How to Preadvice – A step-by-step guide

This guide will explain in detail step by step how to Preadvice using the Preadvice system.
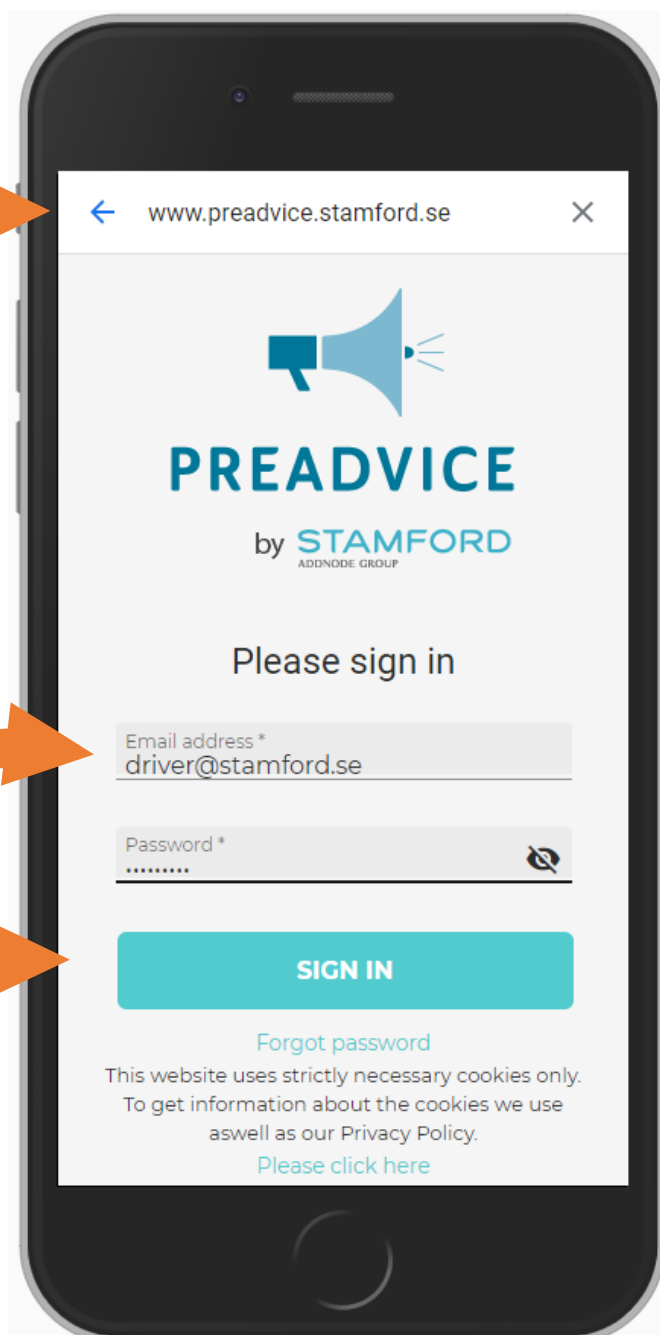
1 Preadvice in the app

On your mobile device, open web browser and go to www.preadvice.stamford.se

Enter your email address and password.

If you do not have a user account yet, contact your Haulier administrator.

Click on **SIGN IN**.

If you have forgotten your password, click on the "Forgot password" text underneath the SIGN IN-button. There you enter your email address, and an email is sent to you with a link to reset your password.

When logged in, you can see all the Hauliers you are connected to. Each Haulier are represented by a blue card.

Choose the one you want to work with by entering your license plate number in that card. Click on **CONTINUE**.

Select your profile

Sjölanders Åkeri

Driver

License plate number:

ABC128

CONTINUE

Ahréns Åkeri AB

Driver

License plate number:

CONTINUE

If you want to change profile later, click on the three dots in the upper right corner.

Click on the circle with your initials.

Click on **Profile** to be redirected to the "Select your profile screen" as described above.

