

# Inbound - Nomination process

Describing and testing the generic part of translating the Nomination into a Service order and Service Order Items.

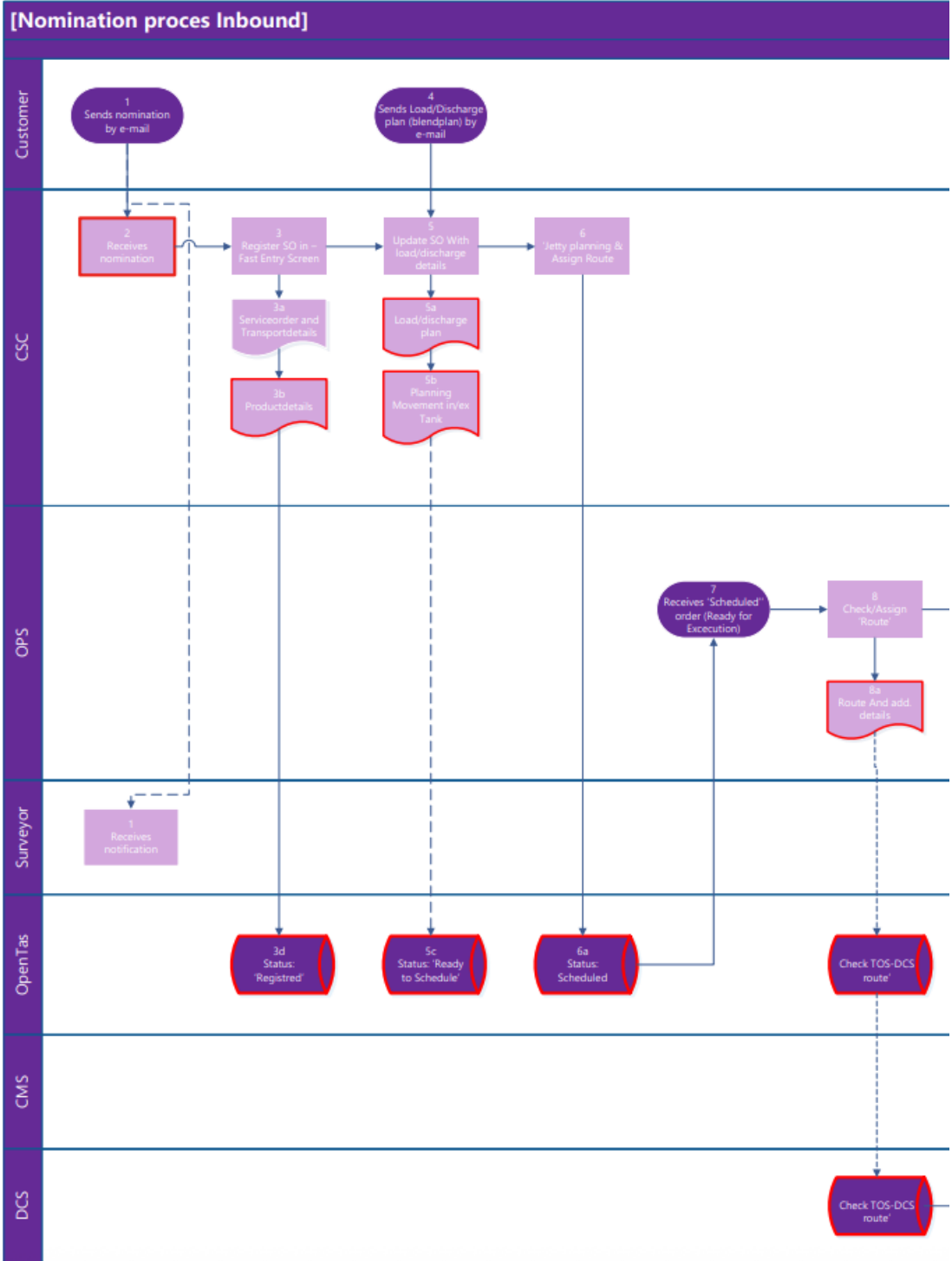
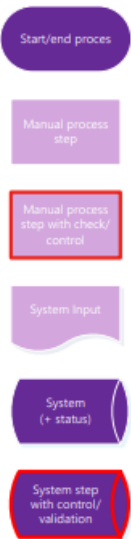
- [References and process overview](#)
- [Create Service Order and Service Order Items](#)

# References and process overview

In the scenario under this Chapter, we refer to the following documentation:

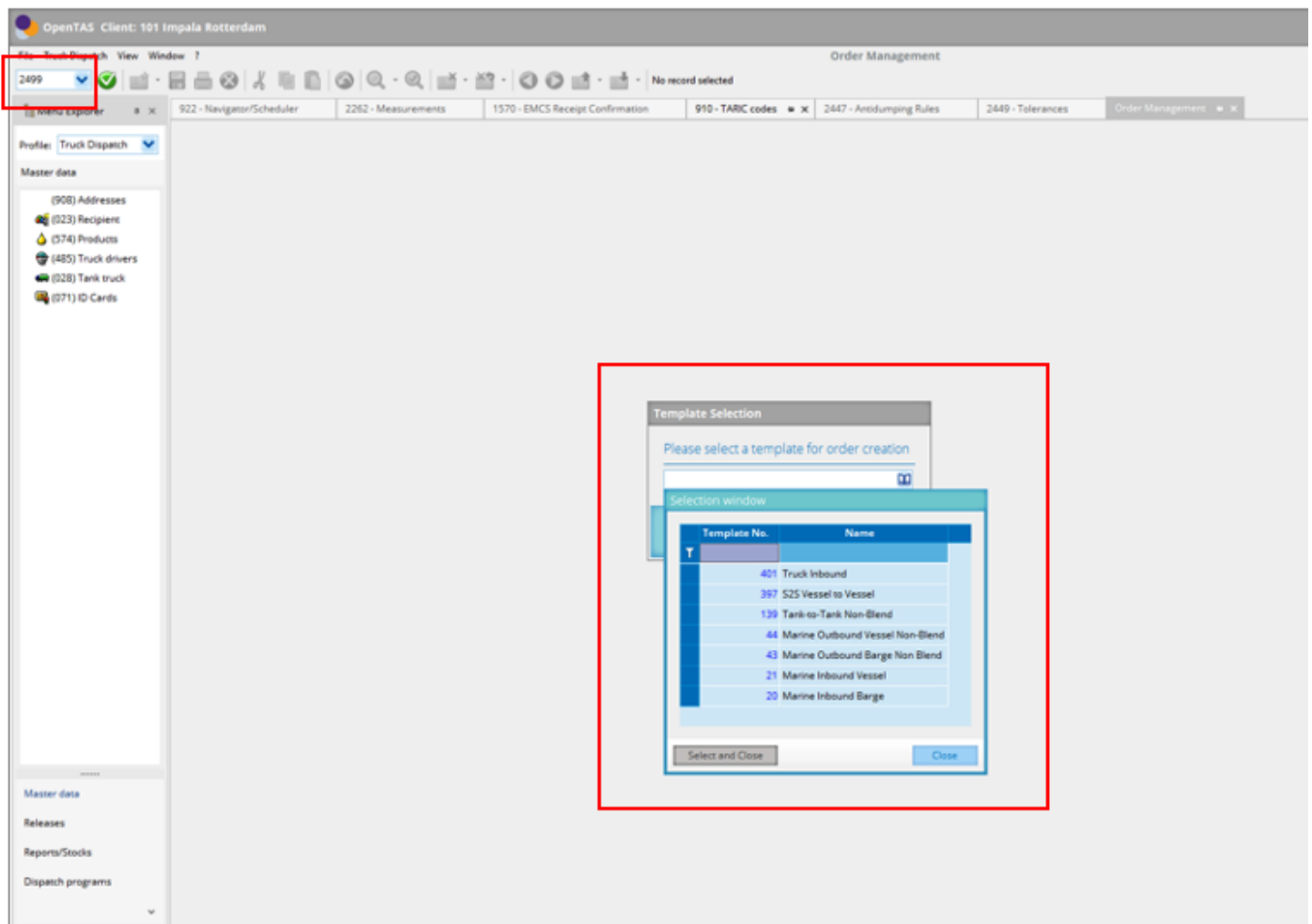
No.	Document titel	Document nummer
1	Inbound Procedure	
2	Riskmatrix	Risicomatrix 1.0
3	Inbound Nomination flowchart	

Legenda

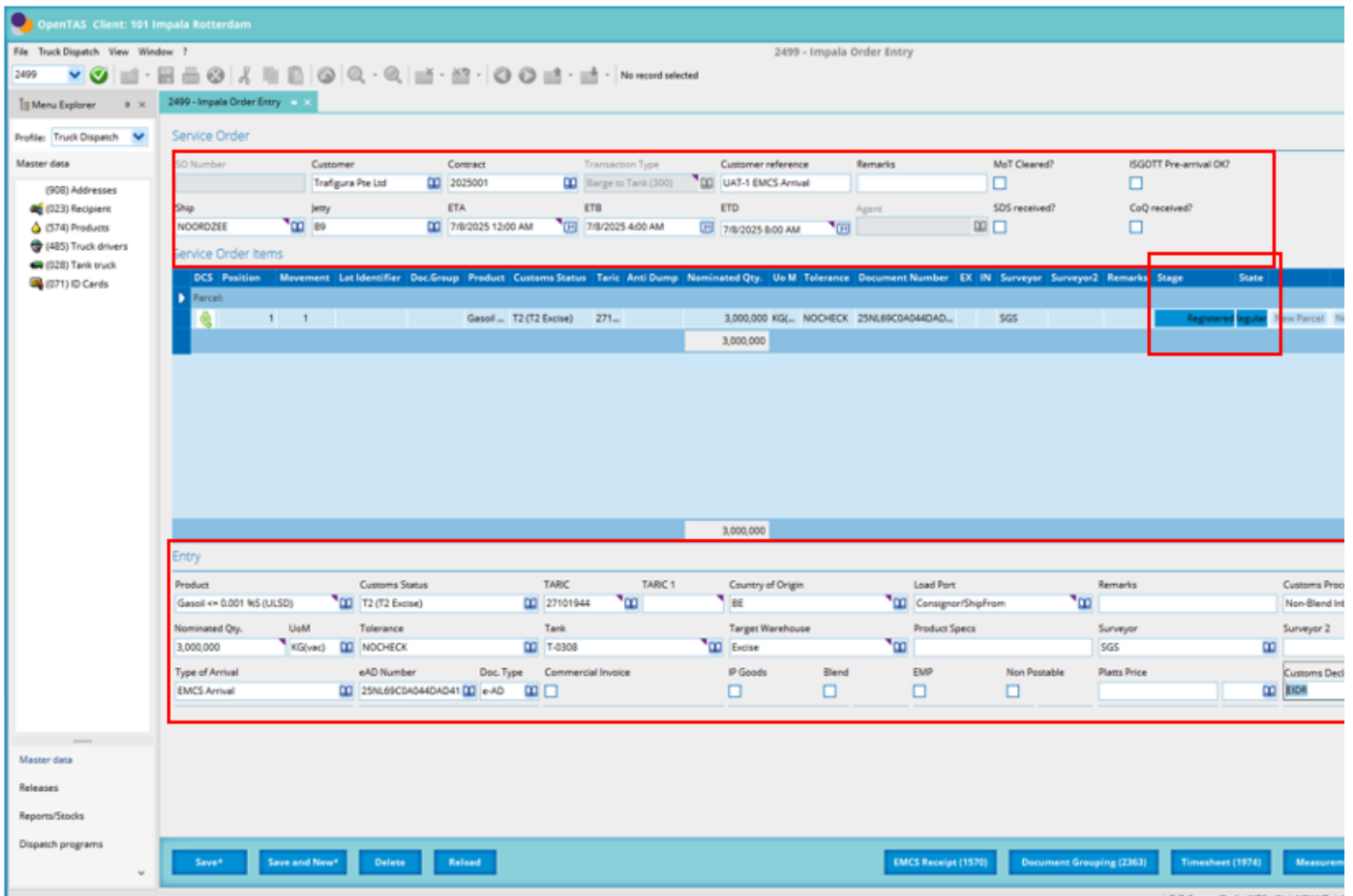



# Create Service Order and Service Order Items

Step flow	3 - 5a
Description	Add and register a Service order in TOS
Risk matrix	R04 t/m R08
Finding(s)	Conform



In module 2499 in OpenTas you can create a new Service order for different transaction types.



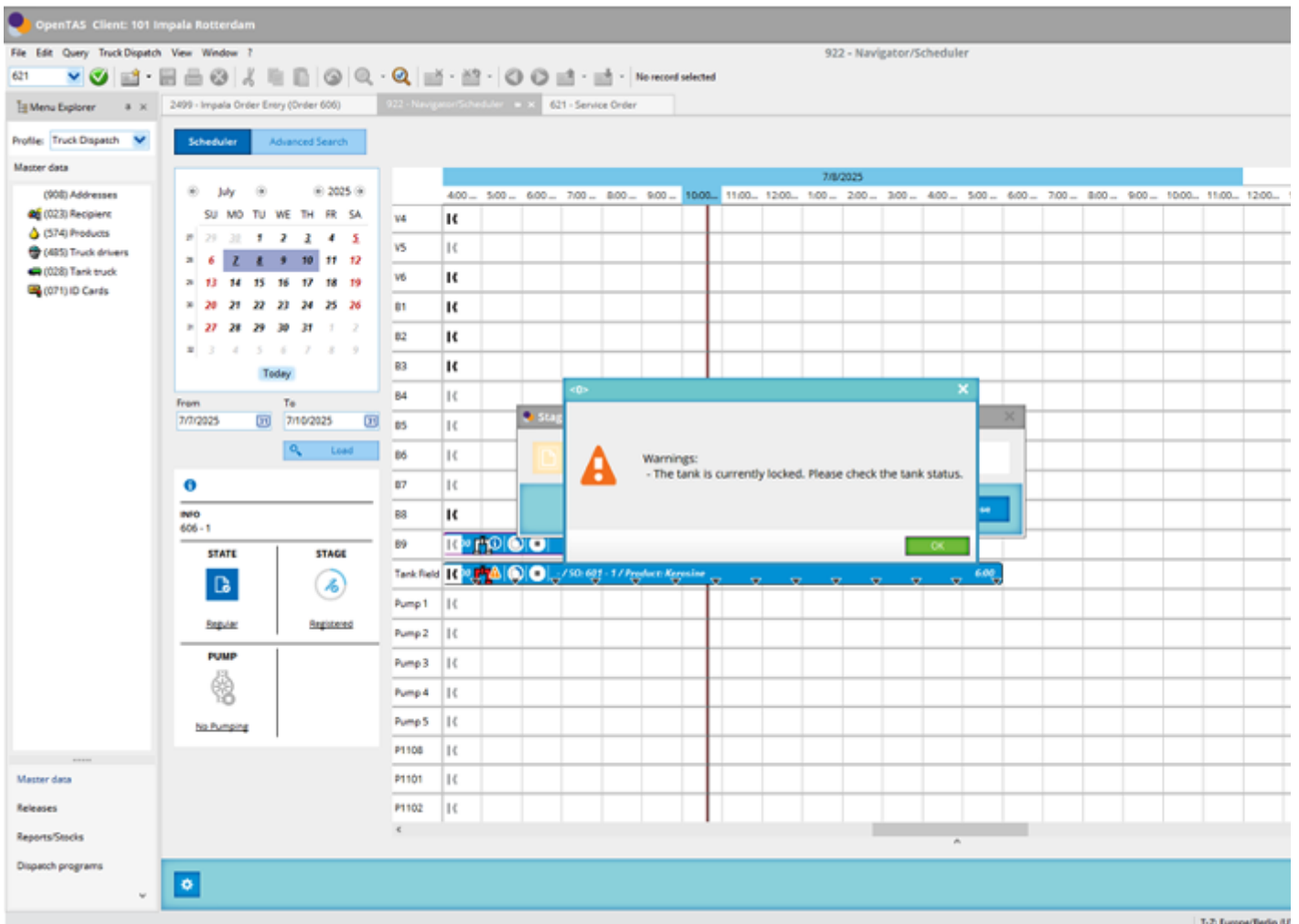
1. When you enter the service order, the mandatory fields for this transaction type is displayed with an  in the data field.
2. The following fields are F11 option listers retrieved from master data setup in OpenTas;
  1. Customer
  2. Contract
  3. Ship
  4. Jetty ? Terminal Masterdata
  5. Product ? The product and applicable Taric codes combinations are configured in the masterdata.
  6. Customs Status
  7. Taric ? First 10 digit of the Commodity code
  8. Taric 1 ? 11-14<sup>th</sup> position of the Commodity code
  9. Country of Origin ? From the ISO country list
  10. Tank ? From the terminal Masterdata
3. After all the data is registered in the service order, the stage will be moved from create to registered.

<b>Step flow</b>	5a ? 6a
<b>Description</b>	Plan the Service order in TOS - Navigator
<b>Risk matrix</b>	R04 t/m R08
<b>Finding(s)</b>	Conform

The screenshot shows the OpenTAS Client interface for 'Impala Rotterdam'. The main window is titled '922 - Navigator/Scheduler'. On the left, there's a sidebar with 'Master data' including (908) Addresses, (023) Recipient, (574) Products, (483) Truck drivers, (028) Tank truck, and (071) ID Cards. Below this is a 'Dispatch programs' section. The central area features a calendar for July 2025 and a grid view for the date 7/8/2025. The grid shows various time slots (4:00 to 12:00) and a list of pumps (V4 to V5, B1 to B8, B9). A callout box points to the grid, stating 'The Registered SO will become visible in the navigator'. Below the grid, there's a 'Tank field' section with a '6.00' value. A callout box points to this section, stating 'Here the stage changing is managed'. To the right, a detailed view of a service order entry is shown, including fields for 'SERVICE ORDER/ITEM: 606 / 1', 'MOVE DIRECTION: Receipt', 'INDIVIDUAL SERVICE ORDER NAME: Marine Inbound Berge', 'DEPOSITOR: Traffigore Pte Ltd', 'PLANNED MOVE: 7/8/2025 12:00:00 AM', 'TO: 7/8/2025 8:00:00 AM', 'PRODUCT: Gasoil ↔ 0.001 %S (ULSD)', 'QUANTITY: 3,000,000 kg (tank)', 'TANK: T-0308', 'NAME OF MODE OF TRANSPORT: N00R02EE', and 'ROUTED: -'. A callout box points to this detailed view, stating 'The registered details with entry are displayed'. At the bottom right, there's a note: 'You have not assigned a route yet!'.

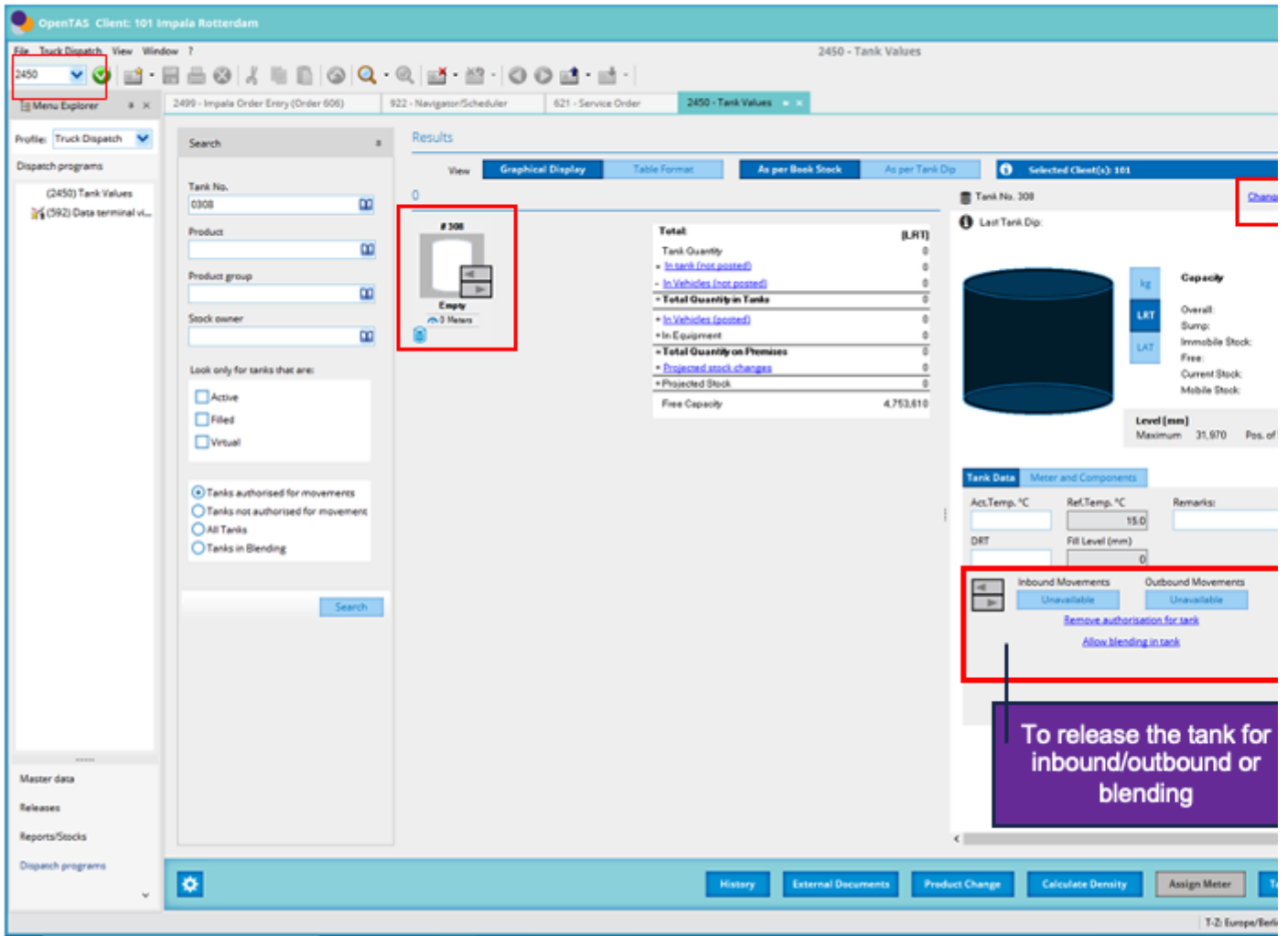
After the service order entry is saved, the movement will be displayed in the planning module of OpenTas 922. From this module the movement can be planned by CSC.

Step flow	5a ? 6a
Description	Plan the Service order in TOS - Navigator
Risk matrix	R04 t/m R08
Finding(s)	Conform

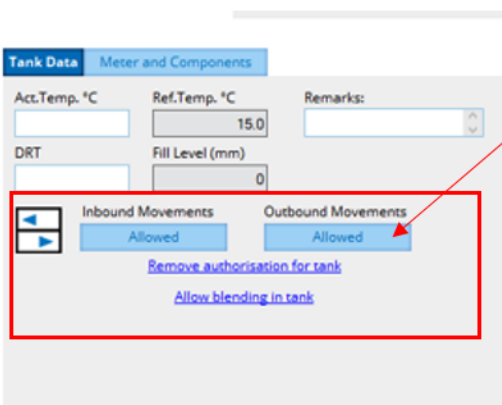


When the service order is being planned and the tank is not released for inbound or outbound transactions, the system will prompt a warning to set the tank to the correct state. Without release of the tank, the inbound or outbound cannot be scheduled from/to this tank.

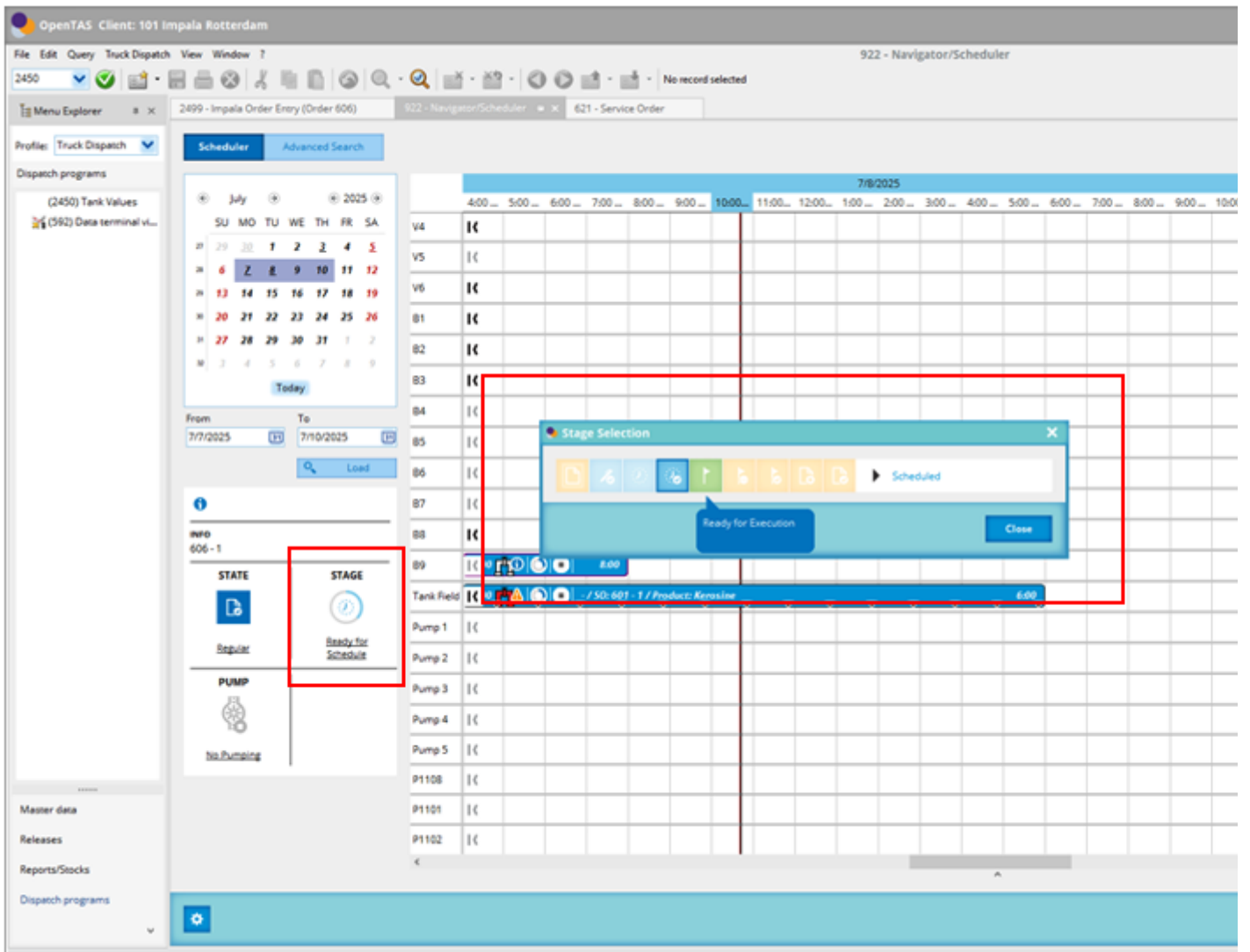
<i>Step flow</i>	<i>5a ? 6a</i>
<i>Description</i>	<i>Release tank for transaction type</i>
<i>Risk matrix</i>	<i>R04 t/m R05</i>
<i>Finding(s)</i>	<i>Conform</i>



When the tank is released the status changes to ?Allowed?.



Step flow	7
Description	Stage change management
Risk matrix	R04 t/m R08
Finding(s)	Conform



When all the mandatory fields for this transaction type are registered and the checks and validations are done and confirmed, the order can be moved to the stage ?Ready for execution?.

<i>Step flow</i>	8
<i>Description</i>	Assign route to this transaction to verify if the route is compatible for this discharge.
<i>Risk matrix</i>	R04 t/m R08, R19
<i>Finding(s)</i>	Conform

OpenTAS Client: 101 Impala Rotterdam

File Edit Query Truck Dispatch View Window ? 922 - Navigator/Scheduler

2450 No record selected

Menu Explorer 2499 - Impala Order Entry (Order 606) 922 - Navigator/Scheduler 621 - Service Order

Profile: Truck Dispatch

Dispatch programs

(2450) Tank Values (592) Data terminal v.l.

Scheduler Advanced Search

July 2025

From 7/7/2025 To 7/10/2025 Load

INFO 606 - 1

STATE: Regular STAGE: Ready for Schedule

PUMP: No Pumping

7/8/2025

4:00 5:00 6:00 7:00 8:00 9:00 10:00 11:00 12:00 1:00 2:00 3:00 4:00 5:00 6:00 7:00 8:00 9:00 10:00 11:00 12:00

V4 V5 V6 B1 B2 B3 B4 B5 B6 B7 B8 B9

Tank Field / SO: 601 - 1 / Product: Kerosine 6.00

Pump 1 Pump 2 Pump 3 Pump 4 Pump 5 P1108 P1101 P1102

Errors: - Route is mandatory for this stage change. SO: 606 pos: 1

T-Z Europe/Berlin

OpenTAS Client: 101 Impala Rotterdam

File Edit Query Truck Dispatch View Window ? 922 - Navigator/Scheduler

2450 No record selected

Menu Explorer 2499 - Impala Order Entry (Order 606) 922 - Navigator/Scheduler 621 - Service Order

Profile: Truck Dispatch

Dispatch programs

(2450) Tank Values (592) Data terminal v.l.

Scheduler Advanced Search

July 2025

From 7/7/2025 To 7/10/2025 Load

INFO 601 - 1

STATE: Regular STAGE: Scheduled

PUMP: No Pumping

7/8/2025

4:00 5:00 6:00 7:00 8:00 9:00 10:00 11:00 12:00 1:00 2:00 3:00 4:00 5:00 6:00 7:00 8:00 9:00 10:00 11:00 12:00

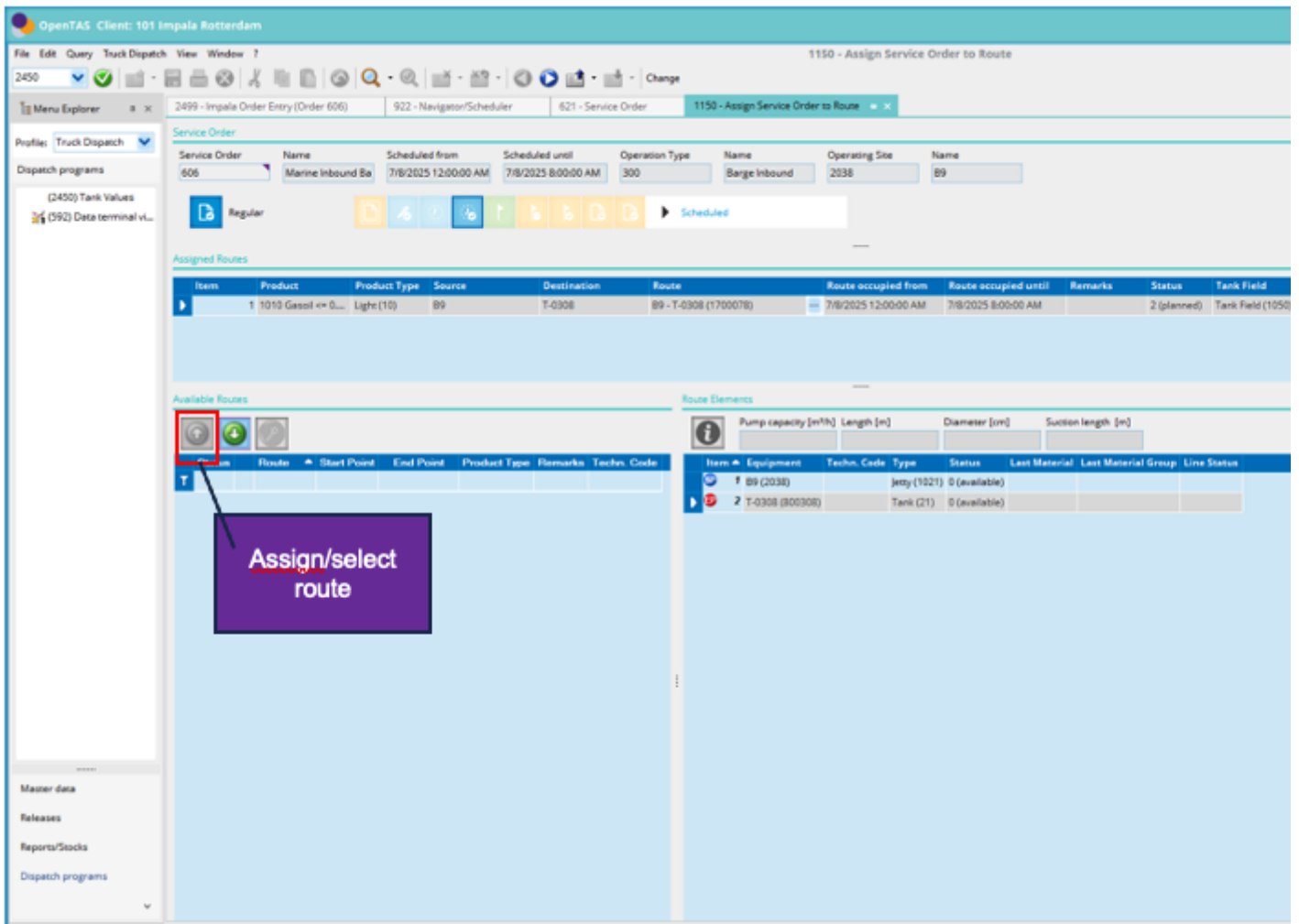
V4 V5 V6 B1 B2 B3 B4 B5 B6 B7 B8 B9

Tank Field / SO: 601 - 1 / Product: Kerosine 6.00

Pump 1 Pump 2 Pump 3 Pump 4 Pump 5 P1108 P1101 P1102

- Impala Order Entry
- New Impala Order
- Open Service Order (621)
- Automatic Route Assignment
- Document grouping (236)
- Open Route Assignment (1150)
- Open Time Sheet Acquisition (1674)
- Open Measurements (2262)
- Open Service Confirmation (2275)
- Refresh
- Print reports
- Change of Planned Time
- Delete

T-Z Europe/Berlin



Step flow	9
Description	Ship arrival, receipt ship documentation and register A-B-C quantities
Risk matrix	R04 t/m R08, R19
Finding(s)	Conform

OpenTAS Client: 101 Impala Rotterdam

File Edit Query Truck Dispatch View Window ? 1150 - Assign Service Order to Route

2450 [Icons] Change

Menu Explorer x 2499 - Impala Order Entry (Order 606) 922 - Navigator/Scheduler 621 - Service Order 1150 - Assign Service Order to Route x

Profile: Truck Dispatch

Dispatch programs

(2450) Tank Values  
(592) Data terminal vL

Service Order

Service Order	Name	Scheduled from	Scheduled until	Operation Type	Name	Operating Site	Name
606	Marine Inbound Ba	7/8/2025 12:00:00 AM	7/8/2025 8:00:00 AM	300	Barge Inbound	2038	B9

Regular [Icons] Scheduled

Assigned Routes

Item	Product	Product Type	Source	Destination	Route	Route occupied from	Route occupied until	Remarks	Status	Tank Field
1	1010 Gasoil <- G...	Light (10)	B9	T-0308	B9 - T-0308 (1700078)	7/8/2025 12:00:00 AM	7/8/2025 8:00:00 AM		2 (planned)	Tank Field (1050)

Available Routes

Status	Route	Start Point	End Point	Product Type	Remarks	Technical	meter [cm]	Suction length [m]
T								

meter [cm] Suction length [m]

Status	Last Material	Last Material Group	Line Status
(available)			
(available)			

Errors:

- Pre-measuring one shore tank 308 missing
- Stop-measuring one shore tank 308 missing

OK

Master data  
Releases  
Reports/Stocks  
Dispatch programs

T-2 Europe/Berlin (0)

OpenTAS Client: 101 Impala Rotterdam

922 - Navigator/Scheduler

File Edit Query Truck Dispatch View Window ?

2450

Menu Explorer 2499 - Impala Order Entry (Order 606) 922 - Navigator/Scheduler 621 - Service Order

Profiler: Truck Dispatch

Dispatch programs

(2450) Tank Values  
(592) Data terminal vL...

Scheduler Advanced Search

July 2025

From: 7/7/2025 To: 7/10/2025

Load

INFO 606 - 1

STATE: Regular

STAGE: Ready for Schedule

PUMP: No Pumping

Master data  
Releases  
Reports/Stocks  
Dispatch programs

7/8/2025

4:00 5:00 6:00 7:00 8:00 9:00 10:00 11:00 12:00 1:00 2:00 3:00 4:00 5:00 6:00 7:00 8:00 9:00 10:00 11:00 12:00

V4 V5 V6 B1 B2 B3 B4 B5 B6 B7 B8 B9

Tank Field Pump 1 Pump 2 Pump 3 Pump 4 Pump 5 P1108 P1101 P1102

Impala Order Entry  
New Impala Order  
Open Service Order (621)  
Automatic Route Assignment  
Document grouping (2363)  
Open Route Assignment (1153)  
Open Time Sheet Acquisition (1974)  
Open Measurements (2262)  
Open Service Confirmation (2275)  
Refresh  
Print reports  
Change of Planned Time  
Delete

T-2: Europa/Beltr

OpenTAS Client: 101 Impala Rotterdam

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2262 - Measurements

File Edit Query Truck Dispatch View Window ?

