## E-service Instructions



- 1. Go to https://eservices.alvsborgroro.com/
- 2. Enter username and password.
- 3. At the first login, the system will ask you to change to a new password.



- 4. Here you will find a list of all previous A-codes.
- 5. To create a new A-code click on the + icon.





6. To create an **A-code**, enter the unit number and release/booking number without spaces and characters. Note that this only works on devices with standard dimensions.

7. If the unit is not ready you can type in a cellphonenumber under *"Add notification"*.
(Note! The number must start with + and remove the first zero).

8. Press the "Add" button.

9. Click on **"Authorise Service"**. You will find you're A-code under *Authorisation*.

When you notify a device and click on "*Display Service*", information about the device such as destination, weight, etc. is displayed. If this information does not match the unit, you must contact the shipping company and adjust this before the unit is driven into the port.

**NOTE!** If the unit is not unloaded from the ship or is not releasable, no A-code is generated.

For further questions, contact Customer Service Center at +46 31 – 650 700