CERTIFIED PICK UP
USER INTERFACE GUIDE FOR TRANSPORT OPERATORS

Introduction

On these pages you can find the manual & explanation of the Certified Pick up User Interface (CPu UI).

To be able to follow these steps, you need to have a valid CPu subscription as described on https://www.nxtport.com/en/documentation/certified-pick-up/ce-how-to-register-for-certified-pick-up . If you didn't complete these steps, the below will not work for you.

This manual first describes the login process. Afterwards it details all UI pages and explains the different parts/buttons. Finally you will find tutorials describing how to use CPu in your day-to-day operations.

Be sure to use the most recent version of your browser, preferred bowsers are Google Chrome, Microsoft Edge & Mozilla Firefox.

Do not use Internet Explorer as it is not supported by NxtPort (Microsoft has retired the IE browser https://docs.microsoft.com/en-us/lifecycle/announcements/internet-explorer-11-end-of-support). If you still use Internet Explorer, switch to Microsoft Edge (successor of IE, included in every recent version of Windows).

What's new in this version?

Version 2.1 – published April 2022

- Fixed minor typographical errors;
- Page 9 - new conditions for the "Active" state of a Commercial Release;
- Page 21 & 23 – Container Detail view now includes a "Carrier Haulage" indication;
- Page 25 & 26 – changed the pop-up view to select a driver for Pick up (dropdown menu instead of slider to change between Alfapass nr and Driver Description).
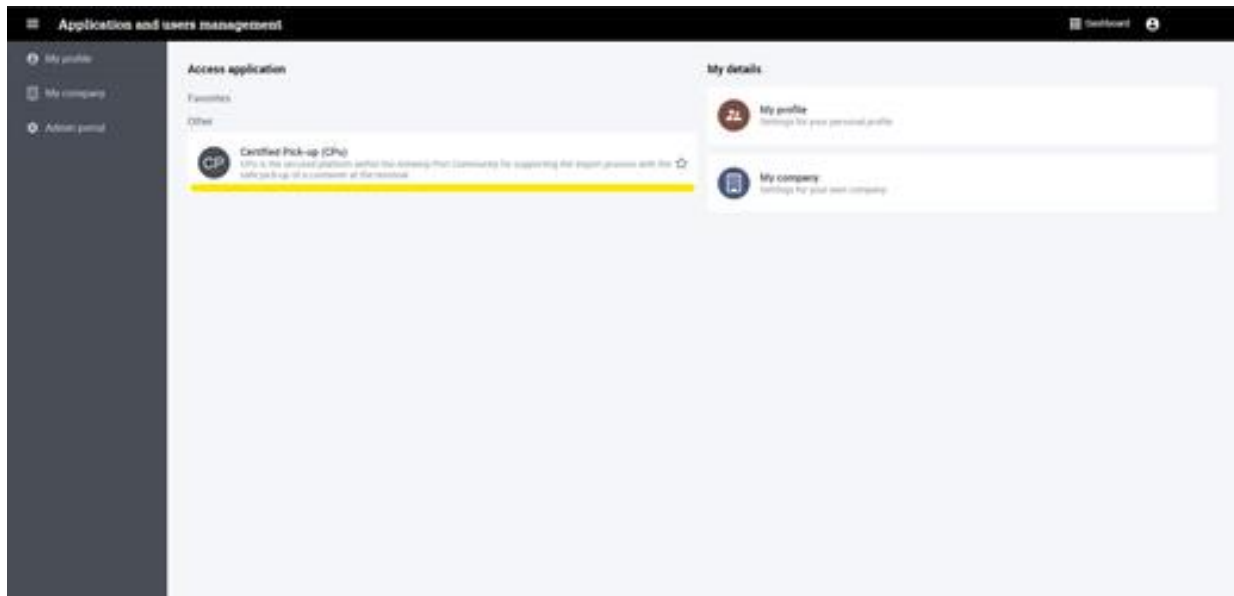
Contents

How do I access the CPu UI?

There are two ways to access the CPu UI:

1. Go directly to https://cpu.nxtport.com (if you bookmark this page, be sure to bookmark this exact URL);

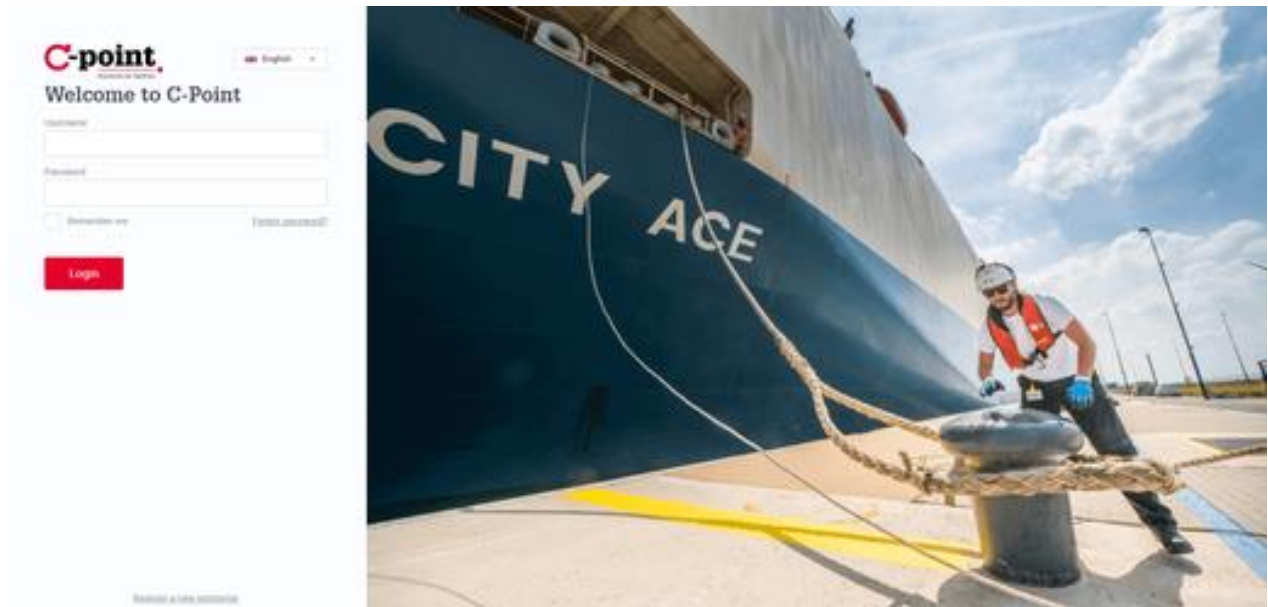2. From the C-Point Dashboard, click on the link "Certified Pick-up (CPu)".

If you don't see the "Certified Pick up" link on your dashboard, you either don't have access to CPu or you don't have the correct roles assigned to you. Check out our FAQ page on how to check/resolve this.

Both ways are equal, by using the second option you will be immediately prompted for the 2FA method, see below (because you are already logged in, you don't need to enter your C-point credentials again).

C-point login

After going to https://cpu.nxtport.com , you will see below screen where you need to enter your C-Point credentials.
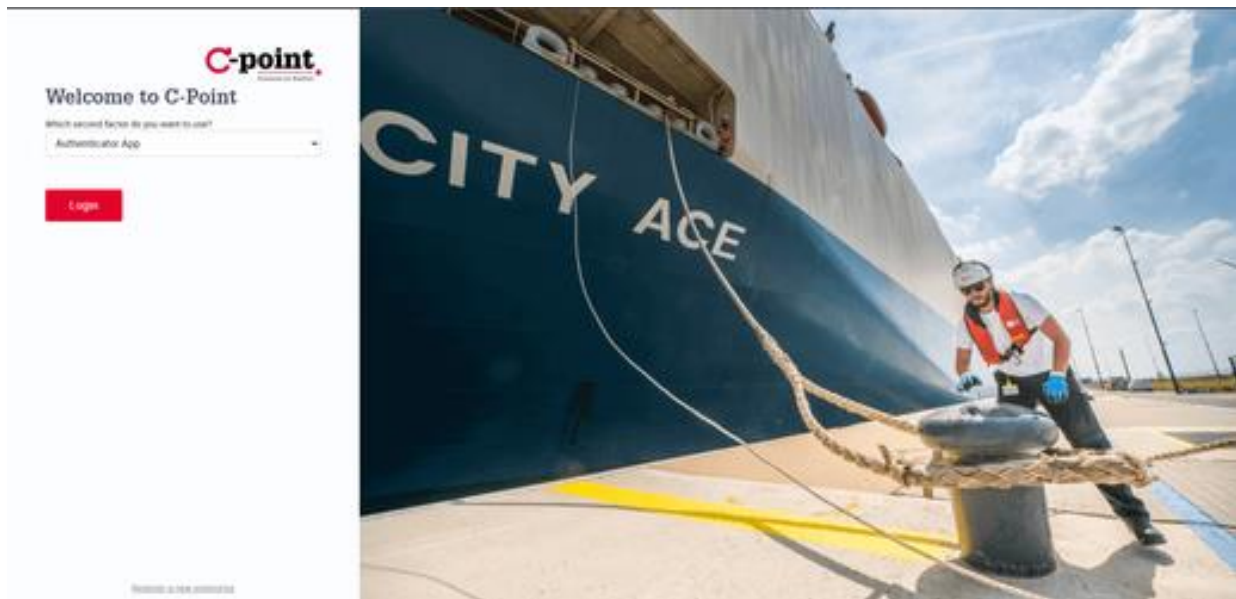

2FA method

After entering your credentials and clicking "Login" (or after clicking the link on the C-point Dashboard), you will be prompted for a 2FA method.

