

TRANSNET



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port terminals



Durban Container Terminals

Pre-advice Guide for Export Containers via Road



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1. Accessing Navis N4

1.1 Access Navis N4, enter the URL below in your browser

<http://41.160.4.49:9080/apex/apex.jnlp>

1.2 Enter username and password and select **Login**

A screenshot of a web browser window titled "SPARCS N4 Login". The page has a dark background with a grid pattern. It says "Welcome to" above the "navis" logo, with "SPARCSN4" below it. There are two input fields: "Username" with the text "bft-eremiah" and "Password" with masked characters. A "Login" button is at the bottom right.

1.3 Select the terminal you would like to pre-advise for and select **Go!**

A screenshot of a web browser window titled "Site Selection". The page has a dark background with a grid pattern. It asks "Where would you like to log in?". There are four dropdown menus: "Operator" (TRANSNET), "Complex" (SOUTH AFRICA), "Facility" (DCT), and "Yard" (DCT). A "Go!" button is at the bottom right.

Please note that it is essential to select the correct facility, if a unit is pre-adviced at an incorrect facility, it would then not reflect as pre-adviced at the intended facility



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2. Pre-advise an Export container

2.1 Select **Gate** from the menu bar, then **Pre-advise Export**





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2.2 Pre-advise Export Screen

Fields to be populated by customer

1. Equip no.
2. Weight
3. Carrier mode
4. Booking no.
5. Line Op
6. Seal #1

Pre-advise Export Container

Basics

Equipment Number: MOLU0909091 Equipment Type: 2200
Gross Weight (kg): 12000 Operator: --
Carrier Mode: Truck Line Operator: MOL
Booking Number: MOLLUCI Carrier Id: --
Seal Number 2: -- Seal Number 1: 1234
Trucking Company: -- Seal Number 3: --
Unit Notes:

Routing

Vessel Visit: MOLDEVOTION (MOL DEVOTION)
Port of Load: BRV (Bremerhaven)
Port of Discharge: MPM (Maputo)
Second Port of Discharge: --
Origin: --
Destination: --

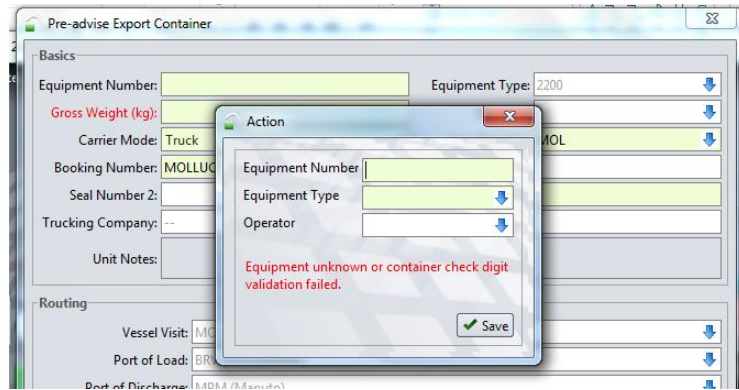
Contents Reefer Out-of-Gauge

Freight Kind: FCL
Commodity Code: --
Shipper: --
Consignee: --
Hazards: Edit Hazard

Save Cancel Help

- 2.2.1 When a container number is entered the **Equipment Type** and **Line Operator** fields will auto-populate with the containers associated information
- 2.2.2 The **Carrier Mode** should always be *Truck*
- 2.2.3 When the **Booking Number** is entered, it auto-populates all the fields in the **Routing** pane with the vessel visit information (center pane on the screen).
- 2.2.4 The fields, **Equipment Number, Equipment Type, Weight, Carrier Mode, Line Operator, Booking Number and Seal Number 1** are all mandatory fields and must be completed.

