Admin User Guide

Rail Tagging and Release

CONTENTS

1. . HOW TO USE THIS GUIDE

1.1 Confidentiality

The information contained in this document is for customers of 1-Stop services only. Copyright remains with 1-Stop. No unauthorised copying or distribution of the document or any part of its contents is permitted.
If you have any questions about the use or distribution of this document, call the
1-Stop Helpdesk on 1300 881 055.

1.2 Purpose of this guide

This guide is for customers of 1-Stop's Rail Tagging and Release Service. It is intended as:

- a training resource when you purchase 1-Stop's services; and

- a reference guide, if you need help to perform specific tasks.

Information about solving problems is included at the end of this document. If you need extra help you can:

- check the FAQs in the 'Help' tab on our website at www.1-stop.biz; or

- contact the 1-Stop Helpdesk on 1300 881 055.

1.3 What's new and what's changed

The information contained in this guide is current as at November 2010 and reflects all changes to the user interface up to that date. If you think you may not have the most up to date User Guide, check the downloads available at www.1-stop.biz .

1.4 User guide name and version number

Updates to User Guides are made each time a new version of the service is released.
This is: **Rail Tagging and Release-ADM-User Guide version 2**

2. ABOUT 1-STOP

2.1 Who is 1-Stop?

1-Stop is an information communications technology (ICT) company that provides services to businesses involved in the import and export of goods to and from Australian ports. We are based in Sydney and our services are used all over Australia and in Auckland, NZ. Our customers include:

- terminal operators (stevedores);

- shipping lines;

- Australian Customs Services and Australian Quarantine and Inspection Service;

- container depots;

- importers and exporters;

- freight forwarders and agents;

- road carriers; and

- rail operators.

2.2 What does 1-Stop provide?

Our ICT solutions permit the exchange of data via the web or by electronic data interchange (EDI), for purposes such as container and vessel tracking, vehicle bookings to collect and deliver cargo at terminals, Electronic Import Delivery Orders (EIDOs), Pre Receival Advices (PRAs), invoice and payments systems, and much more. For a full list of our services, go to 1-Stop Services.

2.3 Why use 1-Stop services?

1-Stop services are an important part of the Australian logistics supply chain. We're integrated with ports and terminals all over Australia. Every day our community of users grows.
1-Stop customers enjoy:

- efficient and real time transactions between community members;

- improved data quality;

- clear, visible data about vessel and container movements;

- easy reporting to Australian Customs Services to meet regulatory requirements;

- time and cost savings, thanks to automation of repetitive transactions;

- better ability to respond to their customers; and

- improved business efficiency, due to the 'one-to-many' solution — access one system to do business with many providers.

3. ABOUT RAIL TAGGING AND RELEASE

3.1 What is Rail Tagging and Release?

The 1-Stop Rail Tagging and Release service allows users to notify the terminals that they wish to move their container cargo by rail. Users log in to the 1-Stop website and tag their containers for movement by rail before the container is discharged from the vessel. The tag request is submitted to the terminal. The terminal must approve the tagging request. Users also have the ability to tag and releases boxes via EDI messaging.

All cargo that is not tagged for rail is moved by road. The Rail Tagging and Release (RTR) process has two stages, as follows.

Processing Stage 1 →	Processing Stage 2
Rail Release - Container Tagging	**Rail Release - Container Release**
Allows users (shipping lines, intermodal rail terminals, freight forwarders or importers) to tag containers for rail and advise the terminals to move the tagged containers to the rail stack upon discharge. The container tagging process must be done before vessel discharge. The rail tagging of containers 'already in the yard' is allowed only by contacting the terminal directly, charges may be applied by the terminal.	This is the container releasing stage whereby the importer/agent/or freight forwarder and shipping line* must enter the commercial release number (EIDO Pin) against their tagged containers to affect the final rail release process. **The container must be tagged and accepted by relevant terminal before it can be released.** *Shipping lines are only allowed to tag their boxes

3.1.1 Options for use

1-Stop offers users two options for using the Rail Tagging and Release service; that is, either by EDI (EDIFACT or XML) or online via the 1-Stop website. Please refer to our website for the EDIFACT and XML Message Specifications.