<div align="center">

What is 2FA?

2-Factor Authentication (2FA, sometimes referred to as Multi-Factor Authentication MFA) is an extra layer of security to make sure it's really you who is trying to sign in. This is a common practice in the online world and is highly recommended and more frequently used nowadays to increase security. See https://www.safeonweb.be/en/use-two-factor-authentication (external link, webpage of Belgian Centre for Cyber Security) for more information.

</div>

C-point offers two 2FA methods: Authenticator App or PIN code via e-mail.

Authenticator App

With an authenticator app, you receive a PIN code on a smartphone app instead of via an e-mail. Commonly used app are (not exhaustive) Microsoft Authenticator & Google Authenticator. As these are apps from a third party, we cannot offer any support on them. Check the information sources of the relevant provider for more details.

To begin using these apps for the CPu UI, you need to set it up before first use.

When choosing "Authenticator App" for the first time, you will see below screen.

NxtPort BV
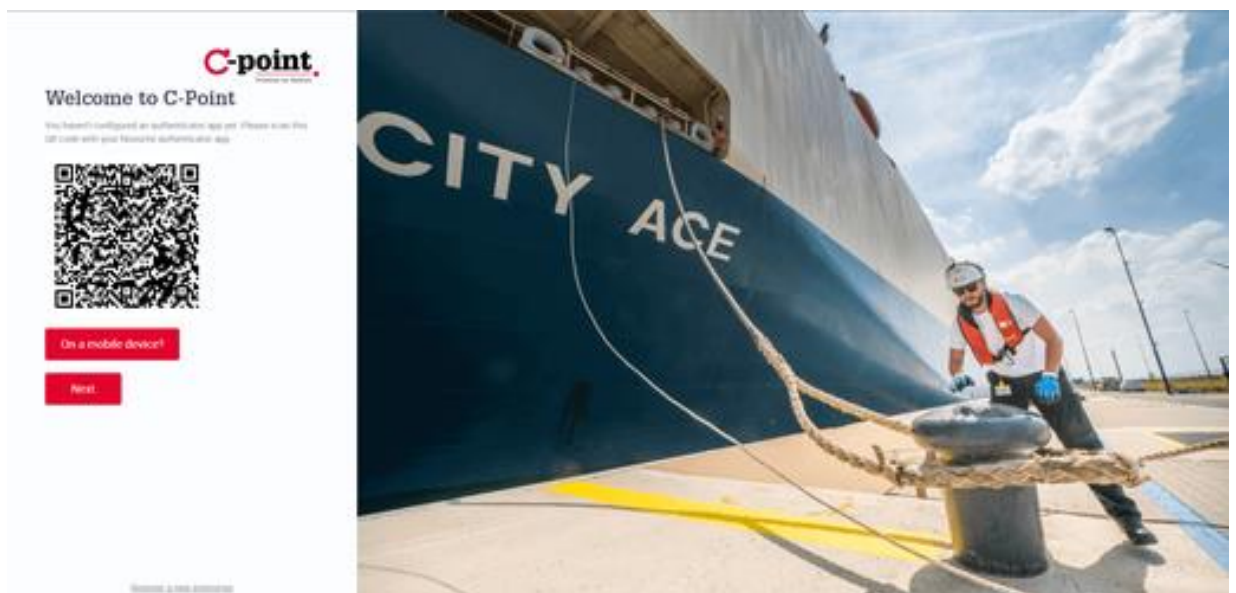
Scan the QR code with your app and follow the steps as indicated. When done, click "Next". You will see the follow screen where you need to enter the code you see on your app. Enter the code and click "Submit".
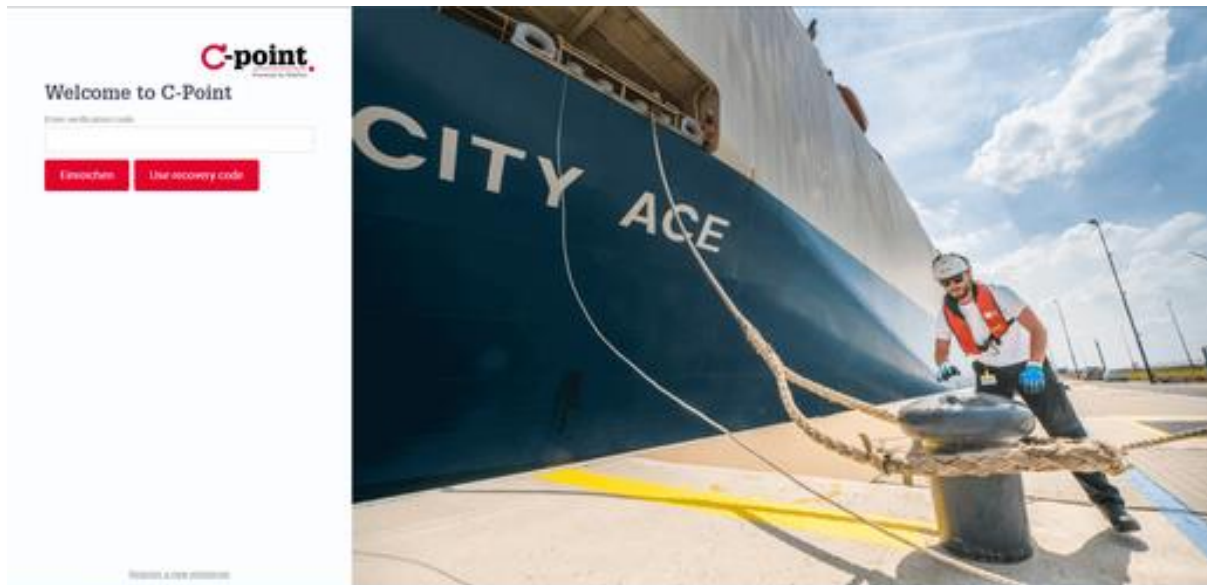
You will now get a screen with alphanumeric recovery codes. These are backup codes in case you lose access to your authenticator app, these are not to be used as primary way of login. Keep them safe & secure, they are very valuable. You will only see this screen during the first time you set up the App.
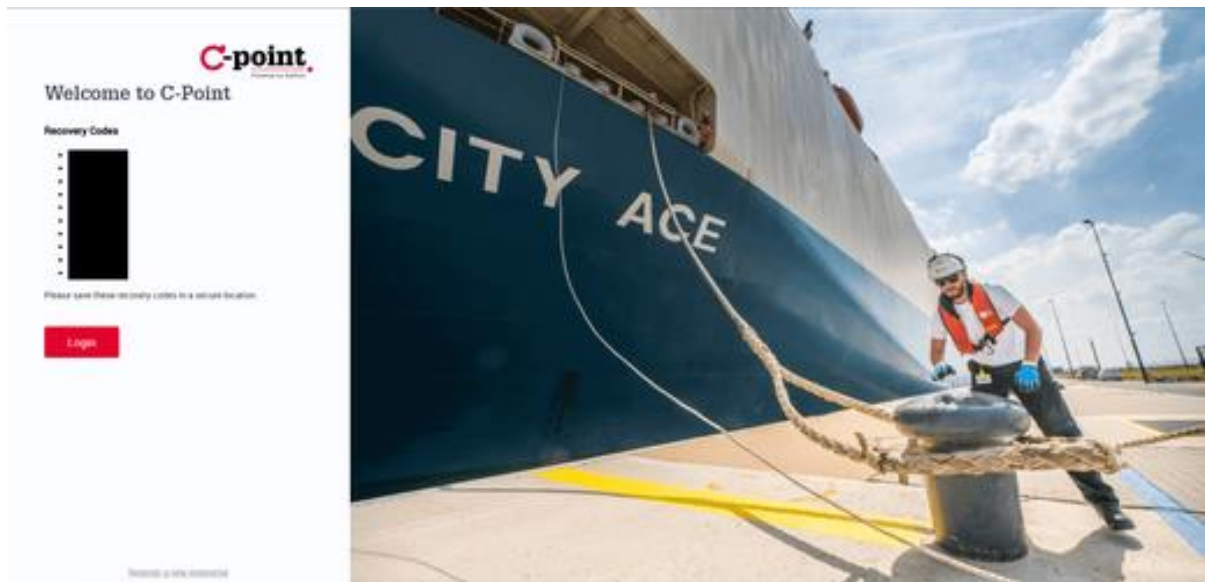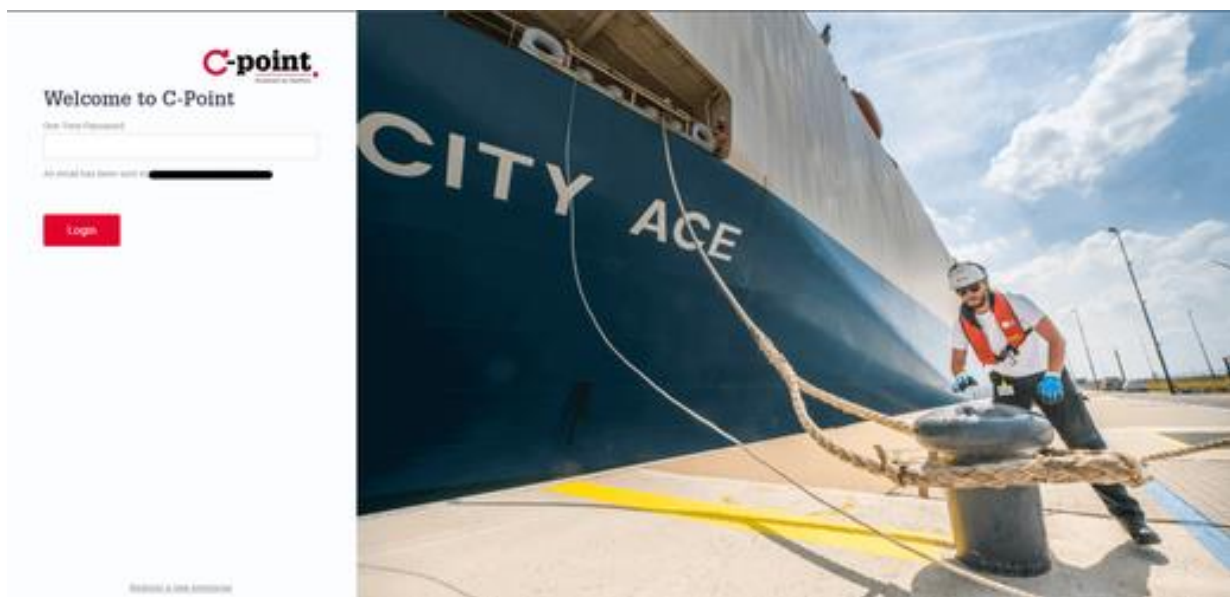

