

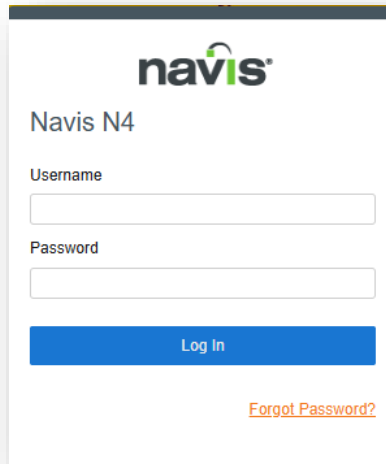
An aerial photograph of a large container port at sunset. The foreground is filled with numerous colorful shipping containers stacked in neat rows. In the background, several large container ships are docked at the pier, with their cranes visible. The sun is low on the horizon, casting a warm orange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

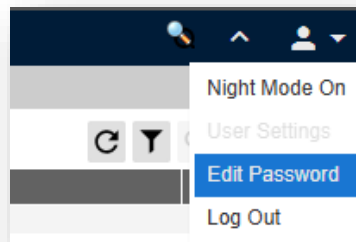


*Unit* – looking for a single container, list of all containers released for a given Forwarding Agency, list of containers and bills of lading;  
*Gate* – notification of export and empty containers, bookings;  
*Yard* – list of additional orders;  
*Cargo* – bills of lading, list of advised pick-ups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

## 2 Password

### 2.1 Password change

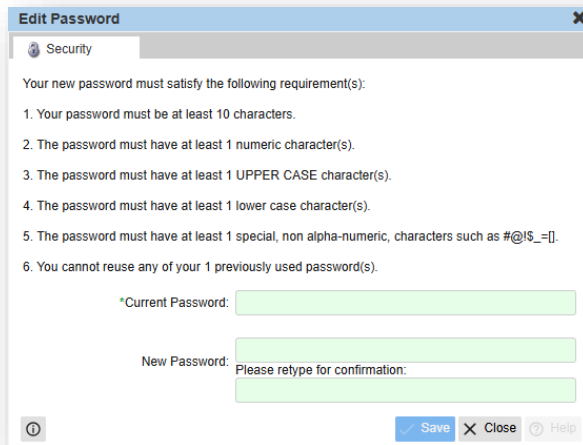
In order to change the password, please click “human” icon in the right corner of the system.



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

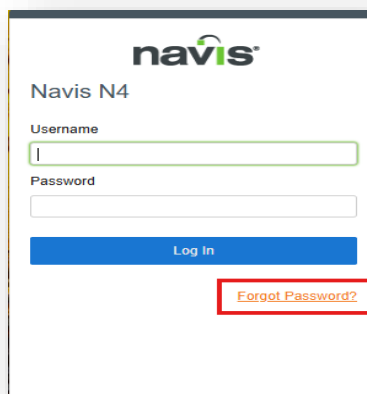
1. Current password
2. New password
3. New password

After all the necessary windows are filled, click save.

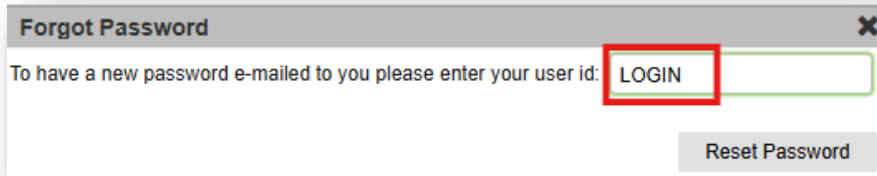


## 2.2 Password recovery

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 button labeled 'Reset Password'.

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.

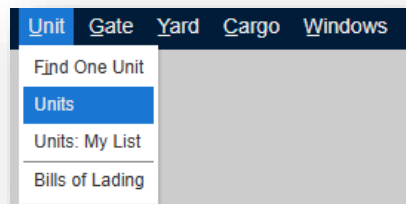
### 3 List of containers and cargo – Units

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                                              | 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'         | CMA     | 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.

