



Learner Manual

NAVIS 4.0

**Vessel Visit Booking &
Pre-Advise**

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Table of Contents

Page

1. MODULE 1: NAVIS N4 4.0 ACCESS & LOGIN.....	Error!
Bookmark not defined.-10	
1.1 Access and Login	5
1.2 Password recovery.....	6
1.3 Logging Out	7
1.4 Favorite Tab	8-9
1.5 Landing Page.....	10
2. MODULE 2: VESSEL VISIT BOOKING.....	11
2.1 Create Vessel Visit Code	11-13
2.2 Add Booking Item.....	14
2.3 Add Hazard Booking	15-18
2.4 Add Out-of-Guage	19-20
2.5 OOG Bookings	21
2.6 Special Stows	22
3. MODULE 3: PRE-ADVISE EXPORTS.....	23
3.1 Create Pre-advised Containers.....	23-24
3.2 Add Reefers.....	25
3.3 Adding IMDG.....	26
3.4 Adding OOG.....	27
MODULE 4: VIEWING PRE- ADVISE.....	29
MODULE 5: ADD HOLDS/RELEASES/SEALS.....	30-32
MODULE 6: VIEWING VESSEL VISIT.....	33-34
MODULE 7: VIEW RAIL CONTAINERS.....	35-36
MODULE 8: CANCELLING PRE-ADVISED.....	37

MODULE 1: NAVIS N4 4.0 ACCESS & LOGIN

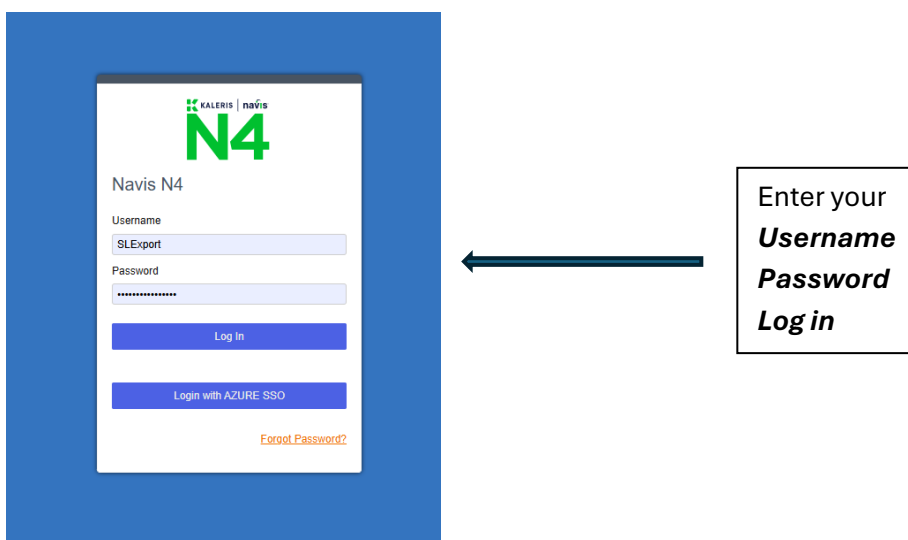
Introduction

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>



1.1 Password recovery

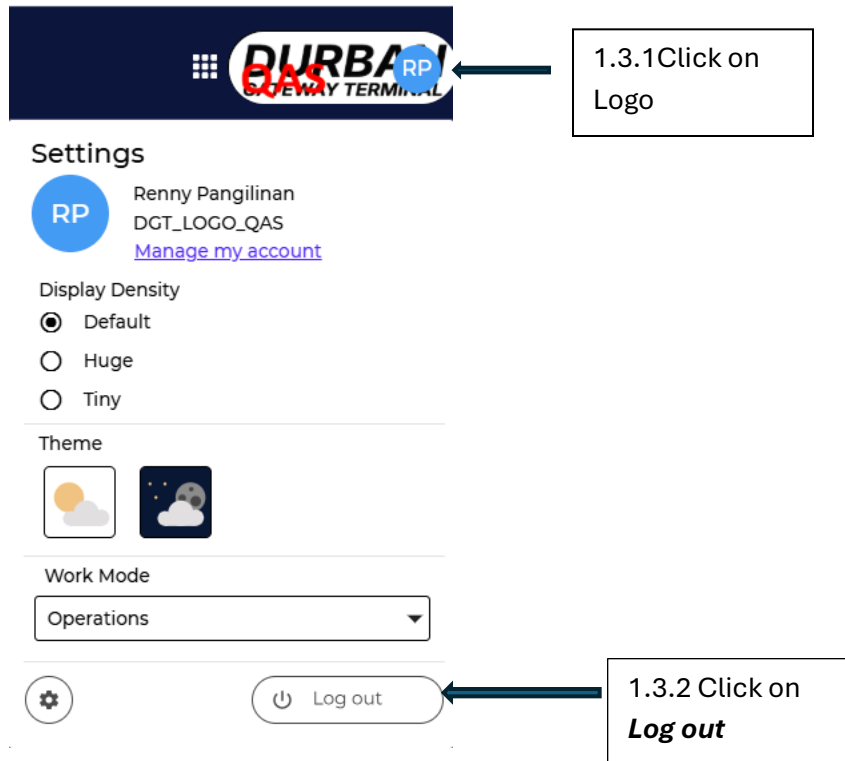
In case the freight forwarder forgets their password, they can use the 'Forgot Password?' option available during login.