After clicking "Login", you will be redirected to the CPu UI main screen. If you get an error message (such as "Redirecting…" or "Something went wrong") it means your CPu registration may not have been completed. Check out our FAQ page on how to check/resolve this. Continue to "Using the CPu UI" below.

PIN code via e-mail

When selecting this option, you will receive an e-mail with a one-time pincode (OTP) to the address which is linked to your C-point account. This e-mail message is sent from no-reply@portofantwerp.com , be sure to add this address to your safe-senders list (you will need to check with your IT department on how to do this, we don't know which software you might be using).

You will see below screen, check your inbox or spam folder for an e-mail with subject "Your CPoint OTP email". When copying the OTP code, please make sure to not copy any whitespaces. Only enter the code in the box.

The OTP is valid for 5 minutes. If you don't receive an e-mail, try refreshing (send/receive all folders) your e-mail.

Which 2FA method do I need to use?

That's entirely up to you. It's possible your company has a policy about this, please check internally before proceeding.

Do I need to use the same method each time?

No, once your authentication app has been set up you are able to use both methods. Using one method does not disable the other.

You will now be redirected to the CPu UI main screen. If you get an error message (such as "Redirecting…" or "Something went wrong") it means your CPu registration may not have been completed. Check out our FAQ page on how to check/resolve this. Continue to "Using the CPu UI".

Using the CPu UI
General explanation & terminology

General explanation:

<u>What is the purpose of the CPu UI?</u>

In the CPu UI, you can view & manage the Release Rights which have been assigned to your company. Depending on your role in the supply chain, you will need to perform different actions.

Terminology used on this pages:

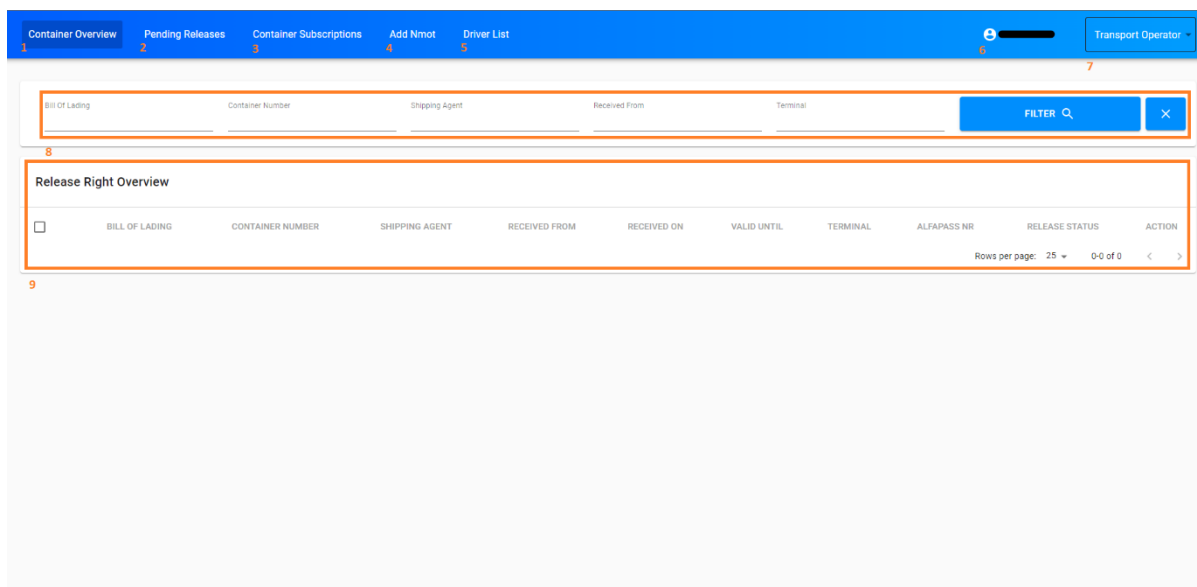| Term	Description
Release Right	Digital CPu-equivalent of the old-fashioned pin code. The owning of this Right, which manifests as an entry on your Container Overview tab, means that your company has the right to perform actions (transfer, pick up) on a certain container. It's not a 6-digit code you can see, like the pin code, but it's digital information stored on the CPu platform. At any moment in time, only one company can hold the Release Right for a certain container. A Release Right has an "Active" status from the moment the Commercial Release has been created until the container has actually left the terminal (the Terminal Operator has submitted a Gate Out operation to the CPu platform). If a container for some reason does not receive a "Gate Out" message, the Release Right will lose the status "Active" after: • If the "Valid until" date is known: 10 calendar days after the "Valid until" date; • If the "Valid until" date is unknown: 60 calendar days after the creation date of the Commercial Release.
Pickup Right	When a driver has been assigned to a Release Right (by a Transport Operator), that driver (and that driver alone) has the right to go to the terminal and pick up the container. This is the Pickup Right.

Green Lights	Just like traffic lights indicate that you can cross a street, the Green Lights are used to capture information about the "release status" of a container, i.e. can this container leave the terminal or not.
	
	NxtPort CPu currently captures information from six Green Lights:
	
	1. Commercial Release Light: this light indicates the status of the commercial release, as submitted to CPu by the Shipping Agent.
	The light can have following colors:
	    a) **Red**: the Shipping Agent has blocked the commercial release, preventing the pick-up from the terminal;
	    b) **Green**: the Shipping Agent has commercially released the container.
	2. Terminal Discharge Light: this light indicates if the container has been discharged from the vessel, as submitted to CPu by the Terminal Operator.
	The light can have following colors:
	    a) **Gray**: the Terminal Operator did not yet submit container movement information to CPu. Vessel is still underway or unloading has not yet finished;
	    b) **Green**: the container has been discharged. <u>Note</u>: this does not automatically mean the container is ready for pick-up, it's possible that the Terminal Operator blocks the release. See the next Light.
	3. Terminal Release Light: This light indicates if the container is ready for pick-up on the terminal, as submitted to CPu by the Terminal Operator.
	The light can have following colors:
	    a) **Gray**: the Terminal Operator did not yet submit container release information to CPu. Vessel is still underway or unloading has not yet finished;
	    b) **Red**: the Terminal Operator has blocked the container release, preventing the pick-up from the terminal. This could have multiple causes, check with the Terminal Operator for more details;
	    c) **Yellow**: the container has been selected for scanning. Pick-up is allowed, but scanning procedure must be followed;
	    d) **Green**: the Terminal Operator has released the container, meaning it is available for pick-up on the quay.
	4. Customs Light: This light indicates if the container has been released by the Customs authority, as submitted to CPu by the competent Customs authority.
	The light can have following colors:
	    a) **Red**: the Customs authority has not yet submitted any release information to CPu;
	    b) **Yellow**: the container has been selected for scanning. Pick-up is allowed, but scanning procedure must be followed;
	    c) **Green**: the container has been cleared by customs.