2450 No record selected

Menu Explorer 2499 - Impala Order Entry (Order 606) 922 - Navigator/Scheduler 621 - Service Order 2262 - Measurements

Profiler: Truck Dispatch

Dispatch programs

(2450) Tank Values  
(592) Data terminal vL...

SO No. 606 Notation Marine Inbound Barge MaT NOORDZEE Total Planned Qty.

Simple net movement quantities Multi-Tank Dip Ship Usage Load/Discharge Vehicle net quantities ABCD Measurements Administrative Quantity Split

SO Item No. 1

SO Item No. 1

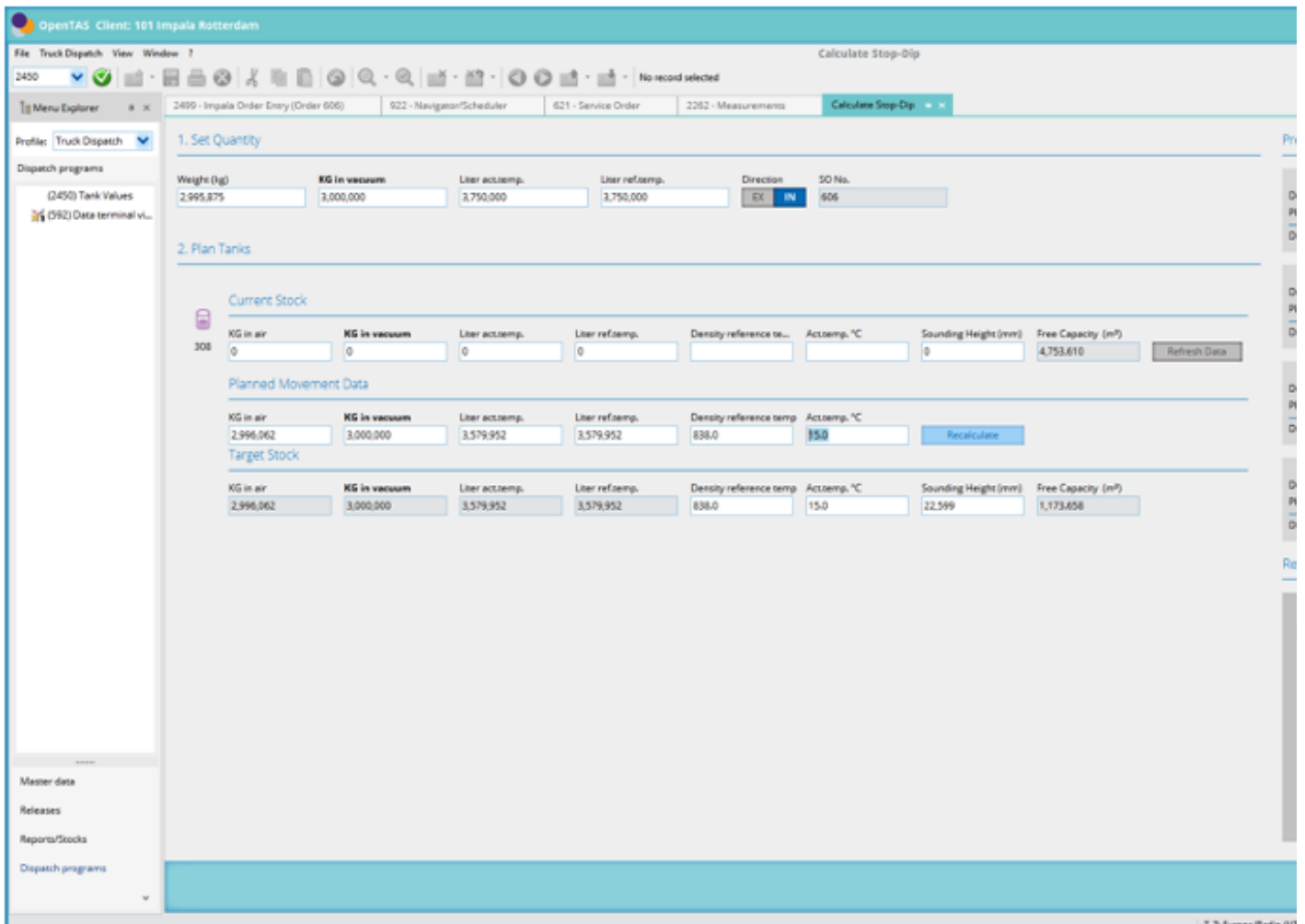
Product Gasoil <= 0.001 NS (ULSD) (1019) Requested Qty. (KG/vac) 3,000,000 Difference Qty. (KG/vac) -3,000,000 Diff

Tank #1

Tank T-0308 (308) Product Gasoil <= 0.001 NS (ULSD) (1019)

Type	Date/Time	Sound Height (mm)	Density reference temp.	Act.temp. °C	Action	Liter acc.temp.	Liter ref.temp.	Bookstock LRT	KG
Pre-Dip	7/8/2025 10:45:53 AM			800.0	15.0	Search			0
Pre-Dip Line Status				800.0	15.0	View	0	0	
Post-Dip	7/8/2025 10:45:53 AM					Search			
Post-Dip Line Status				800.0	15.0	View	0	0	
Interim Movements Net-Calculation						View			
Result									

Search Measurement Show Results Open Service Confirmation (2275) Calculate



<b>Step flow</b>	9
<b>Description</b>	Ship arrival, receipt ship documentation and register A-B-C quantities
<b>Risk matrix</b>	R18, R20, R21
<b>Finding(s)</b>	Conform

OpenTAS Client: 101 Impala Rotterdam

File Edit Query Truck Dispatch View Window ? 2262 - Measurements

2450 No record selected

Menu Explorer 2499 - Impala Order Entry (Order 606) 922 - Navigator/Scheduler 621 - Service Order 2262 - Measurements

Profile: Truck Dispatch

Dispatch programs (2450) Tank Values (592) Data terminal v1...

