



Learner Manual



Manual- NAVIS 4.0

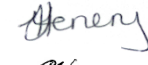
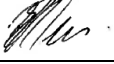
Assigning Transporters to Import Units

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Signatories	Full Names	Signature	Date
Subject Matter Expert Learning Content Creator	Yvonne Henery		27/07/2026
	Kesarie Ellen		28/07/2026
Learning Content & Curriculum Developer	Thandiwe Mdunge		
Approved by: Head of Business Development	Timothy Keit		
Process Owner: Chief Commercial Officer	Grant Bahlmann		

Programme Title: Navis 4.0 – (Shipping Lines) Assigning Transporters to Imports

Occupational Field: Transport, Logistics and Maritime Operations

Programme Type: Non-Accredited Occupational Short Learning Programme

NQF Level: None

Target Group: Shipping Lines

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MODULE 1: NAVIS N4 4.0 ACCESS & LOGIN

Introduction

Navis N4 4.0 is a Terminal Operating System (TOS) used by container terminals to manage and control the movement of cargo, containers, vessels, equipment, and related terminal activities. It provides a centralized platform that enables shipping lines, terminal operators, and other stakeholders to exchange information and perform operational transactions efficiently.

For shipping lines, Navis N4 4.0 serves as a critical interface for managing vessel and container-related activities at the terminal. The system provides real-time visibility of container movements and vessel operations, allowing shipping line users to monitor cargo status, submit requests, and access operational information needed to support vessel turnaround and customer service.

Access & Login

To access Navis N4, enter the URL below into your browser or save a shortcut to your desktop <https://n4dgt.ictsi.net/apex/n4.zul>

KALERIS | navis
N4

Navis N4

Username
SLImport

Password

Log In

Login with AZURE SSO

[Forgot Password?](#)

Enter your Username
and Password
To login

1.1 Password recovery

In case the freight forwarder forgets their password, they can use the 'Forgot Password?' option available during login.

The image shows two screenshots from the Navis N4 system. The top screenshot is the login page, which includes the KALERIS | navis logo, the text 'Navis N4', and input fields for 'Username' and 'Password'. Below these fields are buttons for 'Log In' and 'Login with AZURE SSO'. At the bottom of the login form is a link labeled 'Forgot Password?'. An arrow points from this link to a text box that says 'To Reset Password, click on **Forget Password?**'. The bottom screenshot is a modal dialog titled 'Forgot Password'. It contains the text 'To have a new password e-mailed to you please enter your user id:' followed by an input field containing the text 'henery'. Below the input field is a button labeled 'Reset Password'. Two arrows point from the input field and the 'Reset Password' button to text boxes on the right. The first text box says '1.1 Enter your username' and the second says '1.3 Click **Reset Password**'.

Navis N4

Username

Password

Log In

Login with AZURE SSO

[Forgot Password?](#)

To Reset Password, click on **Forget Password?**

Forgot Password

To have a new password e-mailed to you please enter your user id:

