

MANUAL CAP

Community Access Portal



CSP Zeebrugge Terminal NV

The Ports for ALL

CSP Zeebrugge Terminal

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Manual CAP (Community Access Portal)

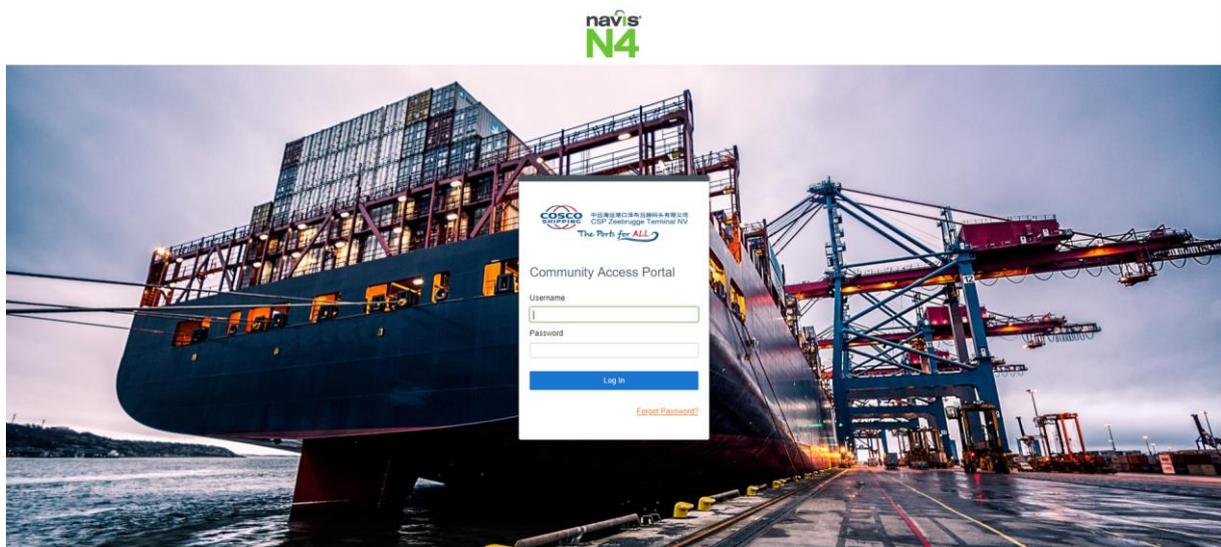
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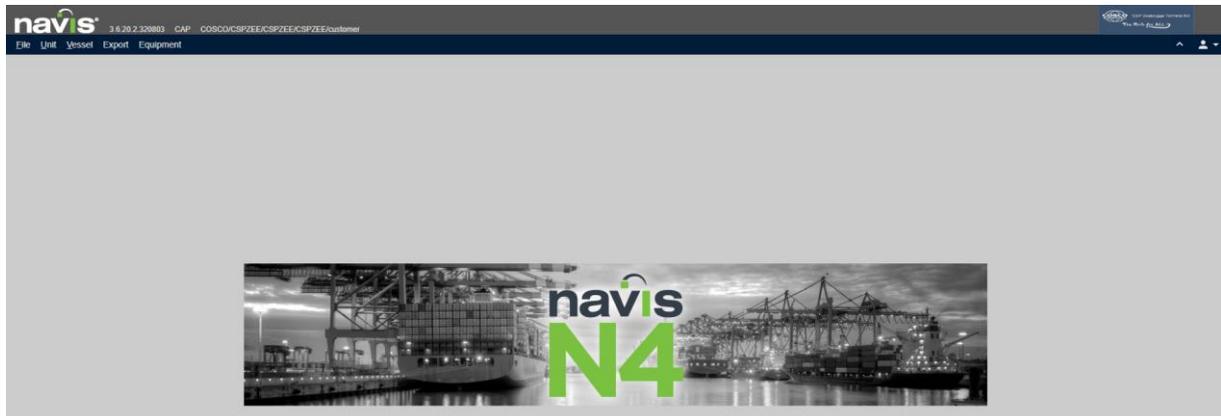
1 Getting Started

1.1 Log in to CAP

- Navigate to <https://eportal.cspterminals.be>
- Fill in Username & Password which is provided by CSP Zeebrugge and click 'Log In'
- It is recommended to use browser 'Mozilla Firefox' or 'Google Chrome'

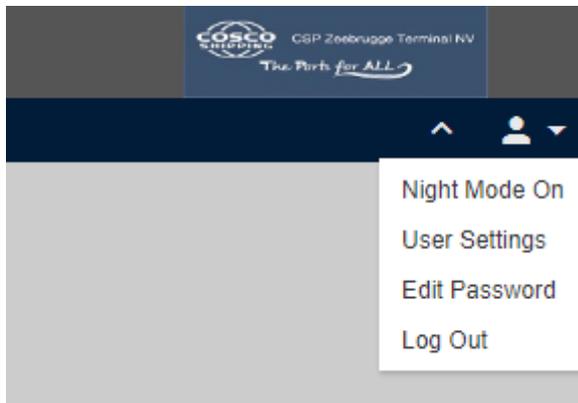


The main screen will be visible, and you are ready to start using CAP



1.2 User Preferences

In the top right corner of the main screen you can click on the icon resembling a person to start editing your user preferences.



1.2.1 Night Mode

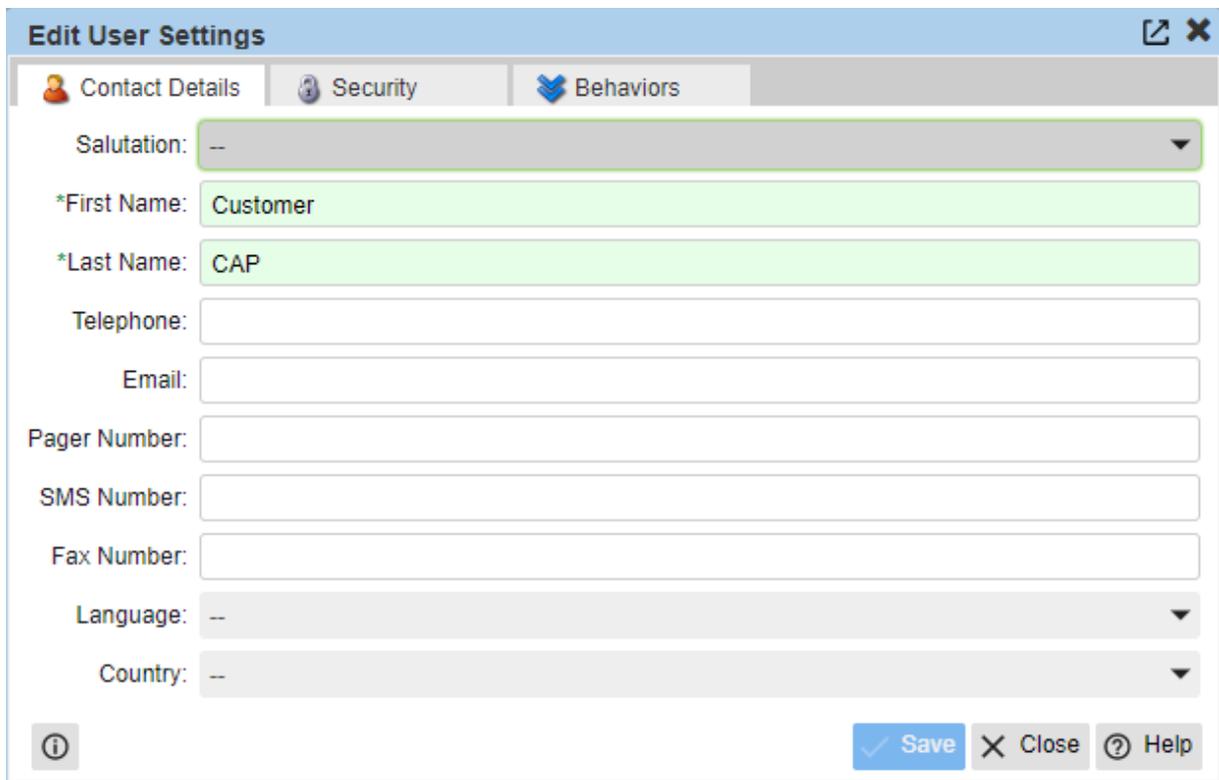
Night mode will change the color scheme used in the Community Access Portal.

1.2.2 User Settings

User settings consist out of three tabs (Contact Details, Security, Behaviors).

1. Contact Details

Contact details can be changed or added and can later be used by the system to send notifications.



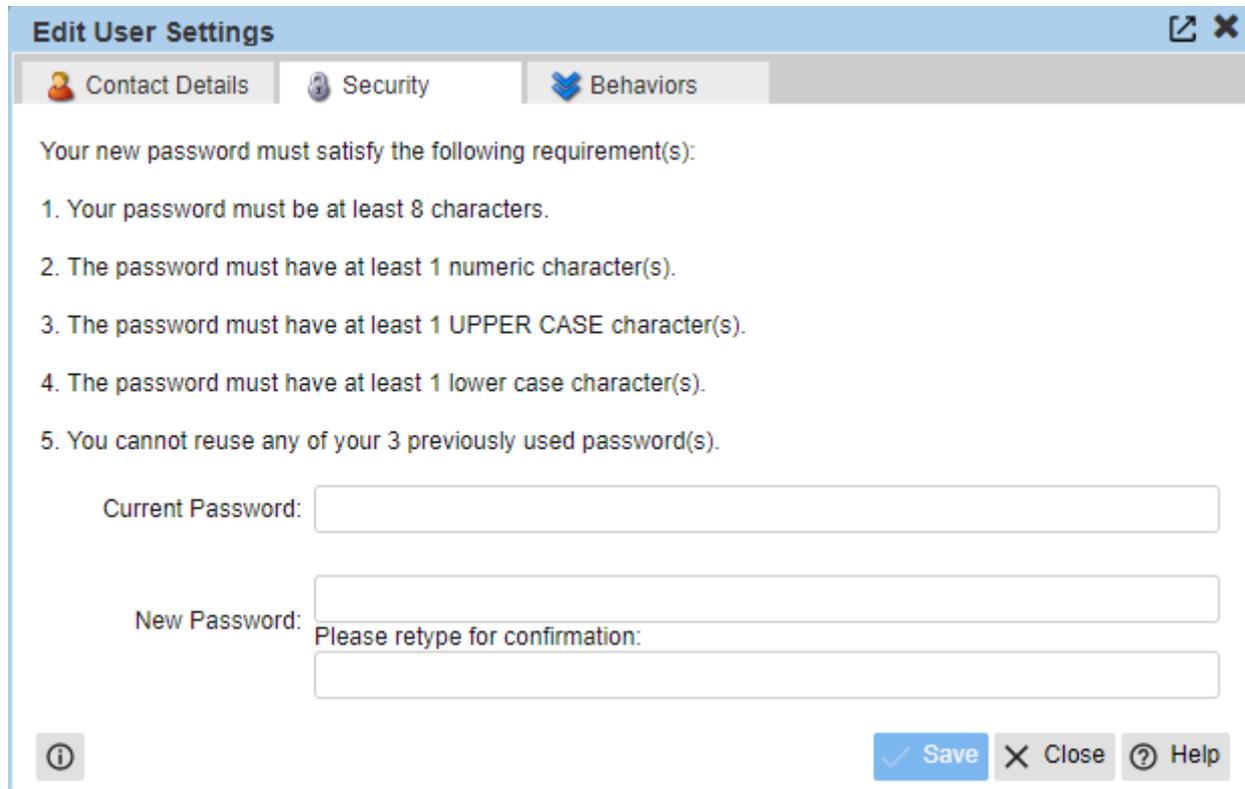
The screenshot displays the 'Edit User Settings' dialog box. It has a title bar with 'Edit User Settings' and window control icons. Below the title bar are three tabs: 'Contact Details' (selected), 'Security', and 'Behaviors'. The 'Contact Details' tab contains the following fields:

- Salutation: -- (dropdown menu)
- *First Name: Customer (text input)
- *Last Name: CAP (text input)
- Telephone: (text input)
- Email: (text input)
- Pager Number: (text input)
- SMS Number: (text input)
- Fax Number: (text input)
- Language: -- (dropdown menu)
- Country: -- (dropdown menu)

At the bottom of the dialog, there are three buttons: 'Save' (with a checkmark icon), 'Close' (with an 'X' icon), and 'Help' (with a question mark icon). There is also an information icon (i) on the bottom left.