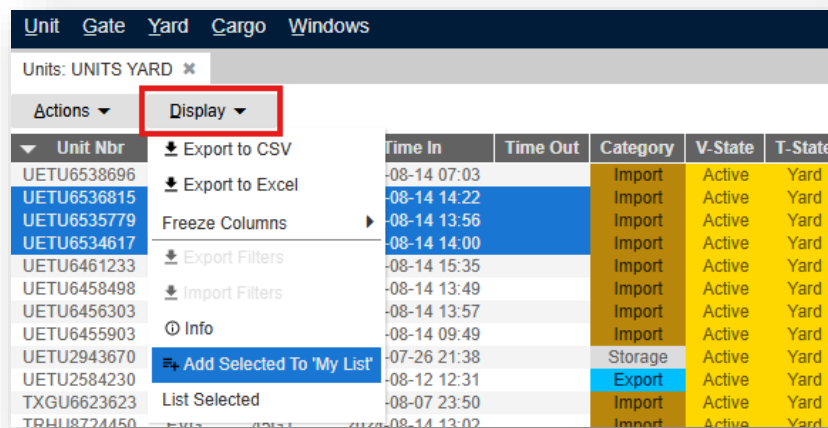
|                   |         |          |                  |          |          |         |         |            |            |  |  |  |
|-------------------|---------|----------|------------------|----------|----------|---------|---------|------------|------------|--|--|--|
| Units: UNITS YARD |         |          |                  |          |          |         |         |            |            |  |  |  |
| Actions           | Display |          |                  |          |          |         |         |            |            |  |  |  |
| Unit Nbr          | 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    | WAS1       |            |  |  |  |
| 36309104-2-1      | CMA     |          | 2024-04-15 14:04 |          | Import   | Active  | Yard    | 24CH       |            |  |  |  |
| 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       |            |  |  |  |
| 82089549-2-1      | MAE     |          | 2024-08-01 17:15 |          | Import   | Active  | Yard    | 24MC       |            |  |  |  |
| 89905864-2-1      | MAE     |          | 2024-06-17 17:00 |          | Import   | Active  | Yard    | 24MA       |            |  |  |  |
| APHU6637693       | CMA     | 45G1     | 2024-08-14 13:50 |          | Import   | Active  | Yard    | 24OC       |            |  |  |  |
| APZU3226177       | CMA     | 22G1     | 2024-08-07 21:24 |          | Export   | Active  | Yard    | 24OC       |            |  |  |  |
| APZU3643838       | CMA     | 22G1     | 2024-08-14 12:00 |          | Import   | Active  | Yard    | 24DE       |            |  |  |  |
| APZU3705776       | CMA     | 22G1     | 2024-08-14 15:47 |          | Import   | Active  | Yard    | 24DE       |            |  |  |  |
| BEAU5571777       | COS     | 45G1     | 2024-08-13 18:31 |          | Export   | Active  | Yard    | 24EL       |            |  |  |  |
| BEAU5931344       | MSC     | 45G1     | 2024-08-12 00:37 |          | Import   | Active  | Yard    | 24EL       |            |  |  |  |
| BMOU2836922       | MSC     | 22G1     | 2024-08-13 09:07 |          | Import   | Active  | Yard    | 24EL       |            |  |  |  |
| BMOU5066996       | COS     | 45G1     | 2024-08-14 04:27 |          | Export   | Active  | Yard    | 24OC       |            |  |  |  |
| BMOU5767548       | EVG     | 45G1     | 2024-08-14 13:14 |          | Import   | Active  | Yard    | 24OC       |            |  |  |  |
| BMOU9754770       | CMA     | 45R1     | 2024-08-09 21:18 |          | Export   | Active  | Yard    | 24OC       |            |  |  |  |
| BSIU2561498       | CMA     | 22G1     | 2024-08-07 21:32 |          | Export   | Active  | Yard    | 24OC       |            |  |  |  |
| CAAU1513402       | EVG     | 45G1     | 2024-08-14 16:15 |          | Import   | Active  | Yard    | 24OC       |            |  |  |  |
| CAAU5448316       | EVG     | 45G1     | 2024-08-09 12:32 |          | Import   | Active  | Yard    | 24OC       |            |  |  |  |
| CAAU6140821       | OOL     | 45G1     | 2024-08-14 14:14 |          | Import   | Active  | Yard    | 24OC       |            |  |  |  |
| CAIU2391333       | MAE     | 22G1     | 2024-07-26 21:51 |          | Storage  | Active  | Yard    | 24OC       |            |  |  |  |
| CAIU3469349       | CMA     | 22G1     | 2024-08-14 11:58 |          | Import   | Active  | Yard    | 24EL       |            |  |  |  |
| CAIU8903314       | MSC     | 45G1     | 2024-08-11 21:37 |          | Import   | Active  | Yard    | 24EL       |            |  |  |  |
| CAIU9471148       | CMA     | 45G1     | 2024-08-14 15:43 |          | Import   | Active  | Yard    | 24OC       |            |  |  |  |
| CCLU5216988       | OOL     | 42G1     | 2024-08-14 06:50 |          | Import   | Active  | Yard    | 24OC       |            |  |  |  |
| CCLU7692900       | COS     | 45G1     | 2024-08-14 08:27 |          | Import   | Active  | Yard    | 24OC       |            |  |  |  |
| CGMU5144533       | CMA     | 45R1     | 2024-08-14 17:07 |          | Export   | Active  | Yard    | 24OC       |            |  |  |  |
| CGMU9405358       | CMA     | 45R1     | 2024-08-09 19:11 |          | Export   | Active  | Yard    | 24OC       |            |  |  |  |
| CMAU0649817       | CMA     | 22G1     | 2024-08-14 15:44 |          | Import   | Active  | Yard    | 24OC       |            |  |  |  |
| CMAU0720290       | CMA     | 22G1     | 2024-08-14 12:03 |          | Import   | Active  | Yard    | 24OC       |            |  |  |  |
| CMAU0755589       | CMA     | 22G1     | 2024-08-14 12:01 |          | Import   | Active  | Yard    | 24OC       |            |  |  |  |
| CMAU1065335       | CMA     | 22G1     | 2024-08-07 21:28 |          | Export   | Active  | Yard    | 24OC       |            |  |  |  |
| CMAU1459940       | CMA     | 22G1     | 2024-08-07 21:36 |          | Export   | Active  | Yard    | 24OC       |            |  |  |  |
| CMAU1886665       | CMA     | 22G1     | 2024-08-07 21:04 |          | Export   | Active  | Yard    | 24OC       |            |  |  |  |
| CMAU2558790       | CMA     | 22G1     | 2024-08-14 15:40 |          | Import   | Active  | Yard    | 24OC       |            |  |  |  |
| CMAU2738528       | CMA     | 22G1     | 2024-08-14 16:13 |          | Import   | Active  | Yard    | 24OC       |            |  |  |  |
| CMAU2770279       | CMA     | 22G1     | 2024-08-09 06:10 |          | Export   | Active  | Yard    | 24OC       |            |  |  |  |

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

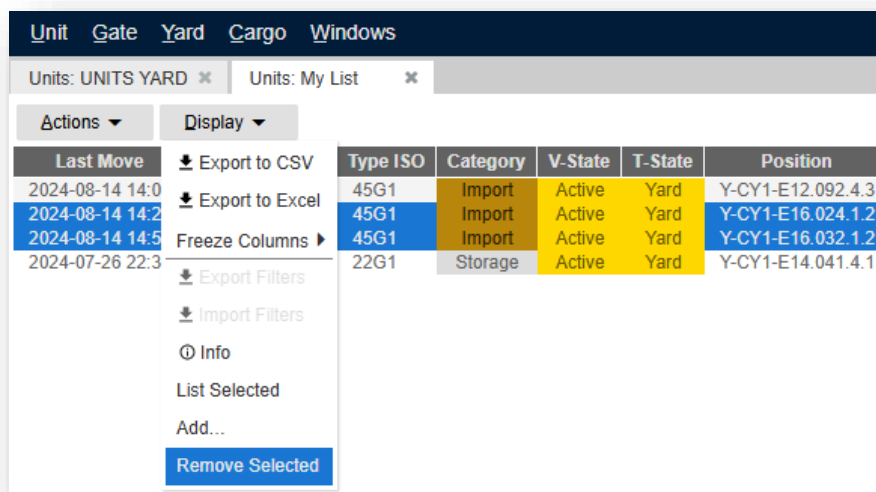
This option allows to create one's own list of containers/cargo. The list may be created by highlighting a group of containers/cargo in *Units* tab, next clicking the *Display* button in the left-hand upper corner and selecting *Add Selected To 'My List'*. The selected containers/loads will appear in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

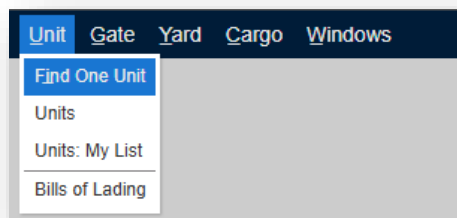
## 5 Container card

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

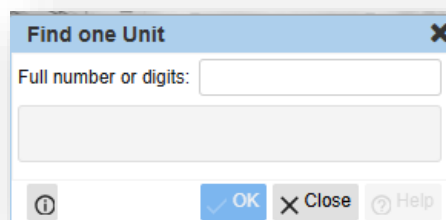
In *Unit* tab choose *Find One Unit*.



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*.



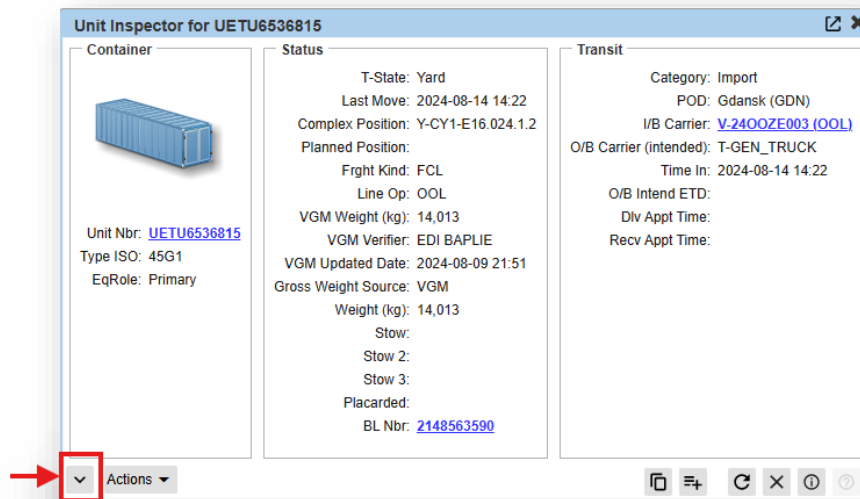
### Step 3

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.

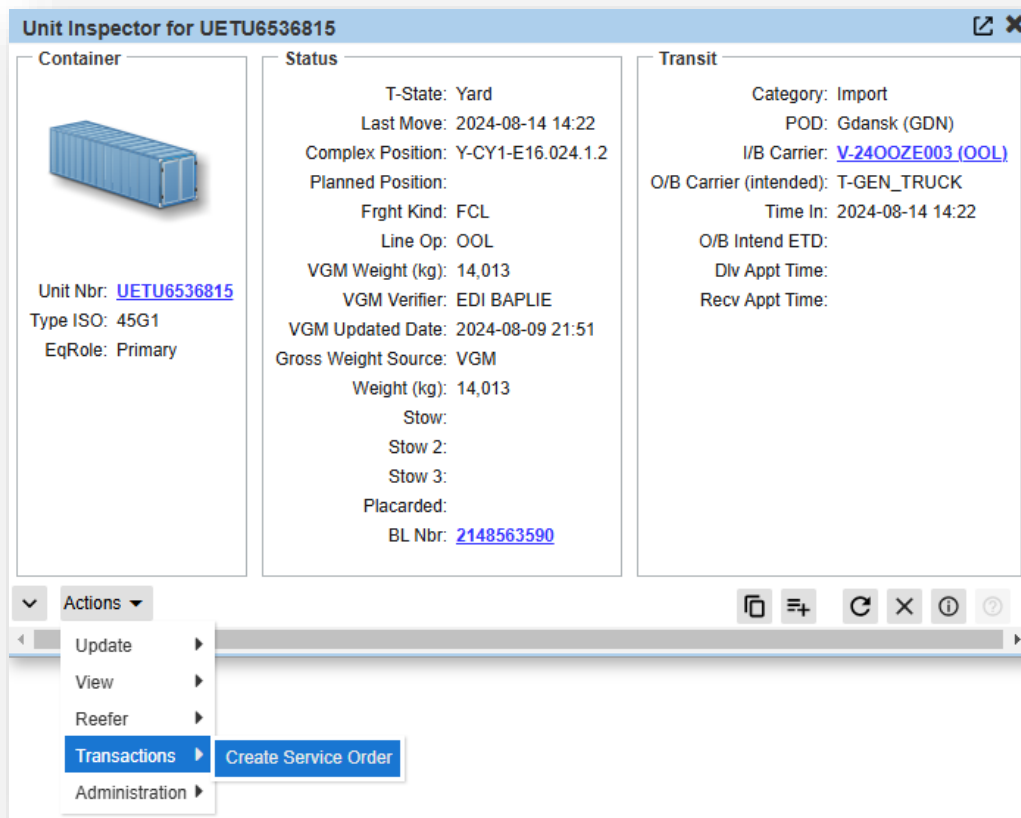
Below you can find description of Holds and Permissions:

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

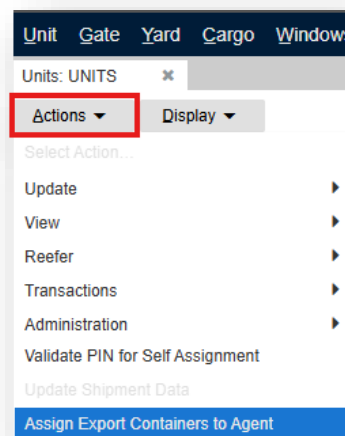
Notification of a full container arriving by rail requires providing the Train Operator with information related to containers.

### 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.

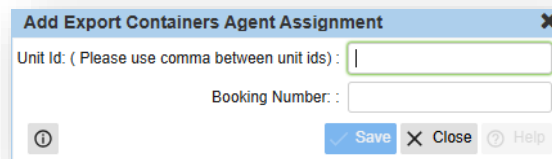
#### Step 1

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.

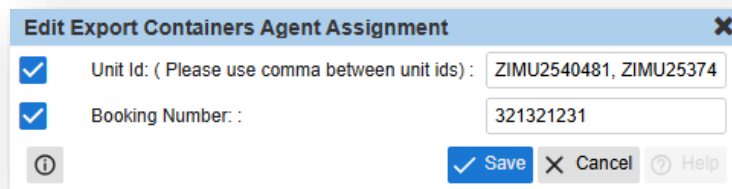


After completing the required fields, click Save.

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.

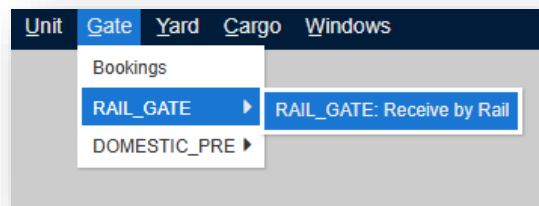
- Numerical notification of an empty container delivery – the Shipping Line creates a notification in the Navis system, then the driver/carrier is responsible for creating a notification for a given container number in the eBrama system, which allows the empty container to be returned to the Baltic Hub 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.

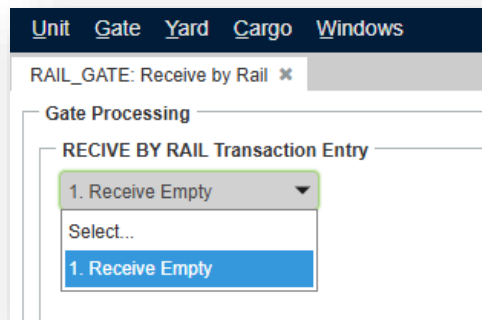
### Step 1

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;

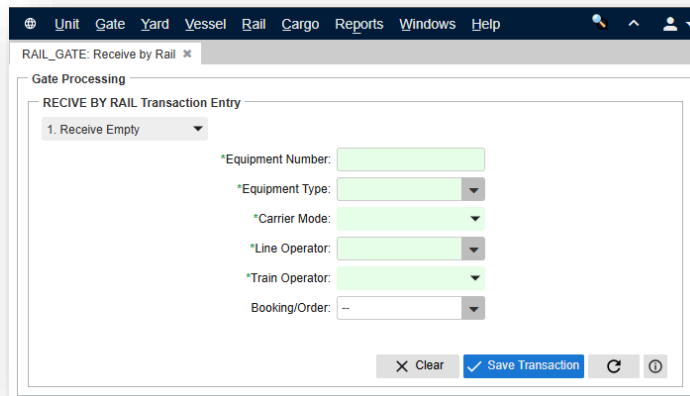
*Equipment Type* – container ISO;

*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

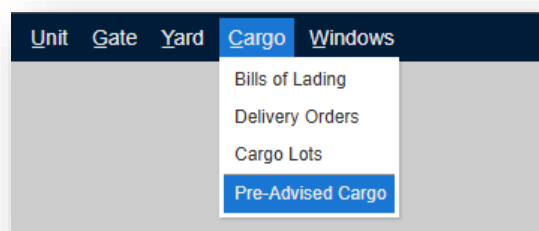
Delivery of general cargo at CFS in relation *vehicle-warehouse* requires cargo's notification by e-mail to [containerservices@dctgdansk.com](mailto:containerservices@dctgdansk.com) and provide the following information:

- 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.



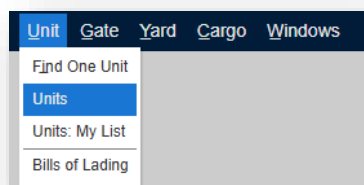
The following information is available in *Pre-Advised Cargo* view: general cargo number (*Id*), driver notification number (*BL number*), quantity of goods (*Qty*), weight of goods (*Lot Total Weight*), etc.

| 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                             |  |  |  |  |
| BEAU5831344                  | 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   |                                                |  |  |  |  |
| BSIU2561498                  | CMA     | 22G1     | 2024-08-07 21:32 |          | Export   | Active  | Yard    |                              | 24PL322080E0620974                             |  |  |  |  |
| 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     | 2024-07-29 15:11 |          | Storage  | Active  | Yard    |                              |                                                |  |  |  |  |
| CAU1469349                   | CMA     | 22G1     | 2024-08-14 11:58 |          | Import   | Active  | Yard    | 24DERI32TE 2024-08-14 01:00  |                                                |  |  |  |  |
| CAU18603314                  | MSC     | 45G1     | 2024-08-11 21:37 |          | Import   | Active  | Yard    | 24ELEO433 2024-08-11 15:55   | 24PL322                                        |  |  |  |  |
| CAU19471148                  | 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;

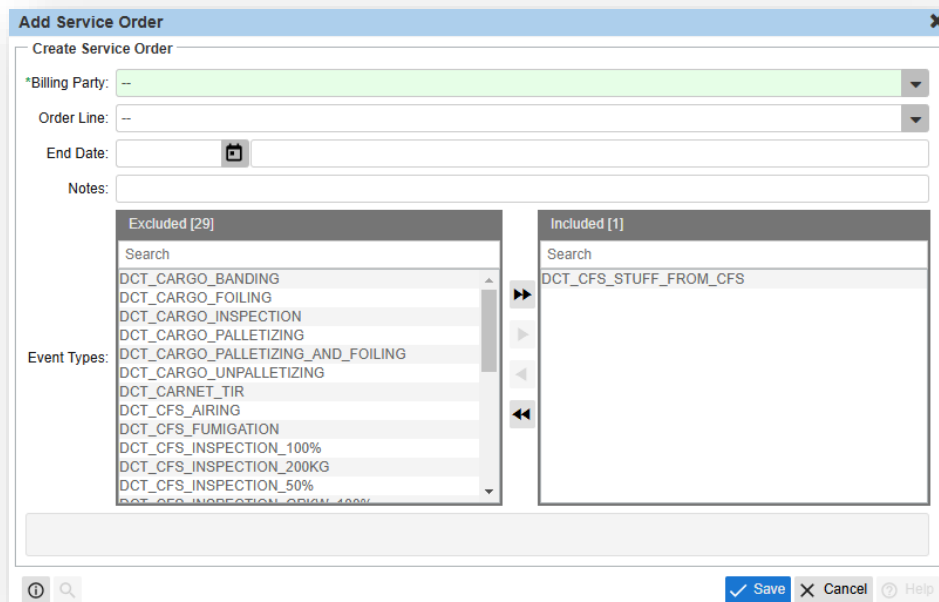
*End by Date* – enter the order performance date and hour (yyyy-mm-dd); use short-cut if applicable: +1 means the next day, +2 next, etc.;

*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.

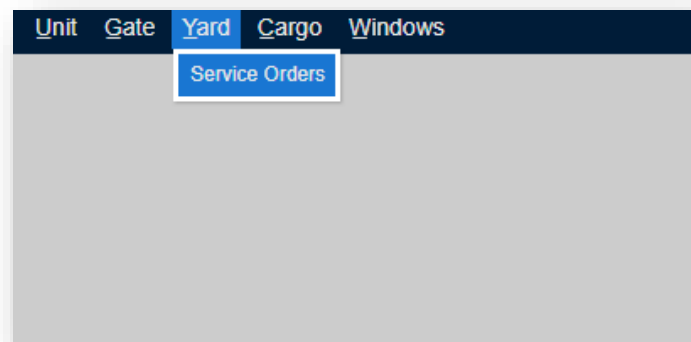
*Event Types* – select *CFS\_STUFF\_FROM\_CFS*. Drag the selected option to the right side by double-clicking or ticking and dragging with the use of a single arrow.

Please *Save* above data.



### Step 4

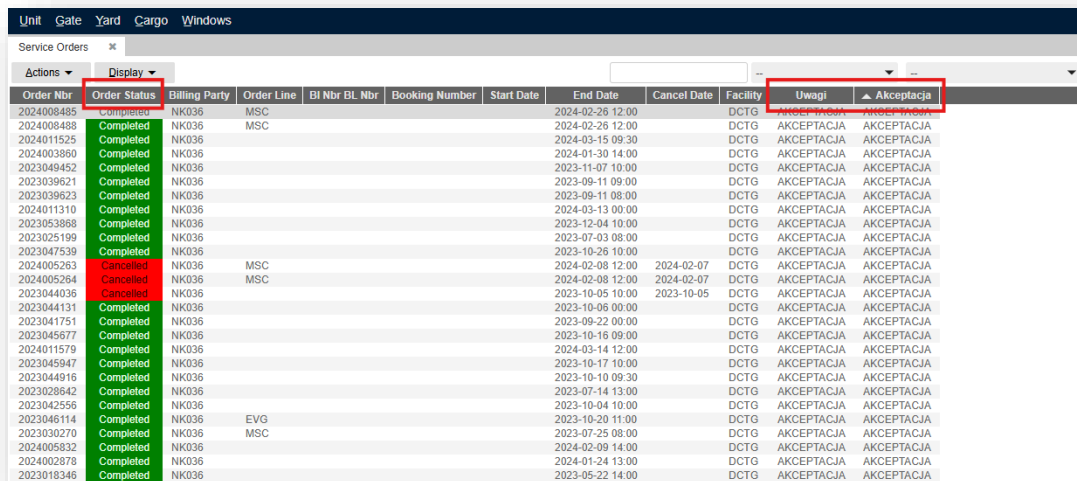
The status of sent orders may be monitored in *Yard* tab by selecting *Service Orders*.



