CSP Zeebrugge Terminal NV

The Ports for ALL

CSP Zeebrugge Terminal

Pre-announcement Mobile App

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1 Introduction

In addition to an online web application, we also offer a mobile app with which you can create, view, adjust, (de) activate and follow up appointments. You can also look up a container to view the details of the container as well as the status and availability.

The mobile app follows the same process flow as the web application to create an appointment.

The only thing you don't have in the mobile app compared to the web application is user management. This means that you cannot add or edit a new user to your company nor can you modify your company details.

2 Download mobile app

The mobile app is currently only available for the Google Android and Apple iOS system. The app can be downloaded from the official Google Play Store and Apple App Store.

Download in de App Store

ONTDEK HET OP Google Play

https://apps.apple.com/be/app/camco-vehicle-booking-system/id1462029804?l=nl

https://play.google.com/store/apps/details?id=be.camco.vbsappgeneric

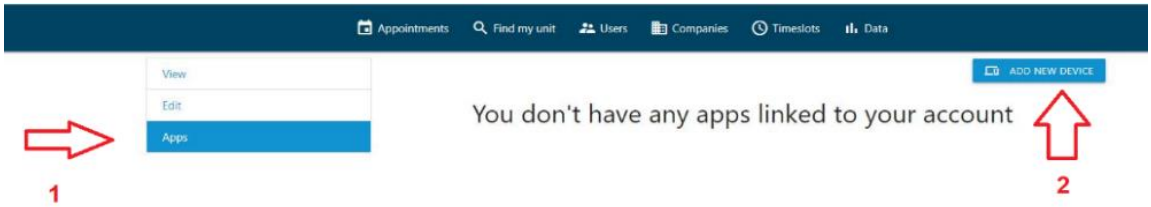
3 Scan QR Code

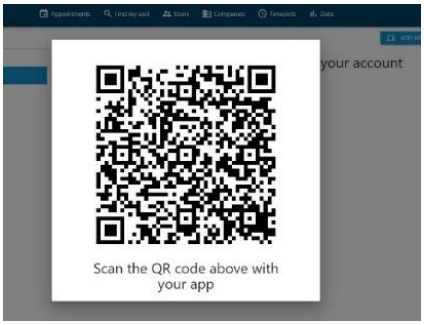
When the app is installed on your mobile device, you must add CSP Zeebrugge to the app by scanning the QR Code from your VBS profile. You can request the QR Code by logging in with your personal user account on the VBS web application.

https://tas.cspterminals.be (Please use Google chrome).

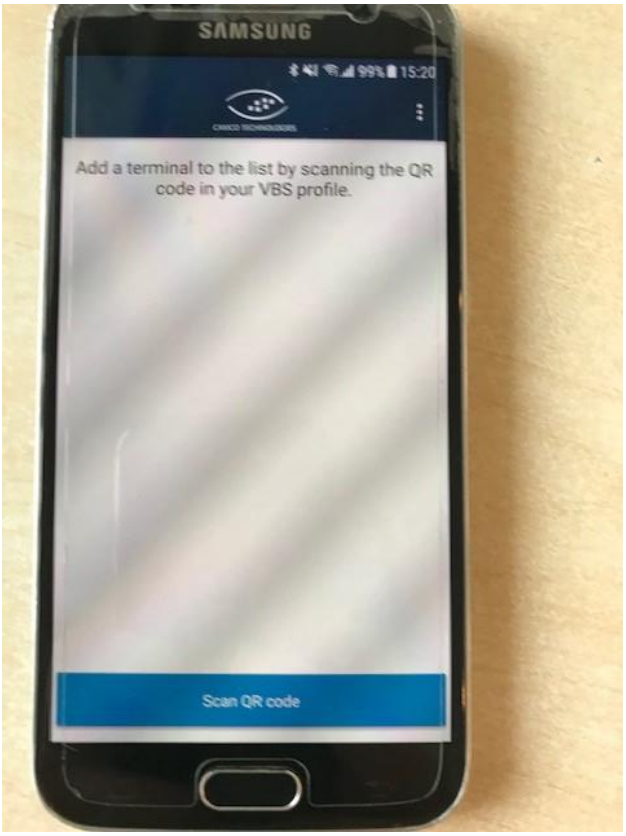
After you have been logged in to the web application you must navigate to your personal profile page. To do this, click on the 3 white dots in the top right corner of your screen and click on "Profile".

Then click on Apps -> Add New Device.

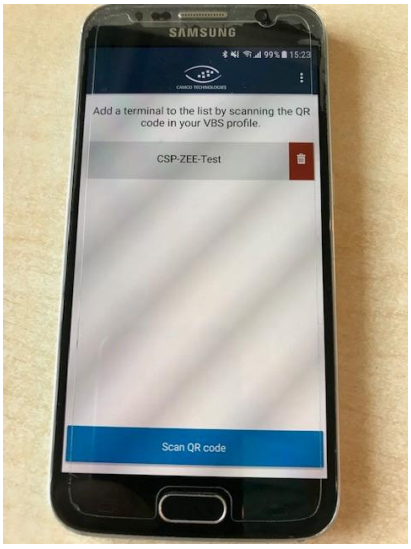




Open the mobile app on your smartphone and click on ‘Scan QR code’.



When the QR code is scanned successfully, you will be able to see CSP Zeebrugge Terminal on your list. Click on it to open our appointment system.

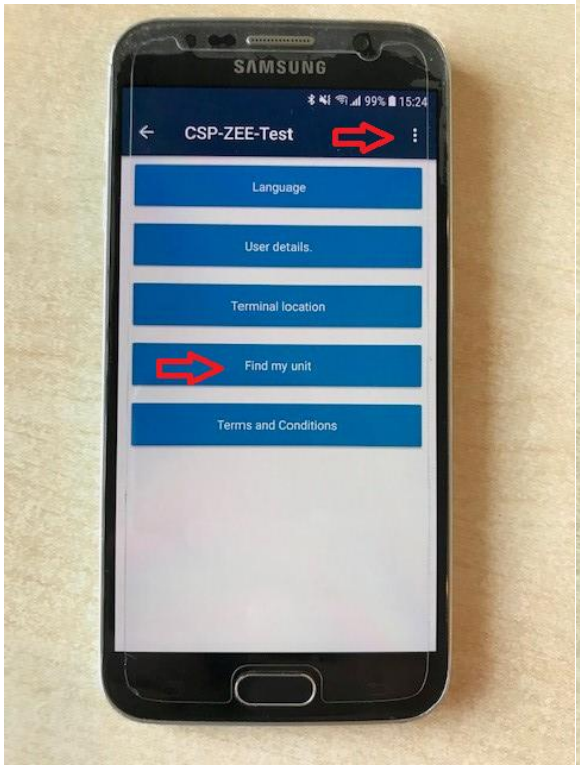


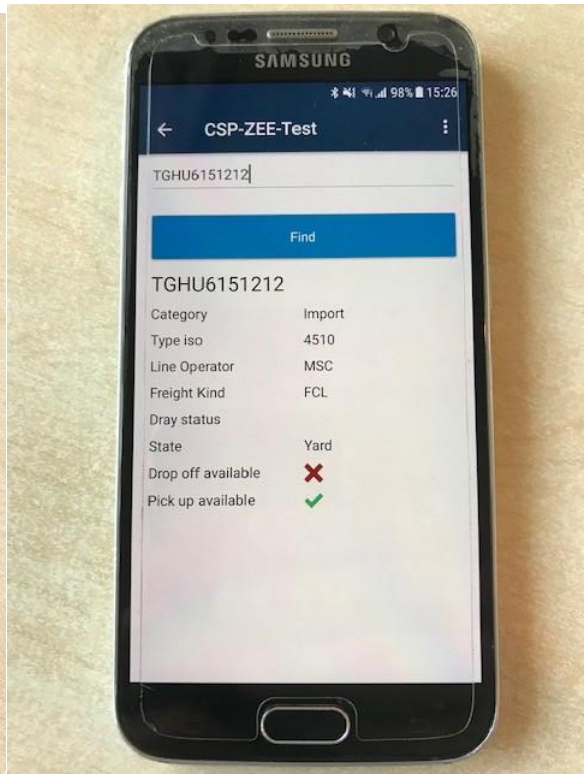
⚠The QR Code includes all information and privileges of your own user account. So, make sure you do not scan the QR code of a different user!

4 Find My Unit

"Find My Unit" will let you check if a container is already available for pick up and / or has been advised for drop off at the terminal.

