Job Aid: Navigating CN Express Pass

[Visit Creation]

[Interchange Receipts]
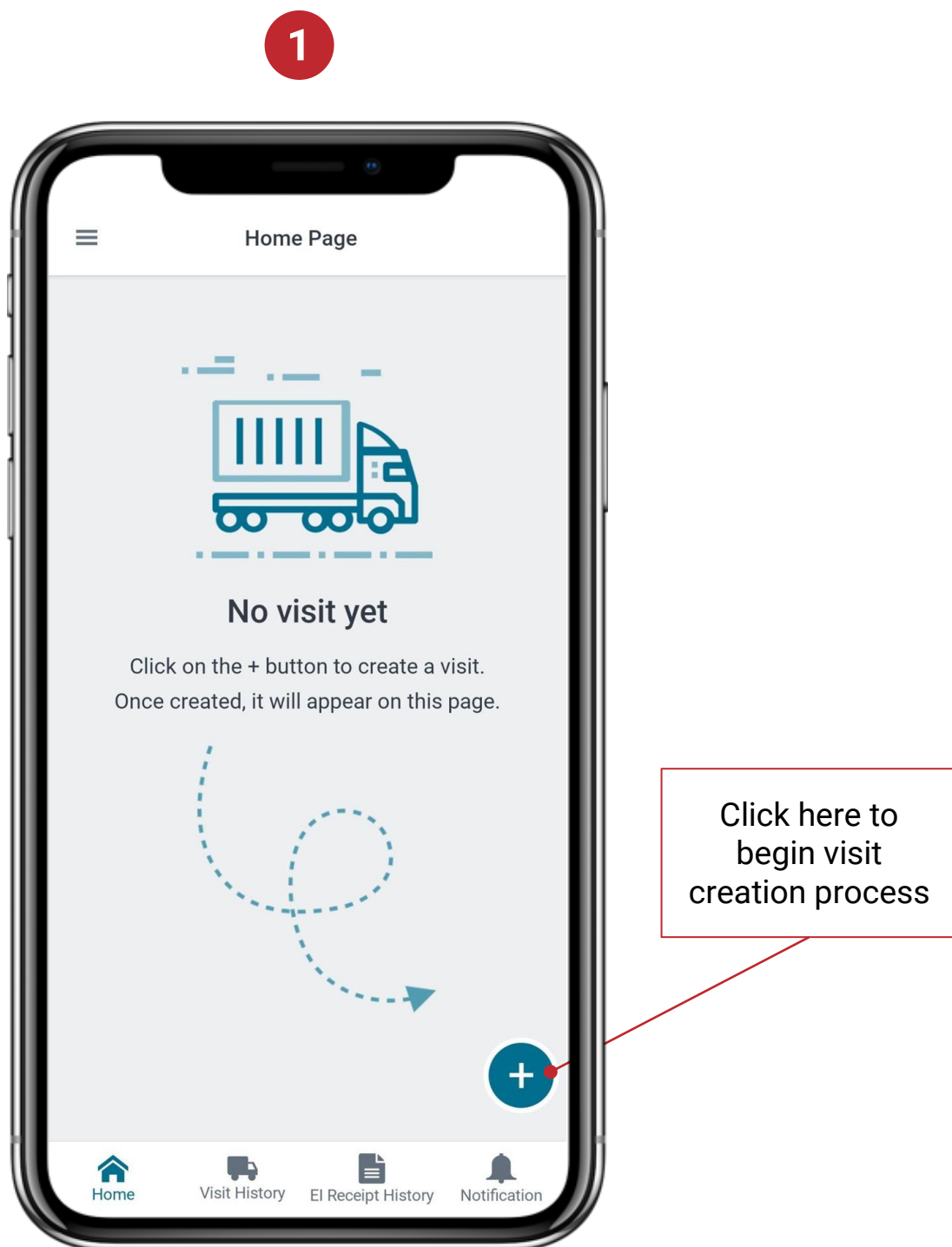
[Damage Reporting]

Click here to access video tutorial

1. To create a visit, click on Plus sign on Home Page (after you Login)

1

Home Page

No visit yet

Click on the + button to create a visit.
Once created, it will appear on this page.

Home   Visit History   EI Receipt History   Notification

Click here to begin visit creation process

Note: If any of the required details are not available, contact your dispatcher

2.   Select the terminal (at this point, Malport is the only active option)

3.   Trucking company, if applicable, and

4.   Truck ID

5.   Confirm your details

2 Select terminal

3 Select trucking company

4 Enter Truck ID

5 Confirm after entering above details

Note: If any of the required details are not available, contact your dispatcher

6. Most visits require an RV – select 'I have an RV Number'. If you are performing more than one transaction in your visit (e.g., one drop and one pick up), your RV numbers must be booked as one gate appointment.