Preadvice

ENGLISH ▾
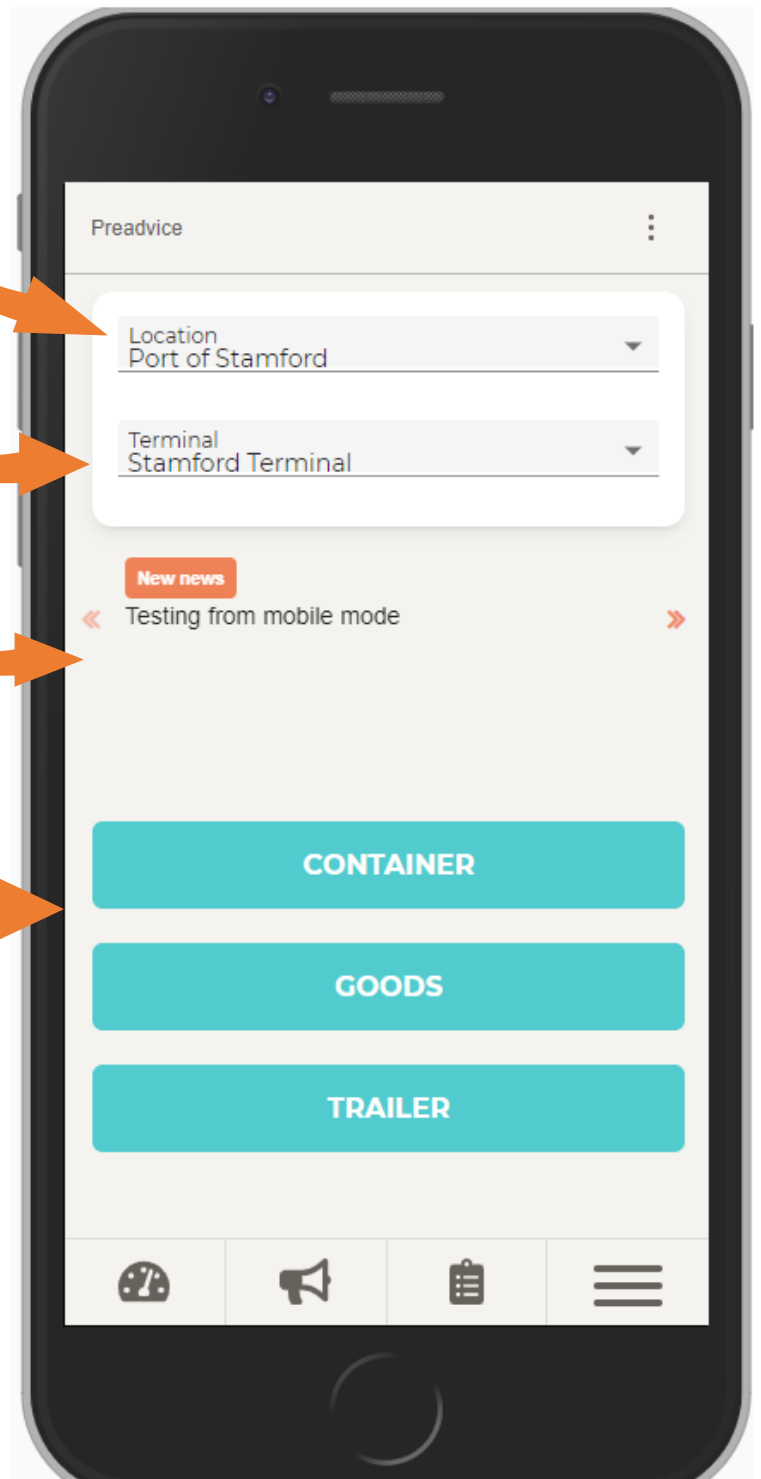
MA

👤 Profile

🆔 User

⏻ Log out

At the bottom of the screen, you can access shortcuts and menu. The shortcut to the Preadvice page is the megaphone icon; [icon]. When logging in, you will be directly directed to this page. If you get lost, just hit [icon] to come back to the Preadvice page.

Choose **Location** by clicking on the Location field. A dropdown list will present all locations that your profile is connected to.

Choose **Terminal** by clicking on the Terminal field. A dropdown list will present all terminals to chosen Location.

News published from the port will be shown here.

What are you going to Preadvice? Choose if it is a **Container**, **Goods** or a **Trailer** by clicking on the corresponding button.

Preadvice

Location
Port of Stamford

Terminal
Stamford Terminal

New news
Testing from mobile mode
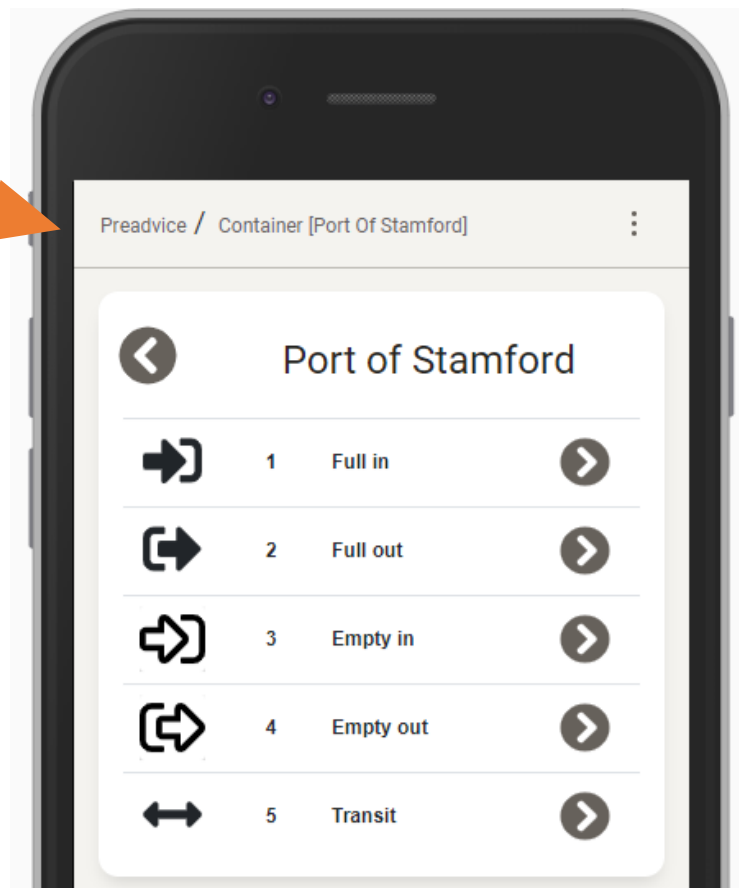
CONTAINER

GOODS

TRAILER

At the top you can see the selections you have made in previous steps. In this example Container was selected.

Here you can see what transportation types that are possible to do for the chosen terminal.

