



PSA HALIFAX

Truck Appointment System

Global PortNet (GPN)



Contents

What is Global PortNet?	2
How does it work?	2
Benefits of a Booking Appointment System	2
Where to start:	3
Log In & Home Screen:	5
Additional Users	7
Create a New User	7
Assign Roles to users	8
Search Users	9
Edit Users.....	9
Most used transactions	11
Full In / Full Out. Double Cycles.....	11
Booking Empties.	14
Required Information Before Arriving at the Gate.	16
Accessing CustomsDesk from GPN	18
Track and Trace	19
Support	20

What is Global PortNet?

Global PortNet is a digital platform that facilitates the scheduling of container pick-ups and drop-offs by truckers at port terminals.

This system is designed to optimize terminal operations by allowing companies to book specific time slots for their activities, improving overall efficiency and reducing congestion.

How does it work?

The GPN enables companies to book appointments for container pickups and drop-offs, aligning slots with terminal operating hours and container availability. Once reserved, the system registers the booking, ensuring truckers have designated access times.

It also provides real-time updates on container readiness, delays, or operational changes, keeping truckers informed.

Additionally, GPN integrates with port logistics systems, customs clearance, and shipping lines to streamline operations.

Benefits of a Booking Appointment System

Reduced Waiting Times & Increased Efficiency: By scheduling appointments, trucking companies can minimize idle time, allowing for more trips per day. This improves overall efficiency at the terminal and enhances the productivity of truckers and port staff.

Predictability & Route Optimization: Knowing the exact terminal access time enables truckers to better plan their routes, fuel stops, and rest breaks, leading to smoother operations and reduced uncertainty.

Cost Savings & Business Growth: Shorter waiting times mean lower fuel consumption, reduced vehicle wears and tear, and improved profitability for trucking companies. Additionally, streamlined port operations attract more business, benefiting the local economy.

Traffic Decongestion & Safer Roads: Efficient scheduling prevents congestion both inside and outside the port, reducing bottlenecks and improving road safety for truckers and the public in Halifax and surrounding areas.

Environmental Benefits & Sustainability: Decreasing truck idling and unnecessary trips lowers greenhouse gas emissions, supporting Halifax's sustainability goals and contributing to cleaner air quality for the city and its residents.

Enhanced Communication & Operational Transparency: Real-time updates on container readiness and terminal conditions ensure truckers receive accurate information, reducing delays and miscommunication.

Improved Record Keeping & Dispute Resolution: The system logs appointment details and operational data, making it easier to track performance, optimize processes, and address any disputes efficiently.

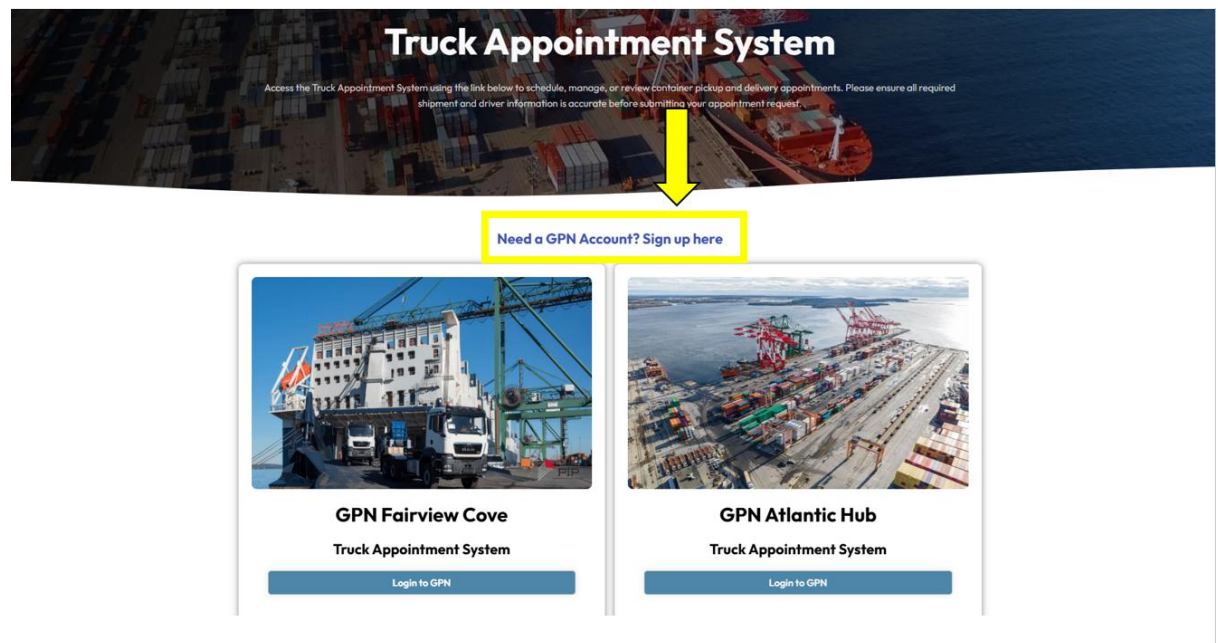
Where to start:

Visit our website: <https://www.psahalifax.com>

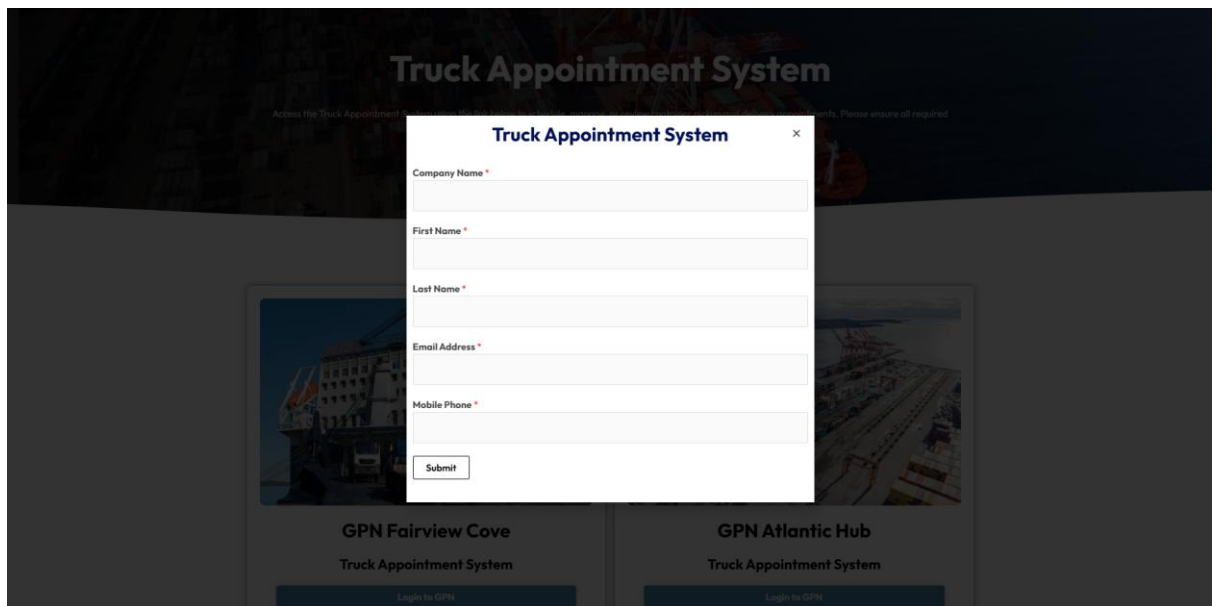


On our website's homepage, select the "Truck Appointment" Box.

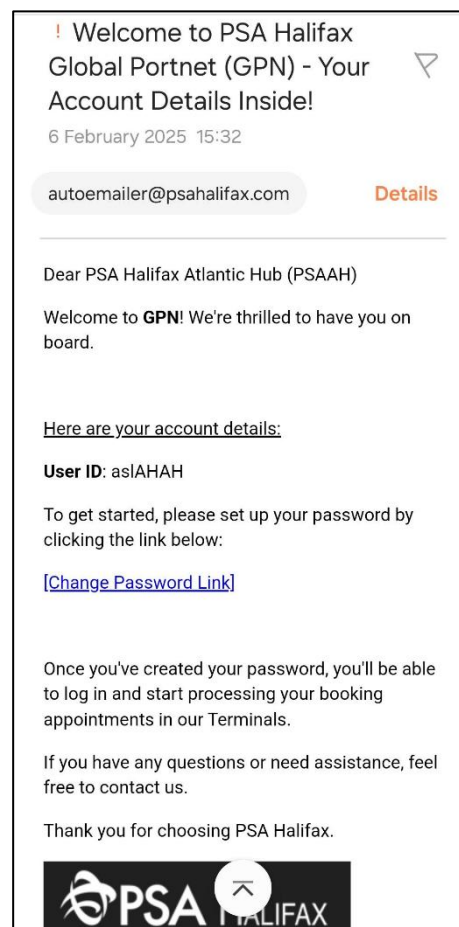
Click on the link "Need a GPN Account?"



Then fill out the form with your Company's information to create the Main User (admin user).



The information will be validated, and you will receive an email confirming the account within 24hs.:



Change your password and activate the account:

You must change your password.

Your password must be at least 10 characters long, include one uppercase letter, one number, and one special character (e.g., @, #, \$).

Enter Password:

SUBMIT
CANCEL

Password Change Successful

Your account password is successfully updated.

LOGIN

[Home](#)
[About Us](#)
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 Powered by Global Portnet

[Home](#)
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 Powered by Global Portnet

Log In & Home Screen:

Use your log in credentials to enter the Trucking Appointment System. From the PSA Halifax website, click on the “Truck Appointments” Box on our homepage. You will be redirected to the login page shown below:

You will be able to choose which terminal to work with.

Truck Appointment System

Access the Truck Appointment System using the link below to schedule, manage, or review container pickup and delivery appointments. Please ensure all required information and driver information is accurate before submitting your appointment request.

Need a GPN Account? [Sign up here](#)



