



# FOT ORDER

## IMPORTANT ON FOT

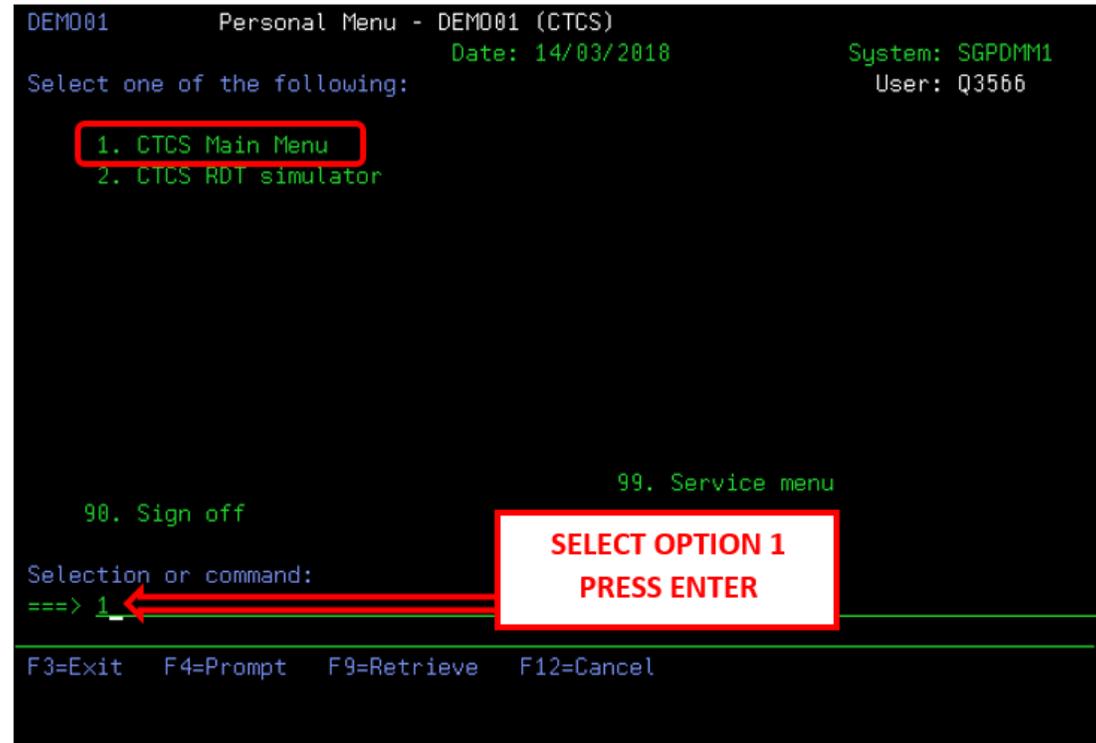
- SYSTEM BASE FOR FINANCE
  - GATE PASS ISSUANCE
- AVOID BROKERS COMPLAINS
  - A-CHECK ISSUES

## STEP1- CHOOSE OPTION 1 CTCS MAIN MENU – PRESS ENTER

```
DEMO01      Personal Menu - DEMO01 (CTCS)
                                Date: 14/03/2018      System: SGPDM1
                                User: Q3566
Select one of the following:

  1. CTCS Main Menu
  2. CTCS RDT simulator

                                99. Service menu
90. Sign off
Selection or command:
===> 1_
F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
```



## STEP2 – CHOOSE OPTION 1 ORDER – PRESS ENTER

```
CTMN00          CTCS : Main menu ..... System : SGPDMM1
                                     Terminal: SGP/P
                                     14/03/18
                                     11:34:59

Select one of the following :
.....
1. Orders
2. Container information
3. Vessel/barge/rail operations
4. Gates
5. Dispatch utilities
6. RDT simulator
7. Special operations
8. Reporting
9. Basic data
10. Work with printers
11. Customs
.....

Selection or command
==> 1

F3=Exit  F4=Prompt  F9=Retrieve  F12=Cancel
F13=Information Assistant
```