→] **Full in** – Drop off full container

[→ **Full out** – Pick up full container

→] **Emtpy in** – Drop off empty container

[→ **Empty out** – Pick up empty container

↔ **Transit** – Passing through with container

Choose relevant **Transportation type** by clicking on it.

When you have chosen Location, Terminal, Preadvice type and Transportation type, it is time to fill in the information.

Depending on what type is chosen, the required information is divided by different steps. This example will show Container Full in.
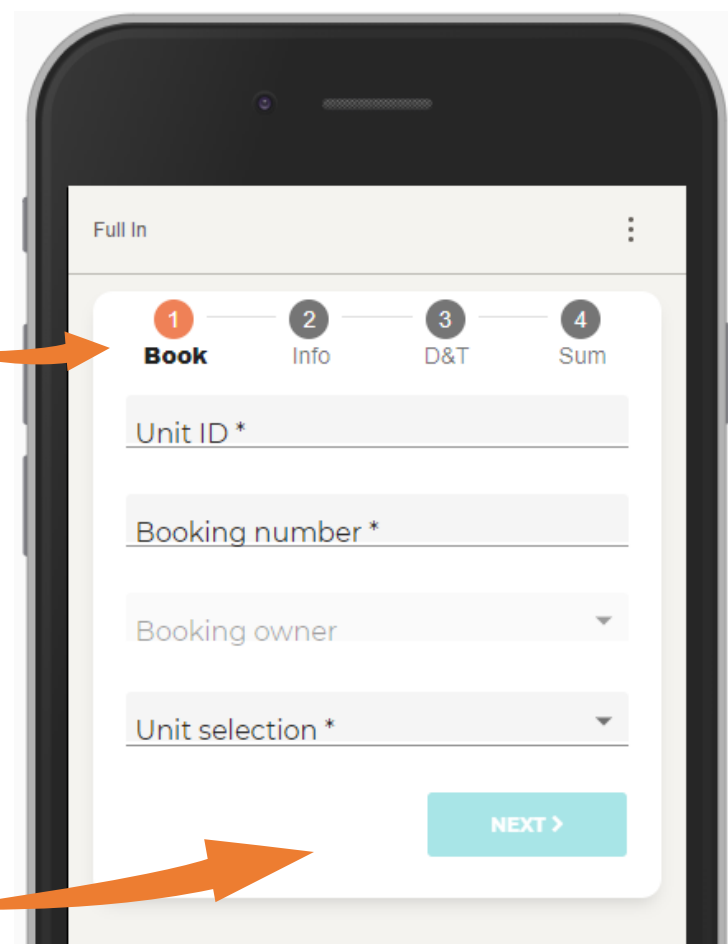
Mandatory fields are marked with an asterisk, *.

You will find descriptions and examples of all the fields here:

Container – Information field descriptions

Goods -

Trailer -

When all mandatory fields are filled in, the **NEXT**-button will be enabled. Click on the button to continue to the next step.

As you move through the steps, the step guide at the top of the page shows where you are and how much is left.

You can go back to change a previous step by clicking on **PREVIOUS**-button or click on the corresponding step circle above.

At the last step you will find a summary of everything you have filled in. If you want to go back and change something, click on **PREVIOUS**-button or on the corresponding step circle above.

The current goods status is also shown. If not ready, you can click on the red icon to show the reason(s).

When you are happy with the information, click **CONFIRM**.

② Prepare for transport

When you have preadviced your goods, you will find it on the Work order page. To go to the Work order page, click at the clipboard icon, 📋 , at the bottom of your screen.

At the top of the page, you choose if you want to view preadviced **Containers**, **Trailers or Goods**.

In the middle section you can filter your work orders by date, terminal, delivery status, license plate number and work order status.

Work orders will be shown here based on the above filter settings.

The green circle ✅ indicates that the work order is ready for delivery.

