



# GTS Webbooking

(GTSVE093)

User manual - April 2016

# Contents

<b>1</b>	<b>Introduction</b>	<b>3</b>
<b>2</b>	<b>Instructions</b>	<b>4</b>
2.1	General	4
2.2	Changing the customer number	4
2.3	Types of booking	4
2.4	Draft	4
2.5	Search for orders	6
2.6	Registering orders	7
2.6.1	Colleting/Delivery to customer	8
2.6.2	Unit	8
2.6.3	Hazardous goods	9
2.6.4	Attatchments	11
2.6.5	Error messages	11
2.6.6	Feedback	11
2.6.7	If a transmission fails	11
2.6.8	Show order/Copy existing order	12
2.7	Finalise repeated order/Change order	12
2.8	Track and Trace	13
2.9	Units in depot	14
2.10	Cancellations	14
2.11	Available capacity	15
2.13	Alter use information	16

# 1 Introduction

This document is a set of instructions. It is intended for customers who use CargoNet's web site for booking. The aim is that the user will be able to use these instructions as an aid when making a booking.

## 2 Instructions

### 2.1 General

There are two icons at the top right:



- Change user information (see section 2.7)



- Log out

### 2.2 Changing the customer number

A user may have several customer numbers. The customer number can be changed by selecting the customer number from the list at the top of the page. The web site will then be updated so that the searches- and order registration will be based on the selected customer number. The field at the left of the list, shows whether the customer number that is registered is a national or a continental customer number.



### 2.3 Types of booking

There are two web site booking methods to choose from, domestic and continental booking. The customer number determines which type of booking is possible. Domestic booking can be done within Norway and to/from Norway and Sweden. Continental booking can be made from Norway to the continent, thereby providing more terminals to choose from.

### 2.4 Draft

Here the user can search for orders that have previously been created or saved, but that have not yet been sent to CargoNet, i.e. incomplete bookings. The standard criteria for searching are Departure date and From and To.

This page also shows status messages from CargoNet, e.g. messages concerning planned operational stoppages, etc.

Draft

The screenshot shows the CargoNet WEBBOOKING interface. At the top, there is a navigation bar with 'Drafts', 'Search order', 'Register order', and 'Track and Trace'. Below this is a search form with the following fields:

- Date of order: From: [dropdown], To: [dropdown]
- Station: From: [dropdown], To: [dropdown]
- Departure date: From: 5/20/2008 [dropdown], To: 5/26/2008 [dropdown]
- Booking-nr: [text input]
- Status: [dropdown]
- [Search] button

Below the search form is a table with the following data:

Booking-nr	Date of order	From	To	Departure date	Status	Updated Status
193139		Urne& kombi	Årsta-Alusjö	20.05.08	Made	

At the bottom of the interface, there is contact information: CargoNet Group, Platougt 14-16, NO-0048, Oslo, Norway. Ph: +47 23 15 45 45.

Descriptions of the fields:

- Date of order: Only shown for orders that the user has tried to send, and where the transmission has failed (see also section 2.5.5)
- Booking-nr.: The ID number of the order for incomplete bookings
- From: The station where the order is from
- To: The station where the order is to
- Departure date: The desired departure date for the order
- Status: There are two possible types of status:
  - Made: Orders that have been created and saved, but not sent
  - Not sent: Orders that the user has tried to send, but the transmission has failed
- Status updated: The time for updating the status

When the cursor is held over a row in the order list, that row is marked. This permits the row that is in focus to be easily identified.

In order to look at a draft order, the user clicks on it in the order list.

If the user does not want to send in an order draft to CargoNet, it can be deleted from "Draft" by opening it and clicking on the Erase button at the top right.

## 2.5 Search for orders

Search for orders

The screenshot shows the CargoNet 'Search for orders' page. At the top, there is a navigation bar with 'Drafts', 'Search order', 'Register national order', and 'Track and Trace'. The 'Search order' section contains a form with the following fields:

- Station: From (dropdown) To (dropdown)
- Departure date: From (date picker: 2/23/2009) To (date picker: 3/31/2009)
- Order-nr: (text input)
- Status: (dropdown)
- A 'Search' button.