7. After selecting 'I have an RV Number', input the RV number (you must input RV followed by the number). The app will pre-populate information based on your RV

6
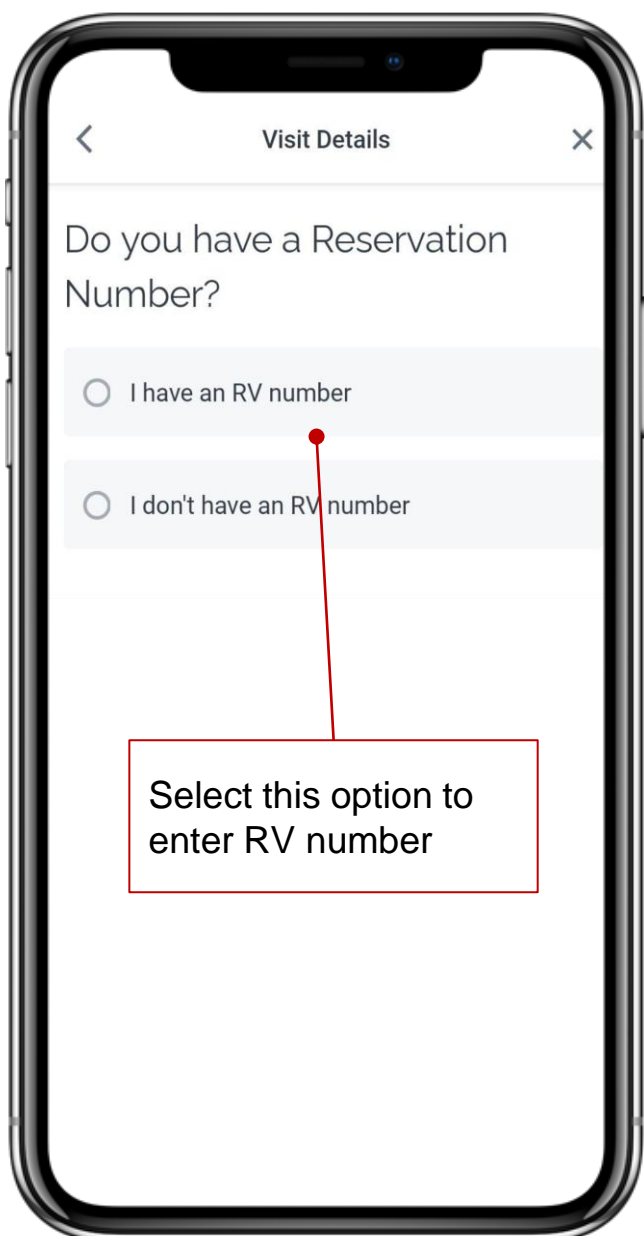
7
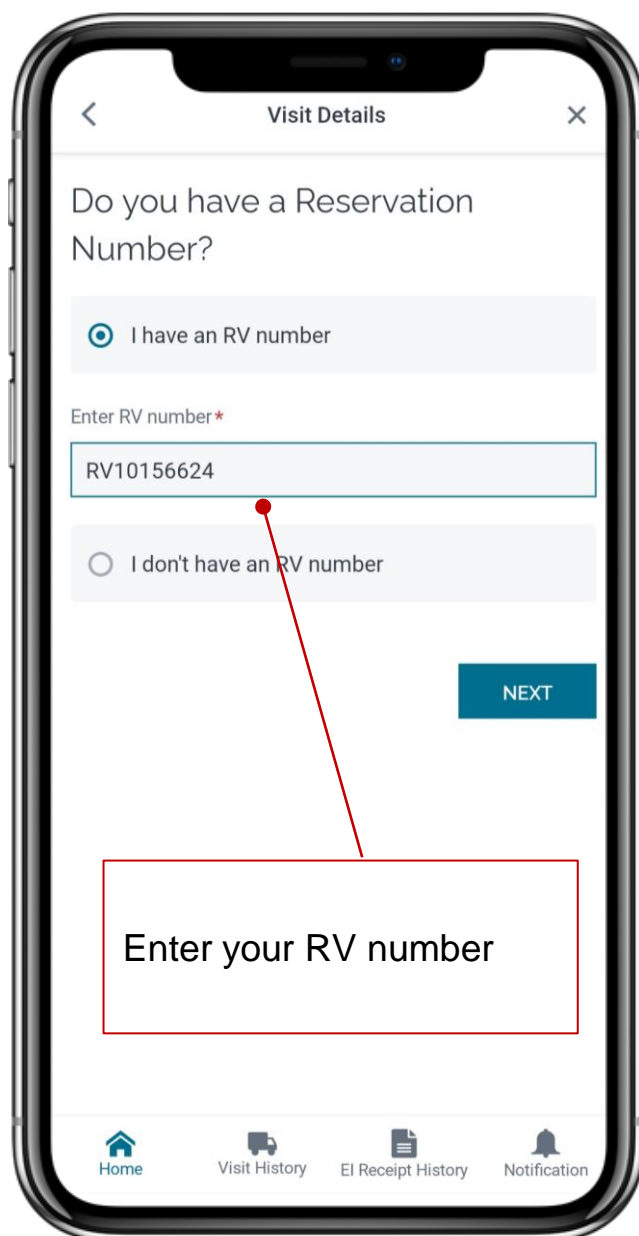
Visit Details

Do you have a Reservation Number?

○ I have an RV number

○ I don't have an RV number

Select this option to enter RV number

Visit Details

Do you have a Reservation Number?

◉ I have an RV number

Enter RV number*

RV10156624

○ I don't have an RV number

NEXT

Home | Visit History | EI Receipt History | Notification

Enter your RV number

Note: If any of the required details are not available, contact your dispatcher

8. If your visit does not require an RV, you will be asked to enter additional details

8a

Visit Details

Do you have a Reservation Number?