henery

Reset Password

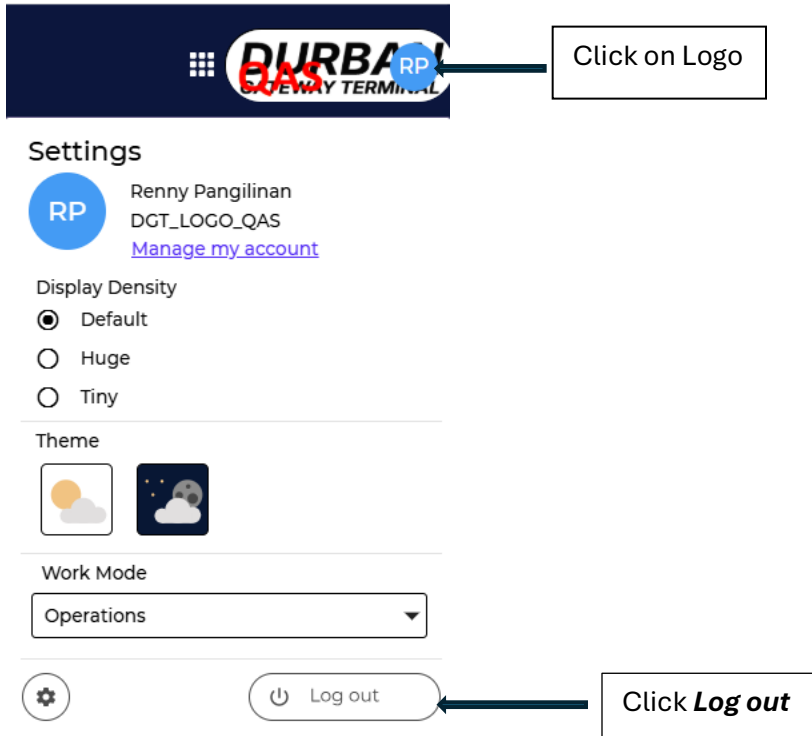
1.1 Enter your username

1.3 Click **Reset Password**

After clicking the Reset Password button, an email with a new temporary password will be sent to the address associated with the user account. Upon first logging in with the temporary password, the system will require you to change it to a new one, following specific rules regarding the number and combination of letters, numbers, and special characters that the password must include.

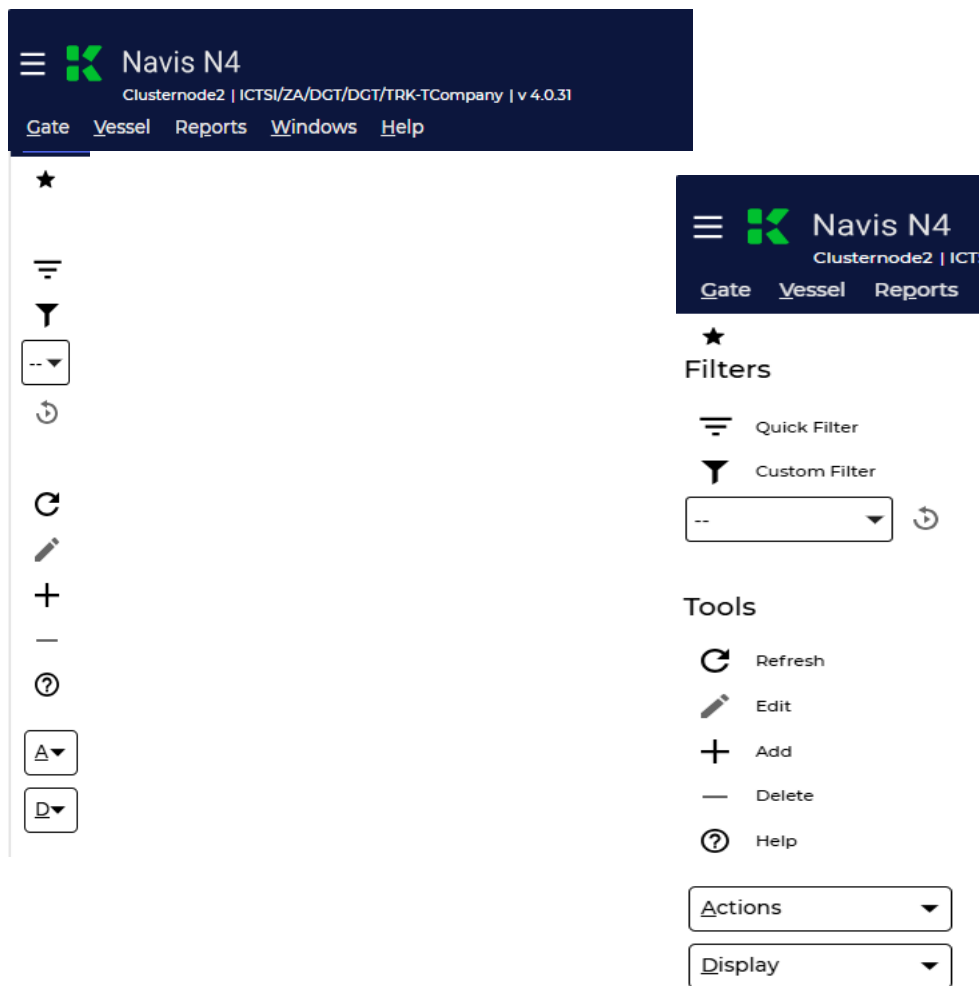
1.2 Logging out of the system

To log out of the system, you need to click on the logo in the top right corner of the page. A window will appear where, by clicking on Log out, the dispatcher will be automatically logged out of the system.



1.3 Favorite Tab

Favorite tab is used to easily access frequently used and streamline workflow. Users can click on the ★ icon on the left side of the screen. This tab is usefull for users that uses multiple tabs.



