



APM TERMINALS

TERMpoint – Appointment
System Getting Started

www.apmterminals.com

Getting Started in TermPoint - Registering Trucker

- <https://termpoint.namapmterminals.com>
- On the Log In screen select the link "Register Now"

APM TERMINALS  Lifting Global Trade.

TERMPoint
Appointment System



For terminal status updates, gate hours and vessel schedule, booking and equipment history inquiries, please visit [APM Terminals.com](https://www.apmterminals.com)

please log in:

user id

password

remember my id

Submit

[forgot id / pwd](#) [register now](#)

APM TERMINALS

Getting Started in TermPoint – Registering Trucker

Company Information

* Company Name:

* Address Line 1:

Address Line 2:

* City:

* State/Territory:

* Zip Code:

Country:

* Phone:

Alternate Phone:

* SCAC:

USDOT#:

Contact Information

* First Name:

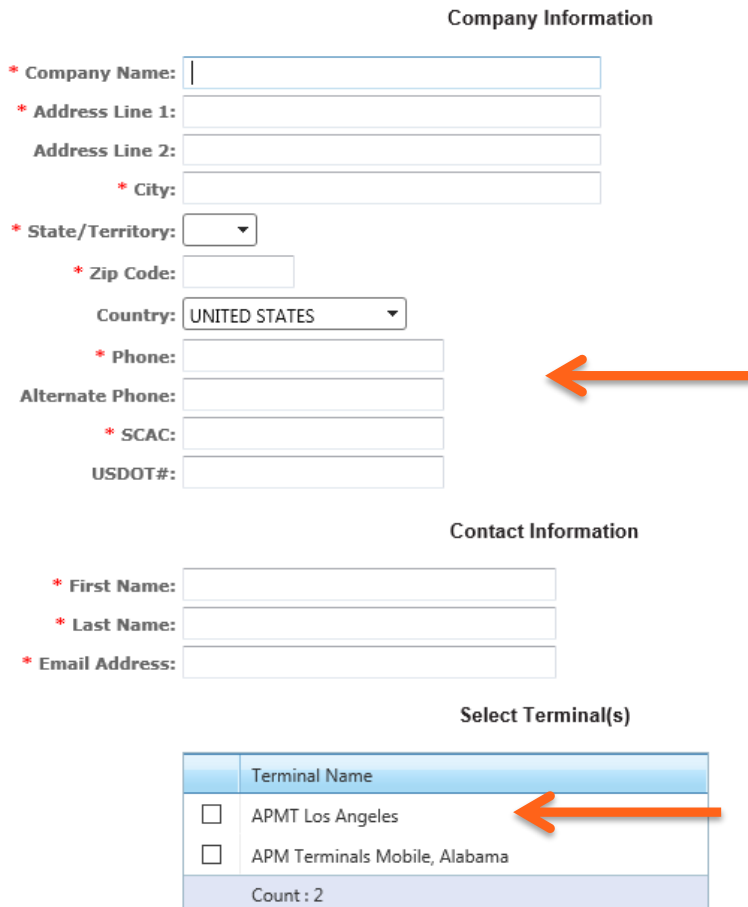
* Last Name:

* Email Address:

Select Terminal(s)

Terminal Name	
<input type="checkbox"/>	APMT Los Angeles
<input type="checkbox"/>	APM Terminals Mobile, Alabama

Count : 2



- Complete all the data areas. Make sure the SCAC code is the appropriate SCAC that is registered with the NMFTA and with the UIIA. The SCAC code is verified daily with the UIIA to ensure proper authorization to the port facility based on steamship line requirements and insurance.

- Select – APMT Los Angeles

Getting Started in TermPoint – Log In

- Log-In user ID is not case sensitive but the password IS case sensitive.

APM TERMINALS  Lifting Global Trade.