GPN Fairview Cove
Truck Appointment System

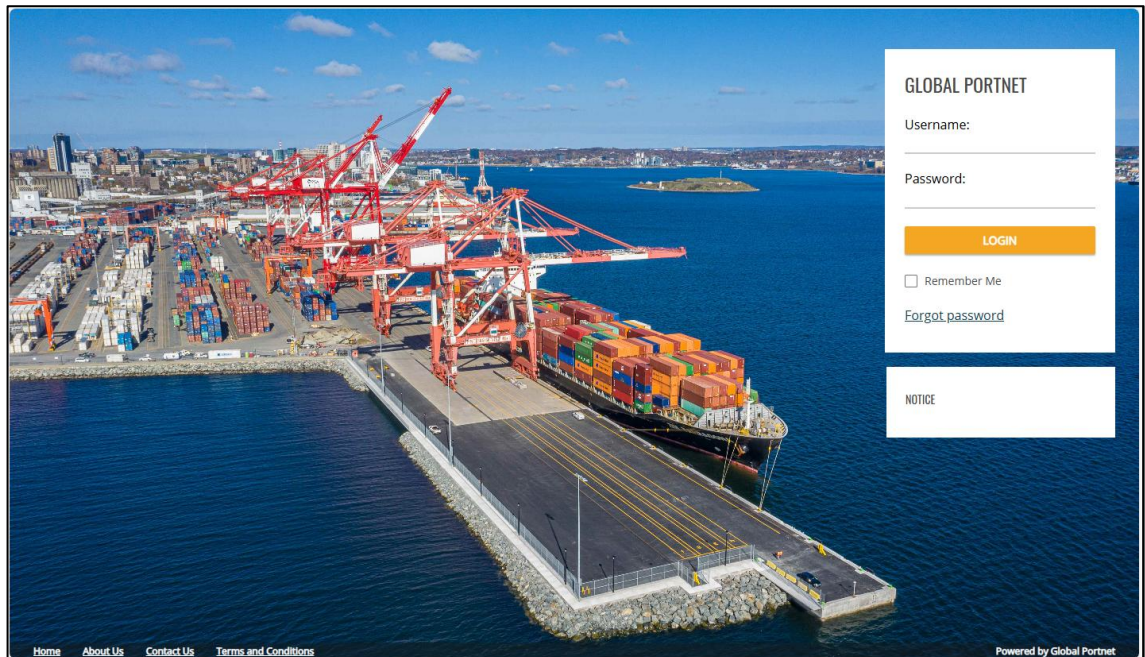
Login to GPN



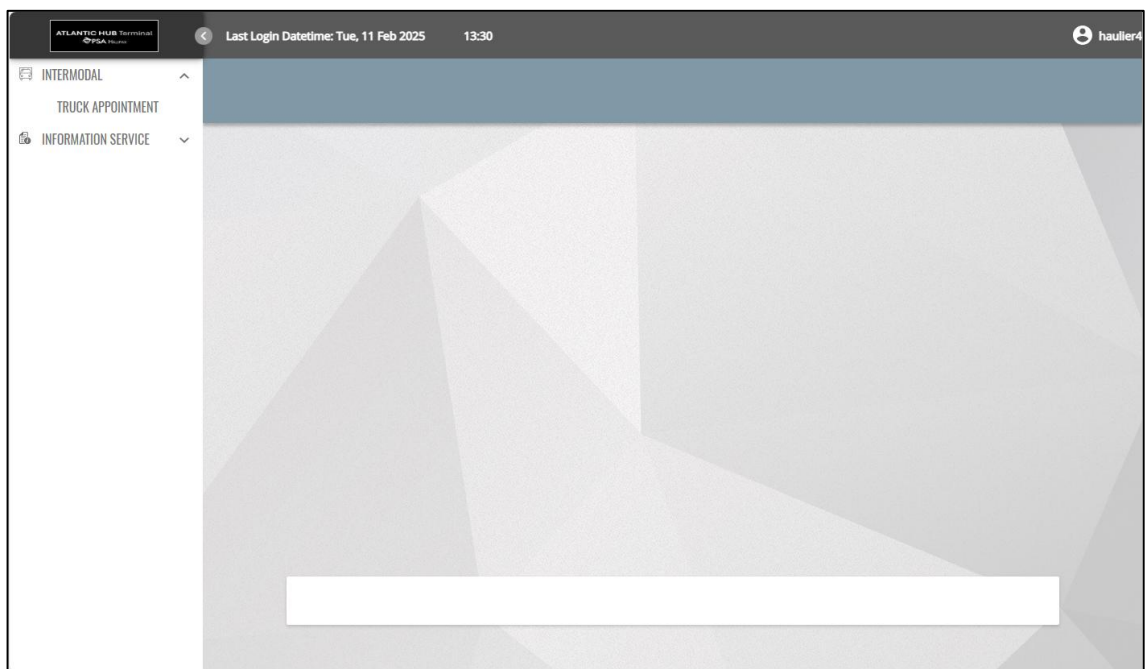
GPN Atlantic Hub
Truck Appointment System

Login to GPN

Enter your credentials in the log in page:



Once logged in, the menu on the left side of the screen will have options for booking appointments, informational services and account settings (if main account).

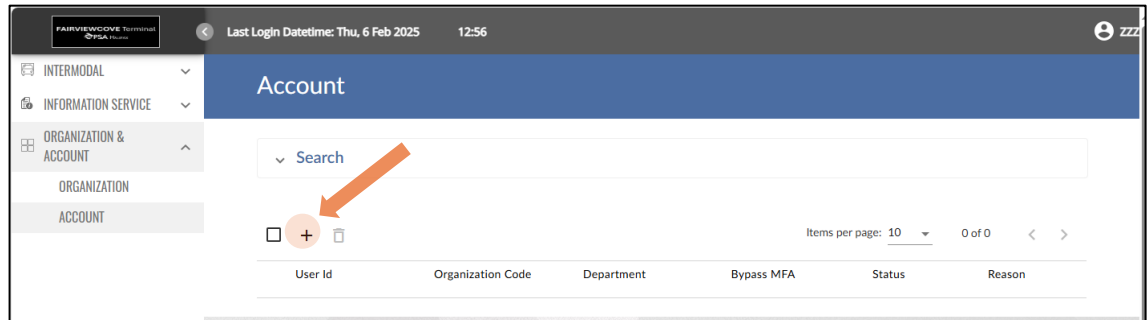


Additional Users

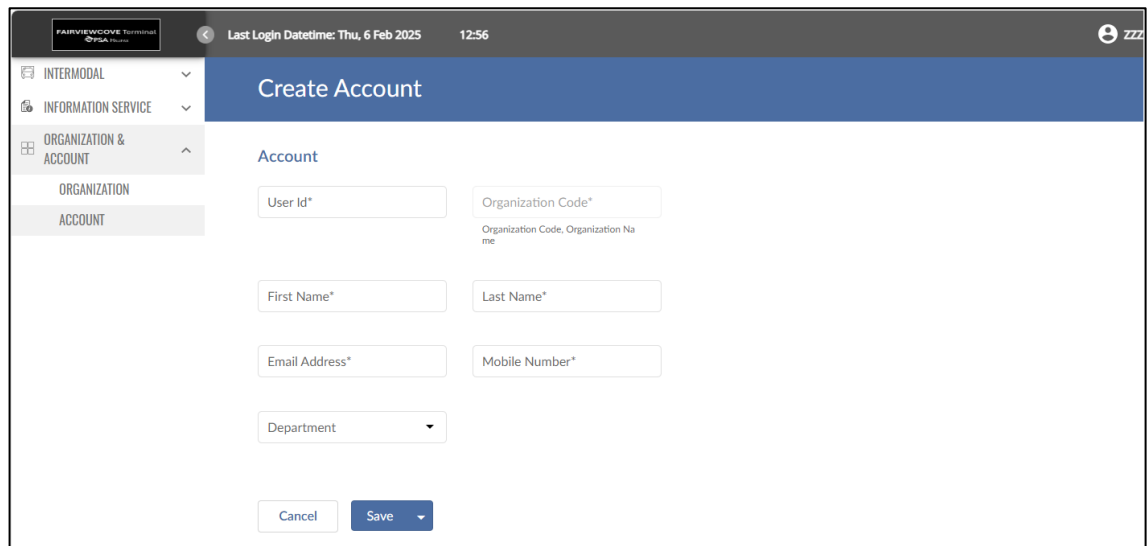
Create a New User

On the left-side menu, click on “Organization & Account” and select “Account”.