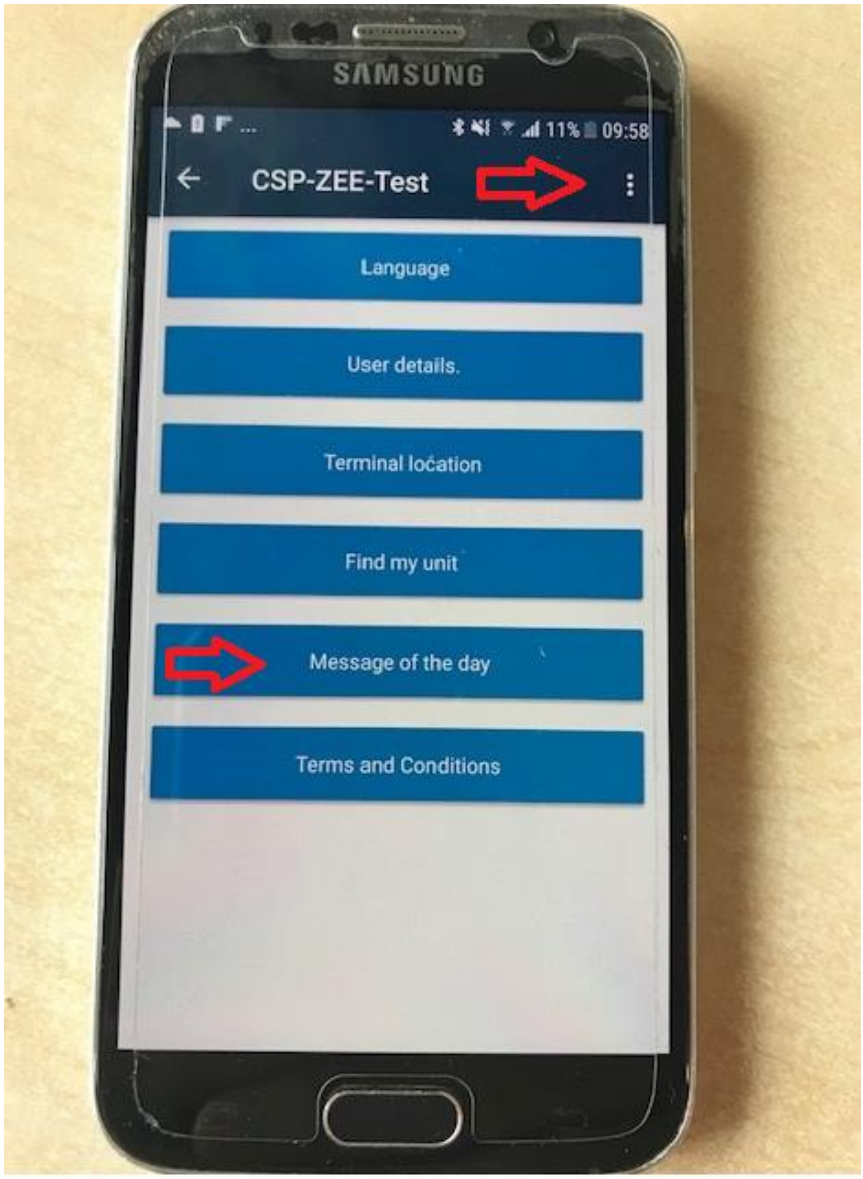
This menu can be found by clicking on the 3 white dots at the top right corner of the screen. Then click on Find my unit. Enter the container number and click on "FIND" after which the result will be displayed.


SAMSUNG
99% 15:24
CSP-ZEE-Test
Language
User details.
Terminal location
Find my unit
Terms and Conditions


SAMSUNG
98% 15:26
CSP-ZEE-Test
TGHU6151212
Find
TGHU6151212
Category Import
Type iso 4510
Line Operator MSC
Freight Kind FCL
Dray status
State Yard
Drop off available
Pick up available

5 Message of the day

In Message of the day, you can find important information for your truck visit to our terminal. This menu can be found by clicking on the 3 white dots at the top right corner of the screen. Then click on Message of the day.



6 Appointment Menu

The mobile app has 5 pages:

- **Active:** these are truck appointments that already have been activated (status: active). An appointment must be activated before the driver arrives at the terminal.

- **Confirmed:** these are truck appointments that are created and validated with TOS but have not yet been activated (status: created). It is possible to make changes in the appointment (change driver, change timeslot, add/delete container). **But be aware that you still need to activate the appointment before your driver arrives at the gate. Otherwise your driver cannot enter.**

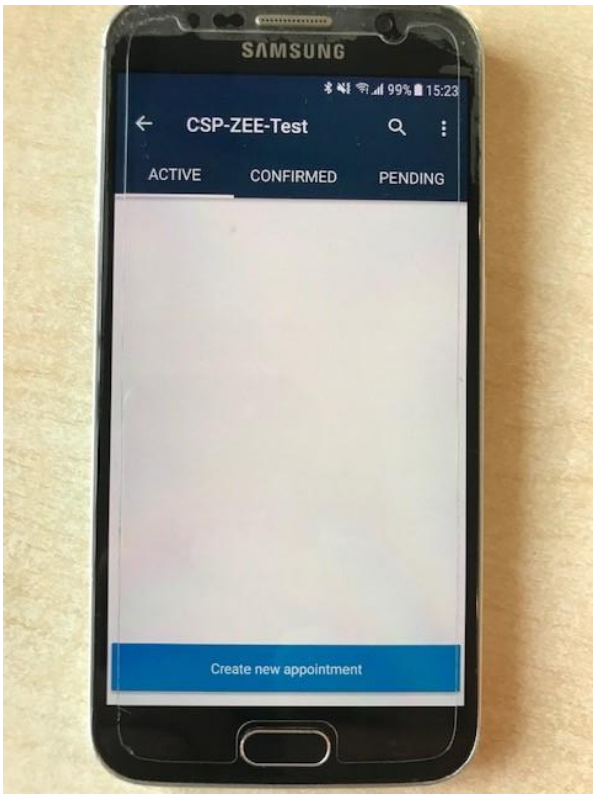
- **Pending:** these are appointments that are not yet created (status: pending).

- **Consumed:** these are the truck appointments that are currently being processed at the terminal but have not yet been closed. These appointments cannot be used anymore.

- **Closed:** these are truck appointments that have been completed or have an expired time slot. These appointments cannot be used anymore. Closed appointments are removed from the list after 48 hours after which they are no longer visible in the appointment system. Note that this is temporary and can be changed in the future.

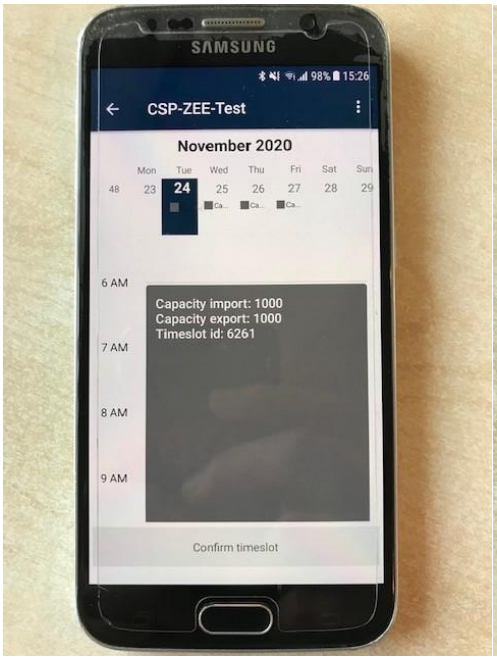
6.1 Create a new appointment

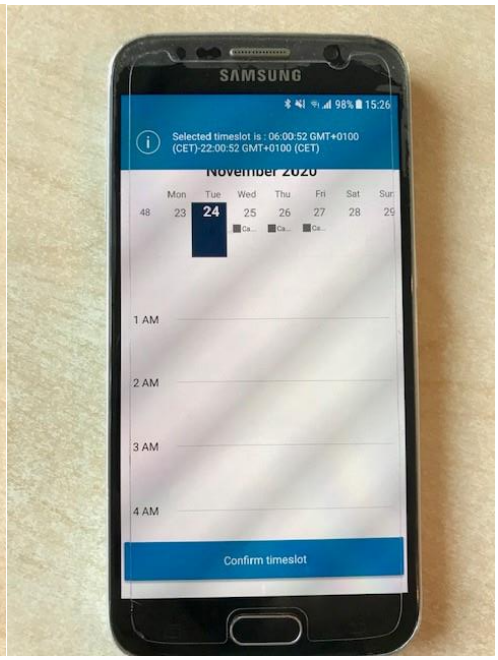
In the appointment menu, click on "Create new appointment".



6.1.1 Reserve a timeslot

Choose your timeslot and then click on "Confirm timeslot".

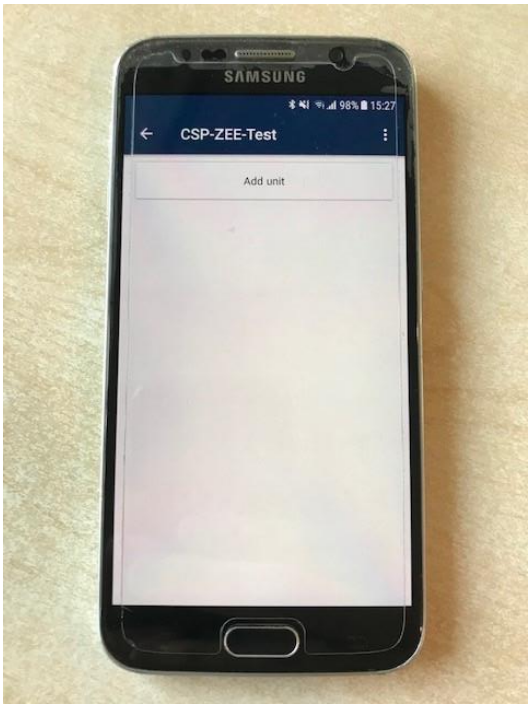




⚠️ A time slot is valid for D-1 until the end of the timeslot. Note that this is temporary and can be changed in the future.

