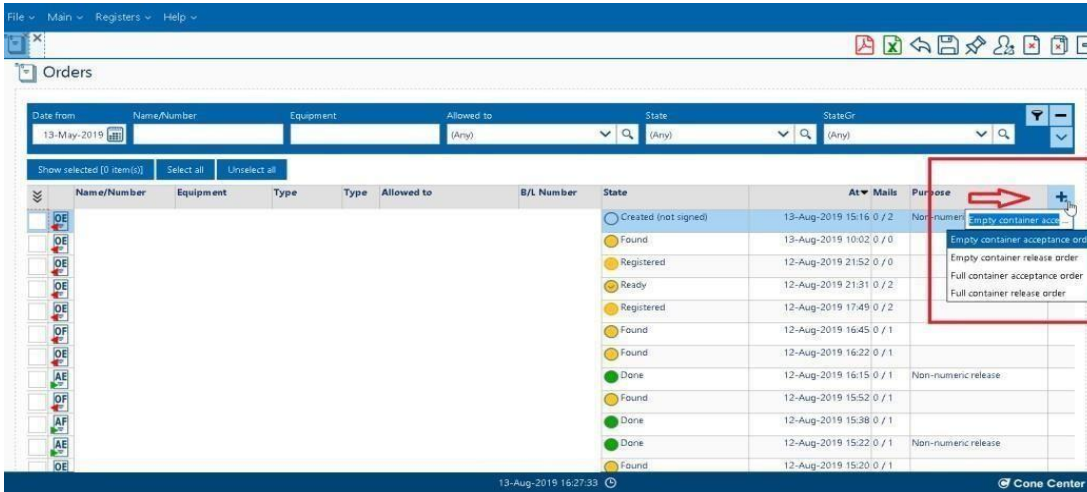
 Empty container release order - **delivery from the terminal of an empty container**

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

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

HHLA TK Estonia AS

Address: Veose 16, 74115, Maardu, Estonia Phone: + 372 6319 205 Web: [www.hhla-tk.ee](http://www.hhla-tk.ee) E-Mail: [tk@hhla-tk.ee](mailto:tk@hhla-tk.ee) Registered Office: Estonia  
 Commercial registry code: 10189553 Management Board: Riia Sillave (Chairman of the Board), Irene Sarapik, Andres Uusoja Chairman of  
 the Supervisory Board: Jens Hansen Bank Account: AS SEB Pank IBAN: EE291010220049980016 SWIFT: EEUHEE2X  
 VAT Reg No: EE100451627



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

The screenshot shows the 'Empty container acceptance order' form. It is divided into several sections:
 

- State:** A dropdown menu with 'Version' next to it.
- Terminal:** A dropdown menu with 'Transistikeskus AS' selected.
- Client:** A dropdown menu with '(not selected)' selected.
- Autosubscription:** A dropdown menu with '(not selected)' selected.
- Stock:** A dropdown menu with '(not selected)' selected.
- Valid from:** A date field with '13-Aug-2019' selected.
- Valid to:** A date field with '12-Sep-2019' selected.
- PIN:** A text field.
- Storage:** A dropdown menu with '(not selected)' selected.
- CSC Payer:** A dropdown menu with '(not selected)' selected.
- Comment:** A text area.
- Buttons:** 'Sign', 'Repeat email', and 'Cancel'.
- Container:** 'Booking reference' and 'Number' fields.
- Type:** A dropdown menu with '(not selected)' selected.
- Purpose:** A dropdown menu with '(not selected)' selected.

HHLA TK Estonia AS

**Address:** Veose 16, 74115, Maardu, Estonia **Phone:** + 372 6319 205 **Web:** [www.hhla-tk.ee](http://www.hhla-tk.ee) **E-Mail:** [tk@hhla-tk.ee](mailto:tk@hhla-tk.ee) **Registered Office:** Estonia  
**Commercial registry code:** 10189553 **Management Board:** Riia Sillave (Chairman of the Board), Irene Sarapik, Andres Uusoja **Chairman of the Supervisory Board:** Jens Hansen **Bank Account:** AS SEB Pank IBAN: EE291010220049980016 SWIFT: EEUHEE2X  
**VAT Reg No:** EE100451627

4) Fields needed to be filled.

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

Client

(not selected) [dropdown arrow] [search icon]

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) [dropdown arrow] [search icon]

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

Stock \*

(not selected) [dropdown arrow] [search icon]

4.4 The duration of the electronic document.

Valid from

Valid to

13-Aug-2019 [calendar icon] | 12-Sep-2019 [calendar icon]

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

Payers

Storage

(not selected) [dropdown arrow] [search icon]

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

CSC Payer

(not selected) [dropdown arrow] [search icon]

4.7 This field is used for comments.

Comment

[empty text area]

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

Number

[empty input field]

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.

