Operational manual rail operator

APM Terminals Maasvlakte II

March 2022

Contents

1   Introduction

The operational procedures described in this manual are specifically intended for all rail operators who are going to visit APM Terminals Maasvlakte II (APMT MVII). The chapters are presented in the same sequential order as in which the procedures need to be followed by rail operators or their representative during a visit to APMT MVII. APMT MVII is a highly automated terminal. It is therefore essential that all information is submitted correctly and in time, allowing the operation to be conducted safely and smoothly. This operational manual has been compiled to provide rail operators, traction suppliers and others involved with a clear insight into the various procedures at APMT MVII, in order to streamline our shared processes.

This document is supported by the following appendices:

- Appendix 1: Contact information;
- Appendix 2: Deadlines;
- Appendix 3: List of abbreviations;
- Appendix 4: Portbase information flow Rail Planning;
- Appendix 5: Conditions for container status OK;
- Appendix 6: Layout;
- Appendix 7: Example of the TCM in the Excel template;
- Appendix 8: Decoupling point on the north side of the rail terminal;
- Appendix 9: Error codes.
- Appendix 10: Physical documents.
- Appendix 11: Types of customs blocks.

APMT MVII has a dual track connection to emplacement Maasvlakte West. Trains arriving from the port rail line and Betuweroute will enter emplacement Maasvlakte West before travelling onwards to APMT MVII. APMT MVII is accessible by rail at two points along the main track. The so-called north and south entrances (based on their geographic location) are each connected to the main track by a single track.

2   Slot requests by rail operator

2.1   Long-term slot requests

The first step in the process is requesting a slot. Long-term slot times can be requested from the APMT MVII Berthplanning. For each request, the rail operator needs to provide the following information:
- Expected number of containers to load / discharge;
- Desired slot time;
- Voyage number (inbound/outbound);
- Connection to services.
- Operator and traction supplier.

The first quarter after the request, the requested number of moves will be the moves in the window. After the first quarter APMT MVII will calculate the moves. This will be done based on the average move count in the previous quarter. This calculation will be done every quarter and the moves in the window will also adjusted every quarter.

It is the responsibility of the rail operator to inform APMT MVII will the move count of a specific train will be more or less then the move count in the proforma. This needs to be communicated to the Berthplanning department of APMT MVII, latest a day prior the ETA of the train before 09h30.

When the rail operator is not using 75% of the proforma slot the proforma will be cancelled and the rail operator loses his proforma slot. APMT MVII looks every quarter if the proforma slot is still used and when the rail operator loses his proforma slot it will be the situation for the upcoming quarter. When the rail operator request for 75% of the time an adhoc slot in the next quarter the rail operator has the right again to request a proforma slot. It is the responsibility of the rail operator to request the proforma slot again. This procedure will be done every quarter for the next quarter.

Contact information Berthplanning:

Berthplanning
E-mail: mvii.berthplanning@apmterminals.com
Telephone: 31 (0)10 7549671

If our Berthplanning is unable to schedule your request, they will work with you to find a suitable alternative. Trains arriving at the terminal outside their designated slot times will be accommodated to the best of APMT MVII's ability. These trains, however, will not be given priority over other trains reporting at their correct designated slot times. In the event the number of moves during a train call exceeds the agreed number and insufficient capacity is available, our Berth planner will contact you to make a selection.

APMT MVII will also monitor the slot to ensure compliance with ETA, scheduled departure time and the reported expected number to discharge and load. In the case of systematic failure to comply with these conditions, APMT MVII will contact you to discuss the slot agreement and if necessary to adjust the agreement.

2.2   Ad hoc slot requests

Ad hoc slot requests can be requested from the Berth planner. The deadline for these requests is 09h30 on the day prior the day of the Estimated Time of Arrival (ETA) of the train. The requests after this deadline will be taken in consideration the next day of the day after that day. For each request, the rail operator needs to provide the following information:

- Expected number of containers to load / discharge;
- Desired slot time;
- Voyage number (inbound/outbound.)
- Connection to services.
- Operator and traction supplier.

Contact information Berth planner:
E-mail: MVII.berthplanning@apmterminals.com
Telephone: +31 (0)10 7549671

3   Pre-announcement process

At APMT MVII, information is exchanged through Portbase's Port Community System. We ask the rail operator to pre-announce all container- and train details electronically through Portbase's Rail Planning service. Only then it is possible to deliver or pick up a container at APMT MVII. In Appendix 4, you will find a description of the Portbase information flow for the service Rail Planning. This is a schematic representation of the electronic message exchange. A list of the deadlines for the submission of information imposed by APMT MVII can be found in Appendix 2. When the APMT MVII system indicates that some part of the pre-announcement process is not complete, the rail operator will receive an error code. The meanings of the various codes can be found in Appendix 7.

It is essential that you initiate your pre-announcement before the deep-sea vessel involved arrives. As soon as we know the next modality, we can place the container in the correct dedicated stack and offer you a short handling time. In the event you inform us completely and on time, we guarantee you a reliable handling process and a high level of service. This gives you added flexibility and certainty in your everyday work. In the following chapters, the pre-announcement process is described in greater detail.