◯ I have an RV number

◉ I don't have an RV number

NEXT

Home | Visit History | EI Receipt History | Notification

8b

Visit Type

Select your visit type

◉ Drop

◯ Pick up

What are you dropping?

◯ Chassis

◉ Container

How many containers?

− | 1 | +

This screen will only appear if you do not have RV

NEXT

Home | Visit History | EI Receipt History | Notification

Note: If any of the required details are not available, contact your dispatcher

9. Based on your RV, you will get one of the following screens to enter additional information

   a. RV to drop a container

   b. RV to pick up a container

9a

9b

Drop Details

Enter your Container Number

Enter Container number here *

DIMU500830

Enter your Chassis number

Chassis Number *

DIMZ500830

NEXT

Enter the required information

Home Visit History EI Receipt History Notification

Pick up details

RV Number:	RV10156658
Booking Number:	TDM150547
Empty or Loaded?	Loaded

Confirm your pick up details

Container Owner
ZIMINTSHICAN

Container size
40' Dry Container High Cube

Enter your Chassis number

Chassis number *

DIMZ301476

WRONG DETAILS   CONFIRM

Home Visit History EI Receipt History Notification

Note: If any of the required details are not available, contact your dispatcher

10. Information associated with the RV number will be pre-populated. You will be asked to enter the remaining mandatory information

10a

Drop Details

Reservation Number:	RV10156624
Booking Number:	TDM150527
Container ID:	DIMU500830
Chassis Number:	DIMZ500830
Empty or Loaded?	Empty

Confirm your drop details

Container Size
40' Dry Container High Cube

Container Owner
Z

Destination
MALPORT

Seal Number #

e.g.ABCD123456

Dangerous Goods

Home   Visit History   EI Receipt History   Notification

10b

Drop Details

| Chassis Number: | DIMZ500830 |
| Empty or Loaded? | Empty |

Confirm your drop details

Container Size
40' Dry Container High Cube

Container Owner
Z

Destination
MALPORT

Seal Number #

e.g.ABCD123456

Dangerous Goods

| ○ Yes | ◉ No |

WRONG DETAILS   CONFIRM

Home   Visit History   EI Receipt History   Notification

Note: If any of the required details are not available, contact your dispatcher

11. All additional RVs booked with the same gate appointment will be retrieved and displayed one at a time. Enter the missing mandatory information for all additional RVs

11

This the second RV booked with the same gate appointment

Note: If any of the required details are not available, contact your dispatcher

12. Provide the expected Date and Time of arrival at Terminal

12a

Expected Time of Arrival

What is your ETA at Terminal?

Date*

Select a date

Time*

Select Time

NEXT

Select the planned date of your terminal visit

12b

Expected Time of Arrival

3:30 AM PM

00
55   05
50   10
45   15
40   20
35   25
30

CANCEL   OK

Select the planned time of your terminal visit.
NOTE: The display may be different depending on your device

13. The mark on the left of the created visit will indicate if it was successful or not. The table below provides details about the status

13
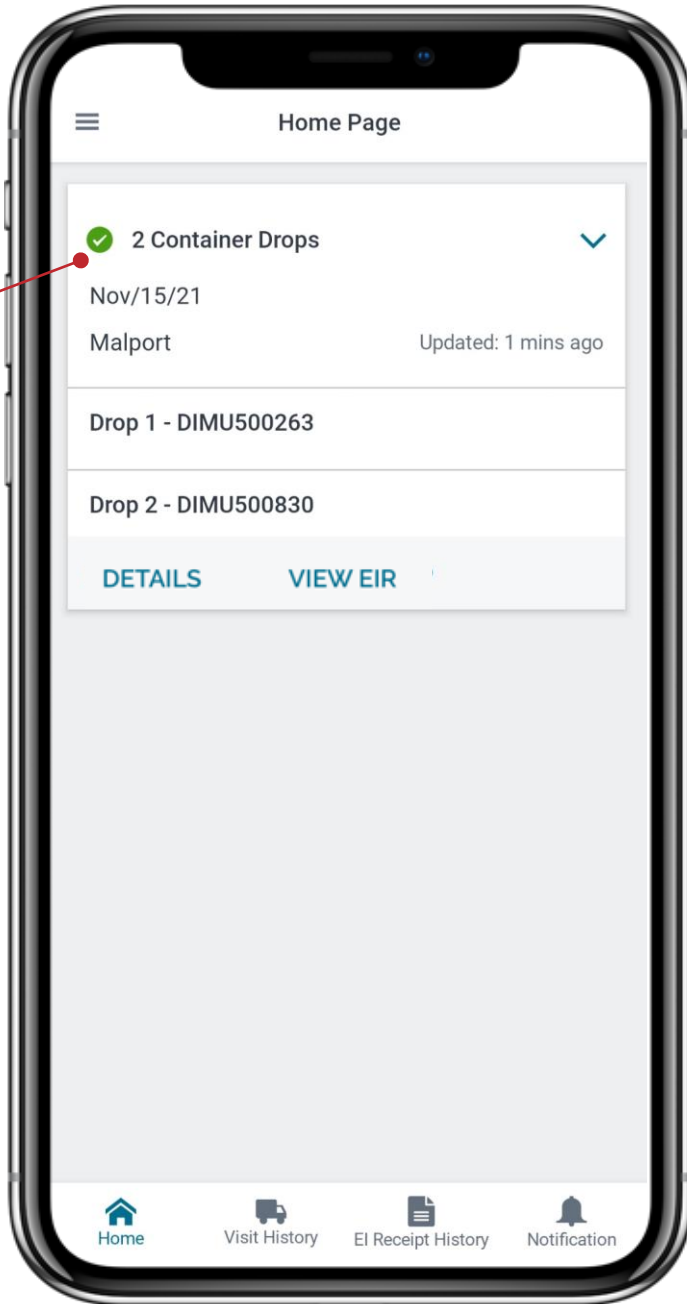
Refer to this marking for visit status

