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# EMPTY RETURN INSTRUCTIONS (ERI)

## For Ocean Carriers & Terminal Operators

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Version date: February 2021

# Empty Return Instruction (ERI) Overview

Using Empty Return Instructions (ERI) Ocean Carriers & Terminal Operators can update their specific return instructions for motor carriers.

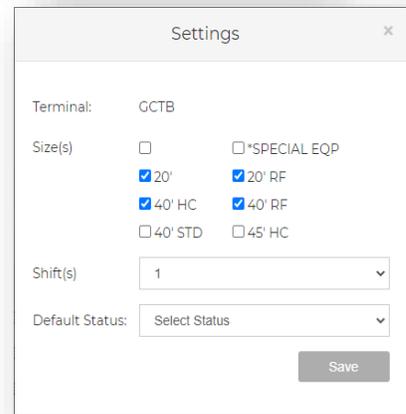
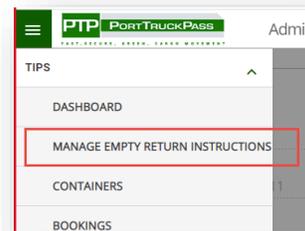
Ocean Carriers can participate directly by simply sending a standardized Excel file that is digitized and accepted into the application by eModal.

The potential to return an empty container, preferably just before the pickup of a loaded container to maximize driver and motor carrier efficiency, has become increasingly difficult as time-specific truck appointments and congestion have increased. The ERI feature was designed to simplify the process of a marine terminal informing the community of availability to accept empties in such a way that more frequent updates can be shared and more dual-ended moves can be completed.

This guide outlines how both Lines and Terminals can create and publish Empty Return Instructions (ERI) within the system. These updates will enable community users and drivers to know when empties are allowed to be returned to a specific terminal or depot, on a particular date, shift and by shipping line.

## Set Up Default Settings

1. To enter the Empty Return Instructions screen, click on the main “hamburger” menu bar at the top left of the screen and select “Manage Empty Return Instructions.”
2. When entering the first time, you will be presented with the “Settings” pop up to enter your default settings for ERI. This default New Feature Guide will carry over for all future logins, until you change those default settings.
3. In the SETTINGS window, select the container size types that apply, along with which shifts your terminal designates as accepting empty returns and finally the default of OPEN (allow for empties) or CLOSED (not allowing for empties).
4. Once completed, click on SAVE to submit the default values. You will be able to change your default settings at any point in the future.
5. After saving, you will be presented with the default values for your Empty Return Instructions. Toggle the status between OPEN and CLOSED by clicking on the respective boxes. You can further ADD LINE, EDIT DEFAULTS, RESTORE DEFAULTS, RESTORE from DATE, instructions to follow in next sections.



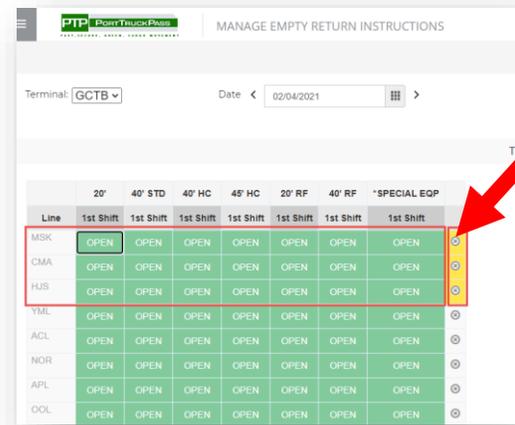
Line	20'		40' STD		40' HC		40' RF		45' HC		SPECIAL EQP	
	1st Shift	1st Shift										
MSC	OPEN	OPEN										
CMA	OPEN	OPEN										
HUS	OPEN	OPEN										
YML	OPEN	OPEN										
ACL	OPEN	OPEN										
NOR	OPEN	OPEN										
APL	OPEN	OPEN										
ODL	OPEN	OPEN										
HYU	OPEN	OPEN										
HLP	OPEN	OPEN										
ONE	OPEN	OPEN										
ALL	OPEN	OPEN										
KL	OPEN	OPEN										
MOL	OPEN	OPEN										
COB	OPEN	OPEN										
ZIM	OPEN	OPEN										

**Please Note:** At this point in the process default ERI settings have been saved; however, no ERI has been published.

## Deleting Lines from ERI

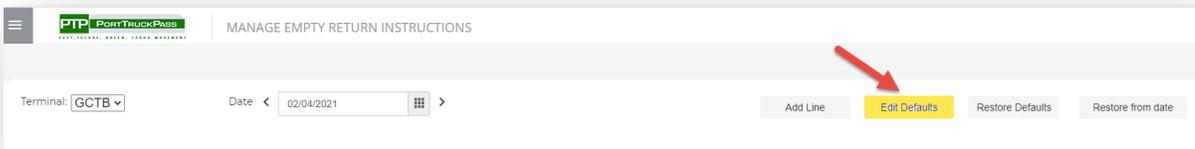
To delete any particular line(s), click on the delete icon (“X”) to the right of each line.

The next line will become the first entry.

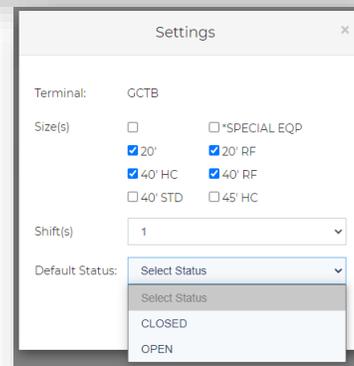


## Adding Lines to ERI

Click on “Add Line” on the top menu bar. You will then be presented with an “Add Line” pop up window.



Enter and select the shipping line, and whether to default to OPEN or CLOSED.



## Restore Defaults

At any point during the editing of the ERI, you can return to the default template by clicking on “Restore Defaults” from the menu icon.



## Restore From Dates

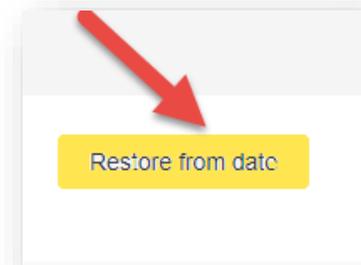
You can restore (copy) the ERI from a particular date in the past you choose.

This sets the ERI for any particular date by clicking on the “Restore From Date” from the menu icon.

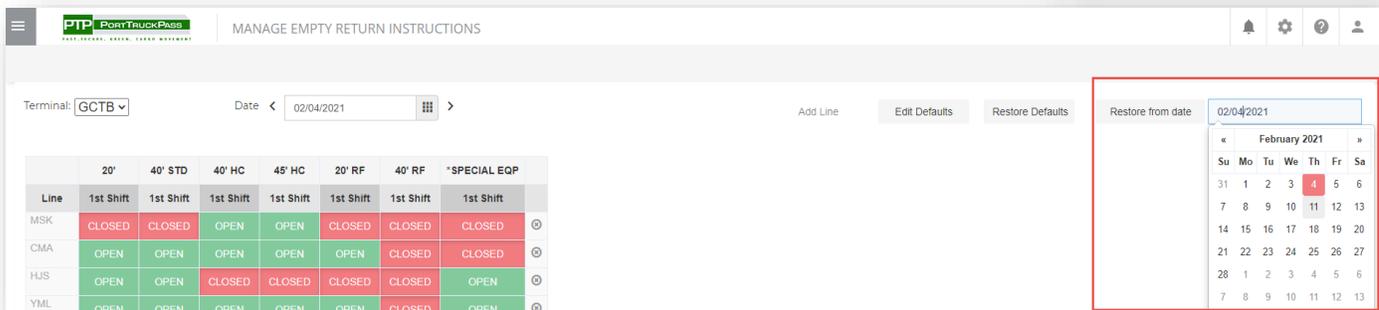
This feature is useful if you have unique ERI on one particular day of the week (i.e. Thursday, prior to vessel arrival).

To restore from another date, select the date you want to restore from and the ERI will restore to that date.

Select the restore from date button at the top of the page.

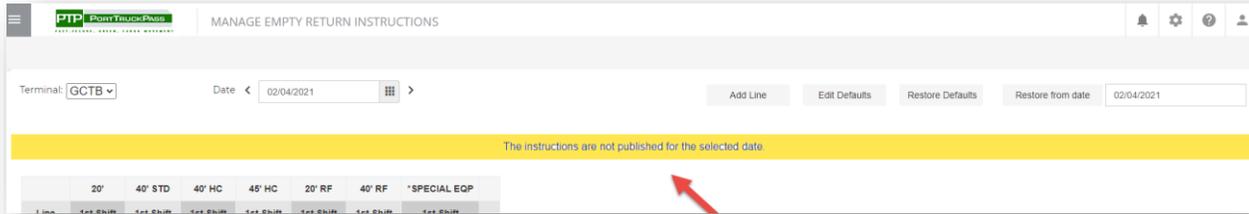


Select the date you want to restore from and the ERI will restore to that date.



# Publishing and Deleting ERI

Each unpublished day will copy the ERI of the previously published day (i.e. 7/25 will copy 7/22, if that is last published day), however it will remain as unpublished (denoted by the “The instructions are not published to the selected date” message).



To publish the ERI after all changes have been completed, click on the “Publish” icon on the bottom right of the screen and the ERI will be published and visible in eCP and PreGate.

You can at any point during the editing of an ERI discard the changes by clicking on the “DISCARD” icon on the bottom right.

The screenshot shows the 'MANAGE EMPTY RETURN INSTRUCTIONS' interface with a table of instructions. The table has columns for equipment types (20', 40' STD, 40' HC, 45' HC, 20' RF, 40' RF, \*SPECIAL EQP) and rows for different lines (MSK, CMA, NOR, APL, HYU, ONE, KL, COS, NYK, CHHK). Each cell in the table contains either 'OPEN' or 'CLOSED'. A red arrow points to the 'Publish' button in the bottom right corner of the interface.

Line	20'	40' STD	40' HC	45' HC	20' RF	40' RF	*SPECIAL EQP
MSK	CLOSED	CLOSED	OPEN	OPEN	CLOSED	CLOSED	CLOSED
CMA	OPEN	OPEN	OPEN	OPEN	OPEN	CLOSED	CLOSED
NOR	OPEN	OPEN	OPEN	CLOSED	OPEN	CLOSED	OPEN
APL	CLOSED	OPEN	OPEN	OPEN	OPEN	CLOSED	CLOSED
HYU	OPEN	CLOSED	OPEN	OPEN	OPEN	CLOSED	OPEN
ONE	OPEN	CLOSED	OPEN	CLOSED	OPEN	CLOSED	OPEN
KL	OPEN	OPEN	OPEN	CLOSED	OPEN	CLOSED	OPEN
COS	OPEN	CLOSED	OPEN	OPEN	CLOSED	CLOSED	OPEN
NYK	OPEN	CLOSED	OPEN	OPEN	OPEN	CLOSED	OPEN
CHHK	OPEN	OPEN	OPEN	OPEN	OPEN	CLOSED	OPEN

Once an ERI is published, the warning message will be removed to indicate that the scheduled is published. Whenever you browse through specific days, please note that any unpublished days will be noted with a warning of pending status to be published.

If you decide to cancel any ERI for a particular day, you can click on “DELETE” icon on the bottom right, and it will unublish the ERI and the warning message of “The Instructions are not published for this selected date” appears again.



## Changes must be republished.

\*\*\* **NOTE:** Any changes made to a published Empty Return Instructions, requires you to click “Publish” again. If you do not click publish after the changes, the changes will not be saved. There is no warning message for unsaved changes of previously published pages, so please take note.