3.1   Status request

The first step in the pre-announcement process is the "status request" message. With this message, one can request the status of a container (booking/reference no., customs documents, etc.) even before the concerned container has been pre-announced for a specific train.

This message informs APMT MVII that the rail operator wishes to pick up the container and will ensure that APMT MVII places the container in the rail stack. If this message is not sent in time, the container could end up positioned in the wrong stack. Although APMT MVII always strives to load your container on time, such errors can lead to delays. This is why we emphasize the importance of sending your "request for status" message before the ETA of the deep-sea vessel in question.

3.1.1   Feedback on status request

After sending a status request, the transporting party will receive the following information from APMT MVII:

Import:
- Expected discharge time of the container at the terminal;
- Status of the commercial release;

Department: Operations
- Presence of customs documentation;
- Information about transport blocks.

Export:
- Presence of customs documentation;
- Correctness of the booking no.;
- Information about transport blocks.

For every change in one of the statuses, a new message will be sent. It will also be communicated if the expected time of discharge of a container changes with more than 30 minutes.

3.2 Pre-announcement for export container

In order to guarantee reliable handling and a high level of service, APMT MVII asks that you submit information concerning export containers through Portbase's service Rail Planning.

3.2.1   Delivery of a full container

When delivering a full container for shipment, APMT MVII asks that you submit the following information:
- Container number;
- Size/type;
- Unit type;
- Shipping line;
- Seal number;
- Mode of transport pre-carriage;
- Booking number

3.2.2   Delivery of an empty container

When delivering an empty container for shipment, APMT MVII asks that you submit the following information:
- Container number;
- Size/type;
- Unit type;
- Shipping line;
- Mode of transport pre-carriage;
- Booking number.

3.2.3   Feedback on pre-announcement message

The rail operator receives feedback from APMT MVII regarding the following information:
- Presence of Customs documentation;
- Correctness of booking number;
- Information about transport blockades;

3.3   Pre-announcement for import container

In addition to the "status request" message, APMT MVII asks the rail operator to pre-announce all containers through Portbase's service Rail Planning.

3.3.1   Pick-up of a full container

When picking up a full container, APMT MVII asks that you submit the following information:
- Container number;
- Size/type;
- Shipping line;
- Mode of transport pre-carriage;
- Release number;
- Hinterland terminal.

3.3.2   Pick-up of an empty container

When picking up an empty container, APMT MVII asks that you submit the following information:
- Container number;
- Size/type;
- Shipping line;
- Mode of transport pre-carriage;
- Release number;
- Hinterland terminal.

3.3.3   Feedback on pre-announcement message

The rail operator receives feedback from APMT MVII regarding the following information:
- Presence of Customs documentation;
- Correctness of booking number;
- Information about transport blockades;
- Expected time of discharge.

3.4   Conditions for PA OK container status

All containers need to be pre-announced through Portbase's service Rail Planning. The container may be delivered or picked up at APMT MVII only if all components of the pre-announcement are correctly submitted before the cut-off of six hours before ETA train.

3.4.1   Pick-up of a full container

The container may only be picked up at APMT MVII if all components of the pre-announcement are correctly submitted before the cut-off of six hours before ETA train. The container will then receive the PA OK (Pre-Announcement OK) status. For this the following conditions need to be met:
- Container needs to be present;
- Container need to have a commercial release;
- Container may not be blocked;
- APMT MVII needs to have received all Customs documentation electronically.

3.4.2   Pick-up of an empty container

The container may only be picked up at APMT MVII if all components of the pre-announcement are correctly submitted before the cut-off of six hours before ETA train. The container will then receive the PA OK status. For this the following conditions need to be met:
- Container needs to be present;
- Empty departure order (EDO) needs to be present;
- Container may not be blocked (depends on the type).

3.4.3   Delivery of a full container

The container may only be delivered at APMT MVII if all components of the pre-announcement are correctly submitted before the cut-off of six hours before train ETA. The container will then receive the PA OK status. The rail operator needs to include the seal number in the pre-announcement. In addition, the following conditions need to be met:
- APMT MVII needs to have received all Customs documentation electronically;
- The seal number needs to be submitted to APMT MVII;
- The terminal needs to have the booking number.

3.4.4   Delivery of an empty container

The container may only be delivered at APMT MVII if all components of the pre-announcement are correctly submitted before the cut-off of six hours before ETA train. The container will then receive the PA OK status. For this the following condition need to be met:

- Empty receive order (ERO) needs to be present;

An overview of all conditions that need to be met to receive the PA OK status can be found in Appendix 5.

3.4.5   PA OK status

If all conditions described in Appendix 5 have been met and the pre-announcement has been made at least six hours before ETA train, the container will be assigned the PA OK status. The container is then released for loading or discharge. All communication is routed through Portbase.

3.4.6   PA NOT OK status

There are two possible causes for receiving a NOT OK status:

- One of the conditions outlined in Appendix 5 has not been met. The container is then assigned the NOT OK status.
- You have met all conditions outlined in Appendix 5 but the pre-announcement has been sent after the deadline of six hours before ETA train. The container is then assigned the NOT OK status as well.

