Terminal Information Portal System - TIPS

1. What type of information is available through TIPS?
   - Import Availability for containers at *ALL* NYNJ Terminals
   - Booking Inquiry for *ALL* NYNJ Terminals
   - Vessel Schedules, including cut off times (currently through a link to the Terminal site)
   - Empty Container return options (currently through a link to the Terminal site)

2. Who can access TIPS?
   TIPS can be accessed by all registered users with commercial interests at the Port of NY&NJ.

3. How do I register with TIPS?
   **For Trucking Companies:**
   This registration process will allow you to create an account to access and maintain your trucks within Port Truck Pass. You will also have access to the Port Truck Pass Terminal Information Portal System (TIPS).
   Companies with trucks servicing Container Terminals will be required to enter a SCAC code. Additionally, you will be asked to create a system administrator account for your SCAC. This user will be the administrator of your company's account and will be able to add additional users (i.e., drivers), at a later time.
   Companies with trucks that do not service a Container Terminal will not be required to enter a SCAC code and will not have access to TIPS.

   **For Non-Trucking Companies:**
   This registration process will allow you to create a user account to access the Port Truck Pass Terminal Information Portal System (TIPS) only. The registration process is quick and easy and only requires a valid email address.
Registration process is quick and easy. Go to [www.PortTruckPass.com](http://www.PortTruckPass.com) and click on “TIPS Click Here” button to start the registration process. If you are already registered in Port Truck Pass, you do not need to register again and can use your existing user credentials to access TIPS. Otherwise, follow the on screen instructions to complete the registration process and you are ready to start using TIPS.

4. **Is there a cost to participate?**

   There is no cost to register or participate in TIPS

5. **What is a watchlist?**

   When a user of TIPS searches on a container using the Import Availability search, that container will be added to a sortable watchlist for future reference.

![Import Availability](image)

From this Container watchlist, the user can access specific data for that unit such as:

<table>
<thead>
<tr>
<th>Terminal</th>
<th>Good Through Date</th>
<th>In Yard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Container</td>
<td>Steamship Line</td>
<td>Yard Status</td>
</tr>
<tr>
<td>Availability</td>
<td>In Bond</td>
<td>Yard Spot</td>
</tr>
<tr>
<td>Weight</td>
<td>Exam Transfer</td>
<td>Equipment Size/Type</td>
</tr>
<tr>
<td>Demurrage</td>
<td>Voyage</td>
<td>Equipment Type</td>
</tr>
<tr>
<td>Freight</td>
<td>Lloyds</td>
<td>Fees</td>
</tr>
<tr>
<td>US Customs Release</td>
<td>Vessel</td>
<td>Holds</td>
</tr>
<tr>
<td>USDA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
When a user of TIPS searches within the Booking Inquiry, that Booking will be added to a sortable watchlist for future reference.

From this Booking watchlist, the user can access specific data, such as:

<table>
<thead>
<tr>
<th>Booking</th>
<th>Terminal</th>
<th>Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vessel</td>
<td>Voyage</td>
<td>Hazardous</td>
</tr>
<tr>
<td>Last Update</td>
<td>Date Added</td>
<td></td>
</tr>
</tbody>
</table>

Additional information included in the booking detail:

<table>
<thead>
<tr>
<th>Size/Type</th>
<th>Booked</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issued</td>
<td>Returned</td>
<td>Balance</td>
</tr>
</tbody>
</table>
6. **How do I manage my watchlist?**

   The watchlist detail will be updated when TIPS receives updates from the Terminals. As a user, you can simply add containers or bookings to your watchlist by searching for that specific data. The result of the search will be added to the list. If you wish to remove that data, simply check the specific item and then select “Remove” at the bottom of the page.

7. **How do I manage my notifications?**

   Notifications can be set for individual containers and bookings **OR** for all containers or bookings in the user’s watchlist through the Notification’s Profile function.

   **Individual Container or Booking Notifications**

   To access the Notifications feature, simply click on the “+” next to the container number or booking number in your watchlist. The “Set Notifications” button will then display.

   The user can set notifications to be sent to that user’s email for specific status updates:

   **For Containers:**
   - Status changes
   - Hold updates
   - Last Free Day
For Bookings:

- Balance updates

**Watchlist Level Container and Booking Notifications**

If you wish to set notifications for ALL items on your watchlist, simply access the Notifications Profile on the main menu by selecting the “Bell” icon.

This will bring you to the “Notifications Profile” page where you may then set the notifications you wish to receive for ALL items on your watchlist.
8. How do I access Vessel Schedule Information?

The user will choose the Vessel Schedule Icon from the menu. From this page the user will see a link to each Terminal page to access the Vessel Schedule.

When the user selects the Vessel Schedule link from the Menu, a listing of each terminal will show with a hyperlink to View the Vessel Schedules.

When selected, a new window will launch and display the Vessel Schedule published on the selected terminal site.
9. How do I access Empty Container Information?

The user will choose the Empty Container Icon from the menu. From this page the user will see a link to each Terminal page to access the Empty Container Instructions.

When the user selects the Empty Container Information link from the Menu, a listing of each terminal will show with a hyperlink to View Empty Container Information.

When selected, a new window will launch and display the Empty Container Information published on the selected terminal site.