



InterACT

Container Booking System

Stack Run Guide

Version 1.1 September 2011

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Further Information

Accessing InterACT CBS Web Site

Log in to the InterACT CBS system at:

www.cbs.poal.co.nz

News, Updates, Information and Tutorials

View the latest updates, download training materials and stream tutorial videos from the following site:

http://www.poal.co.nz/shipping_cargo/TMS2.htm

Contact

For further help contact the Customer Services team at the Ports of Auckland.

Phone: 09 348 5100 | Email: customerservice@poal.co.nz

Stack Runs

How to Create a Stack Run

Objective To create a stack run for 40 or more import containers, allowing 40 appointments to be created against those containers, then manifested to the trucks for paperless processing

The Big Picture For groups of import containers still on the (same) vessel and without any holds, a stack run is able to be created which provides both the port and the carrier flexibility to create an equal number of appointments without having to specifically link an exact container that will be collected in each truck visit

Approach

Generate Stack Run Request



Create Pre-Advice / Slot Appointment for Stack Run

First create the stack run pre-advice by using the *Generate Stack Run Request* screen to add each container to form the stack run. The system will generate a unique stack run reference no. that can then be used to create an equal number of appointments. Secondly use the *Generate Slot Appointment > Stack Run* screen to create pre-advice and appointments for the quantity of containers on the stack run

Stack Run Key Points

- **Containers must be on the vessel** at time stack run request created
- **Containers must have no holds against them** to be added to the stack run
- Appointments will be created against the containers on the stack run, but this does not mean that the container is available for delivery to the truck. The carrier's **dispatcher is responsible for confirming that the container is available** before dispatching the truck to POAL. N.B. the number of units available in the yard for each stack run can be viewed in the *Generate Slot Appointment > Stack Run* screen
- Weight range of containers on a single stack run may vary. It is therefore important that the **truck must be able to receive container of any weight within the stack run** as the individual weight of the specific container being delivered to the truck isn't known in advance of the truck arriving at the terminal. The weight range for the stack run can be determined by viewing the weightsⁱ of each container on that stack run using the Enquire Pre-Advice screen
- The minimum quantity of containers must be met. At time of writing this was 40 containers. Contact POAL Customer Services for the latest information on regarding stack run rules
- **Under bond containers** must be registered on the *Generate Under Bond Transport Request* by the CCA in order to be added to a stack run
- **A stack run can comprise all empty, or all full containers**, but cannot be a mix of both
- The following container types cannot be added to a stack run: base; flat rack; open top; tank; reefer operating. The following commodities are excluded: hazardous; OOG; fantainer; reefer operating; live stock; produce; hides/skins

For the further details of rulesⁱⁱ as well as the latest information for stack run containers view the Ports of Auckland website: http://www.poal.co.nz/shipping_cargo/TMS2.htm



Create Stack Run Pre-Advice / Stack Run Request

Objective To create a stack run for 40 or more import containers. The system will provide the *Stack Run ID* that is used when creating appointments for the stack run containers and allow the appointments to be created against those containers

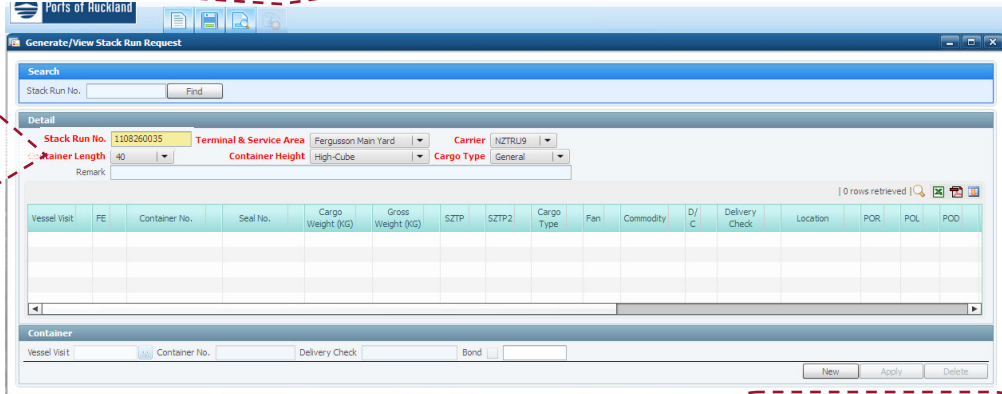
The Big Picture For groups of import containers still on the (same) vessel and without any holds, a stack run is able to be created which provides both the port and the carrier flexibility to create an equal number of appointments without having to specifically link the exact container that will be collected in each truck visit

Approach Containers must still be on the vessel with no stops on them to be added to the stack run. Containers must also be general and all be the same length and height i.e. cannot mix 40' STD and 40'HC containers on the same stack run.

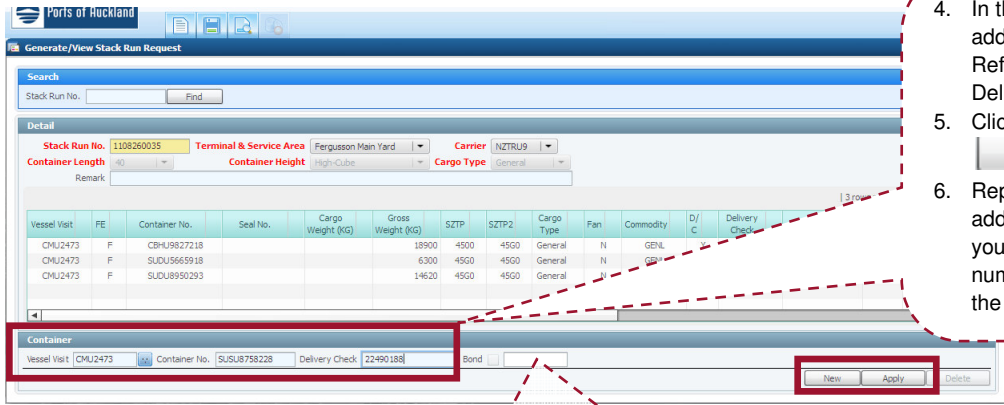


Start by opening *Slot Appointment > Generate/View Stack Run Request*

1. Choose the *Insert* button from the toolbar
2. CBS will nominate a stack run number
3. Enter a Terminal & Service Area, Container Length and Height