Visit Status	
✅	All good to proceed to terminal
⚠️	Action is required for successful gate completion
❗	You cannot proceed to terminal until a specific issue is resolved

14. When you reach the kiosk at terminal, scan your finger at the gate. All information will auto populate with information provided in CN Express Pass

Accessing and Sharing Equipment Interchange Receipt (EIR)

1. Home screen has all active pickup/drop tasks. Click on View EIR for the required one

①

Click to access EIR
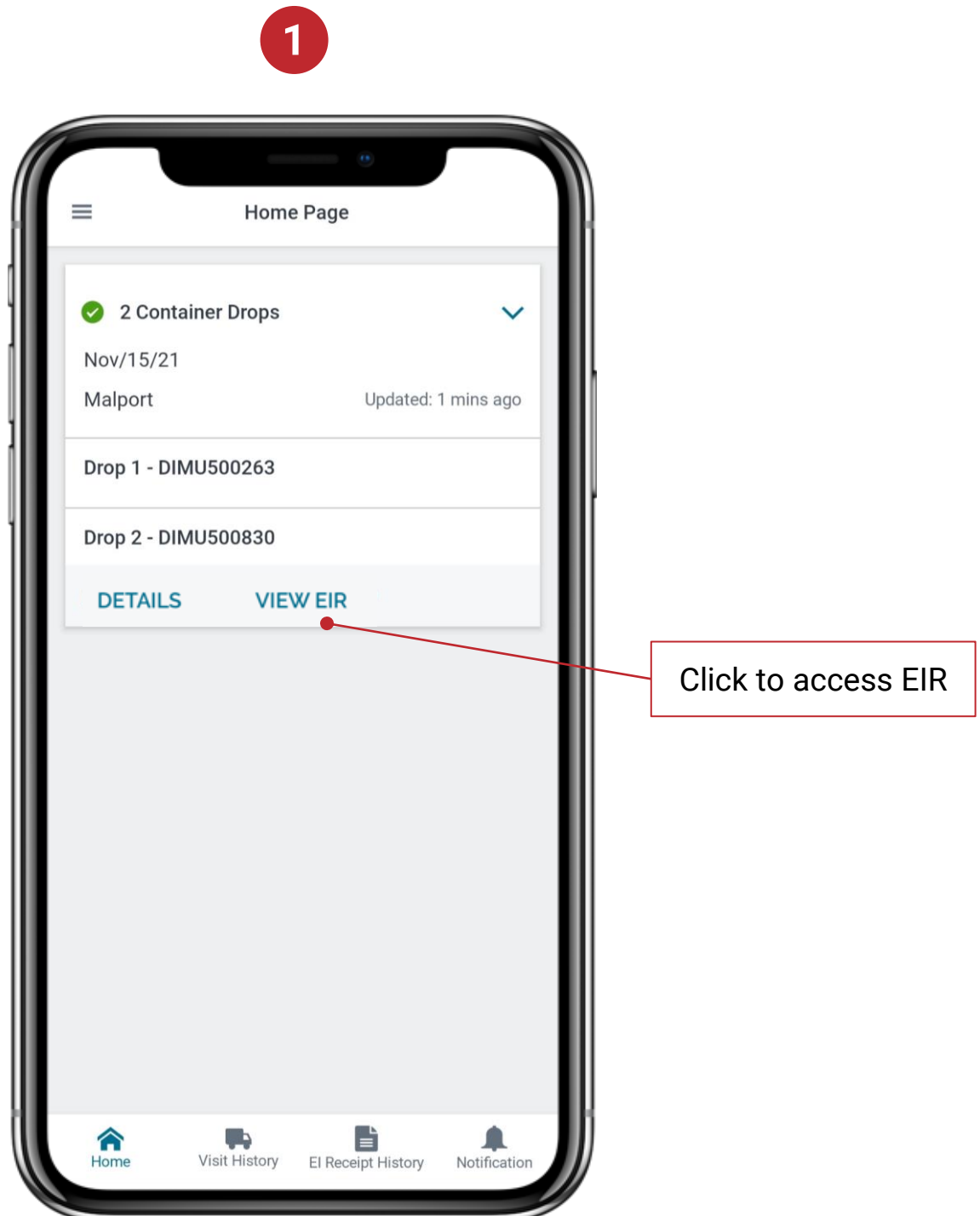
Note: EI receipt is only available after ingate or outgate only for transactions done using CN Express Pass