The image shows two screenshots from the Durban Gateway Terminal system. The top screenshot is the main login page for 'Navis N4'. It features a logo at the top, followed by 'Navis N4' text. Below this are input fields for 'Username' and 'Password', a 'Log In' button, and a 'Login with AZURE SSO' button. At the bottom of the login form is a link labeled 'Forgot Password?'. An arrow points from this link to a callout box that says 'Reset Password? Click on ***Forgot Password ?***'. The bottom screenshot is a 'Forgot Password' dialog box. It has a title bar with a close button. The main text says 'To have a new password e-mailed to you please enter your user id:'. There is an input field containing the text 'henery'. Below the input field is a 'Reset Password' button. Two arrows point to this dialog: one from the input field to a callout box labeled '1.1.1 Enter your username', and another from the 'Reset Password' button to a callout box labeled '1.1.2 Click ***Reset***'.

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.

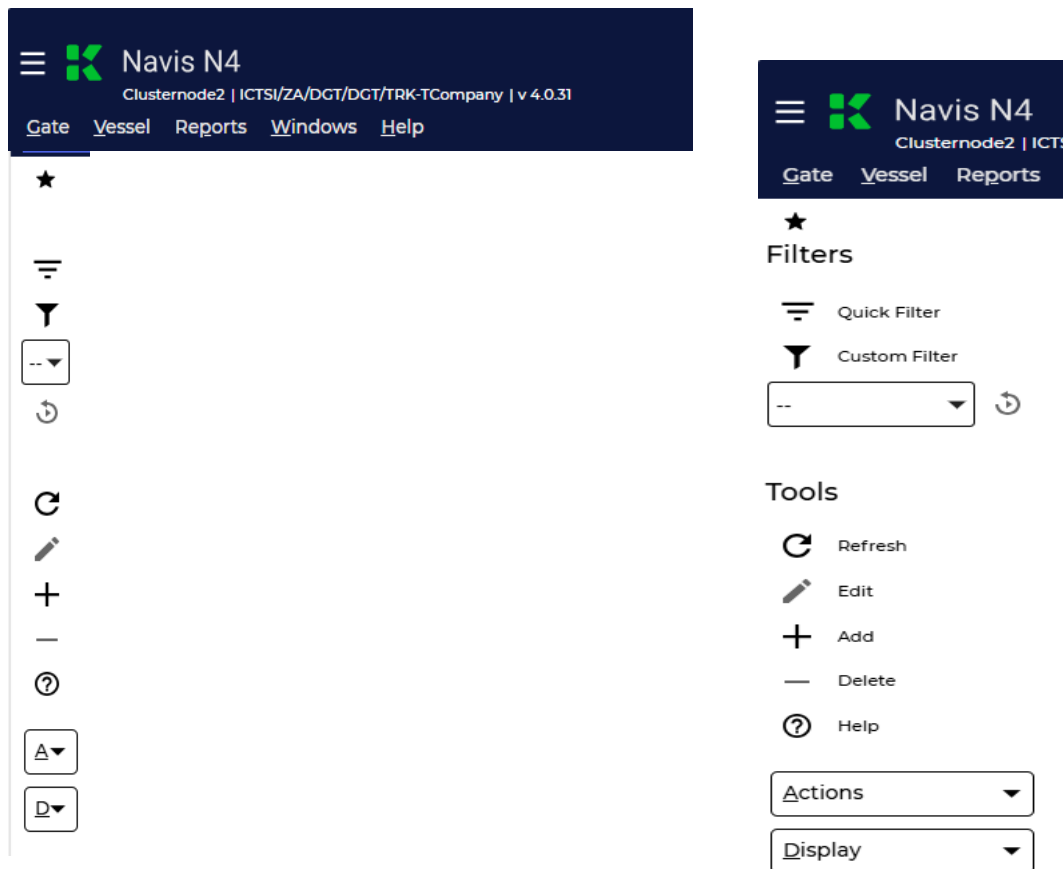
1.3 Logging out of the system

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.



1.4 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.



FAVORITE TAB

The screenshot shows the Navis N4 application interface. The top navigation bar includes 'Unit', 'Gate', 'Vessel', 'Rail', 'Reports', 'Windows', and 'Help'. The 'Units' tab is selected, and a context menu is open over it. The menu options include 'Open Tab', 'Close Tab', 'Close All Tabs But This', 'Close All Tabs', 'Select Next Tab', 'Select Previous Tab', 'Undock Tab', 'Undock Tab in New Window', 'Duplicate Tab', and 'Add Tab to Favorites'. The 'Add Tab to Favorites' option is highlighted. On the left side, there are sections for 'Filters' (Quick Filter, Custom Filter) and 'Tools' (Refresh, View, Add, Delete, Help). At the bottom, there are 'Actions' and 'Display' dropdown menus.

1.4.2 Click on **Gate** or **Units** or **Vessel** or **Rail**
Selected Tab will open
Select **Add Tab to Favorites**
Open tab will move to Favorite Tab

1.4.3 close appointments tab
Open Favorite Tab: tab added will reflect

The screenshot shows the Navis N4 application interface. The top navigation bar includes 'Unit', 'Gate', 'Vessel', 'Rail', 'Reports', 'Windows', and 'Help'. The 'Units' tab is selected, and a context menu is open over it. The menu options include 'Units', 'PREADVISE: DGT Pre-Advise', and 'Bookings'. The 'Add Tab to Favorites' option is highlighted. On the left side, there are sections for 'Filters' (Quick Filter, Custom Filter) and 'Tools' (Refresh, View, Add, Delete, Help). At the bottom, there are 'Actions' and 'Display' dropdown menus.

