Husky Terminal TOS WEB PORTAL

TWP Training Guide

- Introduction
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- Navigation Menu
- Home Page
- Reports
- My Account

Husky Terminal TOS WEB PORTAL

Introduction

- TOS Web Portal (TWP) was developed to allow terminals to communicate with shipping lines, trucking companies and other parties
- TWP provides users valuable information related to vessel schedules, import and export cargo status, gate activities, event notifications and terminal daily message updates
- The recommended browser for TWP is Google Chrome or Microsoft Edge
- The website URL is https://pahusky.com/

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Login Page – Sign Up

- All users are required to have a User Name and Password to access TWP system
- After navigating to the website: https://pahusky.com/, users can create a new user account by clicking on the Sign Up link on the Login page

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New User Account page

Request a New Account

Register Cancel

Select Site*	Terminal		
Login Name *	User ID		

▼ If you are interested in accessing other terminals, please select site(s)

Region		Site Name
East Coast	☐	Port Newark Container Terminal
	☐	Port of Tampa Container Terminal
	☐	Seagirt Marine Terminal
West Coast	☐	Husky Terminal WA
	☐	WBCT Los Angeles

* Sign Up Site
‡ Require TruckLine SCAC

Contact Info:

First Name *		Country *	United States
Last Name *		Address *	
Email *			
Day Phone *†	Ext. No.	City *	
Mobile †		State/Province *	Select One

†Phone and mobile number should be 1 + area + number without hyphens or spaces. For example, 18001234567

Zip/Postal Code *

Company Info:

Nature of company's business *	Select One
Company Name *	

Business Type Description

Business Type	Description
Broker	If your company provides customs brokering, then you should select this.
Freight Forwarder	If your company provides forwarding and/or warehousing, then you should select this.
Shipper	If your company imports/exports goods to be sold under your own brand name, then you should select this.
Trucking Company	If your company hauls containers to/from the terminal, then you should select this.
Shipping Line/SSCO	If you work directly for a line, then you should select this.
Agency	If you work for a company that represents one or more steamship lines or your company can be both the shipper and consignee of import cargo owned by someone else, then you should select this.
Consignee	If your company is the consignee or receiver of cargo as proven by export documentation, then you should select this.

Close

Password

Password length must be in the range of 8 to 25 characters (including alpha-numeric and @#$%*()_+^!&). Passwords are case-sensitive.

Web Site Password *	
Confirm Web Site Password *	

* Required

- New users must enter required fields as indicated by * including:
  Login Name, Contact Info, Company Info (specifying nature and business) and Password

- After entering all required fields, the system will enable the Register button allowing user to submit request for new account

- All new account requests must be confirmed by the terminal admin before users can access the website

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Login Page – Logging In

- When user's account has been confirmed they will receive an email confirmation
- After navigating to https://pahusky.com/ to the Login page, enter User Name and Password and select Log On button
- First time users logging in will be prompted to accept Ports America's Terms and Conditions of Use for TOS Web Portal

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Terms and Conditions - End-User License Agreement

- If user declines the Terms and Conditions the user will be returned to Log In page
- If user accepts the Terms and Conditions the user can go to Home page

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Login Page – Functional Hyperlinks

- From the Login Page the user will see the following:
  - ➢ <u>Having trouble signing in</u>?
  - ➢ Don't have an account yet?
    - • <u>Sign Up</u>
    - • <u>Contact Us</u>

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Login Page – Having Trouble Signing In?

- **I forgot my password** will reset the user's password to a temporary password:
  - ➢ User will receive a temporary password to their registered email
  - ➢ When user logs in with temporary password, they will be prompted to make a new password

- **I forgot my username** will retrieve the user's username:
  - ➢ User will receive an email with their username to their registered email

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Login Page – Don't Have An Account Yet?

Contact Us

Both registered customers and unregistered users may use this page to send messages to the system administrator. You can send requests, suggestions, or inquiries, or, if you're a registered user, you can inform us about changes to your user profile such as your fax number or email address. Thank you for your communication.

Submit   Cancel

Please use the form below to send us your message, and indicate whether you would like us to reply. If so, we'll reply as soon as possible.

