



Pasha Hawaii Web Portal Quick Start Guide



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Welcome to the Pasha Hawaii Web Portal

This guide will show you how to quickly perform common activities like booking reservations, creating booking templates and tracking your cargo.

Getting Started

Active Pasha Hawaii customers receive complimentary access to the Pasha Hawaii Portal. This **Quick Start Guide** will introduce you to its most commonly used container booking functions and features.

To register for your Pasha account credentials please visit www.PashaHawaii.com and click **LOGIN** in the upper right corner, then select **CONTAINERS**.

On the **Pasha Hawaii Web Portal** login page that appears, follow the **Click Here to Request an Account Today!** Link, located in the center of the “Aloha and welcome!” section. Complete all required fields on the **Client Registration** screen (marked with a red *) and then press “**Register**” to submit.

You’ll receive an email confirmation that your information was received within a few minutes. Your new username and temporary password will be sent within 48 business hours.

The Pasha Hawaii Web Portal supports the following browsers:

- **Firefox**
- **Internet Explorer**

The screenshot shows the Pasha Hawaii web portal's Client Registration page. At the top, there is a navigation bar with links for TRACKING, TOOLS, RESOURCES, ABOUT, NEWS & MEDIA, CONTACT US, and LOGIN. A callout box points to the 'CONTAINERS' link, which is highlighted in a red box, with the text 'Click "CONTAINERS" to login or register.' Below the navigation bar, the 'Client Registration' form is displayed. The form is divided into several sections: 'Member Information' (with fields for Company Name, Address 1, Address 2, City, State, Postal Code, Province, and Country), 'Contact Person' (with fields for Name, Department, Title, and Phone), 'Alternate Contact Person' (with fields for Name, Department, Title, and Phone), and 'Member Admin Sign In Information' (with fields for User ID, Password, and Confirm Password). A 'Register' button is located at the bottom right of the form.

Recovering Your User ID or Password

User ID	<input type="text" value="samplecust"/>
Password	<input type="password" value="••••••••"/>
	<input type="button" value="Login"/>
	Forgot Your User ID? Forgot Your Password?
Click Here To Access The	
Pasha Hawaii Portal Quick Start Guide	

Aloha and welcome!

Please note that Login accounts are available to Shippers, Consignees and related parties only.

To receive login credentials please click the link below to send us a quick email and we'll get you started in no time. Just make sure that you include the following information:

- Your company name
- Your desired User ID
- A telephone number to contact you

[Click Here to Request an Account Today!](#)

To access our track and trace site (no login required) to check container status please visit us at www.pashahawaiishipping.com/public/track.htm

Thank you,

Pasha Hawaii

If you forget your user ID or password, go to the Pasha Hawaii Web Portal home page and click **Forgot your user ID?** or **Forgot your password?** Then follow the instructions.

Plan & Book Menu

The **Plan & Book** Menu gives you access to all the tools you'll need to create and manage your shipments.

Manage Bookings

Click the **Book** link to find existing bookings for review or update, and to access tools for creating new ones.

Here you can search by **Reservation ID** or for all reservations, limiting the number of rows displayed as desired.

Options available for creating a new booking include using a template, copying an existing booking record to modify as needed, or starting from scratch.

For step-by-step instructions for completing a booking, see **Save & Submit Bookings** later in this guide.

Booking Inquiry

Member: SAMPLE CUSTOMER

Container Cust Ref: [] Party Reference: [] Booking Number: [] Reservation ID: [] Rows: [SHOW 15] [Search] [Reset]

Booking	Container Cust Ref	Party Ref	Bill Of Lading	Date Created	Created By	Template	Service	Vessel/Voyage	Sell Date	Last Updated	Last Updated By	Reservation ID
<input type="radio"/>				03/08/2017 17:05	SAMPLE CUSTOMER	SAMPLE TEMPLATE				03/08/2017	SAMPLE CUSTOMER	WHD170308227
<input type="radio"/>	3899910115	CUSTREF123	SHIPPERREF5	573899910002	03/08/2017 13:51	SAMPLE CUSTOMER	SAMPLE TEMPLATE	WB SS / 999W	01/01/2018	03/08/2017	SAMPLE CUSTOMER	WHD170308205
<input type="radio"/>	3899910108	CUSTREF123		573899910001	03/08/2017 15:43	SAMPLE CUSTOMER	SAMPLE TEMPLATE	WB SS / 999W	01/01/2018	03/08/2017	SAMPLE CUSTOMER	WHD170308204