1.3.2 Click on Unit or Gate or Vessel or Rail

Open selected Tab

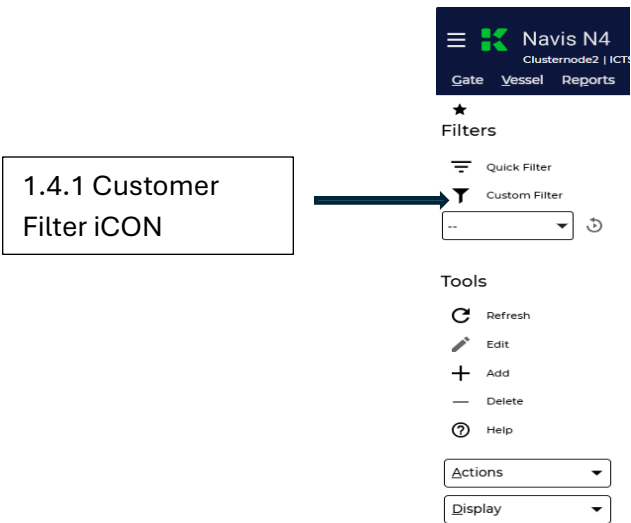
Select Add Tab to Favorites

Open tab will move to Favorite Tab

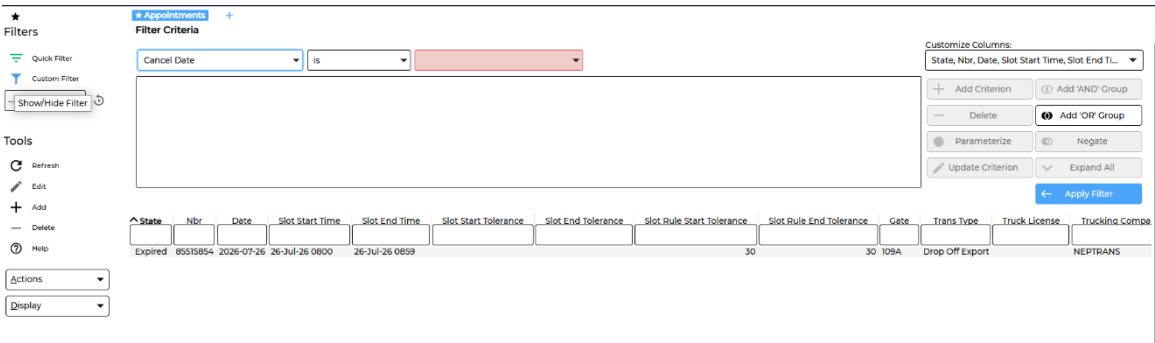
1.3.3 Close Selected tab

1.4 Data filtering

Data Filtering can be used through the Custom Filter icon, which is located on the left side of the sidebar.



To do this, you need to select in the Filter Criteria window the parameters according to which the list of containers should be generated, each time adding them using the ADD Criterion button. Finally, when all the criteria have been added, you need to confirm with the Apply Filter button. This way, a list of containers with the searched parameters will be displayed



After successfully signing in to Navis 4.0, the landing page will automatically appear on the screen.



MODULE 2: ASSIGNING TRANSPORTER to IMPORTS

In **Navis N4 4.0**, the Assigning of a Transporter to an Import Unit (container) is primarily done to identify and authorize the party responsible for collecting and transporting the import container from the terminal. This assignment creates visibility, control, and accountability throughout the delivery process

- 2.1 Go to tab **Unit**
- 2.2 Select **Update Delivery Requirements**



Delivery Requirements [X]

Unit Nbr:

Trucking Company:

Return to Location:

PIN Number:

Bonded Trucking Company:

☐ Is Ib to Ob move direct?

[i] [Q] [Save] [Close] [Help]

2.3. Enter Selected Container number to be assigned

2.4. Click on drop down arrow in **Trucking Company** field to select Transporter

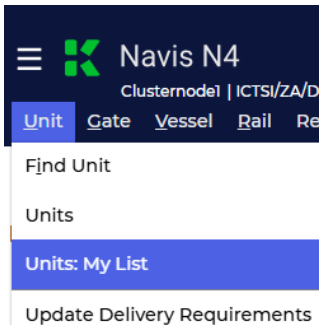
2.5. Click **Save**

MODULE 3: ASSIGNING OF BULK CONTAINERS

Bulk Assignment of Containers refers to the process of applying the same action, status, release, transporter, routing, hold removal, or operational update to multiple containers simultaneously instead of updating each container individually. This functionality is designed to improve terminal efficiency and reduce manual processing

How to assign bulk containers on Navis N4 4.0?

