



Hamburg Süd
Track & Trace Reporting

Quick Guide

HAMBURG  SÜD

Hamburg Süd Track & Trace Reporting

With Hamburg Süd Track & Trace reporting you are able to create operative reports based on Track & Trace and booking data. You can create the reports based on different report types and based on different values, e.g.

- Shipment summaries for a specific timeframe
- Container Event Reports
- Reports based on specific countries
- Reports based on specific ports
- Reports based on specific start and/or end locations

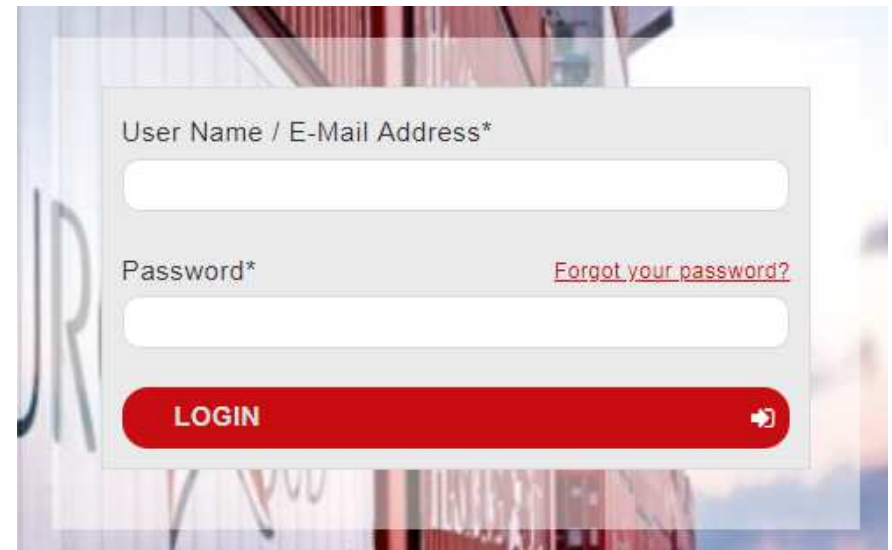
Hamburg Süd Track & Trace Reporting

Where to find Hamburg Süd Track & Trace reporting

- Hamburg Süd Track & Trace Reporting can be found on www.hamburgsud-line.com in the main menu under eCommerce → Track & Trace → Track & Trace Reporting.

Log in required

- You need to be registered and logged in to use Hamburg Süd Track & Trace Reporting.



A screenshot of a login form overlaid on a background image of a port with shipping containers. The form is white with a light gray border and contains the following elements:

- A text input field labeled "User Name / E-Mail Address*" with a white background and a light gray border.
- A text input field labeled "Password*" with a white background and a light gray border.
- A red text link labeled "Forgot your password?" located to the right of the password field.
- A red button labeled "LOGIN" with a white right-pointing arrow icon on the right side.

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Report Overview

- After logging in, you can see the Report Overview, which shows all the Hamburg Süd Track & Trace reports you've created so far.
- You can generate reports for bookings, where your company is the booking's agreement party.

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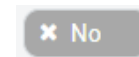
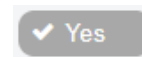
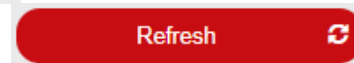
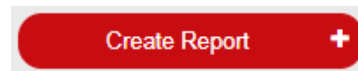
The screenshot displays the 'Overview' section of the Track & Trace Reporting interface. It features a table with columns for Report Type, Report Name, Last Report, Last Status, Frequency, Timeframe, eMail Subscribe, and Action. The table lists several reports, including 'Container View' reports for various booking IDs and timeframes. The interface also includes 'Refresh' and 'Create Report' buttons at the top and bottom.

Report Type	Report Name	Last Report	Last Status	Frequency	Timeframe	eMail Subscribe	Action
Container View	20170204_test_for_	04-Feb-2019	Success	Once	01-01-2019 - 31-01-2019	<input checked="" type="checkbox"/> Yes	
Container View	20180702_Containe Ford	04-Jul-2018		Once	30-05-2018 - 28-06-2018	<input checked="" type="checkbox"/> Yes	
Container View	20180704_Containe Ford	04-Jul-2018		Once	30-05-2018 - 28-06-2018	<input checked="" type="checkbox"/> Yes	
Container View	20180704_Containe	04-Jul-2018		Once	30-05-2018 - 28-06-2018	<input checked="" type="checkbox"/> Yes	
Container View	20190204_test2_for_	04-Feb-2019	Success	Once	01-08-2018 - 31-08-2018	<input checked="" type="checkbox"/> Yes	
Container View	20190204_test3_for_	04-Feb-2019	Success	Once	01-08-2018 - 31-08-2018	<input checked="" type="checkbox"/> Yes	
Container View	20190204_test4_for_	04-Feb-2019	Success	Once	01-08-2018 - 31-08-2018	<input checked="" type="checkbox"/> Yes	
Container View	20190204_test_for_	04-Feb-2019	Success	Once	01-01-2019 - 31-01-2019	<input checked="" type="checkbox"/> Yes	
Container View	ContainerView-more-than-3-months	13-Jul-2018		Once	01-03-2018 - 31-05-2018	<input checked="" type="checkbox"/> Yes	