TERMPoint
Appointment System



For terminal status updates, gate hours and vessel schedule, booking and equipment history inquiries, please visit APM Terminals.com

please log in:

user id
AEXT

password
●●●●●●

remember my id

[forgot id / pwd](#) [register now](#)

APM TERMINALS

Creating Appointments – Basic Navigation

- If a trucking company would like to add additional users, select the link 'manage users'.
- Follow the few steps to add a new user. User names are not case sensitive, but passwords ARE case sensitive.
- The Company Groups does not need to be completed.

logout home

import export my appts

manage users manage drivers & trucks faq / tutorials

manage groups account profile contacts

Add New User

Create Login ID:

First Name:

Last Name:

Email Address:

irm Email Address:

Phone:

Company Groups:

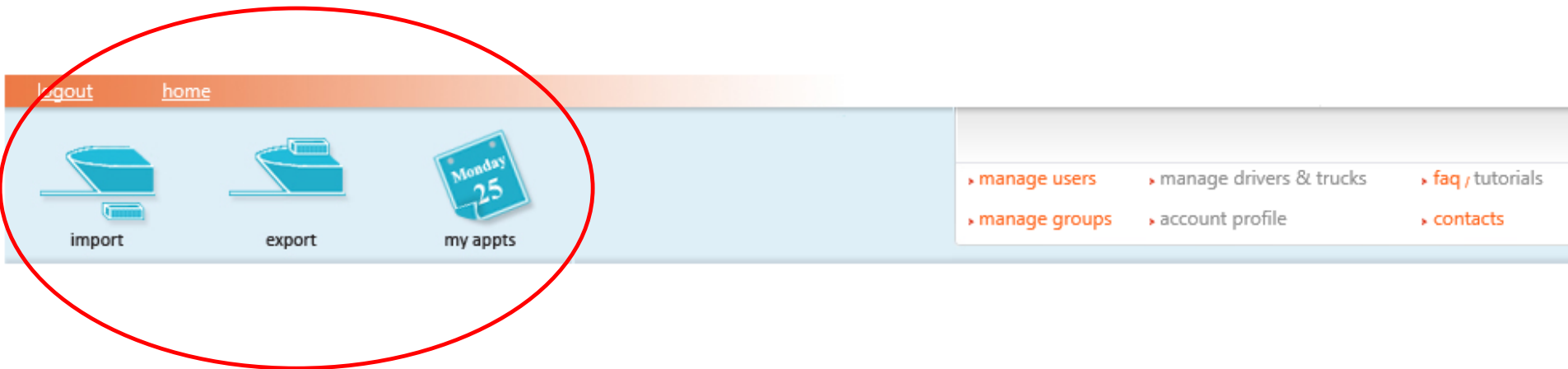
Please note an email will be sent to the new user with a temporary password using this email address.

Description	Short Description
No Records found.	
Count : 0	

Submit Cancel

Creating Appointments – Basic Navigation

- There are icons for import and export transactions.
- Within each icon, a new appointment can be created, an existing appointment of that type can be managed (edited).
- “My Appts” is a list of all appointments. Current appointments can be reviewed and edited in this area.





APM TERMINALS

Termpoint – Appointment System
Export Booking Appointments

Creating Export Appointments – Booking Number

- When creating export appointments, the following information is needed:
 - Booking number
 - SZ/TY/HT (Size / Type/ Height) of the Container
 - The desired date for the appointment
 - The desired slot for the appointment
 - 1st Shift slots are from 0700 to 1600
 - 2nd Shift slots are from 1700 to 0200
 - Is the chassis owned or a Pool of Pool chassis
 - Has the shipper submitted the VGM
 - Is the cargo hazardous (haz), refrigerated (ref), or over dimensional (o/d)
 - If the cargo is refrigerated, the genset number is requested.

