



we keep your goods flowing

## E-Terminal Enrollment & Functionality

ZUIDNATIE

Zuidnatie IT

## Table of contents

Table of contents.....	2
1 Contact and version control.....	3
1.1 Version History .....	3
1.1 Sharepoint info.....	3
1.2 Contacts.....	3
2 Registration.....	4
2.1 Enrollment Procedure.....	4
2.2 Password Reset .....	5
3 Functionality .....	6
3.1 Dashboard .....	6
3.2 Booking Info .....	6
3.3 EIR Retrieval.....	6
3.4 Container Pickup Yard Position .....	7

# 1 Contact and version control

## 1.1 Version History

Datum	Versie	Wijzigingen	Eigenaar
20240508	1.0	Registration Procedure + Booking info	Zuidnatie NV

## 1.1 Sharepoint info

<b>Item</b>	STEP ETerminal
<b>Sub-item</b>	Registration
<b>ICT Info</b>	false
<b>Link</b>	None
<b>Archief</b>	false

## 1.2 Contacts

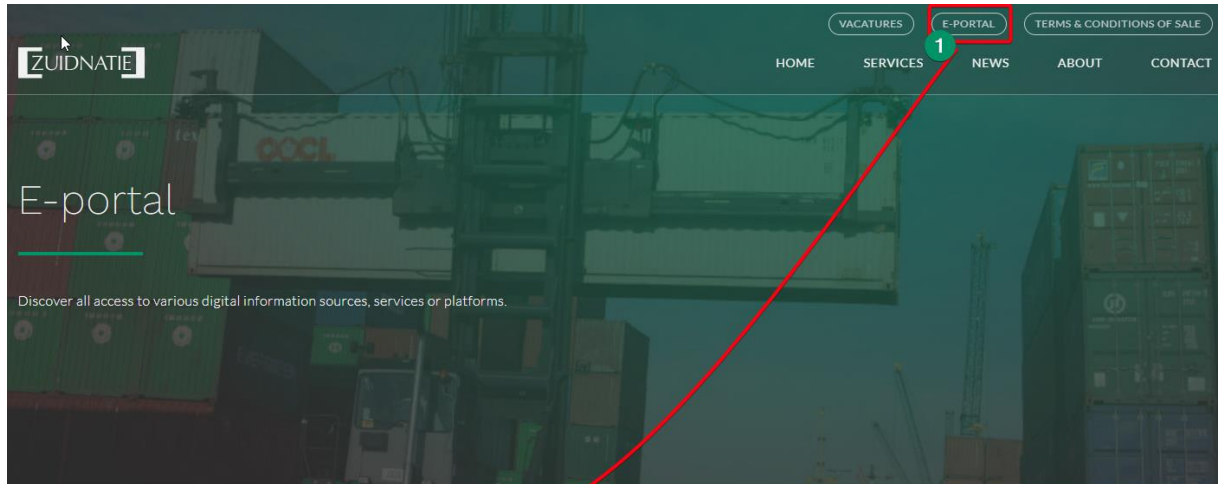
Name	Function	Tel	E-mail
ICT Helpdesk	Helpdesk	03 205 97 69	It.helpdesk@zuidnatie.be

<b>Company</b>	Zuidnatie
<b>Address</b>	Antwerpsebaan 1
<b>Place</b>	2030 Antwerpen
<b>Tel</b>	+32 (0)3 205 97 00


## 2 Registration

### 2.1 Enrollment Procedure

- (1) Go to the Zuidnatie website (<https://www.zuidnatie.be>) and select the E-Portal Section
- (2) Select the Digital Portal for the Terminal of your choice