2. Security

The security tab gives you the ability to change your password.



Edit User Settings

Contact Details | Security | Behaviors

Your new password must satisfy the following requirement(s):

1. Your password must be at least 8 characters.
2. The password must have at least 1 numeric character(s).
3. The password must have at least 1 UPPER CASE character(s).
4. The password must have at least 1 lower case character(s).
5. You cannot reuse any of your 3 previously used password(s).

Current Password:

New Password:

Please retype for confirmation:

3. Behaviors

In the behaviors tab you will have the ability to change some user preferences in how the Community Access Portal will show information to you. The default settings are recommended as it will increase the performance of CAP. Changing these values can have an impact on performance.

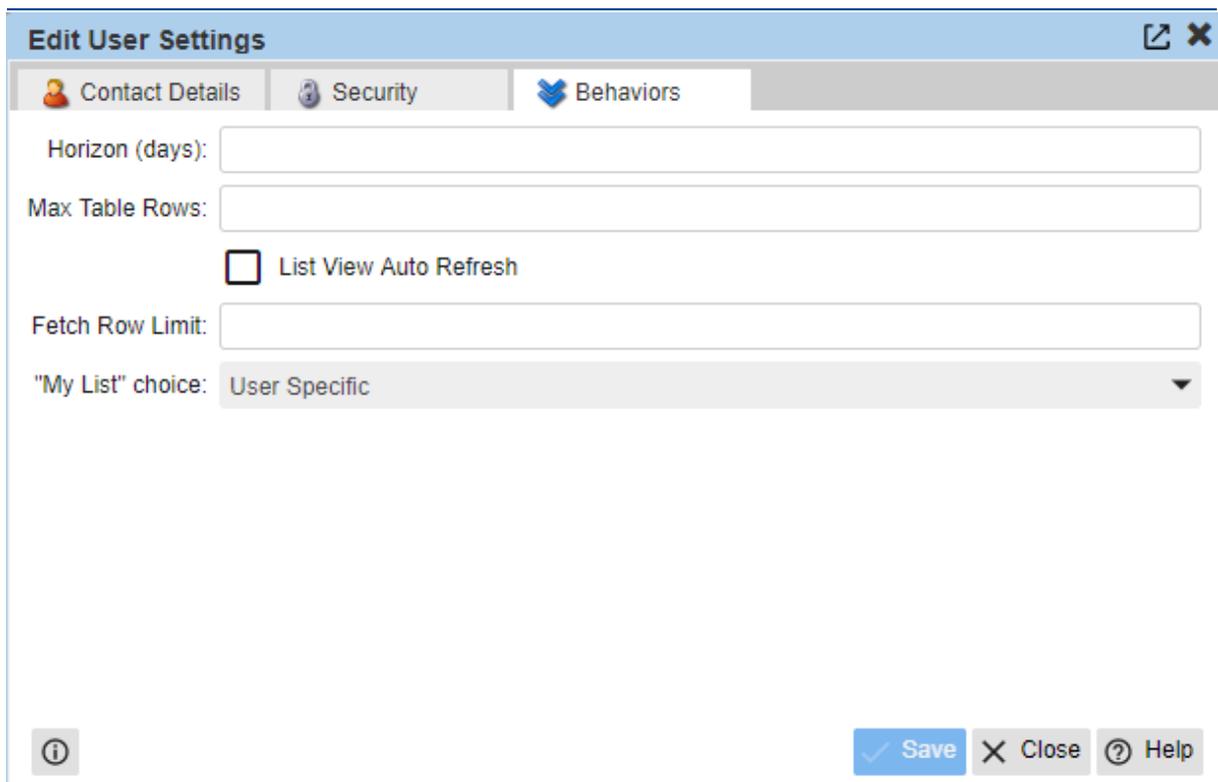
Horizon: When this is not filled in the system will automatically only show relevant data up until 30 days in the past. After these 30 days for example departed units will no longer be visible for you.

Max table rows: By default, the system will only show 10000 records on each page. This number can be made larger or smaller by changing this setting

List view auto refresh: By default, you need to refresh the list views you are currently checking. Clicking this checkbox will automatically refresh the list you are currently working in so that you can see live changes.

Fetch row limit: This setting will specify up until how many data rows the system needs to display. The default is set at 50 000 lines, after this you will need to filter until you can see any relevant data.

My List choice: The Units My List option is currently setup to be a personal list that only the user of the account can access. This setting can make your list public to other accounts who are created for the same company. It is not recommended to change this.



Edit User Settings

Contact Details | Security | Behaviors

Horizon (days):

Max Table Rows:

List View Auto Refresh

Fetch Row Limit:

"My List" choice: User Specific

i Save Close ? Help

1.2.3 Edit Password

This is the fast option to change your password.

1.2.4 Log Out

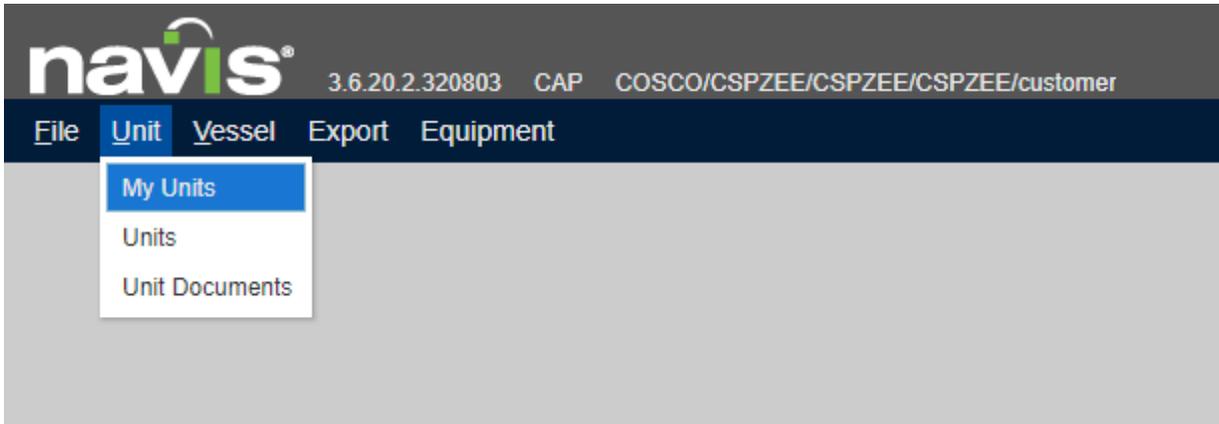
This button is used to log out of your current CAP session.

2 How to use CAP

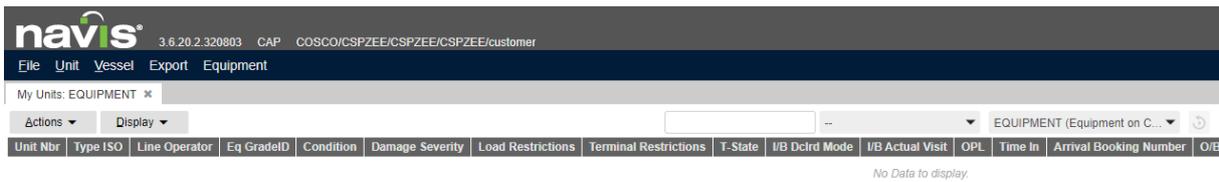
2.1 Menu Item 'Unit'

2.1.1 My Units

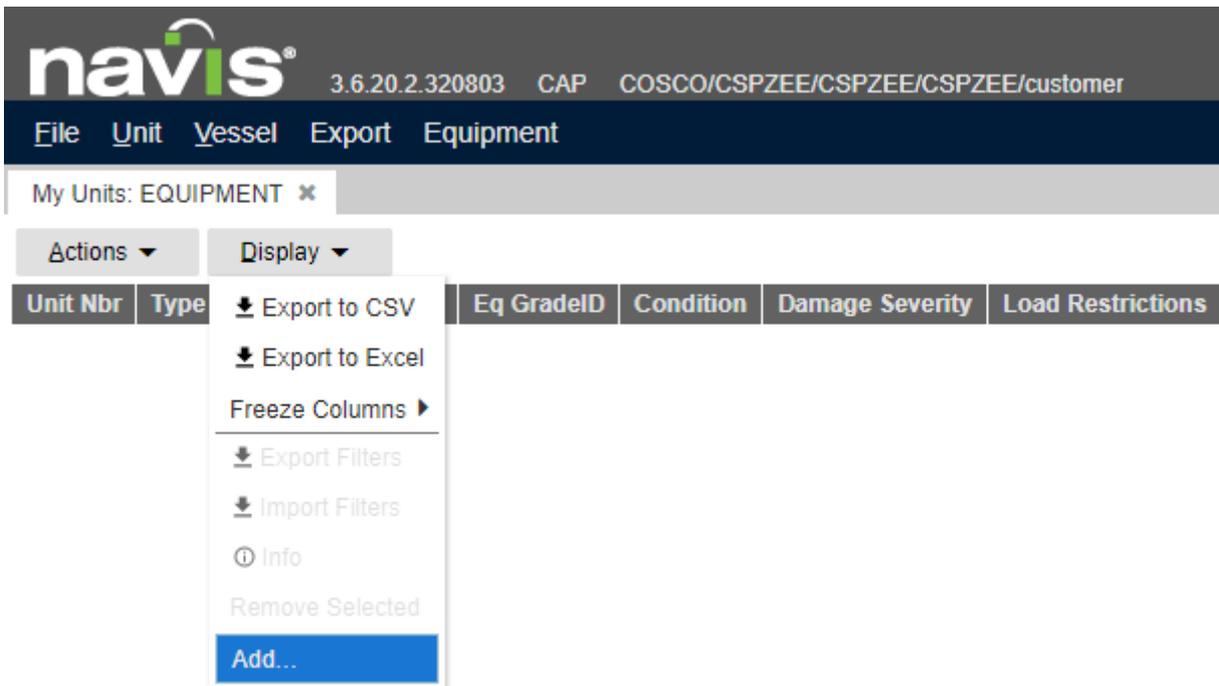
This function can be used for creating your own (personal) list to work in.



