Notify Terneuzen lock of your ETA with BICS

For voyage with Terneuzen as a waypoint

BICS offers a function that you can use to automatically notify your estimated time of arrival (ETA) to the Terneuzen lock. Advance notification of your ETA to the Terneuzen lock ensures your inclusion in the schedule. This guide provides instructions for using this function.

Contents

1. Where can you find this functionality?

The function for configuring ETA notifications in BICS can be accessed via the Settings menu. Follow the instructions below to access it:

1. Open your BICS software and log in;
2. Click **Control** at the top right of your screen ;
3. A menu opens: click **System settings** at the top left in the menu;
4. Click **Additional recipients**;
5. This opens a small screen. Click **Add a new email address** in this screen;
6. A screen called *Edit email* opens now. Paragraph 2.1 describes what you need to enter in this screen.

2. How do you set up automatic ETA notification?

To use the automatic function for reporting your ETA to the Terneuzen lock, you need to configure two settings, specifically:

1. A one-off change in BICS to ensure that a copy of your voyage is automatically forwarded to Terneuzen lock when you specify Terneuzen as a waypoint in your voyage (see paragraph 2.1).
2. You specify Terneuzen as a waypoint, and your ETA there, each time you create a voyage that will pass through the lock at Terneuzen (see paragraph 2.2).

2.1 Configuring BICS to create an automatic ETA report for the Terneuzen lock
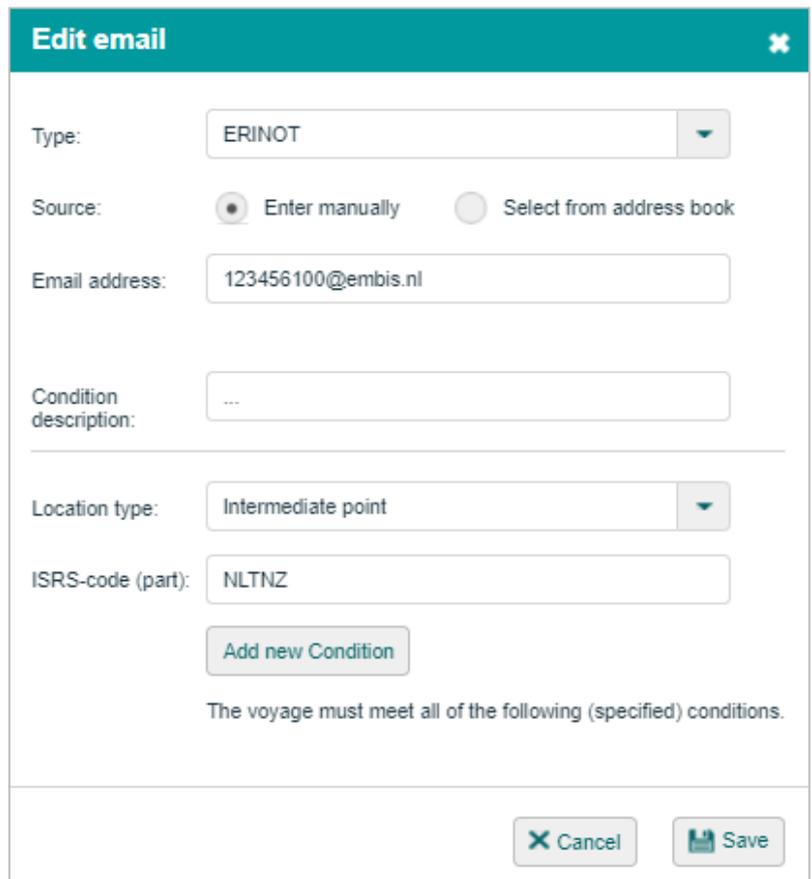
In BICS, you can set conditions for automatically forwarding your voyage notifications to additional recipients. Therefore, you need set up a condition of this type to automatically forward a copy of the voyages you create to the Terneuzen lock.

If you have followed all the steps outlined in section 1, the screen called *Edit email* is now open in BICS, as shown in the figure below.

Follow the instructions below to send a copy of your ETA notification to Terneuzen lock as an additional recipient. The email address *123456100@embis.nl* that you use here is the ERINOT message delivery address for the Terneuzen lock. The required ISRS code, *NLTNZ*, is the code for Terneuzen.