## 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](mailto: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;

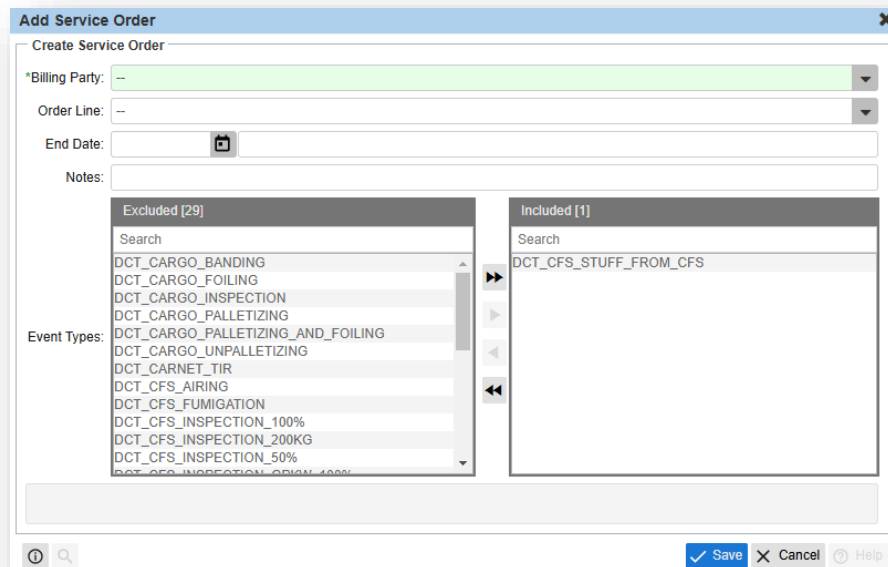
*End Date* – enter the order performance date and hour (yyyy-mm-dd); use short-cut if applicable: +1 means the next day, +2 next, etc.;

*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

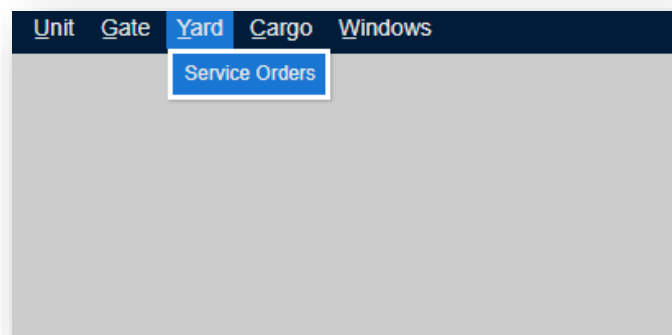
If a given container is subject to no additional warehouse activities and there is no necessity to view the container card, picking up the container requires no intervention in the system. The only obligation of the Forwarder is to provide PIN to the driver, to be forwarded at Pregate/eBrama.

### 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.

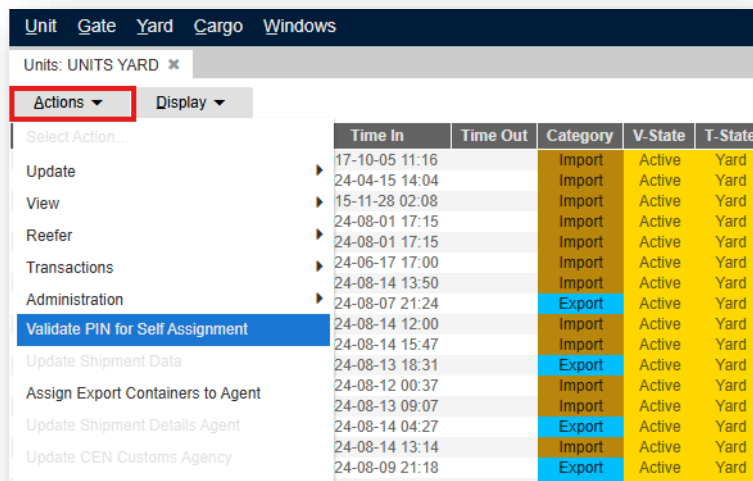
#### Step 1

In *Unit* tab choose *Units*.



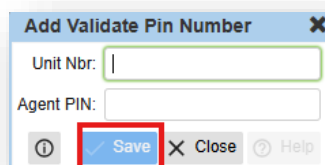
### Step 2

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



### 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.

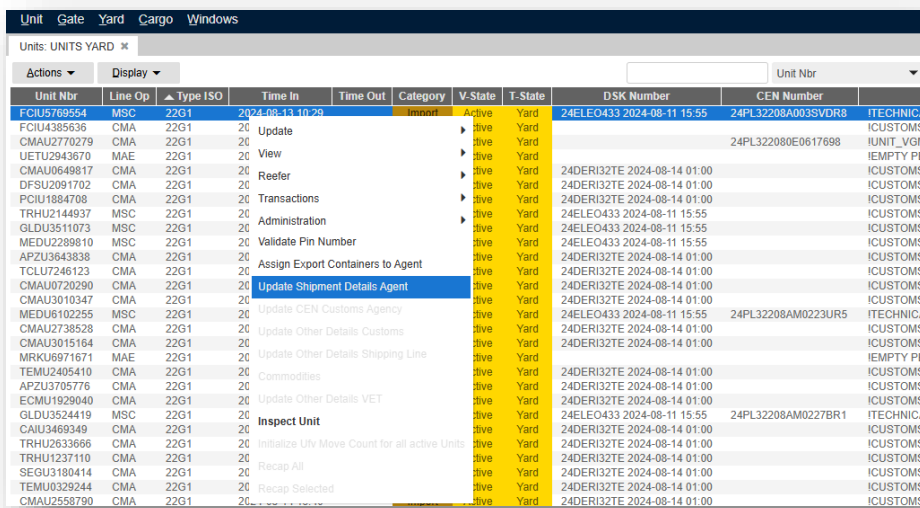
The container card is available after double-clicking a given item on Units list or entering the container number in *Unit* tab, in *Find One Unit* (see item 4 Container Card).

### 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

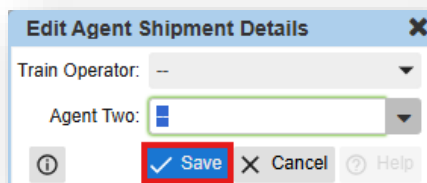
To make the container card available to the Customs Agent in *Units* tab please right-click a given container and select *Update Shipment Details Agent*.



| Unit Nbr    | Line Op | Type ISO | Time In          | Time Out | Category                                       | V-State | T-State | DSK Number                  | CEN Number         | ITC Number |
|-------------|---------|----------|------------------|----------|------------------------------------------------|---------|---------|-----------------------------|--------------------|------------|
| 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 |                    | ICUSTOMS   |
| 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  | 24PL32208AM0223UR5 | ITECHNICA  |
| CMAU2738528 | CMA     | 22G1     | 20               |          | Initialize Urv 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  | 24PL32208AM0227BR1 | ITECHNICA  |
| 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: [Blue Icon]