[Select] [Create] [Copy]

Maintain Booking Templates

Click the **Template Maintenance** link to view the list of available templates for commonly requested bookings. From this page you can search, select, create, and copy templates.

Click the link on a Template Name to open that specific template, or select it and click **Select**.

You can also search for a specific template, delete a template, or change a template's name.

Template Inquiry

Member: SAMPLE CUSTOMER

Template Name: [] [ACTIVE] Rows: [SHOW 15] [Search] [Reset]

Template Name	Date Created	Created By	Last Updated	Last Updated By	Last Booking	Last Bill Of Lading	Status
<input type="radio"/> SAMPLE TEMPLATE	03/07/2017	SAMPLE CUSTOMER	03/07/2017	SAMPLE CUSTOMER	3899910108		FINALIZED
<input type="radio"/> SAMPLE2	09/05/2017	SAMPLE CUSTOMER					DRAFT

[Select] [Create] [Copy] [Update Template Name] [Delete]

Manage Shipping Instructions

Click the **Shipping Instructions** link to view existing shipping instruction records for active bookings.

To create new Shipping Instructions, see **Prepare and Submit Shipping Instructions** later in this guide.

Shipment Inquiry

Member: SAMPLE CUSTOMER

Container Cust Ref: [] Party Reference: [] Booking Number: [] Bill of Lading: [] [Include Complete Bookings] [Search] [Reset]

Container Cust Ref	Party Ref	Booking Num	Bill of Lading	Origin	ETD	Destination	ETA	DL Milestones	Status	Alerts
CUSTREF123	SHIPPERREF5	2099912115		LAC	01/01/2018	SPC	01/01/2018		SI CREATED	

Sort By: Booking Number [Select]

Plan & Book Menu continued...

Search for Routes

Click the **Route Finder** link to search for route information and plan your shipments. You can specify **Move Type, Origin, Destination, and Available and Deliver By** dates.

Route Finder

Move Type <input type="text" value="Door-to-Door"/>	Origin <input type="text" value="Nevada (NV)"/>	Destination <input type="text" value="Hawaii (HI) - Honolulu"/>
Available Date <input type="text" value="09/12/2017"/>	Delivery By Date <input type="text" value="09/30/2017"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>

For Neighbor Island routing information, scheduling and booking please contact Pasha Hawaii customer service directly.

Route #1 Detail:

VVD	Mode	Departure	Arrival	Cut-off	Scheduled Departure	Scheduled Arrival	Available
558W	Truck	Nevada	WBCT Los Angeles	09/15/2017	09/13/2017	09/15/2017	09/21/2017
	Pacific	WBCT Los Angeles	Honolulu Port (HRZ)		09/16/2017	09/20/2017	
	Truck	Honolulu Port (HRZ)	Oahu		09/21/2017	09/21/2017	

Route #2 Detail:

VVD	Mode	Departure	Arrival	Cut-off	Scheduled Departure	Scheduled Arrival	Available
555W	Truck	Nevada	WBCT Los Angeles	09/19/2017	09/17/2017	09/19/2017	09/25/2017
	Reliance	WBCT Los Angeles	Honolulu Port (HRZ)		09/20/2017	09/24/2017	
	Truck	Honolulu Port (HRZ)	Oahu		09/25/2017	09/25/2017	

Click the **Sailing Schedule** link to view our available voyages. Search by **Arrival or Sail Date, and Load Port or Discharge Port.**

Plan & Book

- Book
- Template Maintenance
- Shipping Instructions
- Route Finder
- Sailing Schedules
- Container/Shipment Search