Below the form is a table of search results:

Order-nr	From	To	Departure-date	Train number	Available	Units	Status	Date changed/cancelled
FL 27010552	Malmö	Hallsberg kombi	23.02.09 17:30	4164,60039	0	1	Completed	
FL 27016021	Malmö	Hallsberg kombi	24.02.09 17:30	4164,60039	0	4	Completed	
FL 27015825	Årsta-Älvsjö	Göteborg kombi	24.02.09 20:00	42457	0	1	Completed	
FL 27045368	Göteborg kombi	Göteborg Skandishammen	26.02.09 00:00	61859	0	2	Completed	
FL 27044361	Gävle kombi	Sundsvall kombi	26.02.09 19:00	42880	0	2	Completed	
FL 27078914	Gävle kombi	Trelleborgs hamn	04.03.09 19:00	42819	0	1	Completed	
FL 27116243	Göteborg kombi	Gävle kombi	09.03.09 19:55	42580	0	1	Completed	

At the bottom of the page, there is contact information for CargoNet Group: Platougt 14-16, NO-0048, Oslo, Norway. Ph: +47 23 15 45 45.

On the “Search for orders” page the user can search for the orders that are registered with CargoNet. This applies both to orders that have been registered via the Internet and orders that have been registered via fax, etc. Bookings that have been registered via fax or E-mail cannot, however, be altered via the Internet. Cancelled orders are not shown as standard, but must be searched for with the aid of the status function.

Descriptions of the fields:

- The field furthest to the left shows what kind of product the order is for; **PA** = Partner, **FL** = Flex.
- Order-nr.: The ID number of the order for completed bookings
- From: The station where the order is from
- To: The station where the order is to
- Departure date: The departure date for the order
- Available: The number of units without unit number.
- Units: The total number of units.
- Status: There are five possible types of status:
  - Sent: The order has been sent to CargoNet
  - Unconfirmed: The order has not been confirmed by CargoNet. Applies above all to Partner orders and Repeat orders
  - Confirmed: The order has been confirmed by CargoNet
  - Unconfirmed: The order has been cancelled by CargoNet
  - Cancelled from web: The order has been cancelled via the Internet.

- In production: The order has reached the departure terminal.
- Completed: The order has reached the receiving terminal.
- Date changed/cancelled: The time when the order was possibly cancelled or changed.

When the cursor is held over a row in the order list, that row is marked. This permits the row that is in focus to be easily identified.

In order to look at an order, the user clicks on the order row in the order list.

If there are several users all reservations will be displayed, though no changes can be done for another user's reservation.

## 2.6 Registering orders

In order to register a new order, the user clicks on the link "Register order". The following page then appears:

Registering orders

**Register order:**  
Flex [Made]

From station: \*  To station: \*

Departure date \* and -time:  11:20 AM

Collection:  Delivery to Customer:

Units: \*  
Container type and -nr:  20: 20 fof container

Weight in kg including unit:  12000

Number of units:  1

Container number	Type	Profile code	Loading status	Weight (kg)	Customer reference	Commodity	Customs ID	Tvinn-Nr	Seal no.	Special permission number (0-nr)	Wagon Id	Train no.
1	20			12000								

Dangerous goods: \*  Yes  No

Additional Information / Return adress for units:

Attachment  
 Ingen fil valgt

Select a file you want to upload. The file can be maximum 10 MB

\* With confirmation of this order the customer agrees to Cargonets terms and conditions. The terms and conditions are available at [CargoNets web pages](#)

The following has to be changed before you send the order:  
 Field "From station" is obligatory  
 Field "To station" is obligatory  
 Field "Departure date" is obligatory  
 Field "Dangerous goods: Yes/No" is obligatory

Mandatory fields are marked by \*. A list of the mandatory fields is shown at the bottom of the page. An incomplete order can be saved, but not sent to CargoNet. An order that has been saved without sending is saved in the web client in "Draft". An order that has been saved, but not sent, can be altered before it is sent to CargoNet.