A container with a NOT OK status cannot be picked up or delivered. In this case, the container needs to be scheduled again. When the specifics of a container have changed after the deadline, the planner will decide if it is possible to alter the status of the container from NOT OK to OK. If this is possible, the container may be loaded or discharged.

3.5   Documentation

All documentation must be pre-announced through the Portbase services 'Notification Import Documentation' (NID) or 'Notification Export Documentation' (NED). The presence of this documentation is a requirement for a PA OK status.

There is a distinction between digital documents and physical documents. Digital documents, containing an MRN number, are processed in a central customs system. Physical documents also need to be handed in person at customs.

For export, physical declarations still need to be handed in at customs. For import, physical declarations need to be handed in as well. Appendix 10 presents an overview of what documents need to be handed in physically.

3.6   Updating the wagon library

It is essential that APMT MVII has an up-to-date wagon library in our Terminal Operating System (TOS). The planning and positions of the Rail Gantry Crane (RGC) and Lift-Automated Guided Vehicles (L-AGV) are determined based on the wagon library. To ensure our operational process runs smoothly, we ask that the rail operator provide us at all times with the most current, up-to-date wagon list. You can send the wagon list to our Berth planner. Contact information for the Berth planner can be found in Chapter 2.2. and in Appendix 1. The wagon list needs to contain the following information:

- Wagon number;
- Wagon type (for example SGNSS, SGNS).

3.7   Planning for outbound trains

The planning for outbound trains with regard to the loading position of the import containers is done by the rail operator. This planning needs to be submitted to the APMT MVII Data EDI Center department at least six hours prior to train ETA. This message needs to contain the following information:

- Loading position for import containers.

9

At APMT MVII, there are ongoing developments within our systems that will allow us to manage loading planning ourselves in the future. This will make handling at the terminal smoother, and therefore also make loading of the train easier.

Contact information Data EDI Center:
E-mail: MVII.datacenter@apmterminals.com
Telephone: +31 (0)10 7549525 / 9526

4   Execution

4.1   Safety regulations

Every individual on APMT MVII grounds need to comply with the safety regulations that apply at the terminal. A number of these rules and security measures follow:

- You enter the terminal at your own risk;
- Obey instructions given by APMT MVII personnel at all times;
- Everyone at the terminal need to be able to provide identification at all times (a valid ID card or passport is required);
- Terminal security conducts random checks;
- A video surveillance system is in place to protect the terminal;
- Dutch traffic rules are in force at the terminal unless otherwise indicated. The speed limit for vehicles at the terminal is 30 km/h or slower, depending on the situation. Overtaking is prohibited at the terminal, with the exception of vehicles driving at a crawl and with rotating lights. Maximum allowed speed for trains is 10 km/h;
- Smoking or open fire are prohibited at the terminal.
- No photos or video recordings may be made without permission;
- Use or possession of, or dealing in alcohol and drugs is prohibited. Random checks will occur and cooperation with these checks is mandatory;
- Use of PPEs (Personal Protective Equipment: protective footwear, yellow safety vests and a helmet) is mandatory.
- It is strictly prohibited to enter operational areas due to the use of automated vehicles;
- Be aware of traffic on the site;
- Do not impede access to firefighting equipment, or block emergency exits or other entrances and exits;
- In order to help ensure the safety of individuals at the railway terminal, APMT MVII uses a Train Warning System (TWS). The purpose of the TWS is to alert employees whenever a train arrives or departs;
- All incidents need to be reported as they occur to the following telephone number: **+31 (0)6 83076494.**

4.2   Arrival procedure

4.2.1   Correct working method upon arrival

A number of steps need to be taken at arrival to ensure that the process runs smoothly. First, the train driver needs to call the APMT MVII Process Control Operations (PCO) department. The following information shall then be provided:

- Shuttle;
- Agreed track purchased from the traction supplier of the PCO;
- Voyage numbers.

Contact information Process Control Operations:
E-mail: mvii.pco@apmterminals.com
Telephone: +31 (0)61297342

If everything is in order, the PCO will dictate the destination track and the accompanying decoupling point. The PCO will insert the train path from the North or South entrance to the destination track in the user interface of the Train Warning System (TWS). After this the Rail Traffic Controller (in Dutch, the TRDL) can insert train path. The TWS will then be triggered by the approaching train or locomotive, causing a white light to come on above the destination track.

At this point, the train driver needs to contact the TRDL and inform him of the destination track as part of the track request. The TRDL is not a part of, nor employed by, APMT MVII. If the TRDL feels it is not possible for the train to reach the terminal, the train driver needs to inform the PCO that the train is delayed.

Contact information TRDL:
Telephone: +31 (0)84 0837676

4.2.2   Decoupling point and positioning lead wagon

It is important for the execution process that the buffer of the first wagon will be positioned at the designated decoupling point at APMT MVII. A decoupling point on the north side of the rail terminal is given as an example in Appendix 8. The IT system bases the positioning it assigns to the RGC and the L-AGV on this decoupling point.