Creating an Export Appointment for Drop Off

The screenshot shows the APM TERMINALS web interface. At the top left is the logo "APM TERMINALS" with the tagline "Lifting Global Trade.". At the top right is "TERMPoint Pier 400 Appointment System". Below the logo is a navigation bar with "logout" and three icons: "import", "export" (circled in red), and "my appts". To the right of the navigation bar is a menu with links: "manage users", "manage drivers & trucks", "faq / tutorials", "manage groups", "account profile", and "contacts". Below the navigation bar is a "Status Update Report" section with the following text: "Pier 400 OPS Update 06/07/16", "Chassis Restrictions: APMT will NOT receive WCCP/EVERGREEN/SSA chassis", "Truckers will be turned away if they have these chassis.", "Dual Transactions: None", and "OPEN AREAS for DELIVERY". To the right of the status update is a "CONTAINER AVAILABILITY" form with a "Container Number*" field and a "Submit" button. A red arrow points from the "export" icon to the text box below.

From the home screen, select export by clicking on the icon.

Creating an Export Appointment for Drop Off

The screenshot displays the APM Terminals interface. At the top, there are navigation icons for 'import', 'export', and 'my ap'. Below this is a 'Messages' section with a notification: 'Changes have been updated successfully.' Underneath is a 'My Exports' section with a table. The table has columns for 'booking #', 'container #', 'status', 'error', 'line', and 'vessel'. The table is currently empty, showing 'No Records found.' and 'No records selected'. A modal window titled 'add new' is open in the center. It contains a 'booking number(s):' field with the text 'TEST1EXPORT' entered. Below this field are 'upload file:' and 'Browse' buttons. At the bottom of the modal are 'Submit' and 'Cancel' buttons. Red circles and arrows highlight the 'add new' button in the table, the 'booking number(s)' field, and the 'Submit' button.

1. Click on add new

2. Enter booking number(s)

3. Click Submit

Creating an Export Appointment for Drop Off

import export my appts

manage users manage manage groups account

Booking Number

Steam Ship Line

Remaining Number Appointments

New Drop Off Appointment

enter appointment information for eligible containers in the grid below

submit cancel

booking #: TEST1EXPORT line: MSK total booked: 25 total received: 0 confirm/tentative appt: 1 remaining: 24 add containers

	sz/tp/ht	date	slot	own class	vgm submitted?	add details
X						+
X						+
X						+
X				No	No	+
X				No	No	+
X				No	No	+
X				No	No	+
X				No	No	+
X				No	No	+
X				No	No	+

Count : 10

Total Quantity Booked

Total Quantity Received

Number of Appointment Made

The main entry screen for export appointments includes a lot of useful information.

Creating an Export Appointment for Drop Off

1. Enter sz/tp/ht via drop down selections

2. Entered Preferred Date for the Appointment

3. Entered Preferred Slot for the Appointment

submit cancel

booking #: TEST1EXPORT line: MSK total booked: 25 total received: 0 confirm/ tentative appt: 1 remaining: 24 add containers

	sz/tp/ht	date	slot	own chassis	vgm submitted?	add details
<input checked="" type="checkbox"/>				No	No	+
<input checked="" type="checkbox"/>				No	No	+
<input checked="" type="checkbox"/>				No	No	+
<input checked="" type="checkbox"/>				No	No	+
<input checked="" type="checkbox"/>				No	No	+
<input checked="" type="checkbox"/>				No	No	+
<input checked="" type="checkbox"/>				No	No	+
<input checked="" type="checkbox"/>				No	No	+
<input checked="" type="checkbox"/>				No	No	+
<input checked="" type="checkbox"/>				No	No	+

Count: 10

6. Once all information is entered, click on submit

The form allows initially for 10 appointments to be made for the same booking, however if you have more than 10, you can click on add containers. This will add additional lines.

4. Select yes or no if it is an owned chassis or Pool of Pools chassis

5. Select yes or no if the VGM has been submitted

Creating an Export Appointment for Drop Off

- Once the appointment is created successfully, a pop up window will display the details of the appointment

appt #	slot	container #	sz/tp/ht	cargo ref #	description	error
5005	06/09/2016 - 18:00	40DR96	TEST1EXPORT	Confirmed appointment created.		