Click on the “+” sign as shown below:



The “Create Account” window will appear:

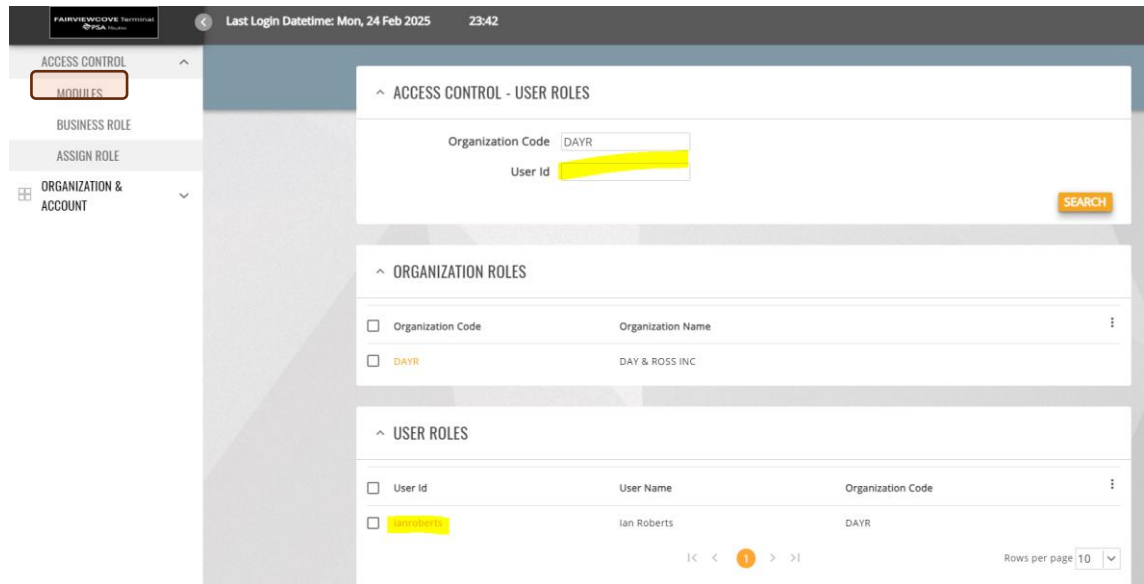


Complete all the required fields and click “save”.

The “User id” entered will work as the new user’s Log in id. An email will be sent to the new account user with instructions on how to create a new password and activate the account.

Assign Roles to users

Use the Access Control option from the menu and then select “Assign Role”.



FAIRVIEWCUBE Terminal
Last Login Datetime: Mon, 24 Feb 2025 23:42

ACCESS CONTROL

MODULES

BUSINESS ROLE

ASSIGN ROLE

ORGANIZATION & ACCOUNT

^ ACCESS CONTROL - USER ROLES

Organization Code DAYR

User Id ianroberts

SEARCH

^ ORGANIZATION ROLES

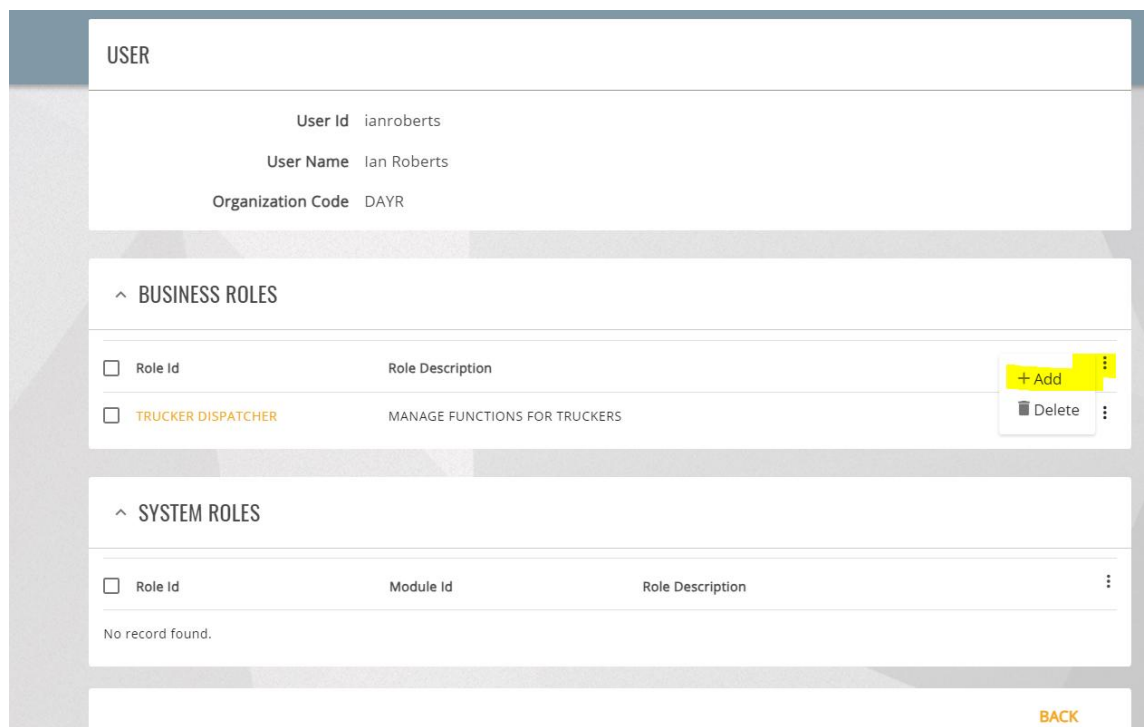
Organization Code	Organization Name
☐ DAYR	DAY & ROSS INC

^ USER ROLES

User Id	User Name	Organization Code
☐ ianroberts	Ian Roberts	DAYR

Rows per page 10

Enter the User Id and search. Then click on the 3-dot bottom and choose ADD.



USER

User Id ianroberts

User Name Ian Roberts

Organization Code DAYR

^ BUSINESS ROLES

Role Id	Role Description
☐ TRUCKER DISPATCHER	MANAGE FUNCTIONS FOR TRUCKERS

+ Add

Delete

^ SYSTEM ROLES

Role Id	Module Id	Role Description
No record found.		

BACK

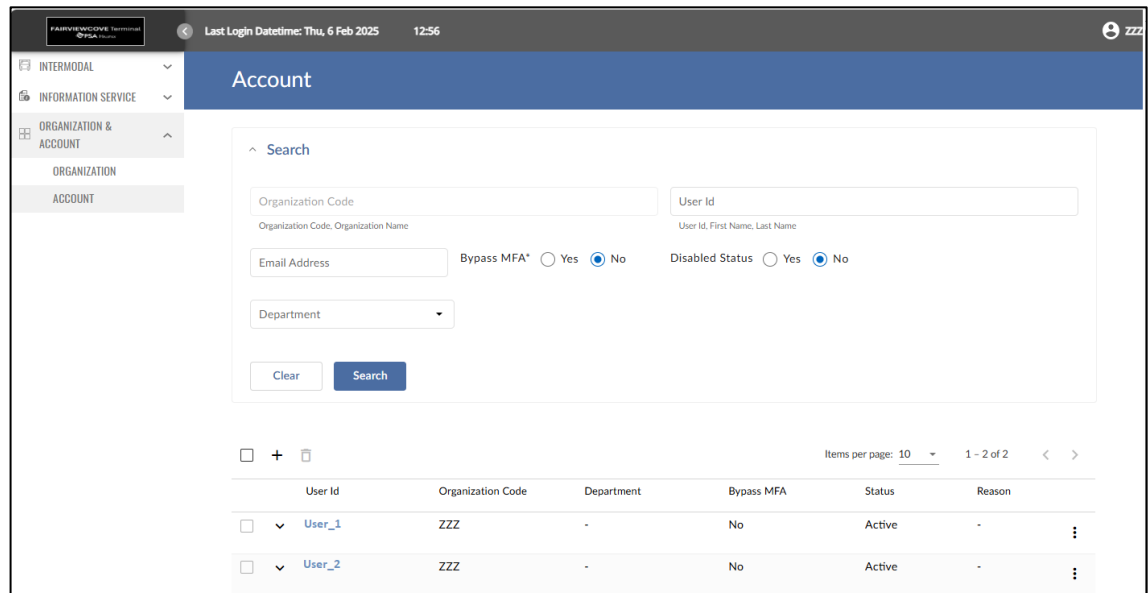
Choose ‘TRUCKER DISPATCHER’ from the list and click ADD to assign the role