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In the Report Overview screen you have the following possibilities:

- Create a new report
- Refresh the overview
- Sort the columns by clicking on the column name
- Change the email subscription for a specific report
- Show the report schedules
- Edit an existing report
- Delete an existing report
- Copy an existing report
- Download an existing report



The functionalities will be described later. Now it's time to create a first report.



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The following reports are available:

- **Booking Summary Month**

The Booking Summary Month report contains the number of TEU booked per month.

- **Booking Summary Week**

The Booking Summary Week report contains the number of TEU booked per week.

- **Shipment Overview**

The Shipment overview report provides an booking oriented overall view of the shipments. Please note, this report doesn't show any container movements or vessel events.

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- **Container View**

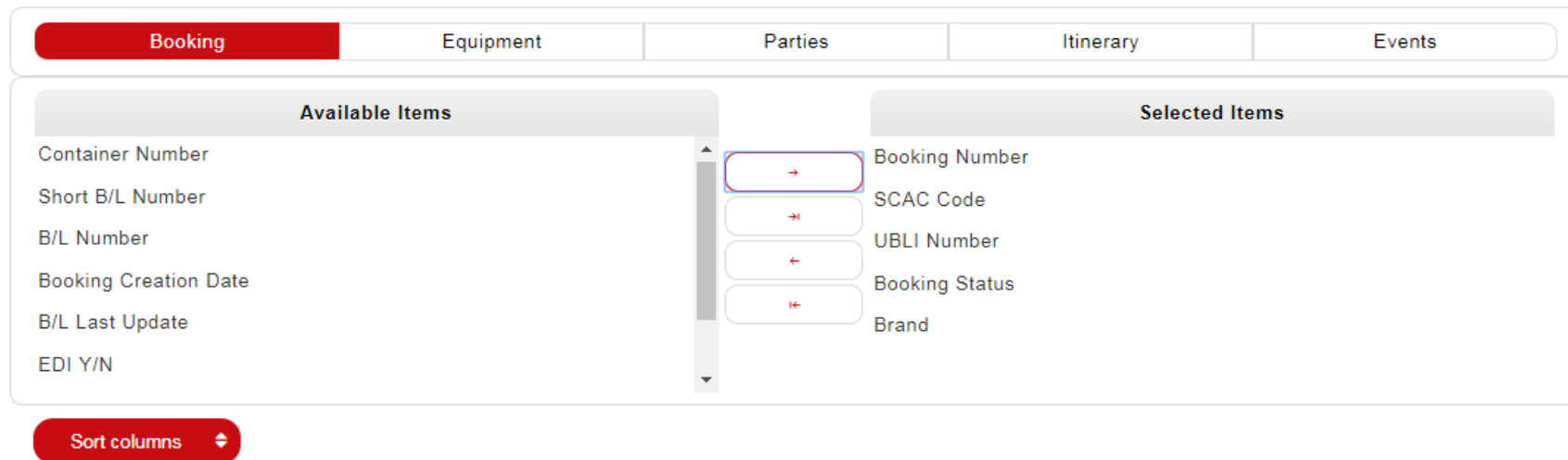
The Container View report provides a complete overview about the container movements, vessel events and important information related to the bookings. The container appears only once since the information is spread through the columns. The report is separated by columns.





- **Container Events**

The Container Events report gives a summary of the container and vessel movements and contains basic information of the booking. Based on container number, the container will repeat every time there is a new movement or event for it. The report is separated by lines.

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- For the **Container View** and **Container Event** report different items can be selected. The items are grouped by Booking items, Equipment items, Parties, Itinerary and Events.




- You can select the items by marking them and moving them to the “Selected Items” by clicking on the add button. 
- If you want to select all items, simply click on the add all button. 
- For removing the items, mark them in the “Selected Items” and click on the remove button  or the remove all button. 