Reports

Alerts

Tools And Settings

Sign Off

Sailing Schedule Inquiry

Member	SAMPLE CUSTOMER		
Load Port	<input type="text"/>	Date Range Type	<input type="text" value="SAIL DATE"/>
Discharge Port	<input type="text"/>	Date Range	<input type="text" value="TODAY+30"/>
		From Date	<input type="text" value="09/12/2017"/>
		To Date	<input type="text" value="10/12/2017"/>

Rows

↕ Vessel	↕ Voyage	↕ Vessel Name	↕ Port	↕ Arrival Date	↕ Sail Date
JA	316E	JEAN ANNE	HON	MON 09/11/2017 @ 18:00	TUE 09/12/2017 @ 22:00
JA	316W	JEAN ANNE	HON	MON 09/11/2017 @ 18:00	TUE 09/12/2017 @ 22:00
JA	316E	JEAN ANNE	KAH	WED 09/13/2017 @ 07:00	WED 09/13/2017 @ 13:00
JA	316W	JEAN ANNE	KAH	WED 09/13/2017 @ 07:00	WED 09/13/2017 @ 13:00
MC	061E	MARJORIE C	LAC	MON 09/11/2017 @ 18:00	WED 09/13/2017 @ 06:00
MC	062W	MARJORIE C	LAC	MON 09/11/2017 @ 18:00	WED 09/13/2017 @ 06:00
PS	557E	PACIFIC	OAK	WED 09/13/2017 @ 06:00	WED 09/13/2017 @ 18:00

Save & Submit Bookings

To start a new booking, click **Create Booking** on the **Shipment Tracking** screen, or follow the **Book** link under **Plan & Book** menu and then click **Create**.

Parties

Select the **shipper** and **consignee** party types, and the matching party names from the drop down lists.

If the party you need is not available, you can request that it be added to your profile by clicking **Add a New Customer**.

The screenshot shows the 'Booking Maintenance' interface. At the top, there are tabs for 'Booking', 'Shipping Instructions', 'B/L Details', and 'Uploads'. Below the tabs, there's a header 'Booking Maintenance' and a notification box. The main area contains fields for 'Member Created By' (SAMPLE CUSTOMER), 'Web Reservation ID Template' (SAMPLE TEMPLATE), and 'Booking Number Bill Of Lading'. Below these are buttons: 'SELECT EXISTING BOOKING TEMPLATE', 'Save As Template', 'New Booking', 'Save Draft', 'Copy Booking', 'Cancel Booking', 'Submit Booking', and 'Create SI'. A 'Parties' table is visible with columns: Type, Name, Address, Address 2, City/State/Zip, and References. The table has three rows: 'BILL TO PARTY', 'CONSIGNEE', and 'SHIPPER', all with 'SAM1SA-SAMPLE CUSTOMER' and '1 SAMPLE LANE'.

Next, select **equipment types** and **quantities**, set the **Load Ready dates***, and select **commodities**. To add rows, click **+**. To remove a row, select it and click **X**.

Enter the first few characters of a **commodity** to display available options, or **double click** in the field to open a search window.

The screenshot shows the 'Commodities' section of the 'Booking Maintenance' screen. It features a table with columns: Item, Plan, Qty, Cntr Cust Ref, Equipment Type, Load Ready DT/TM, Commodity, Comm Code, Weight, Measure, I/M, SOC, and UNNO. There are two rows: '001' and '002'. A search window is open over the 'Commodity' field of row '001', showing suggestions for '0244-03-1010 LUMBER AND PLYWOOD' and '0244-03-1000 LUMBER AND PLYWOOD, NEX: 6'6" IN HEIGHT'.

Route and Service Details & Pickup/Delivery

Select the **Move Type**, and enter your **Origin, POL, POD,** and **Destination***. Just like the commodity fields, type the first few characters of a location for a list popup, or double click to open a search window.

For door moves with no stop-offs, select **Pickup: First** and **Delivery: Final** and select the address for each from the drop-down.

