

# Napier Port Community Access Portal

Sept 2016

Version: 4

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## Table – Stage Description for Units

Stage	Description	Responsibility
1	<i>Pre advise the container in Napier Port Community Access Portal (CAP).</i>	Shipper/Pack Point
2	<i>Shipper/Pack Point advises the trucking company to make a VBS appointment at Napier Port.</i>	Shipper/Pack Point
3	Trucking company makes a Vehicle Booking (VBS) at Napier Port	Trucking company
4	Update information e.g. VGM weight on CAP pre advise if needed prior to container arriving at Napier Port	Shipper/Pack Point
5	Truck proceeds to the Napier Port Gate 1, lanes 1-4, stops at the barrier arm and quotes the VBS Number	Trucking company
6	Napier Port process transaction and allocates loading zone to truck	Napier Port Staff
7	Truck proceeds to allocated loading zone.	Trucking company

## Contacts: Napier Port Gatehouse

[westg@napierport.co.nz](mailto:westg@napierport.co.nz)

**Phone: 06 8334 357**

## Notifications:

- 1. IF WEIGHBRIDGING container en route to the Port, you must now ensure CAP has been updated to the correct Weighbridge weight before container arrives at the Gate. IF container is showing a generic weight on arrival the truck will be turned away until the correct VGM weight has been updated.**
- 2. The Shipper field must be populated with the ACTUAL Exporter/Shipper NOT the Packpoint.**  
*This field will be used to direct critical information related to Customs Declarations to the Shipper/Exporter. Incorrect information in this field will result in the shipper potentially missing important notices about their shipment*
- 3. PLEASE NOTE: If the Operator and Line Operator fields populate with a 4 Letter code you must remove the 'D' from the end of both fields – this must be a 3 Letter code only for your preadvice to be successful.**
- 4. Note: If this is an ANL (ACD...) or CGM (AKD...) booking, change the Operator and Line Operator to the applicable carrier when required.**
- 5. Important: Input Vent and/or Humidity requirements in the Reefer Tab. If these fields are left blank the container will not be set to your requirements so input if required.**
- 6. If you receive a message advising the vessel has been 'Cut Off' you will need to email [westg@napierport.co.nz](mailto:westg@napierport.co.nz) who will arrange for the Ship Planners to lift the Cut Off while you complete your transaction.**

## Codes:

**Shipper Field:** Select the actual Shipper/Exporter in the drop down box.

Note: place your cursor in the field and start to type the Shipper/Exporter name. The field will dynamically find the name. YOU HAVE TO TYPE FAST 😊

**Origin codes are:** Will be supplied with your Login & Password details at sign up.

Please note you must use this exact format when inputting in the Origin on the Pre advise Export form.

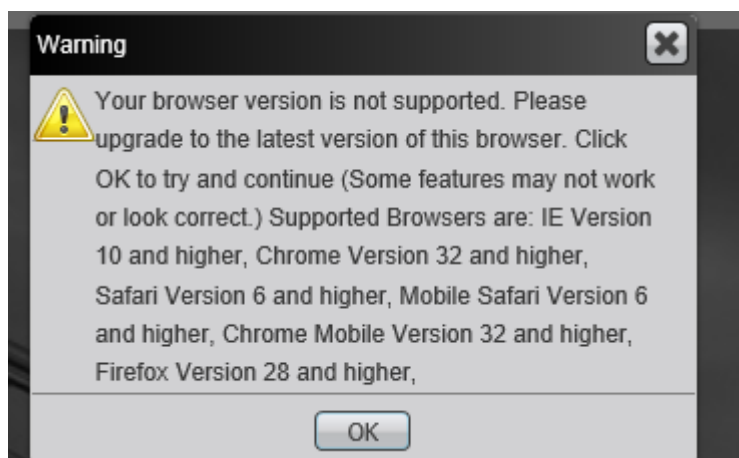
**NEW Commodity codes are:** As per the Spreadsheet emailed to you with your Manual.