Date and Start Time of the appointment

The booking number that the appointment was made under

Status of Appointment

Appointment Number (This is the number that will be provided to the gate clerk as gate in time)

Appointment Size and Type

Creating an Export Appointment for Drop Off

Additional details may be required for some booking when dealing with specialized cargo such as hazardous, over dimensional and reefer cargo.

The screenshot shows a web-based booking interface for APM Terminals. At the top, it displays booking details: booking # TEST1EXPORT, line: MSK, total booked: 25, total received: 0, confirm/tentative appt: 4, remaining: 21, and an 'add containers' link. Below this is a table with columns for 'sz/tp/ht', 'date', 'chassis', 'vgm submitted?', and 'add details'. The first row shows a container '40DR96' booked for '6/9/2016'. Below the table, there are several dropdown menus for 'haz', 'ref', and 'ob/d', each with 'No' selected. A 'genset #' field is also present. The interface includes various control elements like checkboxes, dropdowns, and expand/collapse buttons (+/-). Annotations with red arrows point to these elements: a blue box points to the 'add details' button, an orange box points to the 'haz' dropdown, a dark blue box points to the 'ref' dropdown, and a yellow box points to the expand/collapse buttons. A 'Count: 10' is visible at the bottom left of the table area.

sz/tp/ht	date	chassis	vgm submitted?	add details
X 40DR96	6/9/2016		Yes	-

haz: No, ref: No, ob/d: No, genset #: []

Count: 10

Creating an Export Appointment for Drop Off

After Ok is clicked, the system will return to the main export appointment screen. This screen will display booking numbers, equip size, appointment number, the date and start time of the appointment, the status of the appointment, error or information items, the line, and the vessel.

logout home

import export my appts

manage users manage drivers & trucks faq / tutorials
manage groups account profile contacts

My Exports

manage appointment cancel add new hide

booking #	container #	equip size	appt. #	slot	status	error	line	vessel
<input type="checkbox"/> TEST1EXPORT		40DR96	0003	06/08/2016 - 18:00	CONFIRMED		MSK	TEST
<input type="checkbox"/> TEST1EXPORT		40DR96	5005	06/09/2016 - 18:00	CONFIRMED		MSK	TEST

No records selected

Page size: 50 2 items in 1 pages

Creating an Export Appointment for Drop Off

logout home Welcome jic003 (HUDD TRANSPORTATION)

import export my appts

manage users manage drivers & trucks faq / tutorials
manage groups account profile contacts

My Exports

manage appointment cancel + add new

Booking #	container #	equip size	error	line	vessel
<input type="checkbox"/> TEST1EXPORT		40DR96		MSK	TEST
<input type="checkbox"/> TEST1EXPORT		40DR96		MSK	TEST

Appointment Warnings: VGM not on file

hide [Excel icon] [PDF icon]

No records selected Page size: 50 2 items in 1 pages

Select appointments to be cancelled or managed (changed)

The menu bar allows you to cancel, modify or add new appointments as needed

Information can be seen by clicking on the icon

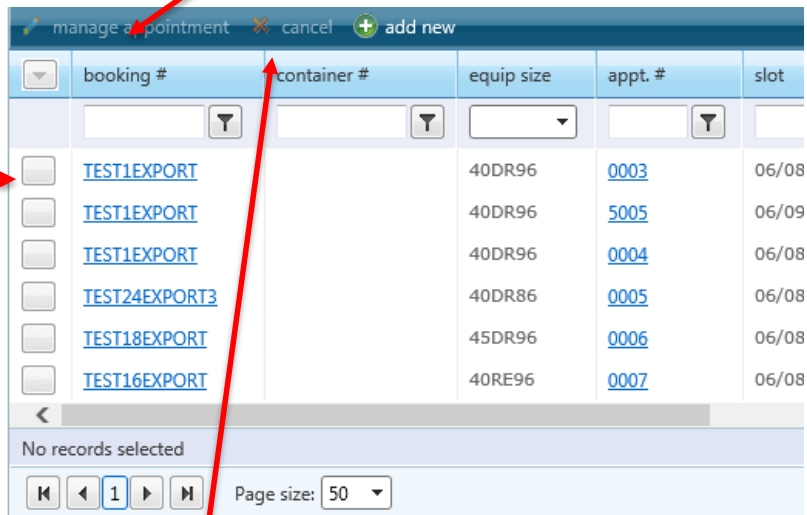
These icons allow you to hide appointments and is not reversible. The other two icons allow you to export to Excel or a PDF