### 2.6.1 Collecting/Delivery to customer

If the user selects Collecting and/or Delivery to customer, following fields are expanded, for continental customers though, this will not be an option:

*Fields for Collecting and delivery information*

### 2.6.2 Unit

It is not possible to send in an order without a unit. The type of unit is always mandatory, and for customers who book continental traffic the P400 field is also mandatory. Several units of the same type can be registered at the same time, by completing the field "Quantity" and then clicking on Add. Several different types of unit can also be registered in the same booking.

*Registering of units before the user has clicked on the "Add" button*

Container-number	Type	Profile-code	Loading-status	Weight (kg)	Customer-reference	Customs-ID	Seal-no	Delivery-reference	Closing vessel	Special permission number (9-nr)	Train-nr

*Registering of load carriers after the user has clicked on the "Add" button*

Container-number	Type	Profile-code	Loading-status	Weight (kg)	Customer-reference	Customs-ID	Seal-no	Delivery-reference	Closing vessel	Special permission number (9-nr)	Train-nr
1	20			1000							
2	20			1000							
3	20			1000							

*Registering of units for a continental customer*

Container-number	Type	Profile-code	Loading-status	Weight (kg)	Customer-reference	Customs-ID	Seal-no	Delivery-reference	Closing vessel	Special permission number (9-nr)	P400	Train-nr
1	20			1000							No	
2	20			1000							Yes	
3	20			1000							Yes	

Information concerning units can be edited directly in the table.

In order to remove a unit the user clicks on the waste basket icon at the far right, or marks the unit in the table by clicking on the figure in the grey field at the far left, and then presses the "Delete" button on the keyboard. If there are hazardous goods registered for the unit, these are also removed from the unit.

Once the unit has arrived at the terminal (Gate in), no changes can be made.



### 2.6.3 Hazardous goods

Alternative “Yes” or “No” must be selected. If the user wants to add hazardous goods, “Yes” is selected, otherwise “No”. If the user has not entered the information correctly, an error message is shown. The order cannot be transmitted until the error has been corrected.

In order to add hazardous goods to a unit, the unit number (the figure in the grey field at the far left of the unit table) must first be selected. (If the unit is already marked in the unit table, the unit number is automatically completed, with the number of the marked unit.) The user then completes the UN number and clicks on the arrow button. The arrow button in the scroll bar is then pressed to select the correct packaging group. The user now finds in the list box the substance that has that particular UN number, and the desired substance can be selected.

*Registering of hazardous goods before the user has clicked on the “Add” button*

Container number	Type	Profile code	Loading status	Weight (kg)	Customer reference	Customs ID	Seal no.	Delivery reference	Closing vessel	Special permission number (G-nr)	Wagon Id	Train no.
1	25		Loaded	15000								
2	25		Loaded	15000								
3	25		Empty	15000								

Dangerous goods:  Yes  No

Unit-nr:

Registering of hazardous goods when the user has clicked in the list box

**Dangerous goods for unit no. 1**

Environmental hazard:  Yes  No      Waste:  Yes  No

IMDG:  Yes  No

UN-nr.:

Select hazardous goods by clicking on a row:

UN- class	UN no.	Name of Goods/ Description	Hazard label
90	3082	Miljøskadelig flytende stoff, n.o.s	9

Number of items:

Packaging type:

Amount:        Net amount:  kg

Transport by special agreement:  Yes  No      Agreement number:

NOS-info:

Package group:        Agreement 640x:

Date for safety valve:

Notices:

Registering of hazardous goods once the user has selected the substance and clicked on the "Add" button

Dangerous goods: \*  Yes  No

Unit-nr:

Unit no.	UN no.	Name of Goods/ Description	UN- class	NOS- info	Hazard label	Packaging- group	Packaging- type	Number of items	Amount	(enh)	Net- amount	640x	Valve date
1	3082	Miljøskadelig flytende stoff, n.o.s	90	NOS	9	III	Fat	5	200	kg			<input type="button" value=""/>

The rest of the information is entered directly in the table. Fields marked \* are mandatory. NOS information is mandatory for individual substances and is therefore marked by (\*). The net amount is mandatory for substances with hazard number 1, and is therefore also marked by (\*).

