

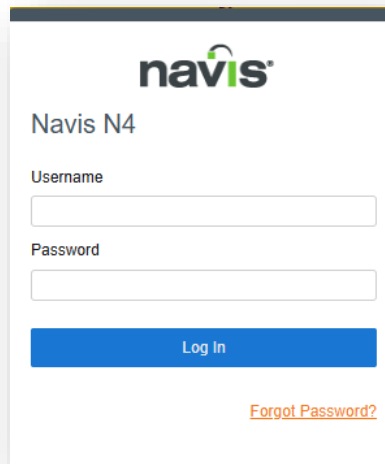
An aerial photograph of a large container port at sunset. The foreground is filled with numerous colorful shipping containers stacked in neat rows. In the background, several large container ships are docked at the pier, with their cranes visible. The sun is low on the horizon, casting a warm orange glow over the scene. The sky is a mix of orange and blue.

NAVIS OPERATING SYSTEM MANUAL FOR FREIGHT FORWARDERS

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1 Log-in



The image shows a login form for 'Navis N4'. At the top is the 'navis' logo. Below it is the text 'Navis N4'. There are two input fields: 'Username' and 'Password'. Below the 'Password' field is a blue 'Log In' button. At the bottom right, there is a link that says 'Forgot Password?'.

The following tabs are available after logging:

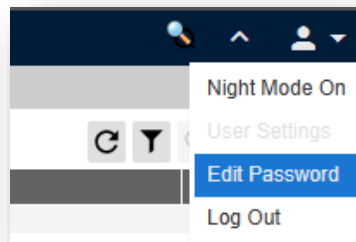


Unit – looking for a single container, list of all containers released for a given Forwarding Agency, list of containers and bills of lading;
Gate – notification of export and empty containers, bookings;
Yard – list of additional orders;
Cargo – bills of lading, list of advised pick-ups of general cargo, list of cargoes in the warehouse;
Windows – tab management.

2 Password

2.1 Password change

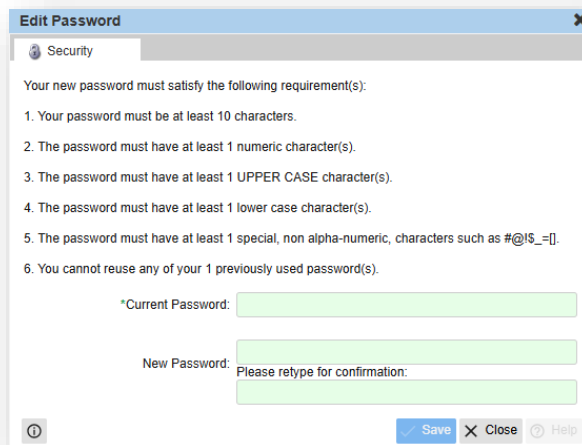
In order to change the password, please click “human” icon in the right corner of the system.



Click *Edit Password* and in the *Security* tab please change the password

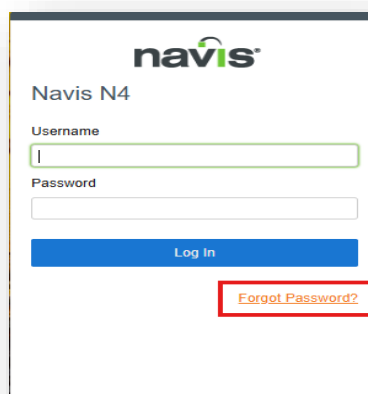
1. Current password
2. New password
3. New password

After all the necessary windows are filled, click save.

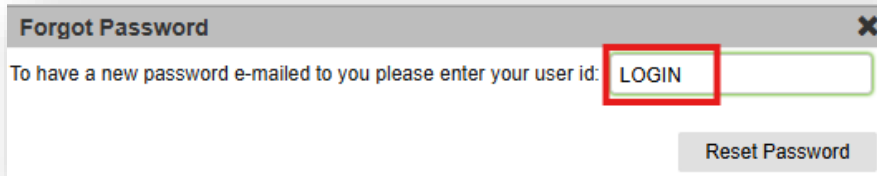


2.2 Password recovery

After starting Navis App, on the main login page choose option Forgot Password.



Next, in the Username field, enter **login** in the appropriate character size and click Reset Password, as below



A screenshot of a 'Forgot Password' dialog box. The title bar says 'Forgot Password' with a close button (X) on the right. The main text reads: 'To have a new password e-mailed to you please enter your user id:'. There is a text input field containing the word 'LOGIN', which is highlighted with a red rectangular box. Below the input field is a 'Reset Password' button.

After finishing the above steps, an automatic message will be sent to your email address with a generated new password. If the message is not visible, check spam folder.

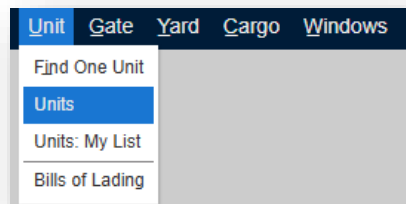
3 List of containers and cargo – Units

This option provides a list of all containers and cargo released for a given Freight Forwarder.

Step 1

In *Unit* tab choose *Units*.

Filter the information and select from the UNITS -> UNITS window, where the entire list with container and cargo numbers will be displayed.



Step 2

Available information: container number (*Unit Nbr*), container/cargo entry date (*Time In*) and container/cargo exit date (*Time Out*), box operator (*Line Op*), seal (*Seal Nbr*), customs clearance number (*CEN Number*) or customs stops/holds (*Unit Impediments*), DSK number, warehouse's order assigned to a given container (*Service Ordered*), warehouse's order number assigned to container (*Service Order Number*), etc.

Unit Gate Yard Vessel Rail Cargo Reports Windows Help												
Units: Units all												
Actions	Display											Unit Nbr
Unit Nbr	Type Length	Line Op	Type ISO	Time In	Time Out	Agent One	Agent Two	Category	V-State	T-State	DSK Number	CEN Number
MRKU2118022	40'	MAE	45G1	2025-07-07 12:09		NK030	AC028	Import	Active	Yard	25PKAG528 2025-07-07 04:45	25PL32208D000KVQNO
TGBU5199523	40'	CMA	45G1	2025-07-08 15:19				Export	Active	Yard		
HASU4024584	40'	MAE	45G1	2025-07-07 23:22		NK915		Import	Active	Yard	25PKAG528 2025-07-07 04:45	25PL32208D000JIAR3
FFAU2470705	40'	MSC	45G1	2025-07-05 18:09		NK095	AC034	Import	Active	Yard	25JQSS518 2025-07-04 18:18	25PL32208D000IULNO
FSCU8881443	40'	MSC	45G1	2025-07-05 03:53			AC009	Import	Active	Yard	25JQSS518 2025-07-04 18:18	25PL32208D000KAHR2
TCNU8564682	40'	CMA	45G1	2025-07-06 07:10		NK276	AC027	Import	Active	Yard	25VASCOLD 2025-07-05 10:28	25PL32208D000IXYR9
MRKU5981021	40'	MAE	45G1	2025-07-02 00:32				Import	Active	Yard	25SHIV518 2025-07-01 08:06	25PL32208D000GYR6
MSBU1513660	20'	MSC	22G1	2025-06-29 00:46		NK050	AC040	Import	Active	Yard	25DOLE526 2025-06-27 17:55	25PL32208D000H6SN9
MNBU9171287	40'	MAE	45R1	2025-07-08 15:18				Import	Active	Yard		
APHU7377902	40'	CMA	45G1	2025-07-05 22:49		NL111	AC040	Import	Active	Yard	25VASCOLD 2025-07-05 10:28	
MSKU4077650	20'	MAE	22G1	2025-07-08 15:17				Import	Active	Yard	25PKAG528 2025-07-07 04:45	
DFSU6855199	40'	COS	45G1	2025-06-28 12:48		NK932		Import	Active	Yard	25OOZE006 2025-06-27 02:00	
CMAU6829400	40'	CMA	45G1	2025-07-07 03:12		NK015		Import	Active	Yard	25VASCOLD 2025-07-05 10:28	25PL32208D000J79N7
SEKU1625378	20'	CMA	22G1	2025-06-30 03:34		NK370		Import	Active	Yard	25OOZE006 2025-06-27 02:00	25PL32208D000HJER9
TGBU6848967	40'	MAE	45G1	2025-07-02 18:01		NK012	AC577	Import	Active	Yard	25SHIV518 2025-07-01 08:06	25PL32208D000NSLRCK7
DRYU2407488	20'	CMA	22G1	2025-07-08 15:16		NK777		Export	Active	Yard	25CCZHL0F 2025-07-08 10:53	
MSKU0721825	40'	MAE	45G1	2025-07-08 15:16				Export	Active	Yard		
TCNU2575545	40'	MAE	45G1	2025-07-08 15:15				Export	Active	Yard		
CMAU4531360	40'	CMA	45G1	2025-07-07 00:33		NK124		Import	Active	Yard	25VASCOLD 2025-07-05 10:28	25PL32208D000IPBN8
TIIU2099026	20'	MAE	22G1	2025-07-08 15:15		NK102		Import	Active	Yard	25PKAG528 2025-07-07 04:45	25PT00008C000G1P0
MRKU7123063	20'	MAE	22G1	2025-07-08 15:15				Import	Active	Yard	25PKAG528 2025-07-07 04:45	
CAAU6258820	40'	CMA	45G1	2025-07-06 01:22				Import	Active	Yard	25VASCOLD 2025-07-05 10:28	
MSKU7348647	20'	MAE	22G1	2025-07-08 15:15		NK050	AC040	Import	Active	Yard	25PKAG528 2025-07-07 04:45	25PL32208D000I60R6
TLIU7701400	40'	CMA	45G1	2025-07-06 09:47				Import	Active	Yard	25VASCOLD 2025-07-05 10:28	25PL32208D000NSLBI SL6

The order of columns may be changed by dragging them with the use of the left mouse button. Apart from that, the list may be sorted in ascending or descending order by left-clicking the name of the selected column. Double-click option provides the Container Card.

Step 3

The list view may also be configured as follows, by right clicking the column header. Select a particular item from the drop-down list. Ticked fields mean that a given item of information is displayed in columns.

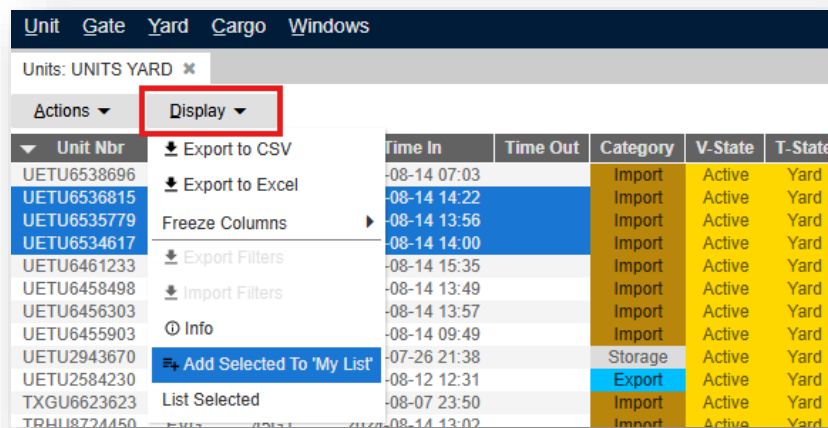
Units: UNITS YARD												
Actions	Display											Unit Nbr
Unit Nbr	Line Op	Type ISO	Time In	Time Out	Category	V-State	T-State	DSK Number	CEN Number	UNITS YARD (FF PROD_FF)		
14697805-1-1	CMA		2017-10-05 11:16		Import	Active	Yard	WAS1				ICUSTOMS IMPORT P
36309104-2-1	CMA		2024-04-15 14:04		Import	Active	Yard	24CH				ICUSTOMS IMPORT P
43955925-1-1	MAE		2015-11-28 02:08		Import	Active	Yard	DSK1				
82089549-1-1	MAE		2024-08-01 17:15		Import	Active	Yard	24MC				ICUSTOMS IMPORT P
82089549-2-1	MAE		2024-08-01 17:15		Import	Active	Yard	24MC				ICUSTOMS IMPORT P
89905864-2-1	MAE		2024-06-17 17:00		Import	Active	Yard	24MA				ICUSTOMS IMPORT P
APHU6637693	CMA	45G1	2024-08-14 13:50		Import	Active	Yard	24OC				ICUSTOMS IMPORT P
APZU3226177	CMA	22G1	2024-08-07 21:24		Export	Active	Yard	24OC				ICUSTOMS EXPORT P
APZU3643838	CMA	22G1	2024-08-14 12:00		Import	Active	Yard	24DE				ICUSTOMS IMPORT P
APZU3705776	CMA	22G1	2024-08-14 15:47		Import	Active	Yard	24DE				ICUSTOMS IMPORT P
BEAU5571777	COS	45G1	2024-08-13 18:31		Export	Active	Yard	24EL				TECHNICAL_FULL_C
BEAU5931344	MSC	45G1	2024-08-12 00:37		Import	Active	Yard	24EL				ICUSTOMS IMPORT P
BMOU2836922	MSC	22G1	2024-08-13 09:07		Import	Active	Yard	24EL				TECHNICAL_FULL_C
BMOU5066996	COS	45G1	2024-08-14 04:27		Export	Active	Yard	24OC				TECHNICAL_FULL_C
BMOU5767548	EVG	45G1	2024-08-14 13:14		Import	Active	Yard	24OC				TECHNICAL_FULL_C
BMOU9754770	CMA	45R1	2024-08-09 21:18		Export	Active	Yard	24OC				TECHNICAL_LIVE_RE
BSIU2561498	CMA	22G1	2024-08-07 21:32		Export	Active	Yard	24OC				ICUSTOMS EXPORT P
CAAU1513402	EVG	45G1	2024-08-14 16:15		Import	Active	Yard	24OC				ICUSTOMS IMPORT P
CAAU5448316	EVG	45G1	2024-08-09 12:32		Import	Active	Yard	24OC				ICUSTOMS FULL_C
CAAU6140821	OOL	45G1	2024-08-14 14:14		Import	Active	Yard	24OC				ICUSTOMS IMPORT P
CAIU2391333	MAE	22G1	2024-07-26 21:51		Storage	Active	Yard	24DE				EMPTY PERMISSION
CAIU3469349	CMA	22G1	2024-08-14 11:58		Import	Active	Yard	24EL				ICUSTOMS IMPORT P
CAIU8903314	MSC	45G1	2024-08-11 21:37		Import	Active	Yard	24OC				TECHNICAL_FULL_C
CAIU9471148	CMA	45G1	2024-08-14 15:43		Import	Active	Yard	24OC				ICUSTOMS IMPORT P
CCLU5216988	OOL	42G1	2024-08-14 06:50		Import	Active	Yard	24OC				TECHNICAL_FULL_C
CCLU7692900	COS	45G1	2024-08-14 08:27		Import	Active	Yard	24OC				TECHNICAL_FULL_C
CGMU1544533	CMA	45R1	2024-08-14 17:07		Export	Active	Yard	24OC				TECHNICAL_LIVE_RE
CGMU9405358	CMA	45R1	2024-08-09 19:11		Export	Active	Yard	24OC				TECHNICAL_LIVE_RE
CMAU0649817	CMA	22G1	2024-08-14 15:44		Import	Active	Yard	24OC				ICUSTOMS IMPORT P
CMAU0720290	CMA	22G1	2024-08-14 12:03		Import	Active	Yard	24OC				ICUSTOMS IMPORT P
CMAU0755589	CMA	22G1	2024-08-14 12:01		Import	Active	Yard	24OC				ICUSTOMS IMPORT P
CMAU1065335	CMA	22G1	2024-08-07 21:28		Export	Active	Yard	24OC				ICUSTOMS EXPORT P
CMAU1459940	CMA	22G1	2024-08-07 21:36		Export	Active	Yard	24OC				ICUSTOMS EXPORT P
CMAU1886665	CMA	22G1	2024-08-07 21:04		Export	Active	Yard	24OC				ICUSTOMS EXPORT P
CMAU2558790	CMA	22G1	2024-08-14 15:40		Import	Active	Yard	24OC				ICUSTOMS IMPORT P
CMAU2738528	CMA	22G1	2024-08-14 16:13		Import	Active	Yard	24OC				ICUSTOMS IMPORT P
CMAU2770279	CMA	22G1	2024-08-09 06:10		Export	Active	Yard	24OC				ICUSTOMS IMPORT P

In addition, from the Units view you can assign:

- > import or export container to your forwarding agent,
- > release to a Customs Agency or Rail Freight Organizer, and
- > issue a system order.

