



Training document

Advantage Local Port Order

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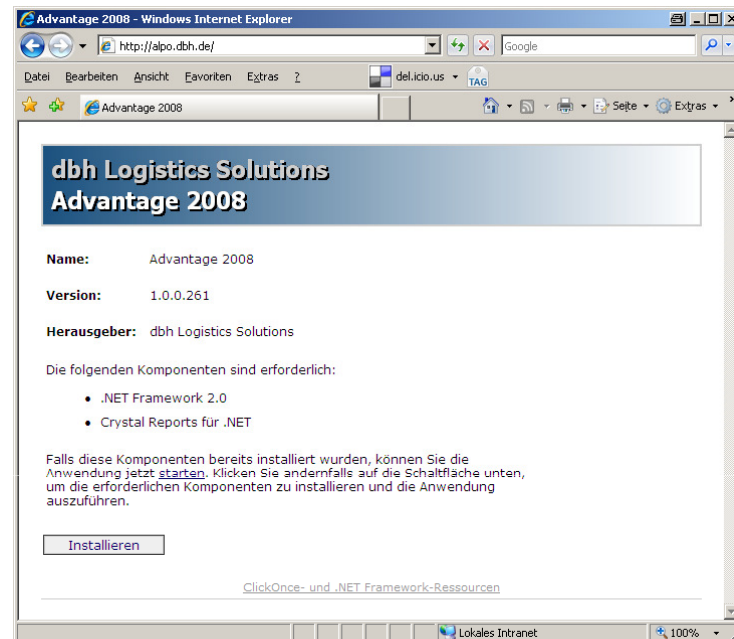


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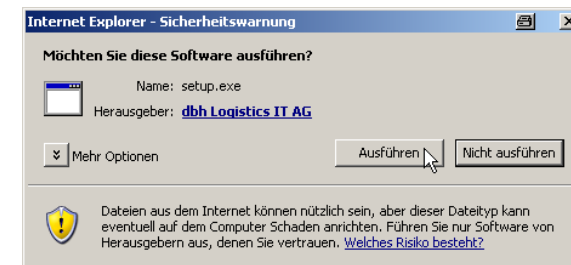
Installation



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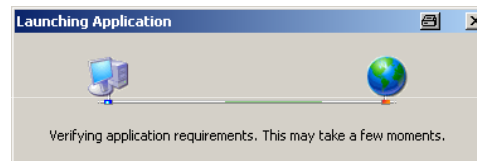
- The first installation can be done via the website <https://ALPO.dbh.de>
- please answer the security question positively
All future updates and releases will be installed automatically by ALPO itself.
(ClickOnce method by Microsoft)



Program start and updates



- Start the program „Advantage 2008 (ALPO)“ via the desktop icon or the entry in the menu „Start“