Note: IF your Commodity code does not populate **in full** then you have entered the data incorrectly. Please recheck your Commodity Code above and re-enter.

eg: FMT (**Frozen Meat**) = ✓

FTM (**FTM**) = ✗

**You will need the supported browsers as described below:**



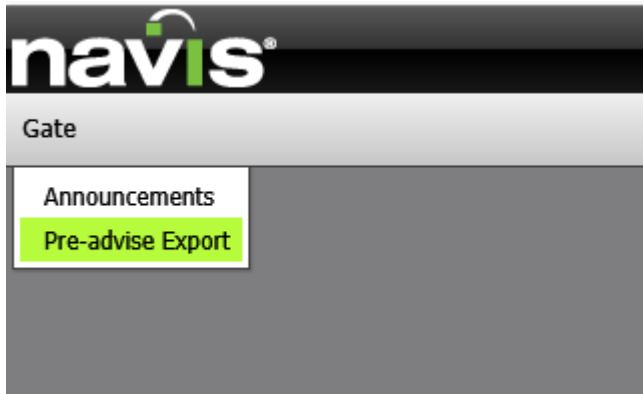
## To pre-advise an export container in CAP:

1. Click on the Gate Menu then click Pre-advise Export.

Result: The Pre-advise Export Container form will be displayed.

Note:

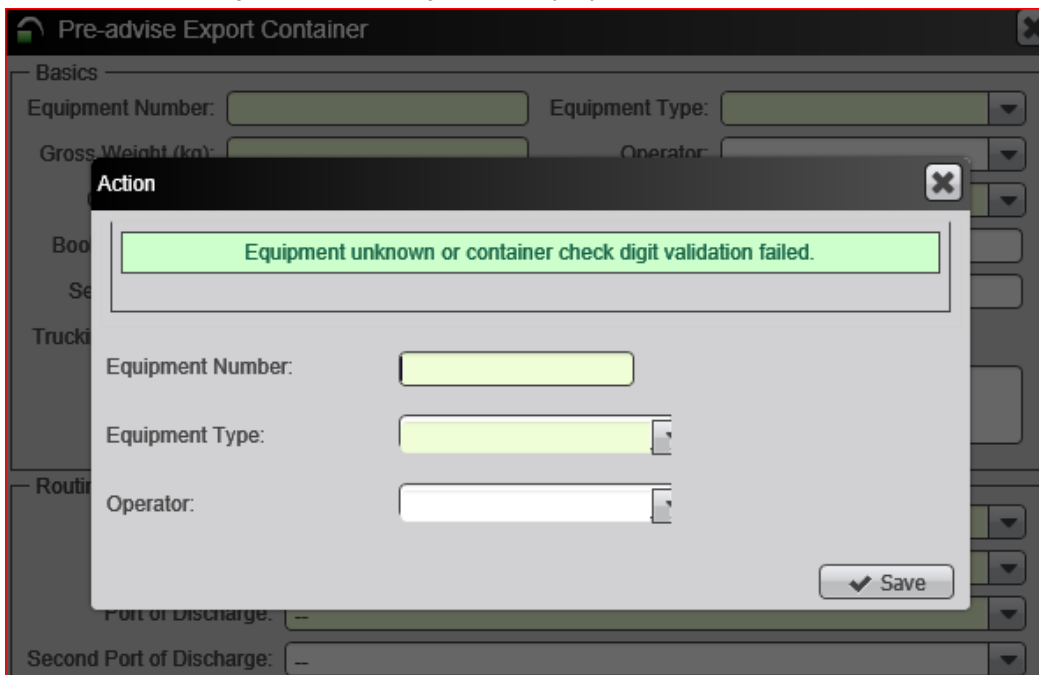
- Announcements is the place Napier Port can 'publish' information.



2. In the Basics area, in the Equipment Number field, enter the container number for the container being pre-adviced, then press [Tab].

Result:

- If the specified equipment exists, the Equipment Type and the Line Operator fields are pre-populated. **PLEASE NOTE: If the Operator and Line Operator fields populate with a 4 Letter code you must remove the 'D' from the end of both fields – this must be a 3 Letter code only for your preadvise to be successful.**
- If the specified equipment does not exist in the system and the check digit calculation fails, the Action form is displayed.



- In the Action form, re-enter the equipment number, select the equipment type and input the shipping line code in the Operator field. (The equipment type/ISO is located on the sides of the actual container).
- Click Save.

Result: You will be returned to the Pre-advise Export Container form.

Note: You cannot pre-advise a container if it is still an empty located at Napier Port Depot.