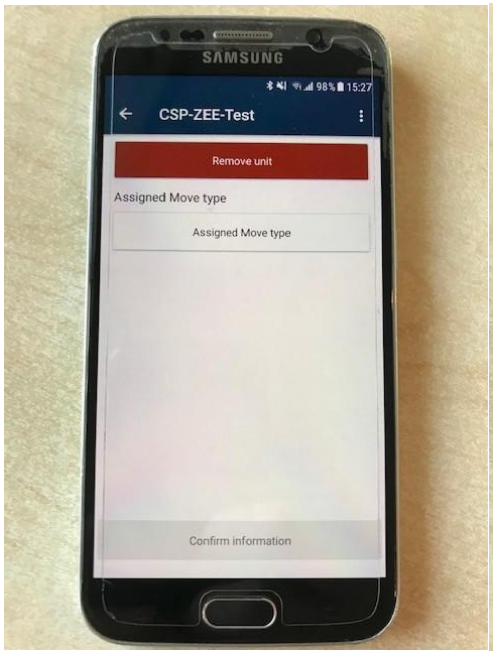
6.1.2 Adding a unit

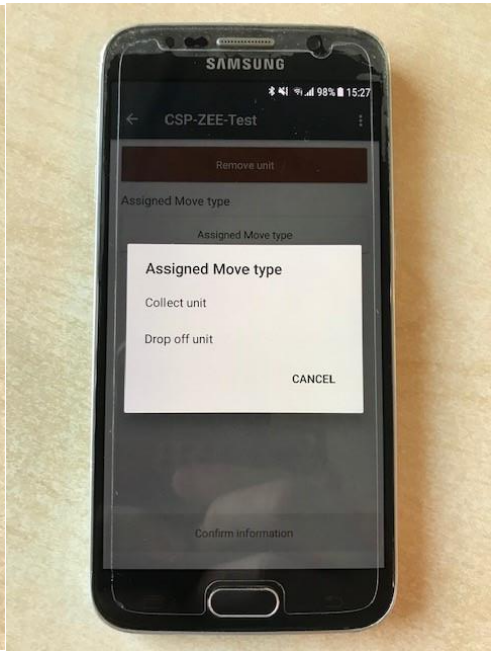
Click on "Add Unit" to add a container.



At "Assigned Move Type" you must select an option:

- Select **'Collect unit'**: if you want to pick up a container.
- Select '**Drop Off unit'**: if you want to drop off a container.

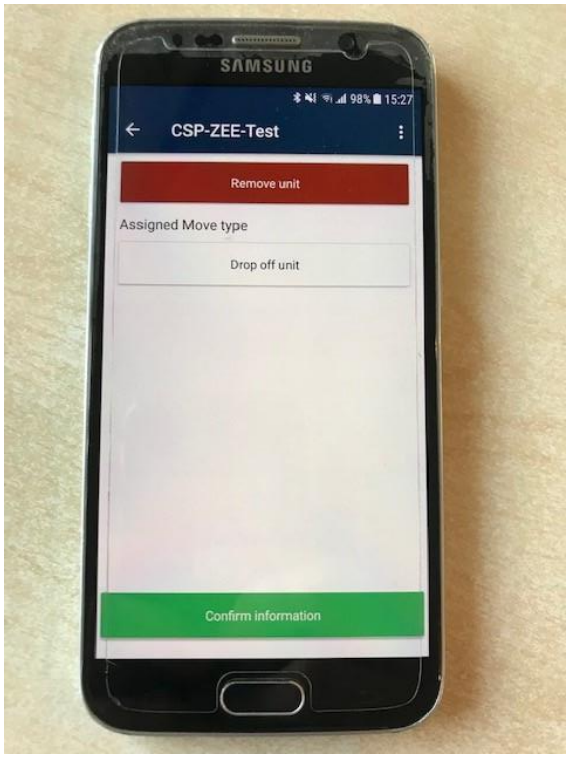




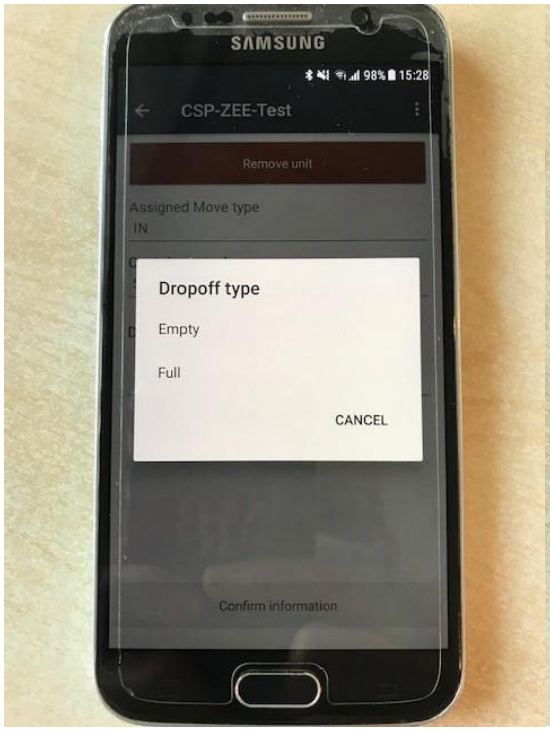
6.1.2.1 Drop off a container

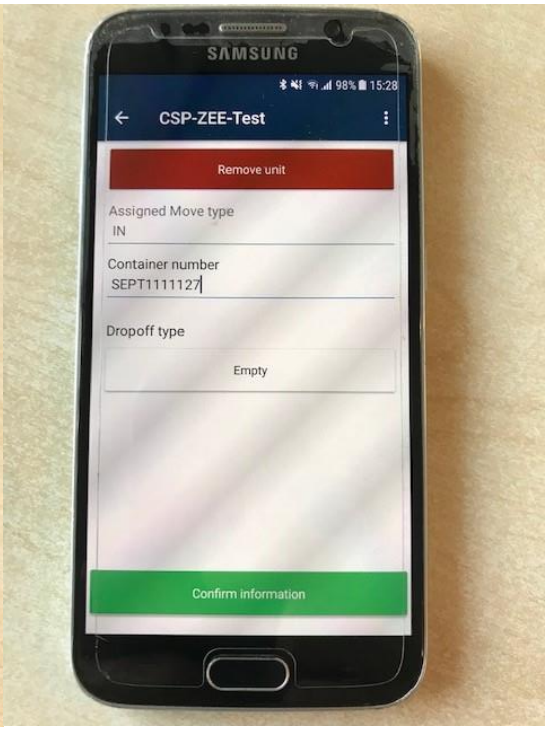
6.1.2.1.1 These are the requirements for drop off an empty container

Select **Drop off unit** and click on **CONFIRM INFORMATION.**



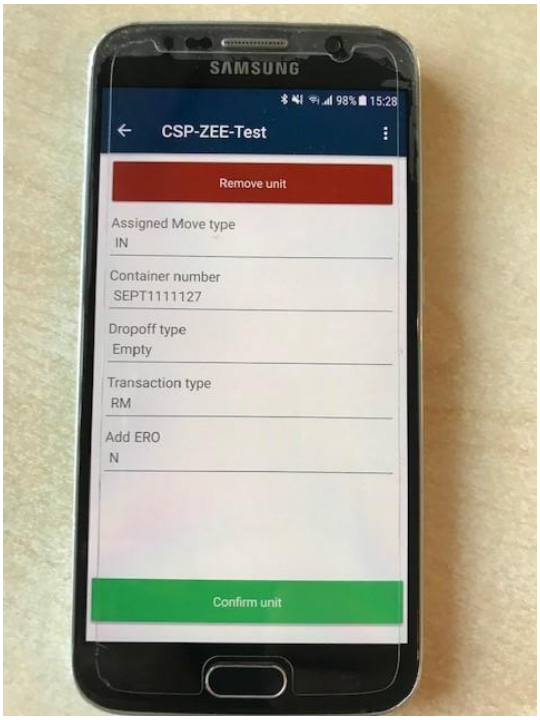
Enter the container number and select **EMPTY** at ‘Drop off type'. Click **CONFIRM INFORMATION** to confirm.





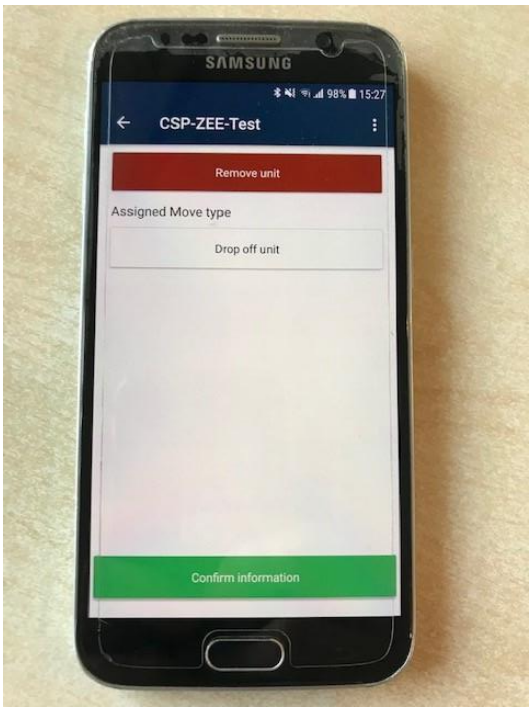
ERO (= drop off reference, if needed) choose Yes of No (if Yes: fill in the ERO)