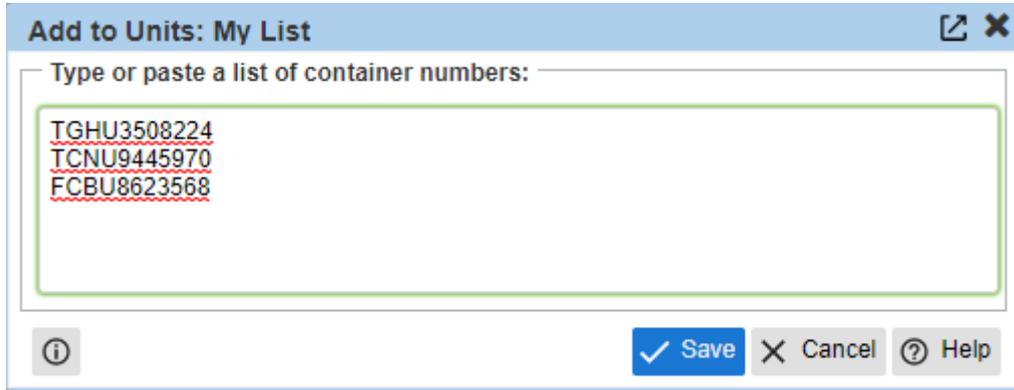
After opening the list, you will either see your previous created list or you will have a blank list, ready to add units to.



Adding units to the list is done by clicking on the display menu item and selecting the add button.



You will receive the following popup screen to select container numbers to be added to your list. You can manually add container numbers, paste an excel list or even paste a complete email in here. The system will identify the container numbers and display them in the list after clicking the save button. Please be aware that a container number needs to be entered without spaces or special characters.



After clicking save you can see the units have been added to the list, when they are known in the system.

| Unit Nbr | Type ISO | Line Operator | Eq GradeID | Condition | Damage Severity | Load Restrictions | Terminal Restrictions | T-State | I/B Dclrd Mode | I/B Actual Visit | OPL | Time In | Arrival Booking Number |
|-------------|----------|---------------|------------|-----------|-----------------|-------------------|-----------------------|---------|----------------|------------------|-----|----------------|------------------------|
| TGHU3508224 | 22G1 | CMA | OK | RED | - | - | - | Yard | Truck | 1KUR560 | - | 03-Sep-19 1105 | - |
| TCNU9445970 | 45G1 | MSK | OK | RED | - | - | - | Yard | Truck | 1UKS366 | - | 03-Sep-19 1104 | - |
| FCBU8623568 | 22G0 | CMA | OK | RED | - | - | - | Yard | Truck | YCP178 | - | 03-Sep-19 1104 | - |

Removing units can be done by selecting them, navigating to display and select 'Remove Selected'.

| Unit Nbr | Operator | Eq GradeID | Condition | Damage Severity | Load Restrictions | Terminal Restrictions | T-State | I/B Dclrd Mode | I/B Actual Visit | OPL | Time In | Arrival Booking Number |
|-------------|----------|------------|-----------|-----------------|-------------------|-----------------------|---------|----------------|------------------|-----|----------------|------------------------|
| TGHU3508224 | OK | RED | - | - | - | - | Yard | Truck | 1KUR560 | - | 03-Sep-19 1105 | - |
| TCNU9445970 | OK | RED | - | - | - | - | Yard | Truck | 1UKS366 | - | 03-Sep-19 1104 | - |
| FCBU8623568 | OK | RED | - | - | - | - | Yard | Truck | YCP178 | - | 03-Sep-19 1104 | - |

2.1.1.1 Adding/Removing/Organizing columns

It is possible to add or remove columns to see other data. You can do this by right clicking on a column and checking or unchecking the checkbox of the column you want to hide or add.

Reorganizing the columns is also possible by using drag and drop. Select and drag the column you want to move and drop it when it is in the position you want it.

Actions ▾ Display ▾

| Unit Nbr | Type ISO | Line Operator | Category | Booking Number | Stop-Vsl | T-State | I/B Dclrd Mode |
|-------------|----------|---------------|----------|----------------|-------------------------------------|--------------|----------------|
| TGHU3508224 | 22G1 | CMA | Storage | | | | Truck |
| TCNU9445970 | 45G1 | MSK | Storage | | <input checked="" type="checkbox"/> | I/B Dclrd... | Truck |
| FCBU8623568 | 22G0 | CMA | Storage | | • | Yard | Truck |
| TCNU2923640 | 45G1 | MSC | Storage | | | Inbound | Truck |

| Actions | Nbr | Type ISO | Line Operator | Category | I/B Dclrd Mode | Booking Number | Stop-Vsl | T-State |
|---------|-------------|----------|---------------|----------|----------------|----------------|----------|---------|
| | TGHU3508224 | 22G1 | CMA | Storage | Truck | | | Yard |
| | TCNU9445970 | 45G1 | MSK | Storage | Truck | | | Yard |
| | FCBU8623568 | 22G0 | CMA | Storage | Truck | | • | Yard |
| | TCNU2923640 | 45G1 | MSC | Storage | Truck | | | Inbound |

2.1.1.2 Sorting

It is also possible to sort alphabetically on the values that are in specific columns. You can do this by clicking on the specific column on which you want to sort. A triangle will appear to indicate that you are currently sorting on a specific column.

| Unit Nbr | Type ISO | Line Operator | Eq GradeID | Condition | Damage Severity |
|-------------|----------|---------------|------------|-----------|-----------------|
| FCBU8623568 | 22G0 | CMA | OK | RED | - |
| TGHU3508224 | 22G1 | CMA | OK | RED | - |
| TCNU9445970 | 45G1 | MSK | OK | | - |

2.1.1.3 Filtering

There are multiple ways to filter the data you have in your list. You can either filter on a specific data value or you can create a filter to sort on multiple criteria.

You can enter a specific value in the white text box and select a field to which it references from the dropdown list. You can also use wildcards like % or * in case you don't know the entire value you are searching on.

| Unit Nbr | Type ISO | Line Operator | Eq GradeID | Condition | Damage Severity | Load Restrictions | Terminal Restrictions | T-State | I/B |
|-------------|----------|---------------|------------|-----------|-----------------|-------------------|-----------------------|---------|-----|
| FCBU8623568 | 22G0 | CMA | OK | RED | - | | | Yard | |
| TGHU3508224 | 22G1 | CMA | OK | RED | - | | | Yard | |
| TCNU9445970 | 45G1 | MSK | OK | | - | | | Yard | |

If you want to filter on multiple criteria, you can define a filter by clicking on the filter button. You can select fields and values on which you want to search, and you can use AND and OR clauses to narrow down your search.

navis 3.6.202.320803 CAP COSCO/SPZEE/SPZEE/SPZEE/customer

File Unit Vessel Export Equipment

My Units: EQUIPMENT

Actions Display

Filter Criteria

4 labels for every class

Category = Storage

Freight Kind = Empty

ANY OF:

- Time Facility-Out null
- Time Facility-Out <= 10 days ago

Fields to display: Unit Nbr, Type ISO, Lin...

+ Add Criterion + Add 'AND' Group

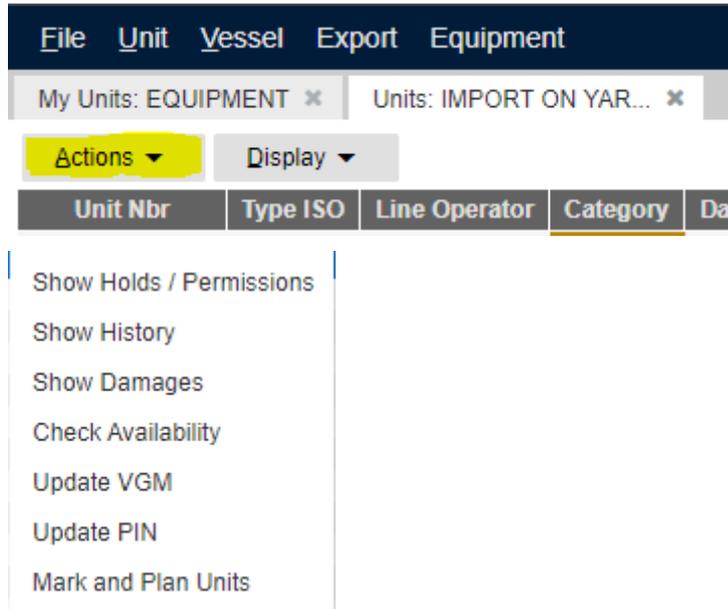
- Remove - Add 'OR' Group

Apply Filter

2.1.1.4 Unit Actions

Multiple actions can be done on one or multiple units. There are two possibilities to do an action on one or multiple containers.

- Select one or multiple units and right click to open the actions menu
- Select one or multiple units, click the actions button on the top left corner to open the actions menu



2.1.1.4.1 Show Holds & Permissions

Selecting the Show Holds & Permissions option, you're able to see if a container is blocked and why. In the units overview the fields 'Stop-Road', 'Stop-Vessel', 'Stop-Rail' also indicate if a container is blocked for one or multiple modalities.

In below example you can see the container is still blocked because it needs a line release.

The screenshot shows a window titled 'Holds and Permissions'. It has a toolbar with 'Actions' and 'Display' buttons, a search bar, and navigation icons. Below the toolbar is a table with the following data:

| Hold/Perm | Description | Status | Applied On |
|-----------|-----------------------------|----------|----------------|
| LINE_PERM | Line permission for imports | REQUIRED | |
| VGM_PERM | VGM permission | GRANTED | 06-Sep-19 1112 |

The status 'REQUIRED' is highlighted in red, and 'GRANTED' is highlighted in green. The bottom right corner of the window shows '0:2'.