Managing Existing Appointments

Managing appointments allows you to change the date, time, equipment type, owned chassis, and VGM submitted, as well as the booking details.

2.) Click on manage appointment.

1.) Click on check box next to the appointment that you want to modify.

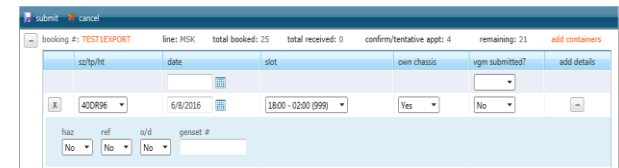


The screenshot shows a web interface titled 'manage appointment' with a 'cancel' button and an 'add new' button. Below the header is a table with columns: booking #, container #, equip size, appt. #, and slot. The table contains six rows of test data. A red arrow points from the text box '1.) Click on check box...' to the first checkbox in the table. Another red arrow points from the text box '2.) Click on manage appointment...' to the 'manage appointment' button.

checkbox	booking #	container #	equip size	appt. #	slot
<input type="checkbox"/>	TEST1EXPORT		40DR96	0003	06/08
<input type="checkbox"/>	TEST1EXPORT		40DR96	5005	06/09
<input type="checkbox"/>	TEST1EXPORT		40DR96	0004	06/08
<input type="checkbox"/>	TEST24EXPORT3		40DR86	0005	06/08
<input type="checkbox"/>	TEST18EXPORT		45DR96	0006	06/08
<input type="checkbox"/>	TEST16EXPORT		40RE96	0007	06/08

No records selected

Page size: 50



The screenshot shows a 'modify appointment' screen with a 'submit' button and a 'cancel' button. The form contains fields for: booking # (TEST1EXPORT), line (MSK), total booked (25), total received (0), confirm/tentative appt. (4), remaining (21), add containers, sz/tp/ht, date (6/8/2016), slot (1800 - 0200 (999)), own chassis (Yes), vgm submitted? (No), and add details. Below these are fields for haz, ref, o/d, and genset #, each with a dropdown menu.

sz/tp/ht	date	slot	own chassis	vgm submitted?	add details
40DR96	6/8/2016	1800 - 0200 (999)	Yes	No	

haz ref o/d genset #
No No No

The modify appointment screen will appear and allow you to change the details to your appointment.

Just as with modifying, if you select the appointment and click cancel, it will cancel the appointment.

Bulk booking upload

To bulk upload bookings:

1) Save your bookings in an excel spreadsheet with the booking number in the first column.