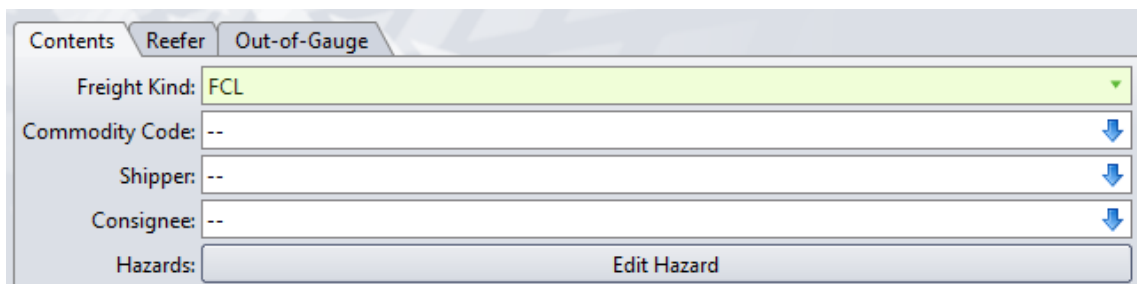
2.2.5 If a unit number is entered for the first time in Navis N4, the following screen will display. This screen will have to be populated before one is able to continue with the pre-advicing of the unit



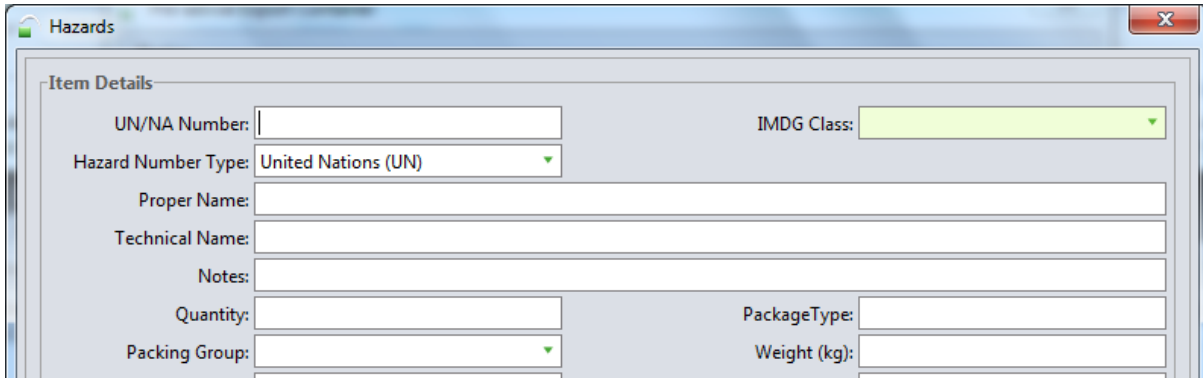
*Please note that if the “New Unit Screen” appears, the user will need to contact the shipping line and ensure that the correct unit number is entered, this should be done as a pre-cautionary measure to ensure that incorrect units are not pre-adviced. If the shipping line confirms that the unit number is correct, **the 3rd Party will have to request authorization from the Shipping line before creating a new instance of the container.** The afore mentioned procedure needs to be followed at all times.*

2.2.6 If a booking does not exist and is entered, the **Routing** pane will not be updated – the fields will not auto-populate with the vessel visit information. At this point, the capturer should ensure that he/she has entered the correct booking number and/or alternatively contact the line and validate the booking number

2.2.7 The bottom pane of the Pre-advise Export screen is used to enter details for a unit



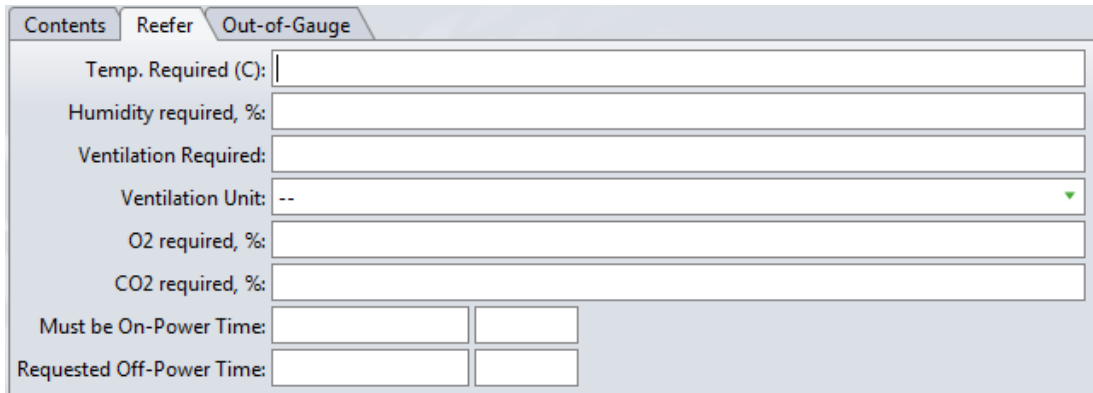
2.2.7.1 For a Hazardous unit, select the **Edit Hazard** button and the following screen will appear. A user can then enter the hazardous information. The user is then required to populate the fields, **UN/NA** and **IMDG Class**. Select the **Add** and **OK** buttons once complete