2.1.1.4.2 Show History

The Show History window will show all history that the system recorded on a specific container with a small description of the recorded history.

| Apply Date | Event ID | Description |
|----------------|----------------------|--|
| 04-Sep-19 0551 | UNIT_OPERATOR_CHANGE | Unit Operator changed |
| 04-Sep-19 0551 | UNIT_ENABLE_ROAD | Unit in the yard and available for delivery by truck |
| 04-Sep-19 0551 | UNIT_PIN_ASSIGNED | Unit PIN number is assigned or updated |
| 04-Sep-19 0240 | ISPS | ISPS Surcharge |
| 04-Sep-19 0240 | UNIT_DISCH | Unit discharged from a vessel |
| 04-Sep-19 0231 | UNIT_IN_VESSEL | Unit entered facility via vessel |
| 03-Sep-19 1548 | UNIT_OPERATOR_CHANGE | Unit Operator changed |
| 03-Sep-19 1050 | UNIT_PROPERTY_UPDATE | Unit physical status or other details updated |
| 03-Sep-19 1050 | UNIT_ACTIVATE | Unit activated or in an Active state |
| 03-Sep-19 1050 | UNIT_CREATE | Unit created |

2.1.1.4.3 Show Damages

The Show Damages action will show all damage that was recorded on a specific container. Selecting a damage record will also display the information in the fields on the top side of the window as you can see in below example.

Damages CSFU9657903

Damage Item

*Damage Type: 01_HOLE_IN_UNIT (HOLE IN UNIT) *Component: ROOF (ROOF)
 *Severity: Major
 Reported On: 07.09.2019 00:47 Repaired On:
 Notes:
 + Add

All Damage Items

| Type | Notes | Comp | Severity | Location | Quantity | Length (cm) | Width (cm) | Depth (cm) | Repo |
|-----------------|-------|------|----------|----------|----------|-------------|------------|------------|---------|
| 01_HOLE_IN_UNIT | | ROOF | Major | | | - | - | - | 07-Sep- |

0:1

Save Close Help

2.1.1.4.4 Check Availability

The Check Availability action will display if a container is ready for pickup by truck. This will check if the container is not blocked for any reason and is already on the terminal. This option can take the system some time to generate and only works for one container a time.

A different option to check this without using this functionality is by checking your container list on the field 'Stop-Road'. This will display if a container is blocked for any reason to depart by truck. The field 'T-State' will specify 'Yard' if a container is at the terminal.

| Available | Unit Nbr | Stop-Road | LFD Override | Storage Paid Through Day | Line LFD Override | Line Storage Paid Through D |
|-----------|-------------|-----------|--------------|--------------------------|-------------------|-----------------------------|
| | OOLU2856483 | • | | | | |

2.1.1.4.5 Update VGM

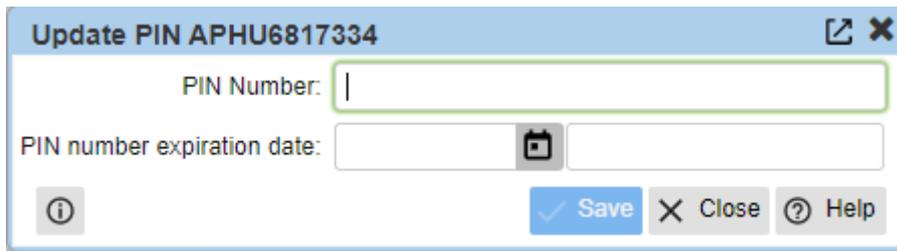
The Update VGM action will allow you to update or assign the VGM weight of a specific container. As soon as a VGM is assigned through this way, it will also release any loading blockage based on the VGM weight.

The verifier will be filled in if we received a VERMAS EDI message to update the VGM. You can also add the verifier here.

2.1.1.4.6 Update PIN

The Update PIN action allows the user to see the pin number, change it or verify there is a pin number attached without seeing the actual value. This can be configured by CSP Zeebrugge Terminal upon request for different accounts.

If a pin expiration date is used, it can also be updated or added here.



2.1.1.4.7 Mark and Plan Units

The Mark and Plan Units action gives the user the ability to plan some actions on one or multiple containers.



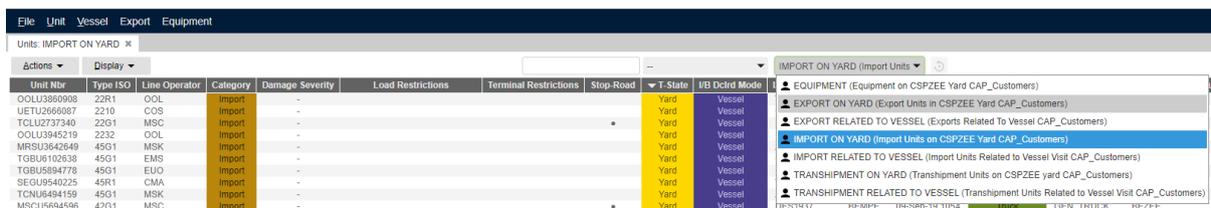
- MARK_EMPTY_OFFHIRE
 - This feature can be used to block a container for redelivery/offhire. CSP Zeebrugge will also be notified by using this action.
- MARK_SHIPPERS_OWNED
 - This feature will block one or multiple containers as a shipper's owned container and will prevent this one to be delivered to a truck.
- MARK_FOR_EMPTY_RETURN
 - This feature will mark one or multiple full containers to be returned empty to our terminal. As soon as the full container departs the terminal by truck, the system will create a new pre-advise to allow this container to be received as an empty. You can follow up on this status by adding the field 'Empty Return' to your unit list.
- CANCEL_EMPTY_RETURN
 - This feature will cancel the empty return of a full container if it has been marked for empty return by the above feature.
- CUSTOMS_SCAN_SHUNT_REQ
 - This feature will plan a container for a shunt to the scanner in case the transport needs to be arranged by CSP Zeebrugge and the container also needs to return to CSP Zeebrugge. In case you organize the scanning yourself, this should not be used.

2.1.2 Units

This function will show all units that are currently known in our system. All possible actions described in the 'My Units' section can also be used here.



Several predefined filters have been created for you to navigate through the different units effectively. You can select these from a dropdown menu as show on below screenshot.



It is also possible to open multiple tabs of the unit page in which you can open different filters. This can be done by simply opening another 'Units' tab.

2.1.2.1 Track and trace

This filter will generate a pop-up to enter containernumbers. You can enter one containernumber or multiple when they are separated with a comma. If you press save all information regarding the entered units will be shown if available.

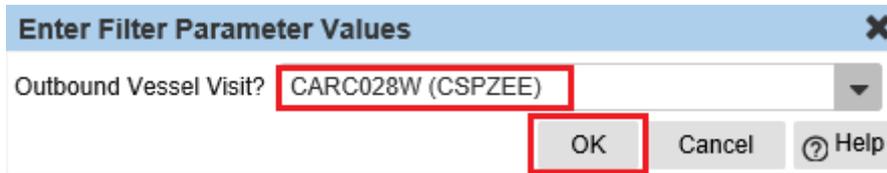


2.1.2.2 Export On Yard

This predefined filter will give an overview of all export containers that are currently on our yard.

2.1.2.3 Export Related to Vessel

This predefined filter will give an overview of all export containers which are related to a specific vessel. This filter will also show containers that have not yet arrived on terminal or containers that have already departed the terminal with a specific vessel.



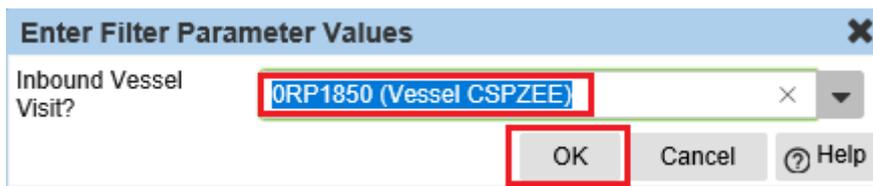
The dialog box titled "Enter Filter Parameter Values" has a close button (X) in the top right corner. It contains a label "Outbound Vessel Visit?" followed by a text input field containing "CARC028W (CSPZEE)". Below the input field are three buttons: "OK", "Cancel", and "Help" (with a question mark icon). The "OK" button is highlighted with a red box.

2.1.2.4 Import On Yard

This predefined filter will give an overview of all import containers which are currently on our yard.

2.1.2.5 Import Related to Vessel

This predefined filter will give an overview of all import containers which are related to a specific vessel. This filter will also show containers that have not yet arrived on terminal or containers that have already departed the terminal with a specific vessel.



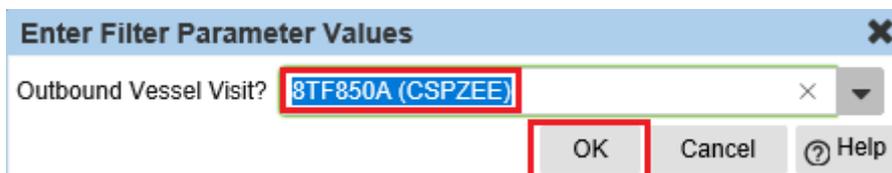
The dialog box titled "Enter Filter Parameter Values" has a close button (X) in the top right corner. It contains a label "Inbound Vessel Visit?" followed by a text input field containing "0RP1850 (Vessel CSPZEE)". Below the input field are three buttons: "OK", "Cancel", and "Help" (with a question mark icon). The "OK" button is highlighted with a red box.

2.1.2.6 Transshipment On Yard

This predefined filter will give an overview of all transshipment containers that are currently on our yard.

2.1.2.7 Transshipment Related to Vessel

This predefined filter will give an overview of all transshipment containers which are related to a specific vessel. This filter will also show containers that have not yet arrived on terminal or containers that have already departed the terminal with a specific vessel.



The dialog box titled "Enter Filter Parameter Values" has a close button (X) in the top right corner. It contains a label "Outbound Vessel Visit?" followed by a text input field containing "8TF850A (CSPZEE)". Below the input field are three buttons: "OK", "Cancel", and "Help" (with a question mark icon). The "OK" button is highlighted with a red box.

2.1.3 Unit documents

Also, under menu 'Unit', you can find the item 'Unit Documents'. This list will include all documents that have been assigned to specific containers in our system.



A predefined filter has been created to filter on these unit documents. The filter 'DOCUMENTS' will give you a pop-up window once selected in which you can enter several criteria or none to start filtering the list.