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



MODULE 2: VESSEL VISIT BOOKING

2.1 Creating Vessel visit code

2.1.1 Click on **Gate** tab. Scroll down.

2.1.2 Select **Bookings**



NOTES:

- Vessel Visit Bookings must have separate bookings for Different booking items (ISO codes)
- Hazard booking must have separate bookings for different booking items and IMDG classes
- Out-of-Gage (OOG) must have separate bookings for different booking items

Existing bookings

2.1.3 Type in Vessel Visit Code in **Ves. Visit** Filed. Press Enter

★

Bookings +

Filters

Quick Filter

Custom Filter

Tools

Refresh

Edit

Add

Delete

Help

Actions

Display

Number	Line Op	Ves. Visit	Ves. Phase	Agent	Shipper	Shipper Name	POL	Trucking Company	POD-1	POD-2	OPT-1	Origin	Dest
0091/26	MSC	DCT11940	Created				ZADUR		MUPLU				
0108/26	MSC	DCT11940	Created				ZADUR		MUPLU				
0109/26	MSC	DCT11940	Created				ZADUR		MUPLU				
0112/26	MSC	DCT11940	Created				ZADUR		MUPLU				
0115/26	MSC	DCT11940	Created				ZADUR		MUPLU				
0117/26	MSC	DCT11940	Created				ZADUR		MUPLU				
0118/26	MSC	DCT11940	Created				ZADUR		MUPLU				
0120/26	MSC	DCT11940	Created				ZADUR		MUPLU				
0179/26	MSC	DCT12037	Created				ZADUR		MUPLU				
0180/26	MSC	DCT12037	Created				ZADUR		MUPLU				
0181/26	MSC	DCT12037	Created				ZADUR		MUPLU				
0185/26	MSC	DCT12037	Created				ZADUR		CNSHA				
0186/26	MSC	DCT12037	Created				ZADUR		HKHKG				
0242/26	MSC	DCT12090	Created				ZADUR		MUPLU				
0245/26	MSC	DCT12090	Created				ZADUR		MUPLU				
02X21752R	MSC	DCT11004	Created				ZADUR		XXOPT				
031CP0106551	MSC	DCT11940	Created				ZADUR		MUPLU				

2.1.4 To create a new booking, click on the “+” on the left-hand side of the screen.

2.1.5 Complete all fields highlighted in pink

Add Booking

Number: 031TOKO345FULL

Vessel Visit: DCT12019 (TOCONAO,618N,DGT)

Port of Discharge: CNSHA (SHANGHAI)

Optional POD-1: --

Shipper: --

Origin:

Agent: --

Dispatch Reserved: --

Owned/Leased: --

Dray Status: --

Special Stow: --

Special Stow 3: --

Stow block:

Hazards: Add Hazard

Stuffing Location:

Latest Date:

Notes:

Line Operator: MSC (MEDITERANEAN SHIPPING COMPA...

Port of Load: ZADUR (DURBAN)

Second Port of Discharge: --

Trucking Company: --

Consignee: --

Destination:

Client Ref.Number:

Freight Kind: FCL

Shipping Mode: --

Special Stow 2: --

☐ Hold Partial

☐ Prevent Type Substitution

Empty Pickup Location:

Full Return Location:

Category: Export

☐ Override cutoffs for rail containers

Save

Cancel

Help

2.1.6 Click **Save**

2.2 Adding Booking Item

2.2.1 Click on “+”
to add booking item
(Iso Code)

Booking Items

Actions ▾ Display ▾

Seq Nbr ISO Length ISO group Height Is OOG

No data to display.

0:0

Save Close Help

2.2.2 Complete all fields
highlighted in pink add
Equipment Type

Add Booking Item

Quantity: 15 Sequence Nbr:

Equipment Type: 22G1 Length: 20'

Height: 8'6" ISO Group: General purpose container without ventila...

Tally Limit: Receive Limit:

Grade: -- Material: Unknown

Accessory Type: -- Feature:

Commodity: -- Gross Weight (kg):

Commodity Desc.: Temp Required (C):

Ventilation Required: Ventilation Unit: Percentage

CO2 required, %: O2 required, %:

Humidity required, %: Hazards: Add Hazard

Overlong Back (cm): Overlong Front (cm):

Overwide Left (cm): Overwide Right (cm):

Overheight (cm): ☐ Is OOG

Remarks: Shipping Mode: --

Serial Ranges Reserved Equipment Pre-Advised

Enter serial ranges. Example: 'MAEU : 7500000 - 7689999'

Save Cancel Help

2.2.3 Click **Save**

2.3 Adding Hazard Booking

2.3.1 Complete all fields highlighted in pink

Add Booking

Number: 031TOHAZ37898

Vessel Visit: DCT12019 (TOCONAO,618N,DGT)

Port of Discharge: CNSHA (SHANGHAI)

Optional POD-1: --

Shipper: --

Origin:

Agent: --

Dispatch Reserved: --

Owned/Leased: --

Dray Status: --

Special Stow: --

Special Stow 3: --

Stow block:

Hazards: Add Hazard

Stuffing Location:

Latest Date:

Notes:

Line Operator: MSC (MEDITERANEAN SHIPPING COMPA...

Port of Load: ZADUR (DURBAN)

Second Port of Discharge: --

Trucking Company: --

Consignee: --

Destination:

Client Ref.Number:

Freight Kind: FCL

Shipping Mode: --

Special Stow 2: --

☐ Hold Partial

☐ Prevent Type Substitution

Empty Pickup Location:

Full Return Location:

Category: Export

☐ Override cutoffs for rail containers

Save

Cancel

Help

2.3.2 Click Save

2.3.3 Click on “+” to add booking item (Iso Code)

Booking Items

Actions ▾

Display ▾

--

--

↺

↻

⌵

✎

+

-

?

Qty	Tally Out	Tally In	Seq Nbr	ISO	Length	ISO group	Height	Is OOG	Commodity
No data to display.									

0:0

?

✓ Save

✕ Cancel

?