- *Type*:   **ERINOT**
- *Source*:   **Enter manually**
- *Email address*:   **123456100@embis.nl**
- *Condition description*:   <Enter a brief description here for your own information>.
- *Location type*:   **Intermediate point**
- *ISRS-code (part)*:   **NLTNZ**

After entering the above information, click **Add new Condition**. Next, click **Save**.

Fig. 1: "Edit email" screen

After you click Save, you will see that the Terneuzen lock has now been set up as an additional recipient, as shown in the example below:

Fig. 2: List of additional recipients

In this screen, click **Save** again. You have now successfully created your condition.

After carrying out the above steps, a copy of your voyage will be automatically forwarded to the Terneuzen lock each time you specify Terneuzen as a waypoint in your voyage itinerary.

Note: Only your voyages where you specifically indicate that Terneuzen is a waypoint are automatically forwarded to the Terneuzen lock.

The procedure for specifying Terneuzen as a waypoint along with your ETA when creating a voyage is explained in the next paragraph (2.2).

2.2 Your ETA and Terneuzen as a waypoint in your voyage itinerary

To ensure that your ETA is reported to Terneuzen lock, you must indicate this when creating your voyage. The instructions below explain the procedure:

1. Click **New voyage**;
2. Click the **Add Intermediate Point** button (see figure 3);
3. Select Terneuzen lock under **Intermediate passage point** (see figure 4);
4. Enter the **Arrival date** and **Arrival time** for the waypoint;
5. Next, enter the rest of your voyage details and click **Save Voyage & Send**.

⚠️ **Note:** You can inform the Terneuzen lock of your arrival time (ETA) up to a maximum of 24 hours in advance.

⚠️ **Note:** You can make changes to your arrival time (ETA) up to 3 hours in advance. In the main BICS screen, click the **Edit** button next to the voyage in question. Next, amend the arrival time at the waypoint and click **Save Voyage & Send**.
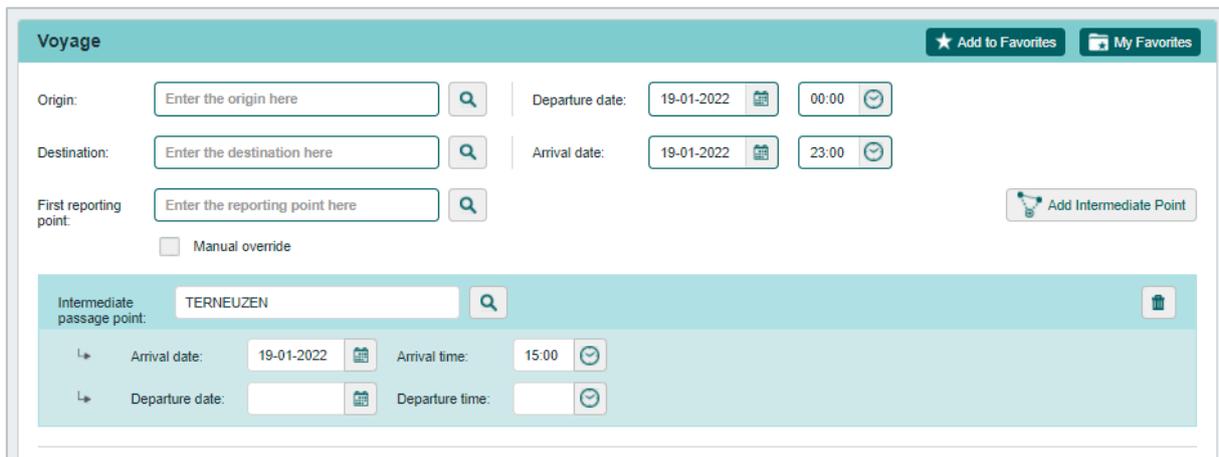

Fig. 3: Add intermediate point to voyage

Fig. 4: Choose correct Terneuzen waypoint

After reporting your ETA via BICS, your vessel will be included in the schedule and logged with the Terneuzen lock. When you arrive, you simply announce your arrival by VHF radio.

⚠️ **Note:** Only your voyages where you have specifically indicated that Terneuzen is a waypoint and where you have specified an ETA are included in the schedule for the Terneuzen lock.

Questions?
Visit the BICS website for additional information and manuals,
or contact the BICS helpdesk if you have any questions or comments.