- 3.1 Click on **Unit** tab
- 3.2 Select **Units: My List**



3.3 Category =
Import
T-State = inbound

3.4 To refine search,
type in Vessel visit code
in O/B actual visit for
inbound Imports

3.5 Select containers to
be assigned to
transporters. Copy
Highlighted containers

Navis N4
Clustermodel | ICTS/ZA/DGT/DGT/Import | v 4.0.31
Unit Gate Vessel Ball Reports Windows Help

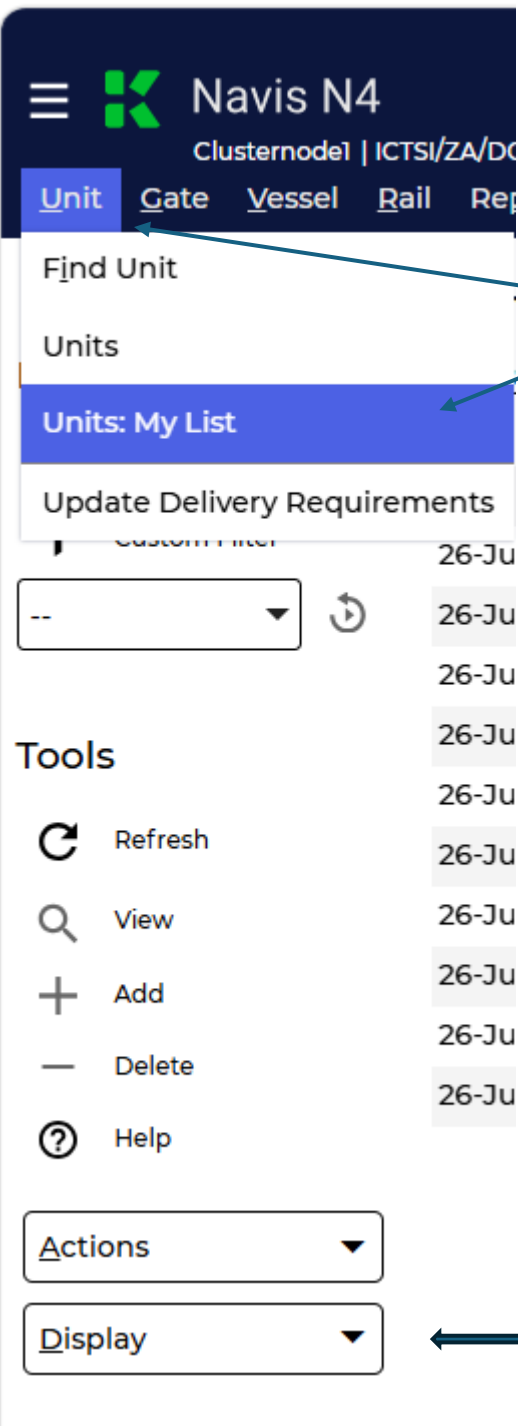
Units +

Filters
Quick Filter
Custom Filter

Tools
Refresh
View
Add
Delete
Help

Actions
Display

Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	RLH	RDH	Frigh Kind	Reqs Power	St
26-Jun-18 1344	MSDU7236195	45G1	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	CNSHA			FCL		
26-Jun-18 1344	MSDU6591934	45G1	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	CNSHA			FCL		
26-Jun-18 1344	MSDU5954378	45G1	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	CNSHA			FCL		
26-Jun-18 1344	MSDU7056085	45G1	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	CNSHA			FCL		
26-Jun-18 1344	MSDU4799446	42G1	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	CNSHA			FCL		
26-Jun-18 1344	MSDU6839110	45G1	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	CNSHA			FCL		
26-Jun-18 1344	MSDU4726630	42G1	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	CNSHA			FCL		
26-Jun-18 1344	MSDU5347266	45G1	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	CNSHA			FCL		
26-Jun-18 1344	MSDU3800080	25P3	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	CNSHA			FCL		
26-Jun-18 1344	MSDU6006990	45G1	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	CNSHA			FCL		
26-Jun-18 1344	MSDU3800347	25P3	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	CNSHA			FCL		
26-Jun-18 1344	MSDU7453272	45G1	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	CNSHA			FCL		
26-Jun-18 1344	MSDU6913476	45G1	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	CNSHA			FCL		
26-Jun-18 1344	MSDU6934890	45G1	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	CNSHA			FCL		
26-Jun-18 1344	UETU7802437	45G1	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	HKHKG			FCL		
26-Jun-18 1344	MSDU5724652	45G1	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	CNSHA			FCL		
26-Jun-18 1344	MSDU5741881	45G1	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	CNSHA			FCL		
26-Jun-18 1344	MSDU5946238	45G1	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	CNSHA			FCL		
26-Jun-18 1344	MSDU6348014	45G1	Import	Active	Inbound	V-DGT12099	MSC	DGT12099	DCT12019	CNSHA			FCL		