#### DIGITAL PORTAL

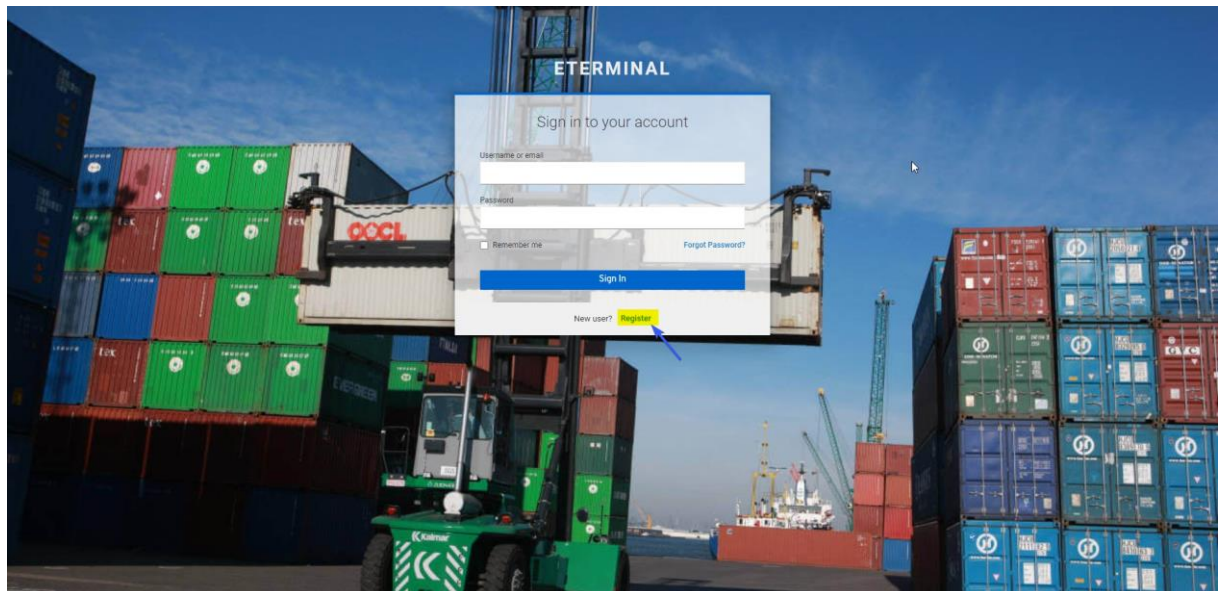
-  **Containerportal Becomar**  
Digital portal for checking container data, bookings and availability at Becomar.

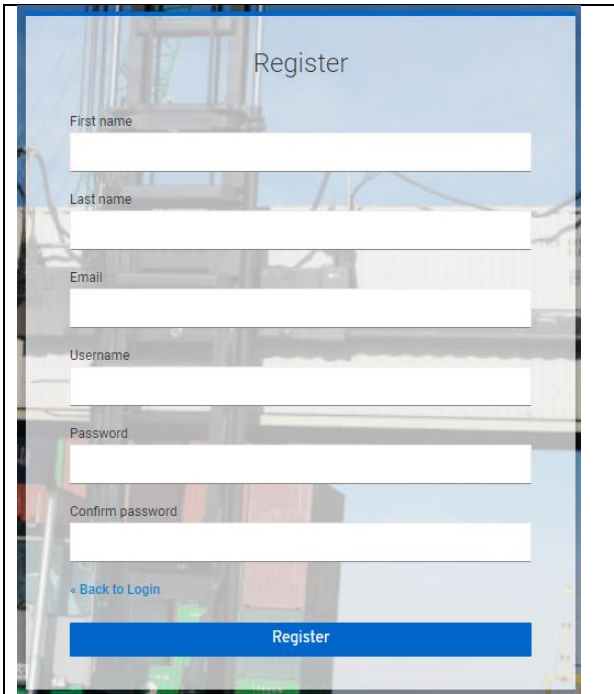
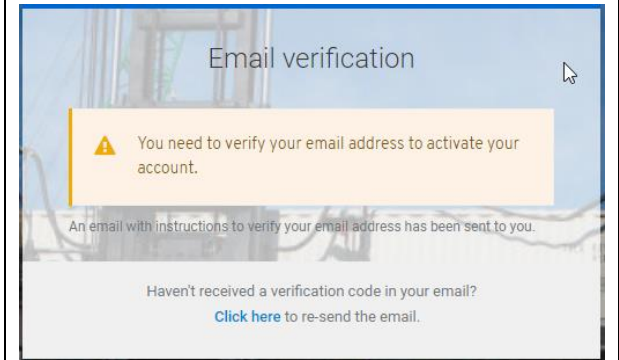
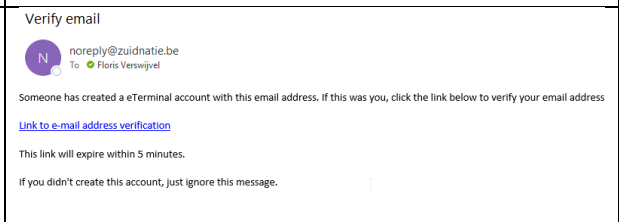
VISIT PAGE