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Selecting the different roles:

Please select the roles of the selected SFC(s)

<input checked="" type="checkbox"/> Shipper	<input checked="" type="checkbox"/> Forwarder	<input type="checkbox"/> Consignee	<input checked="" type="checkbox"/> Agreement Party	<input type="checkbox"/> Booking Party
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






- Please select the roles your company (SFC) should have for creating the report. In this example, the report would only contain data for bookings/containers, where your company is either Shipper, Forwarder or Agreement Party in the booking.
- By clicking the next button  you will go to the next screen where you can enter further criteria for your report. The criteria will be described on the next slides.

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Locations

- Please select the locations you want to have as a filter for your report. By selecting no location, all places are selected.
- Please note, you can select either a country or a place. Based on the selected locations the time interval (Timeframe and Rolling Window) can be selected. The following rules appear:
 - If From and To locations are empty, the time interval is restricted to one month only
 - If only From or To is filled, the time interval is restricted to three months

Please filter the From and To Locations (no selection means all locations)

From (Country or Place)	To (Country or Place)						
<input type="text"/>	<input type="text"/>						
<table border="1"><tr><td>Hamburg (HH) DEHAM</td><td></td><td></td></tr></table>	Hamburg (HH) DEHAM			<table border="1"><tr><td>BRAZIL (BR) BR</td><td></td><td></td></tr></table>	BRAZIL (BR) BR		
Hamburg (HH) DEHAM							
BRAZIL (BR) BR							

The locations can be start or end locations and in case of ports a port of loading or a port of discharge.

Timeframe or Rolling Window

Timeframe

- By using a timeframe, you are able to select a concrete timeframe, e.g. from January, 1st till January, 31st. Using a timeframe will start at 00:00:00 of the selected day and will end at 23:59:59 of the selected day.

Time Interval

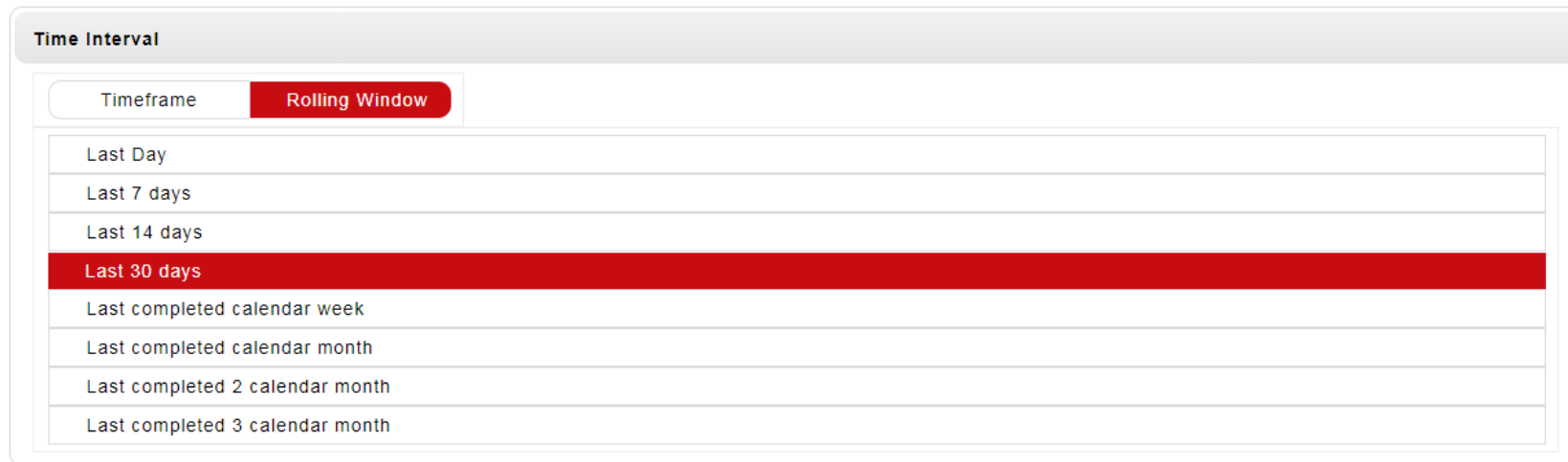
Timeframe Rolling Window

From Date	01-Jan-2019	
To Date	31-Jan-2019	

Timeframe or Rolling Window

Rolling Window

- By using a rolling window, you can select a rolling time window, e.g. the last month or the last completed calendar week (Monday – Sunday). Using a timeframe will start at 00:00:00 and will end at 23:59:59 of the selected rolling windows.
- When using a rolling window, you are able to schedule regular reports that will provide the latest data based on the selected time interval.