- ALPO checks if a newer version is available

- if a newer Version is on the server it will be installed automatically



Login



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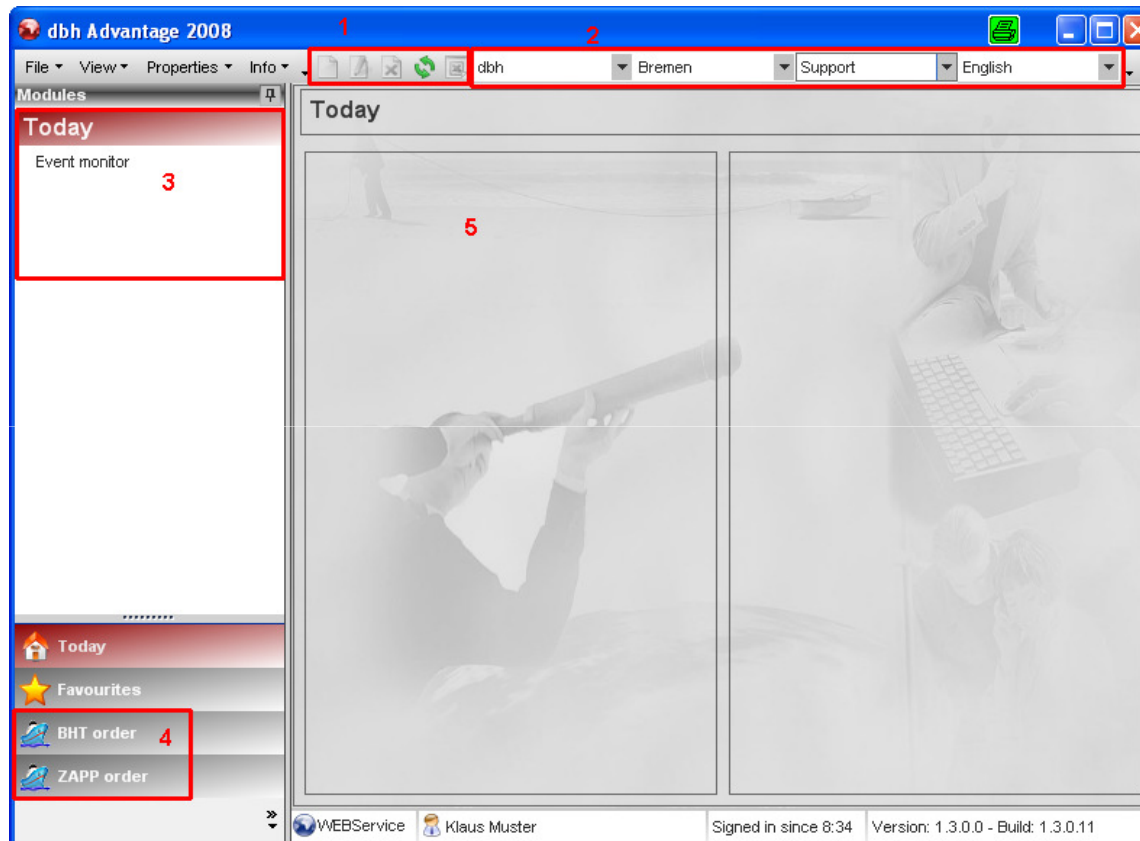
A screenshot of a 'User Login' window. The window has a blue title bar with the text 'User Login' and standard Windows window controls. The main area features a grid of ten small images related to logistics: a red truck, a smiling woman with a headset, an airplane, train tracks, people working at a laptop, people walking in a terminal, a port crane, a magnifying glass over a person, a man on a phone, and people on an escalator. In the center, there is a login form with the following fields: 'Username' (containing 'K.Muster'), 'Password' (containing eight asterisks), 'Language' (a dropdown menu set to 'Standard'), and 'Style' (a dropdown menu set to 'DBH'). Below the form are three buttons: 'OK' (with a green checkmark icon), 'Cancel' (with a circular arrow icon), and 'Connections'. In the bottom left corner, the text 'dbh Logistics IT AG' is followed by the address 'Martinistr. 47 - 49', '28195 Bremen', and phone/fax numbers 'Fon: 0421 30902-0' and 'Fax: 0421 30902-57'. In the bottom right corner, the 'dbh' logo and 'dbh Logistics IT AG' text are displayed.

- You can sign in with a user name and password
- In the field „Language“ you can choose your language (if available)
- “Style” offers you different views of the application.
- The „Connections“ are defined by the installation itself.