Search Users

Look up your additional users with the Search tool.

Click Search without filling any field and it will populate all the users available.

Use the fields to narrow the search.



Account

Search

Organization Code: User Id:

Organization Code, Organization Name: User Id, First Name, Last Name:

Email Address: Bypass MFA* ☐ Yes ☒ No Disabled Status ☐ Yes ☒ No

Department:

Items per page: 10 1 - 2 of 2

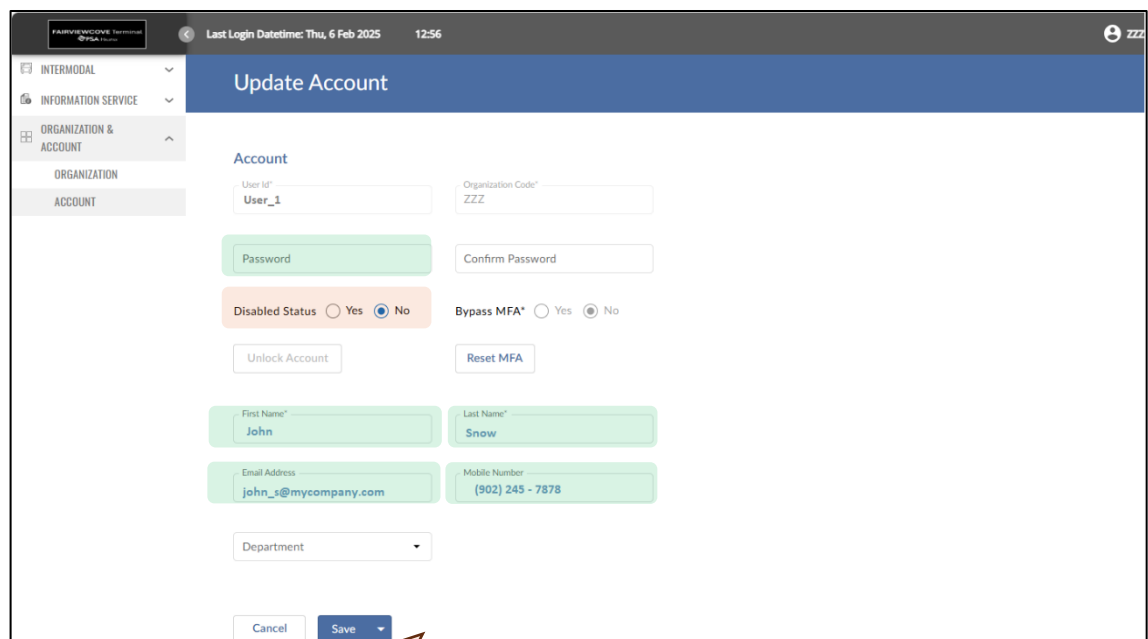
	User Id	Organization Code	Department	Bypass MFA	Status	Reason
☐	User_1	ZZZ	-	No	Active	-
☐	User_2	ZZZ	-	No	Active	-

Edit Users

Use the Search tool to look up the user you would like to edit. Click on the three-vertical-dots on the right side and the option “update” will pop up.

You can edit the user’s fields and then click on the “save” blue button.

In case you would like to disable a user, then you can change the option “Disable status”.



Update Account

Account

User Id: Organization Code:

Password: Confirm Password:

Disabled Status ☐ Yes ☒ No Bypass MFA* ☐ Yes ☒ No

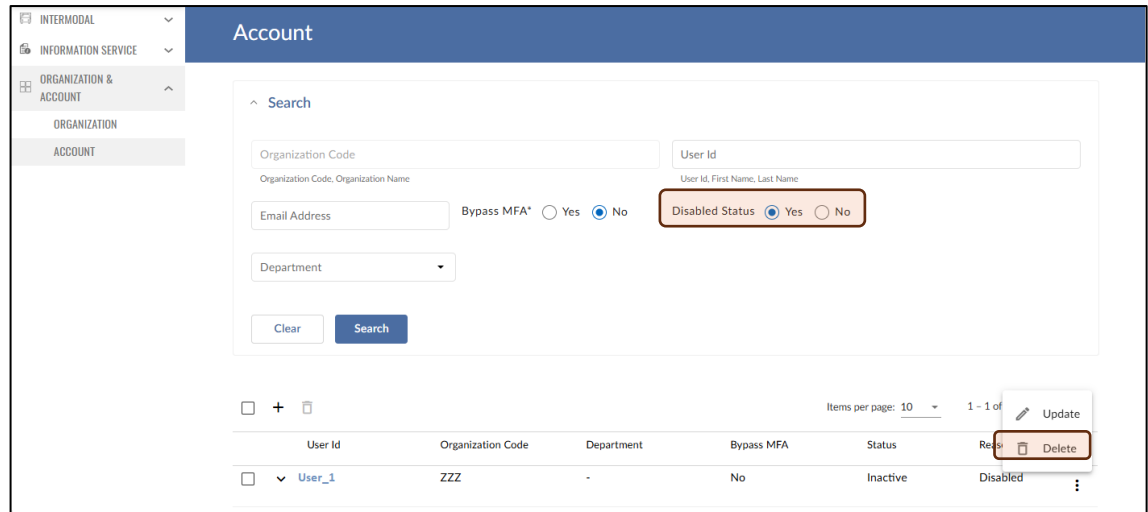
First Name: Last Name:

Email Address: Mobile Number:

Department:

If a disabled user needs to be deleted, then go to the search tool, change the option “disable status” to “yes” and click on search.