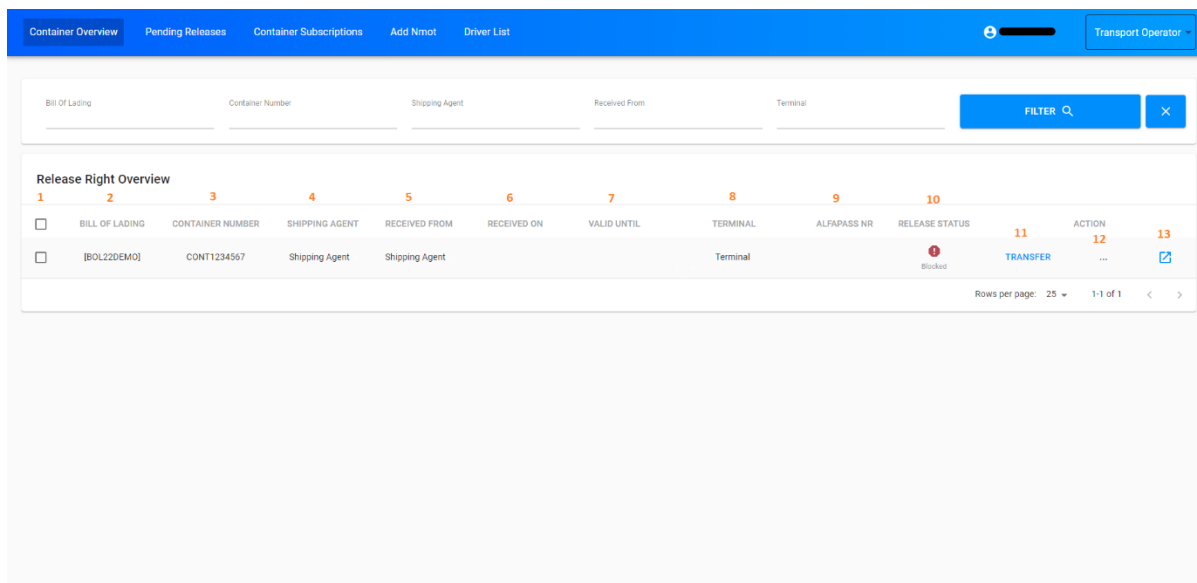|	5. Gate Out Light: This light indicates if the container has been picked up from the terminal, as submitted to CPu by the Terminal Operator.
	The light can have following colors:
	    a) **Gray**: the container has not left the terminal yet;
	    b) **Green**: the container has left the terminal.
	
	6. Pick-up Light: This light indicates if the container has a valid Pick-up Right, meaning a driver has been assigned to it to pick it up. This information is submitted by the Transport Company which holds the last Release Right.
	The light can have following colors:
	    a) **Gray**: no driver has been assigned yet;
	    b) **Red**: a driver has been unassigned, you will need to assign a new driver;
	    c) **Green**: a driver with valid Alfapass has been assigned to pick up the container.

CPu UI	Certified Pick up User Interface

CPu UI tabs

Container Overview tab - Main Page

After you have logged in on the CPu UI, you will land on the main screen as shown below.

| 1	Container Overview Tab	Main page, contains the overview of all Release Rights assigned to your company. Working space of the CPu platform. More details below.
2	Pending Releases Tab	Lists the Release Rights which have been transferred to your company, awaiting your accept / decline. More details below.
3	Container Subscriptions Tab	On this tab you can subscribe to a container/BL combo not assigned to your company to see the current status of the Green Lights. More details below.
4	Add Nmot tab	Next Mode of Transport tab; allows you to submit information on how the container will be picked up from the terminal. Note: Nmot is currently under development and is not actively used by all connected companies at this time. Please check with the terminal if they support this feature.
5	Driver List tab	List of the drivers & their Alfapass number of your company. More details below.
6	Your name	Displays your full name as registered. If you click here you can choose to log out from the UI.
7	Company role	(only applicable if your company has multiple roles) Displays the current active role.
8	Filter box	Allows you to search for an active Release Right using different parameters (Bill of Lading, Container Number, Shipping Agent, Received From, Terminal). Click "Filter" to start the search. Click the X to clear the input fields.
9	Release Right Overview	Lists all Release Rights. More details below.

When you have accepted a Release Right (see "Pending Releases tab"), it will appear in the Release

Right Overview (9).

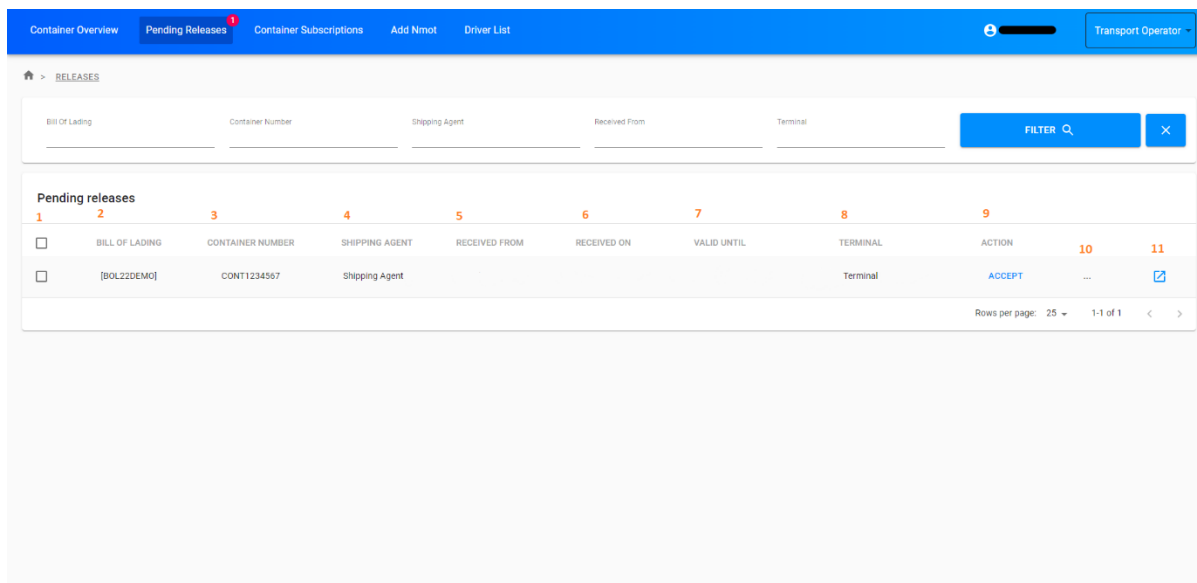| 1	Selection box	Allows you to select multiple Release Rights, clicking the top box selects all of them.
2	Bill of Lading	Corresponding BL number(s) of the container.
3	Container Number	Container on which the Release Right is applicable.
4	Shipping Agent	Shipping Agent / carrier which commercially released the container.
5	Received From	Company name of company which transferred the Release Right to you. Is the same as "Shipping Agent" if you are the First Release Party in the chain.
6	Received On	Date & time when the "Received From" company transferred the Release Right to you.
7	Valid Until	Expiry date & time of the Commercial Release. After this time, the Commercial Release Light switches to red and the container can no longer be picked up.
8	Terminal	Terminal where the container is expected to arrive. This information is sent to the CPu platform by the Shipping Agent / carrier. It is the responsibility of the Shipping Agent / Carrier to ensure the correctness of the information. NxtPort does not verify the received information.
9	Alfapass nr	When a driver has been assigned to pick up the container, the Alfapass will show here. If no driver is assigned yet, this field is empty.
10	Release Status	Overall release status of the container. More information can be found on the container detail view. This field can have the following values: • **Awaiting pickup**: the container is ready to be picked up. Commercial, terminal & customs release are all valid. A driver has been assigned for pickup; • **Released by default**: some terminals release the container by default. Check the container detail view for the other releases. No driver has been assigned. • **Select scan**: the container has been selected for scanning. Scanning procedure must be followed. No driver has been assigned; • **Awaiting pickup (to scan)**: the container has been selected for scanning. Scanning procedure must be followed. A driver has been assigned for pickup; • **Awaiting release for pickup**: one of the commercial, terminal or customs releases is not valid yet. Check the container detail view to see which release is still missing. A driver has been assigned for pickup; • **Blocked**: the container has not been fully released yet. No driver has been assigned;
11	Action	First go-to action on the Release Right. Allows you to transfer the Release Right to a different company. When a driver has already been assigned, this is empty.

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12	Action menu	Clicking on the ellipsis will show more actions which can be performed: Transfer: same as (11) above, transfers the Release Right to a different company; Pick-up: assign a driver for pickup of the container. See "Assign a driver for picking up a container" below for more details; Revoke Pick-up: (only visible when a driver is already assigned) unassign the current driver.
13	Open container detail	Opens a tab containing all relevant information about the container status. More details below.

Pending Releases tab
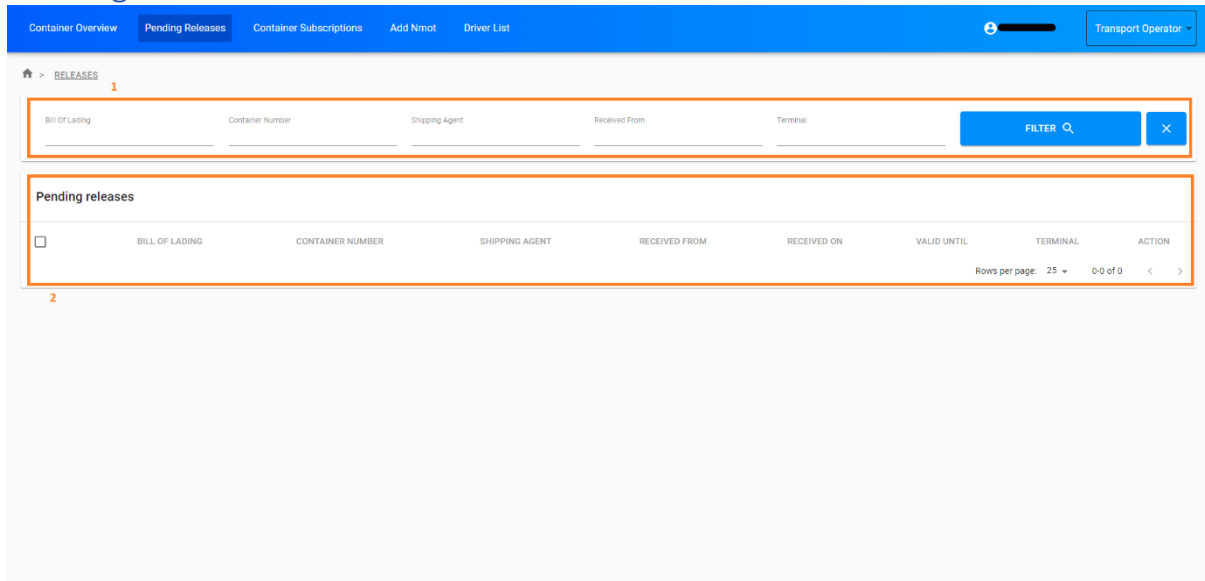
| 1	Filter box	Allows you to search for a pending release using different parameters (Bill of Lading, container number, Shipping Agent, Received From, Terminal). Click "Filter" to start the search. Click the X to clear the input fields.
2	Release Right Overview	Lists all pending releases awaiting your accept / decline. More details below.