2. To share the EIR for the selected task, check the requisite transaction and then share button

2a Select the visit you want the EIR for
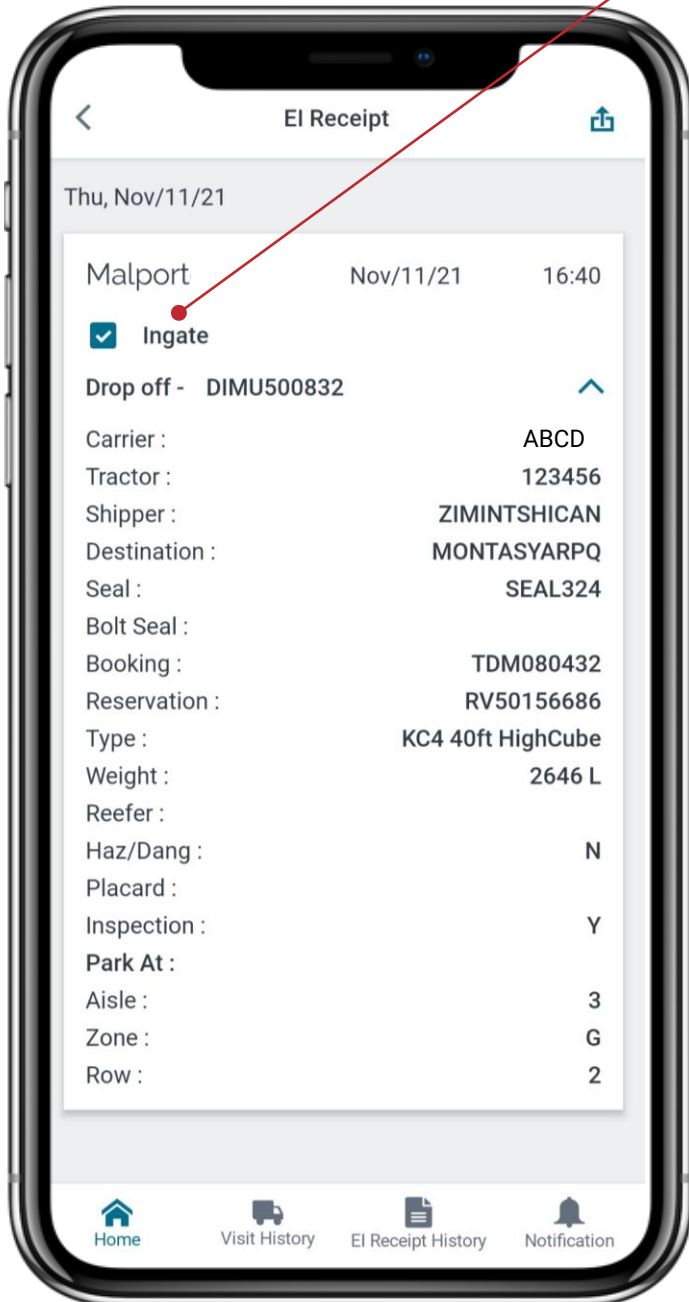
2b Click to share the selected transaction(s)

Thu, Nov/11/21

Malport	Nov/11/21	16:40

☑ Ingate

Drop off - DIMU500832 ∧

Carrier :	ABCD
Tractor :	123456
Shipper :	ZIMINTSHICAN
Destination :	MONTASYARPQ
Seal :	SEAL324
Bolt Seal :	
Booking :	TDM080432
Reservation :	RV50156686
Type :	KC4 40ft HighCube
Weight :	2646 L
Reefer :	
Haz/Dang :	N
Placard :	
Inspection :	Y
Park At :	
Aisle :	3
Zone :	G
Row :	2

Home | Visit History | EI Receipt History | Notification

Thu, Nov/11/21

Malporton	Nov/11/21	16:40

☑ Ingate

Drop off - DIMU500832 ∧

Carrier :	ABCD
Tractor :	123456
Shipper :	ZIMINTSHICAN
Destination :	MONTASYARPQ
Seal :	SEAL324
Bolt Seal :	
Booking :	TDM080432
Reservation :	RV50156686
Type :	KC4 40ft HighCube
Weight :	2646 L
Reefer :	
Haz/Dang :	N
Placard :	
Inspection :	Y
Park At :	
Aisle :	3
Zone :	G
Row :	2

Home | Visit History | EI Receipt History | Notification

3. Enter the mobile number or email address to which the EIR needs to be sent

3

El Receipt

Thu, Nov/11/21

Malporton   Nov/11/21   16:40

☑ Ingate

Drop off -   DIMU500832   ⌃
                                                      ABCD
Carrier :
Tractor :   123456
Shipper :   ZIMINTSHICAN
Destination :   MONTASYARPQ
Seal :   SEAL324
Bolt Seal :
Booking :   TDM080432
Reservation :   RV50156686
Type :   KC4 40ft HighCube
Weight :   2646 L
Reefer :
Haz/Dang :   N