**Important: you must only use the 3 character line operator codes. If you use the 4 character code you will not be able to proceed.**

**3. Please ignore the Gross Weight field – this will be auto populated from the VGM weight field.**

**4. In the VGM Weight field input the verified weight.**

*Note: VGM Weight = product, packaging and tare of container.*

**5. In the VGM Verifier field input your name. (Not your Company name, your own name please)**

*Note: This is a free format field.*

**6. NOTE – IF WEIGHBRIDGING container enroute to the Port, you must now ensure CAP has been updated to the correct Weighbridge weight before container arrives at the Gate. IF container is showing a generic weight on arrival the truck will be turned away until the correct VGM weight has been updated.**



The image shows a screenshot of a web form with four input fields. The first row contains 'Gross Weight (kg):' followed by a white text input field, and 'Operator:' followed by a light green dropdown menu. The second row contains 'VGM Weight (kg):' followed by a light green text input field, and 'VGM Verifier:' followed by a light green text input field.

**7. From the Carrier Mode drop-down, select Train or Truck as the inbound carrier mode for the container.**

*Note: Truck if arriving via road and Train if arriving via rail.*

**8. In the Booking Number field input the 'booking number' supplied by the line operator and then press [Tab].**

*Note: If the specified booking number exists in the Napier Port system the routing information and some of the content information is pre-populated with the information in the selected booking.*

*If the specified booking does not exist for the selected line operator contact the Western Gate (by email) who will contact the Shipping Line and input the booking – they will then contact you to confirm you can go ahead with your Pre-advise in CAP.*

**9. Note: If this is an ANL (ACD...) or CGM (AKD...) booking, change the Operator and Line Operator to the applicable carrier when required.**

*Important: you must check all fields to ensure the booking you made with the line operator has the correct data. Contact the line operator if you have any queries.*

**10. Input the Seal number/s.**

**11. In the Routing area, input your Origin. E.g. xxxHAS.**

*Note: you will be supplied with your relevant Origin code.*

**12. On the Contents tab, from the Freight Kind drop-down list, select or edit the freight kind for the selected container, if missing or incorrect.**

*Note: the Freight Kind field auto populates from the booking but if it is incorrect please contact the line operator to change the booking.*



**13. In the Commodity Code lookup field, select the commodity code for the selected container.**

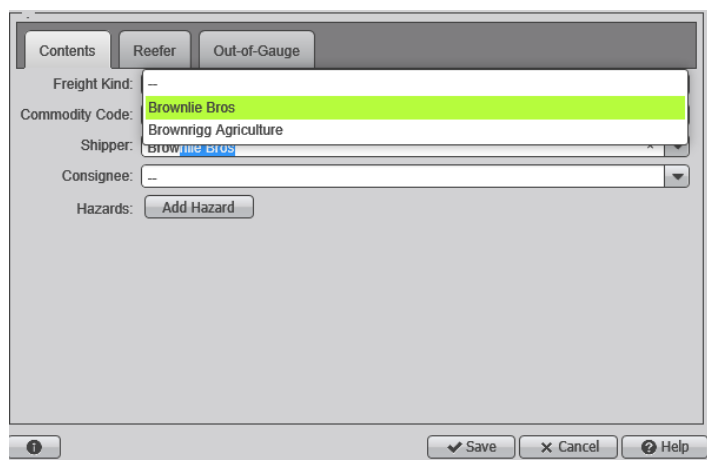
*Note: Commodity Code spreadsheet sent to all CAP users June 2016.*

*Note: If you select a **Commodity Code** that requires a certain temperature range, you must check the required temperature in the **Temp. Required** field on the **Reefer** tab. If you do not check a required temperature, this may result in reefers not getting plugged in or being stored at incorrect temperatures.*

**Important: input vent and/or humidity requirements. If these fields are left blank the container will not be set to your requirements.**

**14. In the Shipper lookup field, select your shipper name.**

*Note: place your cursor in the field and start to type your shipper name. The field will dynamically find the name. YOU HAVE TO TYPE FAST 😊*

A screenshot of a software application window with three tabs: 'Contents', 'Reefer', and 'Out-of-Gauge'. The 'Reefer' tab is active. The interface includes several input fields: 'Freight Kind' with a dropdown arrow, 'Commodity Code' with a dropdown menu showing 'Brownlie Bros' selected, 'Shipper' with a dropdown menu showing 'Brownrigg Agriculture' selected, and 'Consignee' with a dropdown arrow. Below these fields is an 'Add Hazard' button. At the bottom of the window are three buttons: 'Save', 'Cancel', and 'Help'.