4 List of containers and cargo – My List

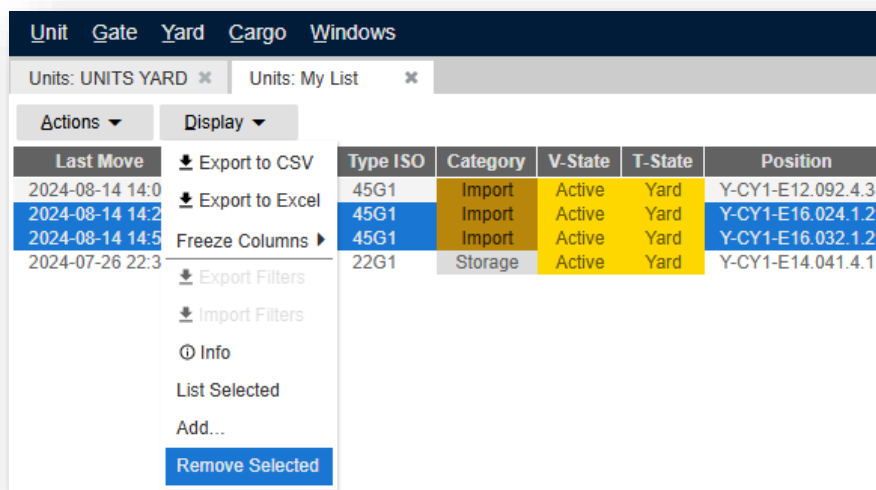
This option allows to create one's own list of containers/cargo. The list may be created by highlighting a group of containers/cargo in *Units* tab, next clicking the *Display* button in the left-hand upper corner and selecting *Add Selected To 'My List'*. The selected containers/loads will appear in the Units: My List tab.



Unit Nbr	Time In	Time Out	Category	V-State	T-State
UETU6538696	-08-14 07:03		Import	Active	Yard
UETU6536815	-08-14 14:22		Import	Active	Yard
UETU6535779	-08-14 13:56		Import	Active	Yard
UETU6534617	-08-14 14:00		Import	Active	Yard
UETU6461233	-08-14 15:35		Import	Active	Yard
UETU6458498	-08-14 13:49		Import	Active	Yard
UETU6456303	-08-14 13:57		Import	Active	Yard
UETU6455903	-08-14 09:49		Import	Active	Yard
UETU2943670	-07-26 21:38		Storage	Active	Yard
UETU2584230	-08-12 12:31		Export	Active	Yard
TXGU6623623	-08-07 23:50		Import	Active	Yard
TRHU8724450	-08-14 13:02		Import	Active	Yard

My List view is analogous to *Units* view.

In order to remove a container from *My List*, tick/highlight the container to be removed and next click *Display* screen and select *Remove Selected* from the drop-down menu.



Last Move	Type ISO	Category	V-State	T-State	Position
2024-08-14 14:0	45G1	Import	Active	Yard	Y-CY1-E12.092.4.3
2024-08-14 14:2	45G1	Import	Active	Yard	Y-CY1-E16.024.1.2
2024-08-14 14:5	45G1	Import	Active	Yard	Y-CY1-E16.032.1.2
2024-07-26 22:3	22G1	Storage	Active	Yard	Y-CY1-E14.041.4.1

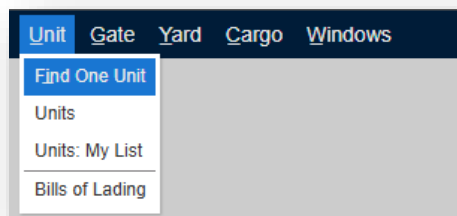
5 Container card

The Container Card (*Unit Inspector*) allows the system user to check all container data. It contains the following information: container entry and exit dates, weight, seal, status, etc. The Container Card is only visible if the container has **been released to a given Freight Forwarder** (self-assignment of Freight Forwarder - see item 6.1 and 7.2).

To find the Container Card follow the instruction below.

Step 1

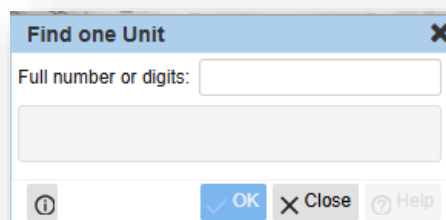
In *Unit* tab choose *Find One Unit*.



or double-click a given item in *Units*.

Step 2

Please search for container in below window. In the field *Find One Unit* enter container number and click *OK*.



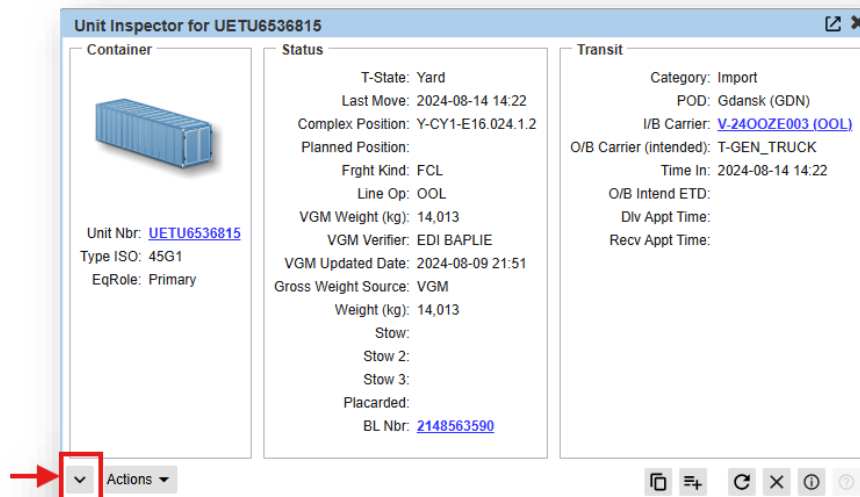
Step 3

A container card opens with the following sections:

Container – container number, ISO type, damage symbol;

Status – full/empty, box operator, weight, booking, placed warehousing orders (Services Order) and warehouse's orders number (Service Order Numbers), classification of hazardous cargo;

Transit – category (export, import, storage), port of discharge, route, entry and exit date.



To get **more detailed information**, click the green arrow icon circled red in the above screen, in the left-hand bottom corner of the container card.

After clicking the green arrow icon there is a drop-down list of detailed information regarding the container:

All Equipment – container number, ISO type, damage degree;

Contents – goods description, net weight, details regarding dangerous and out of gauge cargo;

Damages – type, place and degree of damage (Minor, Major);

Data Sources – source of data available in the system;

Declared Goods – several customs clearance numbers;

History Move – container history;

Holds/Perms – holds and permissions applied to the container;

Itinerary – internal operating information;

Primary Equip. – seals and general information of the container.

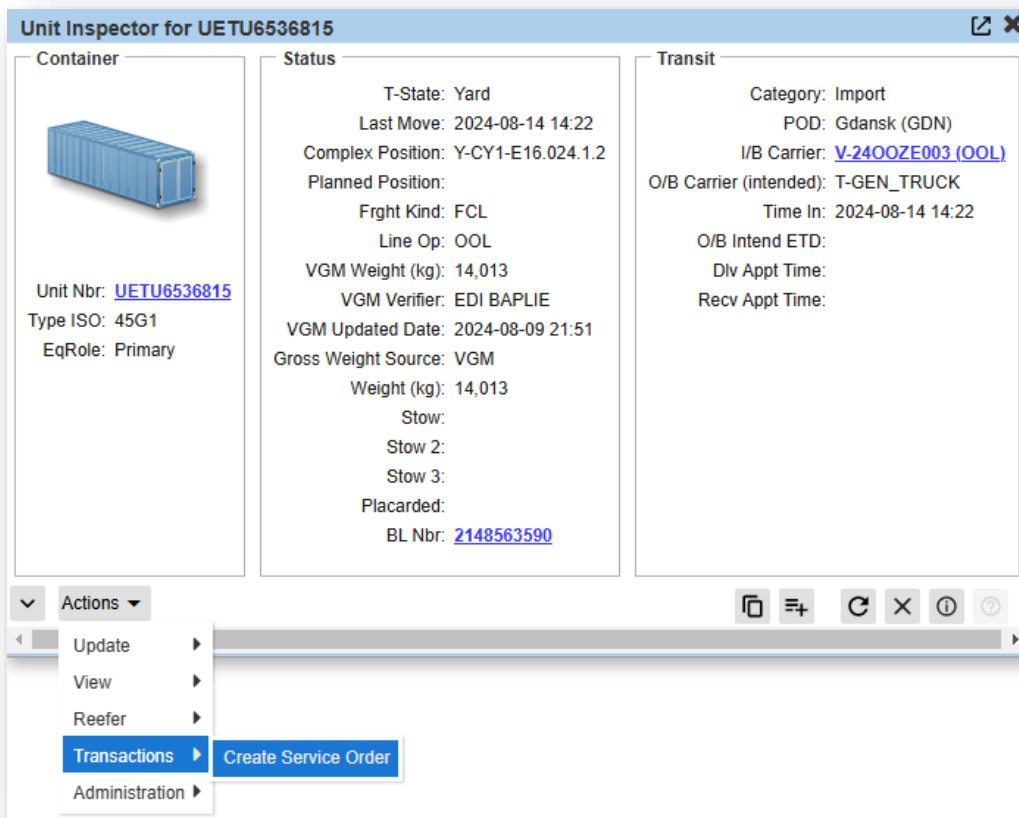
Below you can find description of Holds and Permissions:

Name	Description
Holds	
Customs Export Hold	applied in export by the customs office
Customs Import Hold	applied in import by the customs office
CZRM Hold / IZRX Hold	applied by CZRM / IZRX
SL Hold (Shipping Line Hold)	applied by the shipping line
Terminal Hold	applied by the Terminal
Tir Transit Carnet	applied by the Customs Office
CFS Hold	Applied in export by CFS
CFS Appointment	applied by the CFS
DGD Hold	applied in export by the Terminal to containers with dangerous cargo
Placards Mismatch	applied in export by the Terminal for HAZ containers in case of labels discrepancy between prenotification and actual state
SCANNING HOLD	Applied by Customs Office for import and export containers, scanning order is required in the Navis N4
Seal Missing Hold	Applied in export by the Terminal in case of HS bolt seal missing
Vet Hold	applied by Veterinary Service
Sanepid Hold	applied by Sanitary and Epidemiological Station
Wiorin Hold	applied by Voivodeship Inspectorate of Plant Health and Seed Inspection
Wijhars Hold	Applied by Voivodeship Inspectorate of Agricultural and Food Quality Inspection
Skład Celny Hold	Used in import concerning the entry of container / non-containerized cargo into the customs warehouse procedure.
TRANZYT T1	Stosowana w imporcie przez UC
OOG Hold	Applied by terminal in import of OOG cargo
Permissions	
Customs Export Permission	imposed by the system on all export containers
Customs Import Permission	imposed by the system on all import containers
Line Import Permission	imposed by the system on all import containers not released by a Shipping Line; release is effected at the time of receipt by the Terminal of a PIN from the Shipping Line
!Empty Permission	applied on all empty containers
Unit _Vgm_Load_Permission	In compliance with SOLAS, VGM is required for all containers in export
Customs Export Permission	Systemically applied to all export containers
TECHNICAL_FULL_CONTAINER	Applied automatically and applies to all full containers in import and export. The listed hold does not block the handling of containers and only serve the function of supporting security at the terminal
TECHNICAL_LIVE_REFFER	Applied automatically and applies to all full Reefer containers in import and export. The listed hold does not block the handling of containers in any relation and only serve the function of supporting security at the terminal
Missing Agent Permission	Applied automatically and applies to all full containers in import and export. Implementation of the stop is the first step in the process of introducing PCS fees. The stop will not block the loading/unloading container on/from the vessel or pick up or delivery by road/rail - until further notice.

The status of particular permissions and holds is explained below:

- *Permissions* – imposed automatically by the system:
 - Required* – granting required
 - Granted* – permission granted
 - Cancelled* – permission with Granted status has been cancelled
- *Holds* – imposed manually on the individual basis, depending on needs:
 - Active* – releasing required
 - Granted* – hold has been released

Additionally, in the Container Card option *Actions* allows to **place an order** (*Transactions* → *Create Service Order*). E.g. staffing, unstaffing, inspection of the container. This option is fully explained in the further part of the Manual (see item 7.6).



Unit Inspector for UETU6536815

Container	Status	Transit
 Unit Nbr: UETU6536815 Type ISO: 45G1 EqRole: Primary	T-State: Yard Last Move: 2024-08-14 14:22 Complex Position: Y-CY1-E16.024.1.2 Planned Position: Frght Kind: FCL Line Op: OOL VGM Weight (kg): 14,013 VGM Verifier: EDI BAPLIE VGM Updated Date: 2024-08-09 21:51 Gross Weight Source: VGM Weight (kg): 14,013 Stow: Stow 2: Stow 3: Placarded: BL Nbr: 2148563590	Category: Import POD: Gdansk (GDN) I/B Carrier: V-2400ZE003 (OOL) O/B Carrier (intended): T-GEN_TRUCK Time In: 2024-08-14 14:22 O/B Intend ETD: Div Appt Time: Recv Appt Time:

Actions

- Update
- View
- Reefer
- Transactions** → [Create Service Order](#)
- Administration

6 Export

Only containers and general cargo with prior delivery notification in Navis system may enter the premises of the terminal.