This guide provides help for the web screens only.

3.2 Who uses the Rail Tagging and Release Service?

The Rail Tagging and Release service is designed for;
- shipping lines;

- intermodal rail terminals; and

- importers, freight forwarders and agents.

However, use of the service by rail terminal operators, importers, freight forwarders and agents requires **permission from the shipping lines.**

Shipping lines require **permission from the terminals** to allow users to tag via the 1-Stop RTR service.

3.3 Why is Rail Tagging and Release service used?

Automated rail tagging and release procedures have replaced procedures that were carried out by the terminals. Now all supply chain participants in the freight and logistics industry who are using shipping line services to import containers can manage the Rail Tagging and Release process themselves.
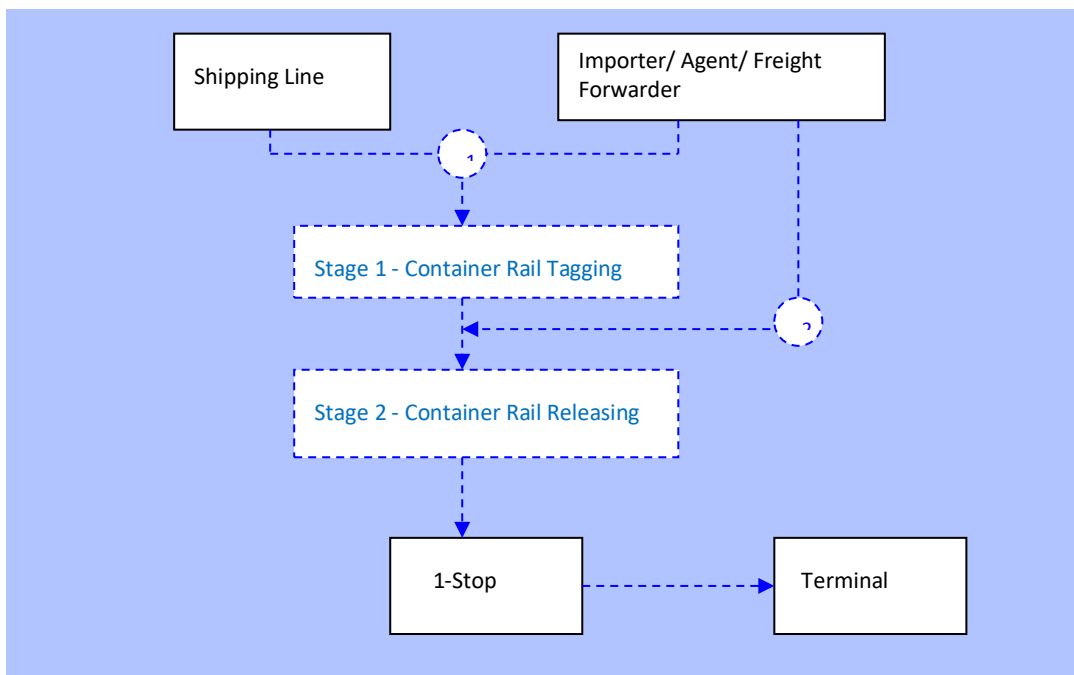
4. TERMS OF USE

All 1-Stop products have Terms and Conditions of use. If you are a new user of web-based services, you'll be asked to agree to these when you sign in.
Downloadable copies of some of our Terms and Conditions are available on our website.

5. HOW RAIL TAGGING AND RELEASE WORKS WITH YOUR SYSTEM

5.1.1 Messaging process

The messaging process is as follows.

- Users tag containers on the web screens.