☰

Navis N4

Clustermodel | ICTSI/ZA/DGT/DGT/SLimport | v4.0.31

Unit

Gate

Vessel

Rail

Reports

Windows

Help

★

Units

Units: My List

+

Filters

Last Move

Unit Nbr

Type ISO

Category

Quick Filter

Custom Filter

--

↺

Tools

Refresh

View

Add

Delete

Help

Actions

Export to CSV

Export to Excel

Freeze Columns

Export Filters

Import Filters

Info

List Selected

Add...

3.9 Click on

Add

Add to Units: My List

Type or paste a list of container numbers:

Save Close Help

3.10 Add to **Units: My List**
Paste copied containers into
block

Add to Units: My List

Type or paste a list of container numbers:

MSDU4799446
MSDU6839110
MSDU4726630
MSDU5347266
MSDU3800080
MSDU6006990
MSDU3800347

COPIED CONTAINERS

Save Cancel Help

3.11 Click **Save**

Container numbers will populate on **My List** screen

3.12 Highlight all containers
3.13 Right Click

3.14 Select **Update**

3.15 Select **Update Delivery Requirements**

3.16 Click on **Trucking Company**

3.17 Click on drop-down arrow in **Trucking Company** and Select transporter

3.18 Click **Save**

NOTE:

Once this step is done all selected container numbers will be assigned to the selected transporter

MODULE 4: ADD and RELEASE HOLDS and PERMISSIONS

In Navis N4 4.0, Holds and Permissions are control mechanisms used to manage the movement and processing of containers, cargo, vehicles, and vessels within the terminal

NOTE:

Adding Holds and Releases can be done per container or Bulk

How to add and release HOLDS and PERMISSIONS in My List?

The screenshot shows the 'My List' tab in the Navis N4 4.0 interface. A table of units is displayed with columns: Last Move, Unit Nbr, Type ISO, Category, V-State, T-State, Position, Line Op, I/B Actual Visit, O/B Actual Visit, POD, Frght Kind, Reqs Power, Stop-Vsl, Stop-Rail, and s. The table contains several rows of unit data. A right-click context menu is open over one of the units, showing options: Update, Routing, Holds/Permissions, View, Reefer, Transactions, Administration, Inspect Unit, Recap All, Recap Selected, Physical Status, Overdimensions, Damages, Hazards, Seals, Shipment Details, Storage, and Other Details. The 'Holds/Permissions' option is highlighted. Annotations 4.1 through 4.4 describe the steps to add holds and permissions.

4.1 Highlight containers

4.2 Right click

4.3 Select **Update**

4.4 **Holds/Permission**

Below screen pops up
4.5 Click on drop down arrow in the **Actions** field to add or release holds

Update Holds/Permissions [X]

Action: Release Hold [v]

Hold/Permission: [v]

Description: LINE HLD EXTERNAL (Line hold placed by shipping line)

Target Entity Type: [v]

Relation to Referenced Guardian: [v]

Referenced Guardian Entity: [v]

☐ Has Unique Reference Id

☐ Reference Id Required

Reference ID: [v]

Note: [v]

[i] [Save] [X Cancel] [Help]

Step: 4.6 In
Hold/Permission field,
select **Line Hld
External**.