Help

Adding IMDG Class

2.3.4 Complete all fields highlighted in pink, and **Equipment Type**

Add Booking Item

Quantity:	5	Sequence Nbr:	
Equipment Type:	45G	Length:	40'
Height:	9'6"	ISO Group:	General purpose container without ventila...
Tally Limit:		Receive Limit:	
Grade:	--	Material:	Unknown
Accessory Type:	--	Feature:	
Commodity:	--	Gross Weight (kg):	
Commodity Desc.:		Temp Required (C):	
Ventilation Required:		Ventilation Unit:	Percentage
CO2 required, %:		O2 required, %:	
Humidity required, %:		Hazards:	Add Hazard
Overlong Back (cm):		Overlong Front (cm):	
Overwide Left (cm):		Overwide Right (cm):	
Overheight (cm):		☐ Is OOG	
Remarks:		Shipping Mode:	--

Serial Ranges
Reserved Equipment
Pre-Advised

Enter serial ranges. Example: 'MAEU : 7500000 - 7689999'

Save
Cancel
Help

2.3.5 To add IMDG codes, select **Add Hazard** field

2.3.6 Click **Save**

2.4 Adding Out-of-Guage (OOG)

2.4.1 Complete all fields highlighted in pink

Add Booking [X]

Number:	031TOOOG34356	Line Operator:	MSC (MEDITERANEAN SHIPPING COMPA...
Vessel Visit:	DCT12019 (TOCONAO,618N,DGT)	Port of Load:	ZADUR (DURBAN)
Port of Discharge:	CNSHA (SHANGHAI)	Second Port of Discharge:	--
Optional POD-1:	--	Trucking Company:	--
Shipper:	--	Consignee:	--
Origin:		Destination:	
Agent:	--	Client Ref.Number:	
Dispatch Reserved:	--	Freight Kind:	FCL
Owned/Leased:	--	Shipping Mode:	--
Dray Status:	--	Special Stow 2:	--
Special Stow:	--	☐ Hold Partial	
Special Stow 3:	--	☐ Prevent Type Substitution	
Stow block:		Empty Pickup Location:	
Hazards:	Add Hazard	Full Return Location:	
Stuffing Location:		Category:	Export
Latest Date:		☐ Override cutoffs for rail containers	
Notes:			

① [Save] [X Cancel] [Help]

2.4.2 Click **Save**

2.4.3 Click on “+” to
add booking item (Iso
Code)



Booking Items

Actions ▾

Display ▾

--

--

↺

↻

🔍

✎

+

-

?

Qty	Tally Out	Tally In	Seq Nbr	ISO	Length	ISO group	Height	Is OOG	Commodity
No data to display.									

0:0

i

✓ Save

✕ Cancel

🔍 Help

2.5 OOG Bookings

2.5.1 Complete all fields highlighted in pink

2.5.2 Click on drop down and select “**Equipment Type**”

Edit Booking Item

Quantity:	100	Sequence Nbr:	
Equipment Type:	0521	Length:	40'
Height:	9'6"	ISO Group:	Dry bulk container non-pressurized, box ty...
Tally Limit:		Receive Limit:	
Grade:	--	Material:	Unknown
Accessory Type:	--	Feature:	
Commodity:	--	Gross Weight (kg):	
Commodity Desc.:		Temp Required (C):	
Ventilation Required:		Ventilation Unit:	
CO2 required, %:		O2 required, %:	
Humidity required, %:		Hazards:	Add Hazard
Overlong Back (cm):		Overlong Front (cm):	
Overwide Left (cm):		Overwide Right (cm):	
Overheight (cm):			
Remarks:			

☒ Is OOG

Shipping Mode:

Save Close Help

Step: 2.5.3 Click on **is OOG** to make booking OOG

Step: 2.5.4 Click **Save**

2.6 Special Stows

2.6.1 Complete all fields highlighted in pink

Edit Booking DUBAIVONEH

Number:	DUBAIVONEH	Line Operator:	ONE (OCEAN NETWORK EXPRESS)
Vessel Visit:	DGTI2088 (MSC DUBAI VII,ZF614A,DGT)	Port of Load:	ZADUR (DURBAN)
Port of Discharge:	CNNGB (NINGBO LISHE INTERNATIONAL...	Second Port of Discharge:	--
Optional POD-1:	--	Trucking Company:	--
Shipper:	--	Consignee:	--
Origin:		Destination:	
Agent:	--	Client Ref.Number:	
Dispatch Reserved:	--	Freight Kind:	LCL
Owned/Leased:	--	Shipping Mode:	--
☐ Override Cutoff		Dray Status:	--
Special Stow:	--	Special Stow 2:	--
Special Stow 3:	--	☐ Hold Partial	
Stow block:		☐ Prevent Type Substitution	
Hazards:	Edit Hazard	Empty Pickup Location:	
Stuffing Location:		Full Return Location:	

1

SaveCloseHelp

2.6.2 Click drop down arrow in **Special Stow** field to add COT Reefers or other special stows



MODULE 3: PRE-ADVISE EXPORTS

3.1 Create Pre-Advise

3.1.1 Click on **Gate** tab and select **Pre-Advise**



3.1.4 Complete all fields highlighted in pink

★ PREADVISE: DGT Pre-Advise +

DGTPRE-ADVISE Transaction Entry

1. Terminal Receive Exp...

Equipment Number: SUDU1879876	Container Origin: SHIPPER (Shipp...	Method Selection: SMI (SOLAS Met...
Gross Weight (kg): 30000	Seal Number 1: 23456	Accreditation Number:
VGM Weight (kg): 30000	Equipment Type: 45G1	Carrier O/B Declared: DGT2019 (TOCO...
Booking Number: TOKOFULL	Line Operator: MSC	Port of Load: ZADUR (DURBAN)
Order Item: 9'6"/40'/GENERA...	Seal Number 2:	Port of Discharge: CNSHA (Shangh...
Carrier Mode: Truck	VGM Verifier: 1	Freight Kind: FCL