**15. IF YOUR CONTAINER IS HAZARDOUS -**

16. Email your Hazardous Certificate to [westg@napierport.co.nz](mailto:westg@napierport.co.nz) advising the Shipping Line Booking Number. Gatehouse staff must update the Booking with your HAZ details prior to you preadvicing your container.
17. Once the booking has been updated, preadvise as normal and use the Add Hazard button to add and edit hazards for the selected container.

The screenshot shows a software window titled "Hazards" with a close button in the top right corner. The window is divided into two main sections:

- Item Details:** This section contains various input fields and dropdown menus for hazard information. Fields include:
  - UN/NA Number: [text box]
  - IMDG Class: [dropdown menu]
  - Hazard Number Type: [dropdown menu]
  - Proper Name: [text box]
  - Technical Name: [text box]
  - Notes: [text box]
  - Quantity: [text box]
  - Package Type: [text box]
  - Packing Group: [dropdown menu]
  - Weight (kg): [text box]
  - Explosive Class: [text box]
  - Flash Point (C): [text box]
  - Emergency contact: [text box]
  - Emergency Response Guide Nbr: [text box]
  - Limited Quantity
  - IMDG Page Number: [text box]
  - Marine Pollutants
  - DclgRef: [text box]
  - Inhalation Zone: [text box]
  - EMS: [text box]
  - MFAG: [text box]
  - Hazard Id, Upper part: [text box]
  - Substance Id, Lower Part: [text box]
  - Planner Reference Number: [text box]
  - Move Method: [text box]
  - IMO1: [dropdown menu]
  - IMO2: [dropdown menu]
  - Deck Restrictions: [text box]
  - Placards: [text box with search icon]
  - Fire Code: [dropdown menu]
- Hazardous Cargo Items:** This section features a table with the following columns: Seq Nbr, IMDG Class, UN/NA, Prop.Name, and Hazard Number Type. The table is currently empty, displaying the message "No items to display." To the right of the table are two buttons: a plus sign (+) and a minus sign (-).

At the bottom of the window, there are three buttons: "OK", "Cancel", and "Help".

18. For containers that are over dimension, on the Out-of-Gauge tab, enter and edit the over-dimension information for the selected container.

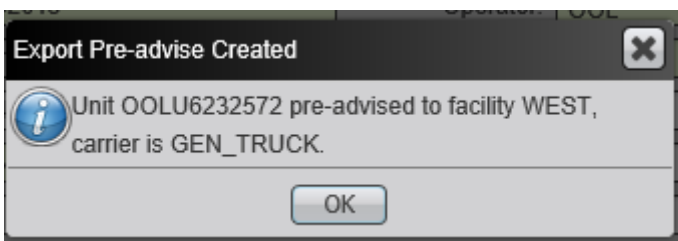
19. For Containers that are "Controlled Atmosphere" (CA) containers please ensure the Commodity Code is APC. Please add both Temporary and Permanent Seal numbers in 'Seal Number 1' and 'Seal Number 2' fields. In the 'Reefer' tab, ensure Vents = 0 (Closed) Cubic Metres/Hour and O<sup>2</sup> & CO<sup>2</sup> fields are filled in. (Please ensure a Copy of the Carters note is emailed to [westg@napierport.co.nz](mailto:westg@napierport.co.nz) clearly showing this is a CA container - we will on pass these to our Reefer Engineers for Plugging in containers at the Port).

The screenshot shows the "Out-of-Gauge" tab selected in a software interface. The tab is part of a set including "Items" and "Reefer". The "Out-of-Gauge" section contains the following fields:

- Temp. Required (C): -0.5
- Humidity required, %: [text box]
- Ventilation Required: 0
- Ventilation Unit: Cubic Meters/Hour
- O<sub>2</sub> required, %: 2
- CO<sub>2</sub> required, %: 1.5

20. Click Save.

21. N4 CAP displays a confirmation message that tells you that the container was successfully pre-advised.



*If you are entering multiple containers against the same shipping line booking you can leave the data in the form and just input the new container number, gross weight, verified weight and seal numbers BUT if you are going to preadvise against a completely new shipping line booking number you must close the window, open a new Pre-advise Export Container form and start data entry again.*

**22. Close the form.**

## What's Next?

You will receive an automated email displaying the data you input and data from the line operator booking. It is your responsibility to check this email to ensure all data is correct. If the data is not correct go to Updating the Pre-advice later in this document.

