



PREADVICE

VERSION 2025.1

WELCOME TO THE CONTAINER TERMINAL!
BUT PLEASE TRY NOT TO ARRIVE UNANNOUNCED.
IN THIS BROCHURE WE WILL SHOW YOU HOW OUR
PREADVICE E-SERVICE WORKS.

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PNOK 886618 0



Port of
Norrköping



Welcome!

At the Port of Norrköping, you'll find one of Sweden's largest and most modern container terminals – digitally developed to ensure fast, safe, and efficient handling at every stage. With our smart systems and digital services, you gain full control of the entire flow, from planning to delivery. Together, we create more efficient and sustainable logistics.

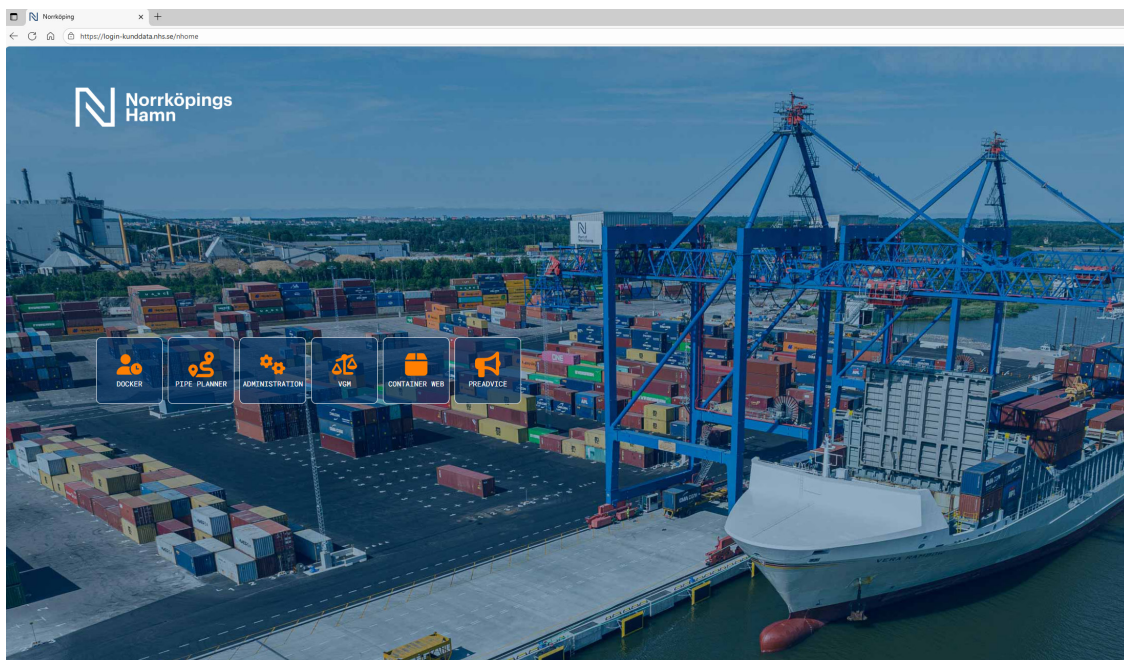
Port of Norrköping's customer portal

In our customer portal, you get access to our various e-services. If you don't already have an account, start by visiting our website at www.norrkopingshamn.se/en/e-tjanster/ and apply for an account and the service(s).