<b>State</b>	
<input type="radio"/> Created (not signed)	
<input type="button" value="Sign"/>	<input type="button" value="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.

<b>State</b>	
<input checked="" type="radio"/> Registered	
<input type="radio"/> 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.

Empty container release order "OE19-000860"

State	Registered	Version	1
-------	------------	---------	---

Terminal: Transiidikeskus AS

Issuer: [Empty]

Allowed to: [Empty]

Autosubscription: [Empty]

Valid from: 12-Aug-2019

Valid to: 11-Sep-2019

Shipper: [Empty]

PIN: 3583

HHLA TK Estonia AS

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.

**Container**

Booking reference  Number

Type

IMO

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

**Vessel**

Call Ref. ID  Name


ETA  Lloyd's number

POL

**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.

 Empty container release order

State  Version

Release of container is allowed

Terminal  Issuer

Allowed to  Autosubscription

Valid from  Valid to  Shipper  PIN

Payers

Storage  CSC Payer

subscription

Comment

**HHLA TK Estonia AS**



- 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

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

Allowed to

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

Autosubscription

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

Shipper

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

Storage

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

CSC Payer

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

Container:

Number

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

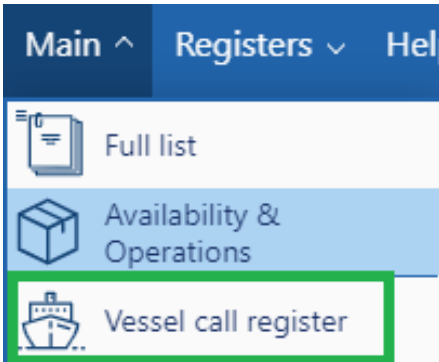
Type

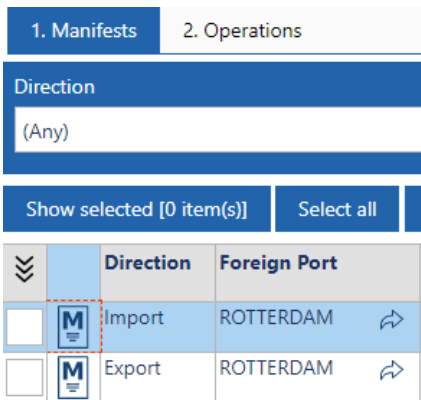
When issuance of a loaded container, a field appears where should be filled in the weight (gross).

**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**

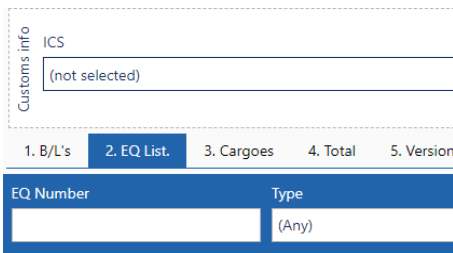



- 2) Select the required vessel call with **Call Ref ID** from the list, click on it.
- 3) At the bottom of the screen, select the manifests window (if not automatically selected).



**For example, import.**

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



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

EQ Number	Type
CREATE Accept orders	40HC
CREATE Accept orders	
CREATE Release + Accept	
CREATE Release orders	
CREATE Volitus	
Change EQ Paramers	
Change Purpose for Empty Container	
Change Purpose for Full Container	
Create Accept + Volitus	
TRLU483	40DC
APZU459	40DC

3) The main fields will be filled in automatically.

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

Full container acceptance order "AF19-0600"

**State**  
Created (not signed) | Version: 1

**Terminal**: Transiidikeskus AS | **Issuer**: [empty]

**Stock**: [empty] | **Client**: (not selected)

**Autosubscription**: (not selected) | Valid from: 15-Aug-2019 | Valid to: 22-Aug-2019 | **Shipper**: [empty]

**Responsible for ECS**: (not selected) | **PIN**: 9720

**Storage**: [empty] | **Electrical connection (REF)**: (not selected)

**CSC Payer**: [empty]

**Comment**: [empty]

**State**  
Created (not signed) | Done Done by: 15-Aug-2019 11:14

**Vessel**  
Call Ref. ID: [empty] | Name: [empty]  
ETA: 15-Aug-2019 08:00 | Lloyd's number: ABHF6  
POD: Gdansk

**Container**  
**Booking reference**: [empty] | Number: TGHU0926560  
Type: 20DC | Weight (kg): 22G1 | 5 396  
 IMO

**MRN**: [empty] | **Weight**: No rows found

**Parameters**  
B/L Number: 969508535

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

**State**  
Created (not signed)

**Sign** | Repeat email