Your name *

Your phone number *   Ext. No

Your email address

☐ Do you require reply

Type your message here *

- **Sign Up** will take users to the New User Account page

- **Contact Us** (shown above) will allow both registered and unregistered users to send messages to an administrative group

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Home Page

- **Default Login page is the Home page**

- **From the Home page user will see:**

  1. User and Terminal name information

  2. Navigation bar with menu options:

     ➢ Home, Reports, My Account

  3. Links to MultiPay, Log Off, and Terminal Info

  4. Priority Daily Message

  5. Various individualized Daily Message(s)

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Home Page – Priority and Daily Messages

- The Priority Daily Message and other Daily messages are created by terminal administrators
- They provide users with terminal-related updates or instructions
- The messages will appear on the Home page below the navigation bar on all pages either prior to and after logging in

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Home Page – Functional Links

- The <u>Log Off</u> link exits the system and returns the user to Login page
- The <u>Terminal Info</u> link provides general terminal site information
- The <u>MultiPay</u> link is used to pay for any non-demurrage fees

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Navigation Bar – Main Menu Features

- TOS Web Portal allows users to make inquiries for container and chassis moves being returned to and/or picked up at the terminal
- Each tab link has a drop down list that provides a sub menu of available features

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Reports tab

- Trucking company users by default have access to all TWP reports for the purpose of monitoring equipment and gate activity

- The Reports menu tab has the following options:

  - Vessel Schedule
  - Import Report
  - Export Report
  - Gate Activity

  - Review Notifications
  - Payment Report
  - VGM Status

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Reports – Import Report

- Import Report is used to inquire about an import container's availability
- Users can search by single or multiple container or bill of lading number(s)
- Import Report focuses to provide container availability based on the container's various hold conditions (such as customs, freight, demurrage, terminal and/or carrier holds)

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Reports – Import Report: Notifications

Request Notifications : select notification destination	Email To ▼	
● Request Availability notification when container is ready for pickup		Request
○ Request all notifications including Availability, Exit Gate, Enter Gate		
○ Customize (pick and choose) notifications for each container and enter your own reference field		

You have requested our courtesy Container Notification service. This notification will provide the latest status/information as requested (Availability, Vessel Load/Discharge, etc.). This notification does not guarantee delivery of cargo.

- When a user does an import container inquiry, they can also register to receive various email notifications regarding the container's cargo status
- The following notifications are available:
  - ➢ Availability
  - ➢ Enter Gate
  - ➢ Exit Gate
- As each event occurs, notifications will be automatically sent to the users registered email address
- The system will allow users to check the status of notifications, update reference numbers or cancel notification requests

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Reports – Export Report

- Export Report is used to inquire about the status of bookings or releases (EDOs)
- Users can inquire by single or multiple booking or release (EDO) numbers
- Export Report provides users with booking information status, including the vessel, a container summary and details for received containers
- If a booking number is not found, the system will allow users to register for notification that notifies them when the booking becomes valid

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Reports – Export Report: Booking Information

Report > Export

Inquiry By	○ Booking Number	Booking Number : RICDF3842400 ⊞	Go	Clear
	○ Release/EDO Number			

Click on a booking number to see the details for that booking

Export to Excel

Booking Number	SSCO Name	Vessel Name	Hazardous	OOG	Port of Loading	Port of Discharge
BOOKING NUMBER	OCEAN CARRIER	ONE MAGDELENA	No	No	TIW	UKB

View All

Status for Booking # BOOKING

Vessel Information

SSCO	Vessel Name	Voyage Number	Loading At
ONE	ONE MAGDELENA	005W	TIW

Booking Information

Length	Type	Height	Total	Received	ToCome-Rail	Delivered	Commodity Code	Commodity Description
40'	DR - Dry	9'6"	5	5	0	0	NOS	MERCHANDISE N.O.S

Container Detail

5 records found

Records: 100 ∨ per page   Page: 1 ∨ of 1

Cntr #	Seal Number	Gross Weight (lbs)	# Length	Type	# Height	Location	Holds
BEAU555555		61899	40'	DR - Dry	9'6"	Y-HTS-B346044	None
BEAU555555		62040	40'	DR - Dry	9'6"	Y-HTS-B322063	None
TRHU555555		61899	40'	DR - Dry	9'6"	Y-HTS-B322064	None
TRHU555555		61899	40'	DR - Dry	9'6"	Y-HTS-B322034	None
TRLU555555		62609	40'	DR - Dry	9'6"	Y-HTS-B322081	None

5 records found

Records: 100 ∨ per page   Page: 1 ∨ of 1

- The Export Booking Information is listed in three sections:
  - ➢ Vessel Information – steamship line (SSCO), vessel/voyage, start/cutoff dates and loading at information
  - ➢ Container Summary – the booking's container size/type, volume, number of containers received/delivered and if a genset is required
  - ➢ Container Details – each container's specifics, include seal number, cargo weight, size/type, date in and the container's current location