Any additional information is put into the Note field.

Hazardous goods are removed in the same way as units, either by clicking on the waste basket icon at the far right, or by marking the row in the table under hazardous goods and then pressing the “Delete” button on the keyboard.

### 2.6.4 Attachments

*Attachment to an order sent to Cargonet. Choose Browse to find the document on your computer and Add to upload the document.*

Unit- nr	UN- nr	UN- class	Name of Goods/ Description	NDS- info	Packaging- group	Packaging- type	Hazard label	Classifi- cation	Number of items	Amount	(enh)	Net- amount	Note
Additional Information / Return address for unit: HTS423 blev kvar i Malmö igår då det var fel på vagnen som den var lastad på.													
Attachment <input type="text"/> <input type="button" value="Biladdra..."/> <input type="button" value="Add"/>													
Select a file you want to upload. The file can be maximum 10 MB													

An attachment to the order will be available for CargoNet. The attachment can be uploaded when making an order or at a later occasion. If the attachment is uploaded at a later occasion, the order must be sent to CargoNet again.

### 2.6.5 Error messages

The error messages that are displayed if any mandatory information is missing are shown at the bottom of the page.

*Error messages*

The following has to be changed before you send the order:

- Field "From station" is obligatory
- Field "To station" is obligatory
- Field "Departure date" is obligatory
- Field "Packaging- type" in table "Dangerous goods", row 1, is obligatory
- Field "Number of items" in table "Dangerous goods", row 1, is obligatory
- Field "Amount" in table "Dangerous goods", row 1, is obligatory
- Field "(enh)" in table "Dangerous goods", row 1, is obligatory
- Field "Is loaded" in table "Units", row 1, is obligatory

Please tick to confirm that you have read and accepted CargoNets terms and conditions

### 2.6.6 Feedback

After the order has been sent to CargoNet, a message is displayed at the top of the page. Fields show the actions carried out by the user, order number, product type and order status.

Unit numbers that have not been previously registered by CargoNet will temporarily disappear from the booking. This message however goes to CargoNet which can register the unknown unit number after which it will be visible on the booking.

*Feedback field*

See order: 23230188 FL [Confirmed]

### 2.6.7 If a transmission fails

If the transmission of a new order fails, an error message reports this. The order gets the status “Not sent” and is saved in “Draft”. The user can try to send the order again later, by searching for it in “Draft” and clicking on the send button again.

### 2.6.8 Show order/Copy existing order

By selecting an order from the order list on the search page, the information that has been registered for that order can be displayed. If an order has been sent to CargoNet and arrived at the terminal (Gate in), it cannot be changed. However the user can copy the order details into a new order by clicking on the “Copy” button at the top right. When an order is copied all the information is transferred except for the departure date and departure time.

Example of a confirmed order

Container-number	Type	Profile-code	Loading-status	Weight (kg)	Customer-reference	Customs-ID	Seal-no	Delivery-reference	Closing vessel	Special permission number (S-no)	Train-nr
1	25F		Loaded	19000							42106,42
2	25F		Loaded	22000							42106,42

### 2.7 Finalise repeated order/Change order

Repeated orders are orders that have already been registered by CargoNet, but do not have complete information. They are marked in the order list by **PA**.

Several fields in a repeated order cannot be changed. This applies to the From and To stations, Departure date and Departure time, nor can new units be added, and the unit type cannot be changed. Unit weights can however be altered.