### STEP 3 – CHOOSE OPTION 2 FULL OUT ORDER – PRESS ENTER

```
CTMN01          CTCS : Orders ..... System : SGPDMM1
                                     Terminal: SGP/P
Select one of the following : ..... 14/03/18
                                     11:41:25
 1. Booking (EMPTY OUT / FULL IN)
 2. FULL OUT order
 3. EMPTY IN order
 4. Container announcement
 5. General orders ..... 15. Special orders
 6. Blocking instruction ..... 16. Deblocking instruction
 7. Deny access instruction ..... 17. Passing instruction
 8. Discharge order
 9. Load order
10. Release instruction
Selection or command
===> 2_
F3=Exit   F4=Prompt   F9=Retrieve   F12=Cancel
F13=Information Assistant
```

**TYPE 2 THEN PRESS  
ENTER**

←

#### STEP 4 – PRESS F6 TO PROCEED TO (ORDER CREATE REFERENCE)

```
ORDSEL ..... ORDER : selection.....
                                           System : SGPDM1

Type choices and press Enter.....

Order type .....: FOT
Order .....: _____ (* generic)....
Line .....: _____
Agent .....: _____
Order subtype .....: _____

Vessel .....: _____
  Main Voyage .....: _____
  Alternative Voyage .....: _____

Archived Data .....: N (Y/N)
Cancelled Data .....: N (Y/N)
F3=Exit          F4=Prompt          F6=Create          F12=Cancel
```

**STEP 5 – ENCODE THE CONTAINER DETAILS ORDER, LINE AND AGENT – PRESS ENTER**

```
ORDMAK ..... ORDER : create reference ..... System : SGPDM11
Type choices and press Enter.....
Order type ..... FOT
Order ..... COSU6169236120
Line ..... COS
Agent ..... MSCB
Medium .....
Medium reference .....
Order subtype .....

Default Terminal ..... SGP
Remark .....
F3=Exit      F4=Prompt      F12=Cancel

10/030
```

## STEP 6 – INSERT THE CONTAINER NUMBER – PRESS ENTER

```
AFLMAK ..... Full OUT : Create Detail. ....
                                     System : SGPDM11
Order ..... : COSU6169236120      Order type/subtype : FOT /
Line ..... : COS                    Agent ..... : MSCB

Type choices and press Enter.....

Seq. No. .... 1                      Terminal ... SGP
Container ..... MAGU 230879 0 ...
Validity ...
Date until .....
Date from .....

On-Transport .....
Carrier/type ..... Voyage .. Direct. Y By.
Remark .....
Sub handling ..... Cash ... Y
Release Instr. .... Y (Y/N)

Priority .....
F3=Exit          F4=Prompt          F12=Cancel          F17=Confirm
```

## STEP 7 – FOT DONE AND SUCCESSFULLY CREATED

```
OVZORD ..... ORDER : overview detail lines. .... System : SGPDM1
Order ..... : COSU6169236120 ..... Order type/subtype : FOT /
Line ..... : COS ..... Agent ..... : MSCB
RGS, 1 ACT, 0 EXE, 0 TOT, 1
Type options and press Enter .....
1=Create      2=Change      4=Delete      5=Display
8=Other Line  15=Change detail  25=Cnt information  28=Print EIR
Position to .....
Opt Seq, F--- OUT ----- F--- IN ----- Gross
--- No, E, Sub, Trm, Sts, E, Sub, Trm, Sts, Container, ISO, Lg, Hg, Tp, Wght
--- 1 F SGP RGS MAGU 230079 0 ..

F3=Exit      F5=Refresh   F6=Create    F11=Actual state
F12=Cancel   F14=Sort
```

**ENSURE FOT CREATED IS CORRECT AND MACTH ON THE  
DISCHARGING LIST GIVEN BY EDI PLANNING**