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Reports – Gate Activity

- Gate Activity Report provides users with a summary of their gate transactions:
  - ➢ Summary report by container size types and move types
  - ➢ Detail report by completed and in progress moves
- Gate Activity report is generated using multiple filters and defining sort functions
- Following are the filter and sort options:
  - ➢ Move Type (By Containers: Full In, Full Out, Empty In, Empty Out and/or
    By Chassis: Chassis In, Chassis Out)
  - ➢ Transaction Status (All, Completed, In Progress or Aborted)
  - ➢ Report Type (Summary and/or Details)
  - ➢ Move Time (Start Date/Time and End Date/Time) (Defaults to current date)
  - ➢ Trucking Company (default to user's associated trucking company)
  - ➢ Steamship Lines (default to All Steamship Line)
  - ➢ Container/Chassis (when searching for a specific Container or Chassis number)

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Reports – Gate Activity: Summary Report

- The Summary report display totals by container size types and move types

▼ Completed Moves - Summary Report

Moves from 10/21/2015 07:00 AM - 10/21/2015 05:00 PM

Containers	Full Ins	Full Outs	Empty Ins	Empty Outs	Total
40' Standard 9'6"	30	317	455	59	861
20' Standard 8'6"	16	108	151	29	304
40' Standard 8'6"	5	111	203	49	368
40' Reefer 9'6"	11	10	26	28	75
45' Standard 9'6"	28	18	58	16	120
53' Standard 9'6"	0	11	0	41	52
42G1	0	0	1	0	1
20' Reefer 8'6"	0	0	1	0	1
40' Platform 9'6"	0	0	0	3	3
20' Flat Rack 8'6"	0	0	1	0	1
20' Open Top 8'6"	0	0	1	0	1
20' Tank 8'6"	4	4	0	0	8
Completed with trouble	24	49	37	5	115
Completed without trouble	70	530	860	220	1680
Total	94	579	897	225	1795

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Reports – Gate Activity: Detail Report

- The Detail report displays detailed container data for completed, in progress and aborted moves
- Both container and chassis number fields display as links that allows user to be redirected to the EIR page

Completed Moves - Detail Report

Moves from 10/21/2015 07:00 AM - 10/21/2015 05:00 PM
Your search returned 1967 records(s)   *- Release No indicated by "(R)"

Move Type	Move Time	Container Number	Container Type	Container Length	Container Height	Container Comments	Steamship Line	Chassis Number	Chassis Length	Trucking Company	BOL/Booking No./Release No.	Yar
Empty In	10/21/2015 7:06 AM	CCLU	Standard	40'	9'6"			FZLZ	40'			AA7
Chas In	10/21/2015 7:07 AM							TPLZ	40'			
Chas In	10/21/2015 7:07 AM							FVKZ	40'			
Empty In	10/21/2015 7:07 AM	GLDU	Standard	20'	8'6"							BB9
Empty In	10/21/2015 7:07 AM	DRYU	Standard	40'	8'6"			TAXZ	40'			CC9
Empty In	10/21/2015 7:08 AM	YMLU	Standard	40'	9'6"							EF7
Empty In	10/21/2015 7:09 AM	TGHU	Standard	40'	9'6"			TAXZ	40'			AA7

In-Progress Moves

Moves For Currrent Date: 10/21/2015 11:43 PM
Your search returned 20 records(s)   *- Release No indicated by "(R)"

Move Type	Move Time	Container Number	Container Type	Container Length	Container Height	Container Comments	Steamship Line	Chassis Number	Chassis Length	Trucking Company	BOL/Bookin No./Releas No.
Empty In	10/21/2015 7:25 AM	BMOU	Standard	40'	9'6"			APMZ	40'		
Empty In	10/21/2015 10:00 AM	CCLU6	Standard	40'	9'6"			YMLZ	40'		
Empty In	10/21/2015 3:43 PM	TCNU6	Standard	40'	9'6"			MAEC	40'		
Empty In	10/21/2015 4:00 PM	CCLU7	Standard	40'	9'6"			HDMZ	40'		
Empty In	10/21/2015 4:16 PM	RFCU4	Standard	40'	9'6"			APMZ	40'		
Empty In	10/21/2015 4:32 PM	CSLU6	Standard	40'	9'6"			MAEC	40'		
Empty In	10/21/2015 5:23 PM	DFSU4	Standard	40'	8'6"			FHCZ	40'		
Full In	10/21/2015 6:04 PM	TEMU7	Standard	40'	9'6"			FVKZ1	40'		ATL