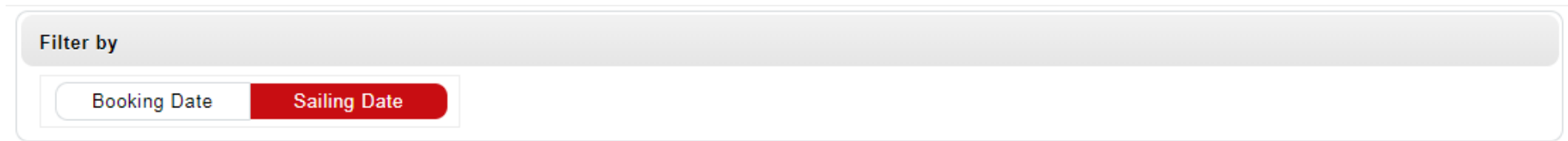
The screenshot shows a web interface for selecting a time interval. At the top, there is a header "Time Interval". Below it, there are two tabs: "Timeframe" and "Rolling Window". The "Rolling Window" tab is selected and highlighted in red. Below the tabs, there is a list of options for the rolling window, each in a separate row:

Last Day
Last 7 days
Last 14 days
Last 30 days
Last completed calendar week
Last completed calendar month
Last completed 2 calendar month
Last completed 3 calendar month

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Filter

- There is a filter functionality to filter either by Booking Date or by Sailing Date, whereas the Booking date is based on the booking creation time and the Sailing Date is based on the actual sailing date of the first vessel leg (if the vessel hasn't sailed yet, the estimated time of departure will be used).



The screenshot shows a filter interface with a header 'Filter by' and two buttons: 'Booking Date' and 'Sailing Date'. The 'Sailing Date' button is highlighted in red, indicating it is the selected filter option.


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Reporting Cycle

- By using the reporting cycle, you are able to select how often a specific report should be generated.
- Please note, monthly reports can be scheduled for a 12 months period, weekly reports can be scheduled for six months, daily reports can be scheduled for one month.

Reporting cycle

Monthly Weekly **Daily** Once

From Date 25-Feb-2019 

To Date 25-Mar-2019 



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Report Summary

- The last screen is the report summary screen. Here you get an overview of your selected items.
- Rearranging of the selected items is also possible on the Report Summary screen.
- If everything is as expected, please enter your report name on the bottom of the screen and click on create.
- After clicking on the create button, you get the message that the report was saved successfully.


The screenshot displays the 'Report Summary' interface with the following sections:

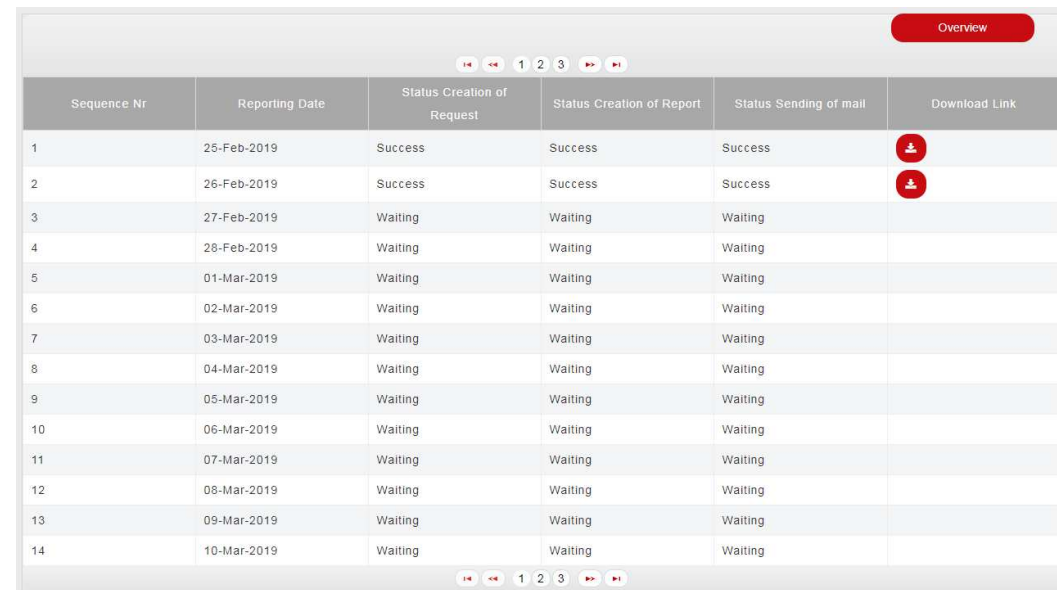
- Report Type:** Container View
- Selected Columns:** A list of columns including Booking Number, Container Number, SCAC Code, Short B/L Number, B/L Number, and UBLI Number, with a vertical scrollbar and navigation buttons.
- Please select the roles of the selected SFC(s):** Shipper, Consignee, Booking Party
- Selected SFC's:** No SFC was selected
- Selected Budget Trust:** (Empty field)
- From Locations:** Hamburg DE
- To Locations:** BRAZIL BR
- Timeframe:** From Date: 01-JAN-2019, To Date: 31-JAN-2019
- Filter by:** Sailing Date
- Reporting cycle:** Daily, From Date: 25-FEB-2019, To Date: 25-MAR-2019
- Reportname:** TestReport-123