4.2.3   Reporting changes to ETA

It is in the interest of both parties that the scheduled ETA will be respected. It is the rail operator's responsibility to report changes to the ETA of the train to APMT MVII. The rail operator does this by contacting the Berth planner during office hours. Process Controller Operators only has contact with the traction supplier about the ETA. Contact information for the Berth planner can be found in Chapter 2.2 and in Appendix 1.

4.2.4   Reporting changes in train approach path

The train driver is required to contact the TRDL in the event the intended terminal track differs from the planned approach path.

4.3   Loading and discharge procedure

Once the first wagon has been positioned by the designated decoupling point, the discharge process will begin. If necessary, APMT MVII will provide the pin setting (based on the outbound planning). An APMT MVII RGC operator will subsequently load the containers.

4.4   Delivering physical documents

Physical documents can be delivered in the following ways:
- The runner can deliver the documents at the customs gate, no entry card is required. The customs office is accessible from the outside of the building. If the runner wishes access to the building, entry can be requested at Security.
- Delivery at the train can be done by the runner. Please keep in mind that this person needs to either be signed in at the Security department or hold a permanent entry card. Personal protective clothing (safety shoes, yellow vest and hardhat) are mandatory in operational areas.

4.5   Terminal departure procedure

Two hours before the train has been handled, APMT MVII will contact the planning department of the traction supplier or, upon request, the rail operator. It is important that the train will be removed at the designated time, in order to avoid stagnation in the continued process.

After the departure check has been done, the train driver needs to notify the PCO either to say the train has been approved for departure or to report deviations. The PCO will take whatever action is necessary to allow the wagon set to depart. As with the arrival procedure, the train driver needs to request departure from the terminal after contacting the TRDL. The PCO will then enter the path of the train into the Train Warning System.

4.6   Reporting changes to scheduled time of departure

It is in the interest of both parties that the scheduled time of departure will be respected. If this is desired, it is the traction supplier's responsibility to request a change in departure time. This can be requested via Berth planning during office hours, or otherwise via Operations.

APMT MVII determines whether there is room in the schedule for a change in departure time.

5   Communication

5.1   Opening times

The operations at APMT MVII are open 24 hours a day, 7 days per week. The office hours are Monday – Friday from 08:30 - 17:00.

5.1.1   Opening hours during Christmas & New Year

Closed from December 24 14.00 hours till December 26 07.00 hours.
Closed from December 31 14.00 hours till January 1 15.00 hours.

5.1.2   Opening hours during other holidays

During holidays of Good Friday (April), Easter Monday (April), Liberation day (5 May), Ascension Day (June) and Pentecost Monday (June) our operations will run as per usual.

5.1.3   Yard Opening Time

The Yard Opening time as a rule starts 5 days prior to vessel ETA and closes 24 hours prior to vessel ETA. For example, should a deep-sea ship arrive on Thursday 29th of September at 14h00, trains are allowed to deliver containers from Saturday September 24th 00h00 onwards. Rail operators may deliver containers at APMT MVII up to 24 hours before ETA deep-sea vessel.

Note, the standard yard opening time rule can be adjusted by the terminal is this is deemed necessary to reduce yard density safeguarding continuity of terminal operation within a safe environment.

5.2   What to do in case of damage

At APMT MVII, camera images of the container are recorded from all angles. Photographic material is available; the rail operator shall request such material from the shipping company.

5.3   Website

Our global website is: www.apmterminals.com. APM Terminals Maasvlakte II has its own page: www.apmterminals.com/en/maasvlakte, which can be used as support for the barge operator. New users can register and request a log in.

The following information is accessible via apmterminals.com/en/maasvlake:
- Terminal alerts
  - Subscribe to receive terminal alerts by email
  - Find terminal alerts on our website

- Container information:
  - o   Track and trace import containers
    - Ready for delivery   - Size/type/high   - Line
    - Freight   - Discharge Date - Customs
    - Gate out date   - Weight

  - o   Track and trace of export containers
    - Line   - Vessel   - Quantity
    - Voyage   - Begin receive R - Cargo Cutoff
    - ETD Vessel   -Equipment Size - Received

- Empties Out   - Reserved Only   - Preadvised
- Holds   - VGM

- o Container history
  - Time/date unit discharge from vessel
  - Time/date Unit loaded
  - Time/date container leaves terminal

- Viewing booking numbers;
- Viewing import releases with pin number (pin number cannot be viewed);
- Viewing Equipment Delivery Orders (EDO);
- Viewing Equipment Receive Orders (ERO);

- The berth plan with the following elements:
  - o Deep-sea, feeder and barge planning (actual);
    - Yard opening time per vessel;
    - Cargo Cut Off per vessel;
    - ETA per vessel;
    - ETD of Departure per vessel;
  - o Proforma scheme for the next 9 days.

5.4   E-learning programme

It is important to APMT MVII that visitors to the terminal are familiar with the procedures and safety regulations that are in place at the terminal. That is why APMT MVII offers an E-learning programme for rail operators. APMT MVII does not require that operators use the E-learning programme, but it is recommendable. You can request a link (that will take you to the E-learning programme) from the Health Safety Security & Environment (HSSE) department.