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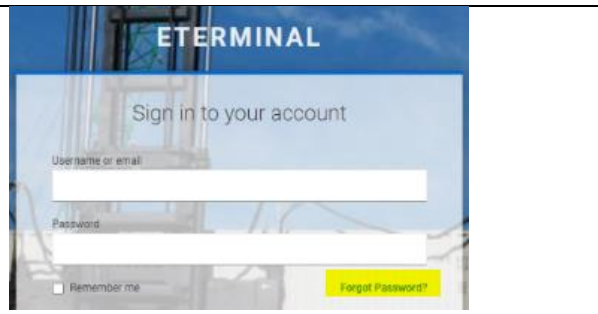
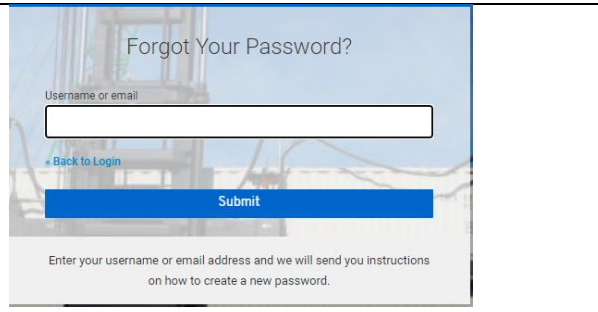
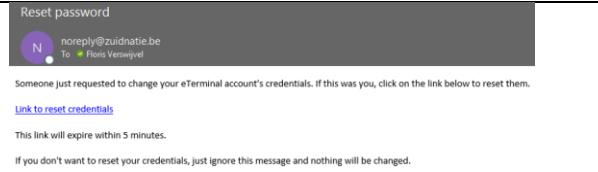
The eterminal site wil now open.

Register your account via the 'Register' option



	<p><b>Fill In the Registration Form</b></p> <p><b>Confirm with the 'Register' Button</b></p> 
<p>You will receive an email confirmation with an activation link. Remark: check your Spam folder</p>	<p>Verify email</p> 

## 2.2 Password Reset

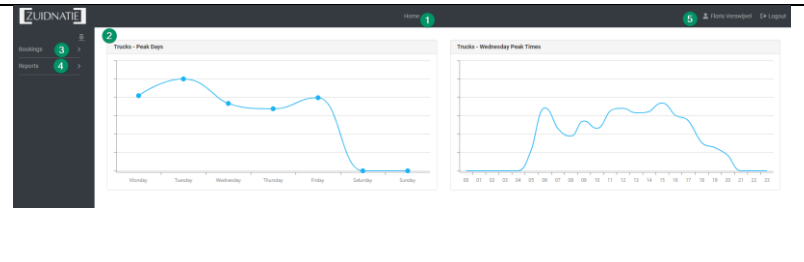
<p>Use the 'Forget Password' link in case you want to reset your password.</p>	
<p>Fill In your registered email address</p> <p>Click 'Submit'</p>	
<p>You will receive an email with a Password reset link. Remark: check your spam folder</p>	<p>Reset password</p> 

## 3 Functionality

### 3.1 Dashboard

Homepage shows following info

- 1) Dashboard: header with terminal info
- 2) Histogram Gate Peak Days/Hours
- 3) Menu: Booking Info
- 4) Menu: Reports EIR
- 5) Menu: User info



### 3.2 Booking Info

Via the Booking Info menu you can retrieve info either via your reference or via container number  
Select the applicable radio button, fill in the field and click 'Search'

When your search doesn't have a valid result the site will show a 'booking not found' remark.

### 3.3 EIR Retrieval

An EIR can be retrieved for all containers which were registered via our self-service desk.

- (1) Go to 'Reports' menu
- (2) Select 'EIR'
- (3) Fill in the form and click 'Download' to get a pdf version

### 3.4 Container Pickup Yard Position

\*\*\* under construction \*\*\*