When a Release Right has been transferred to your company, a numbered red button will appear indicating that you need to take action.

| 1	Selection box	Allows you to select multiple pending releases, clicking the top box selects all of them.
2	Bill of Lading	Corresponding BL number(s) of the container.
3	Container Number	Container on which the Release Right is applicable.
4	Shipping Agent	Shipping Agent / carrier which commercially released the container.
5	Received From	Company name of company which transferred the Release Right to you. Is the same as "Shipping Agent" if you are the First Release Party in the chain.
6	Received On	Timestamp when the "Received From" company transferred the Release Right.
7	Valid Until	Expiry date & time of the commercial release. After this time, the commercial release light switches to red and the container can no longer be picked up.
8	Terminal	Terminal where the container is expected to arrive. This information is sent to the CPu platform by the Shipping Agent / carrier. It is the responsibility of the Shipping Agent / Carrier to ensure the correctness of the information. NxtPort does not verify the received information.
9	Action	First go-to action on the Release Right: accepts the Release Right and moves it to the Container Overview tab.
10	Action menu	Clicking on the ellipsis will show more actions which can be performed: Accept: same as (9) above, accepts the Release Right; Decline: declines the Release Right and sends it back to the "Received From" company.
11	Open container detail	Opens a tab containing all relevant information about the container status. More details below.

Container Subscriptions tab

This tab allows you to view the container details of a container which has not been assigned to your company. The purpose of this tab is to allow for transparency in the supply chain.
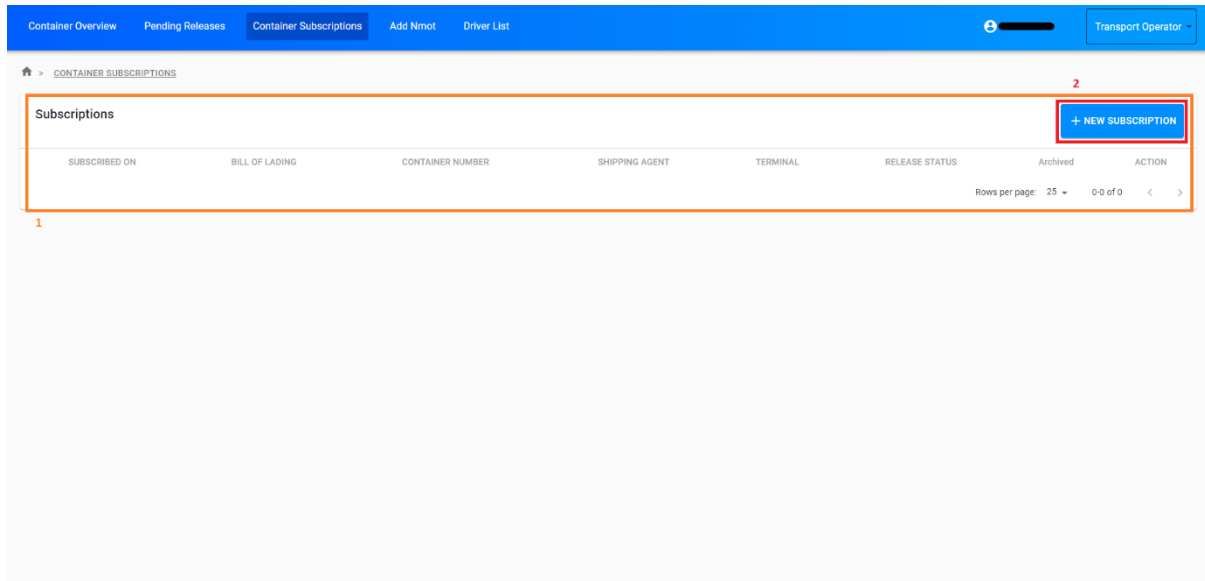

1	Subscription Overview	Lists all containers to which you have subscribed.
2	Add new subscription	Allows you to add a new container subscription.

When clicking the "Add new subscription" button, you can enter a valid container/BL combination. A valid combination means that the container/BL are known in CPu.
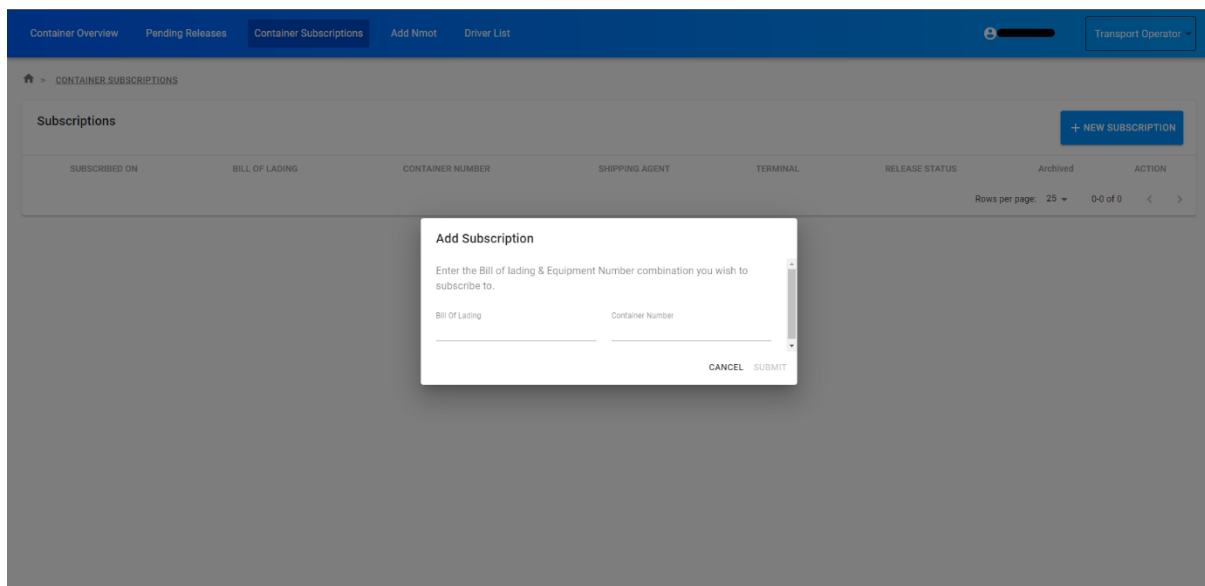
When clicking "Submit", the subscription will be added to your overview.
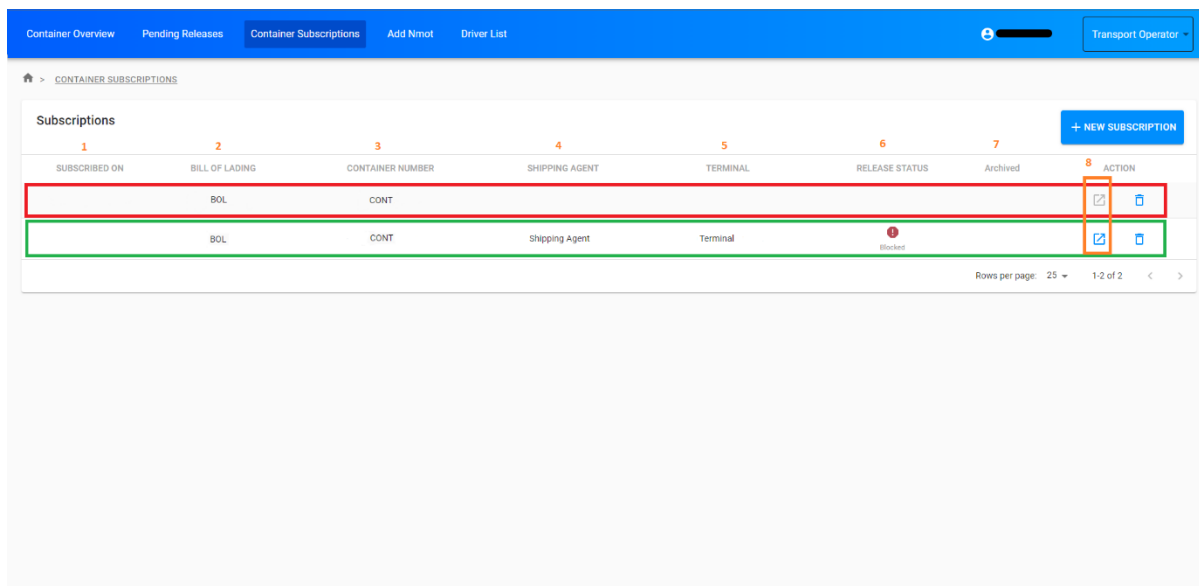
For this demonstration, both a **valid** and an **invalid** container/BL combination have been added. A invalid combination means that the container/BL details are not (yet) known in CPu.

| 1	Subscribed on	Date & time on which you subscribed. For demonstration purposes, this is empty. This will not be the case on your screen.
2	Bill of Lading	B/L number which you subscribed to.
3	Container Number	Container number which you subscribed to.
4	Shipping Agent	Shipping Agent which commercially released the container. For an **invalid** combination, this field is empty.
5	Terminal	Terminal where the container is expected to arrive. For an **invalid** combination, this field is empty.
6	Release Status	Overall release status of the container, as described on the Release Right Overview. For an **invalid** combination, this field is empty.
7	Archived	If the container has already left the terminal, it is archived in CPu. For an **invalid** combination, this field is empty.
8	Container detail	Container detail view. For an **invalid** combination, this is grayed out and cannot be accessed.