Contact information HSSE:

E-mail   MVII.HSE@apmterminals.com
Telephone   +31 (0)10 754 9563/9568/9569

6   Appendix 1: Contact information

General information:

Address:
APM Terminals Maasvlakte II BV
Europaweg 910
3199 LC Maasvlakte-Rotterdam
The Netherlands
Port number: 8410
Telephone: +31 (0)10 7549500
Email: reception.MVII@apmterminals.com
Website: http://www.apmterminals.com/maasvlakte/

Department Contacts

For all questions related to information before container arrival by deepsea, barge & rail:

> **Data EDI Center (24/7)**
> Email:MVII.datacenter@apmterminals.com
> Phone: +31 (0) 10 754 9525
>   +31 (0) 10 754 9526

For all questions related to information before container arrival by truck & Termview related questions:

> **Gate Department (24/7)**
> Email: MVII.gate@apmterminals.com
> Phone: +31 (0) 10 754 9679
>   +31 (0) 10 754 9684
>   +31 6 20 74 68 24

For all questions related to time window reservations for vessels and trains:

> **Berth and Rail Planning**
> Email: MVII.berthplanning@apmterminals.com
> Phone: +31 (0) 10 754 9671

For all questions related to deepsea, barge and train windows arriving in the next 24 hours:

> **Short Term Planning (24/7)**
> Phone: +31 (0) 6 10 88 3644

15

For Rail related enquires such as: Slots status update for current day / contact line traction supplier / changing windows with high priority – outside office hours.

PCO (execution)
Email: mvii.pco@apmterminals.com
Phone: +31 10-7549630

Additional contacts

Vessel Planning
Email: MVII.vesselplanning@apmterminals.com
Phone: +31 (0) 10 754 9673
           +31 (0) 10 754 9674

Special Cargo & Reefers
Email: MVII.specialcargo@apmterminals.com
Email: MVII.reefers@apmterminals.com
Phone: +31 (0) 10 754 9647

Customer Service
Email: judith.versteeg@apmterminals.com
Phone: +31 (0) 754 95 16

Reception Office
Email: reception.MVII@apmterminals.com
Phone: +31 (0) 10 754 9500

Security
Email: MVII.Security@apmterminals.com
Phone: +31 (0) 10 754 9773

Appendix 2: Deadlines

Subject	Deadline	From	To
Slot request	Proforma	Rail operator	APMT MVII
Ad hoc slot requests	09h30 a day prior the day of the ETA of the train	Rail operator	APMT MVII
Status request message	No deadline, always possible	Rail operator	APMT MVII
Pre-announcement container delivery	6 hours prior to train ETA	Rail operator	APMT MVII
Pre-announcement container pick-up	6 hours prior to train ETA	Rail operator	APMT MVII
Planning for outbound trains	6 hours prior to train ETA	Rail operator	APMT MVII

Appendix 3: List of abbreviations

Abbreviation	Meaning
APERAK	Application Error and Acknowledgement message
APMT MVII	APM Terminals Maasvlakte II

ERO	Empty receive order
ETA	Estimated Time of Arrival
ID	Proof of Identity
HSSE	Health Safety Security & Environment
L-AGV	Lift-Automated Guided Vehicles
PA	Pre-Announcement
PA NOK	Pre-Announcement Not OK
PA OK	Pre-Announcement OK
PPE	Personal Protection Equipment
PCO	Process Control Operations
RGC	Rail Gantry Crane
RID	Regulations concerning the International Carriage of Dangerous Goods by Rail
ROT	Remain on Train
TCM	Train Composition Message
TOS	Terminal Operating System
TRDL (Dutch acronym)	Rail Traffic Controller
TWS	Train Warning System
UN	United Nations