Share

Email

driver123@cn.ca   ⊕

SMS

5555555555   ⊕

CANCEL   SEND
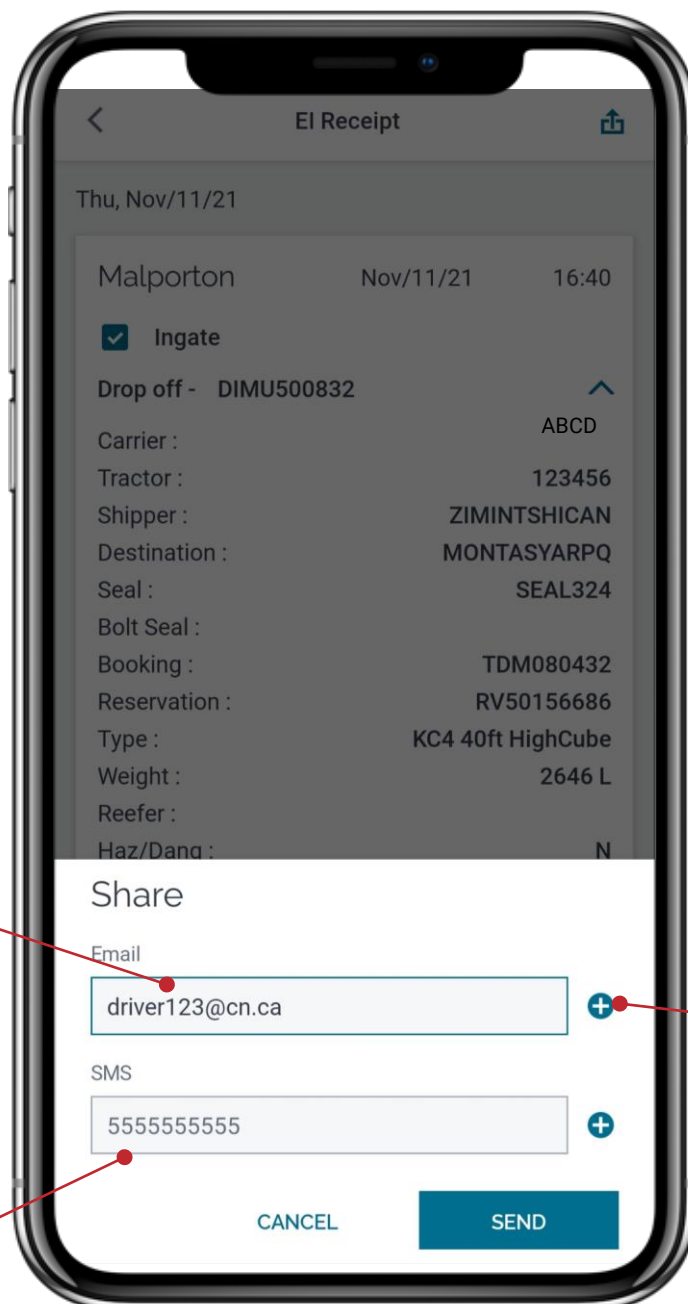
Enter the email ID

Add multiple recipients

Enter the mobile number

4. Historical EIR within the last 30 days can be access on the EI Receipt History tab

4