Add NMoT tab

Next Mode of Transport is currently under development and is not actively used by all connected companies at this time. Please check with the terminal if they support this feature.

You won't be needing this tab for the time being.

Driver List tab

This tab displays all the truck drivers which you have added to your company, linked tot their Alfapass numbers.
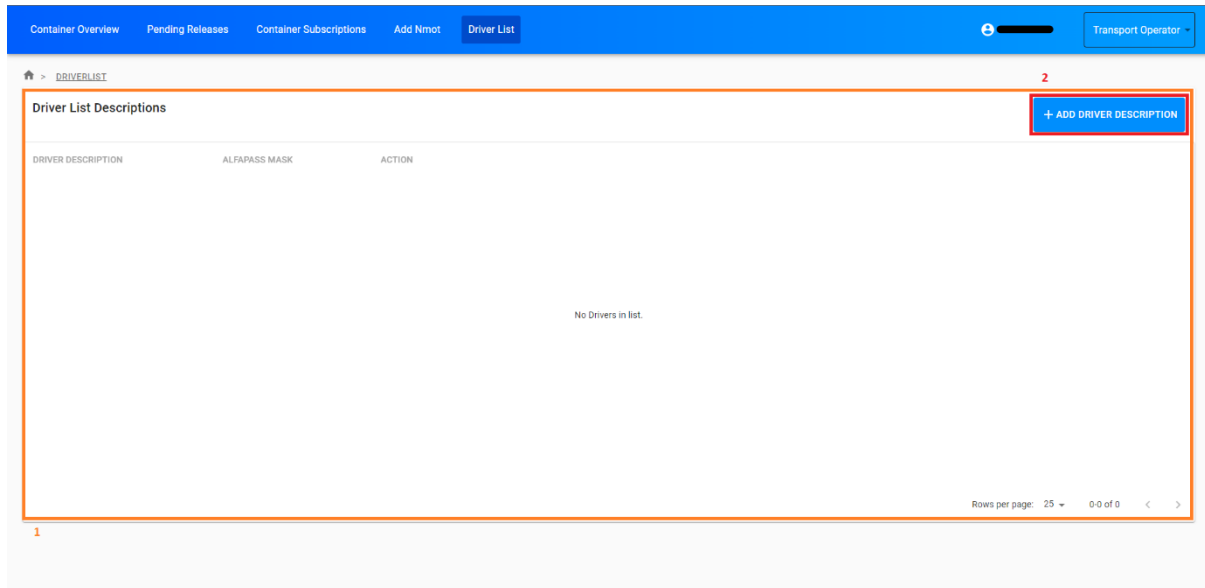
1	Driver Overview	Lists all drivers you have added to your company.
2	Add driver description	Allows you to add a new driver & link an Alfapass.

You will first need to add your drivers to the CPu system. Click on "Add driver description". You will see below screen where you need to fill in the required details. The Driver Description can be a name or an alias, depending on your preferences.
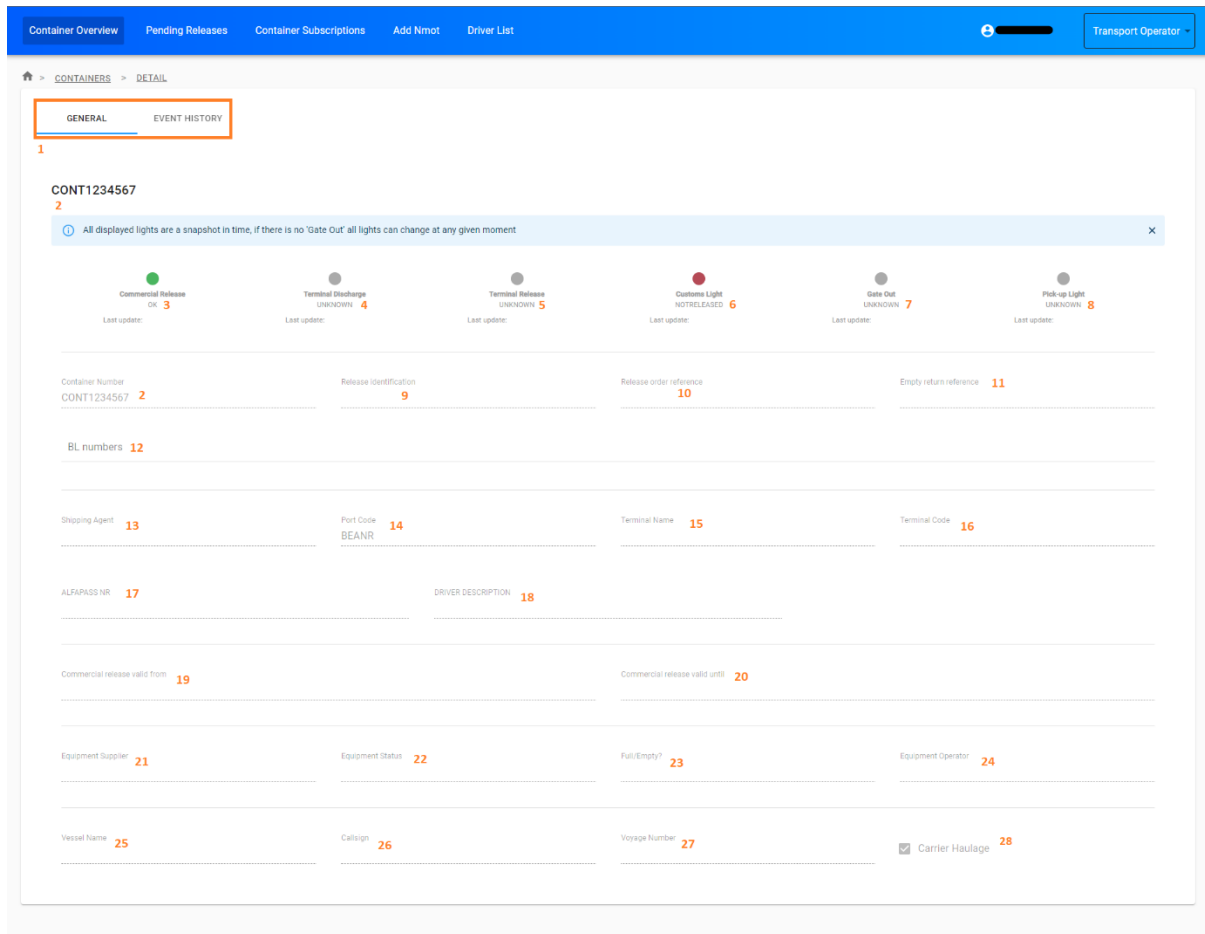
NxtPort BV
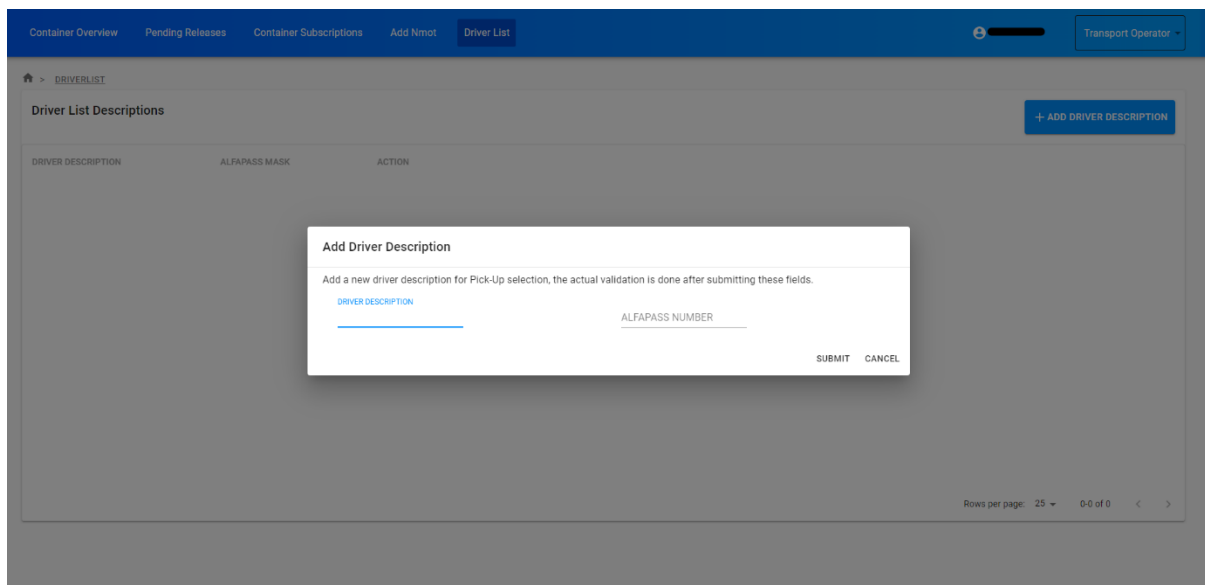
When you've clicked "Submit", the driver will be visible in the list. You can add as many drivers as needed.