Entry screen - TODAY

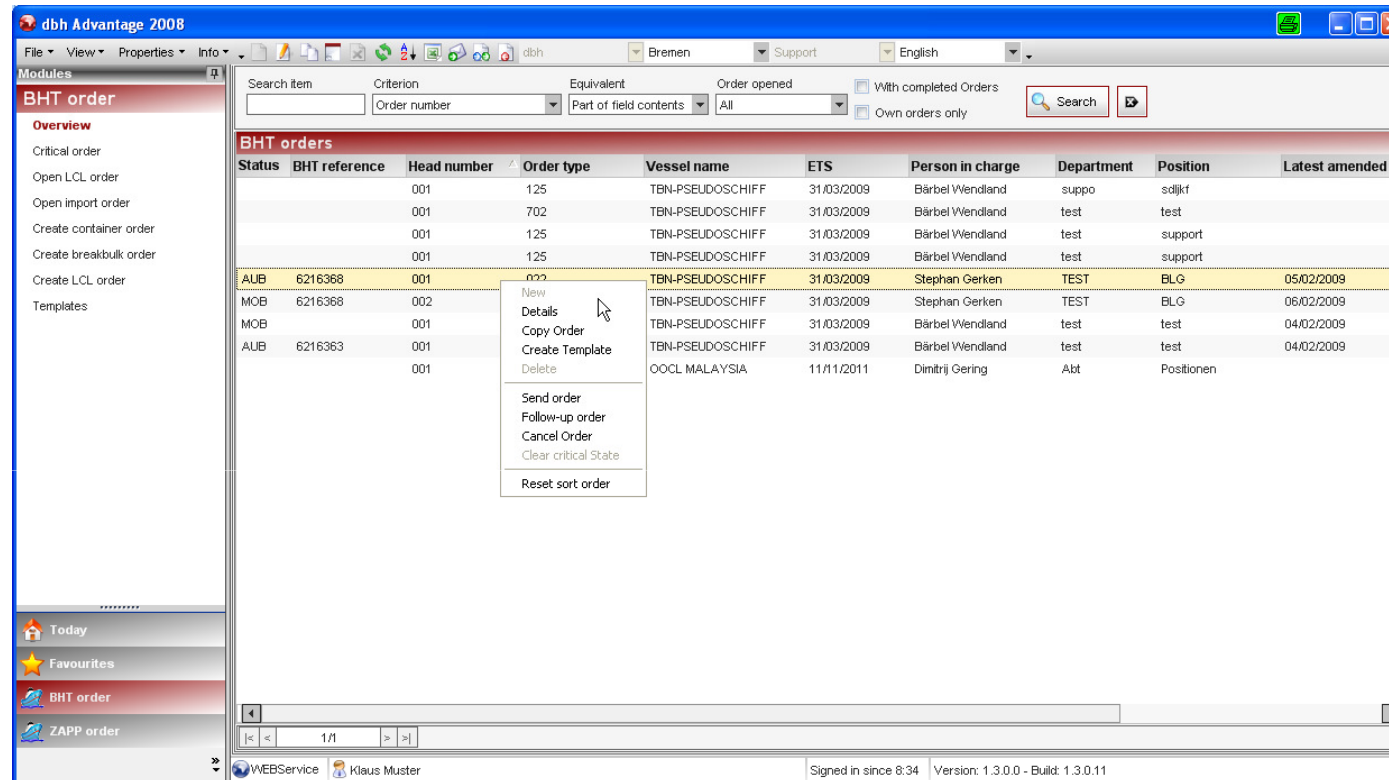


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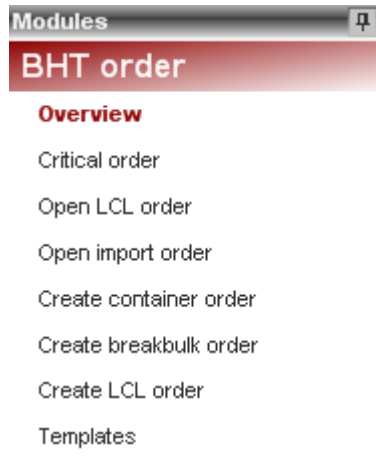
- The entry point of ALPO is always the Today screen (5)
At this position additional overviews will be placed in future
- Next to the menu you will find a toolbar (1)
- (2) Shows current client, branch, department and language
- (3) At this place all available functions of the current module are shown
- (4) These are the modules accessible for the current user