# Updating the Pre-advise

## Before you begin

Before you begin ensure the container has not arrived at Napier Port.

## To update the preadvise:

1. **Open the Pre-advise Export form again and input the container number in the Equipment Nbr field and press [TAB].**

2. **Input the line operator booking in the Booking Number field and press [TAB].**

*Result: all the line booking information will be displayed.*

3. **Update any data you require.**

*Note: If you want to 'Roll' the container to another line operator booking you change the booking number and then press Tab. (Booking numbers can only be changed if container has not yet reached the Port Gate). **If you wish to change a Booking number after your container has arrived at the Gate please contact your Shipping line who will liaise with the Port.***

*Important: Double check all the fields to ensure you have the correct data. E.g. Vessel, Port of Discharge, temperature, vents, humidity before you save the data.*

## What's Next?

Click Save.

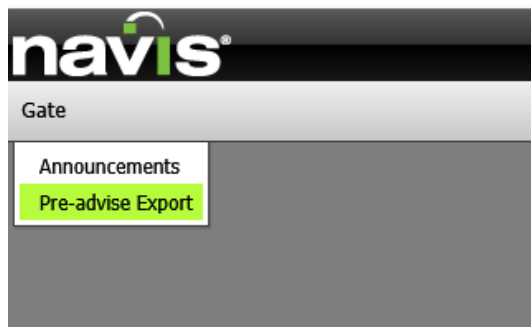
# PreAdvising Containers for 'Past Cut Off' Exports

Any containers that are expected to arrive at Port after cut off **MUST** be preadvised by the shipper **PRIOR TO** cut off. This may mean the VGM is not known at time of preadvice.

This is the process to use if this is the case.

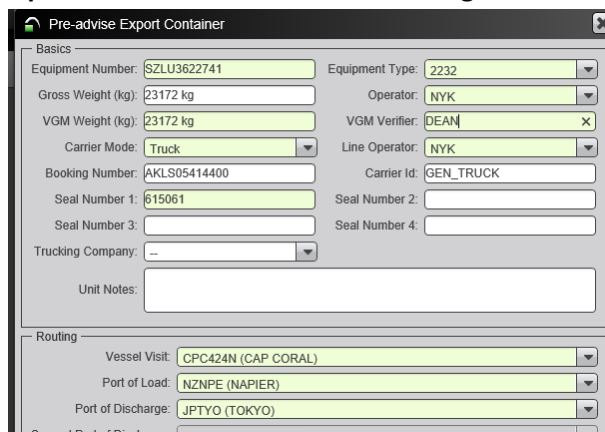
1. Pre-advise container through B2B/EDI or the CAP System as per normal process with **VGM weight showing a dummy weight of 6000kg**.
  2. Once correct weight is known update via B2B/EDI or our CAP system as per normal process with correct VGM weight prior to container arriving at the Gate or if not possible to update through B2B/EDI, update via our CAP system as follows:
- 4. Click on the Gate Menu then click Pre-advise Export.**

*Result: The Pre-advise Export Container form will be displayed.*



5. In the Basics area, in the Equipment Number field, enter the container number for the container being updated, then press [Tab]. All fields will repopulate.

6. Update both the VGM and Gross Weights fields with the confirmed VGM weight.

The image shows a screenshot of the 'Pre-advise Export Container' form. The form is divided into two main sections: 'Basics' and 'Routing'. The 'Basics' section contains several fields: Equipment Number (SZLU3622741), Equipment Type (2232), Gross Weight (kg) (23172 kg), Operator (NYK), VGM Weight (kg) (23172 kg), VGM Verifier (DEAN), Carrier Mode (Truck), Line Operator (NYK), Booking Number (AKLS05414400), Carrier Id (GEN\_TRUCK), Seal Number 1 (615061), Seal Number 2, Seal Number 3, Seal Number 4, and Trucking Company. The 'Routing' section contains: Vessel Visit (CPC424N (CAP CORAL)), Port of Load (NZNPE (NAPIER)), Port of Discharge (JPTYO (TOKYO)), and Second Port of Discharge. The form is displayed in a window with a title bar that says 'Pre-advise Export Container'.

*Important: Double check all the fields to ensure you have the correct data. E.g. Vessel, Port of Discharge, temperature, vents, humidity before you save the data. Click Save. A confirmation email will populate with the confirmed weight details.*