- 1-Stop sends the tag request message to the administrator (the terminal).

- A message is sent from the administrator (the terminal) acknowledging receipt of the tag request.

- The web screens display that the tag is sent, sending or pending.

- The tag request is reviewed.

- A message is sent from the administrator (the terminal) with the tag acceptance or rejection.

- The web screens display that the tag is accepted or rejected.

5.2 Message specifications

Messaging specifications, system requirements and test scenarios are contained in:

- the Customer Engagement document; and

- the Message Specification document.

6. GETTING STARTED

## 6.1 Have you read the Customer User Guide?

We recommend that Administrators read the **Rail Tagging and Release Customer User Guide** before reading about the Administrator functions of each service. The Customer User Guide will demonstrate how the end-user operates the service. It will be easier to understand the Administrator functions if you also understand the customer context.

If you didn't receive the **Rail Tagging and Release Customer User Guide** when you received this, you can download it from www.1-Stop.biz.
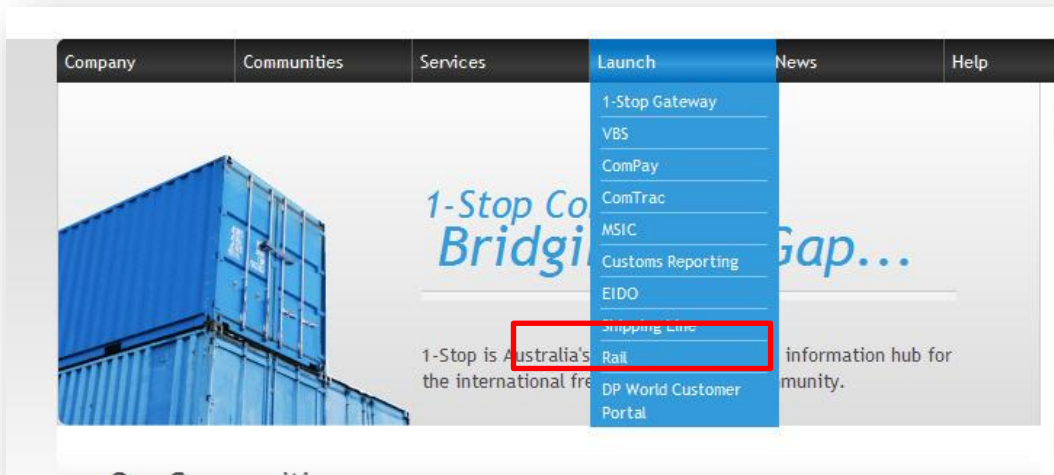
6.2 Logging in

Go to the 1-Stop website at (http://1-stop.biz/), navigate to the 'Sign In' box at the top right hand corner of the screen, then follow these steps.

- Enter your username.

- Enter your password.

- Click **'Sign in'**.
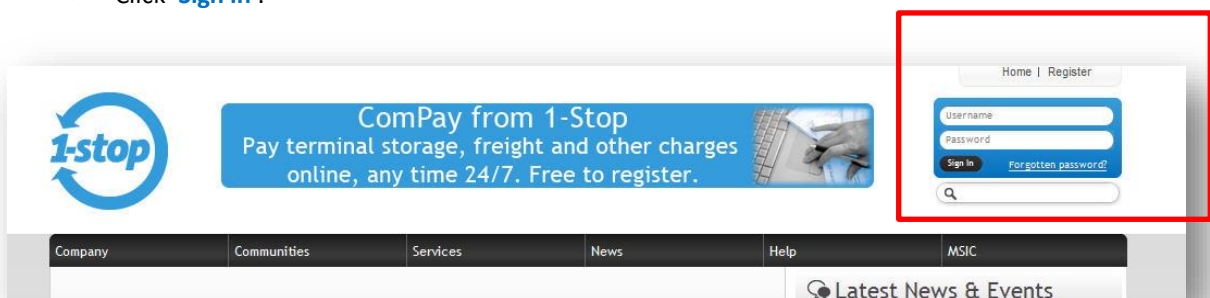
Go to the **'Launch'** menu and select **'Rail'.**

Click the '**Rail Release'** link (see below).

