

## Mandatory Processes

### Landside Activities

All laden containers must be pre-advised via Destin8 by the unit id (Container Number) prior to entering the terminal:

- EBK – Export Booking Create transaction

All **empty containers** must be pre-advised via Destin8 by the unit id (Container Number) prior to entering the terminal:

- EBK – Export Booking Create to empty stock UVI, noting if empty containers are pre-advised direct to export vessel they will be treated and charged as a full export for any applicable quay rental charge

All **hazardous containers** must be pre-advised via Destin8 by the unit id (Container Number) and must have completed hazardous notification prior to arriving at the gate

- Hazardous information must be entered into transaction EBK or HZM (Hazardous Manifest Maintenance) before unit arrival
- Hazardous manifest must be completed on Destin8 via transaction EBK (checking hazardous manifest box) or transaction HZM – Hazardous Manifest Maintenance

All containers from a vessel UVI due to be released out of the gate must have a PIN or Vehicle Registration

Registration release in Destin8:

- PIN or Vehicle Registration can be entered using transaction RAM – Release Details Amendment
- PIN can be maintained using transaction PIN – PIN Maintenance

All non-unitised cargo, such as power screens, must not be pre-advised as unitised cargo on Destin8:

- EBK transaction to be processed as general cargo (enter UVI (Unique Voyage Indicator) & check general cargo box before continuing)

All units must be sealed with bolt seals to allow the auto recognition by the AutoGate

### **Shipside Activities**

All empty containers arriving by vessel must be transferred to the applicable empty stock UVI (Unique Voyage Indicator) in Destin8 or will be subject to import/storage charges:

RTE – Empty Transfer/Transshipment Request transaction – Transfer to Stock Vessel option set POD (Port of Discharge) to ZZOPT & CUD (Country of Ultimate Destination) GB

Notification of transshipments must be entered in Destin8 prior to discharge from the vessel. Failure to notify the terminal of transshipments will result in the unit being charged at Import rate along with a change of status charge:

- Transshipment Port to be entered into transaction MFC (Manifest Create)
- Transshipments can be made using transactions RTR or RTX (Local Transshipment request or General Transshipment Request)

**All shipping lines that currently have Empty Containers onsite restituted to Import vessel are advised that they must RTE (Empty Transfer / Transshipment Request) them to stock UVI (Unique Voyage Indicator) to avoid Import Quay Rent. Only containers on stock UVIs (Unique Voyage Indicator) will be considered as part of the empty free pool and will be subject to selection to vessel or to allow dynamic selection to road.**

Please ensure when importing empties they are RTE'd (**Empty Transfer / Transshipment Request**) prior to discharging from the vessel to avoid Import Charges.

**The Planning Manager will notify all Lines of current empty containers that are not on a Stock UVI (Unique Voyage Indicator) for action.**

### **Terminal Facilities**

The terminal will not distribute any third party documentation such as Transport Accompanying Documents (Bonds/TADs).

- Shipping lines and hauliers must make arrangements for collection and distribution of these documents.
- A non-secure collection point will be available at the Customer Service office, arrangements for delivering and collecting of documents must be made by the Shipping Line