Steps: 4.7 Click **Save**

Units [My List] +

Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Flight Kind	Reqs Power	Stop-Vol	Stop-Rail	Sto
26-Jun-18 1344	MSDU3800347	25P3	Import	Act						TT2019	CNSHA	FCL			
26-Jun-18 1344	MSDU4000990	45G1	Import	Act						TT2019	CNSHA	FCL			
26-Jun-18 1344	MSDU3800080	25P3	Import	Act						TT2019	CNSHA	FCL			
26-Jun-18 1344	MSDU4347266	45G1	Import	Act						TT2019	CNSHA	FCL			
26-Jun-18 1344	MSDU4726630	42G1	Import	Act						TT2019	CNSHA	FCL			
26-Jun-18 1344	MSDU683910	45G1	Import	Act						TT2019	CNSHA	FCL			
26-Jun-18 1344	MSDU4799446	42G1	Import	Act						TT2019	CNSHA	FCL			
26-Jun-18 1344	MSDU7056085	45G1	Import	Act						TT2019	CNSHA	FCL			
26-Jun-18 1344	MSDU5954378	45G1	Import	Act						TT2019	CNSHA	FCL			
26-Jun-18 1344	MSDU659934	45G1	Import	Act						TT2019	CNSHA	FCL			
26-Jun-18 1344	MSDU7236195	45G1	Import	Act						TT2019	CNSHA	FCL			

Update Holds/Permissions [X]

Action: Add Hold [v]

Hold/Permission: Release Hold [v]

Description: Grant Permission

Target Entity Type: Cancel Permission [v]

Relation to Referenced Guardian: [v]

Referenced Guardian Entity: [v]

☐ Has Unique Reference Id

☐ Reference Id Required

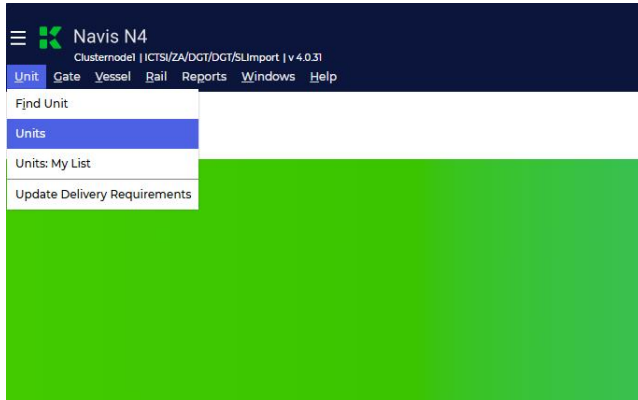
Reference ID: [v]

Note: [v]

[i] [Save] [X Close] [Help]

MODULE 5: STORAGE

5.1 Click on **Unit** and select **Units**



How to Add Storage Guarantee through day

5.2 Unit list will compile. Enter Container in **Unit Nbr**

5.3 Confirm the dwell time is over the limit

Units	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Dwell	RLH	RDH	Frgh Kind	Regs Power	Stop-Vsl	Stop-Rail	Stop-Road
26-Jul-20 1935	MSDU7719742	4310	Import	Active	Yard	Y-DGT-EB24603A	MSC	DCT12155	GEN_TRUCK	DUR	6			FCL				
26-Jul-20 1935	MSBU1626006	2210	Import	Active	Yard	Y-DGT-EC30207A	MSC	DCT12161	GEN_TRAIN	DUR	14			FCL				
26-Jul-20 1933	MSNU8612147	45G1	Import	Active	Yard	Y-DGT-EC30613C	MSC	DCT12154	GEN_TRUCK	DUR	6			FCL				
26-Jul-20 1931	LVGU0118140	2210	Import	Active	Yard	Y-DGT-EE20102C	MSC	DCT12155	GEN_TRUCK	DUR	8			FCL				
26-Jul-20 1930	SEKU6776757	45G1	Import	Active	Yard	Y-DGT-231007A	MSC	DCT12154	GEN_TRUCK	DUR	6			FCL				
26-Jul-20 1926	UETU6626328	45G1	Import	Active	Yard	Y-DGT-231013B	MSC	DCT12154	GEN_TRUCK	DUR	6			FCL				
26-Jul-20 1926	MSDU6315263	4310	Import	Active	Yard	Y-DGT-EE21203A	MSC	DCT12155	GEN_TRUCK	DUR	6			FCL				
26-Jul-20 1926	CAAIU7323806	4310	Import	Active	Yard	Y-DGT-GG12401B	MSC	DCT12155	GEN_TRUCK	DUR	6			FCL				
26-Jul-20 1925	CAIU2819329	2210	Import	Active	Yard	Y-DGT-M181707A	MSC	DCT12154	GEN_TRAIN	DUR	6			Empty				
26-Jul-20 1923	MSMU7735800	4310	Import	Active	Yard	Y-DGT-EA14213C	MSC	DCT12155	GEN_TRUCK	DUR	6			FCL				
26-Jul-20 1922	TLLU7646832	43G1	Import	Active	Yard	Y-DGT-ED21601C	MSC	DCT12154	GEN_TRUCK	DUR	6			FCL				