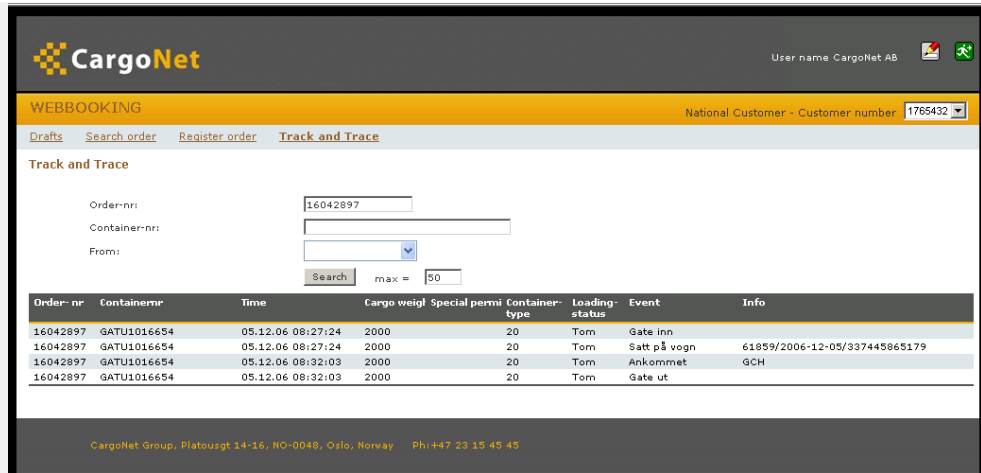
On the other hand, units can be removed, although there must be at least one unit in the order for it to be able to be sent in.

The equivalent applies to changing of orders. An order that has been sent to CargoNet can be changed if it has not yet arrived at the terminal (Gate in).

Changes made to an order, but that the user wishes to be cancelled *before* the changes have been sent in, can be deleted by clicking on the Cancel button at the top right. Then the original information that is registered with CargoNet will be fetched to the web client.

## 2.8 Track and Trace

Track and Trace



In order to open the Track and Trace window the user clicks on the “Track and Trace” link. On this page the user can search for information concerning the task and individual units. The search criteria used are Task number, Container number and From date. If no criteria are stated, all tasks are displayed.

Track & Trace events

Event	Description
Gate in	The container has been received at the departure terminal
Depot in	The container is in the depot
Placed on wagon	The container has been placed on the train
Arrived	The container is at an intermediate or final station
Gate out	The container has been delivered to the customer

## 2.9 Units in depot

Units in depot

**Terminal: Malmö**

Terminal	Unit no.	Order no.	From transport	Kind of unit	Depot time in	Depot time out	Days	Agreed depot
Malmö(Depotet)	CARGONET1	25038159	42419	25F	10/15/2008 5:28 AM		491	<input type="checkbox"/>
Malmö(Depotet)	RÖTTFLAK	25028861	42040,42041,42915	F7	10/12/2008 5:23 AM		494	<input type="checkbox"/>

Number of Rows: 2 Updated: 11:03 AM

This site shows units in depots on the various terminals. The units shown are the units associated with the customer number to who the user are associated to. You can also look for old reservations by entering the order number in the field for .....

## 2.10 Cancellations

Cancellations

**Cancellations**

From date : 2/12/2010  
 To date : 2/18/2010  
 Order-nr:

[Show cancellations today](#)  
[Show cancellations last 7 days](#)  
[Show cancellations last 30 days](#)

**Search**

Order-nr	Cancellation type	Unit no.	Train no.	Destination	Reason for cancellation	Cancelled CargoNet	Cancelled Web
FL 31697063	Container		42546	GBCO - ÅACO	A01 - Avbokning, tidlig (fri frakt)	2/15/2010 9:05 AM	
FL 31697063	Order		42546	GBCO - ÅACO	A01 - Avbokning, tidlig (fri frakt)	2/15/2010 9:05 AM	
FL 31686686	Container		42841	GÄCO - MET	A01 - Avbokning, tidlig (fri frakt)	2/17/2010 12:55 PM	
FL 31686686	Container		42841	GÄCO - MET	A01 - Avbokning, tidlig (fri frakt)	2/17/2010 12:55 PM	
FL 31686686	Container		42841	GÄCO - MET	A01 - Avbokning, tidlig (fri frakt)	2/17/2010 12:55 PM	
FL 31686686	Order		42841	GÄCO - MET	A01 - Avbokning, tidlig (fri frakt)	2/17/2010 12:55 PM	

Number of Rows: 6 Updated: 11:15 AM

Cancellations handled in our system will be visible on this site. Cancellations will be shown together with a code for reason in addition to other information.