Click on **CONFIRM INFORMATION** and on **CONFIRM UNIT** to confirm**.**

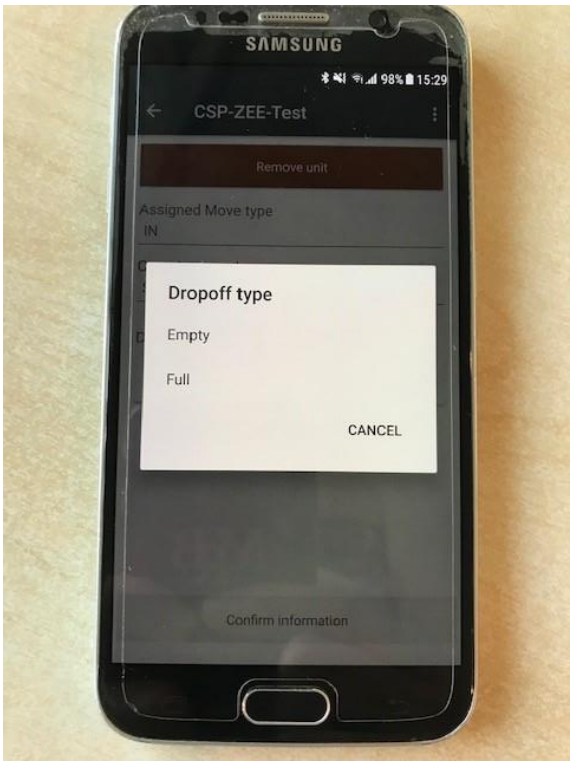


6.1.2.1.2 These are the requirements for drop off a full container

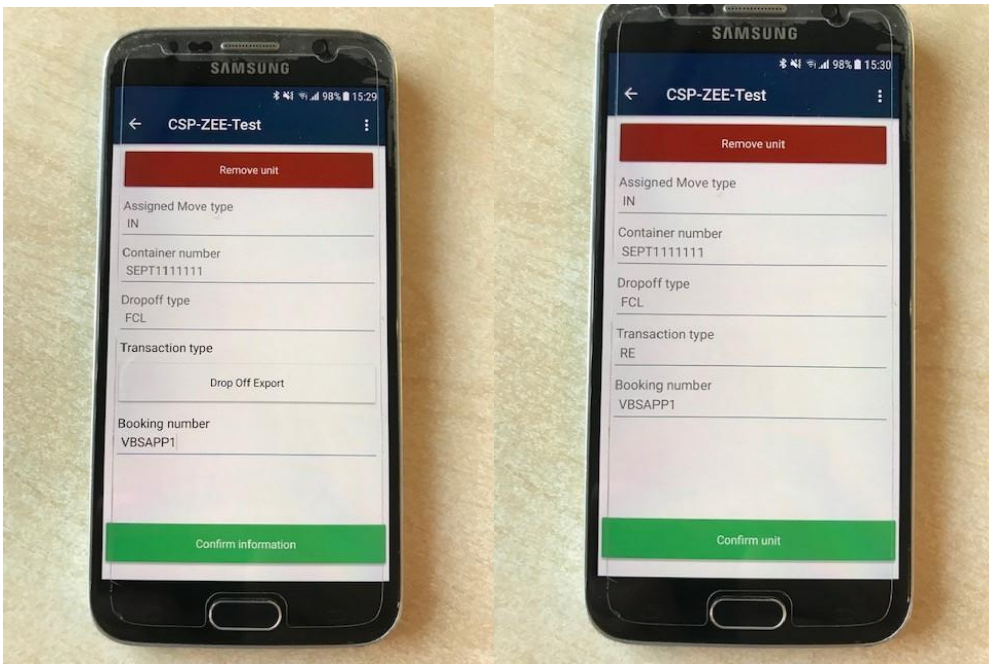
Select **Drop off unit** and click on **CONFIRM INFORMATION.**



Fill in the container nr. For drop off type: Select **FULL** and click on **CONFIRM INFORMATION.**



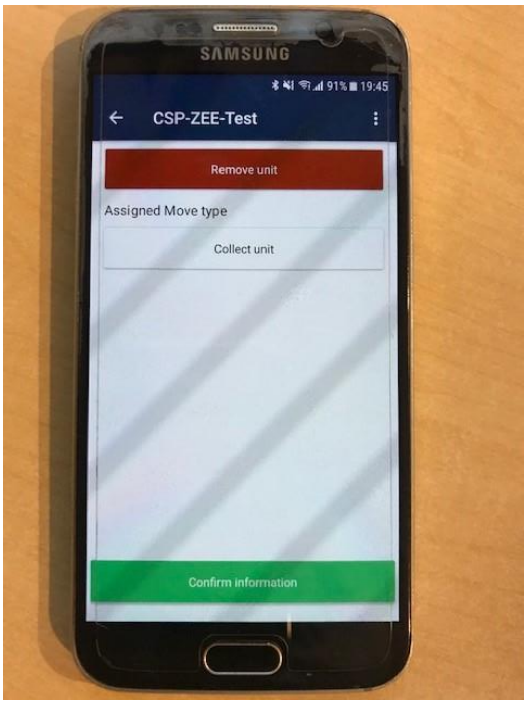
Enter the booking number + Gross weight (if needed) and then click on **CONFIRM INFORMATION**. If needed, you must also select the line operator and / or equipment type. When everything has been entered, you can confirm by clicking on "**CONFIRM UNIT**".



6.1.2.2 Container pick up

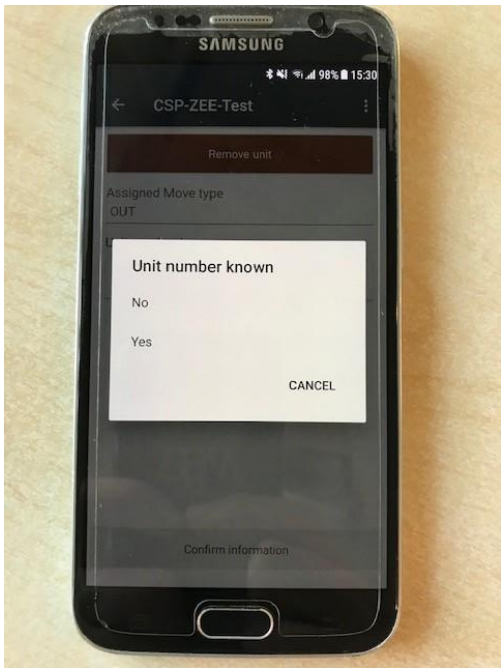
6.1.2.2.1 These are the requirements for pick up an empty container

Select **COLLECT UNIT** and click on **CONFIRM INFORMATION**.

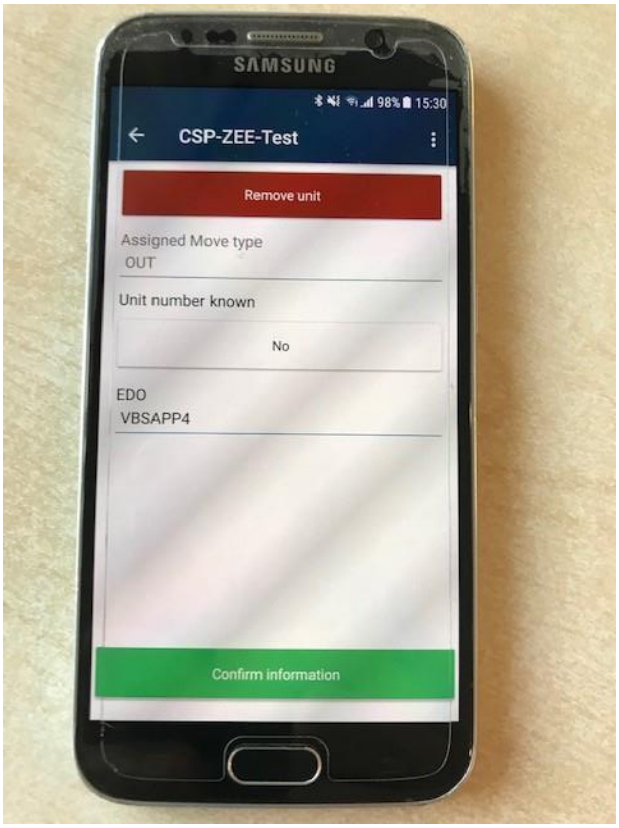


Click on Unit number known.

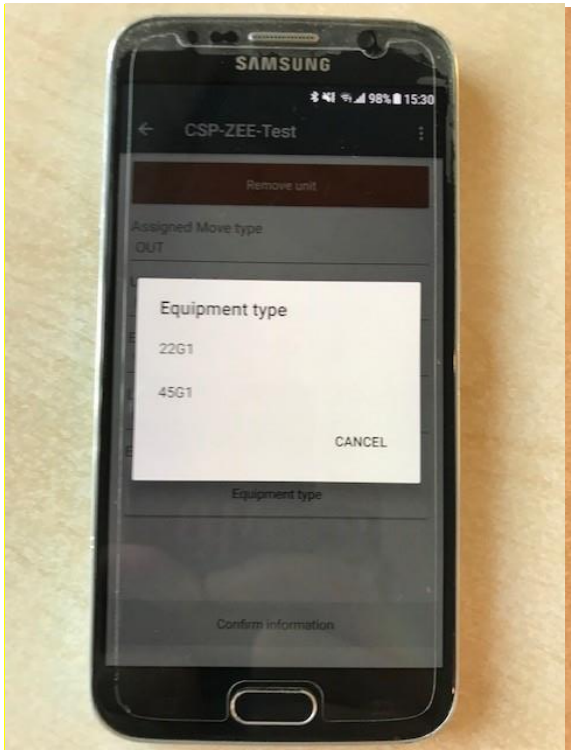
- If the container number is known select ‘YES’ and enter container number.
- If the container number is unknown select ‘NO’