BHT- module



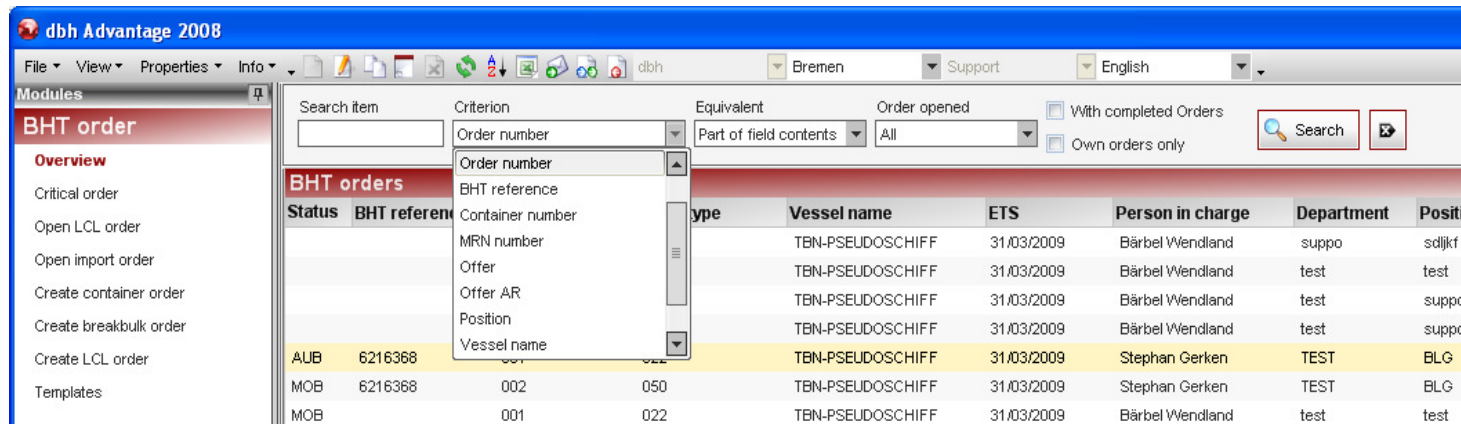
- Overview of actual port orders (right side) and possible functions of BHT module (left side)
- Toolbar and search function are uniform to the ZAPP module
- context menu (2nd mouse button) contains most important functions for a port order

BHT- module - Functions



- Overview → normal overview of actual port orders (actual means pending orders e. g. not canceled and/or ETS in the past – more than 5 days)
- Critical order → all orders with an error message or blocked by customs or the like
- Open LCL order → Overview of all “Anliefer”-orders (delivery order) whose goods have not been shipped completely yet.
- Open import order → additional overview only for import orders
- Create container order → order type e. g. 125, 138 etc.
- Create break-bulk order → bulk goods order e. g. 022, 023 etc.
- Container packing → order type “413” (consolidated container – only for Freeports)
- Templates → save orders as drafts to copy (for recurring orders)

BHT-Module – Overview „Search and Sort“



- Search functions are possible by means of different criteria and time stamps
- With the check box “completed orders” the search works over all orders, and with the checkbox “own orders” the search looks for the own created orders
- The black cross resets the search criteria
- The headlines are sortable. The sorting searches the whole database - not only the screen
- The standard sort order is always internal order number descending and head number ascending

Order number	Head number
6087	001
6087	002
6084	001

The button „A→Z“ resets the sort order to the standard sort order



Toolbar and contextmenu



1. Open selected order for editing
2. Copy order
3. Mark order as template
4. Delete order (only without reference possible)
5. Refresh overview
6. Back to default assortment settings
7. Excel export
8. Send port order to harbour system BHT
ALPO knows the necessary kind of sending option (AUA, GEA, GZA) itself
9. Create a follow-up order (only break-bulk orders)
10. Cancel port order – send cancellation to port system
11. Manual reset of critical status (only ALPO internally)