The red circle 🛈 indicates that the work order is <u>not</u> ready for delivery.
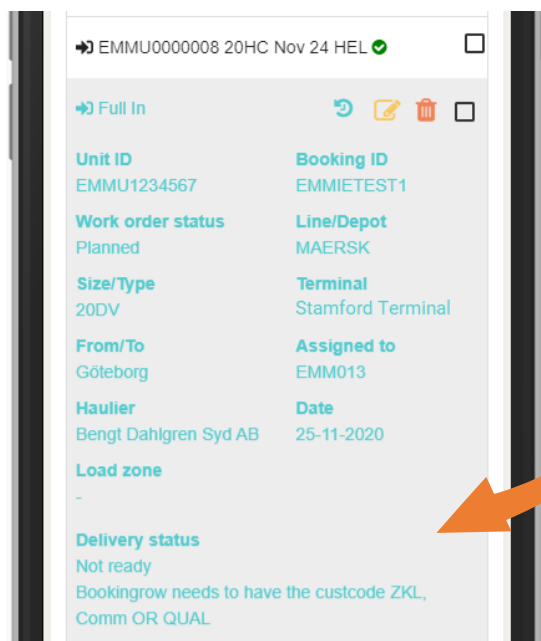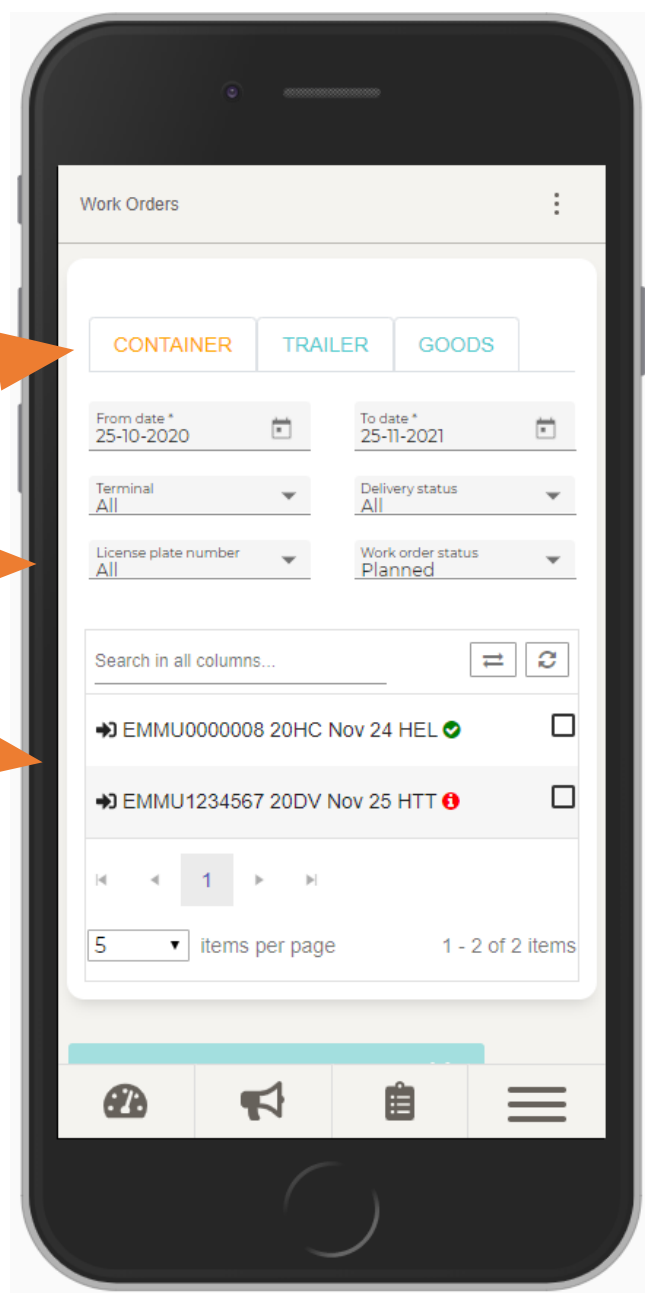
To see more information about the work order, click on the row.

Here you can see the reason(s) why it is not ready for delivery.
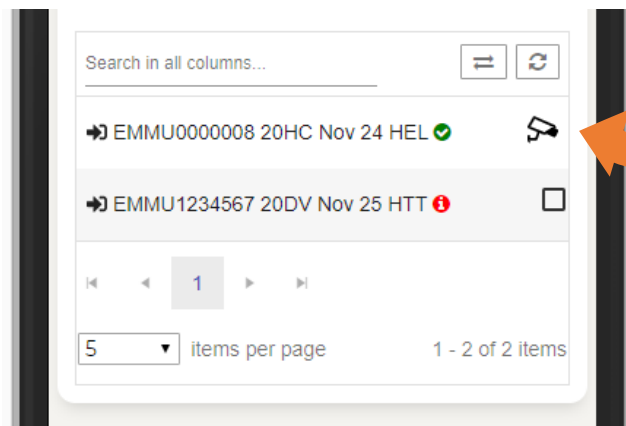
Work orders with the **camera symbol** 📹 indicates that the terminal uses photo scanner and the container will be identified at the gate.

If the work order(s) you want to perform have the camera symbol, your preparation is now completed. When the status is set to ready, proceed with **Step 3 – At the gate**.
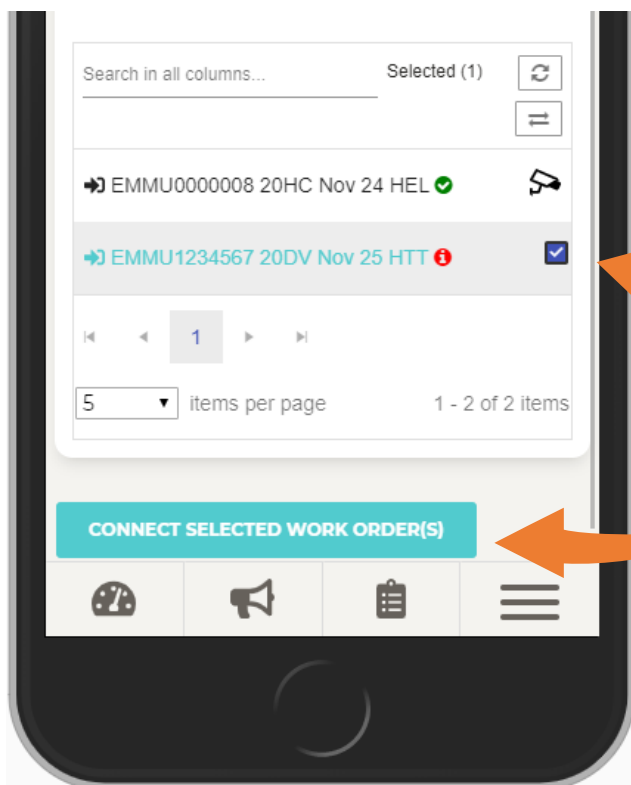
Work orders without the camera symbol needs manual handling.

Select the work orders you want to perform in the same transportation occasion by ticking the **checkboxes**. You can select one or several work orders.