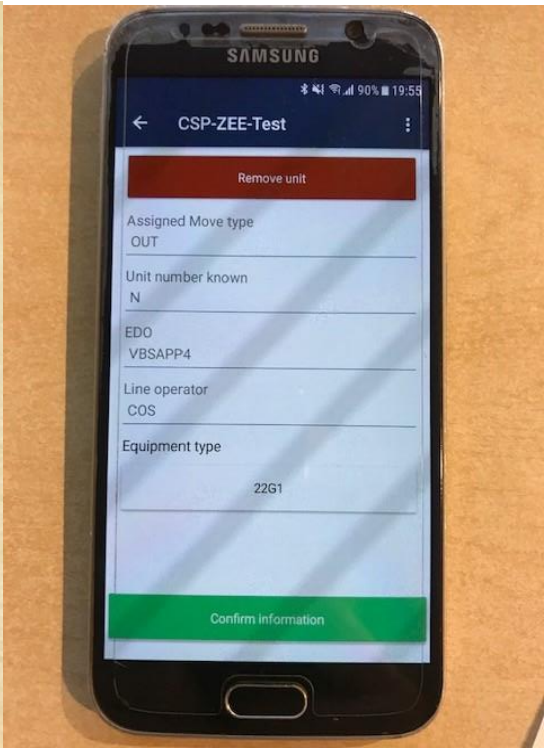


Fill in EDO nr (empty pick up reference) and click on ‘**CONFIRM INFORMATION’.**



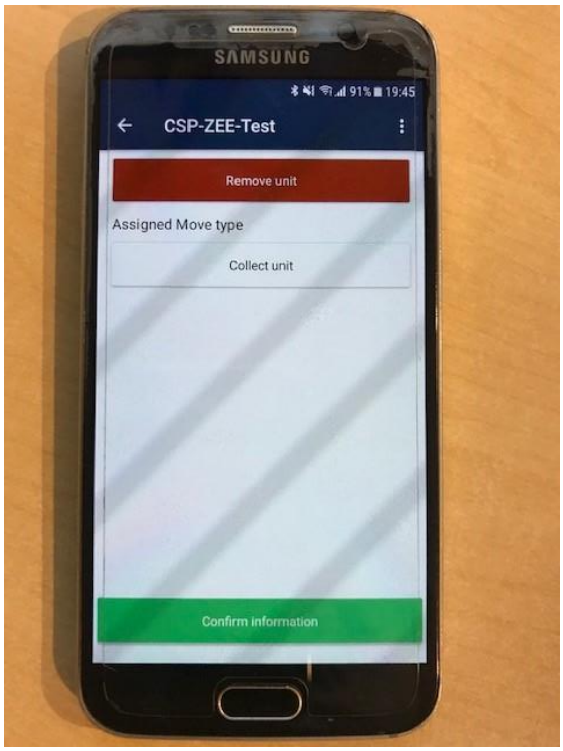
Choose the line operator and/or Equipment Type (if needed) and click on **CONFIRM INFORMATION.**



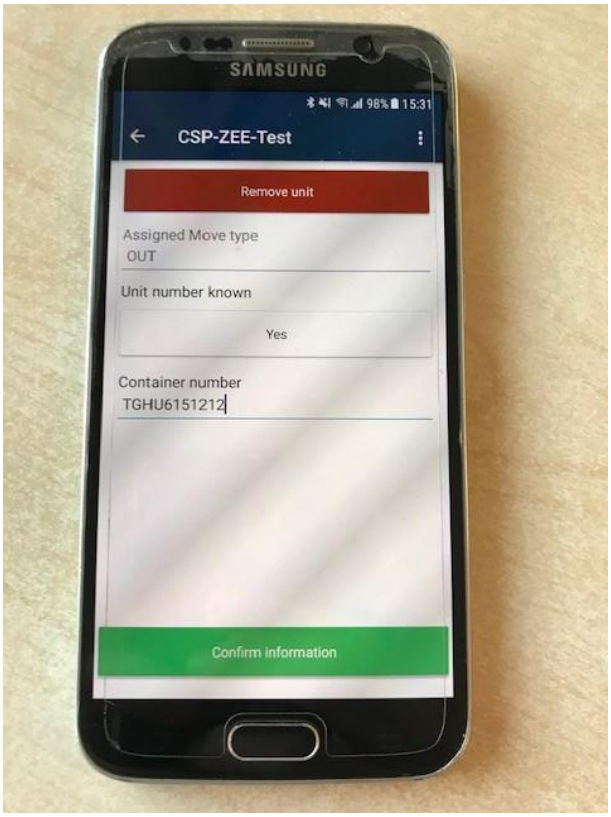


6.1.2.2.2 These are the requirements for pick up a full container

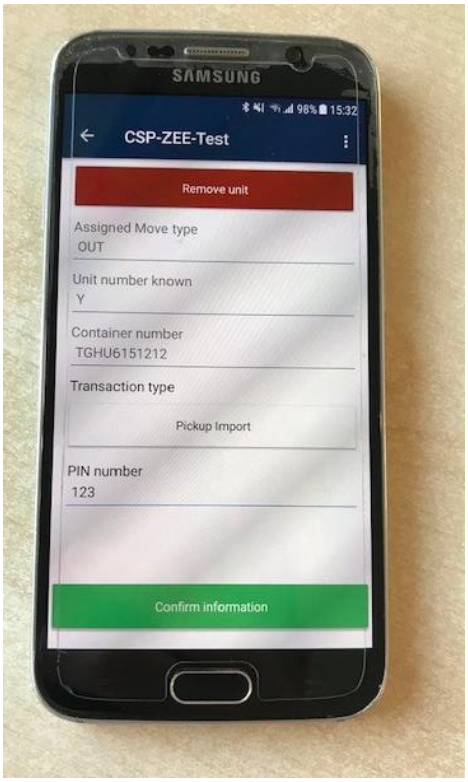
Select **COLLECT UNIT** and click on **CONFIRM INFORMATION.**



Unit number known: Click on YES, fill in the container number and click on CONFIRM INFORMATION

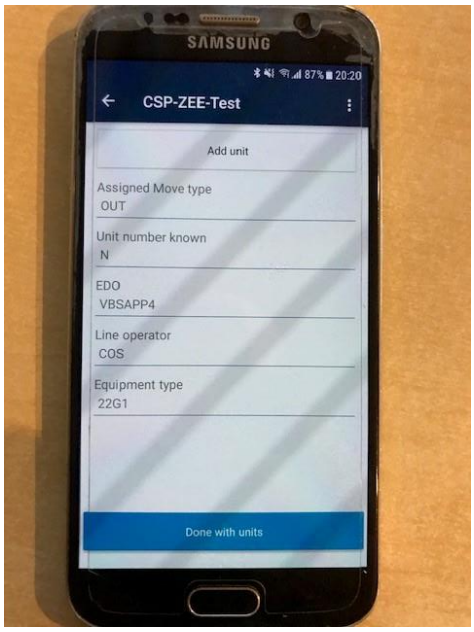


If needed, fill in pin number and click on **CONFIRM INFORMATION.**



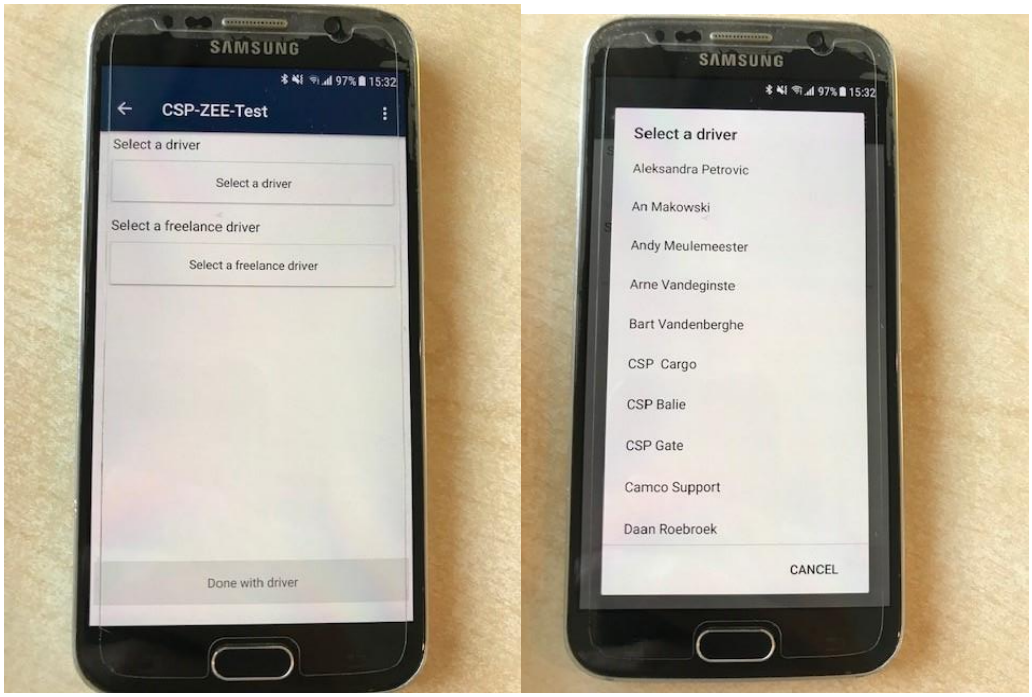
6.1.3 Unit overview

- If you want to add an extra container, click on **ADD UNIT**.
- If you don't want to add any more units, click on **DONE WITH UNITS.**



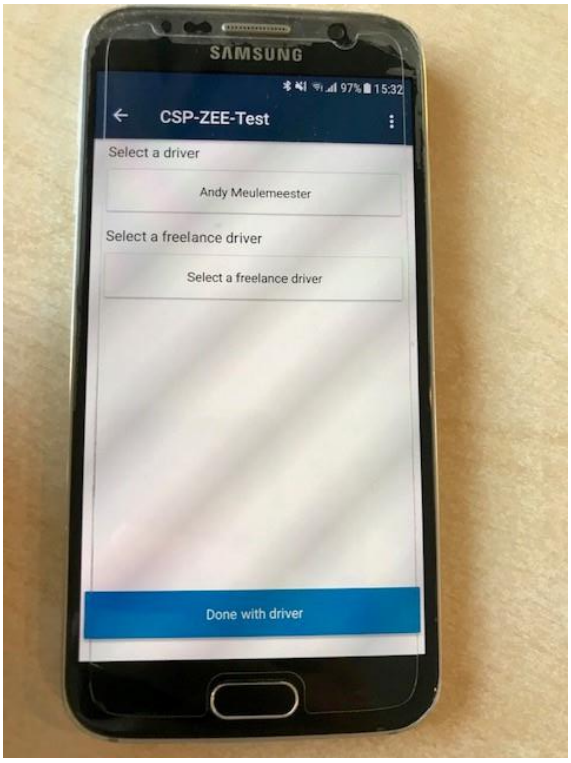
6.1.4 Select driver

You can choose a driver from you company list or a freelance driver.