Save Cancel Help

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

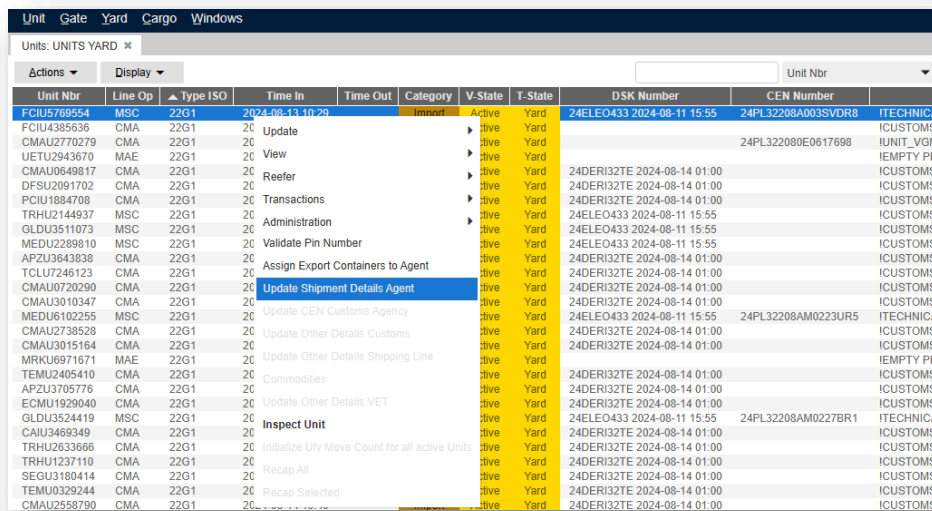
Picking up an empty container is non-numerical. This means that empty containers released under both booking or EDO number will be available for pickup according to availability (non-numerically) in accordance with the specified ISO type. The EDO/booking number in the Navis system is created by the Shipping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

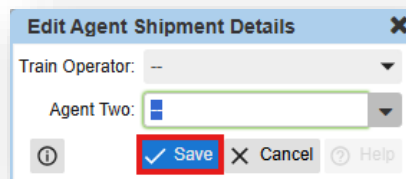
To assign a Train Operator, in *Units* tab please right-click a given container and select *Update Shipment Details Agent*.



| 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  |
| TCLU7246123 | 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

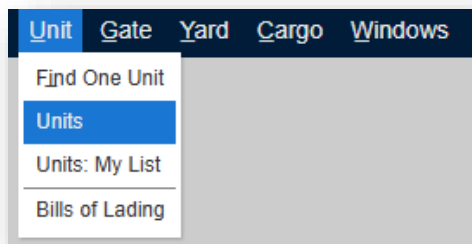
### 7.6.1 Handling in relation container-warehouse-vehicle

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       | 2024-08-07 21:32 | Recap Selected                                 |          |         |         | Inter-Facility Transfer        | 13 23:30           |
| TRHU1237110         | CMA     | 22G1       | 2024-08-08 04:29 |                                                | Import   | Active  |         | Extract Events                 | 11 15:55           |
| SEGU3180414         | CMA     | 22G1       | 2024-08-08 04:29 |                                                | Export   | Active  |         | Query Unit Charges             | 11 15:55           |
| TEMU0329244         | CMA     | 22G1       | 2024-08-08 04:29 |                                                | Import   | Active  |         | Create Notice Request          | 16 06:15           |
| CMAU2558790         | COS     | 22G1       | 2024-08-13 10:12 |                                                | Import   | Active  |         |                                | 24PL322080NS6WDH06 |
| CMAU0755589         | MSC     | 22G1       | 2024-08-13 10:12 |                                                | Import   | Active  |         |                                | 24PL322080AM21FKR7 |

### 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

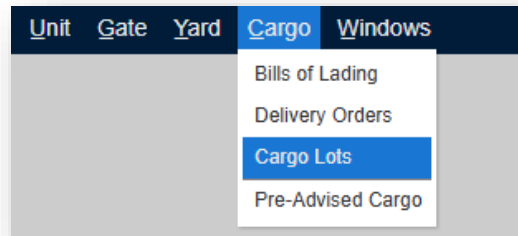
Cancel

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                            |                      |              |              |          |         |                       |
| <div>Actions</div> <div>Display</div> |                      |              |              |          |         |                       |
| 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  |                       |
| 2024-02-16 09:29                      | 70766008-1-1A        | 35113397-1-1 | 35113397-1-1 | DCTG     | Retired | Manifest              |
| 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     |         | Other                 |
| 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  |          | Depart  | Stuff                 |
| 2023-11-17 12:16                      | 230985377            | 17153896-1-1 | 17153896-1-1 | DCTG     | Depart  |                       |
| 2023-11-17 12:16                      | 230985377            | 17153896-2-1 | 17153896-2-1 | DCTG     | Depart  | Strip                 |
| 2023-10-23 16:08                      | 229872507            | 14602631-2-1 | 14602631-2-1 | DCTG     | Depart  |                       |
| 2023-10-23 16:08                      | 229872507            | 14602631-1-1 | 14602631-1-1 | DCTG     | Depart  | Move                  |
| 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 Delivery Order |
| 2022-09-19 16:41                      | 218077428            | 99077776-1-1 | 99077776-1-1 | DCTG     | Depart  | Create Service Order  |
| 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;

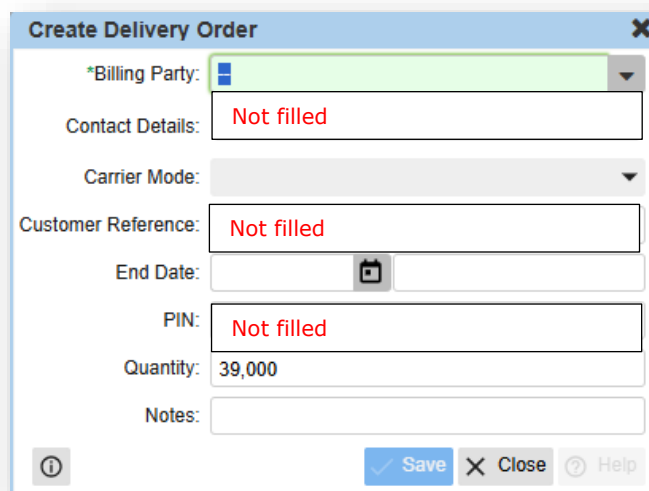
**Customer Reference** – leave this field empty;

**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: [Text area]

[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.

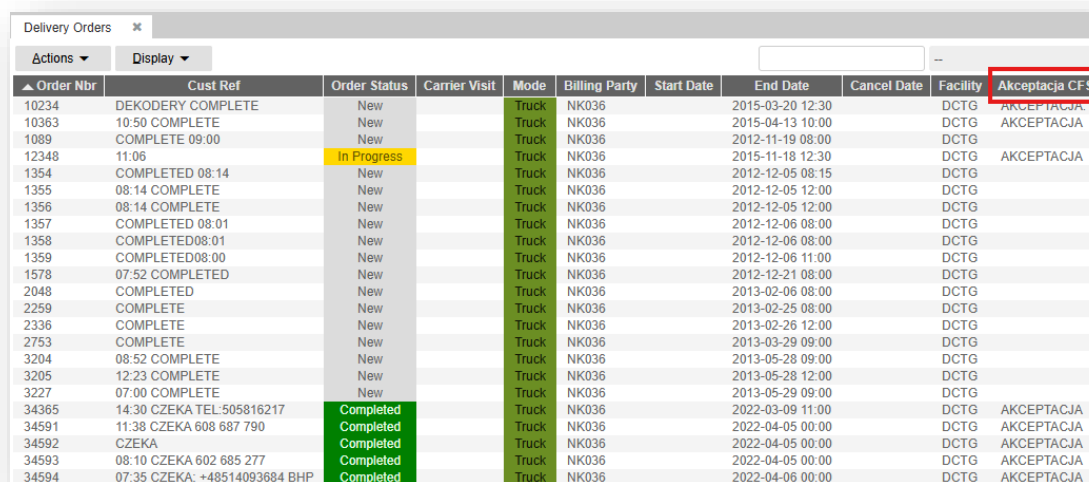
#### Step 7

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](mailto: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