Notification of export containers takes place automatically by electronic data interchange on a given booking by the Shipping Line directly to Navis.

The only obligation of the Freight Forwarder is to provide the driver with the

- ➔ container number
- ➔ booking numbers.

Storage of an empty container by road does not require Navis notification.

An exception is storage of an empty container that arrives by rail and requires manual notification in the system.

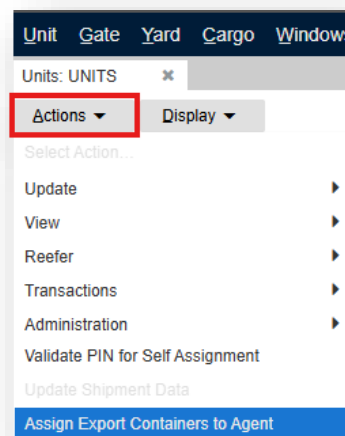
Notification of a full container arriving by rail requires providing the Train Operator with information related to containers.

6.1 Assigning to a container in export by booking number.

To release an export container, enter the container number(s) and booking number as described below.

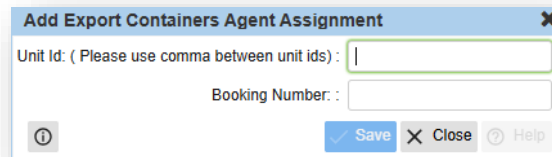
Step 1

From the Units view, select the *Actions* window and then the *Assign Export Container to Agent* option



Step 2

In the *Add Export Containers Agent Assignment* window, fill in the container number and booking.

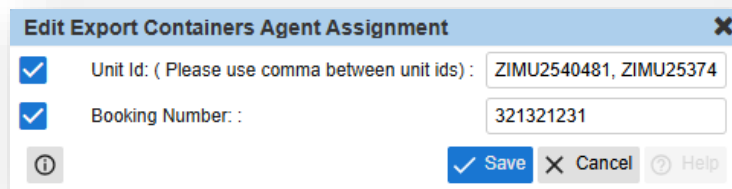


After completing the required fields, click Save.

The container has been assigned to your Freight Forwarder account and is visible in the Units tab.

In case you have more export containers under one booking, you can assign to them simultaneously.

In order to do this, enter container numbers separated by a comma in the Unit Id window.



After completing the required fields, click Save.

The container has been assigned to your Freight Forwarder account and is visible in the *Units* tab.

6.2 Delivery of an empty container by road

The delivery of an empty container by road requires notification in the Navis operating system and in the eBrama system. An empty container can be returned using the ERO number or numerical notification.

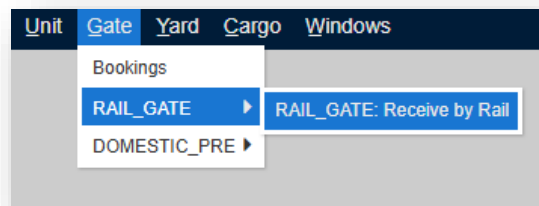
- Numerical notification of an empty container delivery – the Shipping Line creates a notification in the Navis system, then the driver/carrier is responsible for creating a notification for a given container number in the eBrama system, which allows the empty container to be returned to the Baltic Hub terminal.
- Delivery an empty container under an ERO number – the Shipping Line creates an ERO number on the basis of which containers are returned by the driver/carrier. The ERO number is assigned a number of containers and an ISO type. Then, the driver/carrier is responsible for creation a notification under the ERO number in the eBrama system, which allows the empty container to be returned at the Baltic Hub terminal.

6.3 Delivery of an empty container by rail

The deposit of an empty container by road is not required to be notified by the shipping line or freight forwarder. The exception is the deposit of an empty container that enters by rail and requires manual notification in the system according to the instructions below.

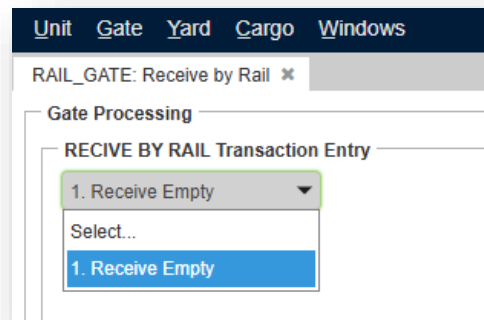
Step 1

In *Gate* tab choose *RAIL_GATE: Receive by Rail*.



Step 2

In *Select...* tab select option *Receive Empty*.



Step 3

In *RAIL_GATE: Receive by Rail* complete the required fields:

Equipment Number – container number;

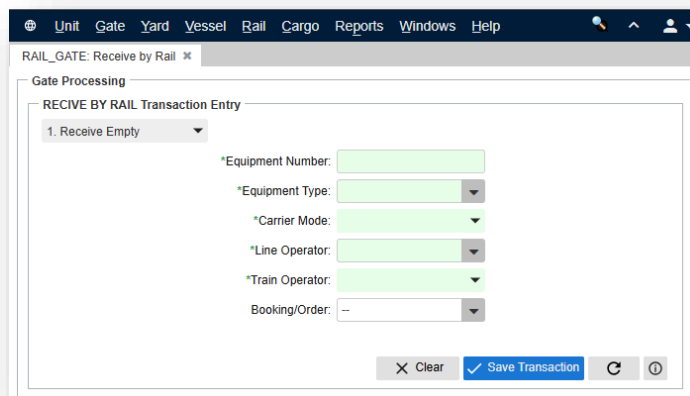
Equipment Type – container ISO;

Carrier Mode – select Train;

Line Operator – enter the container operator;

Train Operator – select carriage organizer;

Booking/Order – select correct code (e.g. NK001_MAE.)



After completing the required fields, click *Save Transaction*.

The notified container is visible in the *Units* window.

6.4 Delivery notification of general cargo

6.4.1 Handling in relation vehicle-warehouse-container

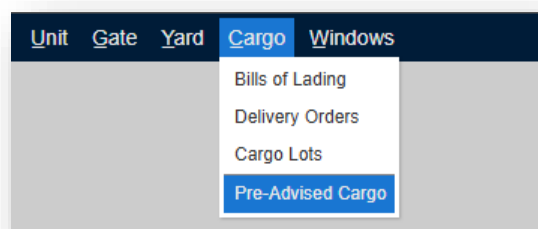
Delivery of general cargo at CFS in relation *vehicle-warehouse* requires cargo's notification by e-mail to containerservices@dctgdansk.com and provide the following information:

- Cargo storage date;
- Quantity/volume/weight of general cargo;
- Packaging unit;
- B/L number.

After the receipt of necessary data CFS worker provides by e-mail the following names of the goods created in the system:

- BL number – driver notification number, necessary for storage of goods at CFS. The driver is obliged to provide this number at Pre-gate.
- Id – system goods declaration; number on which all operations are performed in NAVIS.

All advised general cargo to be stored at CFS or stuffed directly to the container and goods being stripped are visible in *Cargo* tab in *Pre-Advised Cargo* screen.



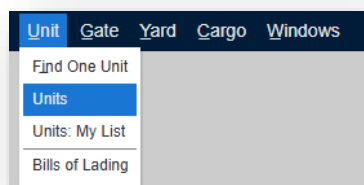
The following information is available in *Pre-Advised Cargo* view: general cargo number (*Id*), driver notification number (*BL number*), quantity of goods (*Qty*), weight of goods (*Lot Total Weight*), etc.

Unit Gate Yard Cargo Windows													
Pre-Advised Cargo *													
Actions	Pre-Advised Cargo												
Created	BL Nbr	Item Nbr	Id	Qty	Packaging	Commodity	Lot Total Weight (kg)	Line Op	Ves. Visit	Shipper	Consignee	Default	Lot Planned Position
2013-07-23 19:53	602709601-1A	01/30/FRLU9681634	602709601-1A-1-0	26.000	KARTONY	GEN	496	MAE	EVEL1307			•	
2013-03-27 12:34	559385708	01/13/MSKU6898818	559385708-1-0	917.000	KARTONY	GEN	5,284	SEJ	VIGO1325			•	
2012-09-25 12:17	01/38/NK036	01/38/NK036	01/38/NK036-1-0	1.000	KARTONY	GEN	15.0	MAE	GEN_VESSEL			•	
2012-09-24 10:57	01/39/NK036	01/39/NK036	01/39/NK036-1-0	2.000	KARTONY	GEN	30.0	MAE	GEN_VESSEL			•	

In order to load cargo into a container in relation *warehouse-container*, issue a system order for container stuffing. Detailed instructions are provided below.

Step 1

In *Unit* tab choose *Units*.



Step 2

Right-click the empty container to be stuffed. Next, select *Transactions* and *Create Service Order*.

Unit Gate Yard Cargo Windows													
Units: UNITS YARD *													
Actions	Display												
Unit Nbr	Line Op	Type ISO	Time In	Time Out	Category	V-State	T-State	DSK Number	CEN Number				
14697805-1-1	CMA		2017-10-05 11:16		Import	Active	Yard	WASH038E					
36309104-2-1	CMA		2024-04-15 14:04		Import	Active	Yard	24CHAN0FL 2024-03-16 04:50					
43959525-1-1	MAE		2015-11-28 02:08		Import	Active	Yard	DSK322080000032692015	16PL32208016ECFEE0				
82089549-1-1	MAE		2024-08-01 17:15		Import	Active	Yard	24MOSCA26 2024-06-23 12:20					
82089549-2-1	MAE		2024-08-01 17:15		Import	Active	Yard	24MOSCA26 2024-06-23 12:20					
8990564-2-1	MAE		2024-06-17 17:00		Import	Active	Yard	24MADI422 2024-05-27 05:30					
AFHU6637693	CMA	45G1	2024-08-14 13:50		Import	Active	Yard	24OOZE003 2024-08-13 23:30	20240814-524/4754.4757, 20240814-525/4758.4760				
AFZU3226177	CMA	22G1	2024-08-07 21:24		Export	Active	Yard						
AFZU3643838	CMA	22G1	2024-08-14 12:00		Import	Active	Yard	24DERI32TE 2024-08-14 01:00					
AFZU3705776	CMA	22G1	2024-08-14 15:47		Import	Active	Yard	24DERI32TE 2024-08-14 01:00					
BEAU5571777	COS	45G1	2024-08-13 18:31		Export	Active	Yard		24PL391010E2659032				
BEAU5831444	MSC	45G1	2024-08-12 00:37		Import	Active	Yard	24ELEO433 2024-08-11 15:55					
BMOU2836922	MSC	22G1	2024-08-13 09:07		Import	Active	Yard	24ELEO433 2024-08-11 15:55	24PL32208AM021FIR9				
BMOU5066996	COS	45G1	2024-08-14 04:27		Export	Active	Yard		24PL322080E0624723				
BMOU5767548	EVG	45G1	2024-08-14 13:14		Import	Active	Yard		24PL32208AM02289R0				
BMOU9754770	CMA	45R1	2024-08-09 21:18		Export	Active	Yard	24OOZE003 2024-08-13 23:30	24PL322080E0620974				
BSIU2561498	CMA	22G1	2024-08-07 21:32		Export	Active	Yard						
CAAU5153402	EVG	45G1	2024-08-14 16:15		Import	Active	Yard	24OOZE003 2024-08-13 23:30					
CAAU5448316	EVG	45G1	2024-08-09 12:32		Import	Active	Yard	24SPRING105 2024-08-09 10:00	24PL32208AM0208SR5				
CAAU6140821	OOL	45G1	2024-08-14 14:14		Import	Active	Yard	24OOZE003 2024-08-13 23:30					
CAU0231333	MAE	22G1	2024-07-25 15:11		Storage	Active	Yard						
CAU03469349	CMA	22G1	2024-08-14 11:58		Import	Active	Yard	24DERI32TE 2024-08-14 01:00					
CAU08803314	MSC	45G1	2024-08-11 21:37		Import	Active	Yard	24ELEO433 2024-08-11 15:55	24PL322				
CAU09471148	CMA	45G1	2024-08-14 15:43		Import	Active	Yard	24OOZE003 2024-08-13 23:30					
CCLU5216988	OOL	42G1	2024-08-14 06:50		Import	Active	Yard	24OOZE003 2024-08-13 23:30	24PL322				
CCLU7692900	COS	45G1	2024-08-14 08:27		Import	Active	Yard	24OOZE003 2024-08-13 23:30	24PL322				
CGMU5144533	CMA	45R1	2024-08-14 17:07		Export	Active	Yard						
CGMU9405358	CMA	45R1	2024-08-09 19:11		Export	Active	Yard						
CMAU0649817	CMA	22G1	2024-08-14 15:44		Import	Active	Yard	24DERI32TE 2024-08-14 01:00					
CMAU0720290	CMA	22G1	2024-08-14 12:03		Import	Active	Yard	24DERI32TE 2024-08-14 01:00					
CMAU0755589	CMA	22G1	2024-08-14 12:01		Import	Active	Yard	24DERI32TE 2024-08-14 01:00					
CMAU1065335	CMA	22G1	2024-08-07 21:28		Export	Active	Yard						
CMAU1459940	CMA	22G1	2024-08-07 21:36		Export	Active	Yard						
CMAU1886695	CMA	22G1	2024-08-07 21:04		Export	Active	Yard						

Step 3

In *Add Service Order* screen complete the fields as follows:

Billing Party – select Forwarding Agency code, e.g. NK001 (Agent);

Order Line – leave this field empty;

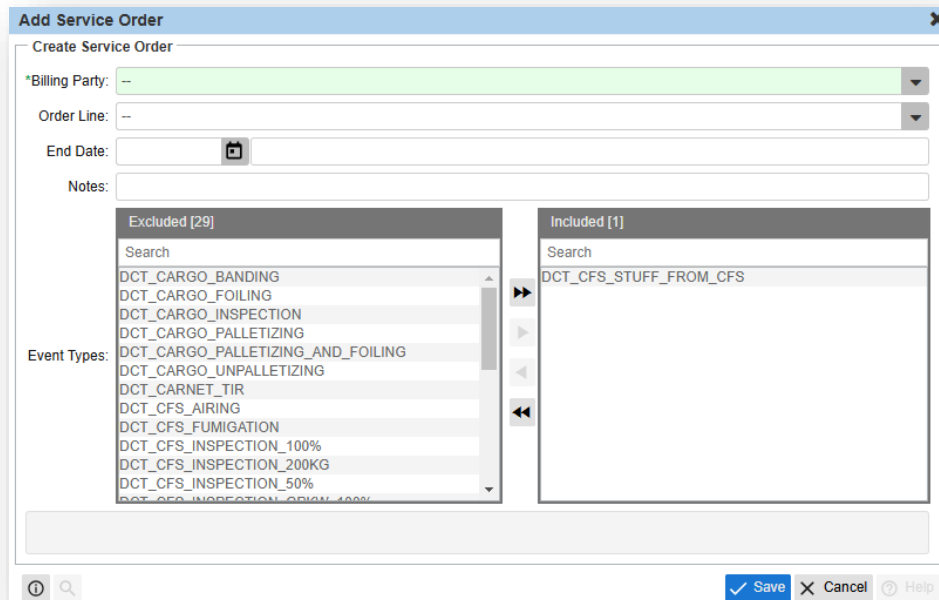
End by Date – enter the order performance date and hour (yyyy-mm-dd); use short-cut if applicable: +1 means the next day, +2 next, etc.;

Notes – enter the following data:

- all ID numbers to be loaded into a given container;
- notice of lashing of the cargo in the container, if any;
- all data related to booking, handling port and route;
- commercial offer number, if any;
- presence of the Freight Forwarder's representative or the inspection company, if any.

