



Quick Reference Guide

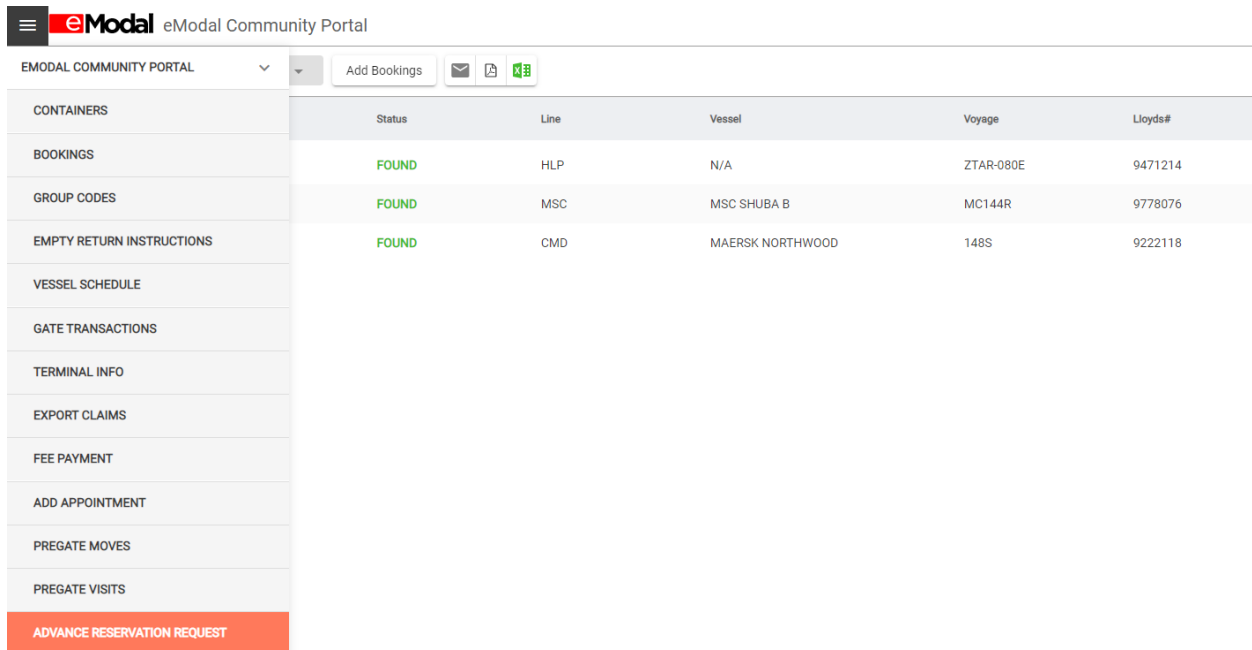
How to make an “Advance Reservation (PreGate) Request”

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At participating terminals, the eModal platform provides the ability for a trucking company to request an appointment reservation prior to the container being available at said terminal; e.g., the container is still aboard the vessel. This is known as an “Advance Reservation Request.”

To create an “Advance Reservation Request,” follow these steps:

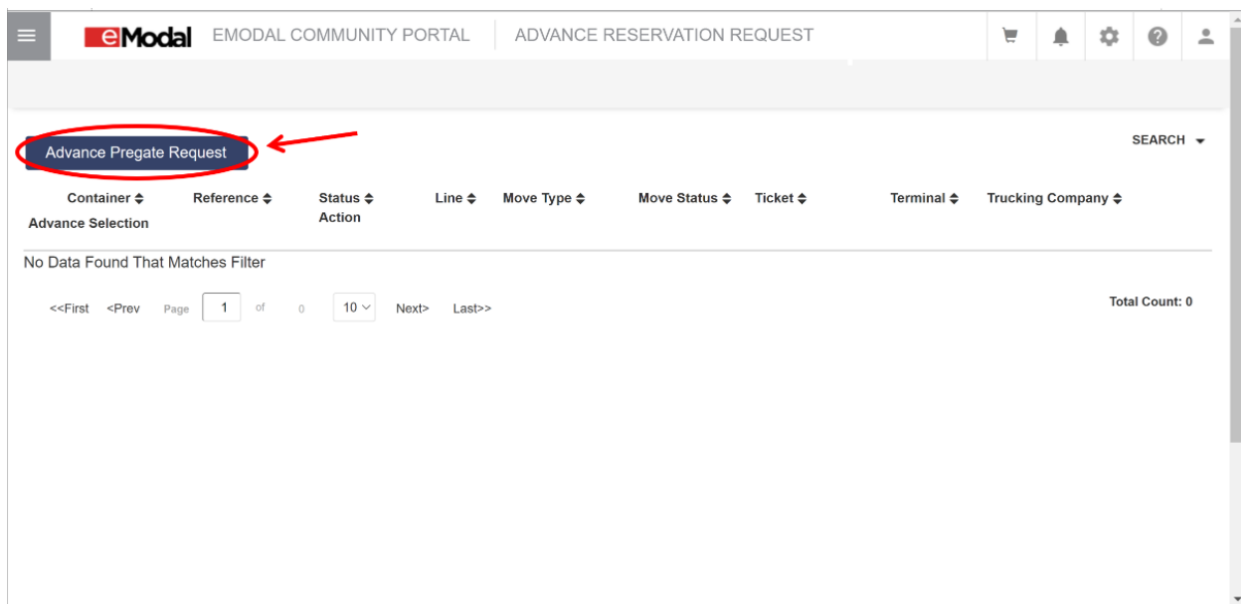
1. From the hamburger menu, select the main menu item ‘eModal Community Portal’ and ‘Advance Reservation Request’.