Create order - order header information



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The screenshot shows a software window titled 'Order'. At the top, there's a menu bar with options like 'Save', 'Save and close', 'Save and send', 'Cancel order', 'History', and 'English'. Below the menu bar, a header section displays 'Number 6090', 'BHT reference', 'Header number 001', and 'Status NEW'. The main area is divided into several sections: 'Order header data' with a dropdown for 'Order type' set to 'ANLIEFERN ENTLADEN (CONTAINER)'; 'Vessel data' with fields for Vessel number (6960011), Vessel name (TBN-PSEUDOSCHIFF), Ships agent (SAFMARINE HB), Shipowner, Terminal (C1), Port of loading (DEBRE), ETS (departure) (31/03/2009), Port of discharge (CIABJ), ETA (arrival) (30/06/2009), and Final destination; 'Precarriage' with fields for Transport type (Truck), Licence plate, Haulier, Trailer licence plate, and Trucker code; 'Orderer' with fields for Person in charge (Klaus Muster), Telephone (+4942130902118), Department (Exp), Position (indicated by a warning icon), and Offer; and 'Alternative orderer' with fields for Orderer, Invoice receiver, Port operator customer no., Position, Department, Offer, and Rewe. A 'Remark' field is also present at the bottom. The status bar at the very bottom indicates 'Amended on 12/02/2009 13:45:07 By Bärbel Wendland'.

- Edit order with standard fields and data of BHT
- On event „Save“ ALPO checks the mandatory fields
- Options for kind of „Order type“ is restricted by cargo type: container, break-bulk or consolidated container

Create order - vessel search



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Vessel search

Search - Export

Name of vessel: ETS from: to:

Carrier's agent: Port of destination:

Result

Drag a column header here to group by that column.

SIS number	Ships agent	Vessel name	Terminal	Port of loading	ETS
DDK6021	POTT&KOERNER	MAERSK DARTMOUTH	NT	DEBRV	05/03/2009 00:00...
DDK6011	POTT&KOERNER	MAERSK DARTMOUTH	NT	DEBRV	05/03/2009 00:00...
DDK6131	POTT&KOERNER	MAERSK DARTMOUTH	NT	DEBRV	05/03/2009 00:00...
DDK6031	POTT&KOERNER	MAERSK DARTMOUTH	NT	DEBRV	05/03/2009 00:00...
DDK6141	POTT&KOERNER	MAERSK DARTMOUTH	NT	DEBRV	05/03/2009 00:00...
DE0W011	MAERSK - MSL	MAERSK DARTMOUTH	NT	DEBRV	05/03/2009 00:00...
DDK6041	POTT&KOERNER	MAERSK DARTMOUTH	NT	DEBRV	05/03/2009 00:00...
DDK6151	POTT&KOERNER	MAERSK DARTMOUTH	NT	DEBRV	05/03/2009 00:00...
DDK6061	POTT&KOERNER	MAERSK DARTMOUTH	NT	DEBRV	05/03/2009 00:00...
DDK6051	POTT&KOERNER	MAERSK DARTMOUTH	NT	DEBRV	05/03/2009 00:00...
DAOZ031	CMA-CGM	MAERSK DARTMOUTH	NT	DEBRV	05/03/2009 00:00...
DDK6121	POTT&KOERNER	MAERSK DARTMOUTH	NT	DEBRV	05/03/2009 00:00...
DAOZ011	CMA-CGM	MAERSK DARTMOUTH	NT	DEBRV	05/03/2009 00:00...
DAOZ021	CMA-CGM	MAERSK DARTMOUTH	NT	DEBRV	05/03/2009 00:00...
DE0W021	MAERSK - MSL	MAERSK DARTMOUTH	NT	DEBRV	05/03/2009 00:00...

