Lifting Global TradeSM

APM TERMINALS

TERMpoint – Appointment
System Getting Started

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

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: [UNITED STATES ▼]
* Phone: [   ]
Alternate Phone: [   ]
* SCAC: [   ]
USDOT#: [   ]

Contact Information
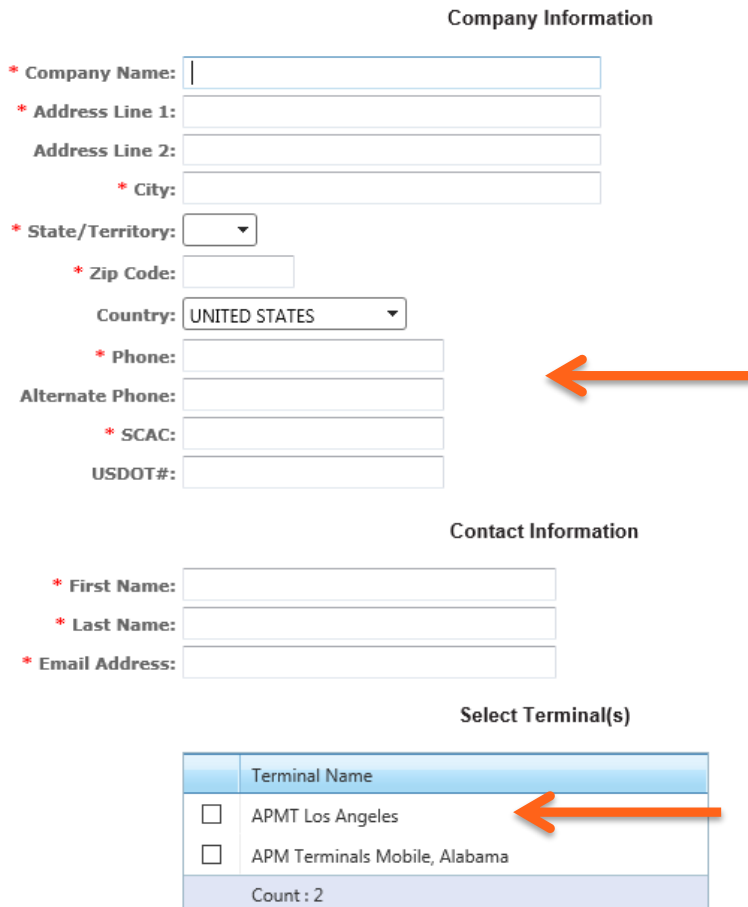
* First Name: [   ]
* Last Name: [   ]
* Email Address: [   ]

Select Terminal(s)

	Terminal Name
☐	APMT Los Angeles
☐	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

APM TERMINALS

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   Submit

forgot id / pwd   register now

APM TERMINALS

Creating Appointments – Basic Navigation

- If a trucking company would like to add addition 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.

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.

logout   home

import   export   my appts

› manage users   › manage drivers & trucks   › faq / tutorials

› manage groups   › account profile   › contacts

APM TERMINALS

Lifting Global TradeSM
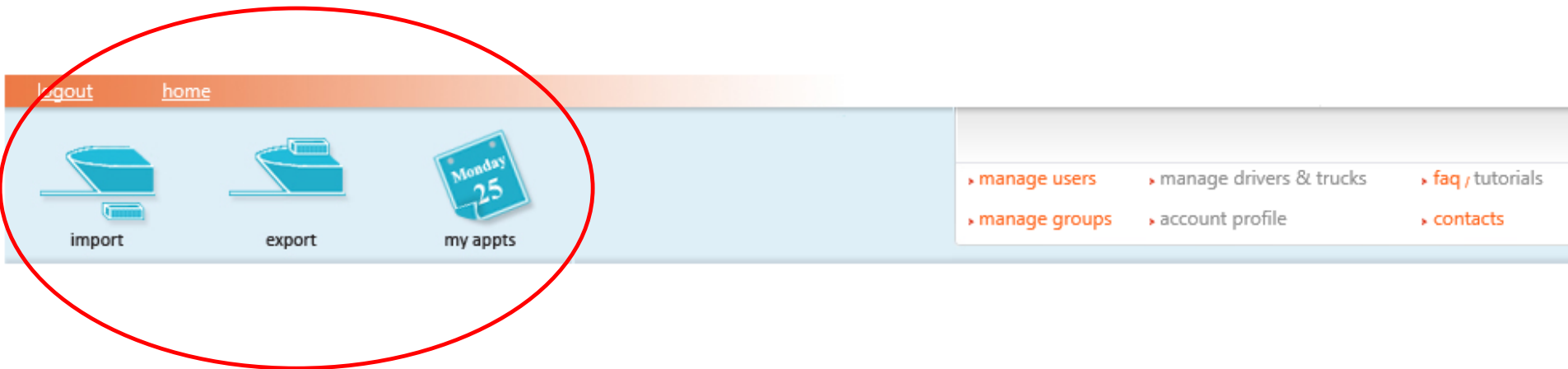
APM TERMINALS

Termpoint – Appointment System
Export Booking Appointments

www.apmterminals.com

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.

APM TERMINALS

Creating an Export Appointment for Drop Off

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

APM TERMINALS

Creating an Export Appointment for Drop Off

APM TERMINALS

Creating an Export Appointment for Drop Off

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

APM TERMINALS

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

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.