The screenshot shows the 'Unit Documents' window in the Navis software. It features a table with columns: ID, Type, Unit Nbr, Booking Number, Line Operator, Type ISO, Category, POD, I/B Dclrd Mode, I/B Dclrd Visit, O/B Dclrd Mode, and O/B. The table contains several rows of data. A dropdown menu is open over the table, showing a filter named 'DOCUMENTS (CAP_Customers)' and an option 'Save table view as filter...'.

| ID | Type | Unit Nbr | Booking Number | Line Operator | Type ISO | Category | POD | I/B Dclrd Mode | I/B Dclrd Visit | O/B Dclrd Mode | O/B |
|--------------------|------|-------------|----------------|---------------|----------|----------|-------|----------------|-----------------|----------------|----------|
| 17BEE0000029000616 | EX | TCLU4828692 | ANT1903215-10 | CSH | LEG1 | Export | RUBNK | Truck | GEN_TRUCK | Vessel | XX |
| 17BEE0000029000616 | EX | TCLU4828692 | ANT1903215-10 | CSH | LEG1 | Export | RUBNK | Truck | GEN_TRUCK | Vessel | XX |
| 18BEE0000030626236 | COA | CSFU1265531 | ANT1902504-40 | CSH | 22G1 | Export | RUBNK | Truck | GEN_TRUCK | Vessel | PL |
| 18BEE0000030626236 | COA | CSFU1265531 | ANT1902504-40 | CSH | 22G1 | Export | RUBNK | Truck | GEN_TRUCK | Vessel | PL |
| 18FRD5620052789710 | EX | CSOU4504805 | ANT1902923-10 | CSH | LEG1 | Export | FIHEL | Truck | GEN_TRUCK | Vessel | NR |
| 18FRD5620052789710 | EX | CSOU4504805 | ANT1902923-10 | CSH | LEG1 | Export | FIHEL | Truck | GEN_TRUCK | Vessel | NR |
| 19AT700000EV230C10 | EX | CAIU3109126 | FRA0354866 | CMA | 22G0 | Export | JMKIN | Vessel | DES1931 | Vessel | DOGO1931 |
| 19AT700000EV241QJ7 | COA | APZU3761086 | LHV2110846 | CMA | 22G1 | Export | GPPTP | Vessel | DES1935 | Vessel | CCFE1942 |

Once the filter is selected you can either filter on document number, container number, booking number, inbound carrier or outbound carrier. If you do not want to filter, you can just click 'OK' to show the entire list.

The screenshot shows a dialog box titled 'Enter Filter Parameter Values'. It contains five input fields: 'Document Nbr', 'Unit Nbr', 'Booking Nbr', 'Inbound Carrier', and 'Outbound Carrier'. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

2.2 Menu Item 'Vessel'

Upon selecting the menu item 'Vessel Visits', you will see the entire list of vessel visits that are berthing CSP Zeebrugge along with their timings. Departed vessel visits will also be shown here.

The field 'Visit' contains our terminal vessel visit code which can be used in the various filters that have been defined on unit level.

The field 'Phase' will give an indication if the vessel still needs to arrive, is arrived, is currently being worked on or has already been departed/closed.

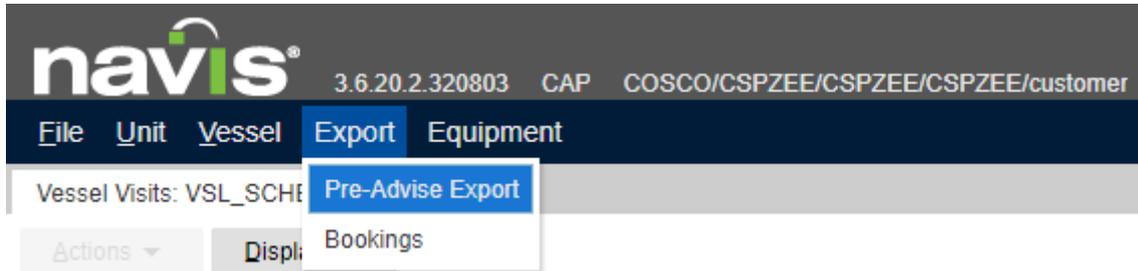


| Visit | Facility | Next Facility | Next Carrier Visit | Line | Vessel Name | Vessel Class | UB Vyg | OB Vyg | Export Mvmt Nbr | Import Mvmt Nbr | Import Mvmt Date | Export Mvmt Date | Phase | ETA | ETD | ATA | ATD | Service |
|----------|----------|---------------|--------------------|---------------|-------------|--------------|--------|--------|-----------------|-----------------|------------------|------------------|----------|----------------|----------------|----------------|----------------|------------|
| AMB1937 | CSPZEE | | PRC | Amberes | AMB | 1937 | 1937 | | | | | | Inbound | 11-Sep-19 0545 | 11-Sep-19 1400 | | | ANRZEE |
| AMB1936 | CSPZEE | | PRC | Amberes | AMB | 1936 | 1936 | | | | | | Departed | 03-Sep-19 0545 | 04-Sep-19 0400 | 03-Sep-19 1030 | 03-Sep-19 2330 | ANRZEE |
| AMB1938 | CSPZEE | | PRC | Amberes | AMB | 1938 | 1938 | | | | | | Departed | 07-Sep-19 2145 | 08-Sep-19 0600 | 07-Sep-19 2000 | 07-Sep-19 2345 | ANRZEE |
| AMB1906 | CSPZEE | | PRC | Amberes | AMB | 1906 | 1906 | | | | | | Departed | 05-Sep-19 1345 | 05-Sep-19 2200 | 05-Sep-19 1800 | 05-Sep-19 2304 | ANRZEE |
| AMB1904 | CSPZEE | | PRC | Amberes | AMB | 1904 | 1904 | | | | | | Created | 21-Aug-19 2145 | 22-Aug-19 0230 | | | ANRZEE |
| AMB19P3 | CSPZEE | | PRC | Amberes | AMB | 193P3 | 19P3 | | | | | | Created | 18-Aug-19 2345 | 19-Aug-19 1000 | | | ANRZEE |
| BGR1940 | CSPZEE | | CMA | BO Rotterdam | BGR | 1940 | 1940 | | | | | | Created | 02-Sep-19 0545 | 02-Sep-19 1600 | | | INDUCEMENT |
| BGR1936 | CSPZEE | | CMA | BO Rotterdam | BGR | 1936 | 1936 | | | | | | Departed | 03-Sep-19 2145 | 04-Sep-19 0600 | 03-Sep-19 1900 | 04-Sep-19 0600 | INDUCEMENT |
| BALF1940 | CSPZEE | | XCL | Baltic Fulmar | BALF | 1940 | 1940 | | | | | | Inbound | 21-Sep-19 2145 | 22-Sep-19 1000 | | | BGX |
| BALF1938 | CSPZEE | | XCL | Baltic Fulmar | BALF | 1938 | 1938 | | | | | | Departed | 08-Sep-19 1213 | 08-Sep-19 2200 | 08-Sep-19 1200 | 08-Sep-19 2200 | BGX |

2.3 Menu Item 'Export'

2.3.1 Pre-Advise Export

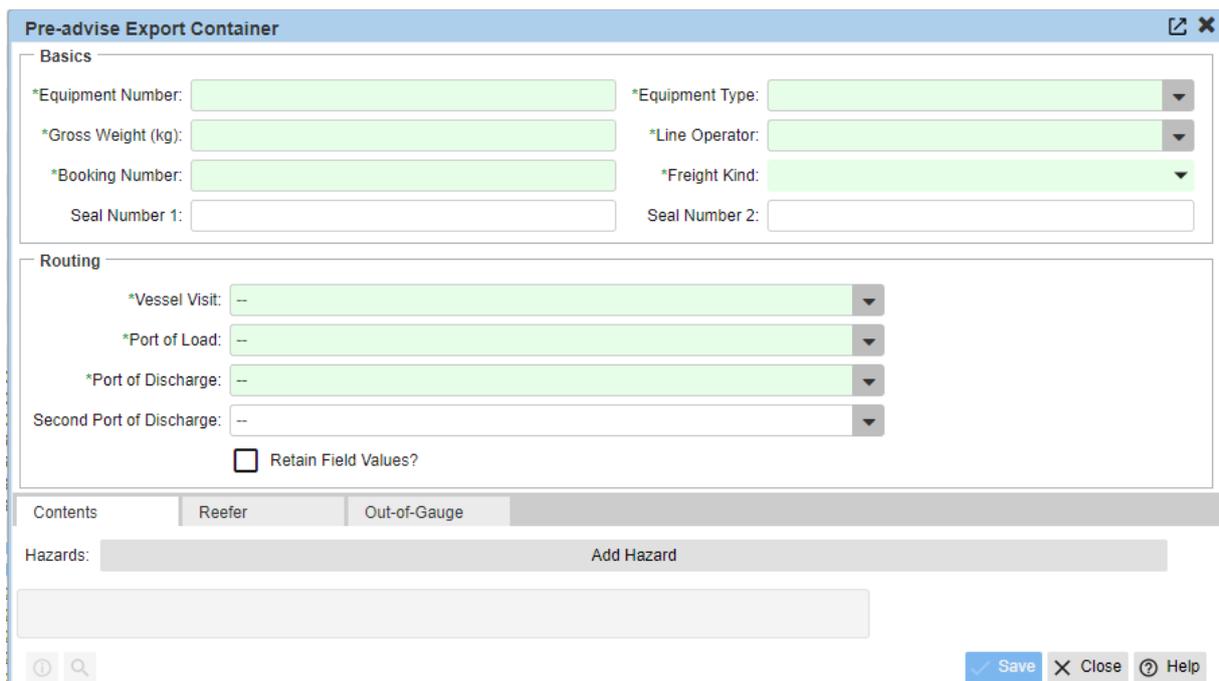
The menu 'Pre-advise Export' will allow the user to pre-advise a full export container in CSP Zeebrugge Terminal.



Once selected the popup screen to pre-advise a full export container will be available. The green fields are mandatory to pre-advise a container.

The fields situated in the 'Routing' tab are automatically filled in when a booking number is provided.

Hazards, Reefer details and Out-of-gauge details can also be added.



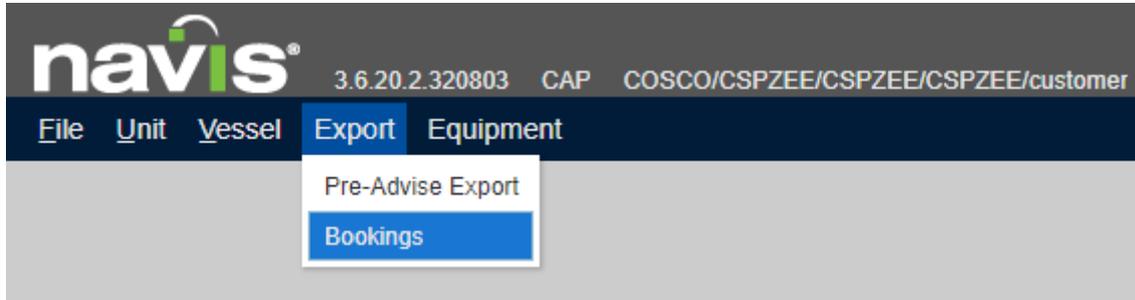
The screenshot shows the 'Pre-advise Export Container' popup form. It has a title bar with a close button. The form is divided into several sections:

- Basics:** Contains fields for '*Equipment Number:', '*Equipment Type:', '*Gross Weight (kg):', '*Line Operator:', '*Booking Number:', '*Freight Kind:', 'Seal Number 1:', and 'Seal Number 2:'. The mandatory fields are highlighted in green.
- Routing:** Contains dropdown menus for '*Vessel Visit:', '*Port of Load:', '*Port of Discharge:', and 'Second Port of Discharge:'. There is also a checkbox for 'Retain Field Values?'.
- Contents:** A tabbed interface with 'Contents', 'Reefer', and 'Out-of-Gauge' tabs. The 'Contents' tab is active.
- Hazards:** A section with a text input field and an 'Add Hazard' button.

At the bottom right, there are buttons for 'Save', 'Close', and 'Help'.