4. In the Container section, add your Vessel Reference, Container No, Delivery Check
5. Click the **Apply** button
6. Repeat steps 4 and 5 to add more containers until you get to the minimum number of containers for the stack run

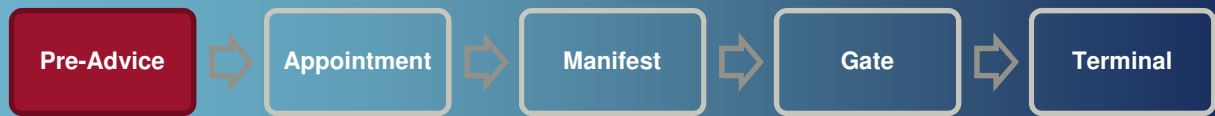


The *Bond* field indicates if the container is being delivered using the under bond transport process

7. Once you have put all the containers in the stack run, choose *Save* from the toolbar

Troubleshooting

What is Vessel Visit? Find the vessel visit code by clicking the button next to the vessel visit field. This will let you search by vessel name, ETD etc and fine the vessel visit code



What does Bond mean? If the CCA has registered an under bond transport request for this container, the request will be highlighted in this field

Why has a container been automatically removed from the stack run? If a hold is applied to a container the system will automatically remove the container from the stack run

The container I need to add is rejected. Why? A stack run requires:

- No holds. Container is on the vessel
- Container must be general (Reefer, hazardous and OOG are disallowed)
- Container must be departing from POAL by road and not by rail or vessel

Can I prioritise a container or certain containers for earlier delivery against the stack run? No

Why has a container been removed from the stack run? If a container attracts a hold, the container will automatically be removed from the stack run

Can the container be added once holds are removed? So long as the container is still on the vessel (i.e. hasn't been discharged) and has no holds then it can be re-added to the stack run

What does pre-advice already exists mean? The container has been pre-advised using the import screen so cannot be added to the stack run. Search for the container in *Enquire Pre-Advice* and delete the pre-advice record, then you should be able to add it to the stack run

Notes



Create an Stack Run Slot Appointment

Objective Creating a slot appointment for stack run containers, using the stack run no.

The Big Picture Pre-Advice has been created for the stack run in the form of the Stack Run Request. Appointments can now be created up until the number of containers on the stack run is reached. After an appointment is created a PIN is issued and the appointment can be manifested to a truck to allow paperless gate entry for the driver

Approach You need to know the stack run number to start. You can then make slot appointments for each container on the stack run



Open Slot Appointment > Generate Slot Appointment > Stack Run

1. Select Insert from the toolbar
2. Type in the Stack Run No. then press [Tab] key

The number of units on the stack run will be displayed

Total units is the number of appointments able to be created against the stack run

Available units is the number of containers currently available to satisfy the stack run i.e. containers available if the truck arrives now

Undelivered units are containers still to be gated out against this stack run

3. Select New and specify the Terminal and Service area, Booking Day, Time Zone
4. Select Apply

5. Lastly, select Save from the toolbar



Troubleshooting

How Many Appointments Can I Create for the Stack Run? You can create the number of appointments equal to the *Total No. Of Units* for the stack run

Why Was My Appointment Relisted? If a container is removed from the stack run e.g. because the container attracts a hold, the appointment may be relisted

How Do I Know How Many Containers Are remaining on the Stack Run? The No. of Undelivered Units field displays the number of containers remaining to pick up. Tip: You should have the same number of *Confirmed* appointments as you have undelivered units

Why does the system prevent me from creating further appointments for the Stack Run? If you have created a number of appointments equal to the number of undelivered containers the system will prevent creation of further appointments on the stack run

How do I manifest a truck for my stack run? See section *Manifest Truck*

What do I do if there are no slots against the time zone I have selected? Check the *Monitoring by carrier* section to work out when there are slots available for Stack Run bookings

Do I need enter Delivery Check? If the delivery check is *None reqd* then leave blank. If *Random reqd* or *ECN reqd* then enter the delivery check and select *Apply* then *Save*

Can I relist a slot for a stack run if I don't want it anymore? Yes, just like re-listing appointments for other quota types

Do I have to make all the slot bookings at the same time? No. You can make one, and then return and make each as you require

How Do I Determine if a container is available to collect? Review the *Location* for each container using the *Generate/View Stack Run Request* screen

Vessel Visit	FE	Container No.	Location	Seal No.	Cargo Weight (kg)
BBS2537	F	TRNV0205780	Ship		
BBS2537	F	TRNV0205781	Ship		
BBS2537	F	TRNV0205782	Ship		
BBS2537	F	TRNV0205783	Ship		

The container cannot be delivered if it is still located on the ship

Notes

ⁱ Weights provided are sourced from information provided by other parties. POAL does not take responsibility for accuracy of information provided by other parties.

ⁱⁱ The rules stated are correct at time of printing. For up to date information refer to www.poal.co.nz