For door moves with stop-offs:

- At origin: select **Pickup: Stop Off** for each Stop Off Location and select the address for each from the drop-down. Be sure to enter all stop-offs in the order in which the stops occur.
- At destination: select **Delivery: Stop Off** for each stop-off location and select the address for each from the drop-down. Be sure to enter all stop-offs in the order in which the stops occur.

The screenshot shows the 'Route And Service Details' section. It includes fields for 'Move Type' (DOOR TO DOOR), 'Origin' (RVR), 'Load' (LAC), 'Discharge' (HNL), and 'Destination' (WPH). There is also a 'Comments' field.

The screenshot shows the 'Pickup/Delivery' section with two rows. The first row has 'Item' 001, 'Type' 'PICKUP: FIRST', 'Name' 'SAM1SA-SAMPLE CUSTOMER', 'Address' '1 SAMPLE LANE', 'City/State/Zip' 'SAMPLE CITY CA 90000', 'Dispatch Type', and 'Epp Req Date/Time' '09/11/2017 1200'. The second row has 'Item' 001, 'Type' 'PICKUP: STOP OFF', 'Name' 'SAM1SA-SAMPLE CUSTOMER', 'Address' '1 SAMPLE LANE', 'City/State/Zip' 'SAMPLE CITY CA 90000', 'Dispatch Type', and 'Epp Req Date/Time'.

The screenshot shows the 'Pickup/Delivery' section with three rows. The first row has 'Item' 001, 'Type' 'DELIVERY: FINAL', 'Name' 'SAM1SA-SAMPLE CUSTOMER', 'Address' '1 SAMPLE LANE', 'City/State/Zip' 'SAMPLE CITY CA 90000', 'Dispatch Type', and 'Epp Req Date/Time'. The second row has 'Item' 001, 'Type' 'DELIVERY: STOP OFF', 'Name' 'SAM1SA-SAMPLE CUSTOMER', 'Address' '1 SAMPLE LANE', 'City/State/Zip' 'SAMPLE CITY CA 90000', 'Dispatch Type', and 'Epp Req Date/Time'. The third row has 'Item' 001, 'Type' 'DELIVERY: STOP OFF', 'Name' 'SAM1SA-SAMPLE CUSTOMER', 'Address' '1 SAMPLE LANE', 'City/State/Zip' 'SAMPLE CITY CA 90000', 'Dispatch Type', and 'Epp Req Date/Time'.

Vessel Information

Select the button next to your desired vessel and voyage.

**Note: The list of voyages available will refresh after you enter your load ready dates and set the POL and POD.*

Click **Save Draft** as you go, and when you're ready to send the booking request to Pasha, click **Submit Booking** at the top of the page.

Vessel Information				
Vessel	Voyage	POL Cutoff	Sail Date(ETD)	Arrival Date(ETA)
<input type="radio"/> RG	503W	FRI 07/03/2015 @ 17:00	TUE 08/04/2015	SAT 08/08/2015
<input type="radio"/> EN	503W	TUE 07/07/2015	SAT 08/08/2015 @ 05:00	WED 08/12/2015 @ 20:00
<input type="radio"/> EN	502W	TUE 06/23/2015 @ 17:00	MON 08/24/2015	FRI 08/28/2015

Prepare & Submit Shipping Instructions

It's easy to prepare **Shipping Instructions** using the Web Portal. Simply open your confirmed booking record and follow the steps below.