Click on **Connect selected work order(s)**.

In the dialogue presented, enter estimated date and time of arrival.

Click on **CONFIRM**.

When your workorders have been manually connected you will receive an SMS and/or email with the pin code for the gate and you can proceed to **Step 3 – At the gate.**

3 At the gate

→Photo scanner?

If the work order was marked with a camera symbol , the terminal has a photo scanner.

Drive through the photo scanner and identify the transport occasion in the kiosk display. The gate will be opened by the scanner once done. The scanner will open the gate upon exiting the Terminal as well.

→PIN code access?

If you manually connected the work order(s), you will have received a PIN code via SMS and/or email.

Use the PIN code to open the gate and park at the Load zone given in the relevant work order(s). The same PIN code is also used to exit the Terminal.
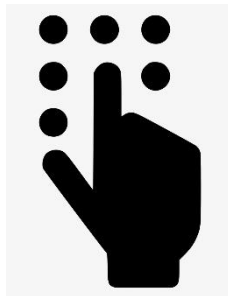
Container – Information field descriptions

Full in ⇥

FIELD	DESCRIPTION	EXAMPLE
Unit ID	Container unit identification number	MEDU7979594
Booking number	Booking number	GTG0278820
Booking owner	The owner of the booking	InPort
Unit selection	Container type	20 – DV – Goods type
Seal 1	First seal number/code	105816
Seal 2	Second seal number/code	105917
Gross weight (kg)	Container gross weight in kilogram	10000
Temperature (°C)	Required temperature for the container	10-33
Location of origin	The origin location of the container	Göteborg
Notes to forklift operator	Any information to be passed to the forklift operator	Place container with the doors forward on truck
Date	Estimated day that you are going to deliver the container	2021-01-25
Time	Estimated time that you are going to deliver the container	15:00
Measurement details (if booking requires)		
Length cm	Excessive length in cm	12
Width cm	Excessive width in cm	56
Height cm	Excessive height in cm	34
Dangerous goods details (if booking requires)		
Gross weight (kg)	Gross weight of dangerous goods	100
Confirm	Confirmation checkbox to acknowledge dangerous goods information	✓

Full out ⇥

FIELD	DESCRIPTION	EXAMPLE
Unit ID	Container unit identification number	MEDU7979594
Booking/TIN-number	Booking or TIN-number	GTG0278820
Booking owner	The owner of the booking	InPort
Unit selection	Container type	20 – DV – Goods type
Quantity	Numbers of containers	1
Gross weight (kg)	Container gross weight in kilogram	10000
Delivery destination	Delivery destination of the container	Göteborg
Notes to forklift operator	Any information to be passed to the forklift operator	Place container with the doors forward on truck
Add empty return	Check this if you are going to bring an empty container back. A Preadvice form for Empty in will show as soon as you finish the Full out form	✓
Date	Estimated day that you are going to pick up the container	2021-01-25
Time	Estimated time that you are going to pick up the container	15:00

Empty in ⤵

FIELD	DESCRIPTION	EXAMPLE
Unit ID	Container unit identification number	MEDU7979594
Container owner	Who owns the container? Choose in list	InPort
Booking number	Booking number	GTG0278820
Size	Size of the container	20
Type	Container type	DV
Tara (kg)	Weight of the empty container in kilogram	700
Location of origin	The origin location of the container	Göteborg
Notes to forklift operator	Any information to be passed to the forklift operator	Place container with the doors forward on truck
Damaged unit?	Is the container damaged?	Yes
Date	Estimated day that you are going to deliver the container	2021-01-25
Time	Estimated time that you are going to deliver the container	15:00

Empty out ⤴

FIELD	DESCRIPTION	EXAMPLE
Unit ID	Container unit identification number	MEDU7979594
Booking/TIN-number	Booking or TIN-number	GTG0278820
Booking owner	The owner of the booking	InPort
Unit selection	Container type	40 – HC
Quantity	How many containers will you bring? If you enter 3, 3 work orders are created. You can enter a maximum of 4.	3
Gross weight (kg)	Container gross weight in kilogram	10000
Delivery destination	Delivery destination of the container	Göteborg
Notes to forklift operator	Any information to be passed to the forklift operator	Place container with the doors forward on truck
Date	Estimated day that you are going to pick up the container	2021-01-25
Time	Estimated time that you are going to pick up the container	15:00

Transit ↔

FIELD	DESCRIPTION	EXAMPLE
Transit type	Transit of container in/out or both in and out	Out
Unit ID	Container unit identification number	MEDU7979594
Date	Estimated day that you are going to transit the container	2021-01-25
Time	Estimated time that you are going to transit the container	15:00

Goods - Information field descriptions

Drop off vessel ➥

FIELD	DESCRIPTION	EXAMPLE
Vessel call number	The call number for the vessel you are going to drop off goods to	2012345
Booking number	Booking number	GTG0278820
Marking	Identification of the packages included in the delivery	WOOD245874
Goods type	Type of goods	Cement, lime & plaster
Volume (m3)	Volume of goods in square meter	60
Gross weight (kg)	Gross weight of goods in kilogram	1000
Notes to forklift operator	Any information to be passed to the forklift operator	Start unloading from the side
Date	Estimated day that you are going to deliver the goods	2021-01-25
Time	Estimated time that you are going to deliver the goods	15:00
Register individuals (if booking requires)		
Individual ID	Identification number of the single unit	WOOD1234
Volume (m3)	Volume on individual in square meter	3
Weight (kg)	Weight on individual in kilogram	100
Length (m)	Length on individual in meter	4