1/4

- easier search functionality
- ETS is automatically set on today plus 4 weeks forward
- Search with part strings possible
- Port of destination applicable as free text or UN Location Code

Create order – order items



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A screenshot of a software application window titled 'Order'. The window has a menu bar with 'Save', 'Save and close', and 'Save and send'. Below the menu bar, there's a section for 'Order' with fields for 'Number' (6090) and 'BHT refer'. There are two tabs: 'General' and 'Container', with 'Container' being the active tab. Below the tabs is a table titled 'Items' with columns: 'Pos.', 'Container No.', 'Container length', and 'Container'. The table is currently empty. At the bottom of the window, there are two buttons: 'Add' (with a green plus icon) and 'Delete' (with a red minus icon). A status bar at the very bottom reads 'Amended on 04/03/2009 11:47:27 By Klaus Muster'.

- If order header is complete, the goods data can be entered. Change to 2nd tab and use the button „add“ to enter new goods positions.
- Within the goods positions item data can also be copied completely (incl. customs- and hazardous data)
- the Button „Delete“ erases selected goods positions

Create order – container data



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The screenshot shows a software window titled 'Order position 1/1'. It contains several input fields for container and goods data. Below these are two table sections: 'Customs positions' and 'Hazardous goods positions', each with an 'Add' button. The 'Customs positions' table has columns for Position number, Custom status, Customs allowance reference, Commodity number, Description of goods, and MRN number. The 'Hazardous goods positions' table has columns for Position number, IMDG code, UN number, Number, Weight, and Technical description. At the bottom, there is a small text line: 'Amended on 04/03/2009 11:54:51 By Klaus Muster'.

- Container data and descriptions of goods are entered here
- To a container max. 999 tariff positions can be entered
- To a container max. 999 hazardous goods positions can be entered

Create order – Customs data



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Customs item 1/1

Type of customs item

☐ Enter BHT customs data ☒ Enter AES customs data

AES Zolldaten

MRN number: 09CZ87884545454545 ☒ MRN complete

Goods item: ☐ Goods item complete

Package ID No.: ☐ Packages complete

Number of packages: ☐ Shortage

- AES - Customs data are insertable

- until 1st July 2009 it is possible to enter the 'old' BHT customs data

Customs item 1/1

Type of customs item

☒ Enter BHT customs data ☐ Enter AES customs data

BHT customs details

Customs status: 1000G *Einheitspapier Gemeinschaft

Exemption: 283

Country of destination: US UNITED STATES

Country of origin: DE GERMANY, FEDERAL REPUBLIC

Customs tariff number: 64011010

Exporter: Customer

Customs pre-policy:

Customs allowance reference:

Customs office: HZA Musterstadt ☒ Check by customs done

Goods description: Goods declaration

Please check your customs documents whether ATALS-AES procedure is available!

Amended on By

Create order – Hazardous materials



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Hazardous goods position 1/1

Save Save and close

Hazardous goods Overland transport / radioactive goods

Gefahrgut

Number	100	Package group	2
IMDG code	3	Gross weight	1500.0
UN number	1228	Explosive weight	0.0
EMS1	0303	Flashpoint	
EMS2		Marine pollution	
MFA G1		Water pollution class	0
MFA G2		Technical description	MERCAPTANS, LIQUID, FLAMMABLE, TOXIC, N.O.S.
Prime label	3	Hazard cause	
Secondary label 1	61	Remark	
Secondary label 2			
Stuffing method			
Packing type	CASE		

Amended on By

- Hazardous goods data are entered in accordance to the order details.

Create order – copy function



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Order position 2/2

Container number: DBHC8787556 Check container number: ☒ Net weight: 18500 Seal 1:
Type: GP ISO code: Tare weight: 4000 Seal 2:
Length: 40 Condition: Voll Gross weight: 22500 Booking number:
Height: 86 Goods: 0622 Details Goods Description:

Customs positions

Position number	Custom status	Customs allowance reference	Commodity number	Description of goods	MRN number	M
1	1000G	283	64011010	Goods declaration		

Add Delete

Hazardous goods positions

Position number	IMDG code	UN number	Number	Weight	Technical description
1	3	1228	100	1500.0	MERCAPTANS, LIQUID, FLAMMABLE, TOXIC, N.O.S.