The screenshot shows the eModal Community Portal interface. The left sidebar contains a list of menu items: CONTAINERS, BOOKINGS, GROUP CODES, EMPTY RETURN INSTRUCTIONS, VESSEL SCHEDULE, GATE TRANSACTIONS, TERMINAL INFO, EXPORT CLAIMS, FEE PAYMENT, ADD APPOINTMENT, PREGATE MOVES, PREGATE VISITS, and ADVANCE RESERVATION REQUEST. The ADVANCE RESERVATION REQUEST button is highlighted in orange. The main content area displays a table with columns: Status, Line, Vessel, Voyage, and Lloyds#. The table contains three rows of data:

Status	Line	Vessel	Voyage	Lloyds#
FOUND	HLP	N/A	ZTAR-080E	9471214
FOUND	MSC	MSC SHUBA B	MC144R	9778076
FOUND	CMD	MAERSK NORTHWOOD	148S	9222118

2. Click ‘Advance Pregate Request’ button



The screenshot shows the eModal Community Portal interface with the 'ADVANCE RESERVATION REQUEST' button highlighted in the top navigation bar. The main content area displays a table with columns: Container, Reference, Status Action, Line, Move Type, Move Status, Ticket, Terminal, and Trucking Company. The table is currently empty, showing 'No Data Found That Matches Filter'. The page number is 1 of 0, and the total count is 0.

3. Select Trucking Company, Terminal and Move Type. (Pick Import is the only available move type currently.)

The screenshot shows the 'Add Advance Moves' form in the eModal system. The form is titled 'ADVANCE PRIGATE REQUEST' and 'Add Advance Moves'. It has a 'Trucking Company' dropdown menu set to 'TESTING & (AND) ENGINEERING SUPPORT 1' and a 'Terminal' dropdown menu set to 'TraPac LLC-Los Angeles'. Below these is a 'PICK IMPORT' button. A 'By Container #' button is also present. The 'Container #' section has a text input field for 'Container Numbers' with the instruction 'Enter comma separated values or one value per line'. Below this is a 'File input' section with a 'Choose File' button, the text 'No file chosen', and the instruction 'First row must contain column headers. Eg: Container_Num.'. There is a 'Download Template' link and an 'Advance Selection' dropdown menu. At the bottom are 'Submit' and 'Cancel' buttons.

4. Enter container number(s) and choose desired option from the "Advance Selection" drop down.

This screenshot shows the 'Add Advance Moves' form with the 'Advance Selection' dropdown menu open. The 'Container Numbers' field now contains the text 'abcd123456'. The 'Advance Selection' dropdown menu is open, showing the following options: 'Advance Selection', 'Give me first available', 'Give me first available first shift', 'Give me first available second shift', and 'I want to choose date and shift'. The 'Give me first available' option is highlighted in blue. The 'File input' section and 'Download Template' link are also visible.

5. Click the 'Submit' button.

6. Ensure all required fields are updated (based on the terminal's rules). Then click 'Save' button.

7. You can now view your 'Advance Reservation Request' within your list.

Container	Reference	Status	Line	Move Type	Move Status	Ticket	Terminal	Trucking Company
ABCD123457	123456	ADVANCE	OOLU	DROP EMPTY			GBCDF	

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