E-service Container Web

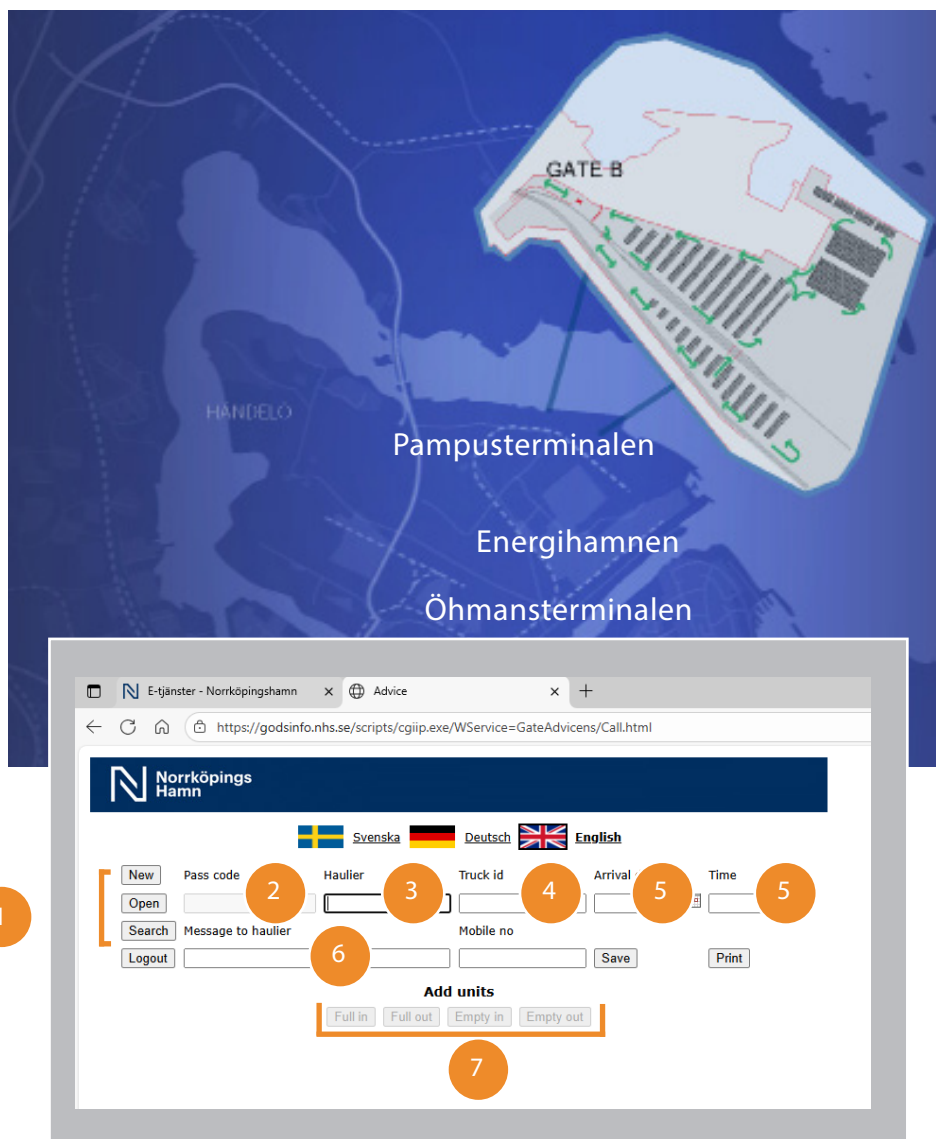
Our e-service Container Web makes container handling simple and efficient. Here, you have full control over bookings, depots, and unit status – all in one place. With real-time information and easy-to-use features, you can search, update, and track containers at any time. Our e-service gives you control, overview, and more time for other things.



STEP

1

PREADVICE



1

Create a new job or open an existing one.
You can also search (see page 6).

2

Enter the access code you received when you were
registered as a user in the system.

3

Enter the name of the haulage company (the
company that will pick up or deliver the container).

4

Enter the registration number of the vehicle that will
come to pick up or deliver the container.

5

Enter the date and time when the vehicle is expected
to arrive.

6

Enter any message for the haulage company or driver.

7

Select the action you want to perform. Are you
picking up or delivering? Empty or full container?

Create a new job

After making your selection in step 7, you will see different screens depending on your choice.

Full in

The screenshot shows a web form for creating a new job. It includes the following fields and callouts:

- Prefix**: Callout 1 (Four letters)
- Unit no.**: Callout 2 (Six digits)
- Chk**: Callout 3 (One digit)
- Booking operator**: Callout 4 (Unit booking number)
- Booking shipper**: Callout 5 (From whom the container has been picked up)
- Line / Owner**: Dropdown menu with "Select line..."
- Size / Type**: Dropdown menu with "Select size/type..."
- Gross weight**: Input field with "0"
- Custom status**: Input field
- Seal 1**: Input field
- Seal 2**: Input field
- From**: Input field
- Electric connection**: Callout 6 (checkbox, Electrical connection applies, for example, if it involves a reefer container that requires power supply)
- Diverting measurement**: Callout 7 (checkbox, Enter information if the container, including its cargo, has non-standard dimensions. For example, if the container has no roof and parts of the cargo extend beyond it.)
- Remark**: Text area
- Buttons**: "Save and Close", "Save", "Delete"

"Full in" means that you are delivering a container with goods. Fill in the details in the input form and save.