## 2.11 Traffic information

Here we show orders that are linked to your customer number and, if registered, any deviations. Estimated pick up times is shown and it will be updated continuously until the arrival at the terminal.

Traffic information

**Traffic information**

[+ Show station filter](#)  
Only show deviations

[Update](#)  
Last updated: 29.08.2011 14:25

Train no	Departure time	To	Scheduled unloading start	Expected unloading start	Container no.	Additional information
5804	29.08 11:08	Kristiansand		I rute	25 25	
5801	29.08 12:59	Kristiansand	29.08.11 18:15	I rute	25 25	
5731	29.08 09:52	Trondheim	29.08.11 19:00	I rute	25	
5505	29.08 10:09	Bergen	29.08.11 19:20	I rute	25	
5507	29.08 12:38	Bergen	29.08.11 20:50	I rute	25 25	
5804	29.08 14:46	Alnabru	29.08.11 22:00	I rute	25 25 25 25	
5790	29.08 14:30	Trondheim	29.08.11 22:15	I rute	25 25	
5504	29.08 13:27	Alnabru	29.08.11 22:30	I rute	25 25 25 25	
5801	29.08 17:59	Ganddal	29.08.11 23:59	I rute	25 25	

## 2.12 Available capacity

On this image, it is shown whether there are any available capacity in the trains. It is shown by the colours green and yellow, green meaning a lot of capacity and yellow, little capacity.


Available capacity

**Available capacity**

[+ Show station filter](#)  
[Update](#)

Departure time	To/from	Available capacity	Register order
29.08.11 16:00	Trelleborgs Hamn-Göteborg Kombi	●	<a href="#">Register order</a>
29.08.11 16:00	Trelleborgs Hamn-Gävle Kombi	●	<a href="#">Register order</a>
29.08.11 16:00	Trelleborgs Hamn-Hallsberg Kombi	●	<a href="#">Register order</a>
29.08.11 17:06	Alnabru-Trelleborgs Hamn	●	<a href="#">Register order</a>
29.08.11 17:06	Alnabru-Malmö	●	<a href="#">Register order</a>

## 2.13 Alter user information

To change the user information the user clicks on this icon  at the top right.

Here the user can change the password and language settings for the web client. It is also possible to insert an E-mail address to which the order confirmation can be sent. Also, here a current telephone number can be inserted, for quicker contact between CargoNet and the user.

To return to web site booking the user clicks on Web booking.

To receive email and/or SMS during deviations in CargoNets production, register email ("Epost") and phone number ("Telefonnummer") in the fields below. Register several recipients by comma separating them. These automatic deviation messages are linked to the customer number, and not the user in the portal.

---

### Kontaktinformasjon ved avvik for kundennummer

Epostadresser og telefonnummer listet her vil benyttes av CargoNet for å informere om avvik ved togproduksjon. Denne kontaktinformasjonen vil gjelde for alle ordre registrert med valgt kundennummer. Flere epostadresser og telefonnummer kan legges til ved å kommaseparere verdiene

Epost:

Telefonnummer:

---





## 7 ontaW i g

### HYUX'CZQW:

CargoNet AS, Dyvekes vei 2, N-0192 Oslo

Telefon + 47 415 71 440

E-post: [post@cargonet.no](mailto:post@cargonet.no)

Internett: [www.cargonet.no](http://www.cargonet.no)

### 7 i glca Yf'7 YbhYf:

Traffic North of Oslo

+47 916 61 996

Traffic West/South of Oslo

+47 916 61 997

Traffic International

+47 916 61 995