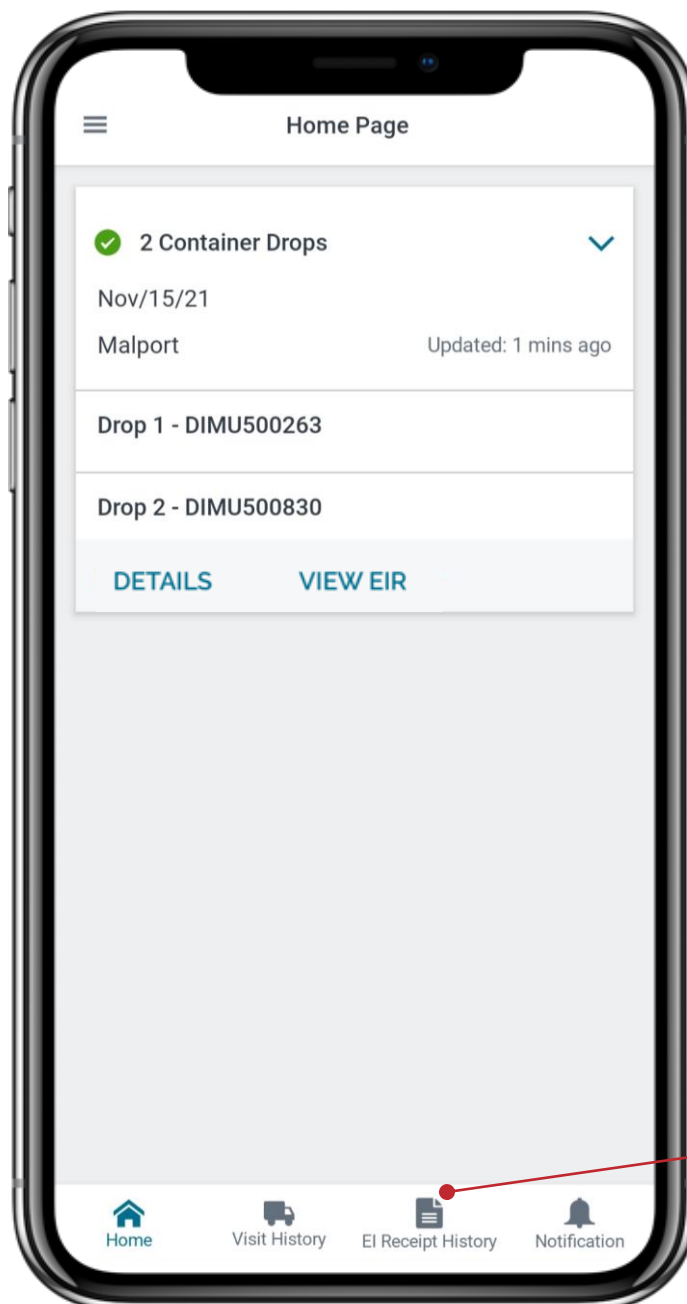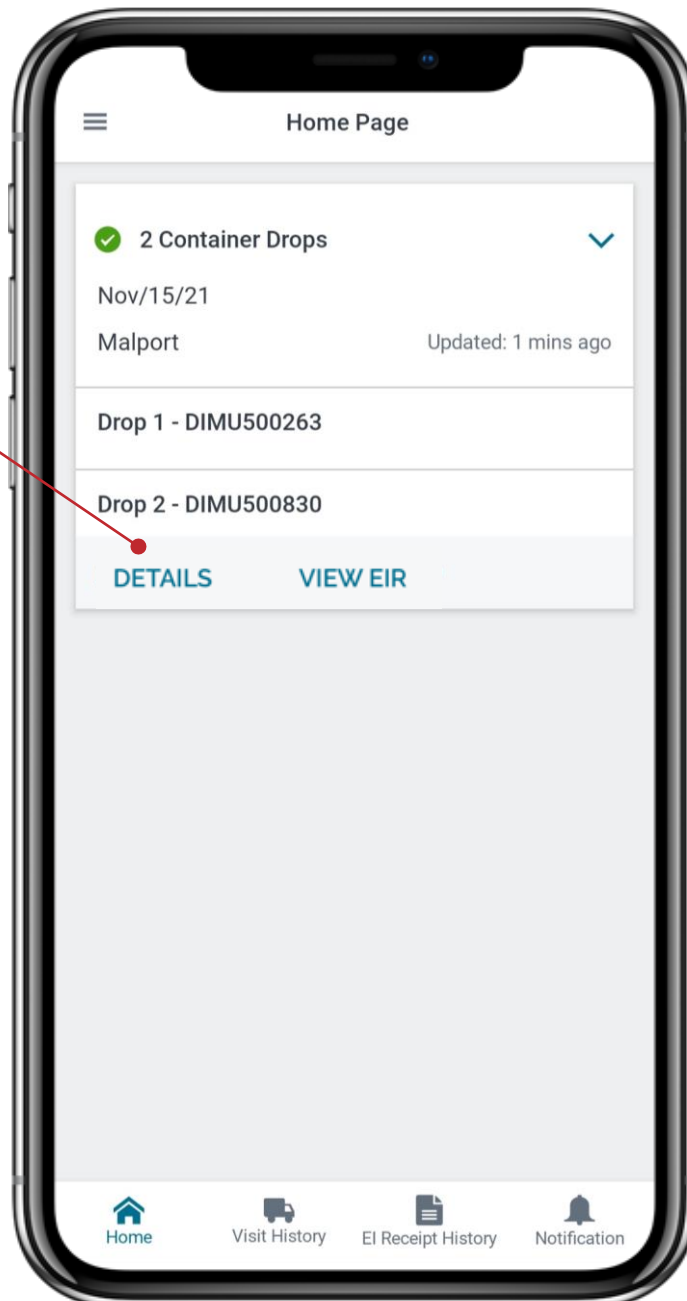

Click here for historical EIR

1. Home screen has all active pickup/drop tasks. Click on Details of visit for which damage is to be reported. The option is available only for current visit and not historical visits
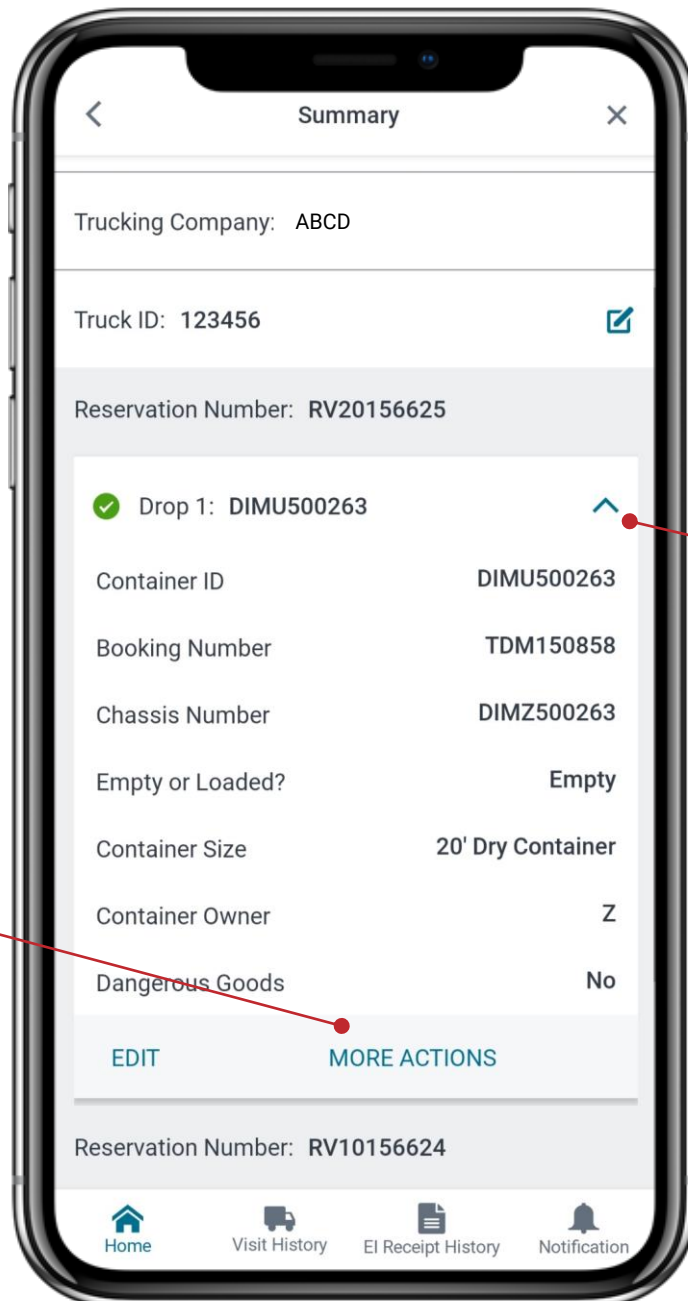
1