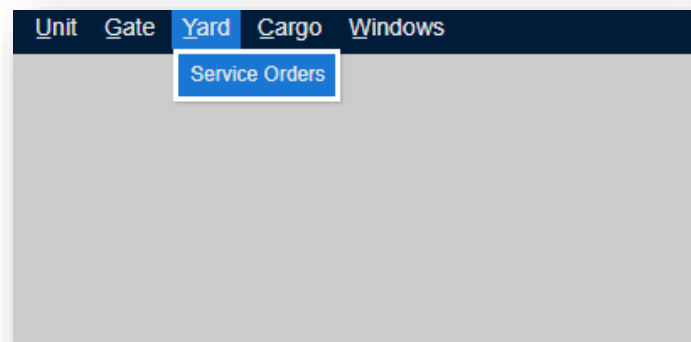
Event Types – select *CFS_STUFF_FROM_CFS*. Drag the selected option to the right side by double-clicking or ticking and dragging with the use of a single arrow.

Please *Save* above data.



Step 4

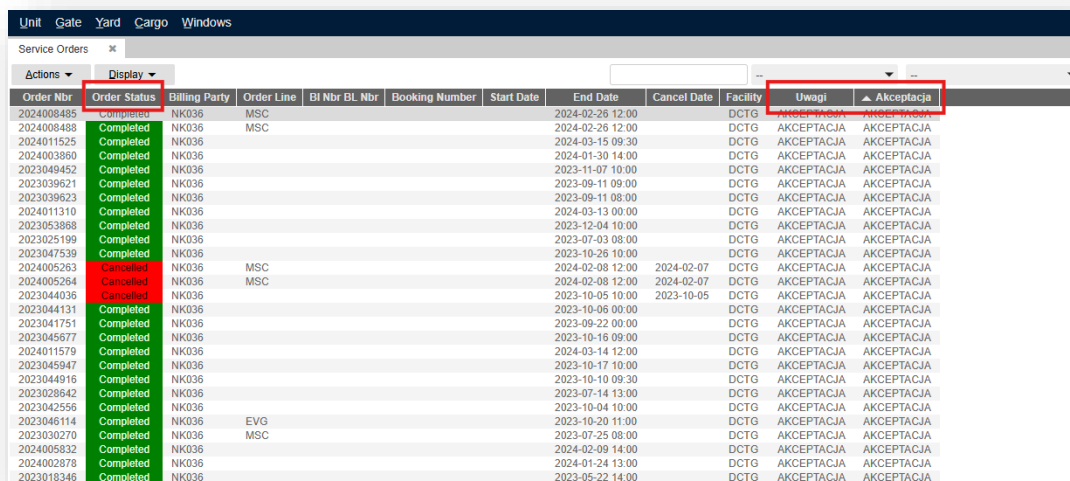
The status of sent orders may be monitored in *Yard* tab by selecting *Service Orders*.



Step 5

The list of issued orders is visible in below screen, automatically numbered by the system.

Acceptance of an order is visible in the system in *CFS Acceptance* field (AKCEPTACJA).



Order Nbr	Order Status	Billing Party	Order Line	BI Nbr	BL Nbr	Booking Number	Start Date	End Date	Cancel Date	Facility	Uwagi	Akceptacja
2024008485	Completed	NK036	MSC					2024-02-26 12:00		DCTG	AKCEPTACJA	AKCEPTACJA
2024008488	Completed	NK036	MSC					2024-02-26 12:00		DCTG	AKCEPTACJA	AKCEPTACJA
2024011525	Completed	NK036						2024-03-15 09:30		DCTG	AKCEPTACJA	AKCEPTACJA
2024003960	Completed	NK036						2024-01-30 14:00		DCTG	AKCEPTACJA	AKCEPTACJA
2023049452	Completed	NK036						2023-11-07 10:00		DCTG	AKCEPTACJA	AKCEPTACJA
2023039621	Completed	NK036						2023-09-11 09:00		DCTG	AKCEPTACJA	AKCEPTACJA
2023039623	Completed	NK036						2023-09-11 08:00		DCTG	AKCEPTACJA	AKCEPTACJA
2024011310	Completed	NK036						2024-03-13 00:00		DCTG	AKCEPTACJA	AKCEPTACJA
2023053988	Completed	NK036						2023-12-04 10:00		DCTG	AKCEPTACJA	AKCEPTACJA
2023025199	Completed	NK036						2023-07-03 08:00		DCTG	AKCEPTACJA	AKCEPTACJA
2023047539	Completed	NK036						2023-10-26 10:00		DCTG	AKCEPTACJA	AKCEPTACJA
2024005263	Cancelled	NK036	MSC					2024-02-08 12:00	2024-02-07	DCTG	AKCEPTACJA	AKCEPTACJA
2024005264	Cancelled	NK036	MSC					2024-02-08 12:00	2024-02-07	DCTG	AKCEPTACJA	AKCEPTACJA
2023044036	Completed	NK036						2023-10-05 10:00	2023-10-05	DCTG	AKCEPTACJA	AKCEPTACJA
2023044131	Completed	NK036						2023-10-06 00:00		DCTG	AKCEPTACJA	AKCEPTACJA
2023041751	Completed	NK036						2023-09-22 00:00		DCTG	AKCEPTACJA	AKCEPTACJA
2023045677	Completed	NK036						2023-10-16 09:00		DCTG	AKCEPTACJA	AKCEPTACJA
2024011579	Completed	NK036						2024-03-14 12:00		DCTG	AKCEPTACJA	AKCEPTACJA
2023045947	Completed	NK036						2023-10-17 10:00		DCTG	AKCEPTACJA	AKCEPTACJA
2023044916	Completed	NK036						2023-10-10 09:30		DCTG	AKCEPTACJA	AKCEPTACJA
2023028642	Completed	NK036						2023-07-14 13:00		DCTG	AKCEPTACJA	AKCEPTACJA
2023042556	Completed	NK036						2023-10-04 10:00		DCTG	AKCEPTACJA	AKCEPTACJA
2023046114	Completed	NK036	EVG					2023-10-20 11:00		DCTG	AKCEPTACJA	AKCEPTACJA
2023030270	Completed	NK036	MSC					2023-07-25 08:00		DCTG	AKCEPTACJA	AKCEPTACJA
2024005832	Completed	NK036						2024-02-09 14:00		DCTG	AKCEPTACJA	AKCEPTACJA
2024002878	Completed	NK036						2024-01-24 13:00		DCTG	AKCEPTACJA	AKCEPTACJA
2023018346	Completed	NK036						2023-05-22 14:00		DCTG	AKCEPTACJA	AKCEPTACJA

Once the order is accepted, *End By Date* column displays date and hour of planned service.

The ordering party may neither cancel nor edit the order generated by NAVIS.

To change the generated order please send relevant information by e-mail to containerservices@dctgdansk.com and provide order number in the content of the e-mail.

Order Status informs of the current order status, where:

New – new order whose performance has not begun or which is in progress;

Completed – the order has been completed;

Cancelled – the order has been cancelled, the cause is provided in Cancel Notes; a cancelled order may not be edited, in such case a new order has to be issued.

6.4.2 Handling in relation vehicle-container

In case of handling in direct *relation vehicle-container* please issue an empty container stuffing order in the system.

To generate a **system order**, follow the instructions found in section 6.3.1 Units -> Unit (right mouse button) -> Transactions -> Create Service Order

The only difference is the completion of the Add Service Order window (step 3), below is a detailed explanation:

To generate a **system order**, follow the instructions of above 5.2.1 point. The only difference is completion of *Add Service Order* screen (step 3) as follows:

Billing Party – select Freight Forwarder code, e.g. NK001 (Agent);

Order Line – leave this field empty;

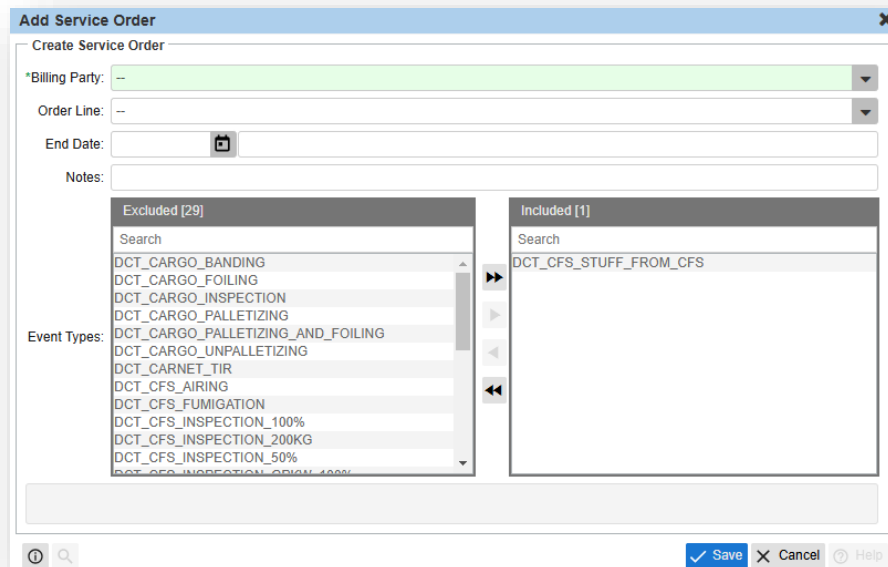
End Date – enter the order performance date and hour (yyyy-mm-dd); use short-cut if applicable: +1 means the next day, +2 next, etc.;

Notes – enter the following data:

- cargo specification: cargo name, quantity/volume/weight of general cargo, packaging unit, B/L number;
- notice of cargo lashing in the container, if any;
- all data related to booking, handling port and route;
- commercial offer number, if any;
- presence of the Freight Forwarder's representative or the inspection company, if any.

Event Types – select CFS_STUFF_FROM_TRUCK. Drag the selected option to the right side by double-clicking or ticking and dragging with the use of a single arrow.

After completing the above steps, click the Save icon.



Please *Save* all above data.

7 Import

7.1 Picking up full containers without assignment of the Forwarder code

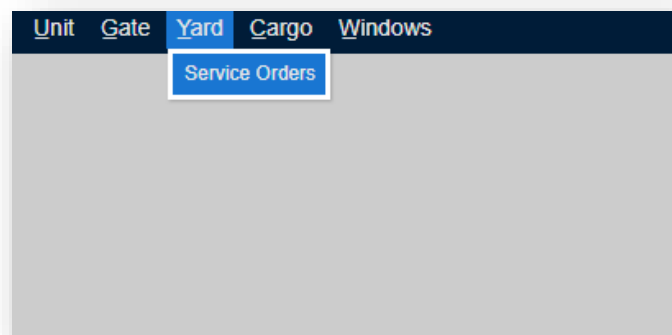
If a given container is subject to no additional warehouse activities and there is no necessity to view the container card, picking up the container requires no intervention in the system. The only obligation of the Forwarder is to provide PIN to the driver, to be forwarded at Pregate/eBrama.

7.2 Picking up full containers with assignment of the Forwarder code (PIN)

Assignment of the Forwarder code by entering PIN received from the Shipping Line provides access to the container card and allows to place a warehouse order.

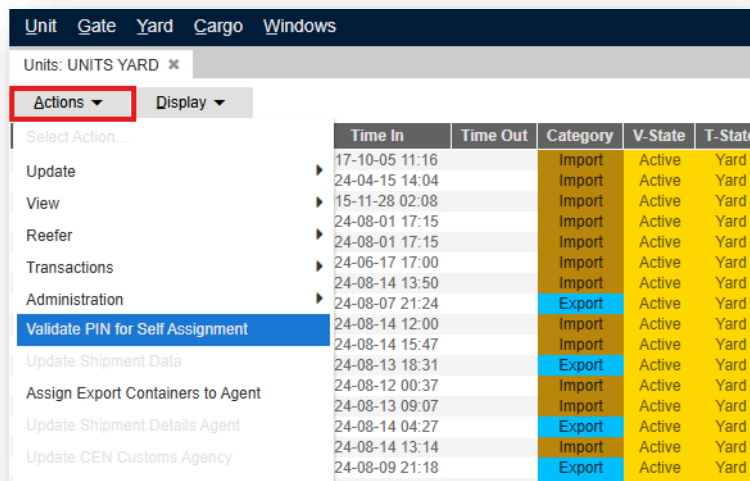
Step 1

In *Unit* tab choose *Units*.



Step 2

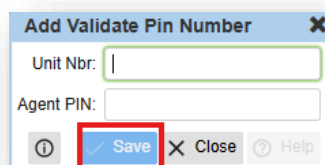
Click **Actions** icon and select *Validate PIN for Self Assignment*.



	Time In	Time Out	Category	V-State	T-State
Update	17-10-05 11:16		Import	Active	Yard
	24-04-15 14:04		Import	Active	Yard
View	15-11-28 02:08		Import	Active	Yard
Reefer	24-08-01 17:15		Import	Active	Yard
	24-08-01 17:15		Import	Active	Yard
Transactions	24-06-17 17:00		Import	Active	Yard
	24-08-14 13:50		Import	Active	Yard
Administration	24-08-07 21:24		Export	Active	Yard
Validate PIN for Self Assignment	24-08-14 12:00		Import	Active	Yard
	24-08-14 15:47		Import	Active	Yard
Update Shipment Data	24-08-13 18:31		Export	Active	Yard
Assign Export Containers to Agent	24-08-12 00:37		Import	Active	Yard
	24-08-13 09:07		Import	Active	Yard
Update Shipment Details Agent	24-08-14 04:27		Export	Active	Yard
	24-08-14 13:14		Import	Active	Yard
Update CEN Customs Agency	24-08-09 21:18		Export	Active	Yard
	24-08-07 21:22		Export	Active	Yard

Step 3

In screen *Add Validate Pin Number* in field *Unit Nbr* enter the container number and in field *Agent PIN* enter the PIN received from the Shipping Line.



Please *Save* above data.

The system verifies the entered container number and PIN. If the data is correct, the system automatically assigns to the container the **code of the Freight Forwarder** e.g. NK001 or NL001 or NZ001 from whose account the operation is performed.

Step 4

Please refresh the view for the container to be visible on *Units* list, click the two arrow icon marked red in the below screen.

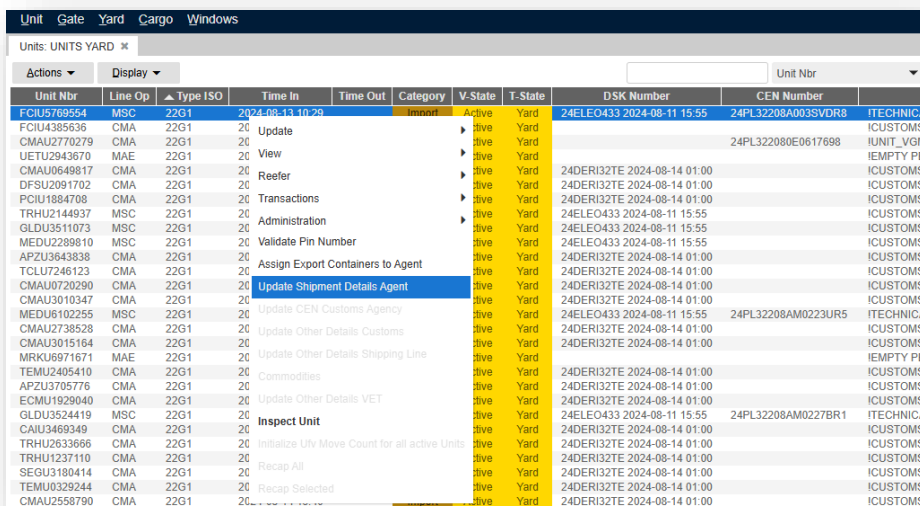
The container card is available after double-clicking a given item on Units list or entering the container number in *Unit* tab, in *Find One Unit* (see item 4 Container Card).

7.3 Picking up a full container - by rail

When picking up full containers by rail, complete in *Units* the field *Train Operator*. This option may also be completed by the Train Operator, who should be provided with PIN received from the Shipping Line.

7.4 Assignment of the Customs Agent code to a container

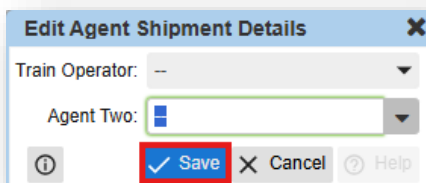
To make the container card available to the Customs Agent in *Units* tab please right-click a given container and select *Update Shipment Details Agent*.



Unit Nbr	Line Op	Type ISO	Time In	Time Out	Category	V-State	T-State	DSK Number	CEN Number	ITCUSTOMS
FCIU5769554	MSC	22G1	2024-08-13 10:29		Import	Active	Yard	24ELEO433 2024-08-11 15:55	24PL32208A003SVDR8	ITECHNICA
FCIU4385636	CMA	22G1	20		Update	Active	Yard			ICUSTOMS
CMAU2770279	CMA	22G1	20		View	Active	Yard		24PL322080E0617698	UNIT_VGM
UETU2943670	MAE	22G1	20		Reefer	Active	Yard	24DERI32TE 2024-08-14 01:00		EMPTY PE
CMAU0649817	CMA	22G1	20		Transactions	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
DFSU2091702	CMA	22G1	20		Administration	Active	Yard	24ELEO433 2024-08-11 15:55		ICUSTOMS
PCIU1884708	CMA	22G1	20		Validate Pin Number	Active	Yard	24ELEO433 2024-08-11 15:55		ICUSTOMS
TRHU2144937	MSC	22G1	20		Assign Export Containers to Agent	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
GLDU3511073	MSC	22G1	20		Update Shipment Details Agent	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
MEDU2289810	MSC	22G1	20		Update CEN Customs Agency	Active	Yard	24ELEO433 2024-08-11 15:55		ICUSTOMS
APZU3643838	CMA	22G1	20		Update Other Details Customs	Active	Yard	24DERI32TE 2024-08-14 01:00	24PL32208AM0223UR5	ITECHNICA
TCLU7246123	CMA	22G1	20		Update Other Details Shipping Line	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
CMAU0720290	CMA	22G1	20		Commodities	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
CMAU3010347	CMA	22G1	20		Update Other Details VET	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
MEDU6102255	MSC	22G1	20		Inspect Unit	Active	Yard	24ELEO433 2024-08-11 15:55	24PL32208AM0227BR1	ITECHNICA
CMAU2738528	CMA	22G1	20		Initialize Utr Move Count for all active Units	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
CMAU3015164	CMA	22G1	20		Recap All	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
MRKU6971671	MAE	22G1	20		Recap Selected	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
TEMU2405410	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
APZU3705776	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
ECMU1929040	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
GLDU3524419	MSC	22G1	20			Active	Yard	24ELEO433 2024-08-11 15:55		ICUSTOMS
CAIU3469349	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
TRHU2633666	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
TRHU1237110	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
SEGU1318044	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
TEMU0329244	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
CMAU2558790	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS

In *Agent One* field there is displayed the Forwarder code, e.g. NK001.

In *Agent Two* field select the Customs Agent code, e.g. AC001.



Edit Agent Shipment Details

Train Operator: --

Agent Two: [Dropdown Menu]

Please *Save* above data.

In case of Freight Forwarder being also a Customs Agent who wants to clear the container under the simplified procedure, the field *Agent Two* (e.g. AC001) also needs to be completed for the purpose of making the container card available to the user logging on the account of the Customs Agent.

7.5 Picking up empty containers

7.5.1 Picking up an empty container - by road

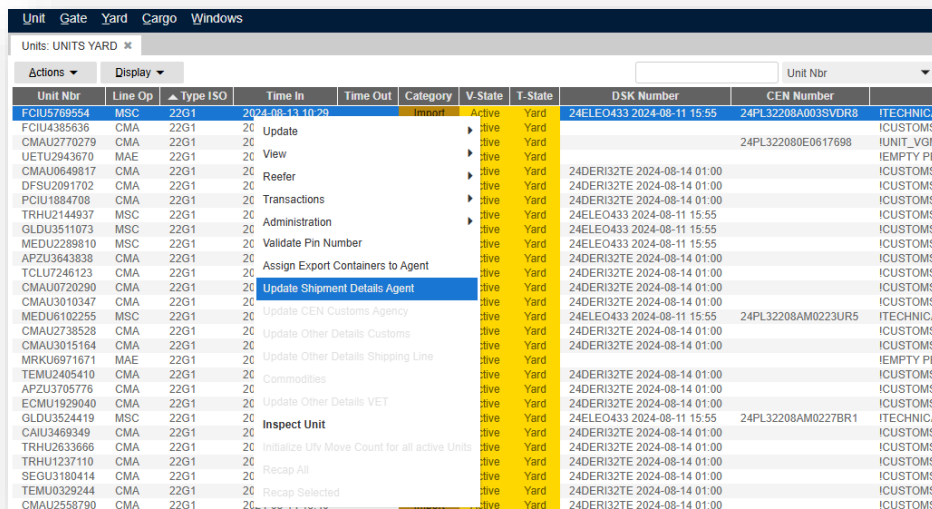
Picking up an empty container is non-numerical. This means that empty containers released under both booking or EDO number will be available for pickup according to availability (non-numerically) in accordance with the specified ISO type. The EDO/booking number in the Navis system is created by the Shipping Line.

Picking up an empty container by road requires notification in the eBrama system. The driver/carrier is required to select the appropriate ISO container type and the assigned booking/EDO number in the notification.

7.5.2 Picking up an empty container - by rail

When picking up an empty container for export by rail please assign the Train Operator to a given container. It is possible after prior assignment of the Forwarder code by the Shipping Line.

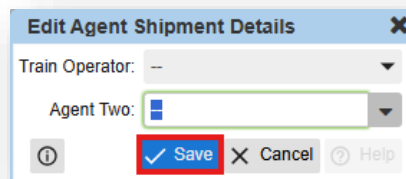
To assign a Train Operator, in *Units* tab please right-click a given container and select *Update Shipment Details Agent*.



Unit Nbr	Line Op	Type ISO	Time In	Time Out	Category	V-State	T-State	DSK Number	CEN Number	Unit Nbr
FCIU5769554	MSC	22G1	2024-08-13 10:29		Import	Active	Yard	24ELE0433 2024-08-11 15:55	24PL32208A003SVDR8	ITECHNICA
FCIU4385636	CMA	22G1	20	Update		Active	Yard			ICUSTOMS
CMAU2770279	CMA	22G1	20			Active	Yard		24PL32208E0617698	IUNIT_VGM
UETU2943670	MAE	22G1	20	View		Active	Yard			IEMPTY PE
CMAU0649817	CMA	22G1	20	Reefer		Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
DFSU2091702	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
PCIU1884708	CMA	22G1	20	Transactions		Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
TRHU2144937	MSC	22G1	20			Active	Yard	24ELE0433 2024-08-11 15:55		ICUSTOMS
GLDU3511073	MSC	22G1	20	Administration		Active	Yard	24ELE0433 2024-08-11 15:55		ICUSTOMS
MEDU2289810	MSC	22G1	20	Validate Pin Number		Active	Yard	24ELE0433 2024-08-11 15:55		ICUSTOMS
APZU3643838	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
TCLU246123	CMA	22G1	20	Assign Export Containers to Agent		Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
CMAU0720290	CMA	22G1	20	Update Shipment Details Agent		Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
CMAU3010347	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
MEDU6102255	MSC	22G1	20	Update CEN Customs Agency		Active	Yard	24ELE0433 2024-08-11 15:55	24PL32208AM0223UR5	ITECHNICA
CMAU2738528	CMA	22G1	20	Update Other Details Customs		Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
CMAU3015164	CMA	22G1	20	Update Other Details Shipping Line		Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
MRKU6971671	MAE	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
TEMU2405410	CMA	22G1	20	Commodities		Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
APZU3705776	CMA	22G1	20	Update Other Details VET		Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
ECMU1929040	CMA	22G1	20			Active	Yard	24ELE0433 2024-08-11 15:55	24PL32208AM0227BR1	ITECHNICA
GLDU3524419	MSC	22G1	20	Inspect Unit		Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
CAIU3469349	CMA	22G1	20	Initialize Urv Move Count for all active Units		Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
TRHU1237110	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
SEGU3180414	CMA	22G1	20	Recap All		Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
TEMU0329244	CMA	22G1	20	Recap Selected		Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
CMAU2558790	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS

In Train Operator field select the Train Operator.

In Agent One field the Forwarder code is displayed, e.g. NK001.



Please *Save* above data.

7.6 Picking up general cargo

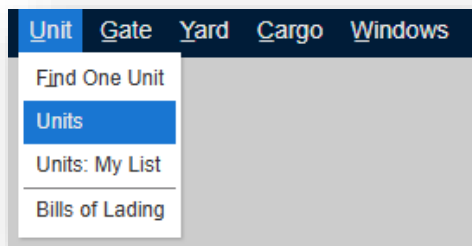
7.6.1 Handling in relation container-warehouse-vehicle

For complete delivery notification of general cargo the following activities are required:

- Placing an order for container stripping;
- Notification of picking up the cargo combined with driver notification;

Step 1

In *Unit* tab choose *Units*.



Step 2

To place an order for container stripping, right-click a given container and select *Transactions* and next *Create Service Order*.

Unit	Gate	Yard	Cargo	Windows					
Units: UNITS YARD ✕									
Actions ▼		Display ▼		Unit Nbr					
Unit Nbr	Line Op	▲ Type ISO	Time In	Time Out	Category	V-State	T-State	DSK Number	CEN Number
FCIU5769554	MSC	22G1	2024-08-13 10:29		Import	Active	Yard	24ELEO433 2024-08-11 15:55	24PL32208A003SVDR8
FCIU4385636	CMA	22G1	2024-08-10 17:12		Export	Active	Yard		
CMAU2770279	CMA	22G1	2024-08-09 06:10		Export	Active	Yard		24PL322080E0617698
UETU2943670	MAE	22G1	2024-07-26 21:38		Storage	Active	Yard		
CMAU0649817	CMA	22G1	2024-08-14 15:44		Import	Active	Yard	24DERI32TE 2024-08-14 01:00	
DFSU2091702	CMA	22G1	2024-08-14 15:44	Update			Yard	24DERI32TE 2024-08-14 01:00	
PCIU1884708	CMA	22G1	2024-08-14 15:44				Yard	24DERI32TE 2024-08-14 01:00	
TRHU2144937	MSC	22G1	2024-08-14 15:44	View			Yard	24ELEO433 2024-08-11 15:55	
GLDU3511073	MSC	22G1	2024-08-14 15:44	Reefer			Yard	24ELEO433 2024-08-11 15:55	
MEDU2289810	MSC	22G1	2024-08-14 15:44				Yard	24FI FO433 2024-08-11 15:55	
APZU3643838	CMA	22G1	2024-08-14 15:44	Transactions				Record Service Event	-14 01:00
TCLU7246123	CMA	22G1	2024-08-14 15:44	Administration				Record Guarantee	-14 01:00
CMAU0720290	CMA	22G1	2024-08-14 15:44	Validate Pin Number				Record Waiver	-14 01:00
CMAU3010347	CMA	22G1	2024-08-14 15:44	Assign Export Containers to Agent					24PL32208AM0223UR5
MEDU6102255	MSC	22G1	2024-08-14 15:44	Update Shipment Details Agent				Stop	-14 01:00
CMAU2738528	CMA	22G1	2024-08-14 15:44	Update CEN Customs Agency				Shift	-14 01:00
CMAU3015164	CMA	22G1	2024-08-14 15:44	Update Other Details Customs				Transload	-14 01:00
MRKU6971671	MAE	22G1	2024-08-14 15:44	Update Other Details Shipping Line				Return to Storage	11 15:55
TEMU2405410	CMA	22G1	2024-08-14 15:44	Commodities				Reserve Equipment	-14 01:00
APZU3705776	CMA	22G1	2024-08-14 15:44	Update Other Details VET				Cancel Equipment Reservation	-14 01:00
ECMU1928040	CMA	22G1	2024-08-14 15:44	Inspect Unit				Assign Booking/Rail Order	-14 01:00
GLDU3524419	MSC	22G1	2024-08-13 10:12	Initialize Urv Move Count for all active Units				Assign Equipment Receive Order	-14 01:00
CAIU3469349	CMA	22G1	2024-08-14 15:44	Recap All				Off-hire On-hire	-14 01:00
TRHU2633666	CMA	22G1	2024-08-14 15:44	Recap Selected				Inter-Facility Transfer	13 23:30
TRHU1237110	CMA	22G1	2024-08-14 15:44	Extract Events				Query Unit Charges	11 15:55
SEGU3180414	CMA	22G1	2024-08-14 15:44	Query Unit Charges				Create Notice Request	11 15:55
TEMU0329244	CMA	22G1	2024-08-14 15:44	24PL32208AM0221FIR9					
CMAU2558790	CMA	22G1	2024-08-13 09:04	Import	Active				
CMAU0755589	CMA	22G1	2024-08-07 21:32	Export	Active				
TIU2331595	MAE	22G1	2024-08-08 04:29	Import	Active				
EITU0245326	EVG	22G1	2024-08-13 10:12	Import	Active				
BMOU2836922	MSC	22G1	2024-08-13 09:04	Import	Active				
MEDU2672590	MSC	22G1	2024-08-13 09:04	Import	Active				
BSIU2561490	CMA	22G1	2024-08-07 21:32	Export	Active				
TLLU2602066	COS	22G1	2024-08-08 04:29	Import	Active				
MSMU1997151	MSC	22G1	2024-08-13 10:12	Import	Active				
CMAU0655335	CMA	22G1	2024-08-07 21:32	Export	Active				

Step 3

In *Add Service Order* screen complete the fields as follows:

Billing Party – select Freight Forwarder code, e.g. NK001 (Agent);

Order Line – leave this field empty;

End by Date – enter the order performance date and hour (yyyy-mm-dd); use short-cut if applicable: +1 means the next day, +2 next, etc.;

Notes – enter the following data:

- cargo data: name, quantity/volume/weight of general cargo, packaging unit (boxes, pallets, etc.);
- commercial offer number, if any;
- presence of the Freight Forwarder representative or the inspection company, if any;

Event Types – select DCT_CFS_STRIP_TO_CFS in relation container-warehouse. By double-clicking or highlighting the option drag it to the right with the use of a single arrow.