2.3.2 Bookings (Full In)

The menu 'Bookings' will allow the user to view all bookings in our system. A booking reference only contains instructions for export full in to the terminal. Empty out references can not be found here. This is explained later in the manual under subject 'Equipment Delivery Orders'.



2.3.2.1 Add/Edit Booking

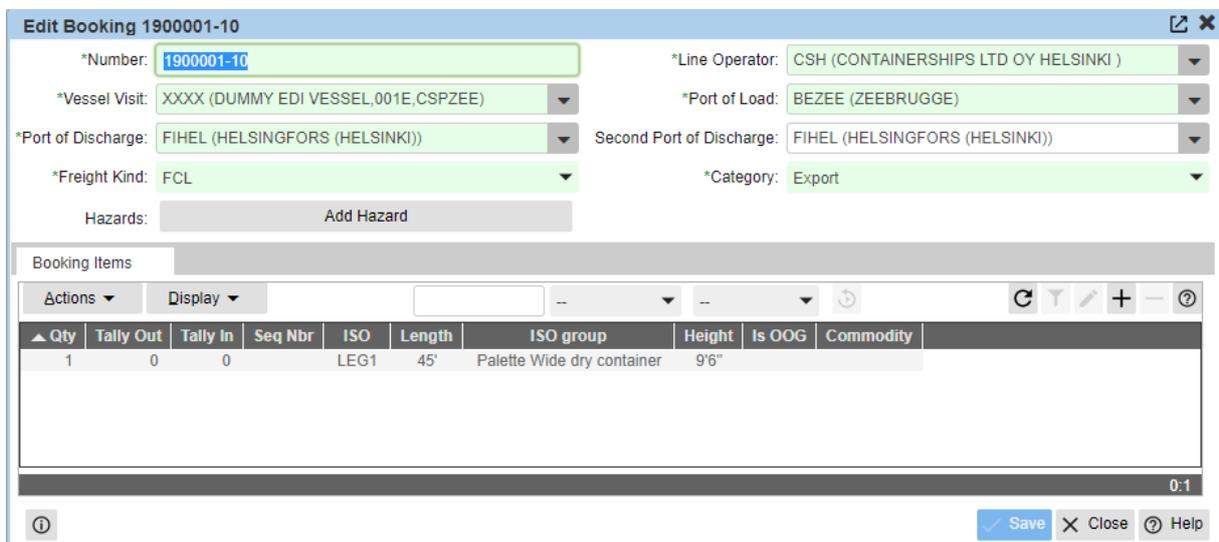
Each booking can be viewed in detail upon double clicking a specific record. This will also open the 'Edit' mode in case you would like to change certain details like the Port of Discharge, Vessel Visit, etc...

The same behavior can also be reached by right clicking a certain record and clicking 'Edit' or by clicking on the pen icon in the top right corner when a record is selected.



Adding a booking is also possible by clicking the + icon on the top right corner or by right clicking a booking and selecting the add functionality.

Once you are in the edit or add mode, you can change details or add them.



2.3.2.2 Add/Edit booking items

Each booking also has a booking item which contains the specific equipment type, quantity,...

You can add a booking item with a new equipment type by clicking the '+' icon in the 'Bookings Item' tab.



Changing details is done by selecting the record you want to change and clicking on the pencil icon in the top right corner, double clicking the record or right clicking the record you want to change.



Once add or edit mode of the booking item is selected you will receive the popup window to change or add details.

Edit Booking Item
🔗 ✕

| | |
|--|--|
| <p>*Quantity: <input style="width: 100%;" type="text" value="1"/></p> <p>*Equipment Type: <input style="width: 100%;" type="text" value="LEG1"/></p> <p>Height: <input style="width: 100%;" type="text" value="96"/></p> <p>Tally Limit: <input style="width: 100%;" type="text" value="0"/></p> <p>Grade: <input style="width: 100%;" type="text" value="--"/></p> <p>Accessory Type: <input style="width: 100%;" type="text" value="--"/></p> <p>Commodity: <input style="width: 100%;" type="text" value="--"/></p> <p>Commodity Desc.: <input style="width: 100%;" type="text"/></p> <p>Ventilation Required: <input style="width: 100%;" type="text"/></p> <p>CO2 required, %: <input style="width: 100%;" type="text"/></p> <p>Humidity required, %: <input style="width: 100%;" type="text"/></p> <p>Overlong Back (cm): <input style="width: 100%;" type="text"/></p> <p>Overwide Left (cm): <input style="width: 100%;" type="text"/></p> <p>Overheight (cm): <input style="width: 100%;" type="text"/></p> <p>Remarks: <input style="width: 100%;" type="text"/></p> | <p>Sequence Nbr: <input style="width: 100%;" type="text"/></p> <p>Length: <input style="width: 100%;" type="text" value="45"/></p> <p>ISO Group: <input style="width: 100%;" type="text" value="Palette Wide dry container"/></p> <p>Receive Limit: <input style="width: 100%;" type="text"/></p> <p>Material: <input style="width: 100%;" type="text" value="Unknown"/></p> <p>Feature: <input style="width: 100%;" type="text"/></p> <p>Gross Weight (kg): <input style="width: 100%;" type="text"/></p> <p>Temp Required (C): <input style="width: 100%;" type="text"/></p> <p>Ventilation Unit: <input style="width: 100%;" type="text"/></p> <p>O2 required, %: <input style="width: 100%;" type="text"/></p> <p>Hazards: <input style="width: 100%;" type="text" value="Add Hazard"/></p> <p>Overlong Front (cm): <input style="width: 100%;" type="text"/></p> <p>Overwide Right (cm): <input style="width: 100%;" type="text"/></p> <p><input type="checkbox"/> Is OOG</p> |
|--|--|

Serial Ranges Reserved Equipment Pre-Advised

Actions Display

| ▲ Equip Nbr | Line Operator | Category | State (Master) | Type ISO |
|-------------|---------------|----------|----------------|----------|
| | | | | |

0:0

📄
Save
✕ Close
? Help

2.3.2.3 Cancelling a booking

A booking can be cancelled by resetting the quantity of the booking item to 0. You can do this as described in point 2.3.2.2 by updating the quantity field. This will prevent any more ingates of full containers for that specific booking.

Edit Booking Item
🔗 ✕

| | |
|--|--|
| <p>*Quantity: <input style="width: 100%;" type="text" value="0"/></p> <p>*Equipment Type: <input style="width: 100%;" type="text" value="LEG1"/></p> | <p>Sequence Nbr: <input style="width: 100%;" type="text"/></p> <p>Length: <input style="width: 100%;" type="text" value="45"/></p> |
|--|--|

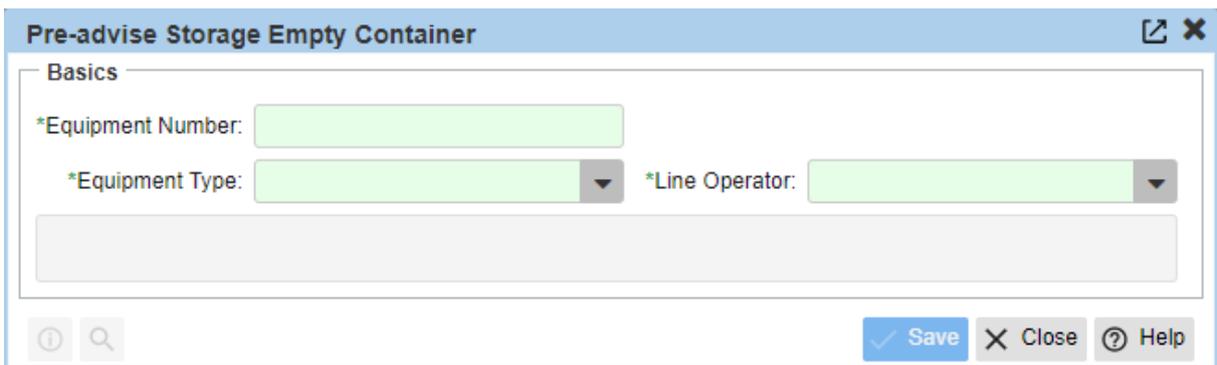
2.4 Menu item 'Equipment'

2.4.1 Pre-Advise Empty

The menu 'Pre-advise Empty' will allow the user to pre-advise an empty container in CSP Zeebrugge Terminal. All empty containers that need to be delivered to the terminal must be pre-adviced or required an empty in reference. Currently it is only possible to pre-advise one by one using CAP.



Once selected the popup screen to pre-advise an empty container will be available. All fields in this popup window are required.



2.4.2 Equipment Delivery Orders (Empty Out)

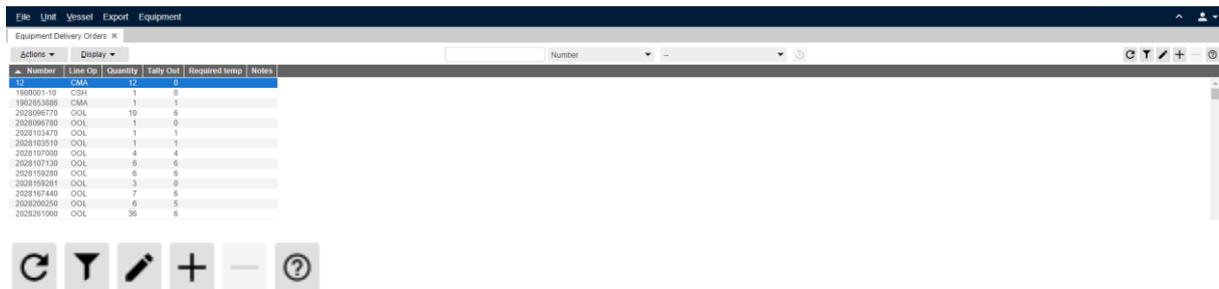
The menu 'Equipment Delivery Orders' will allow the user to view all Equipment Delivery Orders (EDO) in our system. An EDO reference only contains instructions for empty delivery from the terminal. Full in references cannot be found here. This is explained in the manual under subject 'Bookings'.



