

TO:

Information Technology Services

1. Sort File Uploads

As in previous years, use Eportwilmington.com to upload pallet sorting data. Please be sure to get your own username and password, if you don't already have one, by contacting Stephen Adu. **PLEASE DO NOT EMAIL THE SORT FILE TO THE PORT!! Doing so creates an additional step adding to the time it takes to get the data into the system.** Using Eport you will be able to see how many pallets CBP reports as expected to discharge for each receiver and how many pallets ID's have been uploaded by you into the system prior to vessel arrival.

2. CBP Releases EDI

Eportwilmington.com provides real-time CBP release status for your pallets and containers. Containers have been labelled with barcodes. Containers will be scanned, and the seals will not be broken until all releases are present in the system. You have access to your cargo – again, get your own Eport login if you don't have one.

3. Confirmation Scanning

Forklifts will be able to confirm locations in Warehouse E. The operator must scan the barcode on the rack to confirm pallet is in the correct location. You can see what pallets are where in the racks in real-time using Eport.

4. Radio/Wireless Policy

Please refer to the following usage policies. All forms are posted on www.PortofWilmington.com. Please click on **Business** then **GT Wilmington Forms** on the navigation bar.

CONTACT INFORMATION:

Networks and Scanners: Fernando Duarte, Infrastructure Lead, (302) 388-4733, or fduarte@delawareports.com

Scanning and E-Port: Lanie Stewart, System Analyst, (302) 472-7839, or lstewart@delawareports.com

Port Tenant and User Radio Frequency / Wireless Policy

All tenants or Port users must file RF/WI-FI Form "A" and obtain authorization prior to installation or operation of any radio frequency transmission devices and equipment within the Port premises. Devices and equipment include repeaters, antenna, co-axial cabling, and mobile units.

Within Port premises, all additions, deletions, or modifications to radio frequency/wi-fi transmission including repeaters, frequencies, antenna, antenna location, height, wattage and any such parameters need to be authorized by the Port prior to the implementation of such change by Port Tenant or Port User.

To submit a request for authorization, complete RF/WI-FI Form "B" and return to the address on the form. Responses will be provided within two weeks. Responses may require re-submission with additional information.

RF/WI-FI FORM "A"**RF/WI-FI DEVICE DECLARATION****Stationary Devices:****Device 1 – Description**

- a. Serial Number
- b. Purpose
- c. Frequency Range
- d. Wattage
- e. Location
- f. Antenna
- g. Antenna height
- h. FCC License: Yes/No. If yes: License # and Expiration

Device 2 – Description

- a. Serial Number
- b. Purpose
- c. Frequency Range
- d. Wattage
- e. Location
- f. Antenna
- g. Antenna height
- h. FCC License: Yes/No. If yes: License # and Expiration **Attach**

sheets to provide the above details for all other stationary devices. Mobile

Devices:**Unit Type 1 – Description**

- a. Serial Numbers (list all serial numbers for similar units)
- b. Purpose
- c. Frequency Range
- d. Wattage
- e. Location Range
- f. FCC License: Yes/No. If yes: License # and Expiration

Attach sheets to provide the above details for all other mobile units. Name:

Signature: _____

Company Name: _____

Date: _____

RF/WI-FI FORM "B"

Request for Additions and Modifications Authorization

Description of Change:

Reason:

Details:

	<u>PREVIOUS</u>	<u>NEW</u>
1. Serial Number		
2. Purpose		
3. Frequency		
4. Wattage		
5. Location		
6. Antenna		
7. Antenna Height		
8. FCC License (if any)		
9. Other		

Please submit completed forms to:

Stephen Adu, Director of Technology Solutions Sadu@delawareports.com

Name: _____

Signature: _____

Company Name: _____

Date: _____