The disabled users will appear, select the one you want and click in the three-vertical-dots. Choose the option to “delete”.



The screenshot shows the 'Account' section of a web application. On the left is a sidebar with navigation links: INTERMODAL, INFORMATION SERVICE, ORGANIZATION & ACCOUNT (selected), ORGANIZATION, and ACCOUNT. The main area is titled 'Search' and contains several input fields: Organization Code, User Id, Email Address, and a Department dropdown. There are also radio buttons for 'Bypass MFA*' (Yes/No) and 'Disabled Status' (Yes/No). The 'Disabled Status' is currently set to 'Yes'. Below the search filters are 'Clear' and 'Search' buttons. At the bottom, there is a table with columns: User Id, Organization Code, Department, Bypass MFA, Status, and a 'Res' column. The table contains one row for 'User_1' with Organization Code 'ZZZ', Department '-', Bypass MFA 'No', and Status 'Inactive'. The 'Res' column for this row shows 'Disabled' and a three-dot menu icon. A context menu is open over the three-dot icon, showing 'Update' and 'Delete' options. The 'Delete' option is highlighted with a red box.

User Id	Organization Code	Department	Bypass MFA	Status	Res
User_1	ZZZ	-	No	Inactive	Disabled

Most used transactions

Full In / Full Out. Double Cycles.

Follow these instructions if you want to:

- Create Import Laden (Full out) -> Enter Container Number
- Create Export Laden (Full in) -> Enter Booking Number
- Create a truck appointment consisting of both Import and Export Laden (Full in / Full out -> Enter Container or Booking Number
- Create a truck appointment consisting of mixture of Laden and Empties -> Enter Container or Booking Number

^ TRUCK APPOINTMENT

CREATE EMPTY BOOKINGS

Licence Plate Number

Container Number

Booking Number

Appointment Date From

To

SEARCH

Click here to see
new
appointments
available

Click here to
check
appointments
created

OUTSTANDING JOB

CREATED APPOINTMENTS

BLOCK SCHEDULE

Exports

0

Berthing < 1 Days

Imports

0

Dwell > 5 Days

All

1

Pending Schedule

All

0

Pending Appointment

☐ Cntr/Booking No	Vessel	Berthing Time	Purpose	Cntr St	Size	Type	Timeslot	Timeslot St	
☐ ZXJU0901093	ONE MONACO/026E/02 6E	13-02-2025 08:00	Imports	Laden	40	HC	-		+ Quick Create + Create + Book Timeslot

Choose:

+Quick Create:
to create only 1 full container

+Create:
to create one or more containers

^ TRUCK APPOINTMENT

CONTAINER

☐ Cntr / Booking No	Purpose	Vessel	Berthing Time	Port	Terminal	Cntr St	Size	Type	Height	Wt (kg)	Time	
☐ ZXJU0901093	Imports	ONE MONACO/026E/013-02-2025 08:00 26E	CAHAL	AH	Laden	40	HC	0004	-	-	-	+ Add Delete

Click +Add to add an Empty or another Laden container

APPOINTMENT DATE.*

VEHICLE INFORMATION

Licence Plate Gate
Driver Name Driver Id
Trailer Trailer Length
Unladen Weight(kg) Maximum Laden Weight(kg)

You can add max 4 containers - 2 IN and 2 OUT if their timeslots overlapped

SAVE

ONE

ADD CONTAINER

Purpose *
Container Number *
Vessel

Select Purpose of additional container in the truck appointment

Empty Out
Exports
Imports
Empty In

CANCEL

ADD

^ TRUCK APPOINTMENT

CONTAINER

☐	Cntr / Booking No	Purpose	Vessel	Berthing Time	Port	Terminal	Cntr St	Size	Type	Height	Wt (kg)	Timeslot	
☐	ZXJU0901093	Imports	ONE MONACO/026E/013-02-2025 08:00 26E		CAHAL	AH	Laden	40	HC	0004	-	-	
☐	ASLU11111111	Empty In	-	-	CAHAL	AH	Empty	-	-	-	-	-	

APPOINTMENT DATE.*

VEHICLE INFORMATION

Licence Plate

Driver Name

Trailer

Unladen Weight(kg)

Driver Id

Trailer Length

Maximum Laden Weight(kg)

Only show slots that are common to all containers.

SAVE

Booking Empties.

Follow this if you only want to create Truck appointments for Empties.

Click this button

^ TRUCK APPOINTMENT

CREATE EMPTY BOOKINGS

Licence Plate Number

Container Number

Booking Number

Appointment Date From

To

SEARCH

Click +Add to add Empties

^ TRUCK APPOINTMENT

CONTAINER

☐ Purpose	Cntr No / Booking No	Port	Terminal	Cntr St	Size	Type	Height	Timeslot	
									+ Add Delete

APPOINTMENT DATE.*

No timeslot available.

VEHICLE INFORMATION

Licence Plate *

Gate

Driver Name

Driver Id *

Trailer

Trailer Length *

Unladen Weight(kg)

Maximum Laden Weight(kg)