6. Once all information is entered, click on submit

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

APM TERMINALS

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.	

Confirmation   line: MSK   total booked: 25   total received: 0   confirm/tentative appt: 2   remaining: 23   add conta

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

APM TERMINALS

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.

APM TERMINALS

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.

APM TERMINALS

Creating an Export Appointment for Drop Off

Select appointments to be cancelled or managed (changed)

The menu bar allows you to cancel, modify or add new appointments as needed
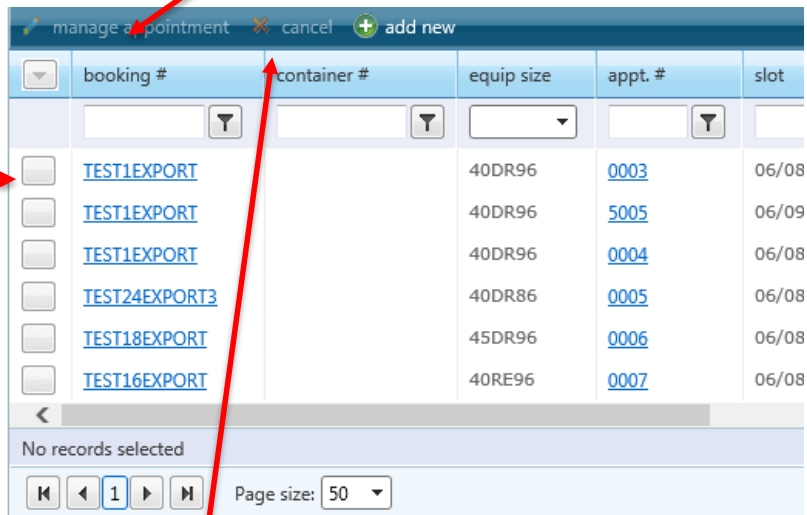
Information can be seen by clicking on the icon

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

APM TERMINALS

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.

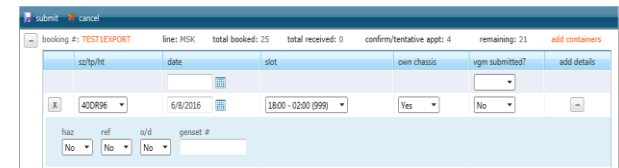1.) Click on check box next to the appointment that you want to modify.

The 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.

APM TERMINALS

Bulk booking upload

To bulk upload bookings:

1) Save your bookings in an excel spreadsheet with the booking number in the first column.
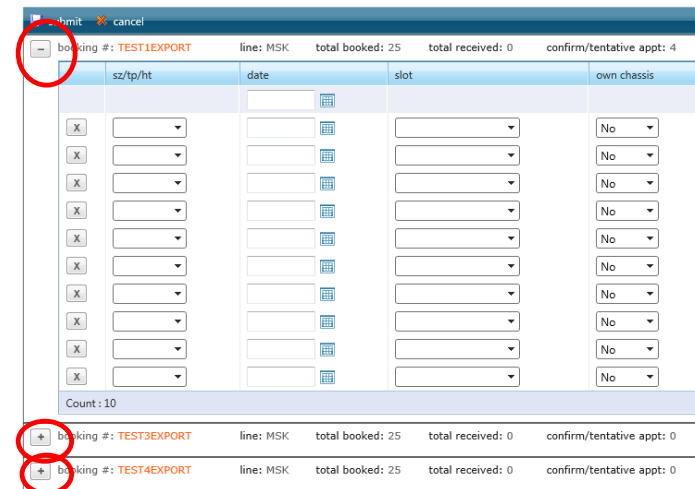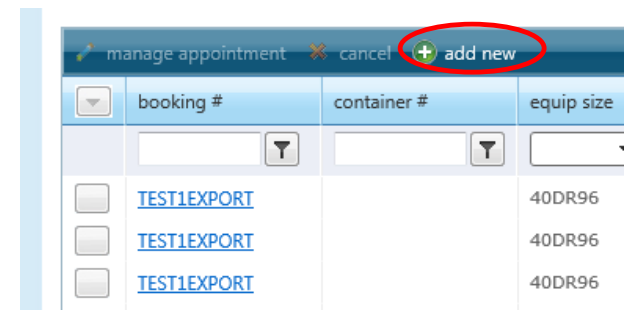
2) Click on the add new

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 + / -

APM TERMINALS

Additional Information Available in Termpoint

My Exports

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.

APM TERMINALS

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 our:

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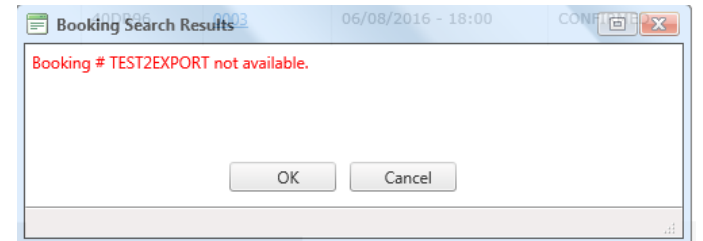
Some other potential errors are:
- Booking already full for size/type/ht
- Trucking company contract is expired
- Invalid Appointment - booking not for reefer cargo.
- Booking set to no Full In.
- Vessel has already departed.

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

APM TERMINALS

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.

APM TERMINALS