Pick up warehouse ➡

FIELD	DESCRIPTION	EXAMPLE
Order number	Order number	TEST123456
Max weight (kg)	Maximum weight in kilogram	2000
Type of loading	Type of loading: Side, rear, top or self	Side
Notes to forklift operator	Any information to be passed to the forklift operator	Start loading from the side
Date	Estimated day that you are going to pick up the goods	2021-01-25
Time	Estimated time that you are going to pick up the goods	15:00

Trailer - Information field descriptions

Trailer in

FIELD	DESCRIPTION	EXAMPLE
Unit ID	Identification number of trailer	MEDU7979594
Booking number	Booking number	GTG0278820
Booking owner	The owner of the booking	InPort
Unit selection	Trailer type	40 - TR
Seal 1	First seal number/code	105816
Seal 2	Second seal number/code	105917
Gross weight (kg)	Gross weight of trailer in kilogram	10000
Temperature (°C)	Required temperature for the trailer	10-33
Location of origin	The origin location of the trailer	Göteborg
Notes to forklift operator	Any information to be passed to the forklift operator	
Date	Estimated day that you are going to deliver the trailer	2021-01-25
Time	Estimated time that you are going to deliver the trailer	15:00

Trailer out

FIELD	DESCRIPTION	EXAMPLE
Unit ID	Identification number of trailer	MEDU7979594
Booking number	Booking number	GTG0278820
Booking owner	The owner of the booking	InPort
Unit selection	Trailer type	40 - TR
Quantity	Numbers of trailers	2
Gross weight (kg)	Gross weight of trailer in kilogram	10000
TIN-number	Trader Identification Number	46323424
Delivery destination	Delivery destination of the trailer	Göteborg
Notes to forklift operator	Any information to be passed to the forklift operator	
Date	Estimated day that you are going to pick up the trailer	2021-01-25
Time	Estimated time that you are going to pick the trailer	15:00

Trailer transit

FIELD	DESCRIPTION	EXAMPLE
Transit type	Transit of trailer in/out or both in and out	Out
Unit ID	Identification number of trailer	MEDU7979594
Date	Estimated day that you are going to transit the trailer	2021-01-25
Time	Estimated time that you are going to transit the trailer	15:00

Further questions and answers

## How do I pick up unassigned work orders created by my Haulier administrator?

Go to work order page, by clicking on the clipboard icon, 📋 at the bottom bar.

Filter the work orders by **Unassigned** in filter for License plate number.
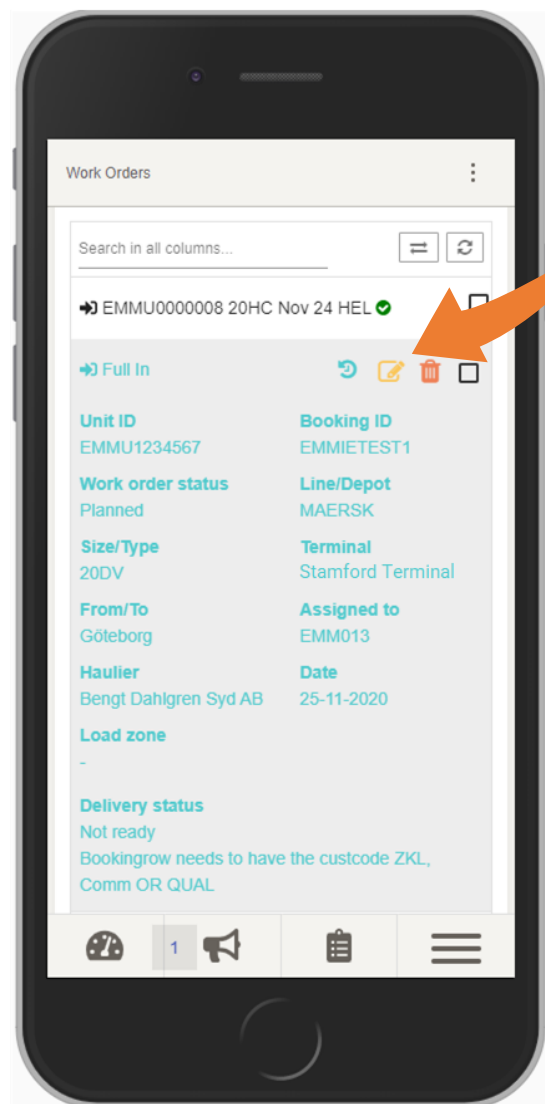
Work orders shown now have no drivers assigned to them. As you can see on the work order details, there is nothing under **Assigned to**.