You'll be taken to the main **Rail Release Instructions** page.

7. ADMINISTRATOR SCREENS AND FUNCTIONS

The Administrator has access to the **Rail Release Tracking** screen which enables them to see a detailed messaging history for their terminal. This screen is not available to normal users.

In this screen you'll be able to check a number of different things, such as:

- tag statuses; and

- time elapsed between messages and responses.

The search results will allow you to see an entire history of the messages from the specified time span.

8. HOW TO …

8.1 How to use the tracking screen

Navigate to the main **Rail Release Instructions** page. Click on **'Rail Release Tracking'** in the top left of your screen.
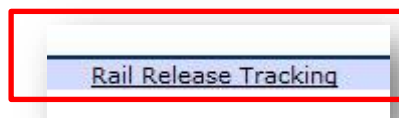
You'll be directed to the **Rail Release Tracking** screen.

Enter you search parameters and click **'Search'.**
Search results will display below the tracking screen.

Cargo Number	Shipping Line	Lloyds	Voyage	Depart Terminal	Rail Destination	Intermodal Rail Terminal	Event Time	Response Time	Sender	Msg Type	Msg Function	Status
PCIU8445749	PIL	9043639	171S	ASLPB	POTYN	POTYN	2010-10-12 14:54:50		1STOP	Rail Release	ORIGINAL	SENT
PCIU8414347	PIL	9043639	171S	ASLPB	POTYN	POTYN	2010-10-12 14:54:50		1STOP	Rail Release	ORIGINAL	SENT
DFSU6384720	PIL	9043639	171S	ASLPB	POTYN	POTYN	2010-10-12 14:54:49		1STOP	Rail Release	ORIGINAL	SENT

From left to right, the columns are:

- Cargo number;

- Shipping line;

- Lloyds number;

- Voyage;

- Departure terminal;

- Rail destination;

- Intermodal rail terminal;

- Event time;

- Response time;

- Sender;

- Message type;

- Message function; and

- Status.

9. WHERE TO GET HELP

Help is available:

- from the FAQs in the 'Help' tab of our website http://www.1-stop.biz ;
- by email to helpdesk@1-stop.biz; and
- from the 1-Stop Helpdesk on 1300 881 055.

10. GLOSSARY

Bay plan — detailed listing of container stowage onboard a vessel.

Cargo — goods to be received into or sent from Australian ports.

Container release — release of containers to the rail operator.

Container tagging — identification process for containers to be released to rail.

CTO — Container terminal operator; stevedore.

Discharge —unloading of containers from the vessel.

EDI — electronic data interchange.

EDIFACT —Electronic Data Interchange For Administration, Commerce and Transport; the international EDI standard developed under the United Nations.

EIDO — Electronic Import Delivery Order.

EIDO PIN — Electronic Import Delivery Order Personal Identification Number.

Freight forwarder — person or a company who arranges for the carriage of goods and associated formalities on behalf of a shipper. The duties of a forwarder include booking space on a ship.

Importer — person or company engaged in bringing goods into Australia via Australian ports.

Intermodal terminal — a terminal where cargo may be transferred from one mode of transport to another, such as from ship to rail.

Lloyds number — Registration number of a vessel/ship.

Non-SL — abbreviation given to users of the Rail tagging and Release service toher than shipping lines.

Rail Tagging and Release — service offered by 1-Stop to identify containers to be released for rail transport at the terminal.

RT — rail terminal.

Shipping line — provider of shipping services.

SL — abbreviation given to shipping line.

Terminal — see CTO.

Web portal — web-based interfaced used to access 1-Stop products.

XML — existential mark-up language.