Add Service Order

Create Service Order

*Billing Party: --

Order Line: --

End Date:

Notes:

Excluded [30]

Search

DCT_CFS_REPAIR
DCT_CFS_SCANNING
DCT_CFS_STRIP_TO_CFS
DCT_CFS_STRIP_TO_TRUCK
DCT_CFS_STUFF_FROM_CFS
DCT_CFS_STUFF_FROM_TRUCK
DCT_CFS_SWEEPING
DCT_CFS_TRANSLOAD
DCT_WEIGHING_CFS
DCT_WEIGHING_FROM_YARD
DCT_WEIGHING_RAIL
DCT_WEIGHING_ROAD

Included [0]

Search

No Data to display.

Save

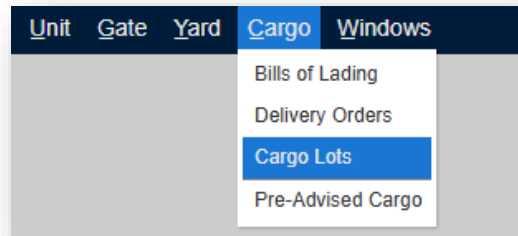
Cancel

Help

Please Save above data.

Step 4

Cargo Lot number will be created based on the bill of lading number once the container is stripped. To pick up the cargo please select *Cargo Lots* from *Cargo* tab.



Step 5

To advise a driver for picking up general cargo, please right-click *Cargo Lot* and select *Create Delivery Order*.

Unit	Gate	Yard	Cargo	Windows		
Cargo Lots						
Actions Display						
Created	BL Nbr	Id	Unit Nbr	Facility	T-State	
2024-08-01 17:15	238405380	82089549-1-1	82089549-1-1	DCTG	Yard	View
2024-08-01 17:15	238405380	82089549-2-1	82089549-2-1	DCTG	Yard	
2024-06-20 15:30	237909833	89905864-1-1	89905864-1-1	DCTG	Depart	+ Add
2024-06-17 17:00	237909833	89905864-2-1	89905864-2-1	DCTG	Yard	- Delete
2024-06-03 11:26	MEDUEH902185	14895316-1-1	14895316-1-1	DCTG	Depart	
2024-04-18 15:18	SHZ5963465	36309104-1-1	36309104-1-1	DCTG	Depart	Unload
2024-04-15 14:07	SHZ5963465	36309104-2-1	36309104-2-1	DCTG	Yard	
2024-03-07 13:28	01/05/24/CSNU6379632	70766008-1-1	OOLU8894691		Depart	Load
2024-02-27 15:40	01/05/24/CSNU6379632	70766008-2-1	70766008-2-1	DCTG	Depart	Manifest
2024-02-16 09:29	70766008-1-1A	35113397-1-1	35113397-1-1	DCTG	Retired	Other
2024-02-15 17:01	01/05/24/CSNU6379632	70766008-1-1	70766008-1-1	DCTG	Retired	
2024-02-01 12:37	01/05/24/CSNU6379632	70766008-1		DCTG		
2024-01-11 15:52	HBG1819449	39652693-1-1	39652693-1-1	DCTG	Depart	Edit Cargo Lot
2023-12-19 14:45	01/51/23/NK036	29386860-1-2	TCLU9599428	DCTG	Depart	Stuff
2023-11-17 12:16	230985377	17153896-1-1	17153896-1-1	DCTG	Depart	Strip
2023-11-17 12:16	230985377	17153896-2-1	17153896-2-1	DCTG	Depart	
2023-10-23 16:08	229872507	14602631-2-1	14602631-2-1	DCTG	Depart	Move
2023-10-23 16:08	229872507	14602631-1-1	14602631-1-1	DCTG	Depart	Create Delivery Order
2023-06-07 16:46	8893284230	74793659-1-1	74793659-1-1	DCTG	Depart	
2022-10-26 16:32	218077428	99077776-2-1	99077776-2-1	DCTG	Depart	Create Service Order
2022-09-19 16:41	218077428	99077776-1-1	99077776-1-1	DCTG	Depart	
2022-08-26 16:08	6326570910	53234443-2-1	53234443-2-1	DCTG	Depart	Record Service Event
2022-08-18 11:35	6328741870	85210852-2-1	85210852-2-1	DCTG	Depart	

Step 6

In *Create Delivery Order* screen complete the fields as follows:

Billing Party – select Freight Forwarder code, e.g. NK001 (Agent);

Contact Details – leave this field empty;

Carrier Mode – select Truck from the list;

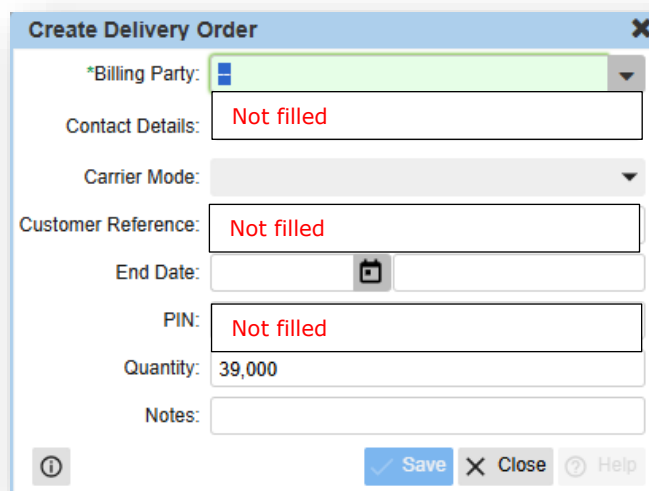
Customer Reference – leave this field empty;

End Date – enter the order performance date and hour (yyyy-mm-dd); use short-cut if applicable: +1 means the next day, +2 next, etc.;

PIN – leave this field empty;

Quantity – the system automatically indicates the number of cargo;

Notes – enter the driver's data: name and surname, identity card number, vehicle registration number and remarks, if any.



Create Delivery Order

*Billing Party: [Dropdown]

Contact Details: Not filled

Carrier Mode: [Dropdown]

Customer Reference: Not filled

End Date: [Calendar Icon]

PIN: Not filled

Quantity: 39,000

Notes:

Save Close Help

Please **Save** above data.

The number of driver's notification is visible in *Cargo Lots* tab in *Delivery Order* column the driver's notification number is visible, e.g. 55555. The driver that arrives to pick up general cargo from the warehouse is obliged to provide this number.

Moreover, the placed order is also available in *Cargo* screen (*Cargo* -> *Cargo Lots* -> *Delivery Orders*) after selection of *Delivery Order*. The number to be provided by the driver in the Pre-Gate may be found in *Order Nbr* eg. 55555.

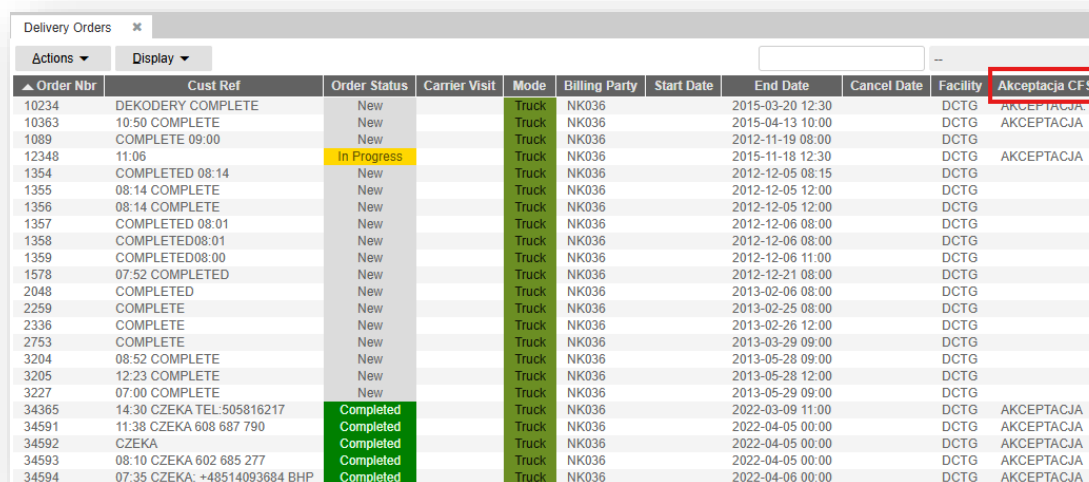
Step 7

The list of issued orders is visible in the below screen, orders are automatically numbered by the system.

Once the order is accepted (AKCEPTACJA CFS), *End Date* column displays date and hour of planned service.

The ordering party may neither cancel nor edit the order generated by NAVIS.

To change the generated order please send relevant information by e-mail to containerservices@baltichub.com and provide order number in the content of the e-mail.



Order Nbr	Cust Ref	Order Status	Carrier Visit	Mode	Billing Party	Start Date	End Date	Cancel Date	Facility	Akceptacja CFS
10234	DEKODERY COMPLETE	New		Truck	NK036	2015-03-20 12:30			DCTG	AKCEPTACJA
10363	10:50 COMPLETE	New		Truck	NK036	2015-04-13 10:00			DCTG	AKCEPTACJA
1089	COMPLETE 09:00	New		Truck	NK036	2012-11-19 08:00			DCTG	AKCEPTACJA
12348	11:06	In Progress		Truck	NK036	2015-11-18 12:30			DCTG	AKCEPTACJA
1354	COMPLETED 08:14	New		Truck	NK036	2012-12-05 08:15			DCTG	
1355	08:14 COMPLETE	New		Truck	NK036	2012-12-05 12:00			DCTG	
1356	08:14 COMPLETE	New		Truck	NK036	2012-12-05 12:00			DCTG	
1357	COMPLETED 08:01	New		Truck	NK036	2012-12-06 08:00			DCTG	
1358	COMPLETED 08:01	New		Truck	NK036	2012-12-06 08:00			DCTG	
1359	COMPLETED 08:00	New		Truck	NK036	2012-12-06 11:00			DCTG	
1578	07:52 COMPLETED	New		Truck	NK036	2012-12-21 08:00			DCTG	
2048	COMPLETED	New		Truck	NK036	2013-02-06 08:00			DCTG	
2259	COMPLETE	New		Truck	NK036	2013-02-25 08:00			DCTG	
2336	COMPLETE	New		Truck	NK036	2013-02-26 12:00			DCTG	
2753	COMPLETE	New		Truck	NK036	2013-03-29 09:00			DCTG	
3204	08:52 COMPLETE	New		Truck	NK036	2013-05-28 09:00			DCTG	
3205	12:23 COMPLETE	New		Truck	NK036	2013-05-28 12:00			DCTG	
3227	07:00 COMPLETE	New		Truck	NK036	2013-05-29 09:00			DCTG	
34365	14:30 CZEKA TEL:505816217	Completed		Truck	NK036	2022-03-09 11:00			DCTG	AKCEPTACJA
34591	11:38 CZEKA 608 687 790	Completed		Truck	NK036	2022-04-05 00:00			DCTG	AKCEPTACJA
34592	CZEKA	Completed		Truck	NK036	2022-04-05 00:00			DCTG	AKCEPTACJA
34593	08:10 CZEKA 602 685 277	Completed		Truck	NK036	2022-04-05 00:00			DCTG	AKCEPTACJA
34594	07:35 CZEKA; +48514093684 BHP	Completed		Truck	NK036	2022-04-06 00:00			DCTG	AKCEPTACJA

Order Status informs of the current order status, where:

New – new order whose performance has not begun or which is in progress;

Completed – the order has been completed;

Cancelled – the order has been cancelled, the cause is provided in Cancel Notes; a cancelled order may not be edited, in such case a new order has to be issued;

7.6.2 Handling in relation container-truck

In case of handling in the direct relation from a container to a vehicle, steps described in item 7.6.1 have to be followed. The only difference is selection in step 3 an option *DCT_CFS_STRIP_TO_TRUCK*.

In case of handling as part of TIR carnet, in Notes screen add remark TIR CARNET.

Acceptance of an order results in creation of *Cargo Lots* in the system by the CFS planner. The ID of the general cargo is created on the basis of the B/L number of a given cargo. To advise a driver for picking up general cargo freight forwarder should generate *Delivery Order*, which is possible after acceptance by the warehouse of a given *Service Order*. The acceptance of the order has to be verified in Yard tab by selecting *Service Orders*. The confirmation is visible in Notes column [AKCEPTACJA CFS].

8 Orders

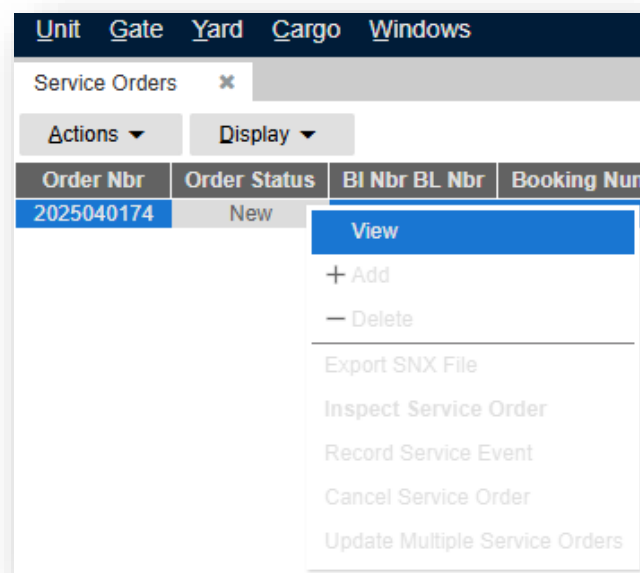
To perform any activities in the warehouse, such as inspection, container stuffing, container stripping, weighing, etc. an order has to be issued in Navis system.

In case of export containers an order may only be placed after prior assignment of the Freight Forwarder's code to a given container by the Shipping Line.