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Reports – Gate Activity: EIR

```
Husky Terminal WA                              EIR REPRINT 995

HAP: HAPAG LLOYD A.G. LINE

Deliver Import          SCAC: Trucking Company Name      2023-04-10 14:45
DRIVER NAME:                        TRUCK NUMBER: 1820

CONTAINER:  BEAU4709727             SIZE/TYPE: 40 VH 96

CHASSIS: FB                         SIZE/TYPE:

VESSEL: TPHT012    PORT: TIW         BOL/BOOKING/RELEASE NO.:

GENERATOR:                          SCALE WT: LB

GROSS WT: 34833 LB                  TEMP:              AIR EXCH: 0.0 %

CARGO WT: 26676 LB                  SEALS:

IN TIME: 2023-04-10 14:44
```

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Reports – Review Notifications

- Review Notifications is used to review all event notifications and modify/delete existing notifications

- Users can inquire notifications by container number, a customer assigned reference number or by status
  - ➢ Inquiry By Container Number can only be done on per single container basis
  - ➢ Inquiry By Reference Number is based on a unique reference value created and assigned by the customer
  - ➢ Inquiry By Status is allows you to inquire on active or sent/expired notifications

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Reports – Review Notifications: Active Notifications

Review Active Notifications

☐ Select All For Cancel Notification

| Cancel Notifications | Update Customer Refer |

▼ **Availability**

☐ Cancel	Request Date	Delivery Type	Customer Reference	Container Number	Available?	Location	Yard Name	Customs Status	Freight Status	USDA Status	Misc. Holds	Demurrage Due?	Demurrage Amount	Last Free Day	SSCO	Type	Length	
☐	10/22/2015	Mail		ARTU200671	No	C4-31-B1(D)		Released	Released	Released	Terminal	No			LINES	Standard	20'	8

1 record found — Records: 20 per page — Page: 1 of 1

▼ **Exit Gate**

☐ Cancel	Request Date	Delivery Type	Customer Reference	Container Number	Available?	Location	Yard Name	Customs Status	Freight Status	USDA Status	Misc. Holds	Demurrage Due?	Demurrage Amount	Last Free Day	SSCO	Type	Length	
☐	10/22/2015	Mail		ARTU200671	No	C4-31-B1(D)		Released	Released	Released	Terminal	No			LINES	Standard	20'	8

1 record found — Records: 20 per page — Page: 1 of 1

▼ **Enter Gate**

☐ Cancel	Request Date	Expiry Date	Delivery Type	Customer Reference	Container Number	Available?	Location	Yard Name	Customs Status	Freight Status	USDA Status	Misc. Holds	Demurrage Due?	Demurrage Amount	Last Free Day	SSCO	Type	Length	
☐	10/22/2015		Mail		ARTU200671	No	C4-31-B1(D)		Released	Released	Released	Terminal	No			LINES	Standard	20'	8

1 record found — Records: 20 per page — Page: 1 of 1

☐ Select All For Cancel Notification

| Cancel Notifications | Update Customer Refer |

- When viewing active notifications, users are able to 'Select All' or individual notifications should they wish to cancel all or individual notifications

- Customer Reference numbers can be added or updated

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My Account – Account Info

Account Information and Company Associations for selected Terminal

Account Info			Associated Shipping Line/SSCO	Associated Truckers
Login Name			None	
First Name				
Last Name				
Company Name				
Business Type				
Street				
City				
State/Province				
ZIP code				
Country	United States			
Day Phone				
Evening Phone				
Mobile				
Mobile Carrier				
Email				

- My Account Info is used to view the user's account information

- Users are allowed to edit the Account Info section (their address, phone number, email, etc...)

- However, a user's Login Name, Business Type and Associated Trucking Companies cannot be edited. Users have to contact the Terminal administrator

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My Account – User Preferences

- User Preferences is used to select personal preferences
- Users can change the number of rows displayed per GUI page, be notified of gate trouble occurrences (or opting out) and identify how notifications are to be sent (via email and/or fax number)

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My Account – Change Password

- Change Password page is available for users if they wish to change their password:
  - ➢ Password length must be in the range of 8 to 25 characters. It can include alpha-numeric as well as special characters @#$%*()_+^!&
  - ➢ Note that passwords are case-sensitive
  - ➢ As an added security measure, every 180 days users will be required to change their password

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NOTES: