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
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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.
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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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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.
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 a 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.
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.
Selecting the different roles:

- 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

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

Timeframe

- By using a timeframe, you are able to select a concrete timeframe, e.g. from January, 1\textsuperscript{st} till January, 31\textsuperscript{st}. 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]

<table>
<thead>
<tr>
<th>Time Interval</th>
<th>Timeframe</th>
<th>Rolling Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Date</td>
<td>01-Jan-2019</td>
<td></td>
</tr>
<tr>
<td>To Date</td>
<td>31-Jan-2019</td>
<td></td>
</tr>
</tbody>
</table>
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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.

<table>
<thead>
<tr>
<th>Time Interval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timeframe</td>
</tr>
<tr>
<td>Last Day</td>
</tr>
<tr>
<td>Last 7 days</td>
</tr>
<tr>
<td>Last 14 days</td>
</tr>
<tr>
<td>Last 30 days</td>
</tr>
<tr>
<td>Rolling Window</td>
</tr>
<tr>
<td>Last completed calendar week</td>
</tr>
<tr>
<td>Last completed calendar month</td>
</tr>
<tr>
<td>Last completed 2 calendar month</td>
</tr>
<tr>
<td>Last completed 3 calendar month</td>
</tr>
</tbody>
</table>
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).
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.
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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.
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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.
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 | - | Yes | Delete |
```

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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- 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.
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