Appendix 4: Portbase information flow Rail Planning;
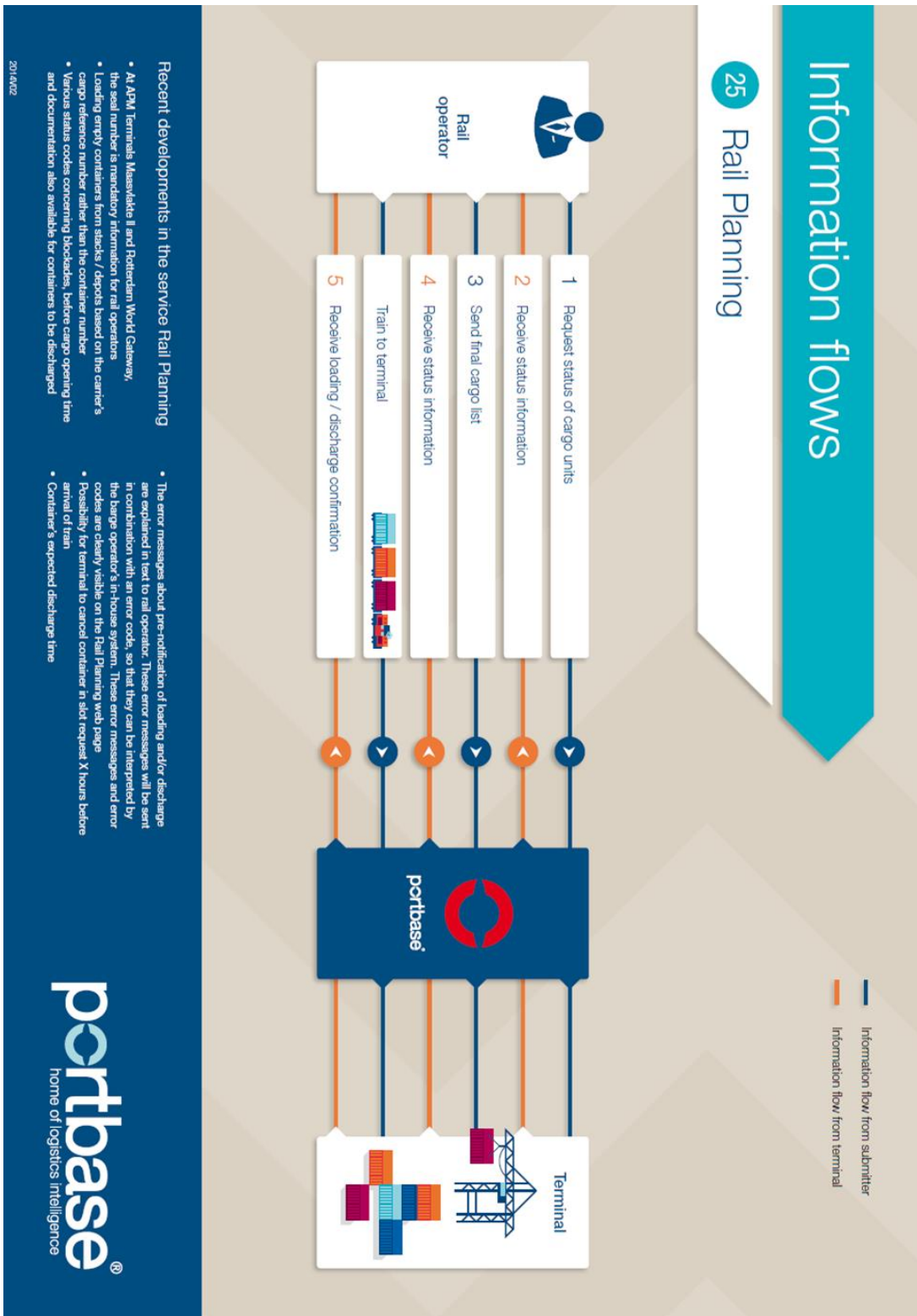
Appendix 5: Conditions for OK container status

	Full pickup	**Empty pickup**	**Full delivery**	**Empty delivery**
Container available	X (number)	X (type or number)		
Customs documents received by terminal electronically	X		X	
Exemption	X			
Booking number known to terminal		X	X	X
Seal number reported to terminal			X	
Possible holds	X	X	X	

Appendix 6: Layout

APMT MVII North Entrance:

Department: Operations

APMT noordzijde normaal bedrijf
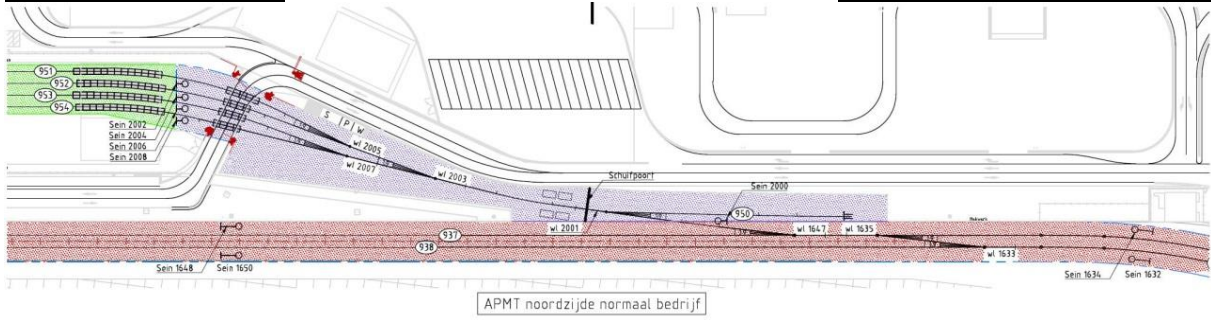
APMT MVII South Entrance:
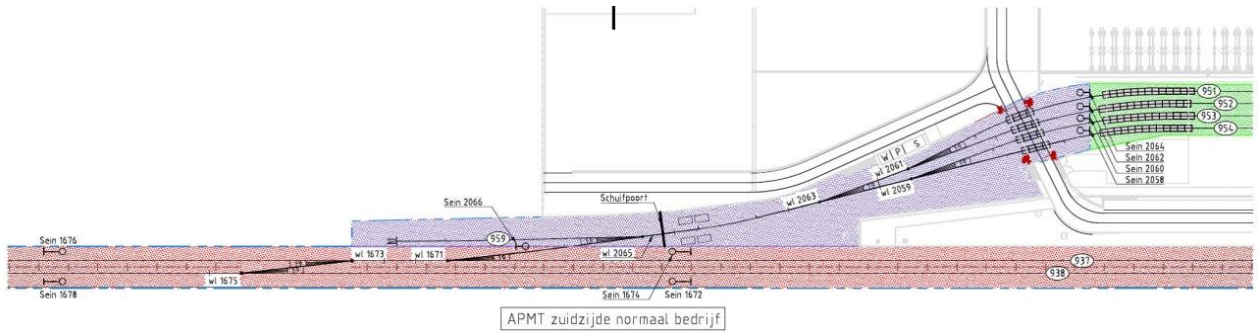
APMT zuidzijde normaal bedrijf