2.4.2.1 Add/Edit Equipment Delivery Orders

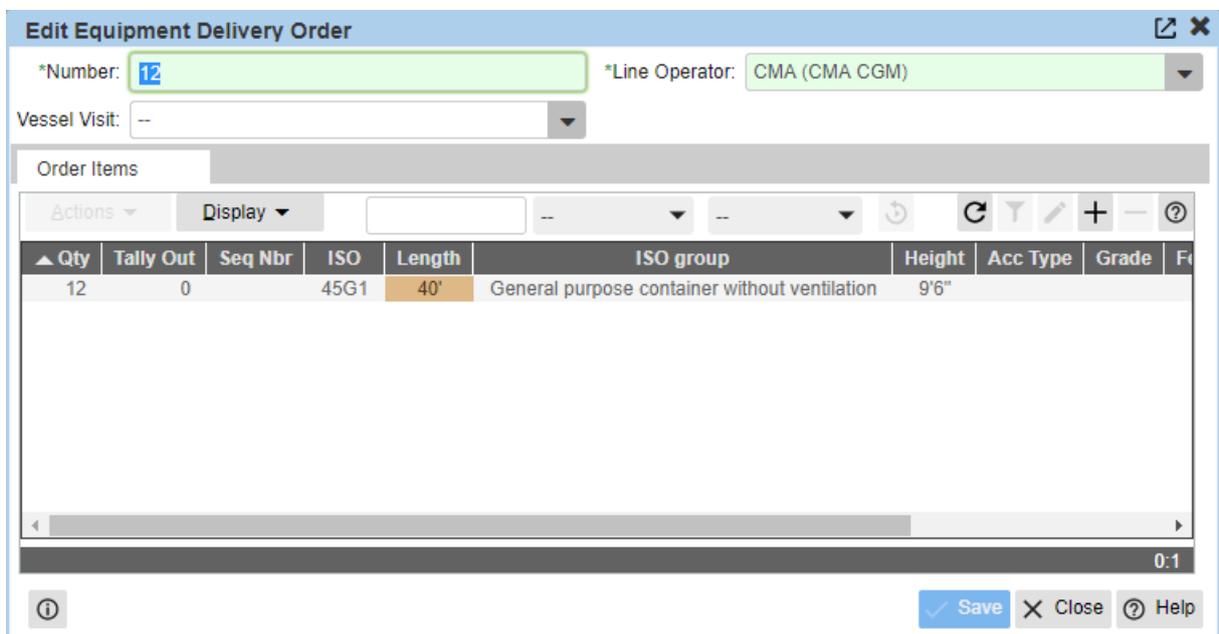
Each Equipment Delivery Order (EDO) can be viewed in detail upon double clicking a specific record. This will also open the 'Edit' mode in case you would like to change certain details.

The same behavior can also be reached by right clicking a certain record and clicking 'Edit' or by clicking on the pen icon in the top right corner when a record is selected.



Adding an Equipment Delivery Order (EDO) is also possible by clicking the + icon on the top right corner or by right clicking an EDO and selecting the add functionality.

Once you are in the edit or add mode, you can change details or add them.



2.4.2.2 Add/Edit Order Items

Each Equipment Delivery Order (EDO) also has an order item which contains the specific equipment type, quantity, grading, etc...

You can add an order item with a new equipment type by clicking the '+' icon in the 'Orders Item' tab.

| Qty | Tally Out | Seq Nbr | ISO | Length | ISO group | Height | Acc Type | Grade | Ft |
|-----|-----------|---------|------|--------|---|--------|----------|-------|----|
| 12 | 0 | | 45G1 | 40' | General purpose container without ventilation | 9'6" | | | |

0.1

Save Close Help

Changing details is done by selecting the record you want to change and clicking on the pencil icon in the top right corner, double clicking the record or right clicking the record you want to change.

| Qty | Tally Out | Seq Nbr | ISO | Length | ISO group | Height | Acc Type | Grade | Ft |
|-----|-----------|---------|------|--------|---|--------|----------|-------|----|
| 12 | 0 | | 45G1 | 40' | General purpose container without ventilation | 9'6" | | | |

1:1

Save Close Help

Once add or edit mode of the order item is selected you will receive the popup window to change or add details.

Edit Order Item
🔗 ✕

| | |
|---|---|
| <p>*Quantity: <input style="width: 100%;" type="text" value="12"/></p> <p>Sequence Nbr: <input style="width: 100%;" type="text"/></p> <p>Length: <input style="width: 100%;" type="text" value="40'"/></p> <p>*Height: <input style="width: 100%;" type="text" value="9'6"/></p> <p>Earliest Manufacture Date: <input style="width: 100%;" type="text"/></p> <p>Earliest CSC Expiration: <input style="width: 100%;" type="text"/></p> <p>Tare Max (kg): <input style="width: 100%;" type="text"/></p> <p>Feature: <input style="width: 100%;" type="text" value="--"/></p> <p>Condition: <input style="width: 100%;" type="text" value="--"/></p> <p>Temp Required (C): <input style="width: 100%;" type="text"/></p> <p>Ventilation Required: <input style="width: 100%;" type="text"/></p> <p>CO2 required, %: <input style="width: 100%;" type="text"/></p> | <p>Tally Limit: <input style="width: 100%;" type="text"/></p> <p>*Equipment Type: <input style="width: 100%;" type="text" value="45G1"/></p> <p>ISO Group: <input style="width: 100%;" type="text" value="General purpose container without ventilation"/></p> <p>Accessory Type: <input style="width: 100%;" type="text" value="--"/></p> <p>Latest Manufacture Date: <input style="width: 100%;" type="text"/></p> <p>Grade: <input style="width: 100%;" type="text" value="--"/></p> <p>Safe Min (kg): <input style="width: 100%;" type="text"/></p> <p>Material: <input style="width: 100%;" type="text" value="Unknown"/></p> <p>Remarks: <input style="width: 100%;" type="text"/></p> <p>Humidity required, %: <input style="width: 100%;" type="text"/></p> <p>Ventilation Unit: <input style="width: 100%;" type="text"/></p> <p>O2 required, %: <input style="width: 100%;" type="text"/></p> |
|---|---|

Serial Ranges
Reserved Equipment
Associated TBD Units

Enter serial ranges. Example: 'MAEU : 7500000 - 7689999'

| | | |
|---|---|---|
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

📄
✔ Save
✕ Close
🔗 Help

2.4.2.3 Cancelling an Equipment Delivery Order (EDO)

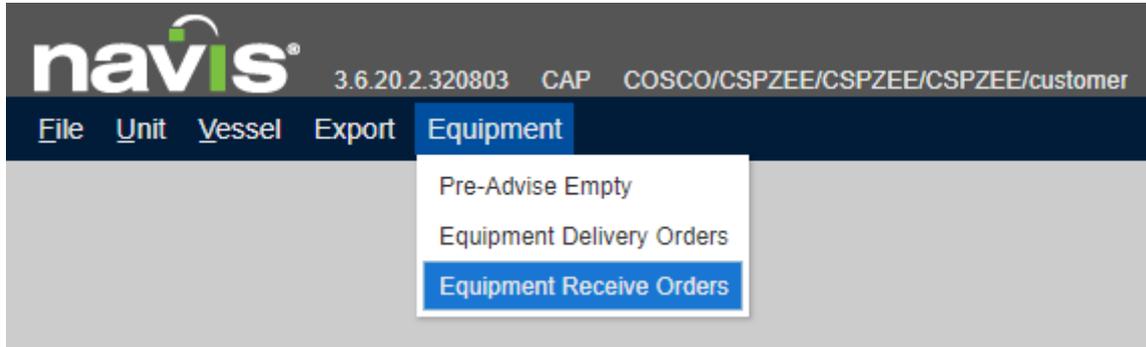
An Equipment Delivery Order (EDO) can be cancelled by resetting the quantity of the order item to 0. You can do this as described in point 2.4.2.2 by updating the quantity field. This will prevent any empty outgates of a container for that specific EDO.

Edit Order Item
🔗 ✕

| | |
|---|--|
| <p>*Quantity: <input style="width: 100%;" type="text" value="0"/></p> <p>Sequence Nbr: <input style="width: 100%;" type="text"/></p> <p>Length: <input style="width: 100%;" type="text" value="40'"/></p> <p>*Height: <input style="width: 100%;" type="text" value="9'6"/></p> | <p>Tally Limit: <input style="width: 100%;" type="text"/></p> <p>*Equipment Type: <input style="width: 100%;" type="text" value="45G1"/></p> <p>ISO Group: <input style="width: 100%;" type="text" value="General purpose container without ventilation"/></p> <p>Accessory Type: <input style="width: 100%;" type="text" value="--"/></p> |
|---|--|

2.4.3 Equipment Receive Orders (Empty In)

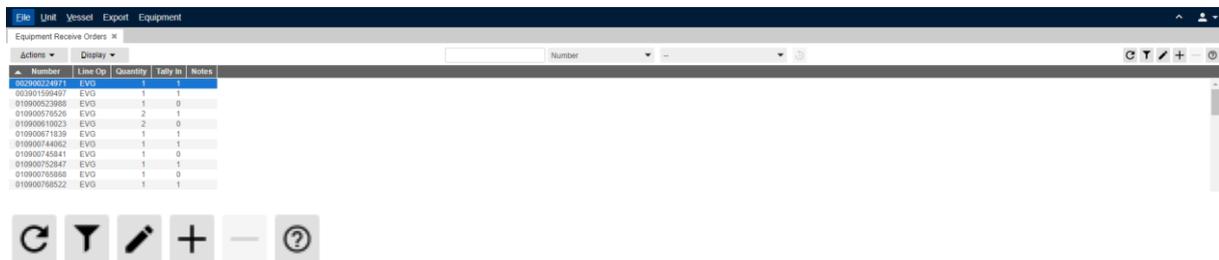
The menu 'Equipment Receive Orders' will allow the user to view all Equipment Receive Orders (ERO) in our system. An ERO reference only contains instructions for empty receipt to the terminal. An empty container can be delivered to the terminal without being preadvised by using an ERO reference.



2.4.3.1 Add/Edit Equipment Receive Orders (ERO)

Each Equipment Receive Order (ERO) can be viewed in detail upon double clicking a specific record. This will also open the 'Edit' mode in case you would like to change certain details.

The same behavior can also be reached by right clicking a certain record and clicking 'Edit' or by clicking on the pen icon in the top right corner when a record is selected.



Adding an Equipment Receive Order (ERO) is also possible by clicking the + icon on the top right corner or by right clicking an ERO and selecting the add functionality.

Once you are in the edit or add mode, you can change details or add them.

Edit Equipment Receive Order ✕

*Number:

*Line Operator:

Vessel Visit:

Order Items

Actions
Display
--
--
↺
↻
⌵
✎
+
-
?

| Qty | Receive Limit | Tally In | Seq Nbr | Length | ISO group | ISO | Height |
|-----|---------------|----------|---------|--------|---|------|--------|
| 1 | 1 | 0 | | 40' | General purpose container without ventilation | 4500 | 9'6" |

0:1

?
✓ Save
✕ Close
? Help

2.4.3.2 Add/Edit Order Item (ERO)

Each Equipment Receive Order (ERO) also has an order item which contains the specific equipment type, quantity, grading, etc...

You can add an order item with a new equipment type by clicking the '+' icon in the 'Orders Item' tab.

Edit Order Item ✕

*Quantity: Sequence Nbr:

*Equipment Type: Length:

Height: ISO Group:

Remarks:

Order Items

Actions ▾ Display ▾ [] -- ▾ -- ▾ ↺ ↻ ⏏ + - ?

| Qty | Receive Limit | Tally In | Seq Nbr | Length | ISO group | ISO | Height |
|-----|---------------|----------|---------|--------|---|------|--------|
| 1 | 1 | 0 | | 40' | General purpose container without ventilation | 4500 | 9'6" |

0:1

[i] [✓] Save [X] Close [?] Help

Changing details is done by selecting the record you want to change and clicking on the pencil icon in the top right corner, double clicking the record or right clicking the record you want to change.