⚠️ A driver profile account will not be able to see this page and cannot create an appointment for a different driver.

Click on **DONE WITH DRIVER** to confirm.

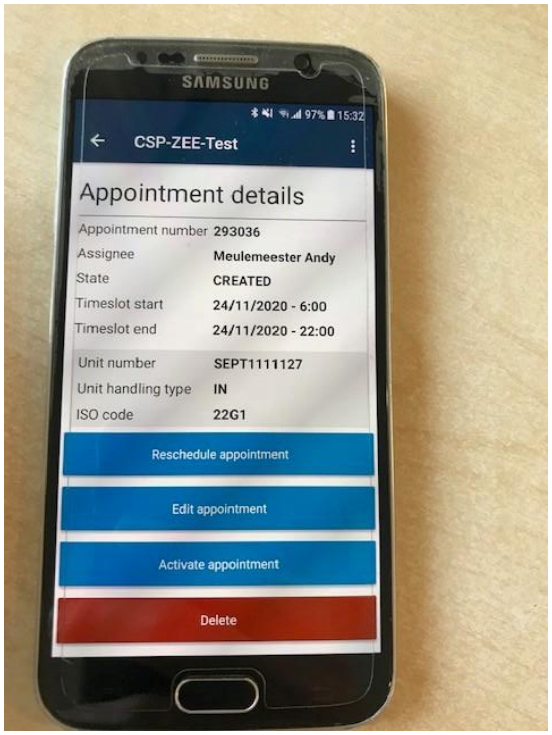


6.1.5 Appointment Overview

Click SUBMIT to confirm the appointment.

6.1.6 Appointment Details

When all information was entered correctly you will be able to see an appointment number and all appointment details.



- Click on '**Activate appointment**' to activate appointment for a driver.
  Attention: It is possible to activate only 1 appointment per driver.

- Click '**Reschedule appointment**' to choose a different timeslot.

- Click '**Edit appointment**' to add an extra unit or to remove an unit from the appointment. You can also change a driver for the appointment.

- Click '**Delete**' to delete an appointment

You can also choose to return to the homepage by clicking the left arrow at the top left. The appointment then ends up in the list of "CONFIRMED". **Attention: You must still activate the appointment before the driver arrives at the terminal! Otherwise the driver cannot enter.**

If the appointment has not been activated you can still make changes such as: a new time slot, change driver or add / remove containers in the appointment.

6.2 Activate an appointment

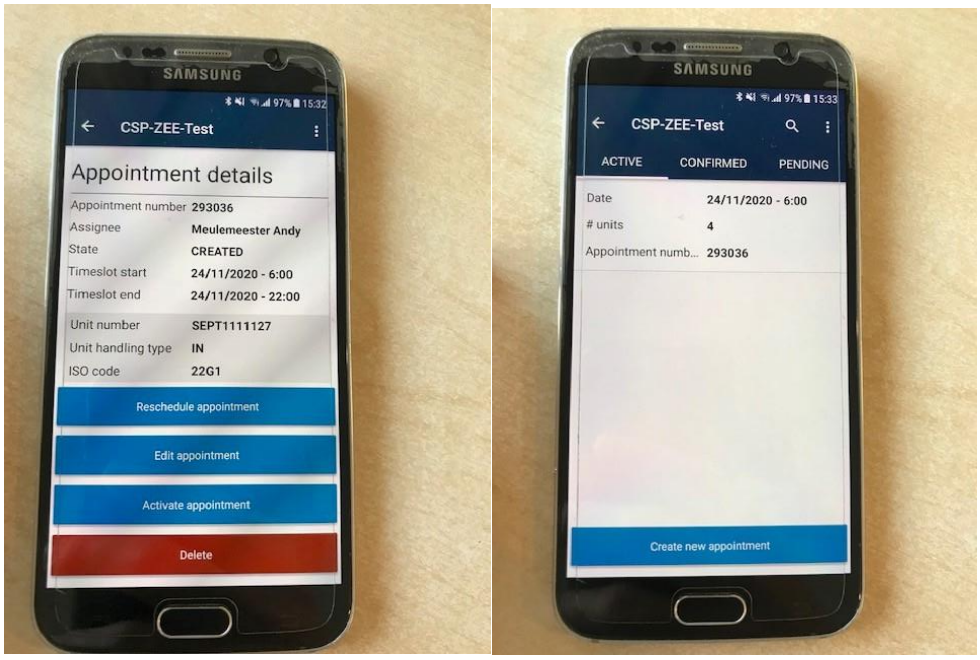
It's important to activate an appointment before driver arrives at the gate. The appointment can be activated by the driver or transport planner through the mobile app.

A driver can have more than 1 appointment but only 1 appointment can be activated.

To activate an appointment, you need to find it on the list 'CONFIRMED'.

Click on the appointment number to open appointment details and click on 'Activate Appointment'.

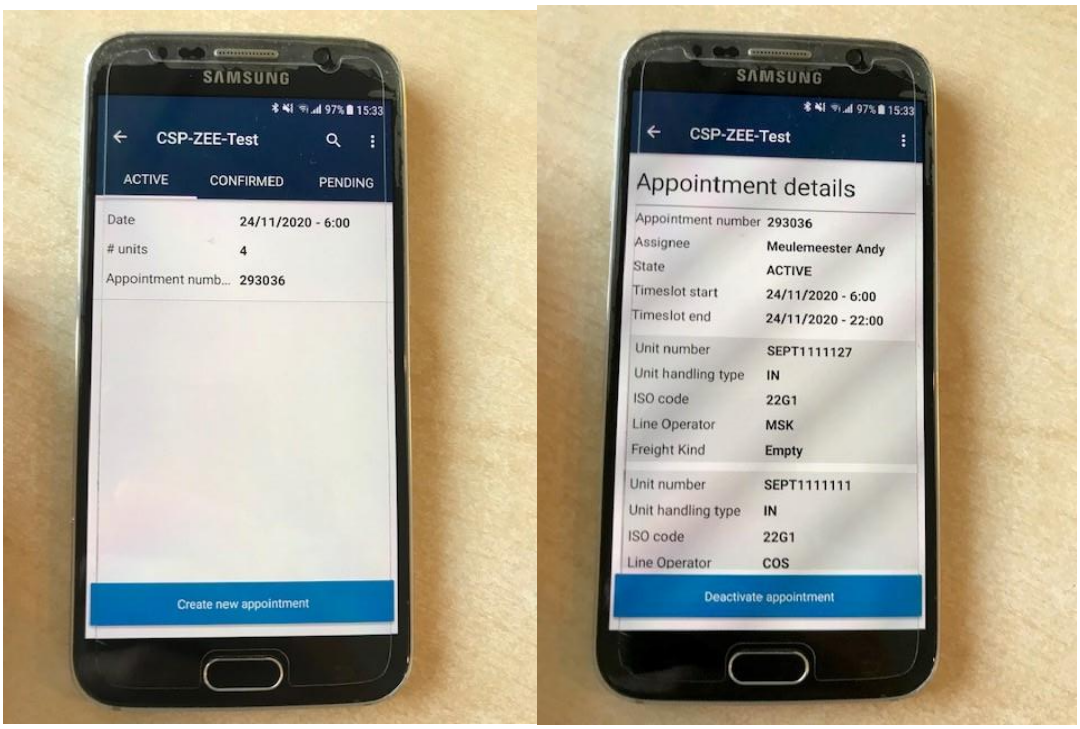
The appointment nr appears then on the ACTIVE appointments list.



6.3 Deactivate an appointment

To deactivate an appointment find it on the 'ACTIVE' appointments list.

Click on the appointment nbr to open appointment details and click on 'Deactivate Appointment'.



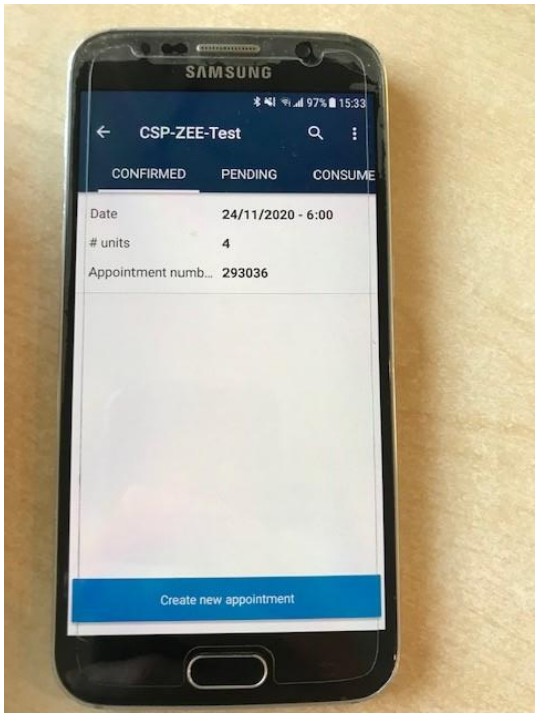
The appointment nbr appears on the 'CONFIRMED' appointments list.