Prepare Your Shipping Instructions

The screenshot shows the 'Booking Maintenance' interface. At the top, there are tabs for 'Booking', 'Shipping Instructions', 'B/L Details', and 'Uploads'. Below the tabs, the 'Booking Maintenance' title is centered. To the right, there is a link to 'hawaii.com' and a note: 'If you need assistance with a technical issue, please contact Technid'. The main area displays booking details: Member (SAMPLE CUSTOMER), Web Reservation ID (WID170912028), Booking Number (3B99910129), Created By (SAMPLE CUSTOMER), Template (SAMPLE TEMPLATE), and Bill Of Lading. Below this, there is a row of buttons: 'SELECT EXISTING BOOKING TEMPLATE' (dropdown), 'Save As Template', 'New Booking', 'Save Draft', 'Copy Booking', 'Cancel Booking', and 'Create SI'. A red callout box with a white background and a red border points to the 'Create SI' button, containing the text 'Click Create SI to start work on Shipping Instructions'. At the bottom, there is an 'Add New Customer' button and a 'Parties' table with columns: Type, Name, Address, Address 2, City/State/Zip, and References. The table lists four parties: BILL TO PARTY, CONSIGNEE, SHIPPER, and NOTIFY PARTY, all with 'SAMPLE CUSTOMER' as the name and '1 SAMPLE LANE' as the address. The SHIPPER party has 'SHIPPERREF5' as a reference.

After you have received a booking number, you can prepare Shipping Instructions by clicking **Create SI** on the Booking Maintenance screen.

This confirms that shipping instructions have been created:

Booking Maintenance

Member: SAMPLE CUSTOMER Web Reservation ID: WID170912028 Booking Number: 3B99910129
 Created By: SAMPLE CUSTOMER Template: SAMPLE TEMPLATE Bill Of Lading:

SELECT EXISTING BOOKING TEMPLATE Shipper Instructions have been created.

Parties

Type	Name	Address	Address 2	City/State/Zip	References
BILL TO PARTY	SAMPLE CUSTOMER	1 SAMPLE LANE		SAMPLE CITY CA 90000	
CONSIGNEE	SAMPLE CUSTOMER	1 SAMPLE LANE		SAMPLE CITY CA 90000	

- ▼ Plan & Book
 - Book
 - Template Maintenance
 - Shipping Instructions
 - Route Finder
 - Sailing Schedules
 - Container/Shipment Search
- ▶ Reports
- ▶ Alerts
- ▶ Tools And Settings
- ▶ Sign Off

Shipment Inquiry

Member: SAMPLE CUSTOMER

Container Cust Ref: Booking Number: Bill of Lading: Include Complete Bookings

Party Reference:

Container Cust Ref	Party Ref	Booking Num	Bill of Lading	Origin	ETD	Destination	ETA	B/L Milestones	Status	Alerts
<input type="radio"/> CUSTREF123	SHIPPERREF5	3B99910115		LAC	01/01/2018	SPC	01/01/2018	✓	SI CREATED	✖
<input type="radio"/>	SHIPPERREF5	<u>3B99910129</u>		LAC	01/01/2018	SPC	01/01/2018	✓	SI CREATED	✖

Sort By: Booking Number

Click on Booking Num link

Select

Booking Shipping Instructions B/L Details Uploads

Shipping Instructions Maintenance

Member: SAMPLE CUSTOMER Shipment ID: WID170912028 Booking Number: 3B99910129
 Template: SAMPLE TEMPLATE Bill Of Lading:

Save Submit SI **Record updated.**

Click **Save** to continue working. When done, click **Submit SI** to transmit Shipping Instructions to PashaHawaii

Parties

Type	Name	Address	Address 2	City/State/Zip	References
<input type="checkbox"/> SHIPPER	SAM1SA-SAMPLE CUSTOMER	1 SAMPLE LANE		SAMPLE CITY CA 90000	SHIPPERREF5
<input type="checkbox"/> CONSIGNEE	SAM1SA-SAMPLE CUSTOMER	1 SAMPLE LANE		SAMPLE CITY CA 90000	
<input type="checkbox"/> BILL TO PARTY	SAM1SA-SAMPLE CUSTOMER	1 SAMPLE LANE		SAMPLE CITY CA 90000	
<input type="checkbox"/> NOTIFY PARTY	SAM1SA-SAMPLE CUSTOMER	1 SAMPLE LANE		SAMPLE CITY CA 90000	