Order Items

Actions ▾ Display ▾ [] -- ▾ -- ▾ ↺ ↻ ⏏  + - ?

| Qty | Receive Limit | Tally In | Seq Nbr | Length | ISO group | ISO | Height |
|-----|---------------|----------|---------|--------|---|------|--------|
| 1 | 1 | 0 | | 40' | General purpose container without ventilation | 4500 | 9'6" |

1:1

[i] [✓] Save [X] Close [?] Help

Once add or edit mode of the order item is selected you will receive the popup window to change or add details. It is also possible to add containers to this ERO reference, this will also preadvise them.

Edit Order Item
✕

*Quantity: Sequence Nbr:

*Equipment Type: 4500 Length: 40'

Height: 9'6" ISO Group: General purpose container without ventilation

Remarks:

Expected Empty Containers

Actions Display --

| ▲ Equip Nbr | Line Operator | Category | State (Master) | Type ISO |
|---------------------|---------------|----------|----------------|----------|
| No Data to display. | | | | |

0:0

ⓘ
Save
✕ Close
ⓘ Help

2.4.3.3 Cancel Equipment Receive Order

An Equipment Receive Order (ERO) can be cancelled by resetting the quantity of the order item to 0. You can do this as described in point 2.4.3.2 by updating the quantity field. This will prevent any empty ingates of a container for that specific ERO.

Edit Order Item
✕

*Quantity: Sequence Nbr:

*Equipment Type: 4500 Length: 40'

Height: 9'6" ISO Group: General purpose container without ventilation

Remarks:

3 Glossary

Actual Inbound Carrier Visit: The carrier (vessel, train, or truck) that physically brings the unit to the facility

Actual Outbound Carrier Visit: The carrier (vessel, train, or truck) where the unit was loaded on.

Cargo Weight: The weight of the goods in a container, or the gross weight minus the tare weight.

Carrier: An individual company or corporation engaged in the transportation of goods.

Carrier Mode: The mode of transport for the cargo, which can be any of the following:

- Unknown = Unknown
- Vessel Visit = Vessel
- Truck = Truck
- Train = Rail

Category: A legal designation or classification of a unit, such as Domestic, Export, Import, Storage, Through, or Transship.

D&H: Dangerous and hazardous cargo.

Declared Inbound Carrier Mode :The carrier mode of transport, such as truck, vessel, or train, for the declared inbound carrier visit

Declared Outbound Carrier Visit: The official, documented carrier (vessel, train, or truck) that describes how the unit will depart the complex.

Dwell: The length of time that cargo remains in a facility before it is loaded onto a vessel or collected for domestic distribution

Equipment Conditions: overview:

| | | | |
|-----|-----------|---------------------------|--------|
| DRE | Container | Damaged Reefer Engine | Active |
| NOR | Container | Non-Operating Reefer | Active |
| PTI | Container | Pre-Trip Inspection | Active |
| RED | Container | Redelivery | Active |
| RFB | Container | Reefer Ready For Bookings | Active |
| SAL | Container | To Sell Container | Active |
| SOC | Container | Shippers Owned Containers | Active |
| SOK | Container | Sold Container | Active |
| TRP | Container | Container To Repair | Active |

Equipment Delivery Order (EDO): An order that is used to deliver empty containers or chassis out the gate to reposition equipment, to provide empty containers to shippers, to dispatch off-hired equipment, or for repairs.

Equipment Receive Order (ERO): An order that is used to receive empty containers through the gate

Equipment Grade: A special code that indicates either the general condition of the container, such as new, clean, or poor, or whether the container is suitable only for a specific kind of cargo, such as hides, fertilizer, electronic goods, or edibles.

| | | | |
|-----|-----------|----------------------------------|--------|
| CHK | Container | Not possible to check (twins) | Active |
| DMG | Container | Unit is damaged | Active |
| FOD | Container | Unit can be used for food Stuff | Active |
| OK | Container | Unit is in good condition | Active |
| STO | Container | Unit can be used for paper Stuff | Active |
| WET | Container | Unit is too wet inside | Active |
| WSH | Container | Units needs washing | Active |

ETA: The estimated time of arrival of a vessel or train visit. Also, a crane/vessel productivity metric.

ETD: The estimated time of departure of a vessel or train visit. Also, a crane/vessel productivity metric.

Booking: A booking is created by the line operator and represents an amount of full export or transshipment containers that are allowed to enter the terminal to be loaded on a vessel.

Freight Kind: The status of a unit, based on its contents:

- Empty: Empty container
- FCL: Full Container Load
- LCL: Less-than Container Load
- B-bulk: Break-bulk

Hold/Permission: A condition that prevents a service event from being recorded for a target entity type, such as a hold on a container to prevent the container from being loaded on a vessel until an inspection is done.

| | | |
|--------------------------|---|------------|
| CFS_HLD | Hold for CFS Operations | Hold |
| DAMAGE_CHECK_HLD | Damage Check Hold | Hold |
| DAMAGE_PERM | Damage Permission for Handling Restrictions | Permission |
| DISCH_PERM | DISCH_PERM | Permission |
| DOC_PERM | Customs document Hold | Permission |
| EMR_HLD | Depot EMR Hold | Hold |
| FUMIGATION_HLD | Hold for Fumigation Units | Hold |
| GIP_HLD | Customs GIP Hold | Hold |
| INSPECTION_HLD | Hold for Units that need inspection | Hold |
| LEAKING_HLD | Hold for Leaking Units | Hold |
| LINE_PERM | Line permission for imports | Permission |
| MANAGEMENT_HLD | Management Hold | Hold |
| OFFHIRE_SOC_SAL_SOK_PERM | Permission for Offhire, Shippers Owned Containers, SAL or SOK Units | Permission |
| PLCRD_MISMATCH_HLD | Placards Mismatch | Hold |
| PLCRD_MISSING_HLD | Missing placards | Hold |
| REPAIR_HLD | Hold for Containers that Require Emergency Repair | Hold |
| RFR_NOT_RFB | Reefers not ready for booking | Permission |
| SEALING_HLD | Hold for Containers that require sealing | Hold |
| SHUNT_PERM | Shunt Permission | Permission |
| TERMINAL_HLD | Terminal hold | Hold |
| TWISTLOCK_HLD | Stuck Twistlock Hold | Hold |
| VGM_PERM | VGM permission | Permission |
| WEIGHING_HLD | Hold for Weighing | Hold |

Import: A unit with goods that are imported into the country of the facility. Typically, these are full containers that arrive by a deepsea vessel at the facility and depart by truck, rail, or barge, but not by another vessel.

ISO Code: A code that was established by the International Standards Organization (ISO) to describe equipment. For example, an ISO code of 2200 denotes a 20' long, 8' 6" high, general purpose container without ventilation.

Line Operator: A business that operates ships that it may or may not own. In relation to equipment, it is the shipping line responsible for the equipment.

OOG: Out Of Gauge. A container that is not a standard ISO intermodal container size.

Over-Dimension: The distance that a container's contents extend beyond the container.

PIN Number: A unique identification for a unit that a line operator can use to validate that a truck driver is picking up the correct container. Use the Delivery Requirements form to view and edit the PIN number that is associated with a unit.

Port Of Discharge (POD): The routing point where a unit is expected to be discharged from the declared outbound carrier visit that takes the unit away from the complex.

Port Of Load (POL): The routing point where a unit was loaded onto the declared inbound carrier visit that brings the unit to the complex.

Pre-Advise: The action of providing information about an export container, such as the container number, prior to its arrival at the terminal. This can be done either through an EDI message or through data entry at the terminal. Pre-advicing is allowed by line operators, customs brokers, trucking companies, and terminal representatives for containers with or without a booking.

Restow: A container that passes through a terminal on a carrier. Typically, these are containers that are discharged from a vessel and loaded back to the same vessel (and not any other vessel) to reach their final port of discharge. Restows are sometimes called overstows or rehandles.

Stop-Rail: A flag that indicates whether an active hold or required permission for a service business rule that is associated with a rail event, such as a UNIT_RAMP event, is applied to a unit.

Stop-Road: A flag that indicates whether an active hold or required permission for a service business rule that is associated with a gate event, such as a UNIT_DELIVER event, is applied to a unit.

Stop-Vsl: A flag that indicates whether an active hold or required permission for a service business rule that is associated with a vessel event, such as a UNIT_LOAD event, is applied to a unit.

Storage (container): A unit at a facility that has no current movement plans. Typically, these are empty containers that arrive at the facility by truck, rail, barge, or vessel and remain at the facility for an undetermined period of time.

Tally In: Number of containers that you have received into the facility or are assigned to receive against the selected order item. This number includes the containers that are no longer in the facility

Tally Out: Number of empty containers that you have delivered for the selected order item.

Qty (Quantity): Number of containers that you can receive for the selected order item.

Transit State: A state for a unit that N4 uses to describe the status in the terminal. Transit states can be any of the following

- **Advised:** Is incoming but not certain to arrive, such as a unit created via a release EDI message.
- **Inbound:** Is incoming and located on an inbound carrier, such as a pre-advised unit or a unit created via a stow plan EDI message.
- **EC/In (or EC-In):** Is incoming and at the facility. For example, a unit that is in a queue and waiting for the equipment control in XPS to place it in the yard.
- **Yard:** Is in a specific position in a yard in a facility.
- **EC/Out (or EC-Out):** Is in a queue at a facility and waiting for the equipment control in XPS to deliver it. N4 uses this transit state only for units that need to go out the Gate.
- **Loaded:** Is loaded on an outbound carrier.
- **Departed:** Departed on an outbound carrier.
- **Retired:** Is in a special state to indicate that the unit visit life cycle ended at the facility.

Visit State: A broad state that N4 uses to indicate when a unit is active for a particular facility in a complex. Visit states can be any of the following:

- **Advised:** A unit that is incoming but not certain to arrive at the facility, such as a unit created via an EDI message. A unit in the Advised state is not visible in XPS.
- **Active:** The current live use of a unit for a facility. The unit can be located on an inbound carrier, in the yard at the facility, or on an outbound carrier. A unit in the Active state is visible in XPS.
- **Departed:** A unit that departed a facility on an outbound carrier. The unit is not located at the facility and is not visible in XPS.
- **Retired:** A special state that indicates that the unit visit life cycle ended at the facility.

Vessel Phase: Like transit state and visit state, a vessel will also have a state.

- **Created:** The vessel visit was created in our system
- **Inbound:** The vessel visit is coming to the terminal
- **Arrived:** The vessel has arrived at the terminal
- **Working:** The vessel is currently being worked on
- **Complete:** All works on the vessel have been finished and the vessel is currently waiting to depart
- **Departed:** The vessel has departed the terminal
- **Closed:** CSP Zeebrugge has closed the vessel visit once it is no longer needed in the system
- **Canceled:** The vessel has been cancelled