Appendix 7: Example of the TCM in the Excel template

Train	Warschau - Rotterdam			Sender	*Railoperator*	Operator	*Railoperator*	Facility	MVII		
Voyage	WR/43021			ETA	22-07-2014 16:00		ETD	22-7-2014 23:00			

Railcar sequence	Wagon number	Wagon type	Slot	Container number	Line	ISO Code	Gross weight	Full / Empty	Discharge At	UN number	IMO Class
1	378049509813	SGGRSS	1		MAE	22G1	12.000kg	F	NLRTM		
			2		MAE	22G1	12.000kg	F	NLRTM		
			3		MAE	22T1	12.000kg	F	NLRTM		
			4		MAE	22T1	12.000kg	F	NLRTM	3080	9
2	336849533128	SGGMRSS	1		MAE	42G1	12.000kg	F	NLRTM		
			3		MAE	L5G1	12.000kg	F	NLRTM		
3	378045578077	SGNSS	1		MAE	45G1	12.000kg	F	NLRTM		

Appendix 8: Decoupling point on the north side of the rail terminal
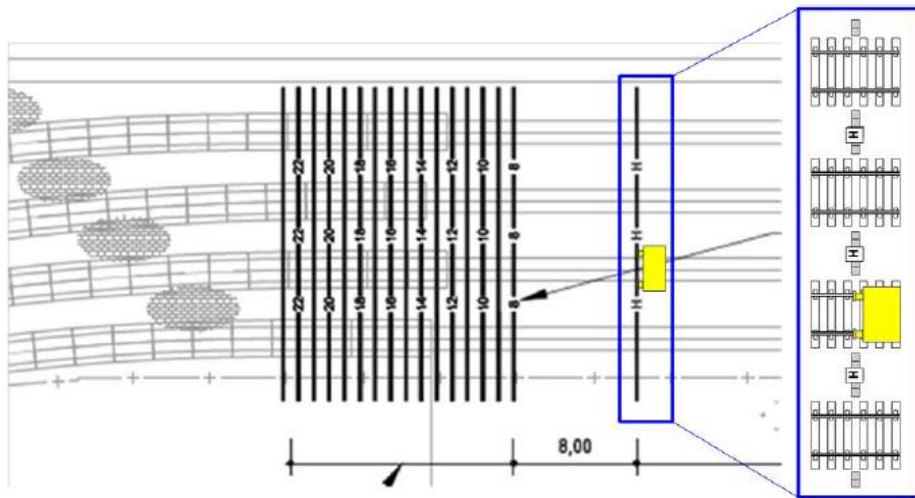
Appendix 9: Error codes

