->- Baltic Hub



Operating system manual NAVIS_Domestic https://baltichub.com/

🔆 Baltic Hub

Contents

Em	pty containers notification	2
Full	containers notification	4
2.1	Container with neutral cargo	4
2.2	Container with hazardous cargo	5
2.3	Container with reefer cargo	7
2.4	Container with OOG cargo	7
	Em Full 2.1 2.2 2.3 2.4	Empty containers notificationFull containers notification2.1Container with neutral cargo2.2Container with hazardous cargo2.3Container with reefer cargo2.4Container with OOG cargo



Domestic (empty and full) are containers that are delivered and picked up by road/rail. The billing party for empty or full containers stowed in the 'Domestic' category and all operations ordered for this category of containers is the entity advising the data in the Navis N4 system. It's customer (Freight Forwarder or Line Operator) responsibility to create a system notification before container is delivered to the terminal (in accordance with the manual below).

- 1. Container delivery (full or empty) by truck and picking up by train requires system notification and entering in *Train Operator* field a rail transport organizer in accordance with the manual below.
- Container delivery (full or empty) by train and picking up by road requires system notification and entering PIN number. In order to receive PIN number, Freight Forwarder sends e-mail request to the following address: <u>pregate@baltichub.com</u> and <u>cargocontrol@baltichub.com</u>. During pickup, the driver is required to provide the container number and PIN number in VBS system.

1 Empty containers notification

Step 1

From the Gate tab select option DOMESTIC_PRE, then DOMESTIC_PRE: Domestic Preadvise.



Step 2 In tab *Select*... choose option *Dray In*.

	insaction Entry	
elect 🕒		
lect		
Dray In		



Step 3

Equipment Number – container number; Equipment Type – container ISO; Freight Kind – select option Empty; Gross Weight (kg) – in the case of empty containers, the weight is completed automatically; Category –select Domestic; Line Operator – select code of appropriate Line Operator; Agent One – delate dashes and add your Freight Forwarder code (for example NK001); Carrier Mode – depending on delivery mode type, select Truck or Train option. Train Operator – select a rail transport organizer name from the list.

After completing the required fields, click Save Transaction.

OMESTIC PREADVISE	Transaction Ent	ry —		
. Dray In 🕒				
Equipment Number:	TGHU1234567		Carrier Mode:	Truck 🔹
Equipment Type:	45G1	♣	Train Operator:	•
Freight Kind:	Empty	•	Seal Number 1:	CELSPED (CELSPED)
Gross Weight (kg):	4000 kg		Seal Number 2:	CTL (CTL LOGISTICS)
Category:	Domestic	•	Seal Number 3:	DBSCHENKER (DB SC
Line Operator:	APL	4	Seal Number 4:	ERONTRANS (ERONT
Agent One:	NK001			FORLINE (FORLINE)
Agent one		-		HARTWIG_GDYNIA ((
	Add Reefer	Edit	Hazard Add OOG	HARTWIG_SZCZ (C.H
	(nut neerer			HECKSHER (HECKSHI
			Clear 🗸	Save Transaction 🛛 🕑 Help

After clicking the *Save Transaction* option, some of the data disappears and the notification is visible in the *Units* tab.

<u>Actions</u>	Display	UNITS	ALL		? Y 🗋	+- 0
Unit Nbr	Line Op	Type ISO	Agent One	Category	V-State	T-State
GHU12345	APL	45G1	NK001	Domestic	Active	Inbound
1	IIII					>
						0:1

- Baltic Hub

2 Full containers notification

2.1 Container with neutral cargo

Step 1

From tab *Gate* select option *DOMESTIC_PRE*, then *DOMESTIC_PRE*: *Domestic Preadvise*.



Step 2 In tab *Select*... choose option *Dray In*.

te Processing	The state of the s
OOMESTIC PREADVISE Transaction Entry	
Select 🕒	
elect	
. Dray In	

Step 3

Equipment Number – container number; Equipment Type – container ISO; Freight Kind – select option FCL; Gross Weight (kg) – cargo weight + container tare; Category – select option Domestic; Line Operator – select code of appropriate Line Operator; Agent One – delate dashes and add your Freight Forwarder (for example NK001); Carrier Mode – depending on delivery mode type, select Truck or Train option; Train Operator – select a rail transport organizer name from the list;

After completing the required fields, click Save Transaction.

ote Processing OOMESTIC PREADVISE	Transaction Entry		
Equipment Number:	TGHU1234567	Carrier Mode:	Truck
Equipment Type:	45G1	Train Operator:	•
Freight Kind:	FCL	Seal Number 1:	CELSPED (CELSPED)
Gross Weight (kg):	12000 kg	Seal Number 2:	CTL (CTL LOGISTICS)
Category:	Domestic	Seal Number 3:	DBSCHENKER (DB SC
Line Operator:	APL	Seal Number 4:	ERONTRANS (ERONT
Agent One:	NK001	•	FORLINE (FORLINE) HARTWIG_GDYNIA ((
	Add Reefer	Edit Hazard Add OOG	HARTWIG_SZCZ (C.H
		Clear 🕻	Save Transaction

After clicking the *Save Transaction* option, some of the data disappears and the notification is visible in the *Units* tab.