Select the work order by ticking the checkbox and click on the button **Connect selected workorder(s).**

You could also click on the edit symbol followed by the **Assign to me** button.
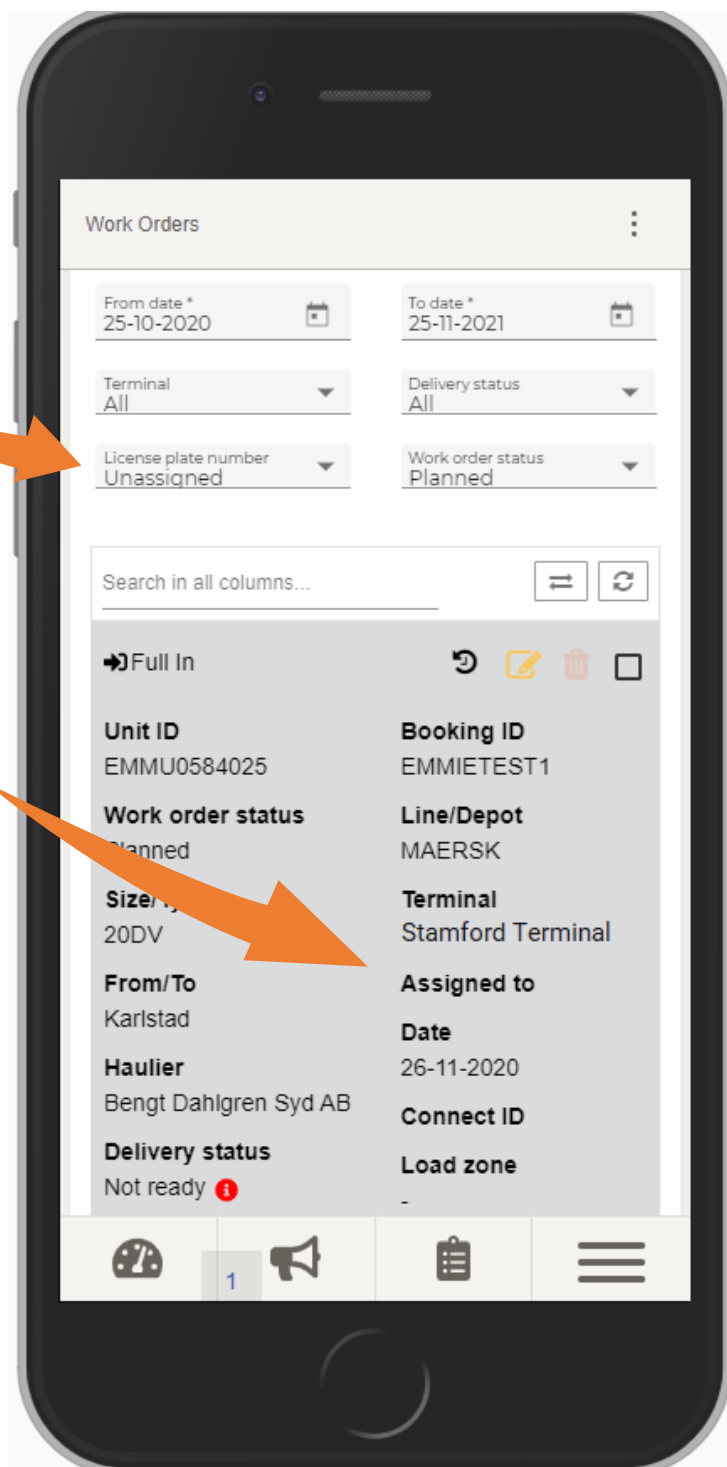
How do I edit a work order?

In the work order list, click on the work order row to expand it. You will see more information about the work order and a few icons at the top right corner.

Click on the edit symbol .

The same view as when you created the work order (preadviced it) is presented. Follow the steps and edit what you want to change. At the last step, click on **CONFIRM**.

How do I delete a work order?

In the work order list, click on the work order row to expand it. You will see more information about the work order and a few icons at the top right corner.

Click on the Delete symbol .

Note: You can only delete work order created by yourself and that are in status "Planned".
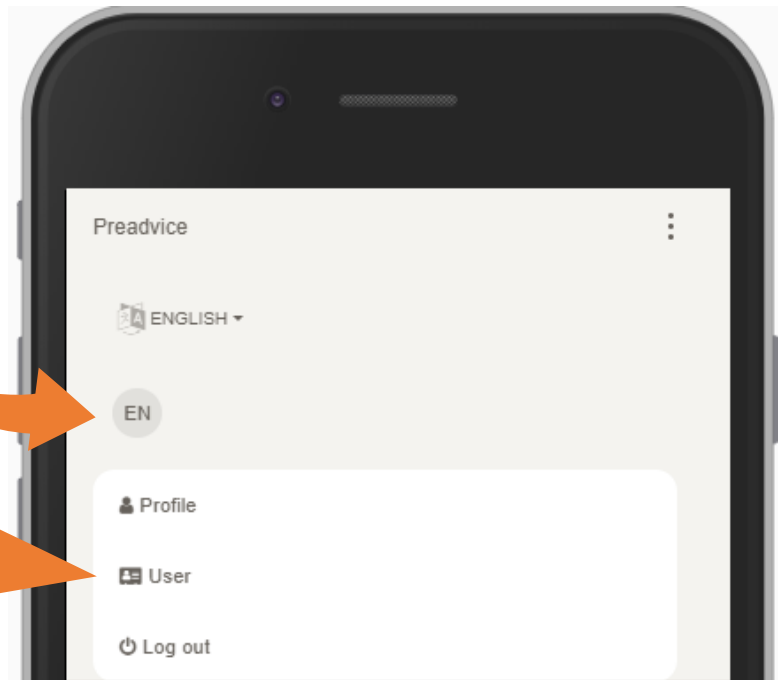
14
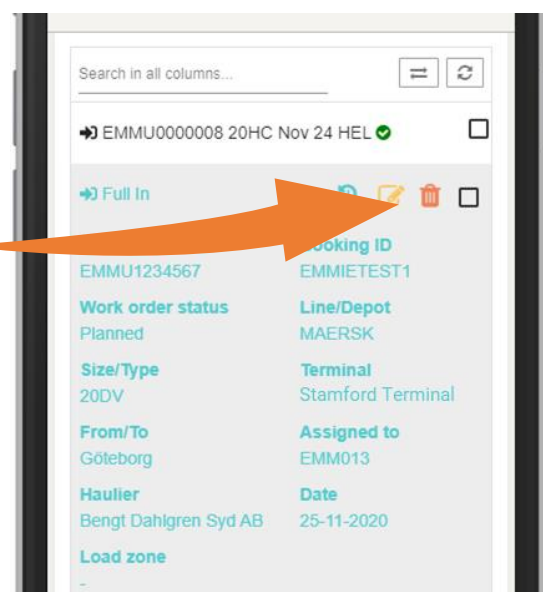
How do I delete my user?