Code	Amount	Texts in TOS	Meaning
CDM:	1	CUSTOMS DOCUMENTS MISSING	The export document is missing in Portbase. Please contact the forwarding agent.
CDM:	2	CUSTOMS DOCUMENTS MISSING	The import document is missing in Portbase. Please contact the forwarding agent.
BLT:	1	BLOCKED BY TERMINAL	The container is blocked by the terminal. Please contact the liner agent.
BLC:	1	BLOCKED BY CUSTOMS DLV.	The container is blocked by the customs. Please contact the liner agent.
COA:	1	CONTAINER IS IN THE YARD	The container is in the APM Terminals MVII yard. Please contact the liner agent.
COA:	2	CONTAINER NOT IN YARD	The container is not in the APM Terminals MVII yard. Please contact the liner agent.
COA:	3	CONTAINER NOT IN YARD	The container is released but not yet expected. Please contact the liner agent.
COR:	1	PREAN LINE OPR DOESNT MATCH UNIT LINE OPR	The container is released by a different liner. Please contact the liner agent
COR:	2	PIN DOESNT MATCH OR EXPIRED	No (correct) release found. Please contact the liner agent.
COR:	3	PIN DOESNT MATCH OR EXPIRED	The pin doesn't match or is expired. Please contact the liner agent.
COR:	4	UNIT SIZE/TYPE DOES NOT MATCH PREAN ORDER SIZE/TYPE	A different ISO type is known in the booking. Please contact the liner agent.
COR:	5	PREAN LINE OPR DOESNT MATCH UNIT LINE OPR	The booking is unknown for this liner. Please contact the liner agent.
COU:	1	CONTAINER IS UNKOWN	The container is unknown. Please contact the liner agent.
CTV:	1	UNIT WAS RE-ROUTED TO A DIFFERENT OUTBOUND CARRIER	The outbound carrier/modality has changed. Please contact the liner agent.
ORN:	1	PREAN ORDER (OR ORDER FOR LINE) NOT FOUND	The booking is unknown for this liner. Please contact the liner agent.
ORN:	2	UNIT SIZE/TYPE DOES NOT MATCH PREAN ORDER SIZE/TYPE	A different ISO type is known in the booking. Please contact the liner agent.
BCO:	1	CARGO OPENING TIME HAS NOT PASSED YET	The cargo opening time is still closed. Please contact the liner agent.
BLA:	1	ACTIVE H/P IN PREAN LINE DELIVER GROUP	The container is blocked. Please contact the liner agent.
BLC:	1	BLOCKED BY CUSTOMS DLV	The container is blocked. Please contact the customs.
OTH:	2	TRUCKING COMPANY 8713755270895 HAS BEEN DELETED AND CANNOT HAVE APPOI'	The trucking company is unknown. Please contact the Data EDI Center of APM Terminals MVII.
OTH:	3	CUSTOM COPINOS NOT ACCEPTED FOR CARRIER VISIT'	The pre-announcement is stopped by APM Terminals MVII for this carrier. Please contact the liner agent.
OTH:	4	PAST GENERAL CARGO CUTOFF 2014-09-30 06 00 00 0	The cargo opening for this vessel is passed. Please contact the liner agent.
OTH:	5	NO TRANSACTION TYPE DE EXISTS FOR THE STAGE PREAN	The pre-announced unit has not been stacked yet, please contact the liner agent.
OTH:	6	ERROR FOR SAWI2410128 FOR AN IMPORT, THE DISCHARGE PORT MUST BE THE	The used port of destination is not configured at APM Terminals MVII. Please contact the Data EDI Center Of APM Terminals MVII.
OTH:	8	NO LINE RELEASE FOR OUTBOUND TRUCK	The unit is not released for the modality truck. Please contact the liner agent.
OTH:	9	NO LINE RELEASE FOR OUTBOUND BARGE	The unit is not released for the modality barge. Please contact the liner agent.
OTH:	10	NO LINE RELEASE FOR OUTBOUND RAIL	The unit is not released for the modality rail. Please contact the liner agent.

Appendix 10: Physical documentation

Physical documents export

Document type	Douane document
ICT	T2L, invoice/CMR bestemming EU landen. Document to prove that the goods are free, and not subject to import duty, excise duty, etc.
RAR	TCBD, Army documents
REX	Emergency procedure EX-A issued from the Netherlands. Document for goods in free circulation within the EU that are exported to a country outside the EU, a so-called third country.
RT1	Document for customs goods (from a third country, for which no import duty, excise duty, etc. has been paid) exported to a third country.
TNK	Residue declaration (tank residual cargo). Uncleaned tank container, containing residual cargo, which is exported.
RCA	Carnet TIR
T5	Form to be attached to the main document for agricultural goods for which a refund is claimed
RTA	ATA Carnet

Physical documents import

Document type	Douane document
FWV	Fiat Wegvoering
IM7	Storage document for containers > 45 days at terminal (regulation 7100 for B-block)
ICT	T2L, invoice/CMR bestemming EU landen
NAR	Army documents
NCA	Carnet TIR
GDB	Gemeenschappelijk Veterinair Document van Binnenkomst
NTA	ATA Carnet

Appendix 11: Types of customs blocks

Code	Description	Type	Origin	Inspection	Scan	Cancelled
1	No documentation	IB	C	N	N	N
2	CCP/NDP phase 3	IB	C	N	N	N
2i	CCP/NDP phase 2 Manual measurement inspection area	IB	C	Y	N	N
2s	CCP/NDP phase 1 Risk analysis entry and exit barge	IB	C	N	Y	N
3	VGEM	IB	C	N	N	N
4	FIOD/ CSI	IB	C	N	N	N
5	Controle import	IB	C	N	N	N
6	Controle export	IB	C	N	N	N
7	Inspection without moving to inspection area / inspection reefer stack	IB	C	N	N	N
7d	Inspection external location / scan DCL	IB	C	N	N	N
7i	Inspection with transfer to inspection area	IB	C	Y	N	N
7s	Inspection with displacement to inspection area via scan	IB	C	Y	Y	N
8	Do not use	IB	C	N	Y	N
8s	Internal scan	IB	C	N	Y	N
9	NVWA (EX RVV)	IB	C	N	N	N
B	Storage period exceeded	CB	C	N	N	N
R	Change of status	CB	C	N	N	N
S	Automatic block sea in (Import) or domestics	CB	C	N	N	N
X	Automatic blockade land in Sea out (Export) and empty containers	CB	C	N	N	N

Abreviations

CCP/NDP	Nuclear detection
VGEM	Department of Customs (safety, environment etc)
IB	Inspection blockade
CB	Customs blockade
FIOD /CSI	Department of Customs
DCL	External customs warehouse
NVWA	Department of Customs Dutch Food and Consumer Product Safety Authority