Container detail view

When opening a container detail on the tabs above, you will be redirected to the container detail view.

1	Container detail subtabs	The container detail view has two subtabs: General & Event History. The General subtab is described here, the Event History subtab lists all actions that have been performed on the selected container.
2	Container number	The container number of the Release Right which you are viewing right now.
3	Commercial Release Light	This is the first of the Green Lights. This light indicates the status of the commercial release, as submitted to CPu by the Shipping Agent. The light can have following colors: • **Red**: the Shipping Agent has blocked the commercial release, preventing the pick-up from the terminal; • **Green**: the Shipping Agent has commercially released the container.
4	Terminal Discharge Light	This is the second of the Green Lights. This light indicates if the container has been discharged from the vessel, as submitted to CPu by the Terminal Operator. The light can have following colors: • **Gray**: the Terminal Operator did not yet submit container movement information to CPu. Vessel is still underway or unloading has not yet finished; • **Green**: the container has been discharged. <u>Note</u>: this does not automatically mean the container is ready for pick-up, it's possible that the Terminal Operator blocks the release. See the next Light.

5	Terminal Release Light	This is the third of the Green Lights. This light indicates if the container is ready for pick-up on the terminal, as submitted to CPu by the Terminal Operator. The light can have following colors: • **Gray**: the Terminal Operator did not yet submit container release information to CPu. Vessel is still underway or unloading has not yet finished; • **Red**: the Terminal Operator has blocked the container release, preventing the pick-up from the terminal. This could have multiple causes, check with the Terminal Operator for more details; • **Yellow**: the container has been selected for scanning. Pick-up is allowed, but scanning procedure must be followed; • **Green**: the Terminal Operator has released the container, meaning it is available for pick-up on the quay.
6	Customs Light	This is the fourth of the Green Lights. This light indicates if the container has been released by the Customs authority, as submitted to CPu by the competent Customs authority. The light can have following colors: • **Red**: the Customs authority has not yet submitted any release information to CPu; • **Yellow**: the container has been selected for scanning. Pick-up is allowed, but scanning procedure must be followed; • **Green**: the container has been cleared by customs.
7	Gate Out Light	This is the fifth of the Green Lights. This light indicates if the container has been picked up from the terminal, as submitted to CPu by the Terminal Operator. The light can have following colors: • **Gray**: the container has not left the terminal yet; • **Green**: the container has left the terminal.
8	Pick-up Light	This is the last of the Green Lights. This light indicates if the container has a valid Pick-up Right, meaning a driver has been assigned to it to pick it up. This information is submitted by the Transport Company which holds the last Release Right. The light can have following colors: • **Gray**: no driver has been assigned yet; • **Red**: a driver has been unassigned, you will need to assign a new driver; • **Green**: a driver with valid Alfapass has been assigned to pick up the container.
9	Release identification	Unique identifier, provided by the Shipping Agent, of the Release Right.
10	Release Order Reference	(Optional) second identifier, used by the Shipping Agent, to identify the Release Right. This field can be empty if no information was provided.
11	Empty Return Reference	Reference for the empty return of the container. The empty return feature is not fully implemented yet, so you will need to receive these details via another way. This field can be empty if no information was provided.
12	BL numbers	BL number(s) of shipment(s) inside the container. There can be multiple numbers in this list.
13	Shipping Agent	Name of the Shipping Agent which has commercially released the container.
14	Port Code	UN/LoCode of the operational port. For now, this is always Antwerp BEANR.
15	Terminal Name	Terminal where the container will be available for pick-up (e.g. MSC PSA European Terminal) This information is sent to the CPu platform by the Shipping Agent / carrier. It is the responsibility of the Shipping Agent / carrier to ensure the correctness of the information. NxtPort does not verify the received information.
16	Terminal Code	Corresponding terminal code (e.g. 1742) This information is sent to the CPu platform by the Shipping Agent / carrier. It is the responsibility of the Shipping Agent / carrier to ensure the correctness of the information. NxtPort does not verify the received information.
17	Alfapass nr	If already assigned to a driver, Alfapass number. If not yet assigned, this field is empty.
18	Driver Description	If already assigned to a driver, driver description (see tab Driver List). If not yet assigned, this field is empty.

| 19	Commercial release valid from	Validity date of commercial release, as provided by the Shipping Agent.
20	Commercial release valid until	Expiry date of commercial release, as provided by the Shipping Agent. After this date, container can no longer be picked up.
21	Equipment supplier	Owner of the container. This field can be empty if no information was provided.
22	Equipment Status	This field can be empty if no information was provided.
23	Full/Empty?	This field can be empty if no information was provided.
24	Equipment Operator	This field can be empty if no information was provided.
25	Vessel Name	This field can be empty if no information was provided.
26	Callsign	This field can be empty if no information was provided.
27	Voyage number	This field can be empty if no information was provided.
28	Carrier Haulage	Checked if the Shipping Agent has indicated that this shipment is handled via carrier haulage.

How do I need to use the CPu UI?

Actions which can be performed on a Release Right

As a Transport Operator, you have two options on how to handle a Release Right: transfer it to another company (e.g. a subcontractor) or assign a driver of your own company to pick up the container at the terminal.

The following explanations assume that you've already accepted the Release Right from the Pending Releases tab (see above).

Transfer the Release Right to another company

From the Container Overview tab, find the Release Right you need to transfer and click "Transfer" (this is only possible if you haven't assigned a driver yet). The following screen will appear, allowing you to select a company to which you can transfer the Release Right. Be sure to inform that company via another way (e-mail, phone, transport order) a Release Right will be transferred tot them.
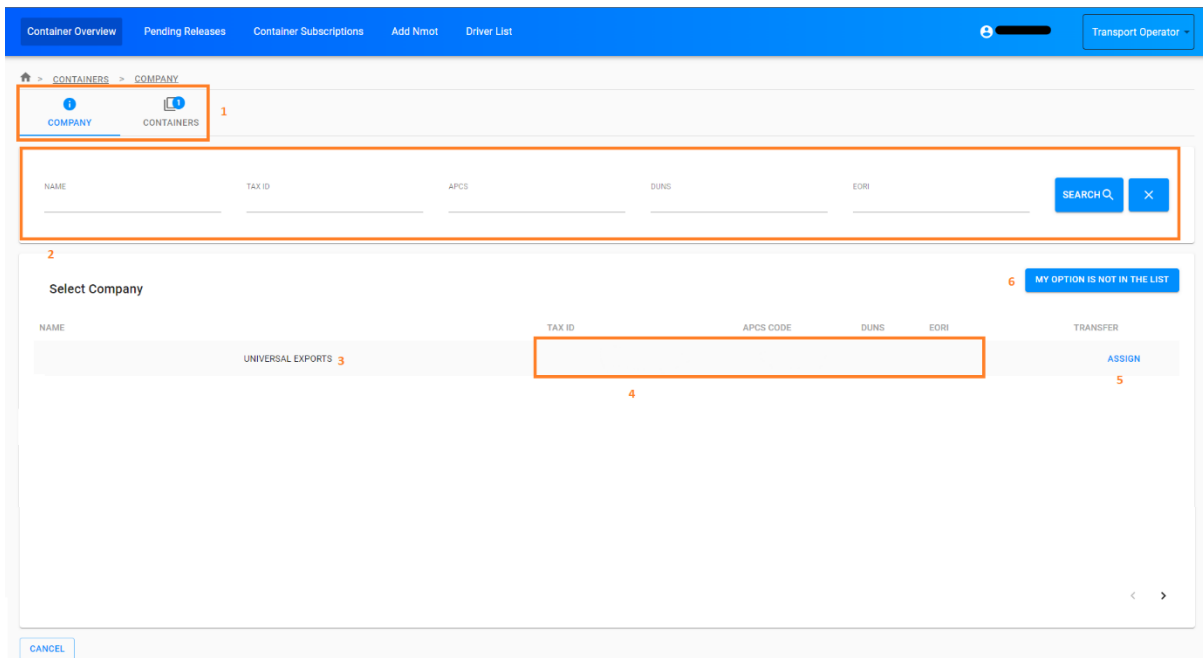
1	Select company subtabs	The select company view has two subtabs: Company & Containers. The Company subtab is described here, the Container subtab allows you to select additional Release Rights which you want to transfer to the same company at the same time.
2	Filter box	Allows you to search for a company using different parameters (Name, Tax ID, APCS code, DUNS, EORI). Click "Search" to start the search. Click the X to clear the input fields.
3	Company name	The company name as registered in the CPu system. Only companies who have a valid CPu subscription will appear here. For demonstration purposes, this list only has one entry. This will not be the case on your own screen.
4	Company identifiers	This will display the known identifiers for the company. Tax ID & APCS are always present, it's possible the fields DUNS & EORI are empty if these details are unknown. For demonstration purposes, this has been left empty in the screenshot.
5	Assign	Click this button to assign the Release Right(s) to the specified company.