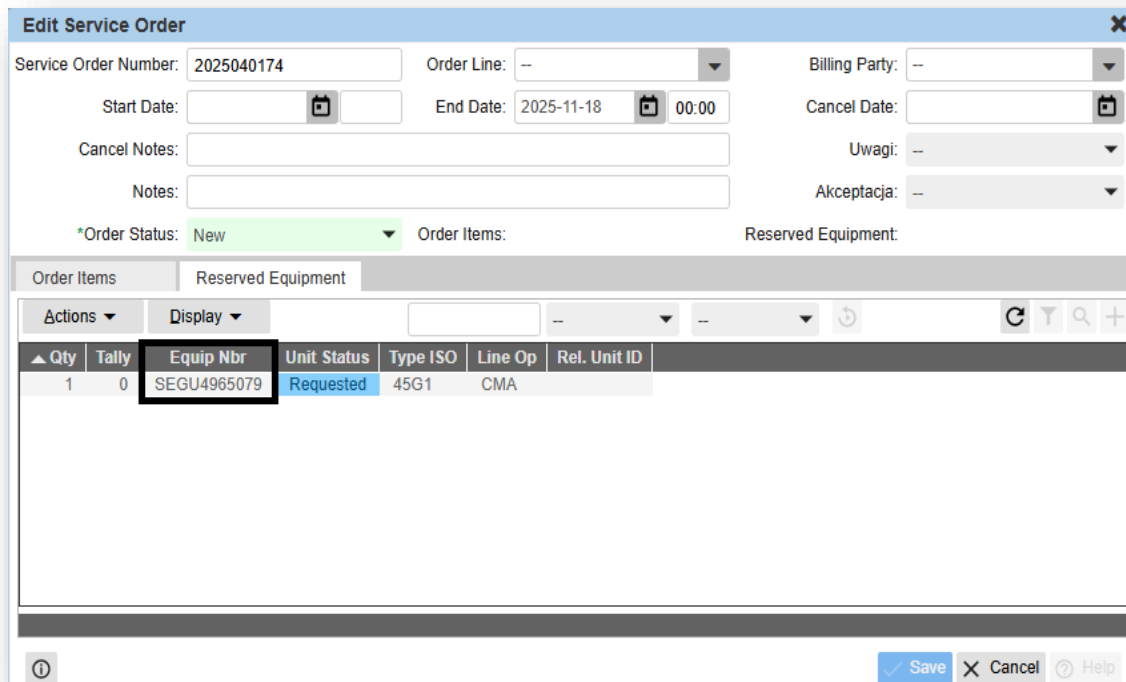
In case of import containers an order may be placed after assignment PIN by the Freight Forwarder to a given container (see item 7.2).

The status of sent orders may be monitored in *Yard* tab by selecting *Service Orders*.

To verify the container number assigned to a selected system order, select the order, right-click, and choose *View*:



Next, after the *Edit Service Order* window opens, go to the *Reserved Equipment* tab. The container number is displayed in the Equip Nbr column:



Edit Service Order

Service Order Number: 2025040174 Order Line: -- Billing Party: --

Start Date: End Date: 2025-11-18 00:00 Cancel Date:

Cancel Notes: Uwagi: --

Notes: Akceptacja: --

*Order Status: New Order Items: Reserved Equipment:

Qty	Tally	Equip Nbr	Unit Status	Type ISO	Line Op	Rel. Unit ID
1	0	SEGU4965079	Requested	45G1	CMA	

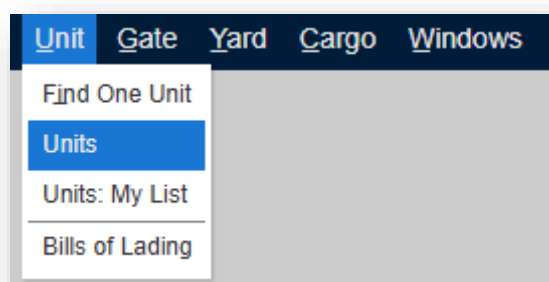
Save Cancel Help

8.1 Inspection order

Information how to generate a container inspection order to be carried out by UC (The Customs Office), IGDR, SANEPID, WIORIN, WIJHARS.

Step 1

In Unit tab choose Units.



Step 2

Right-click a given container number and select *Transactions*, and next *Create Service Order*.

Unit Gate Yard Cargo windows

Delivery Orders Units: UNITS YARD

Actions Display

Unit Nbr	Line Op	Type ISO	Time In	Time Out	Category	V-State	T-State	DSK Number
14697805-1-1	CMA		2017-10-05 11:16		Import	Active	Yard	WASH038E
36309104-2-1	CMA		2024-04-15 14:04		Import	Active	Yard	24CHAN0FL 2024-03-16
43955925-1-1	MAE		2015-11-28 02:08		Import	Active	Yard	DSK/322080/00/003266/2
82089549-1-1	MAE		2024-08-01 17:15		Import	Active	Yard	24MOSC426 2024-06-23
82089549-2-1	MAE		2024-08-01 17:15		Import	Active	Yard	24MOSC426 2024-06-23
89905864-2-1	MAE		2024-06-17 17:00		Import	Active	Yard	24MADI422 2024-05-27 0
APHU6637693	CMA	45G1	2024-08-14 13:50		Import	Active	Yard	24OOZE003 2024-08-13
APZU3226177	CMA	22G1	2024-08-07 21:24		Export	Active	Yard	
APZU3643838	CMA	22G1	2024-08-14 12:00		Import	Active	Yard	24DERI32TE 2024-08-14
APZU3705776	CMA	22G1	2024-08-14 15:47		Import	Active	Yard	24DERI32TE 2024-08-14
BEAU5571777	COS	45G1	2024-08-13 18:31		Export	Active	Yard	
BEAU5831344	MSC	45G1	2024-08-12 00:37		Import	Active	Yard	24ELEO433 2024-08-11
BMOU2836922	MSC	22G1	2024-08-13 09:07		Import	Active	Yard	24ELEO433 2024-08-11
BMOU5066996	COS	45G1	2024-08-14 04:27		Export	Active	Yard	
BMOU5767548	EVG	45G1	2024-08-14 13:14		Import	Active	Yard	24OOZE003 2024-08-13
BMOU9754770	CMA	45R1	2024-08-09 21:19		Export	Active	Yard	
BSIU2561498	CMA	22G1	2024-08-01 11:19	Update		Yard		
CAAU5153402	EVG	45G1	2024-08-01 11:19	View		Yard		24OOZE003 2024-08-13
CAAU5448316	EVG	45G1	2024-08-01 11:19			Yard		24SPRING105 2024-08-01
CAAU6140821	OOL	45G1	2024-08-01 11:19	Reefer		Yard		24OOZE003 2024-08-13
CAIU2391333	MAE	22G1	2024-07-27 15:47	Transactions		Record Service Event		
CAIU3469349	CMA	22G1	2024-08-01 11:19	Administration		Record Guarantee		
CAIU8803314	MSC	45G1	2024-08-01 11:19	Validate Pin Number		Record Waiver		
CAIU9471148	CMA	45G1	2024-08-01 11:19	Assign Export Containers to Agent		Create Service Order		
CCLU5216988	OOL	42G1	2024-08-01 11:19	Update Shipment Details Agent		Strip		
CCLU7692900	COS	45G1	2024-08-01 11:19	Update CEN Customs Agency		Stuff		
CGMU5144533	CMA	45R1	2024-08-01 11:19	Update Other Details Customs		Transload		
CGMU9405358	CMA	45R1	2024-08-01 11:19	Update Other Details Shipping Line		Return to Storage		
CMAU0649817	CMA	22G1	2024-08-01 11:19	Commodities		Reserve Equipment		
CMAU0720290	CMA	22G1	2024-08-01 11:19	Update Other Details VET		Cancel Equipment Reservation		
CMAU0755589	CMA	22G1	2024-08-01 11:19	Inspect Unit		Assign Booking/Rail Order		
CMAU1065335	CMA	22G1	2024-08-01 11:19	Initialize Uty Move Count for all active Units		Assign Equipment Receive Order		
CMAU1459940	CMA	22G1	2024-08-01 11:19	Recap All		Off-hire On-hire		
CMAU1886665	CMA	22G1	2024-08-01 11:19					
CMAU2558790	CMA	22G1	2024-08-01 11:19					
CMAU2738528	CMA	22G1	2024-08-01 11:19					
CMAU2770279	CMA	22G1	2024-08-01 11:19					
CMAU3010347	CMA	22G1	2024-08-01 11:19					
CMAU3015164	CMA	22G1	2024-08-01 11:19					
CMAU8645145	CMA	45G1	2024-08-01 11:19					
CSLU5164416	OOL	42G1	2024-08-01 11:19					

Step 3

In *Add Service Order* screen complete the fields as follows:

Billing Party – select Freight Forwarder code, e.g. NK001 (Agent);

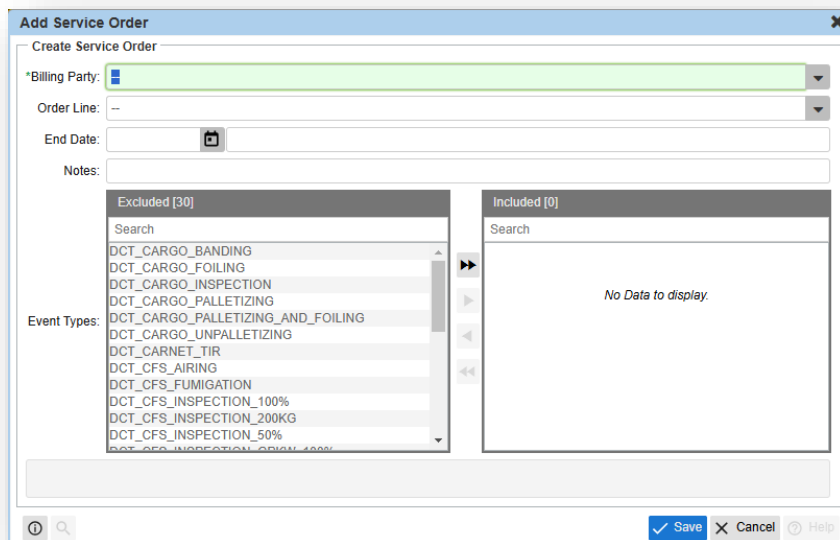
Order Line – leave this field empty;

End Date – enter the order performance date and hour (yyyy-mm-dd); use short-cut if applicable: +1 means the next day, +2 next, etc.;

Notes – enter the following data:

- inspection type, e.g. UC, SANEPID, IGDR, WIORIN, WIJHARS;
- cargo data: kind of cargo, quantity/volume/weight of general cargo, packaging unit;
- presence of the Freight Forwarder or the inspection company, if any.

Event Types – depending on the scope of inspection recommended by a given service, select as appropriate: DCT_CFS_INSPECTION<200kg, DCT_CFS_INSPECTION_50% or DCT_CFS_INSPECTION_100%. By double-clicking or highlighting the option drag it to the right with the use of a single arrow.



Please *Save* above data.

In case of other inspection types, select the following options in field *Event Types* e.g:
DCT_CFS_INSPECTION_GPKW<200kg, DCT_CFS_INSPECTION_GPKW_50% or DCT_CFS_INSPECTION_GPKW_100%
– veterinary inspection;
DCT_CFS_SCANNING – container scanning;
DCT_CFS_INSPECTION_SCRAP – scrap metal inspection;
DCT_CFS_INSPECTION_VISUAL_CONTAINER – visual inspection of the container condition, closing door, cargo lashing, etc.

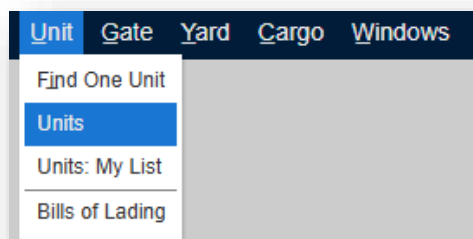
The status of sent orders may be monitored in *Yard* tab by selecting *Service Orders*.

8.2 Weighing order

Information how to generate a container weighing order.

Step 1

In *Unit* tab choose *Units*.



Step 2

Right-click a given container and select *Transactions*, and next *Create Service Order*.

Unit	Gate	Yard	Cargo	Windows				
Delivery Orders								
Units: UNITS YARD								
Actions								
Display								
Unit Mbr	Line Op	Type ISO	Time In	Time Out	Category	V-State	T-State	DSK Number
14697805-1-1	CMA		2017-10-05 11:16		Import	Active	Yard	WASH038E
36309104-2-1	CMA		2024-04-15 14:04		Import	Active	Yard	24CHAN0FL 2024-03-16
43955925-1-1	MAE		2015-11-28 02:08		Import	Active	Yard	DSK/322080/00/003266/2
82089549-1-1	MAE		2024-08-01 17:15		Import	Active	Yard	24MOSC426 2024-06-23
82089549-2-1	MAE		2024-08-01 17:15		Import	Active	Yard	24MOSC426 2024-06-23
89905864-2-1	MAE		2024-06-17 17:00		Import	Active	Yard	24MADI422 2024-05-27
APFU6637693	CMA	45G1	2024-08-14 13:50		Import	Active	Yard	24OOZE003 2024-08-13
APZU3226177	CMA	22G1	2024-08-07 21:24		Export	Active	Yard	
APZU3643838	CMA	22G1	2024-08-14 12:00		Import	Active	Yard	24DERI32TE 2024-08-14
APZU3705776	CMA	22G1	2024-08-14 15:47		Import	Active	Yard	24DERI32TE 2024-08-14
BEAU5571777	COS	45G1	2024-08-13 18:31		Export	Active	Yard	
BEAU5831344	MSC	45G1	2024-08-12 00:37		Import	Active	Yard	24ELEO433 2024-08-11
BMOU2836922	MSC	22G1	2024-08-13 09:07		Import	Active	Yard	24ELEO433 2024-08-11
BMOU5066996	COS	45G1	2024-08-14 04:27		Export	Active	Yard	
BMOU5767548	EVG	45G1	2024-08-14 13:14		Import	Active	Yard	24OOZE003 2024-08-13
BMOU9754770	CMA	45R1	2024-08-09 21:18		Export	Active	Yard	
BSIU2561498	CMA	22G1	2024-08-1	Update			Yard	
CAAU5153402	EVG	45G1	2024-08-1				Yard	24OOZE003 2024-08-13
CAAU5448316	EVG	45G1	2024-08-1	View			Yard	24SPRIN3105 2024-08-0
CAAU6140821	OOL	45G1	2024-08-1		Reefer		Yard	24OOZE003 2024-08-13
CAIU2391333	MAE	22G1	2024-07-2					
CAIU3469349	CMA	22G1	2024-08-1		Transactions		Record Service Event	
CAIU8803314	MSC	45G1	2024-08-1		Administration		Record Guarantee	
CAIU9471148	CMA	45G1	2024-08-1		Validate Pin Number		Record Waiver	
CCLU5216988	OOL	42G1	2024-08-1				Record Waiver	
CCLU7692900	COS	45G1	2024-08-1		Assign Export Containers to Agent		Create Service Order	
CGMU5144533	CMA	45R1	2024-08-1		Update Shipment Details Agent		Strip	
CGMU9405358	CMA	45R1	2024-08-1		Update CEN Customs Agency		Stuff	
CMAU0649817	CMA	22G1	2024-08-1		Update Other Details Customs		Transload	
CMAU0720290	CMA	22G1	2024-08-1		Update Other Details Shipping Line		Return to Storage	
CMAU0755589	CMA	22G1	2024-08-1		Commodities		Reserve Equipment	
CMAU1065335	CMA	22G1	2024-08-1		Update Other Details VET		Cancel Equipment Reservation	
CMAU1459940	CMA	22G1	2024-08-1		Inspect Unit		Assign Booking/Rail Order	
CMAU2738528	CMA	22G1	2024-08-1		Initialize Uty Move Count for all active Units		Assign Equipment Receive Order	
CMAU2770279	CMA	22G1	2024-08-1		Recap All		Off-hire On-hire	
CMAU3010347	CMA	22G1	2024-08-1					
CMAU3015164	CMA	22G1	2024-08-1					
CMAU8645145	CMA	45G1	2024-08-1					
CSLU5164416	OOL	42G1	2024-08-1					