Route And Service Details

Vessel/Voyage	SS NEVER SAIL / 999W	Sail Date	MON 01/01/2018	Arrival Date	MON 01/01/2018	Service Contract/Quote	
Origin	LOS ANGELES, WBCT	Load	LOS ANGELES, WBCT	Discharge	HONOLULU, HI	Destination	PEARL CITY, HI
Move Type	PORT TO DOOR	Place Of Receipt		Place Of Delivery		Required Delivery Date	

Commodities

Item	Commodity	Commodity Code	UNNO	
<input type="checkbox"/> 001	BUILDING MATERIALS AND HOME BUILDING KIT	0894-06-0050	1999	+

Commodity item #'s correspond to equipment

Click to search for and add Hazmat info to a commodity

Pickup/Delivery

Item/Container

Item	Equipment Type	Container	Seal Number	Weight	Measure	I/M	Quantity	Package Type	Cntr Cust Ref
<input type="checkbox"/> 001	45' HIGH CUBE	SAMP123854	DUMMY	38000	2200.000	IMPERIAL	27	BUNDLE	REF123458
TOTALS		Containers	1	Weight	38000	Measure	2200.000	Quantity	27

Supply package type and quantity info for each container if desired

Goods Description/Marks & Numbers

Item	Goods Description	Marks & Numbers
<input type="checkbox"/> 001	LUMBER AND PLYWOOD	ORDER 47465886373

Then, click on the **Shipping Instructions** tab to open the Shipping Instructions Maintenance Form.

Supply any remaining required information, and either verify that equipment has been assigned to your booking by customer service or provide your own container number.

The minimum info required to submit Shipping Instructions is a container number for each equipment row in the **Item/Container** section, but feel free to provide as much information as you have available

Submit Your Shipping Instructions to Pasha

Save your work as you go, then when your Shipping Instructions are ready, submit them to Pasha by clicking the **Submit SI** button at the top of the page. Once you have submitted the SI, you will see a confirmation message:

Managing Your Customer Profile

To manage your profile information, select **Tools & Settings** from the left side menu bar, then select **Customer Profile** from the list of options.

The screenshot shows a web interface for managing customer profiles. At the top, there are three tabs: "Customer Management", "User Admin", and "Names And Addresses". Below the tabs, the page title is "Member SAMPLE CUSTOMER".

The form is divided into several sections:

- Customer Information:** This section contains fields for Company Name, Address 1, Address 2, City, State (a dropdown menu), Postal Code, Province, Country (a dropdown menu), Phone, Fax, E-Mail, and Copy. There are checkboxes for "Phone" and "E-Mail" with the label "To Contact Person".
- Contact Person:** This section contains fields for Name, Department, Title, Phone, and E-Mail.
- Alternate Contact Person:** This section contains fields for Name, Department, Title, Phone, and E-Mail.
- Registration Status:** This section shows "Registration Received" and "Registration Activated".

A legend at the bottom left indicates that a red asterisk (*) denotes mandatory fields.

Change your Customer Profile Details

The **Customer Management** tab displays the Company Profile your user name is associated with.

To add or change your Customer Profile information please contact us.

Maintain your User Account

On the **User Admin** tab, you can change the name displayed as your user name, modify your email address and add new addresses, or change your password. Make any desired changes and click **Update** to save.

Customer Management **User Admin** Names And Addresses

Customer **SAMPLE CUSTOMER**

User ID **SAMPLECUST**

*User Name

*E-Mail

*Phone Number

*Password (Minimum 7 characters, no spaces and no special characters)

*Confirm Password

* mandatory fields

View Names And Addresses

The **Names and Addresses** tab lists the active parties available for use when creating bookings.

To add to the list or change party information, please contact us (see contact info above).

Member Management **User Admin** **Names And Addresses**

Member : **SAMPLE CUSTOMER**

↕ Customer Code	↕ Track	↕ Name	↕ Address	↕ City/State/Postal	↕ Country
SAM1SA	<input checked="" type="checkbox"/>	SAMPLE CUSTOMER	1 SAMPLE LANE	SAMPLE CITY, CA 90000	UNITED STATES

For support, please contact us as below:

- **Toll free:** (877) 322-9920
- **Email:** Containerbookings@pashahawaii.com