BACK

SAVE

ADD CONTAINER

Select Purpose of additional container in the truck appointment

Purpose *

Booking Number *

Length

Height

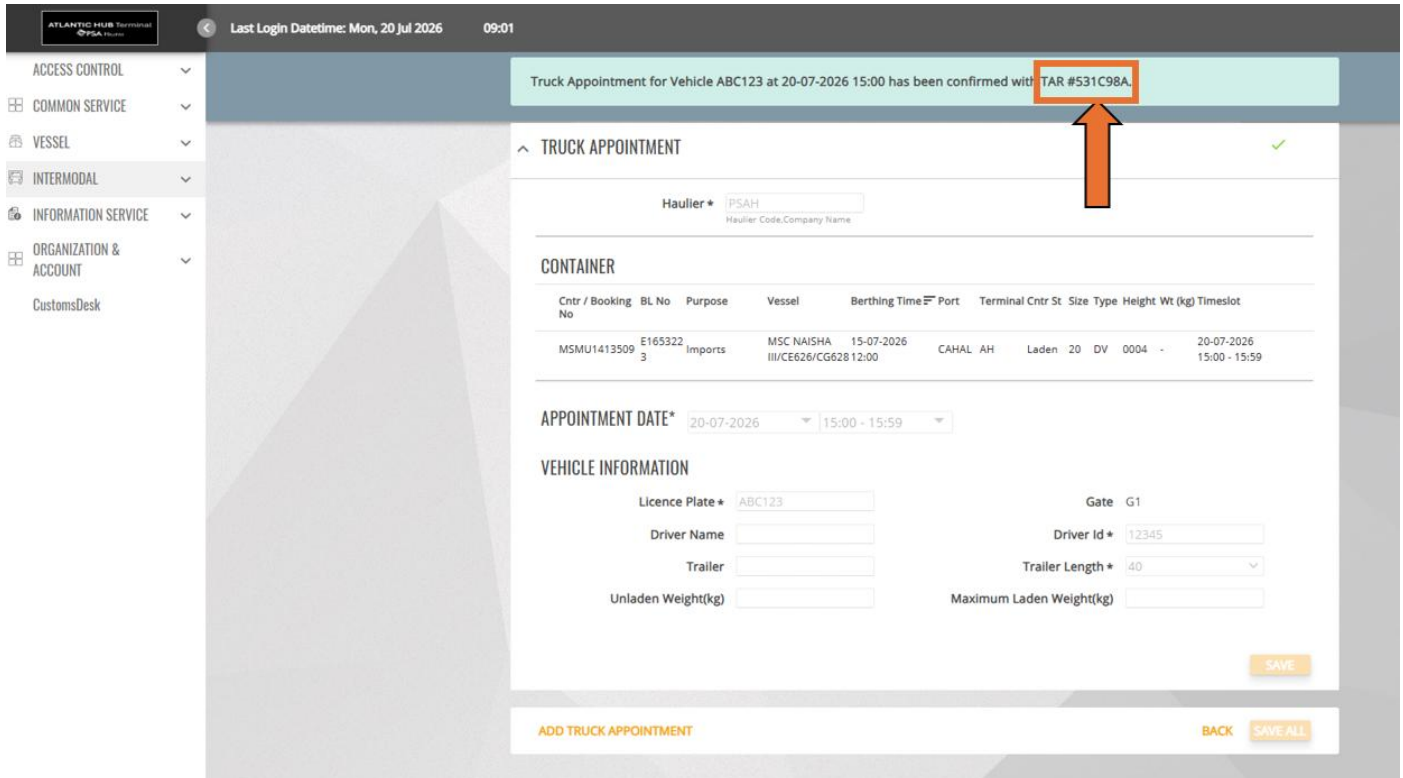
Type

CANCEL

ADD

Required Information Before Arriving at the Gate.

A TAR Number is generated for every appointment created. You will be required to provide the gatehouse with your TAR Number. The TAR Number will be generated at the top of the screen once the appointment has been created. You will also receive an email confirmation containing all appointment details, including the TAR Number.




Thank you for scheduling your truck appointment.
Please find the confirmed truck appointment details below:

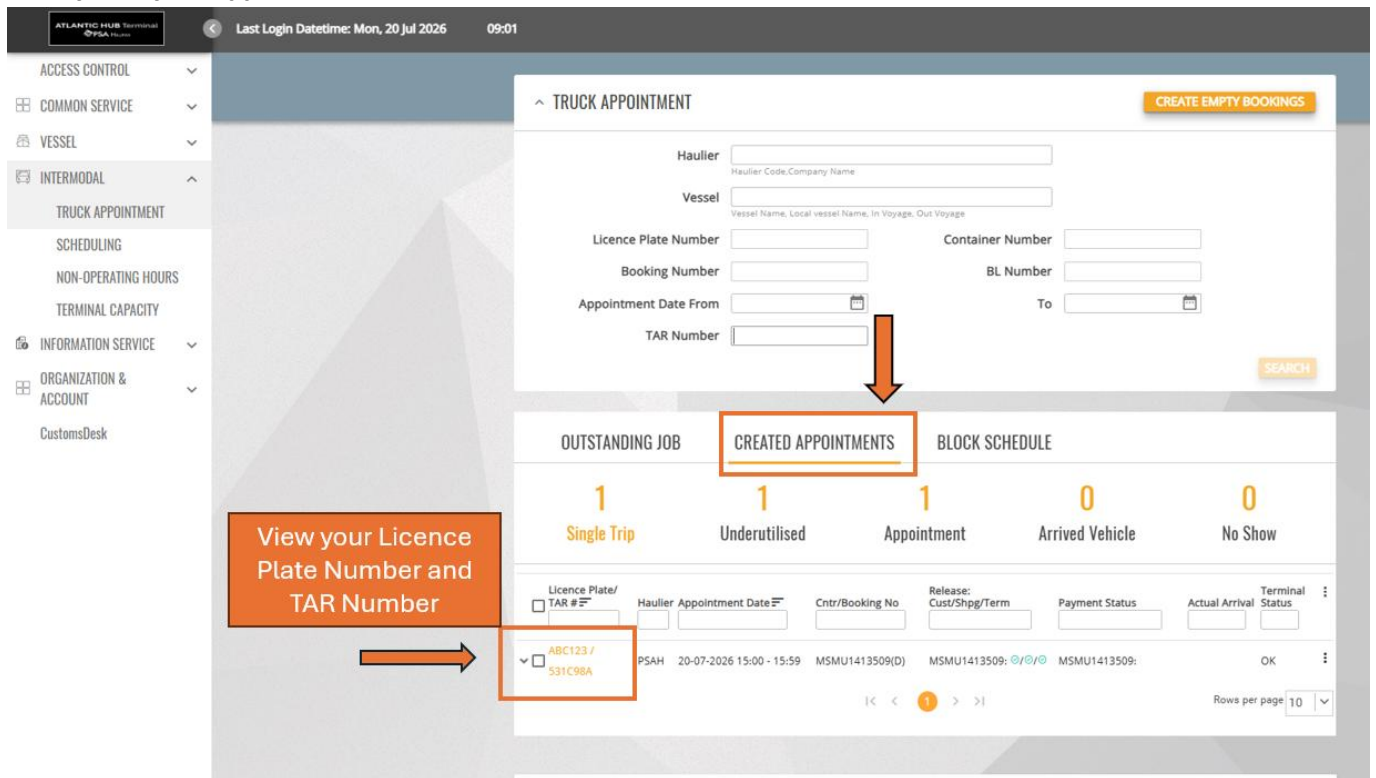
TAR Number:	GTD1864
Appointment Slot:	2026-03-16 08:00 to 2026-03-16 08:59
Terminal:	Fairview Cove
Driver ID:	12345
Company Code:	HFTN
License Plate Number:	ABC123

1	Delivery Type	Imports
	Container Number	JZPU4088739
	Bill of Lading Number	SNT8107347
	Booking Number	

Timestamp: 2026-03-13 10:38

Before your truck arrives, please ensure the correct terminal is selected.
If you have any questions or need assistance, please contact us at 9023339350.