6	My option is not in the list	If the company you wish to transfer the Release Right(s) does not appear in the list, it's possible they haven't completed the CPu registration process yet. This button allows you to enter the details anyway, so you can already assign the Right(s). When the company completes the registration, the system will connect your transferred Right(s) automatically.

After you've found the correct company and clicked "Assign" (or added an option which was not in the list), you will be prompted to confirm your action. When confirmed, you will see in the Container Overview that the status of the Release Right has changed to "Pending". This means that the Right has appeared on the "Pending Releases" tab of the company you selected, awaiting their "Accept" or "Decline".

If you think you've made a mistake, you can revoke the transfer by clicking on the ellipsis and choosing "Revoke". The Release Right will return to your own company. This is only possible as long as the next company hasn't accepted the Right yet.

Once the next company has accepted the Right, it will disappear from your own overview.

If the next company declines the Right, it will return to the original state, available for you to transfer it to another company if needed. You can check the Container Detail Event History subtab (see above) to see the decline action.

## Assign a driver for picking up a container

The main purpose of a container is to get picked up at the terminal by a Transport Operator. To do this you will need to generate a Pick up Right, which means you assign a driver to a Release Right. This driver will be able to pick up the container using their Alfapass.

First, you will need to add your driver & Alfapass number on the Driver List tab (see above for instructions).
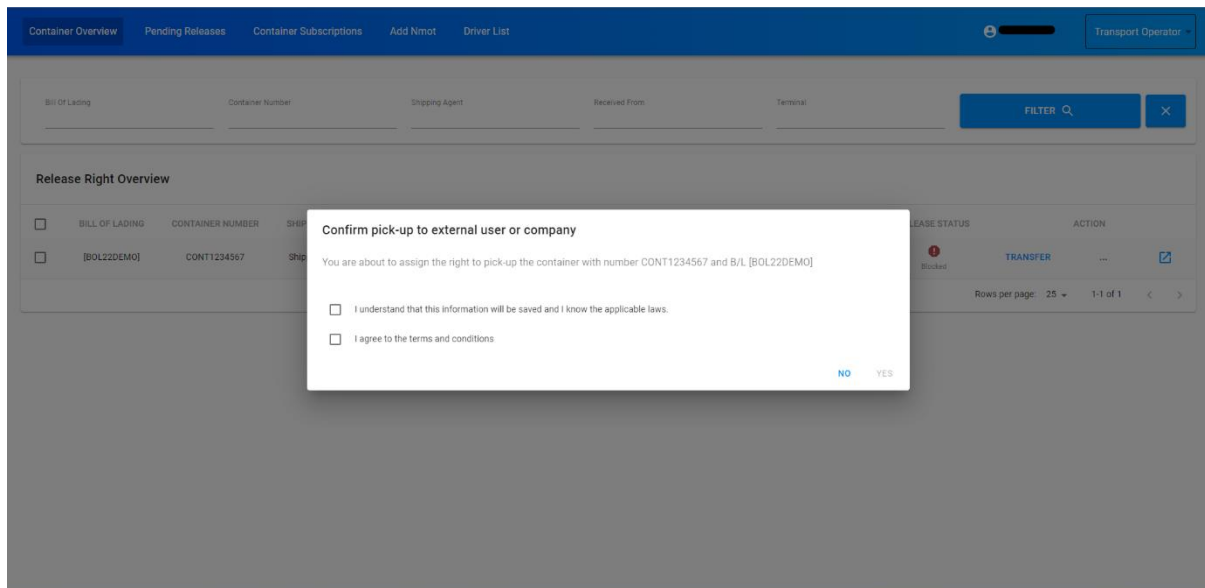
Next, in the Container Overview tab, find the container to which you need to assign a driver and select "Pick-Up" from the action menu. The following screen will appear.
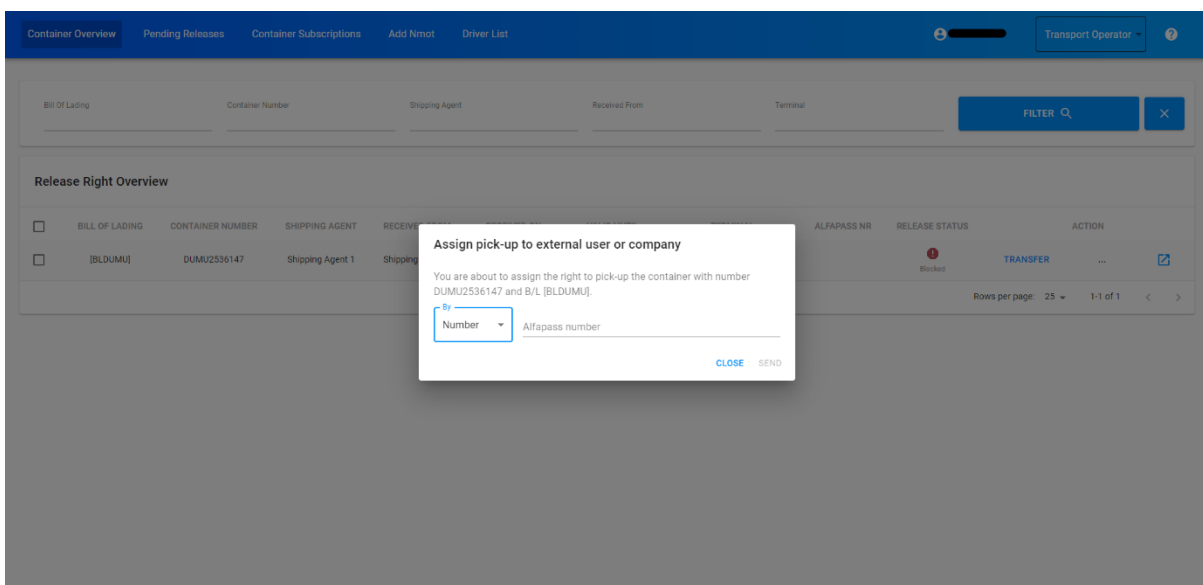
Alternatively, you can choose "Description" from the dropdown and you will get a new dropdown menu from which you can choose your saved drivers from the Drivers List.
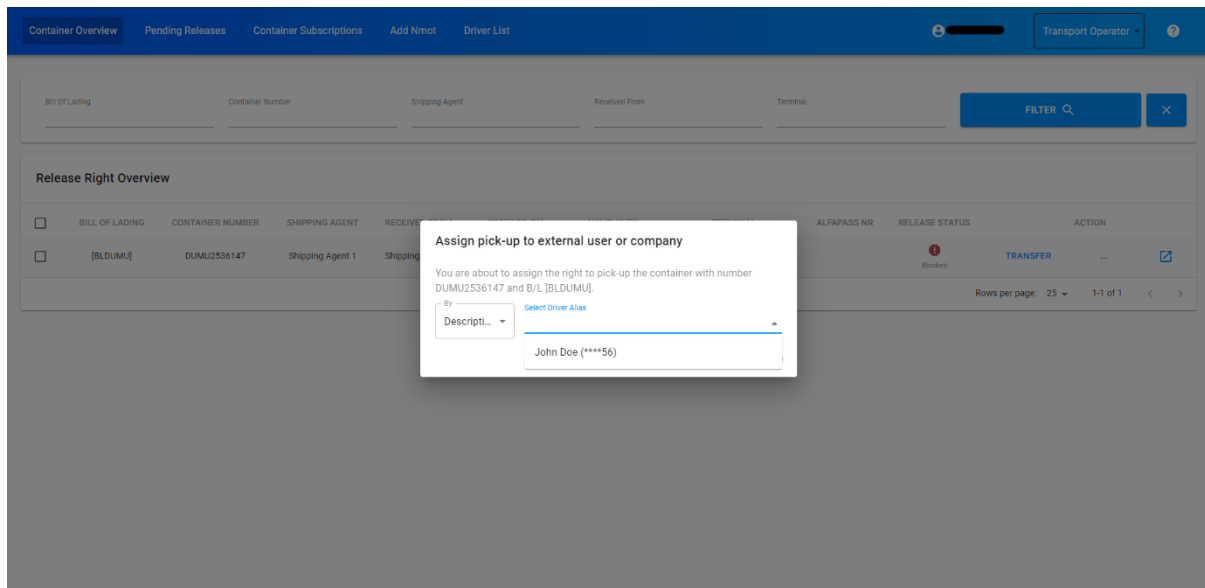
After choosing the required driver, click "Send". The Alfapass number is being validated in the background. After a short while, the following screen appears.

Check the two boxes to complete the process and click "Yes". The Release Right now has been assigned to your driver. On the Container Overview, the "Alfapass NR" column now contains the entered information and the Release Status has changed.

Depending on the status of the commercial, terminal & customs releases, the driver will be able to proceed to the terminal and present their Alfapass (on the example screenshot above, one or more release are still not ok. Check the container detail view for more information if needed). The Terminal Operator will validate the Alfapass & container number with the CPu platform, if all is well the container can be loaded onto the truck.

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