6.4 Change appointments details

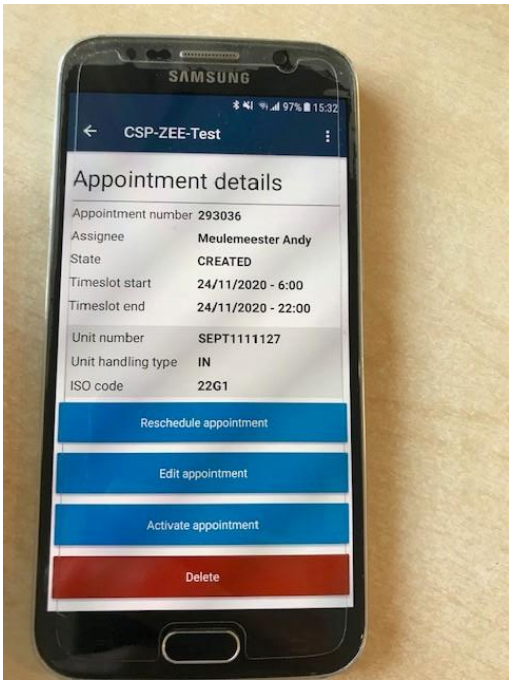
6.4.1 Change Timeslot

To change the appointment timeslot, you need to find the appointment on the 'CONFIRMED' appointments list.

Click on the appointment nbr to open details view.



Click on **RESCHEDULE APPOINTMENT.**

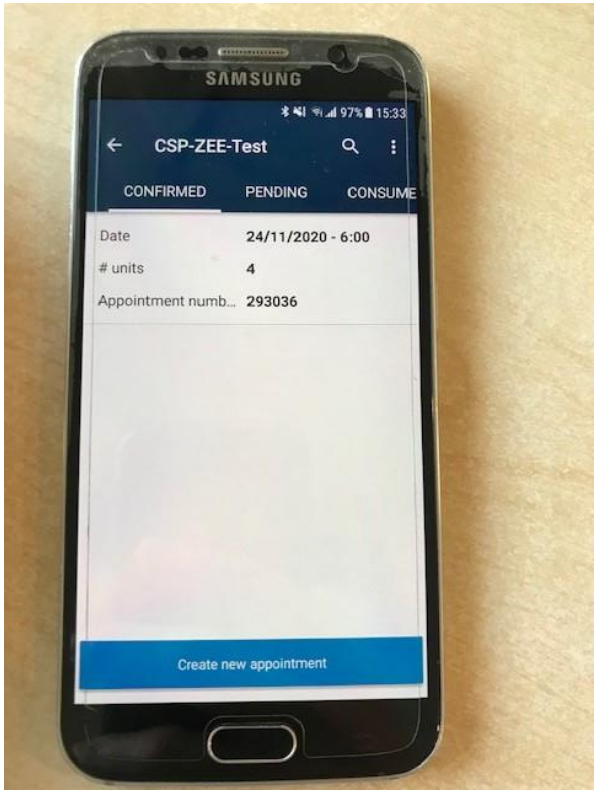


Select a new timeslot and click on **CONFIRM TIMESLOT.**

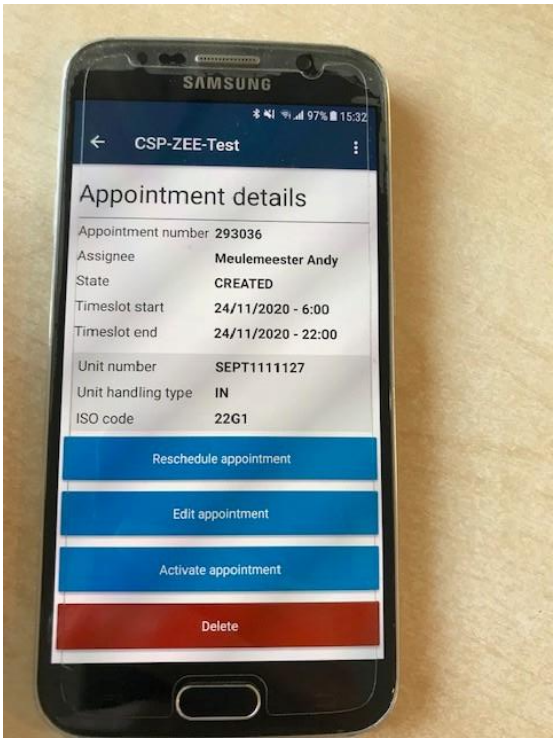
⚠ When you change a timeslot, the appointment will receive a new number.

6.4.2 Change driver

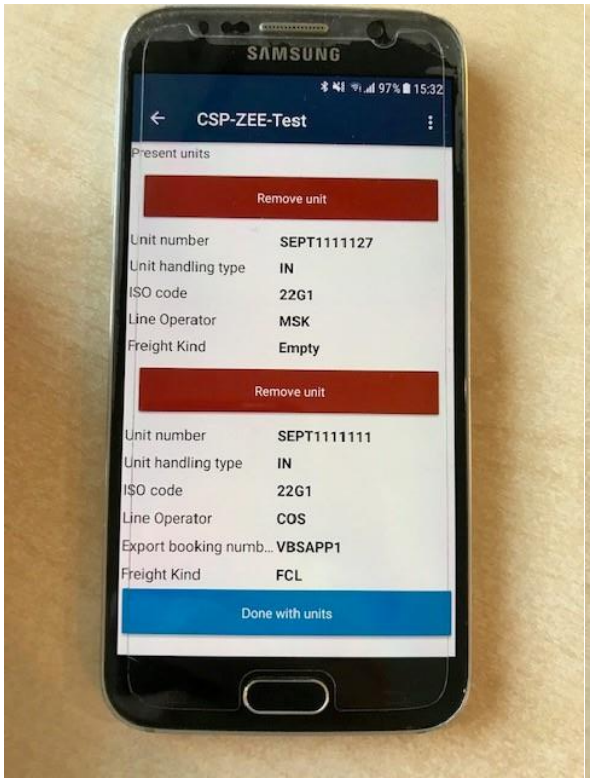
To change a driver, find appointment nbr on the ‘CONFIRMED’ appointments list.

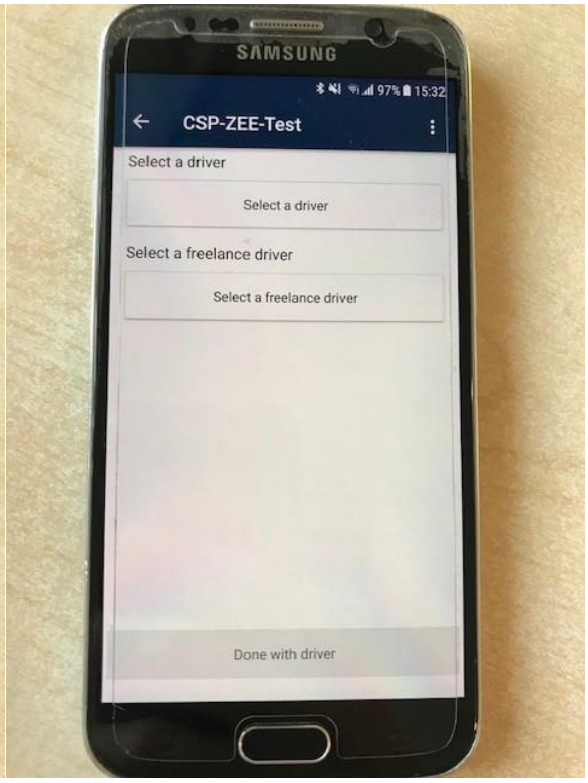


Click on the appointment to open details view.

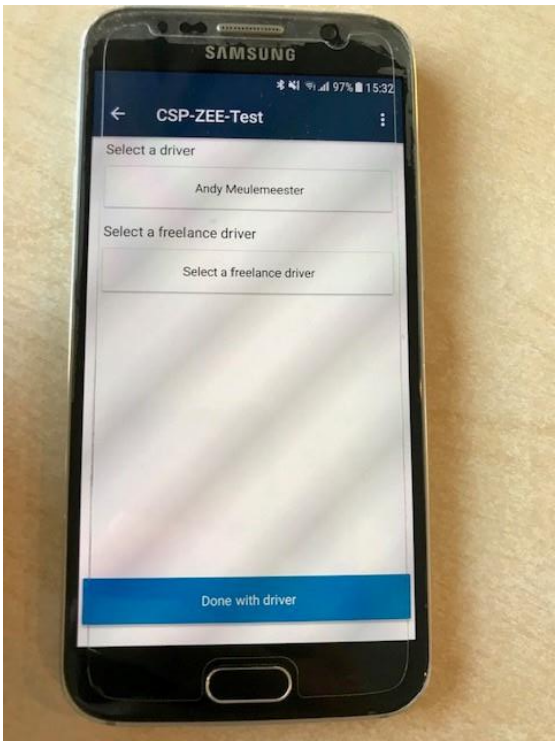


Click on Edit Appointment > Done with units and select a new driver.





Click on '**Done with driver**' to confirm the changes.

