

# Import Fulls Releases Management

Operations Development Department

Effective from 20<sup>th</sup> March 2020

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# 1 Introduction

This document has been created to provide guidance for eClients on how to efficiently and correctly manage Import Full Release via Web Portal. It provides written step-by-step instructions of the process.

Purpose of this function is to ensure consistency and efficiency of the new paperless process for import full containers which will replace currently existing document – Delivery Order.




## 2 Web Portal – Import Fulls Releases Management (IFRM)



### 2.1 Manage Security

To access IFRM ‘super users’ have to add users to a below security group and allow receiving automated notification.




Home / Administration / Security

 **Manage Security**  
Maintain security groups and their users. ★ Added to Favourites

[Reset Views](#)

 Security Groups & Users + Add Group 

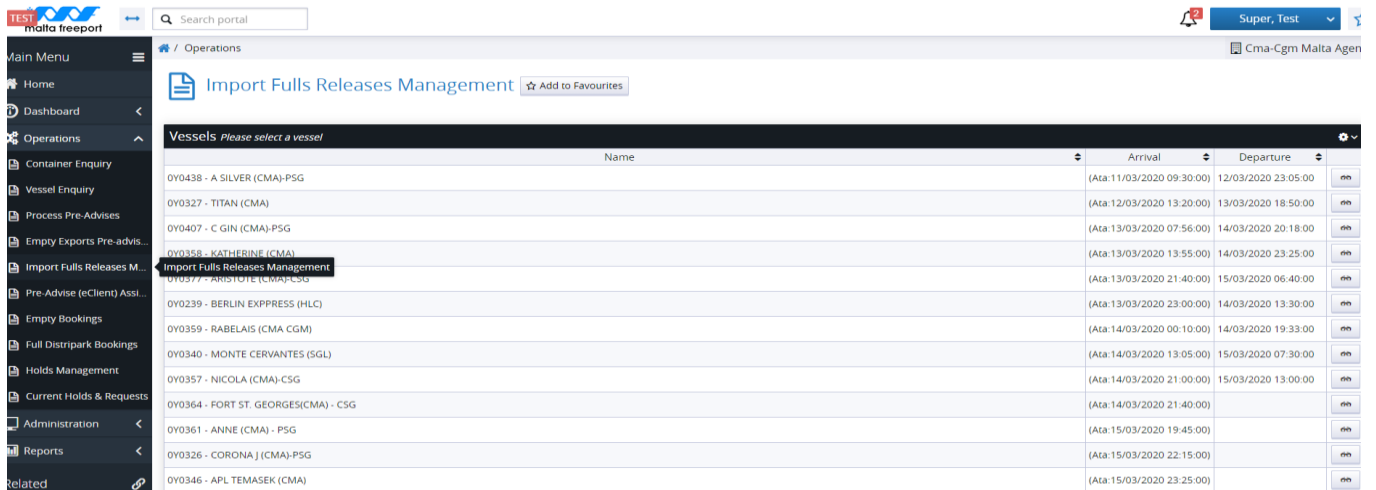
Show  entries Search:

Description	Areas	Super?	
<a href="#">+ import Full Delivery Order Group</a>	E-Clients		  

Showing 1 to 1 of 1 entries (filtered from 137 total entries) 
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## 2.2 Process description

In order to release full import container without Delivery Order you must select correct carrier to view list of discharged import containers:



Name	Arrival	Departure
0Y0438 - A SILVER (CMA)-PSG	(Ata:11/03/2020 09:30:00)	12/03/2020 23:05:00
0Y0327 - TITAN (CMA)	(Ata:12/03/2020 13:20:00)	13/03/2020 18:50:00
0Y0407 - C GIN (CMA)-PSG	(Ata:13/03/2020 07:56:00)	14/03/2020 20:18:00
0Y0383 - KATHERINE (CMA)	(Ata:13/03/2020 13:55:00)	14/03/2020 23:25:00
0Y0377 - PRISOTER (CMA)-PSG	(Ata:13/03/2020 21:40:00)	15/03/2020 06:40:00
0Y0239 - BERLIN EXPRESS (HLC)	(Ata:13/03/2020 23:00:00)	14/03/2020 13:30:00
0Y0359 - RABELAIS (CMA CGM)	(Ata:14/03/2020 00:10:00)	14/03/2020 19:33:00
0Y0340 - MONTE CERVANTES (SGL)	(Ata:14/03/2020 13:05:00)	15/03/2020 07:30:00
0Y0357 - NICOLA (CMA)-CSG	(Ata:14/03/2020 21:00:00)	15/03/2020 13:00:00
0Y0364 - FORT ST. GEORGES(CMA) - CSG	(Ata:14/03/2020 21:40:00)	
0Y0361 - ANNE (CMA) - PSG	(Ata:15/03/2020 19:45:00)	
0Y0326 - CORONA J (CMA)-PSG	(Ata:15/03/2020 22:15:00)	
0Y0346 - APL TEMASEK (CMA)	(Ata:15/03/2020 23:25:00)	

Agent must first release container to MFT (tick box 'released') so that payment can be affected by the consignee. Unique code will be generated after unit is released to MFT and send via automated email.

On the list the following required details will be provided:

- Unique code for each container (same to be send via email)
- Released date (release to MFT)
- Released by (user of the Web Portal who released container to MFT)

### 0Y0383 - MUSSET (CMA) [Add to Favourites](#)

#### Details

Service	(NSM) NESM / NC Levant - (HSD)
Line	(CMA) Compagnie Maritime Affretement
Length Overall (M)	300
Expected Arrival	18/03/2020 12:00:00
Expected Departure	19/03/2020 12:00:00

#### Import Containers

ID	Released?	Code	Released Date	Released By
AMCU9292647	<input checked="" type="checkbox"/>	983278C0	16/03/2020 10:20:09	TST001
APZU3107727	<input checked="" type="checkbox"/>	156357D7	16/03/2020 10:24:21	TST001
APZU4580009	<input type="checkbox"/>			
BEAU4852039	<input type="checkbox"/>			
CGMU9321154	<input type="checkbox"/>			
CMAU0274346	<input type="checkbox"/>			
CMAU0723576	<input type="checkbox"/>			
CMAU0814681	<input type="checkbox"/>			
CMAU1578997	<input type="checkbox"/>			

### 2.2.1 Payment

Unique code will allow a consignee to pay MFT charges via BOV or at MFT Cash Office.

- If payment is affected via BOV, code must be presented by the haulier/client at the MFT Delivery Gate together with BOV receipt in order to release a full import container.
- If payment is affected at the MFT Cash Office code must be presented at the counter. At MFT Delivery Gate haulier/client must present code and MFT Cash Office receipt.