Add Delete

Amended on 04/03/2009 15:07:02 By: Klaus Muster

- Assistance of the copying functions in all masks, the data can be entered and edited fast.

Create order – send data to port systems

Pos.	Container No.	Container length	Container type	Description of contents	Tare weig	Net weight	Gross weig
1	DBHC3433349	40	GP	Details Goods Description	4000	18500	22500
2	DBHC8787556	40	GP	Details Goods Description	4000	18500	22500

- Via the button „Save and send“ data is handed over to BHT/ZAPP.
- The feedbacks (status information, i. e. receipts and error messages) are listed in the history within the order.

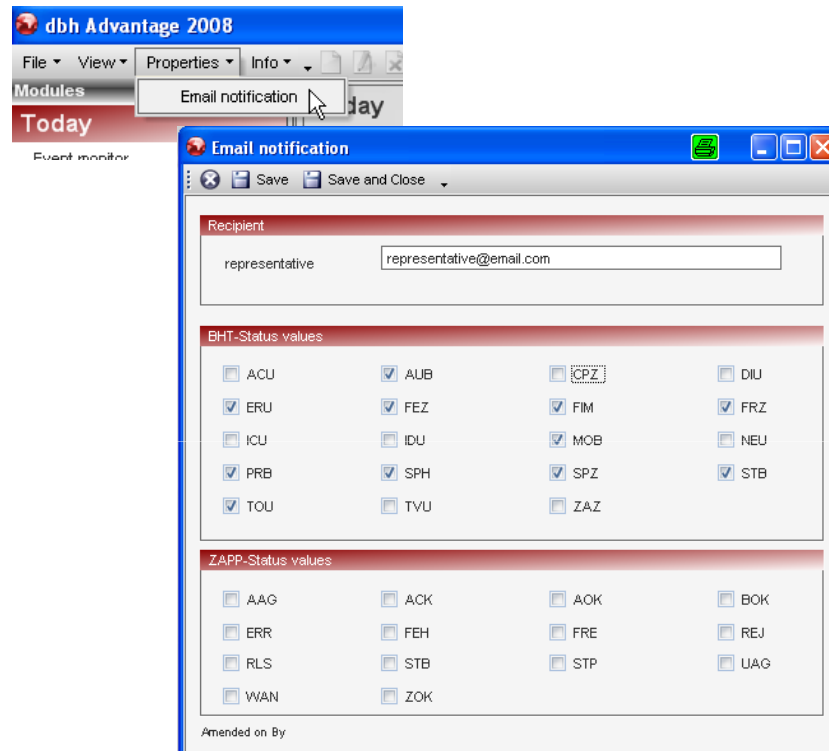
Point of time	Pos.	Status
04/02/2009 16:41		AUA
04/02/2009 16:55	0000	MOB
05/02/2009 11:40		AUA
05/02/2009 11:55	0000	AUB

No.	Type	Text
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Create order – status messages via Email