The screenshot shows a window titled "Hazards" with a close button (X) in the top right corner. The main area is titled "Item Details" and contains several input fields and dropdown menus:

- UN/NA Number:
- IMDG Class:
- Hazard Number Type:
- Proper Name:
- Technical Name:
- Notes:
- Quantity:
- PackageType:
- Packing Group:
- Weight (kg):

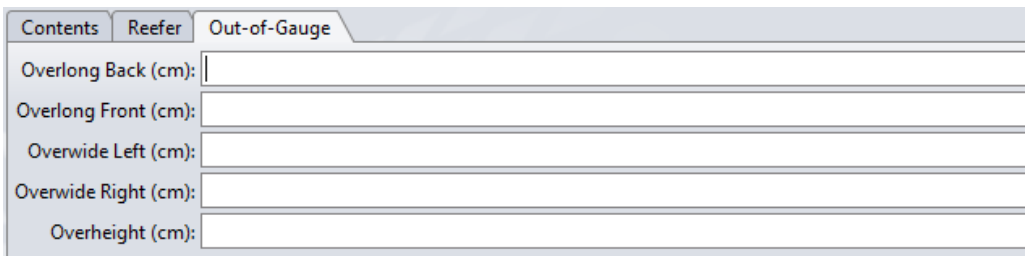
2.2.7.2 Reefer options below. When entering a temperature, positive numbers should NOT be entered with a + symbol. Negative temperatures obviously require the - symbol



The screenshot shows a form with three tabs: "Contents", "Reefer", and "Out-of-Gauge". The "Reefer" tab is selected. The form contains the following fields:

- Temp. Required (C):
- Humidity required, %:
- Ventilation Required:
- Ventilation Unit:
- O2 required, %:
- CO2 required, %:
- Must be On-Power Time:
- Requested Off-Power Time:

2.2.7.3 Out-of-Gauge Screen



The screenshot shows a form with three tabs: "Contents", "Reefer", and "Out-of-Gauge". The "Out-of-Gauge" tab is selected. The form contains the following fields:

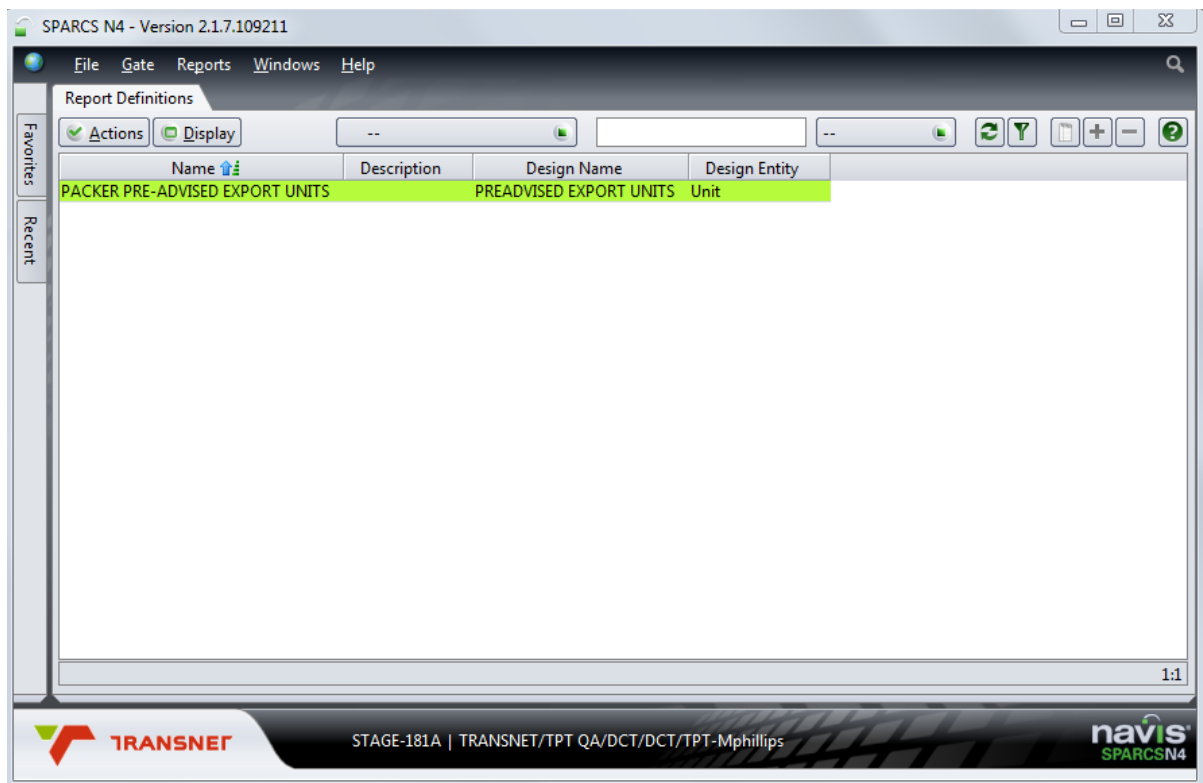
- Overlong Back (cm):
- Overlong Front (cm):
- Overwide Left (cm):
- Overwide Right (cm):
- Overheight (cm):