UNITS ALL					
<u>Actions</u> <u>Display</u>		ALL			+- 0
Unit Nbr Line Op	Type ISO	Agent One	Category	V-State	T-State
TGHU12345 APL	45G1	NK001	Domestic	Active	Inbound
<)				$\mathbf{>}$
					0:1
				~ ~ ~	1 1 1 1

2.2 Container with hazardous cargo

In case of creating notification with hazardous cargo, please follow point 2.1 as in container notification with neutral cargo, except that before saving the notification, please complete the data according to the guidelines below.

Step 1

After completing all required fields, select option Add Hazard.

->- Baltic Hub

OMESTIC PREADVISE	Transaction Ent	try		7//		
Equipment Number:	TGHU1234567		Carrier Mode:	Truck	*	
Equipment Type:	45G1	•	Train Operator:		•	
Freight Kind:	Empty	•	Seal Number 1:]
Gross Weight (kg):	4000 kg		Seal Number 2:			ī
Category:	Domestic	•	Seal Number 3:			ī
Line Operator:	APL		Seal Number 4:			ī
Agent One:	NK001	•		C ~ ~ ~	142	í
	Add Reefe	Add	Hazard Add OOG			

Step 2

In IMDG Class field, please select the appropriate cargo class from the list.

After entering the UN number in the UN/NA Number field, the data will be completed automatically. Then, please click option +Add, marked in red in below screenshot and after entering the data in the appropriate fields, accept all information by clicking the OK option.

tem Details				
UN/NA Number:	1233		IMDG Class:	3 Flammable Liquids 🔹
Hazard Number Type:	United Nations (UN)	•		
Proper Name:	METHYLAMYL ACETA	ATE		
Technical Name:				
Notes:				
Quantity:			PackageType:	
Packing Group:		•	Weight (kg):	
Explosive Class:			Flash Point (C):	
Emergency contact:		Emerge	ncy Response Guide Nbr:	
	Limited Quantity		IMDG Page Number:	
	Marine Pollutants		DcLgRef:	
InhalationZone:			EMS:	
MFAG:			Hazard Id, Upper part:	
Substance Id, Lower Part:		Pla	nner Reference Number:	
Move Method:			IMO1:	•
IMO2:		•	Deck Restrictions:	
Placards:	3		Fire Code:	🌵
				+ Add
Hazardous Cargo Items -				
Seq Nbr	IMDG Class	UN/NA	Prop.Name	Hazard Number T

After completing the required fields, click *Save Transaction* in the main nonfiction screen. After clicking *Save Transaction*, some of the data disappears and the notification is visible in the *Units* tab.

->- Baltic Hub

2.3 Container with reefer cargo

In case of creating notification with reefer cargo, please follow point 2.1 as in container notification with neutral cargo, except that before saving the notification, please complete the data according to the guidelines below.

Step 1

After completing all required fields, select option Add Reefer.

Processing MESTIC PREADVISE T Dray In	ransaction Entry	-0-			
Equipment Number:	TGHU1234567	Carrier	Mode: Truck		•
Equipment Type:	45G1	📕 🛛 Train Op	erator:		•
Freight Kind:	FCL	 Seal Nun 	nber 1:		
Gross Weight (kg):	12000 kg	Seal Nun	nber 2:		
Category:	Domestic	 Seal Nun 	nber 3:		
Line Operator:	APL	Seal Nun	nber 4:		7
Agent One:	NK001	•	14	2472	
	Add Reefer	Dit Hazard Add	1 OOG	Transaction	P Help

Step 2 In the *Temp. Required (C)* field enter temperature.

Temp Required (C):	
rempi nequied (c).	
/entilation Required:	
Ventilation Unit:	•
lumidity required, %:	
O2 required, %:	
CO2 required, %:	

After completing the required fields click OK and then click Save Transaction in the main nonfiction screen.

2.4 Container with OOG cargo

In case of creating notification with OOG cargo, please follow point 2.1 as in container notification with neutral cargo, except that before saving the notification, please complete the data according to the guidelines below.

Step 1

After completing all required fields, select option Add OOG.



OMESTIC PREADVISE T	ransaction Entry			
Equipment Number:	TGHU1234567	Carrier Mode	Truck	•
Equipment Type:	45G1	🐣 Train Operator	:	•
Freight Kind:	FCL	 Seal Number 1 	:	
Gross Weight (kg):	12000 kg	Seal Number 2	:	
Category:	Domestic	 Seal Number 3 	:	
Line Operator:	APL	Seal Number 4	:	
Agent One:	NK001	•		
	Add Reefer	Edit Hazal (Add OOG		

Step 2

In the *OOG* – *Add/Edit* tab, enter over dimension in centimeters. To delete data, enter the zero number in the appropriate fields.

OOG - Add/Edit	×
Enter Oog Details	
Overlong Back (cm):	
Overlong Front (cm):	
Overwide Left (cm):	
Overwide Right (cm):	
Overheight (cm):	
🗸 ок) 🗶 с	ancel 🛛 Help

After completing the required fields, click OK and then click Save Transaction in the main nonfiction screen.

Should you have any questions or doubts, do not hesitate to contact us by e-mail or phone: <u>customerservice@baltichub.com</u> +48 58 737 63 18