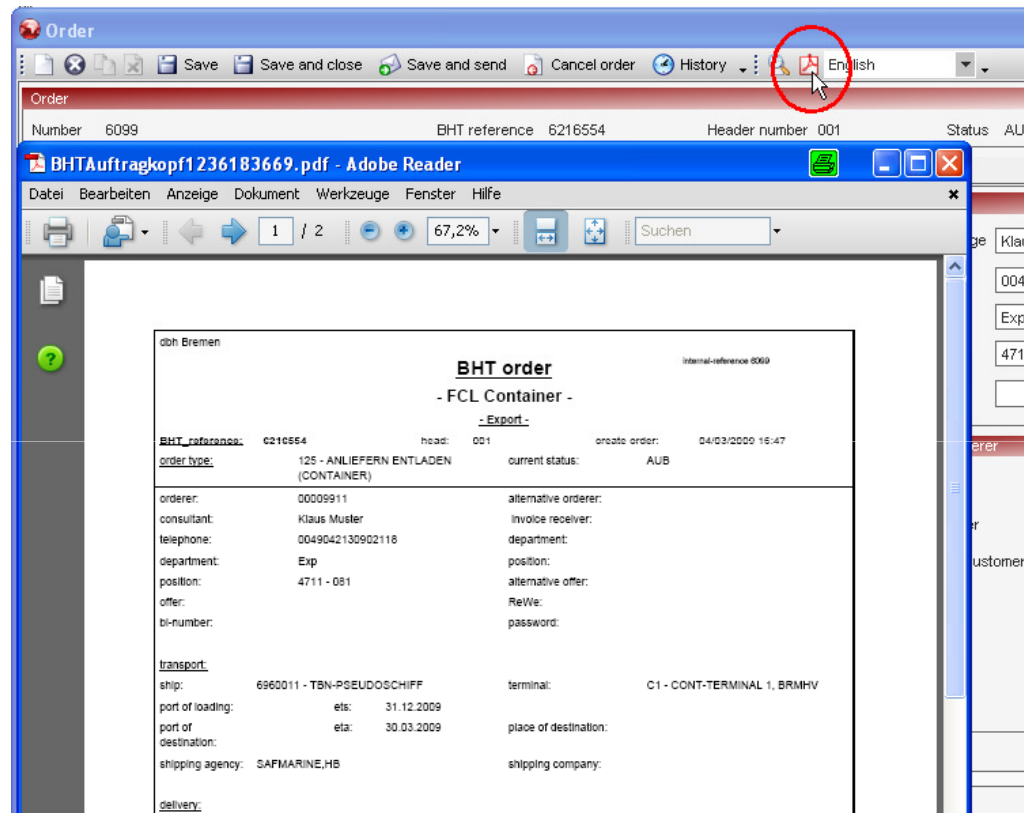


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- BHT sends status messages back to ALPO. These messages can be positive or negative. It could be important to receive an additional email for specific status messages. In this window the user can choose the status for emailing and can specify a copy receiver.

Create order – Print out



- The print out in ALPO is exclusively obtainable as pdf – Adobe Reader
- Thus the documents are also available in electronic form e.g. eDoc, email etc.

Create order – break-bulk

The screenshot shows a software window titled 'Order'. The menu bar includes 'Save', 'Save and close', 'Save and send', 'Cancel order', 'History', and 'Eng'. The main area displays order information: 'Order Number 6098', 'BHT reference', and 'Header number 001'. Below this, there are tabs for 'General' and 'Goods items'. The 'Order header data' section contains two dropdown menus: 'Order type' set to '*ANLIEFERN ENTLADEN' and 'Follow-up order type' set to '*LADEN/ABSETZEN'.

- A characteristic in orders for bulk cargo is that upon new entry of head 001 (delivery order) the follow-up order (order for disposition) can be issued at the same time. Important: You have to enter the vessel information and customs data into head 001 to send both orders at once. The follow-up order contains all goods positions of head 001.
- It is also possible to enter a follow-up order later.

Follow-up order – add goods positions



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Order

Number 6084 BHT reference 6216363 Header number 002 Status NEW

General Goods items

Items

Pos. Amount Type of packaging Commodity code Description of contents Marks and number Cubic meas Gross weight USP-Code Port operator remarks

Follow-up positions

Positions

Drag a column header here to group by that column.

Header number	Position number	Description of contents	Total amount	Total weight	Rest amount	Rest weight	Position
001	1	MASCHINEN-TEILE	1	1000	1	1000	
001	2	MASCHINEN-TEILE	2	2000	2	2000	

Follow-up position

Save and close

Position number 2

Original quantity 2

Original weight 2000

Disposable quantity 2

Disposable weight 2000

Disposed quantity 1

Disposed weight 1400

Amended on 04/03/2009 10:49:47 by Klaus Myster

- Parts or complete goods positions of the delivery orders can be transferred to the follow-up orders . It is also possible to split the cargo into several different follow up orders.
- Exact control of already positioned cargo as well as remaining quantities.