- 1 Four letters
- 2 Six digits
- 3 One digit
- 4 Unit booking number
- 5 From whom the container has been picked up
- 6 Electrical connection applies, for example, if it involves a reefer container that requires power supply
- 7 Enter information if the container, including its cargo, has non-standard dimensions. For example, if the container has no roof and parts of the cargo extend beyond it.

IMPORTANT!
If the unit contains hazardous goods, you must make a notification/registration in Gate B.

Full OUT

Booking No

Prefix Unit no Chk Size Type

Rel. order no Destination

Remark

Save and Close Save Delete

“Full out” means that you are picking up a container containing goods to be transported to the recipient. Fill in the details in the input form and save.

- 1 Four letters
- 2 Six digits
- 3 One digit
- 4 Release number (applies to Hapag only)
- 5 Where the container is to be transported

IMPORTANT!
If the unit contains hazardous goods, you must make a notification/registration

Empty IN/OUT

- 1 Four letters
- 2 Six digits
- 3 One digit
- 4 Release/booking number

Prefix Unit no Chk Booking no Depot / Owner

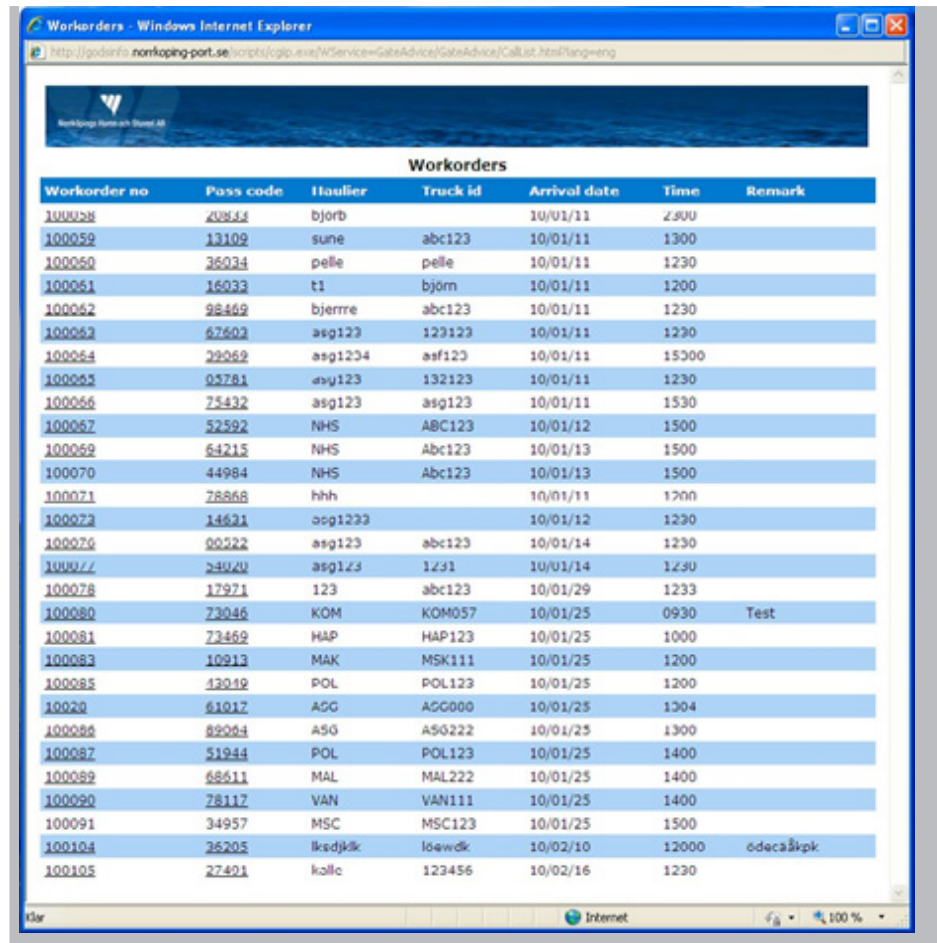
Size Type Destination

Remark

Save and Close Save Delete

Search for and open an existing job

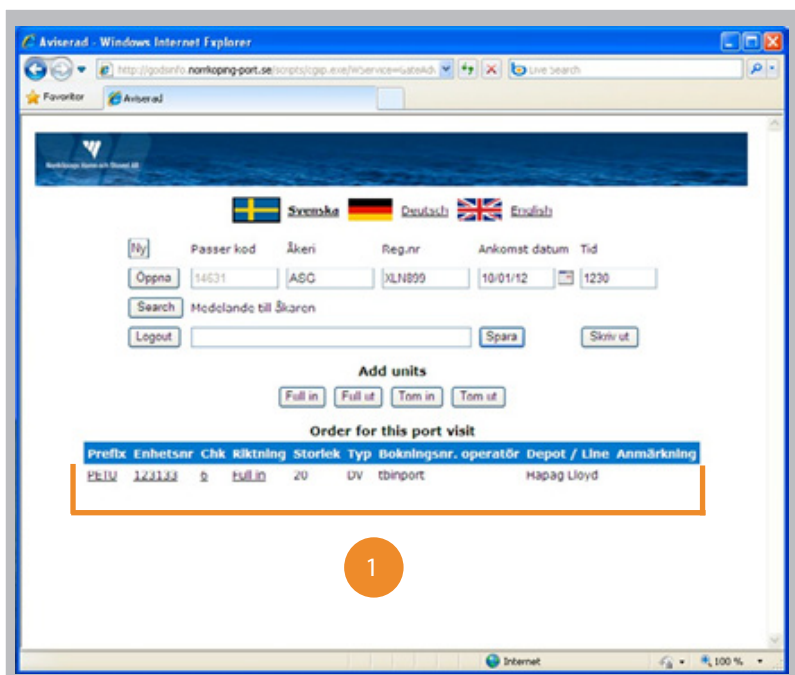
If you choose to search for a previously created job, a screen like the following will appear.



Workorder no	Pass code	Haulier	Truck id	Arrival date	Time	Remark
100058	20855	bjorb		10/01/11	1200	
100059	13109	sune	abc123	10/01/11	1300	
100060	36034	pelle	pelle	10/01/11	1230	
100061	16033	t1	björn	10/01/11	1200	
100062	98469	bjerre	abc123	10/01/11	1230	
100063	67602	asg123	123123	10/01/11	1230	
100064	29069	asg1234	asf123	10/01/11	15000	
100065	05781	asg123	132123	10/01/11	1230	
100066	75432	asg123	asg123	10/01/11	1530	
100067	52592	NHS	ABC123	10/01/12	1500	
100069	64215	NHS	Abc123	10/01/13	1500	
100070	44984	NHS	Abc123	10/01/13	1500	
100071	78868	hhh		10/01/11	1200	
100072	14621	asg1233		10/01/12	1230	