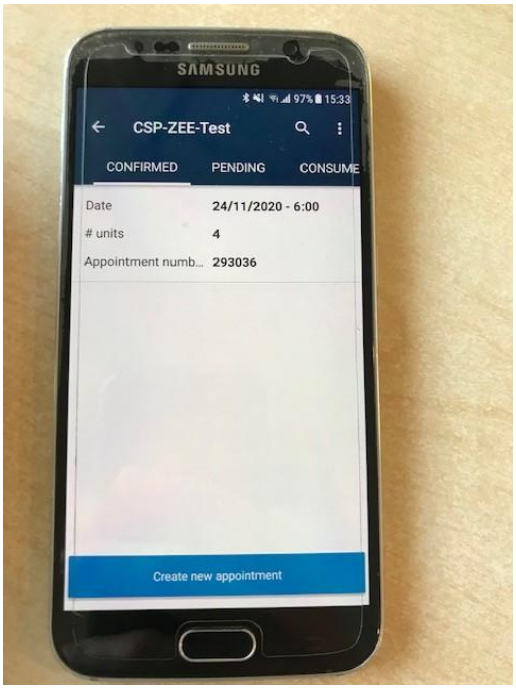


Then click on '**submit'** to confirm appointment.

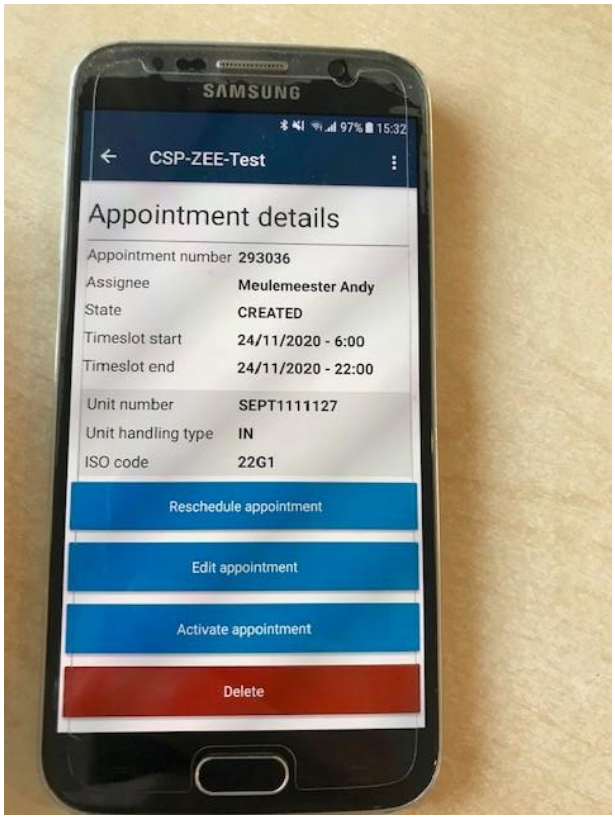
6.4.3 Add or remove a container in the appointment

Find the appointment nbr on the ‘CONFIRMED’ list.

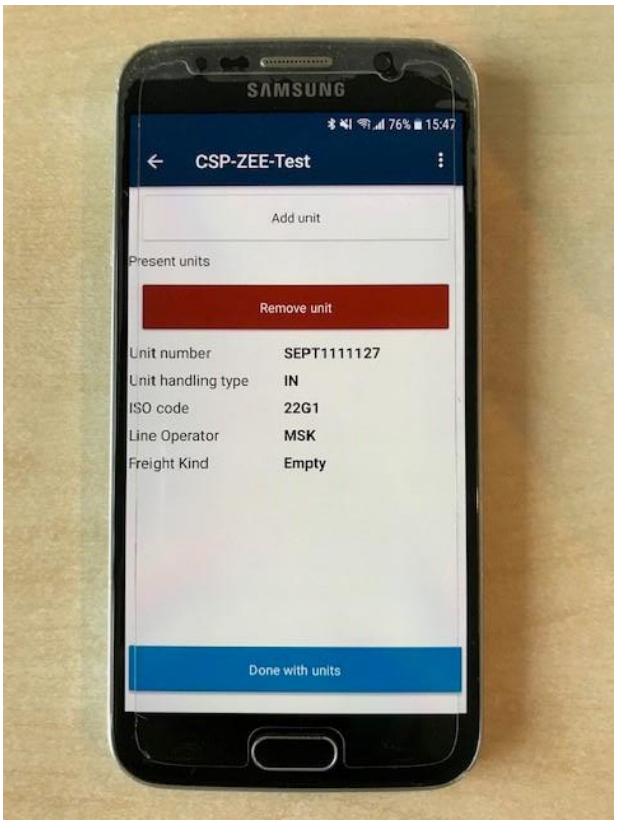
Click on the appointment to open details view.



Click on **Edit appointment**.



- Click on **Add unit** to add an extra unit
- Click on **Remove unit** if you want to remove a unit
- Click on **Done with units** when you don’t need to add or remove any more units

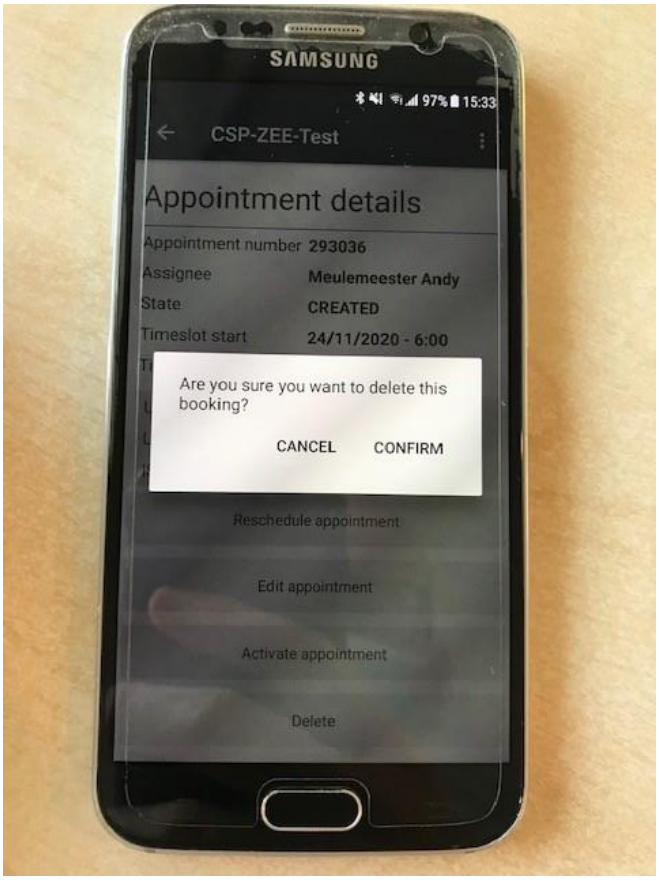


After you click on **DONE WITH UNITS**, the system will ask one more time to select a driver. After this, the appointment will be confirmed. If you do not need to change the driver, you can skip this and click on done with driver immediately.

6.5 Cancel appointment

To permanently delete an appointment:

- Search the appointment you wish to delete in the appointment menu
- Click on the appointment to open the appointment details.
- Click "DELETE" and then click CONFIRM

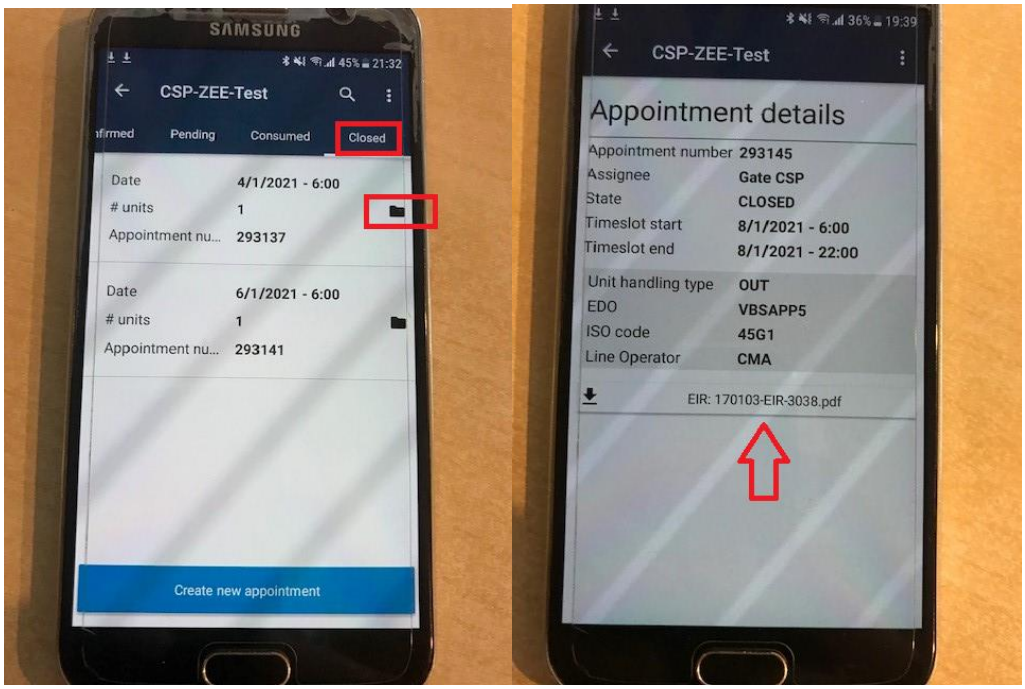


7 EIR Ticket

EIR tickets are available on the mobile app when a truck visit has been completed. Appointments with an available EIR ticket are indicated with a folder icon in the list of the ‘Closed’.

⚠ **Closed appointments are only visible up to 48 hours after the expiry timeslot. After that, the appointment is no longer visible.**

Open the appointment details and click on the EIR button to download the EIR ticket.



Then look for the EIR ticket in your download folder from your mobile device.