Add Reefer Add Hazard Add OOG

X Clear Save Transaction

3.1.5 Select either **Add Reefer**, **Add Hazard** or **Add OOG**

3.1.6 Click **Save Transaction**

NOTE:

These are compulsory fields to complete with correct details.
OOG correct dimensions compulsory for billing purposes

3.2 Adding Reefers

3.2.1 Fill in all applicable fields.

Reefer - Add/Edit

Enter Reefer Details

Temperature Required (C):

Temperature Observed (C):

Temperature Setting (C):

Reefer Hours:

Ventilation Required:

Ventilation Setting:

Ventilation Unit:

Humidity required, %:

O2 required, %:

CO2 required, %:

Reefer Fault Code:

Reefer Fuel Level, %:

OK

Close

Help

3.1.2 Click **OK**

3.3 Adding IMDG Class

Hazards to be added in Pre-Advise Export unit

3.3.2 Click in **IMDG Class** Field

3.3.3 Fill in **UN/NA Number** and **Hazard Number Type** fields

3.3.4 Click **+Add**

3.3.1 Click on **“+”**

3.3.5 Click **OK**

Item Details

UN/NA Number:

Hazard Number Type:

Proper Name:

Technical Name:

Notes:

Hazardous Cargo Items

Seq Nbr	IMDG Class	UN/NA	Prop.Name	Hazard Number Type
No data to display				

0:0

+ Add

OK Cancel Help

3.4 Adding Out-of-Guage (OOG)

3.4.1 Fill in all correct dimensions for required container being pre-advised

OOG - Add/Edit ✕

Enter Oog Details

OOG Top (cm):

OOG Front (cm):

OOG Back (cm):

OOG Left (cm):

OOG Right (cm):

ⓘ ✓ OK ✕ Close 🔗 Help

3.4.2 Click **OK**

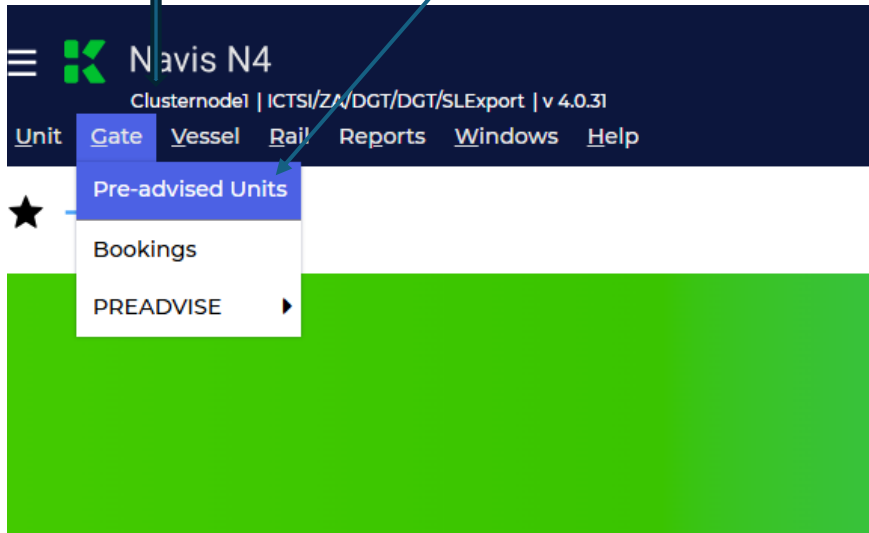
NOTE:

Correct dimensions are compulsory for correct billing purposes

MODULE 4: VIEWING OF PRE-ADVISED CONTAINERS

4.1.1 Select **Gate** tab

4.1.2 Select **Pre-advised units**



4.1.3 Add vessel visit code in **O/B Actual Visit** field. Press Enter.

Navis N4
Clustermodel | ICTS/ZA/DGT/DGT/SLExport | v 4.0.31

Unit Gate Vessel Rail Reports Windows Help

Pre-Advised Units

Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frigh Kind	Reqs Power	Stop-Vsl	Stop-Rail
26-Jul-10 1517	CAIU4783185	45G0	Export	Active	Inbound	T-GEN_TRUCK	MSC	GEN_TRUCK	DGT12076	ESVGO	FCL			
26-Jul-10 1453	OTPU6103476	45RI	Export	Active	Inbound	T-GEN_TRUCK	MSC	GEN_TRUCK	DGT12075	NLRMT	FCL			
26-Jul-10 0912	MSNU2739129	2200	Export	Active	Inbound	R-23411023	MSC	8911260627	DGRMAR01	CNTXG	FCL			
26-Jul-10 0912	MSBU3775695	2200	Export	Active	Inbound	R-23022868	MSC	8911260627	DGRMAR01	CNTXG	FCL			
26-Jul-10 0912	MSNU1165406	2200	Export	Active	Inbound	R-23401893	MSC	8911260627	DGRMAR01	CNTXG	FCL			
26-Jul-09 1449	MEDU2121	45G0	Export	Active	Inbound	T-GEN_TRUCK	MSC	GEN_TRUCK	DGT12019	NGB	FCL			

4.2 Cancelling of Pre-Advised Units

4.2.1 Add container number in **Unit Nbr** field. Enter. Container number appears in blue. Right click.

4.2.2 Scroll down to **Administration**, select **Cancel Advised**. Enter. Pre-advised is cancelled

Pre-Advised Units

Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frigh Kind	Reqs Power	Stop-Vsl	Stop-Rail	St
26-Jul-10 1517	CAIU4783185	45G0	Export	Active	Inbound	T-GEN_TRUCK	MSC	GEN_TRUCK	DGT12076	ESVGO	FCL				

Right-click context menu:

- Update
- View
- Reefer
- Transactions
- Administration
 - Export SNX File
- Inspect Unit
 - Refresh Unit
 - Rectify Unit
 - Renumber
 - Return to Yard
 - Depart Unit
 - Cancel Advised**
 - Resurrect Delivered
 - Update Visibility
 - Delete Unit
 - Correct Measured Weights
 - Fix Discharge Misidentification
- Assign to I/B Train
- Recap All
- Recap Selected

MODULE 5: ADDING HOLDS AND RELEASES ON CONTAINERS

5.1.1 Go to **Unit** tab. Select **Find Unit**



Find Unit

Full ID or last digits: CAIU4783185

OK Cancel Help

5.1.2 Add container number in field **Full ID or Last digits**

5.1.3 Click **OK**

Unit Inspector field will populate for specific container

5.1.4 Click on drop down arrow in **Actions** field.
Update, the select **Holds/Permissions** or **Seals** to update seal details

Unit Inspector for CAIU4783185

Container	Status	Transit
CAIU 4783185	T-State: Inbound Last Move: 26-Jul-10 1517 Complex Position: T-GEN_TRUCK Planned Position: Frgh Kind: FCL Line Op: MSC VGM Weight (kg): 7,220 VGM Verifier: VGM Updated Date: 26-Jul-10 1517 Gross Weight Source: EDI Weight (kg): 7,220 Stow: Stow 2: Stow 3: Customs: Booking Number: 031DU0127299 Pre-advise/Billing Message: TRUE	Category: Export POD: Vigo (ESVGO) I/B Dclrd Visit: GEN_TRUCK O/B Carrier (intended): V-DGT12076 (MSC) I/B Dclrd ETA: O/B Intend ETD: 26-Jun-17 2359 Div Appt Time: Recv Appt Time:

Unit Nbr: CAIU4783185
Type ISO: 45G0
EqRole: Primary

Actions

- Update
- View
- Reefer
- Transactions
- Administration

Update	Holds/Permissions	Seals	45R1	Export	Active	Inbound	T-GEN_TRUCK	MSC	GEN_1
View	Seals	22G1	Import	Active	Yard	Y-DGT-DD	MSC	MSCM	
Reefer	1412 MSNU1758762	22G1	Import	Active	Yard	Y-DGT-ED1807B	MSC	MSCM	
Transactions	1353 FCIU2254787	2210	Import	Active	Loaded	T-EE55YTZN (TIP)	MSC	DCT12	
Administration	1349 MSMU2629853	2210	Import	Active	Loaded	T-T122 (TIP)	MSC	DCT12	
	1335 MSOU2636840	2210	Export	Active	Yard	Y-DGT-RR	MSC	2026N	

Step: 5.1.5 Select **Administration** to **Cancel Advised**

Unit Inspector for CAIU4783185

Container	Status	Transit
CAIU 4783185	T-State: Inbound Last Move: 26-Jul-10 1517 Complex Position: T-GEN_TRUCK Planned Position: Frgh Kind: FCL Line Op: MSC VGM Weight (kg): 7,220 VGM Verifier: VGM Updated Date: 26-Jul-10 1517 Gross Weight Source: EDI Weight (kg): 7,220 Stow: Stow 2: Stow 3: Customs: Booking Number: 031DU0127299 Pre-advise/Billing Message: TRUE	Category: Export POD: Vigo (ESVGO) I/B Dclrd Visit: GEN_TRUCK O/B Carrier (intended): V-DGT12076 (MSC) I/B Dclrd ETA: O/B Intend ETD: 26-Jun-17 2359 Div Appt Time: Recv Appt Time:

Unit Nbr: CAIU4783185
Type ISO: 45G0
EqRole: Primary

Actions

- Update
- View
- Reefer
- Transactions
- Administration

Administration

Cancel Advised

5.2. Add **Hold** or **Release**

Update Holds/Permissions

Action: Add Hold

Hold/Permission: LINE HLD AMENDMENT (...)

Description: Line hold placed by TPT following shipping line

Target Entity Type:

Relation to Referenced Guardian:

Referenced Guardian Entity:

☐ Has Unique Reference Id
☐ Reference Id Required

Reference ID: yh

Note:

Save

Cancel

Help

Update Holds/Permissions

Action: Release Hold

Hold/Permission: LINE HLD AMENDMENT (Li

Description: Line hold placed by TPT following shipping line

Target Entity Type: Unit

Relation to Referenced Guardian:

Referenced Guardian Entity:

☐ Has Unique Reference Id
☐ Reference Id Required

Reference ID: yh

Note:

Save

Cancel

Help

Edit or Add Seal Details

Seals CAIU4783185

Seal Number 1: 12345

Seal Number 2: FX40841816

Seal Number 3:

Seal Number 4:

☒ Is Sealed

Save

Cancel

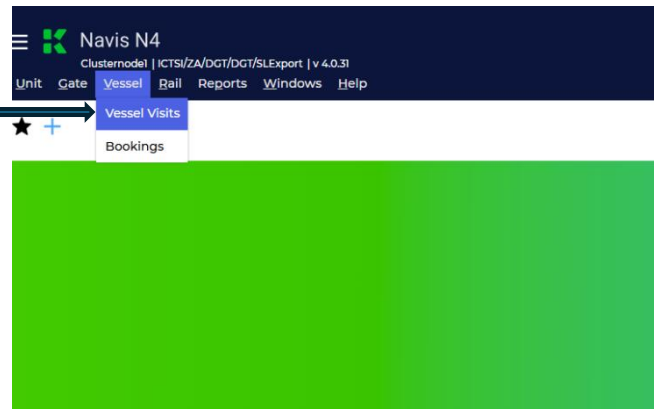
Help

5.2.1 Click **Save**

MODULE 6: VIEWING OF VESSEL VISIT

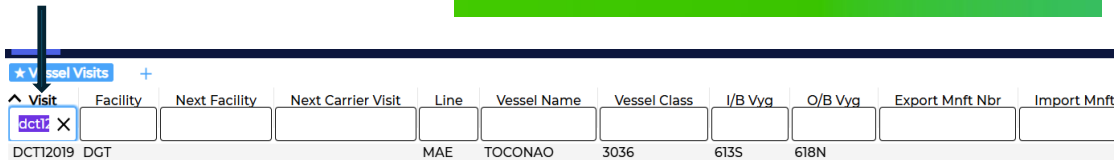
6.1 Vessel

Select **Vessel Visit**

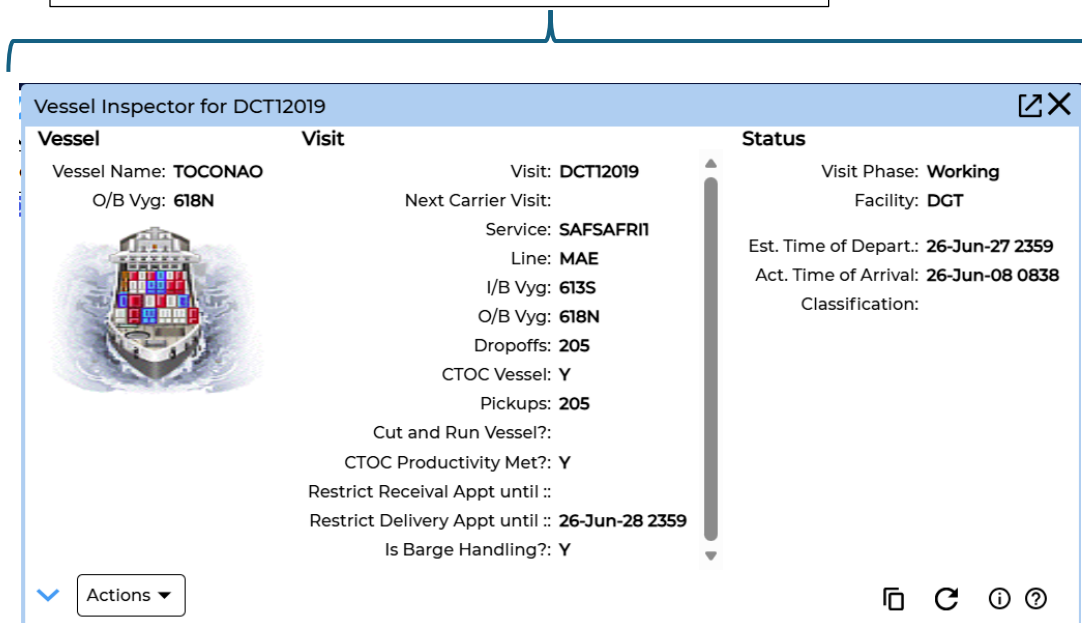


6.2 Add vessel code in **Visit**

Press Enter.



6.3 Vessel Inspector for specific Vessel code will populate



6.4 Click on drop-down to view more information

6.5 Click on the push pin sign to select specific information to view

MODULE 7: VIEW RAIL CONTAINERS

7.1 Select Rail and Inbound by rail



7.2 Add container number under **Equip Nbr** if you only want to view one

7.3 Select by **O/B Intend Visit** with Visit code

7.4 Select by **I/B Dclrd Visit** with Visit code

Equip Nbr	Type ISO	V-State	Grp	POD	Frght Kind	Cmdy	Stow	Weight (kg)	POL	O/B Intend Visit	Reqs Power	Line Op	Category	I/B Dclrd Visit	I/B Actual Visi
MSDU4617644	4310	Active	CNSHA	FCL	HAN			7,704	SHK	DCTI2019		MSC	Export	GEN_TRAIN	GEN_TRAIN
MSDU5926946	4510	Active	CNSHA	FCL				6,320	CNTAO	DCTI2019		MSC	Export	8923MLAMBO	8923MLAMBO
MSDU7785493	4510	Active	CNSHA	FCL				27,252	NGB	DCTI2019		MSC	Export	GEN_TRAIN	GEN_TRAIN
MSDU3010131	2232	Active	CNSHA	FCL				29,324	CNTAO	DCTI2019		MSC	Export	8923MLAMBO	8923MLAMBO
MSDU4434197	4310	Active	CNSHA	FCL				8,933	CNXMN	DCTI2019		MSC	Export	GEN_TRAIN	GEN_TRAIN
MSDU2800677	2210	Active	CNSHA	FCL				24,837	CNTXG	DCTI2019		MSC	Export	8923MLAMBO	8923MLAMBO
MSDU4418370	4310	Active	CNSHA	FCL				12,090	SHK	DCTI2019		MSC	Export	GEN_TRAIN	GEN_TRAIN
MSDU2870226	2210	Active	CNSHA	FCL				19,149	MUPLU	DCTI2019		MSC	Export	8923MLAMBO	8923MLAMBO
MSDU4824765	4310	Active	CNSHA	FCL				14,166	CNXMN	DCTI2019		MSC	Export	GEN_TRAIN	GEN_TRAIN
MSDU6736724	4510	Active	CNSHA	FCL				31,844	SHK	DCTI2019		MSC	Export	GEN_TRAIN	GEN_TRAIN
MSDU4091523	4310	Active	CNSHA	FCL				11,870	SHK	DCTI2019		MSC	Export	GEN_TRAIN	GEN_TRAIN
BMOU5086499	4510	Active	NGB	FCL				9,700	ZADUR	DCTI2019		MSC	Export	GEN_TRAIN	GEN_TRAIN
MSDU7477443	4510	Active	CNSHA	FCL				27,366	CNTXG	DCTI2019		MSC	Export	GEN_TRAIN	GEN_TRAIN
BMOU5251356	4510	Active	NGB	FCL				24,437	ZADUR	DCTI2019		MSC	Export	GEN_TRAIN	GEN_TRAIN
MEDU1413193	2220	Active	BEANR	FCL	66066			12,000	ZADUR	DGTI2073		MSC	Export	GEN_TRUCK	GEN_TRAIN
MEDU8519192	4510	Active	OMSL	FCL	66121			26,440	ZADUR	DGTI2073		MSC	Export	GEN_TRUCK	GEN_TRAIN
BGBU4790241	2270	Active	CNNG	FCL				23,320	ZADUR	DGTI2091		MSC	Export	GEN_TRAIN	GEN_TRAIN
BGBU4754922	2270	Active	CNNG	FCL				24,060	ZADUR	DGTI2091		MSC	Export	GEN_TRAIN	GEN_TRAIN
BAFU8893126	2270	Active	CNNG	FCL				29,890	ZADUR	DGTI2091		MSC	Export	GEN_TRAIN	GEN_TRAIN
MSDU5165404	4510	Active	CNSHA	FCL	CLR			7,452	DEBRV	DGTI2091		MSC	Export	GEN_TRAIN	GEN_TRAIN
MSDU5467894	4510	Active	CNSHA	FCL				15,185	DEBRV	DGTI2091		MSC	Export	GEN_TRAIN	GEN_TRAIN
MSDU17590035	4510	Active	CNSHA	FCL				11,476	DEBRV	DGTI2091		MSC	Export	GEN_TRAIN	GEN_TRAIN