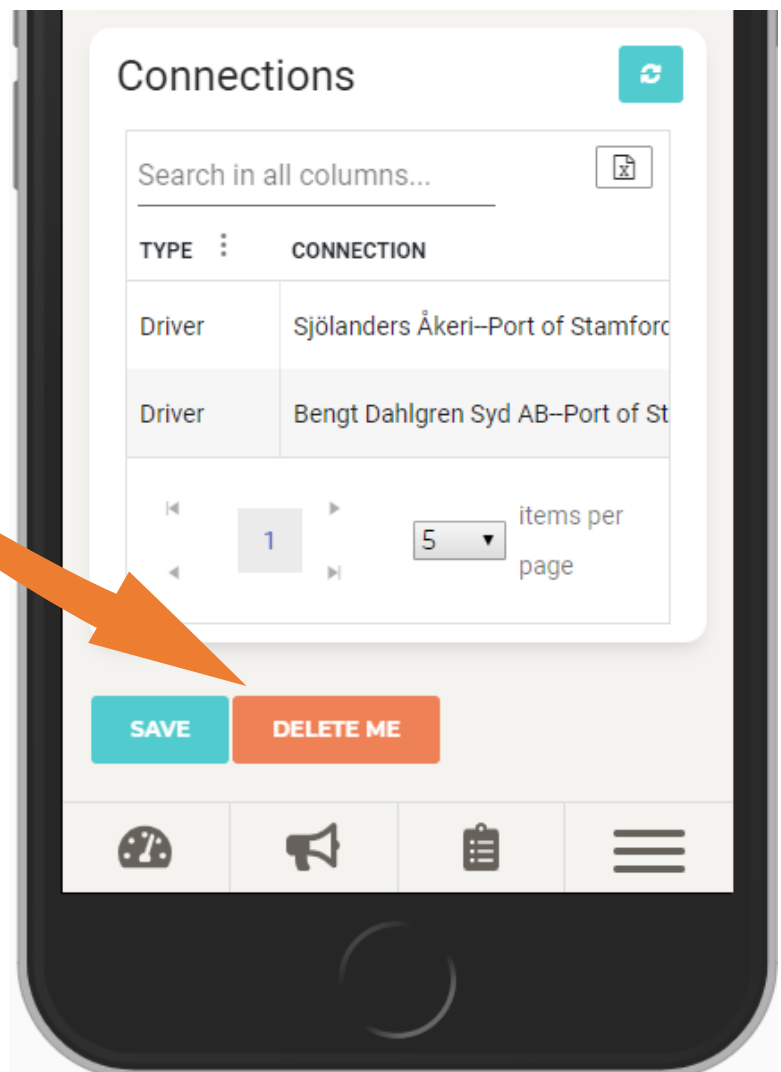In the top right corner, click on the three dots ⋮.

Click on the circle with your initials.

Click on user.

At this page, you will see your personal information and the connections you have to Locations and Hauliers.
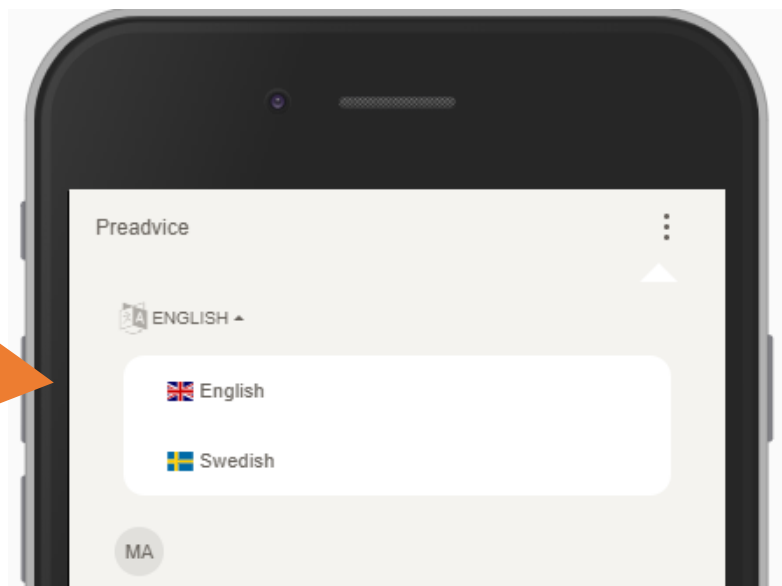
Scroll down to the bottom of the page and click on the button **DELETE ME**.

How do I change the language?

In the top right corner, click on the three dots ⋮.

Click on the language symbol and choose from the list.

How do I log out?

In the top right corner, click on the three dots ⋮.

Click on the circle with your initials.

Click on **Log out.**