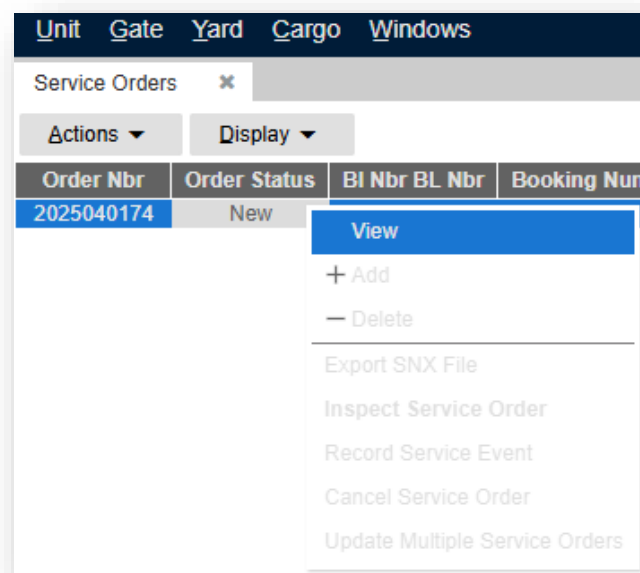
To perform any activities in the warehouse, such as inspection, container stuffing, container stripping, weighing, etc. an order has to be issued in Navis system.

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.

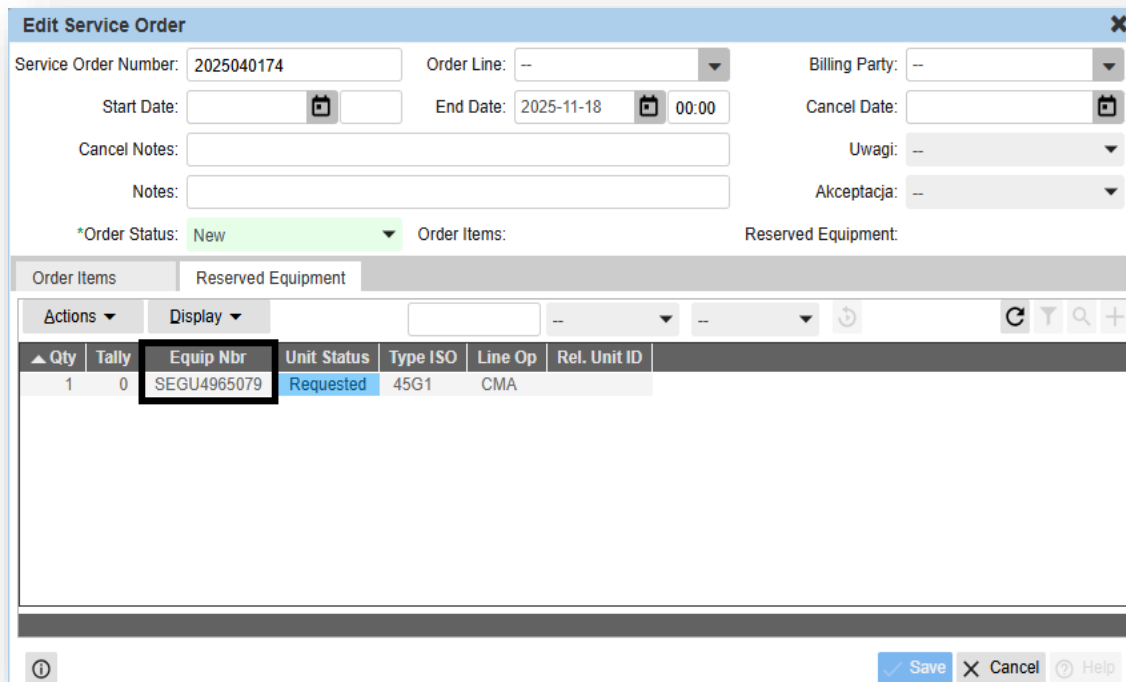
In case of import containers an order may be placed after assignment PIN by the Freight Forwarder to a given container (see item 7.2).

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     |              |

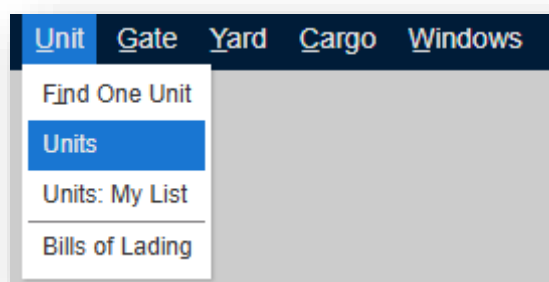
Save Cancel Help

## 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     | 2024-08-1        | Update                                         |                |         | Yard                           |                        |
| CAAU5153402                           | EVG     | 45G1     | 2024-08-1        | View                                           |                |         | Yard                           | 24OOZE003 2024-08-13   |
| CAAU5448316                           | EVG     | 45G1     | 2024-08-1        |                                                |                |         | Yard                           | 24SPRING105 2024-08-0  |
| CAAU6140821                           | OOL     | 45G1     | 2024-08-1        | Reefer                                         |                |         | Yard                           | 24OOZE003 2024-08-13   |
| CAIU2391333                           | MAE     | 22G1     | 2024-07-2        |                                                | Transactions   |         | Record Service Event           |                        |
| CAIU3469349                           | CMA     | 22G1     | 2024-08-1        |                                                | Administration |         | Record Guarantee               |                        |
| CAIU8803314                           | MSC     | 45G1     | 2024-08-1        | Validate Pin Number                            |                |         | Record Waiver                  |                        |
| CAIU9471148                           | CMA     | 45G1     | 2024-08-1        | Assign Export Containers to Agent              |                |         | Create Service Order           |                        |
| CCLU5216988                           | COS     | 45G1     | 2024-08-1        | Update Shipment Details Agent                  |                |         | Strip                          |                        |
| CGMU5144533                           | CMA     | 45R1     | 2024-08-1        | Update CEN Customs Agency                      |                |         | Stuff                          |                        |
| CGMU9405358                           | CMA     | 45R1     | 2024-08-1        | Update Other Details Customs                   |                |         | Transload                      |                        |
| CMAU0649817                           | CMA     | 22G1     | 2024-08-1        | Update Other Details Shipping Line             |                |         | Return to Storage              |                        |
| CMAU0720290                           | CMA     | 22G1     | 2024-08-1        | Commodities                                    |                |         | Reserve Equipment              |                        |
| CMAU0755589                           | CMA     | 22G1     | 2024-08-1        | Update Other Details VET                       |                |         | Cancel Equipment Reservation   |                        |
| CMAU1065335                           | CMA     | 22G1     | 2024-08-1        | Inspect Unit                                   |                |         | Assign Booking/Rail Order      |                        |
| CMAU1459940                           | CMA     | 22G1     | 2024-08-1        | Initialize Uty Move Count for all active Units |                |         | Assign Equipment Receive Order |                        |
| CMAU1886665                           | CMA     | 22G1     | 2024-08-1        | Recap All                                      |                |         | Off-hire On-hire               |                        |
| CMAU2558790                           | CMA     | 22G1     | 2024-08-1        |                                                |                |         |                                |                        |
| CMAU2738528                           | CMA     | 22G1     | 2024-08-1        |                                                |                |         |                                |                        |
| CMAU2770279                           | CMA     | 22G1     | 2024-08-1        |                                                |                |         |                                |                        |
| 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);