Unit Inspector for MSDU4617644

Container	Status	Transit
MSDU 4617644	T-State: Inbound Last Move: 26-Jun-03 1114 Complex Position: R-GEN_TRAIN Planned Position: Frght Kind: FCL Line Op: MSC VGM Weight (kg): 7,915 VGM Verifier: VGM Updated Date: 26-May-18 1340 Gross Weight Source: EDI Weight (kg): 7,704 Stow: HAN Stow 2: Stow 3: Customs:	Category: Export POD: Shanghai (CNSHA) I/B Dclrd Visit: GEN_TRAIN O/B Carrier (intended): V-DCT2019 (MAE) I/B Dclrd ETA: O/B Intend ETD: 26-Jul-16 2359 Dlv Appt Time: Recv Appt Time:

Unit Nbr: [MSDU4617644](#)
Type ISO: 4310
EqRole: Primary

ISO 4310
WT 7704.0

Actions

Update

View

Reefer

Transactions

Administration

Holds/Permissions	Active	NGB	FCL	24,437	ZADUR	DGT12019
Seals	Active	BEANR	FCL	66066	12,000	ZADUR DGT12073
19192 4510	Active	OMSL	FCL	66121	26,440	ZADUR DGT12073
90241 2270	Active	CNNG	FCL		23,320	ZADUR DGT12091
54922 2270	Active	CNNG	FCL		24,060	ZADUR DGT12091
93126 2270	Active	CNNG	FCL		29,890	ZADUR DGT12091

7.5 Click drop down arrow in "Actions"

7.6 Place cursor in **Update** tab.

7.7 Select either **Holds/Permissions** or **Seals**

Update Holds/Permissions

Action:

Hold/Permission: Add Hold
Release Hold
Description: Grant Permission
Cancel Permission

Target Entity Type:

Relation to Referenced Guardian:

Referenced Guardian Entity:

☐ Has Unique Reference Id
☐ Reference Id Required

Reference ID:

Note:

7.8 Update **Hold/Permissions** will populate. Select your preferred selection complete selection

Seals MSDU4617644

Seal Number 1:

Seal Number 2:

Seal Number 3:

Seal Number 4:

☒ Is Sealed

7.10 **Seal** screen will populate. Update seal details

7.9 Click **Save**

7.11 Click **Save**

MODULE 8: CANCEL PRE-ADVISE

8.1 Click drop down arrow in "Actions"

8.2 Select Administration

8.3 Select Cancel Advised

Unit Inspector for BAFU8893126

Container	Status	Transit
BAFU 8893126	T-State: Inbound Last Move: 26-Jun-24 0916 Complex Position: R-GEN_TRAIN Planned Position: Frghr Kind: FCL Line Op: MSC VGM Weight (kg): 29,930 VGM Verifier: VGM Updated Date: 26-Apr-26 1046 Gross Weight Source: EDI Weight (kg): 29,890 Stow: Stow 2: Stow 3: Customs:	Category: Export POD: Ningbo Lishe International Apt (CNNGB) I/B Dclrd Visit: GEN_TRAIN O/B Carrier (intended): V-DGT12091 (MAE) I/B Dclrd ETA: O/B Intend ETD: 26-Jun-20 2359 Div Appt Time: Recv Appt Time:

Unit Nbr: [BAFU8893126](#)
Type ISO: **2270**
EqRole: **Primary**

Actions

- Update
- View
- Reefer
- Transactions
- Administration

90241	2270	MSC	Export	GEN_TRAIN	GEN_TRAIN
29392	2270	MSC	Export	GEN_TRAIN	GEN_TRAIN
54944	2270	MSC	Export	GEN_TRAIN	GEN_TRAIN
97695	2270	MSC	Export	GEN_TRAIN	GEN_TRAIN
40744	2270	MSC	Export	1001MLAMBO	1001MLAMBO
		MSC	Export	GEN_TRAIN	GEN_TRAIN

Cancel Preadvise

Are you sure you want to cancel the preadvise for the selected Unit?

Yes

No

8.4 Cancel Pre-advise will populate and click Yes

Navis 4.0

Navigating Port Excellence.