3. Viewing Pre-advised units

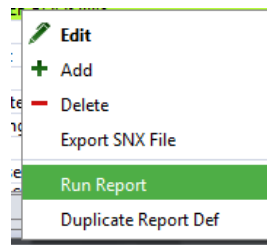
3.1 Utilizing a report in Navis N4 to view pre-advised units

This functionality allows a user to enter a booking number and run a report to view all units pre-advised against the particular booking

3.1.1 On the menu bar, select **Report -> Report Definitions**



3.1.2 Right click the report PACKER PRE-ADVISED EXPORT UNITS and select Run Report





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3.1.3 The following screen appears, enter the booking number as per below and select **OK** to run the report

Name	Description	Design Name	Design Entity
PACKER PRE-ADVISED EXPORT UNITS	PREADVISED EXPORT UNITS	Unit	

Enter Filter Parameter Values

Sort Fields:

Sort Field 1: Unit Nbr Ascending

Sort Field 2:

Sort Field 3:

Booking Number (*) **BKG000**

Report Output (*) Pdf (Portable Document Format)

3.1.4 Report then displays as a PDF in your browser as follows

	Transnet Port Terminals									
	DURBAN CONTAINER TERMINAL									
PACKER PRE-ADVISED EXPORT UNITS		02/12/2011 1.28 PM								
OKKI_II	MSC MICHAELA	Booking #	BKG000							
Line	F / E	Container #	POD	Size	Height	ISO Group	ISO Type	Gross Weight(kg)	Req Temp	Haz
COS	F	BEAN4563310	HAM	20	86	GP	22G1	22000	null	none
# of Containers		1								
# of Containers		1								

4. Editing pre-advised units

To edit a pre-advised unit, the following will be performed

- 4.1 Select the Pre-advise Export Container screen
- 4.2 Re-enter the pre-advised unit's container number and select the TAB key or place the mouse cursor in the next text field
- 4.3 The pre-advised units information will then be populated into all the necessary fields
- 4.4 A user is then able to make the desired change (Weight, booking number, seal etc.)
- 4.5 The user will then need to remove the GEN_TRUCK from the **Carrier Id** field and ensure that the field is BLANK before a he/she selects **Save**

The screenshot shows a software window titled "Pre-advise Export Container". It contains a "Basics" section with the following fields and values:

Equipment Number:	MOLU0909091	Equipment Type:	2200
Gross Weight (kg):	12000 kg	Operator:	MOL
Carrier Mode:	Truck	Line Operator:	MOL
Booking Number:	MOLLUCI	Carrier Id:	GEN_TRUCK
Seal Number 2:		Seal Number 1:	1234
Trucking Company:	--	Seal Number 3:	

If the **Carrier Id** field is blank and the user selects **Save**, the pre-advised unit is edited successfully.

Please note that it is of utmost importance to perform step 4.5 above. If the step is skipped and the Carrier Id field is not populated, the pre-advised unit would not be edited successfully and the error below will appear when a user selects **Save**;