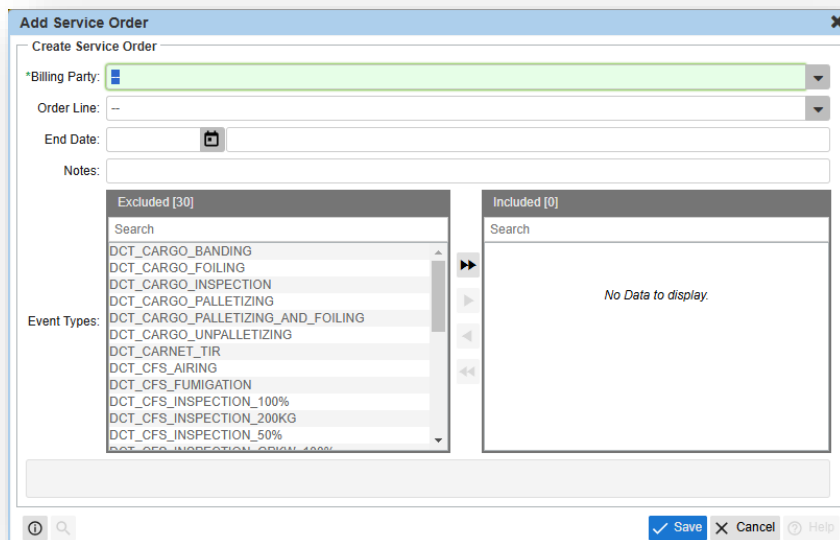
**Order Line** – leave this field empty;

**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.;

**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.

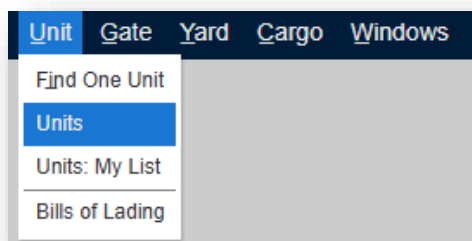
The status of sent orders may be monitored in *Yard* tab by selecting *Service Orders*.

## 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     | 2024-08-01       | 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        |          | Assign Export Containers to Agent              |         | Create Service Order           |                        |
| CCLU7692900       | COS     | 45G1     | 2024-08-1        |          | Update Shipment Details Agent                  |         | Strip                          |                        |
| CGMU5144533       | CMA     | 45R1     | 2024-08-1        |          | Update CEN Customs Agency                      |         | Stuff                          |                        |
| CGMU9405358       | CMA     | 45R1     | 2024-08-1        |          | Update Other Details Customs                   |         | Transload                      |                        |
| CMAU0649817       | CMA     | 22G1     | 2024-08-1        |          | Update Other Details Shipping Line             |         | Return to Storage              |                        |
| CMAU0720290       | CMA     | 22G1     | 2024-08-1        |          | Commodities                                    |         | Reserve Equipment              |                        |
| CMAU0755589       | CMA     | 22G1     | 2024-08-1        |          | Update Other Details VET                       |         | Cancel Equipment Reservation   |                        |
| CMAU1065335       | CMA     | 22G1     | 2024-08-1        |          | Inspect Unit                                   |         | Assign Booking/Rail Order      |                        |
| CMAU1459940       | CMA     | 22G1     | 2024-08-1        |          | Initialize Uty Move Count for all active Units |         | Assign Equipment Receive Order |                        |
| CMAU2738528       | CMA     | 22G1     | 2024-08-1        |          | Recap All                                      |         | Off-hire On-hire               |                        |
| CMAU2770279       | CMA     | 22G1     | 2024-08-1        |          |                                                |         |                                |                        |
| 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

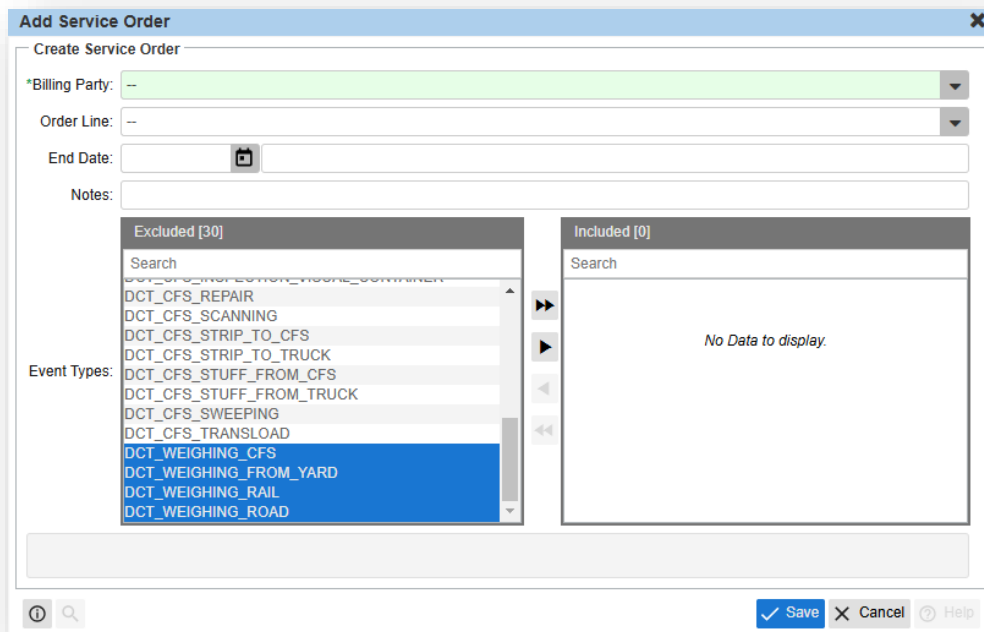
DCT\_WEIGHING\_ROAD – (when delivered by road/truck)

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](mailto: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                                                          |
| Frgh 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                                               |

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|                                     |                                                                  |
|-------------------------------------|------------------------------------------------------------------|
| 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 |          |
| COLU5216988          | OOL     | 42G1     | 2024-08-14 06:50 |          |
| COLU7692900          | COS     | 45G1     | 2024-08-14 08:27 |          |

### Step 2

In *Display* screen select Export to Excel.

Units: UNITS YARD ✕

Actions ▾ Display ▾  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   | 24PL322080NS6WJF3                              | 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](mailto:customerservice@baltichub.com)

58 737 63 18

58 737 63 19