Step 3

In *Add Service Order* screen complete the fields as follows:

Billing Party – select Freight Forwarder code, e.g. NK001 (Agent);

Order Line – leave this field empty;

End Date – enter the order performance date and hour (yyyy-mm-dd); use short-cut if applicable: +1 means the next day, +2 next, etc.; in case of weighing container from road/rail it is possible to issue an order for the current day, before driver's arrival;

Notes – enter the e-mail address to which the weight tickets are to be sent;

Event Types – select

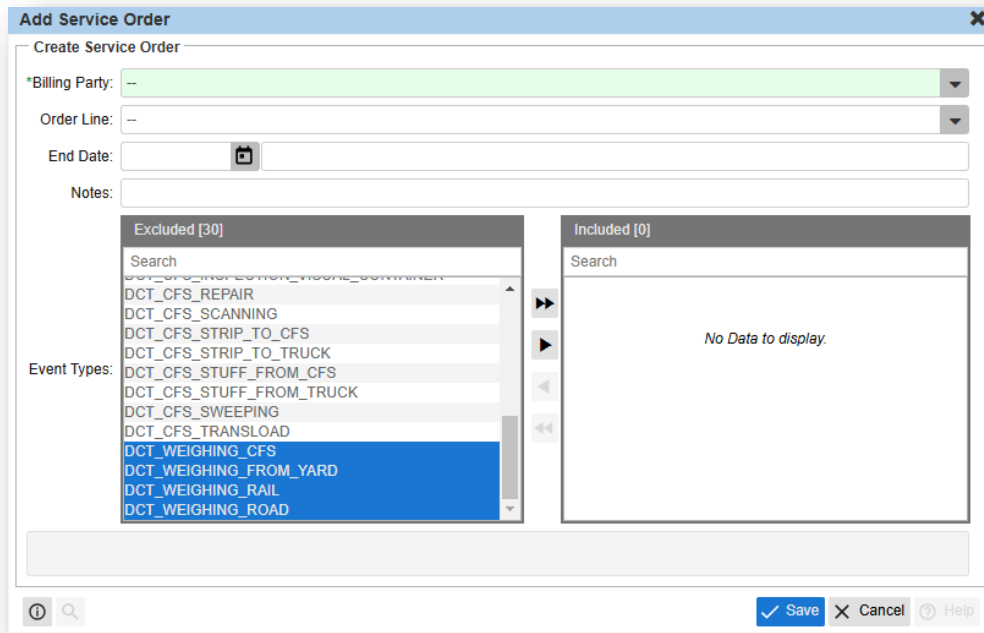
DCT_WEIGHING_ROAD – (when delivered by road/truck)

DCT_WEIGHING_RAIL – (when delivered by rail)

DCT_WEIGHING_CFS - (after stuffing at CFS),

DCT_WEIGHING_FROM_YARD - (when already on Yard)

By double-clicking or highlighting the option drag it to the right with the use of a single arrow.



Please *Save* above data.

The status of sent orders may be monitored in *Yard* tab by selecting *Service Orders*.

8.3 General cargo order

In order to issue order regarding general cargo, please contact cfs@baltichub.com

9 Glossary

Agent One	Freight Forwarder agent code
Agent PIN	PIN
Agent Two	Customs Agency code
Arrived	Arrived at the terminal
BL Nbr	B/L number
Bundle	Parcel (flatrack)
Canceled	cancelled
Cargo Lot ID	General cargo name
Category	Category (import, export, storage)
CEN Number	customs clearance number
Cmdy	goods name
Damage Severity	Damage degree
Departed	Departed from the terminal
Digits	Container number

DSK Number	Shortened declaration number
Dwell	Number of days at yard
EC/In	Container entering
EC-In Time	Date of commencement of the gate transaction at the entrance
EC/Out	Container leaving
Frght Kind	Type - full, empty, etc.
I/B Actual Visit	Name of means of transport on which the container arrived at the terminal
I/B Dclrd Mode	Type of means of transport on which the container arrived at the terminal
I/B Dclrd Visit	Name of means of transport on which the container arrived at the terminal
Inbound	On the way to the terminal
Is OOG	out of gauge
Line Op	Sailing Line
Loaded	loaded
O/B Actual Visit	Name of means of transport on which the container is to leave the terminal
O/B Dclrd Mode	Type of means of transport on which the container is to leave the terminal
O/B Dclrd Visit	Name of means of transport on which the container is to leave the terminal
OERN Number	Customs clearance number for the ship operator
POD	Port of discharge
Seal Nbr	Seal number
Service Order Numbers	Order number
Services Ordered	Order type
Tare Wt (kg)	Tare weight
Time In	Entry time
Time Out	Exit time
Train Operator	Train operator
T-State	Physical location of container
Type ISO	ISO type
Type Length	Container length
Unit Granted Hold/Perm	Granted permissions and granted holds
Unit Hold/Perm	Granted permissions and active holds
Unit Hold/Perm Groups	Permission and hold group
Unit Impediments	active permissions and active holds
Unit Nbr	Container number / general cargo name
Unit Notes	notes
V-State	Container life cycle phase name

Warehousing orders:

DCT_CARGO_BANDING	General cargo banding
DCT_CARGO_FOILING	General cargo foiling
DCT_CARGO_INSPECTION	General cargo inspection (with assistance of CFS worker)
DCT_CARGO_PALLETIZING	General cargo palletizing
DCT_CARGO_UNPALLETIZING	General cargo unpalletizing
DCT_CFS_AIRING	Container airing
DCT_CFS_FUMIGATION	Fumigation

DCT_CFS_INSPECTION	Inspection
DCT_CFS_INSPECTION_GPKW	Veterinary inspection
DCT_CFS_INSPECTION_SCRAP	Scrap metal inspection
DCT_CFS_INSPECTION_VISUAL_CONTAINER	Visual inspection of the container condition, closing door, etc.
DCT_CFS_REPAIR	Placing the container for repair
DCT_CFS_SCANNING	Scanning
DCT_CFS_STRIP_TO_CFS	Indirect stripping to CFS
DCT_CFS_STRIP_TO_TRUCK	Direct stripping to vehicle
DCT_CFS_STUFF_FROM_CFS	Indirect stuffing
DCT_CFS_STUFF_FROM_TRUCK	Direct stuffing from vehicle to container
DCT_CFS_SWEEPING	Sweeping
DCT_CFS_TRANSLOAD	Handling from one container to another
DCT_WASHING	Container washing
DCT_WEIGHING	Weighing on a vehicle
DCT_WEIGHING_FROM_YARD	Weighing at IMV (from yard)

10 Data transfer to Excel

Step 1

Tick the selected containers.

Unit	Gate	Yard	Cargo	Windows
Units: UNITS YARD *x				
Actions	Display	Unit Nbr		
Unit Nbr	Line Op	Type ISO	Time In	Time Out
14697005-1-1	CMA		2017-10-05 11:16	
36309104-2-1	CMA		2024-04-15 14:04	
43955025-1-1	MAE		2015-11-28 02:08	
82089549-1-1	MAE		2024-08-01 17:15	
82089549-2-1	MAE		2024-08-01 17:15	
82089549-4-1	MAE		2024-08-17 17:00	
AFHU8637693	CMA	45G1	2024-08-14 13:50	
AFZU3226177	CMA	22G1	2024-08-07 21:24	
AFZU3643838	CMA	22G1	2024-08-14 12:00	
AFZU3705778	CMA	22G1	2024-08-14 15:47	
BEAU5571777	COS	45G1	2024-08-13 18:31	
BEAU5831344	MSC	45G1	2024-08-12 00:37	
BMOU2836922	MSC	22G1	2024-08-13 09:07	
BMOU5066996	COS	45G1	2024-08-14 04:27	
BMOU50767548	EVG	45G1	2024-08-14 13:14	
BMOU9754770	CMA	45R1	2024-08-09 21:18	
BSU2561408	CMA	22G1	2024-08-07 21:32	
CAAU5153402	EVG	45G1	2024-08-14 16:15	
CAAU5448316	EVG	45G1	2024-08-09 12:32	
CAAU6140821	OOL	45G1	2024-08-14 14:14	
CAIU2391333	MAE	22G1	2024-07-26 21:51	
CAIU3469349	CMA	22G1	2024-08-14 11:58	
CAIU8803314	MSC	45G1	2024-08-11 21:37	
CAIU9471148	CMA	45G1	2024-08-14 15:43	
CCLU5216988	OOL	42G1	2024-08-14 06:50	
CCLU7692900	COS	45G1	2024-08-14 08:27	

Step 2

In *Display* screen select Export to Excel.

Units: UNITS YARD x

Actions ▾ Display ▾

Unit Nbr Unit Nbr UNITS YARD (FF PROD_FF) 5

Unit Nbr	Export to CSV	Time In	Time Out	Category	V-State	T-State	DSK Number	CEN Number	Unit Impediments
14697805-1-1	Export to Excel	-10-05 11:16		Import	Active	Yard	WASH038E		ICUSTOMS IMPORT PERMISSION
36309104-2-1		-04-15 14:04		Import	Active	Yard	24CHAN0FL 2024-03-16 04:50		ICUSTOMS IMPORT PERMISSION
43955925-1-1	Freeze Columns	-11-28 02:08		Import	Active	Yard	DSK032208000003266/2015	16PL32208016ECFEE0	
82089549-1-1	Export Filters	-08-01 17:15		Import	Active	Yard	24MOSC426 2024-06-23 12:20		ICUSTOMS IMPORT PERMISSION
82089549-2-1	Import Filters	-08-01 17:15		Import	Active	Yard	24MOSC426 2024-06-23 12:20		ICUSTOMS IMPORT PERMISSION
89905804-2-1	Info	-06-17 17:00		Import	Active	Yard	24MAD0422 2024-05-27 05:30		ICUSTOMS IMPORT PERMISSION
APRU0637093		-08-14 13:50		Import	Active	Yard	24COZE003 2024-08-13 23:30	20240814-5244754, 4757, 20240814-5254758, 4760	ICUSTOMS IMPORT PERMISSION, TECHNICAL_FULL_CONTAINER
APZU3226177	Add Selected To My List	-08-07 21:24		Export	Active	Yard			ICUSTOMS EXPORT PERMISSION
APZU3643838	List Selected	-08-14 12:00		Import	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS IMPORT PERMISSION, TECHNICAL_FULL_CONTAINER
APZU3700576		-08-14 15:47		Import	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS IMPORT PERMISSION, TECHNICAL_FULL_CONTAINER
BEAU5571777		-08-13 18:31		Export	Active	Yard		24PL391010E2659032	TECHNICAL_FULL_CONTAINER
BEAU5831344		-08-12 00:37		Import	Active	Yard	24ELE0433 2024-08-11 15:55		ICUSTOMS IMPORT PERMISSION, TECHNICAL_FULL_CONTAINER
BMOU2836922		2024-08-13 09:07		Import	Active	Yard	24ELE0433 2024-08-11 15:55	24PL32208AM021FIR9	TECHNICAL_FULL_CONTAINER
BMOU5066996		2024-08-14 04:27		Export	Active	Yard		24PL322080E0624723	TECHNICAL_FULL_CONTAINER
BMOU5767548		2024-08-14 13:14		Import	Active	Yard	24COZE003 2024-08-13 23:30	24PL32208AM02288R0	TECHNICAL_FULL_CONTAINER
BMOU9754770		2024-08-09 21:18		Export	Active	Yard		24PL322080E0620974	TECHNICAL_LIVE_REEFER, TECHNICAL_FULL_CONTAINER
BSIU2551462		2024-08-07 21:52		Export	Active	Yard			ICUSTOMS EXPORT PERMISSION
CAAU5153402		2024-08-14 16:15		Import	Active	Yard	24COZE003 2024-08-13 23:30		ICUSTOMS IMPORT PERMISSION, TECHNICAL_FULL_CONTAINER
CAAU5448316		2024-08-09 12:32		Import	Active	Yard	24SPRING105 2024-08-09 10:00	24PL32208AM0208SR5	TECHNICAL_FULL_CONTAINER
CAAU6140821		2024-08-14 14:14		Import	Active	Yard	24COZE003 2024-08-13 23:30		ICUSTOMS IMPORT PERMISSION, TECHNICAL_FULL_CONTAINER
CAIU2391333		2024-07-26 21:51		Storage	Active	Yard			EMPTY PERMISSION
CAIU3469349		2024-08-14 11:58		Import	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS IMPORT PERMISSION, TECHNICAL_FULL_CONTAINER
CAIU8803314		2024-08-11 21:37		Import	Active	Yard	24ELE0433 2024-08-11 15:55	24PL32208AM021G7R4	TECHNICAL_FULL_CONTAINER
CAIU9471148		2024-08-14 15:43		Import	Active	Yard	24COZE003 2024-08-13 23:30		ICUSTOMS IMPORT PERMISSION, TECHNICAL_FULL_CONTAINER
CCLU5216988		2024-08-14 06:50		Import	Active	Yard	24COZE003 2024-08-13 23:30	24PL32208AM021TUR5	TECHNICAL_FULL_CONTAINER
CCLU7692900		2024-08-14 08:27		Import	Active	Yard	24COZE003 2024-08-13 23:30	24PL322080NS6WJSF3	TECHNICAL_FULL_CONTAINER

Step 3

Please choose *Selected* – ticked on the list.

Data Export

Do you want to export the selected 16 rows or all 159 rows of this table?

Cancel
All
Selected

Step 4

In the displayed screen select the location you want to save the information. Selected containers will be saved in Excel format.

If you have any questions or doubts, do not hesitate to contact the Customer Service Department by e-mail or phone:

customerservice@baltichub.com

58 737 63 18

58 737 63 19