Click to start Damage Reporting process

2. Click on down arrow and then 'More Actions'

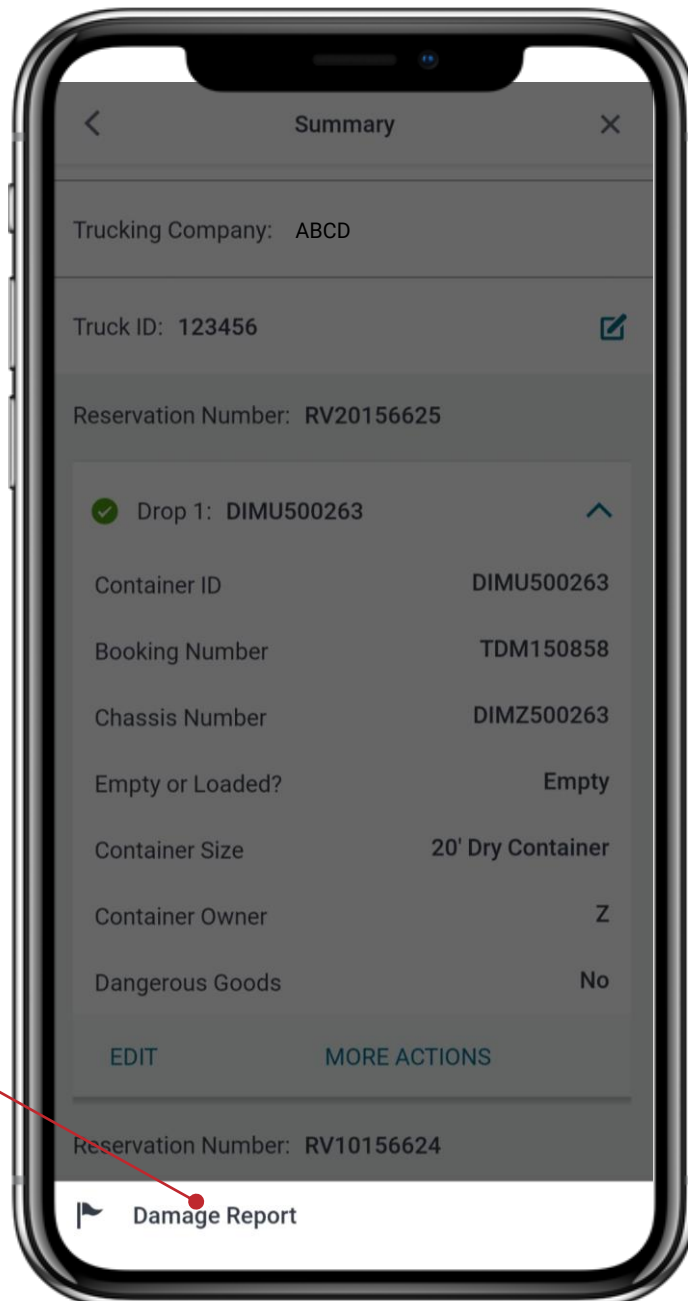Click the down arrow

Click on 'More Actions'

3. From the Pop-up, click on 'Damage Report'

Report the damage through this button

On phone screen:

Summary

Trucking Company: ABCD

Truck ID: 123456

Reservation Number: RV20156625

✓ Drop 1: DIMU500263

Container ID	DIMU500263
Booking Number	TDM150858
Chassis Number	DIMZ500263
Empty or Loaded?	Empty
Container Size	20' Dry Container
Container Owner	Z
Dangerous Goods	No

EDIT   MORE ACTIONS

Reservation Number: RV10156624

⚑ Damage Report

4. Select the Equipment you want to report damage for followed by category and damage type. Once you click Submit, the report is submitted

4a

Select the damaged equipment

4b

Damage Report screen (4a):

I want to report damage for:

- ⦿ Container DIMU500263
- ◯ Chassis DIMZ500263

Equipment Category*
BODY INTERIOR ⌄

Defect/damage type*
Container is Dirty ⌄

CANCEL   SUBMIT

Provide details from the dropdown

Home   Visit History   El Receipt History   Notification

Damage Report Successfull screen (4b):

✅ Damage Report Successfull

Damage Recorded

OK