100076	00222	asg123	abc123	10/01/14	1230	
100077	24020	asg123	1231	10/01/14	1230	
100078	17971	123	abc123	10/01/29	1233	
100080	73046	KOM	KOM057	10/01/25	0930	Test
100081	73469	HAP	HAP123	10/01/25	1000	
100083	10913	MAK	MSK111	10/01/25	1200	
100085	43049	POL	POL123	10/01/25	1200	
100090	61017	AGG	AGG000	10/01/25	1304	
100096	89064	ASG	ASG222	10/01/25	1300	
100097	51944	POL	POL123	10/01/25	1400	
100099	68611	MAL	MAL222	10/01/25	1400	
100090	78117	VAN	VAN111	10/01/25	1400	
100091	34957	MSC	MSC123	10/01/25	1500	
100104	26205	lksdjkl	lswdk	10/02/10	12000	odcaååpk
100105	27401	kalle	123456	10/02/16	1230	

All rows are clickable.

Click on the row containing the job you want to view or edit, and this screen will appear.



Prefix Enhetsnr Chk Riktning Storlek Typ Bokningsnr. operatör Depot / Line Anmärkning

Plat	123123	2	Full in	20	UV	tbinport	Hapag Lloyd
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The current job is displayed here.

Click on the row to open the job in a separate window, where you can make changes if needed.

STEP

2

Security Gate

Provided that you have notified your arrival in advance, the first thing that happens when you arrive at the gate is that we inspect the container. We check for any damages and ensure that all information has been correctly entered into the system.

Once you have received approval, you are welcome to enter the building (Security Gate) to register your arrival.

STEP

3

Security check

Once inside, log in to the system again (using the same access code and user ID as when you pre-notified) and you will then see this screen.

Passerkod

75432

Lägg till

Container som skall hämtas eller lämnas

Riktning	Prefix	Enhetsnr	Chk	Bokningsnr.
In	GATU	093710	3	09MSC352

Bekräfta Stämmer ej

This screen lists all current jobs in the system for your account—that is, containers that are ready to be received or dispatched.

You are asked to confirm that the previously entered registration number of your vehicle is correct.