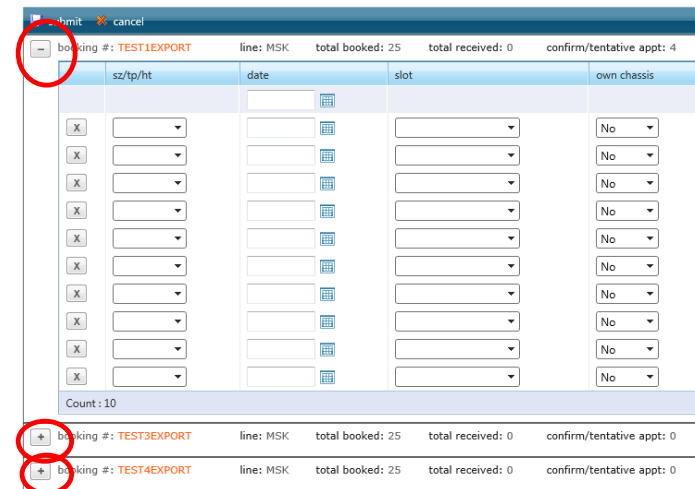
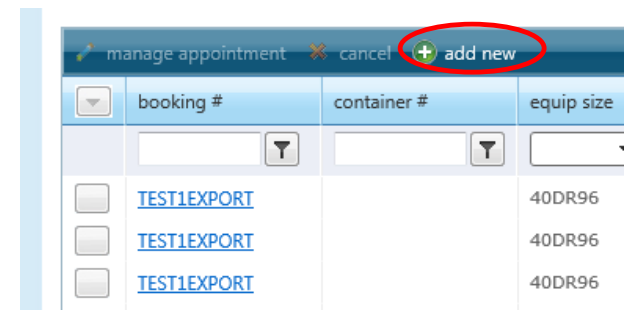
2) Click on the add new

3) Browse for the excel file to upload

4) If your spreadsheet has a header such as booking, you will receive an error however the good bookings will process.

5) Simply fill in each of the bookings as you would normally for a single booking.

You will notice that each of the booking is collapsed and you can expand or shrink each section by the + / -



Additional Information Available in Termpoint

My Exports

The screenshot displays the 'manage appointment' interface. On the left, a list of booking numbers is shown, with 'TEST1EXPORT' selected. A 'booking details' pop-up window is open, showing summary statistics and vessel information. In the center, a table lists appointments with columns for 'size', 'appt. #', and 'slot'. The appointment number '0003' is highlighted. On the right, a detailed appointment card for '0003' is shown, including MTO, dates, and status. A 'print' icon is visible in the top right corner.

size	appt. #	slot
36	0003	06/08/2016 - 1
36	5005	06/09/2016 - 1
36	0004	06/08/2016 - 1
36	0005	06/08/2016 - 0
36	0006	06/08/2016 - 08:00
36	0007	06/08/2016 - 08:00

EXPORT DROPOFF		APPOINTMENT CONFIRMED	
Line: MSK	Booking #: TEST1EXPORT	Over Dim: N	
Hazmat: N	Reefer: N		
Chassis #: OWN	Driver Own: YES		
Warnings: 1 VGM not on file			

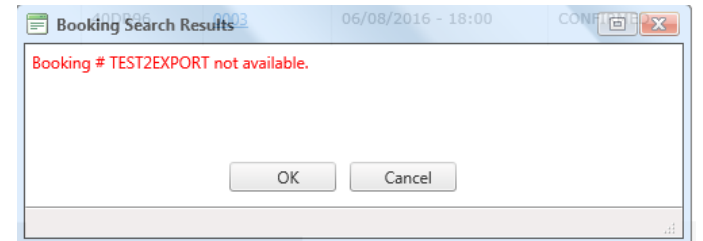
By clicking on the booking number, you can see the status of the booking including appointments made, remaining amount, and the number received

By clicking on the appointment number, a pop up screen displays the appointment details that can be printed and given to the driver.

Potential Errors in Creating Appointment

APM Terminals Export System is very flexible. Very few errors should be seen when creating an appointment. Some that you could encounter are:

Booking # XXXXXX not available. This means the booking is not on file / in our system. In this case you should contact the Steam Ship Line or the Shipper



Some other potential errors are:

- Booking already full for size/type/ht
- Trucking company contract is expired
- Invalid Appointment - booking not for reefer cargo.
- Booking set to no Full In.
- Vessel has already departed.

Please contact shipper or steam ship line to resolve the above errors.

Potential Warning and Information items when Creating Appointment

- The system will remind you:
 - To ensure Pier Pass is paid prior to arriving for a first shift appointment.
 - To ensure VGM is submitted prior to arriving at the terminal
 - A flip maybe required to receive cargo
 - To ensure hazardous pre-advise is submitted and the container has the proper placards.