5.4 Right click on selected container

5.5 Select **update** then **storage**

Units

+

Last Move

Unit Nbr

Type ISO

Category

V-State

T-State

Position

Line Op

I/Bi Actual Visit

O

Actual Visit

POD

Dwell

RLH

RDH

Frght Kind

Reqs Power

Stop-Vl

Stop-Rail

Stop-Road

L

26-Jul-20 1635

TLLU#721524

49G1

Import

Active

Yard

V-DGT-ED27938B

MSC

DCT12154

GEN

RUCK

DUR

6

FCL

Update

View

Reefer

Transactions

Administration

Inspect Unit

Recap All

Recap Selected

Open Section View

Routing

Holds/Permissions

Physical Status

Overdimensions

Damages

Hazards

Seals

Shipment Details

Storage

Other Details

Sparcs Details

Show Unit Details Editor

Line Operator

Update Delivery Requirements

Orientation

Slot on Carriage

Rail Cone Status

Verified Gross Mass

5.6 Update Storage screen will populate

5.7 Fill in Guarantee Through Day Time Guarantee Party

Update Storage for

X

Storage

Last Free Day: 2026-Jul-23

Guarantee Through Day: 

Guarantee Party:

?

Save

X Close

? Help

Update Storage for

Storage

Last Free Day: 2026-Jul-23

Guarantee Through Day: 2026-07-28  23:59

Guarantee Party: MSC (LINE OPERATOR ON ACCOUNT CREI ▼

① Save Cancel Help

5.8 Click **Save**

How to check storage, or update storage in Unit Inspector

5.1.1 Select **Units** and Select container and Double click on container

Units	+
Units	
Unit Nbr	Unit Nbr
Type ISO	Type ISO
Category	Category
V-State	V-State
T-State	T-State
Position	Position
Line Op	Line Op
I/B Actual Visit	I/B Actual Visit
O/B Actual Visit	O/B Actual Visit
POD	POD
R/LH	R/LH
BDH	BDH
Frigh Kind	Frigh Kind
Reqs Power	Reqs Power
Stop-Vsl	Stop-Vsl
Stop-Rail	Stop-Rail
Stop-Road	Stop-Road
Load list St	Load list St

5.1.2 Unit Inspector screen will populate

Unit Inspector for TLLU8721524

TLLU8721524

ISO 45G1

WT 15730.0

Unit Nbr: [TLLU8721524](#)
Type ISO: 45G1
EqRole: Primary

Status

T-State: Yard
Last Move: 26-Jul-20 1635
Complex Position: Y-DGT-ED2703B
Planned Position:
Frigh Kind: FCL
Line Op: MSC
VGM Weight (kg): 15,730
VGM Verifier:
VGM Updated Date: 26-Jul-09 1843
Gross Weight Source:
Weight (kg): 15,730
Stow:
Stow 2:
Stow 3:
Customs:

Transit

Category: Import
POD: Durban (DUR)
I/B Carrier: [Y-DCT12154 \(MSC\)](#)
O/B Carrier (intended): T-GEN_TRUCK
Time In: 26-Jul-20 1635
O/B Intend ETD:
Div Appt Time: 26-Jul-21 0100
Recv Appt Time:

Actions

Update

View

Reefer

Transactions

Administration

Holds/Permissions

Storage

Update Delivery Requirements

Eq Hold/Perm

5.1.3 Click

Actions

5.1.4 Select

Update

5.1.5 Select

Storage

Update Storage for

Storage

Last Free Day: 2026-Jul-23
Guarantee Through Day: 2026-07-28 23:59
Guarantee Party: MSC (LINE OPERATOR ON ACCOUNT CR...

Save

Close

Help

5.1.6 Update
Storage Screen will
populate
View or update
from this screen

Navis 4.0

Navigating Port Excellence.