SO No. 606 Notation Marine Inbound Barge MoT NOORDZEE Total Planned Qty.

Simple net movement quantities Multi-Tank Dip Ship Usage Load/Discharge Vehicle net quantities **ABCD Measurement** Administrative Quantity Split

Service Order

Gasoil <= 0.001 %S (ULSD) (1010), Parcel #1224

	A (B/L)	B - Load Port	C - Disport	ROB	D - Measured	Difference	LRT
LRT	3,579,952	3,580,120	3,578,252			B - A	168
DRT	838.0	838.0	838.0			C - B	-1,868
KG(wc)	3,000,000	3,000,141	2,998,379			C - A	-1,700
						D - A + ROB	
						D - C + ROB	

Search Measurement Show Results Open Service Confirmation (2275)

Step flow	9
Description	Stage change management, Ready for execution and Timesheet
Risk matrix	R
Internal control	IC
Finding(s)	Conform



OpenTAS Client: 191 Impala Rotterdam 10:20:18.196

File Edit Query Truck Dispatch View Window ? 922 - Navigator/Scheduler

2450 No record selected

Menu Explorer 2499 - Impala Order Entry (Order 606) 922 - Navigator/Scheduler 621 - Service Order

Profile: Truck Dispatch Scheduler Advanced Search

Dispatch programs (2450) Tank Values (592) Data terminal v...

July 2025

From 7/7/2025 To 7/10/2025 Load

STATE: Regular STAGE: Ready for Schedule PUMP: No Pumping

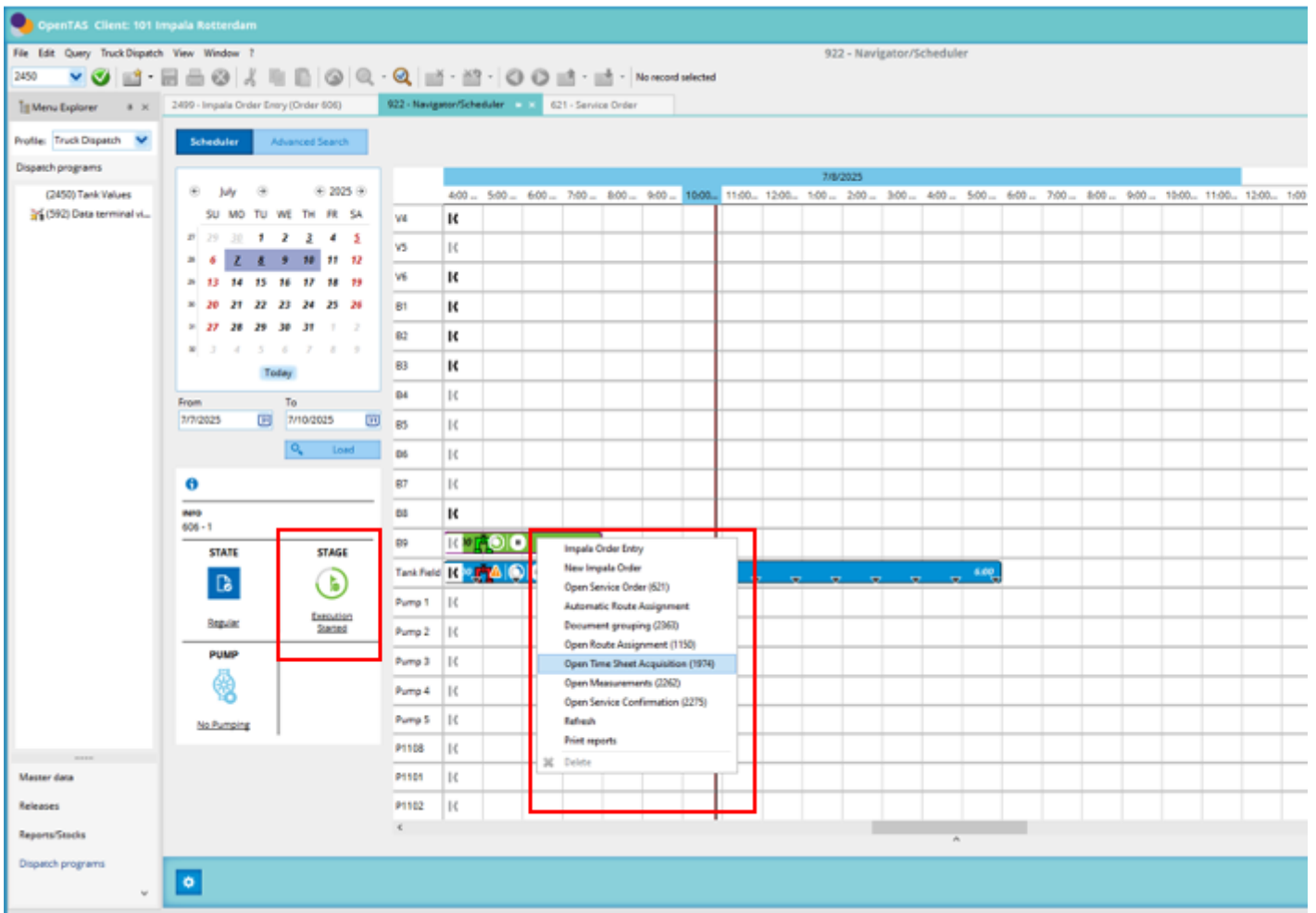
Master data Releases Reports/Stocks Dispatch programs

7/8/2025

	400	500	600	700	800	900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000
V4	█																
V5	█																
V6	█																
B1	█																
B2	█																
B3	█																
B4	█																
B5	█																
B6	█																
B7	█																
B8	█																
B9	█																
Tank Field	/SD/ 601 - 1 / Product: Kerosine 600																
Pump 1	█																
Pump 2	█																
Pump 3	█																
Pump 4	█																
Pump 5	█																
P1108	█																
P1101	█																
P1102	█																

Stage Selection Ready for Execution Close

1-Z Europe/Bel



Step flow	9 ? 10a
Description	Stage change management to Ready for execution and Timesheet
Risk matrix	R4 ? R8, R11-R19
Finding(s)	Conform