If it is correct, confirm it. Otherwise, make the necessary changes.

The printer will produce an access code and a map of the area where you should go. The location is marked with a cross if you are dropping off and a circle if you are picking up.

The example shows a drop off.



X = PICK UP

O = DROP-OFF

Leave (X)	Status	Remark
TEST555222-9	Approved	

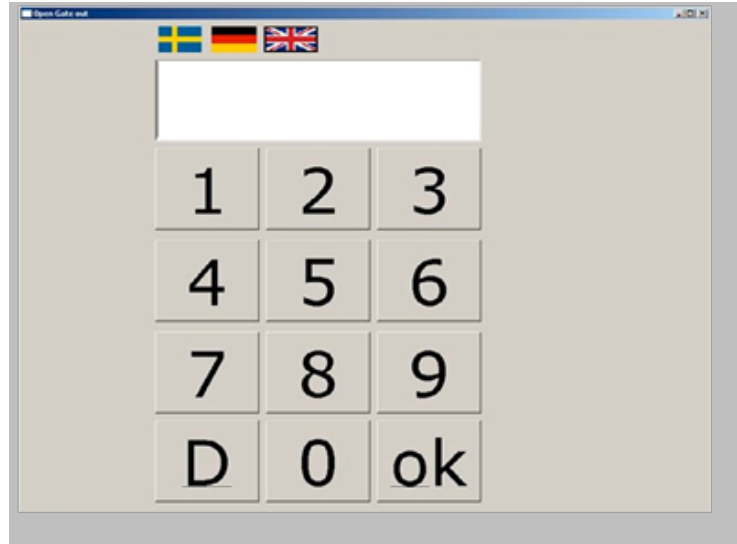
Pick up (O)	Status	Remark

STEP

4

Drive up to gate

When you arrive at the gate, enter the access code (printed on the slip you received in step 3) on the screen, which looks like this.



After you enter the correct code, the gate will open. At the same time, our forklift operators receive information about your task. One of them will come to meet you at the designated location.

STEP

5

Drive to the designated location

When you arrive at the gate, enter the access code (printed on the slip you received in step 3) on the screen, which looks like this.

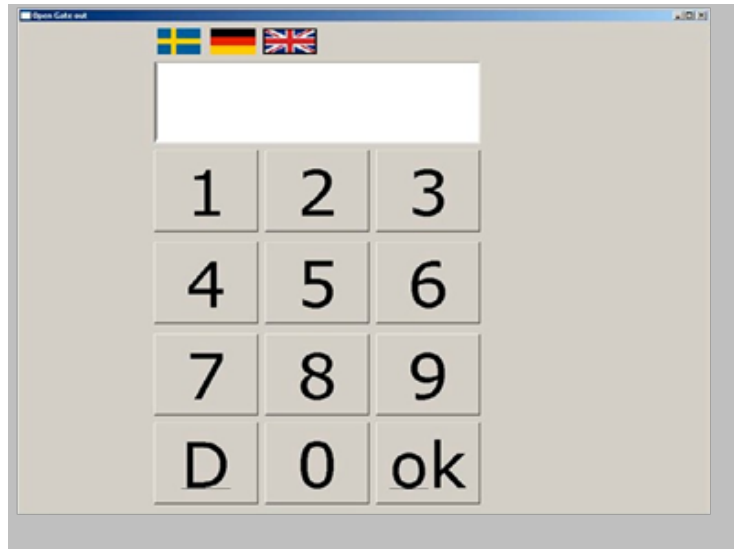


STEP

6

Drive towards the exit and log out

At the exit barrier, there is also a screen where you must enter a code to open the barrier. The screen looks the same as at the entrance.



STEP

7

Ready to drive

If everything is correct and nothing has been missed, you can simply drive out. We say goodbye for now and look forward to welcoming you back the next time you have business at the Container Terminal in Pampus Terminalen, Norrköping.

Welcome back!

An aerial photograph of a port terminal, likely Pampus Terminalen in Norrköping, Sweden. The image is taken from a high angle, looking down at the terminal's infrastructure. A large gantry crane is the central focus, its lattice structure extending over a ship. The ship's deck is visible, with several shipping containers stacked on it. Some containers have the 'MAERSK' logo. To the right, a building with a sign that reads 'Port of Norrköping' is visible. The background shows a wide expanse of water and a distant shoreline under a hazy, orange-tinted sky, suggesting a sunset or sunrise. The entire image has a warm, monochromatic orange-red color scheme.

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