 Report was saved successfully 



Functionality on Report Overview screen

Show Schedules

- Works only for reports with a reporting cycle.
- When showing the schedules you get an overview of the reports that were already created as well as for the future scheduled reports.
- By clicking on the download link, you can download your report. 
- The reports will be generated in Excel format.




The screenshot shows a table with 6 columns: Sequence Nr, Reporting Date, Status Creation of Request, Status Creation of Report, Status Sending of mail, and Download Link. The table contains 14 rows of data. The first two rows (1 and 2) have 'Success' in all status columns and a download link icon. The remaining rows (3-14) have 'Waiting' in all status columns and no download link icon. The table is part of a web interface with navigation buttons at the top and bottom.

Sequence Nr	Reporting Date	Status Creation of Request	Status Creation of Report	Status Sending of mail	Download Link
1	25-Feb-2019	Success	Success	Success	
2	26-Feb-2019	Success	Success	Success	
3	27-Feb-2019	Waiting	Waiting	Waiting	
4	28-Feb-2019	Waiting	Waiting	Waiting	
5	01-Mar-2019	Waiting	Waiting	Waiting	
6	02-Mar-2019	Waiting	Waiting	Waiting	
7	03-Mar-2019	Waiting	Waiting	Waiting	
8	04-Mar-2019	Waiting	Waiting	Waiting	
9	05-Mar-2019	Waiting	Waiting	Waiting	
10	06-Mar-2019	Waiting	Waiting	Waiting	
11	07-Mar-2019	Waiting	Waiting	Waiting	
12	08-Mar-2019	Waiting	Waiting	Waiting	
13	09-Mar-2019	Waiting	Waiting	Waiting	
14	10-Mar-2019	Waiting	Waiting	Waiting	

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Edit/View Report

- When clicking on the edit/view button, you can edit or view your report. Please note, editing is only possible in case the report has not been processed so far. Adjusting already generated reports isn't possible.
- If you want to edit a report that was already processed, please use the copy button and make your adjustments. 



Delete Report

- By clicking on the delete button, the selected report will be deleted. Deletion also includes the reports that are scheduled for the future.

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Copy Report

- By using the copy functionality, the existing report will be copied. All the settings will get copied into the new report. A copied report can then be adjusted or deleted in case needed.

Container View	60421151 TestReport-123		Daily	-	<input checked="" type="checkbox"/> Yes	 
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Download Report

- When the report was created, you can download it. In case the report has a report cycle and more than one report was created, the last generated report will be downloaded. In case you want to download an older report, please go to the report schedules and select the report you want to download.

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Dear customer,

your report TestReport-123 with number 52145 is now available.
Please login and download your Excel report on www.hamburgsud-line.com site.

With kind regards

Hamburg Süd Tracking Service

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Centrale Virksomhedsregister (CVR) No. 32345794
Executive Board: Søren Skou (CEO)
Board of Directors: Jim Hagemann Snabe (Chairman)

Executive Board of Hamburg Südamerikanische Dampfschiffahrts-Gesellschaft A/S & Co KG:
Dr. Arnt Vespermann (CEO), Frank Smet (CCO), Jakob Wegge-Larsen (CFO)

[Unsubscribe from this Track & Trace report.](#)

[Unsubscribe from all Track & Trace reports.](#)

- After the report was created, you will receive an email notification.
- In this email you are able to unsubscribe from this specific Hamburg Süd Track & Trace report or from all Hamburg Süd Track & Trace reports.
- You can of course also see the status of your report in the report overview screen where you are also able to download your reports.
- Unsubscribing from specific reports is also possible in the report overview. Simply switch “eMail Subscribe” from Yes to No . After unsubscribing only sending the email notifications are stopped, the reports will still be generated.

Disclaimer



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