Verify that your appointment exists:



ATLANTIC HUB Terminal
Last Login Datetime: Mon, 20 Jul 2026 09:01

ACCESS CONTROL
COMMON SERVICE
VESSEL
INTERMODAL
TRUCK APPOINTMENT
SCHEDULING
NON-OPERATING HOURS
TERMINAL CAPACITY
INFORMATION SERVICE
ORGANIZATION & ACCOUNT
CustomsDesk

TRUCK APPOINTMENT CREATE EMPTY BOOKINGS

Haulier
Haulier Code/Company Name

Vessel
Vessel Name, Local vessel Name, In Voyage, Out Voyage

Licence Plate Number Container Number

Booking Number BL Number

Appointment Date From To

TAR Number SEARCH

OUTSTANDING JOB **CREATED APPOINTMENTS** BLOCK SCHEDULE

1 Single Trip 1 Underutilised 1 Appointment 0 Arrived Vehicle 0 No Show

Licence Plate/ TAR #	Haulier	Appointment Date	Cntr/Booking No	Release: Cust/Shpg/Term	Payment Status	Actual Arrival	Terminal Status
ABC123 / 531C98A	PSAH	20-07-2026 15:00 - 15:59	MSMU1413509(D)	MSMU1413509: @/ @/ @	MSMU1413509:		OK

Rows per page 10

Check that all the import laden container holds are cleared and storage payment done

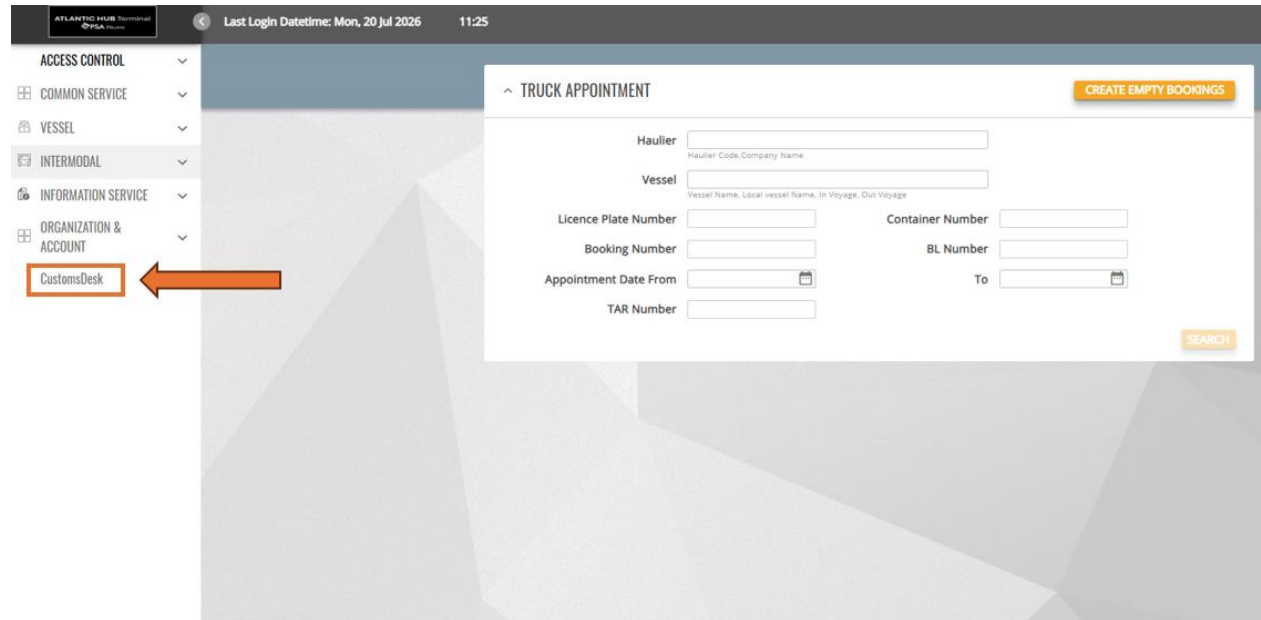
Release Customer/Shipping/Terminal Payment Status (upcoming feature) – Paid or Not Paid

For Empties, please check the Terminal Status.
Do not come to the gate if the status is Not OK.
Find the correct booking reference and Edit the Truck Appointment or Delete and Create another one.

Accessing CustomsDesk from GPN

Note: You can access CustomsDesk from the menu on the left-hand side of the screen.

CustomsDesk is a cloud-based customs filing platform that simplifies electronic submissions, helps ensure trade compliance, and enables users to manage customs documentation efficiently.



The screenshot displays the GPN (Global Port Network) interface. On the left-hand side, there is a vertical menu with several categories: ACCESS CONTROL, COMMON SERVICE, VESSEL, INTERMODAL, INFORMATION SERVICE, ORGANIZATION & ACCOUNT, and CustomsDesk. The CustomsDesk item is highlighted with an orange box, and an orange arrow points to it from the right. The main content area on the right is titled 'TRUCK APPOINTMENT' and contains a form with various input fields: Haulier (with a sub-label 'Haulier Code, Company Name'), Vessel (with a sub-label 'Vessel Name, Local vessel Name, In Voyage, Out Voyage'), Licence Plate Number, Container Number, Booking Number, BL Number, Appointment Date From (with a calendar icon), To (with a calendar icon), and TAR Number. There is a 'CREATE EMPTY BOOKINGS' button in the top right corner and a 'SEARCH' button in the bottom right corner of the form area. The top of the interface shows the 'ATLANTIC HUB' logo and the text 'Last Login Datetime: Mon, 20 Jul 2026 11:25'.

Track and Trace

You can track the status of your container using the **Track & Trace** feature. Under the **Status** options, select **Active** to view the container's current status or **Historical** to view past status and movement details. This feature will let you view gate in/out times and vessel discharge and loading times.

^ TRACK AND TRACE

Status
☒ ACTIVE
☐ HISTORICAL

Container Number

For multiple inputs, please use a comma as a separator.

BL Number

SEARCH

Cntr No	Vessel	Berthing	Unberthing	Port	Terminal	Trade Ty
☒ GCNU4776588	ATLANTIC SUN/ASU7026	26-03-2026 18:20	30-03-2026 08:30	CAHAL	FCCT	EXPORT

Support

If you need any assistance, you can always contact our PSA Halifax Customer Care during business hours:

GPN Assistance for PSA Halifax:



psah-customer care@globalpsa.com



(902) 333-9350