

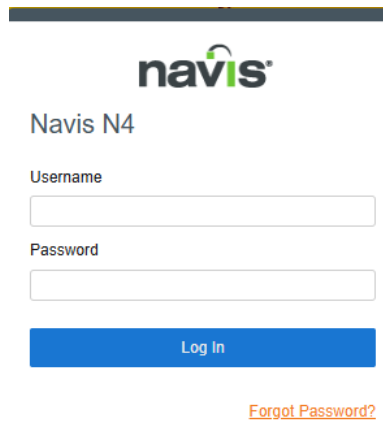


**NAVIS OPERATING SYSTEM
MANUAL FOR FREIGHT
FORWARDERS**

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1 Log-in



The image shows the login page for Navis N4. At the top is the Navis logo. Below it, the text "Navis N4" is displayed. 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 for "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;

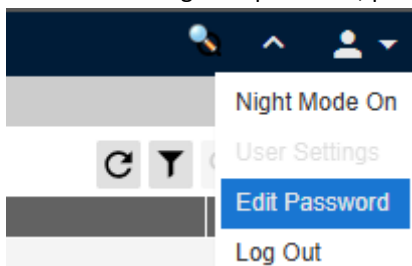
Cargo – bills of lading, list of advised pick-ups of general cargo, list of cargoes in the warehouse;

Windows – tab management.

2 Password

2.1 Password change

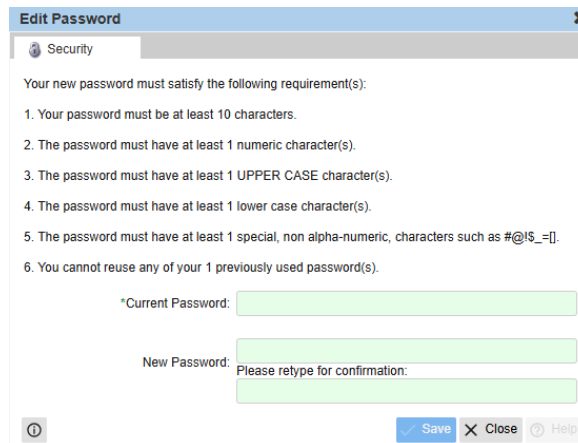
In order to change the password, please click “human” icon in the right corner of the system.



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

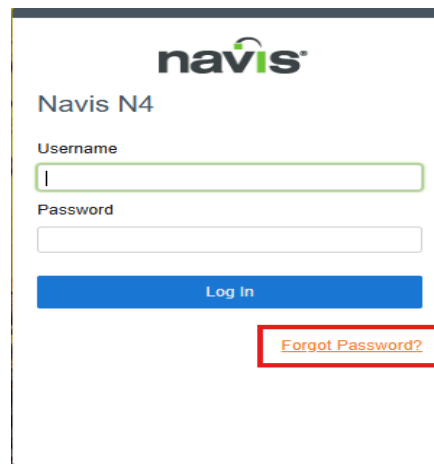
1. Current password
2. New password
3. New password

After all the necessary windows are filled, click save.

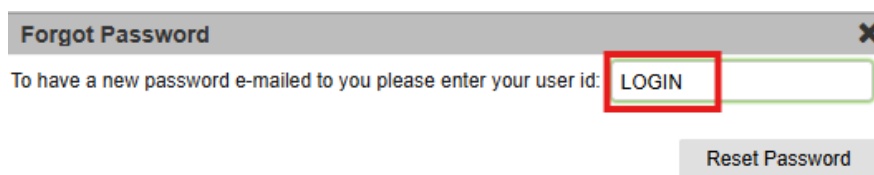


2.2 Password recovery

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



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.

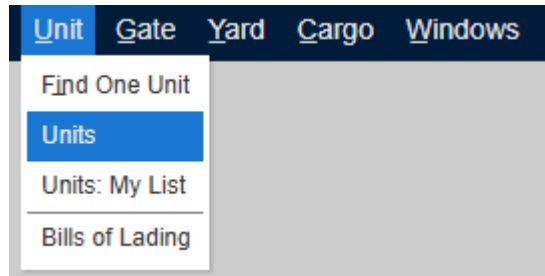
3 List of containers and cargo – Units

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 (FF PROD_FF) 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	Cargo	Windows				
Units: UNITS					x			
Actions					Display			
Unit Nbr	Line Op	Type ISO	Time In	Time Out	Category	V-State	T-State	
14602631-1-1	MAE		2023-10-23 16:07	2023-10-23 16:09	Import	Departed	Departed	
14602631-2-1	MAE		2023-10-23 16:07	2023-10-23 16:09	Import	Departed	Departed	
14697805-1-1	CMA		2017-10-05 11:16		Import	Active	Yard	
14895316-1-1	MSC		2024-04-04 12:20	2024-06-03 16:51	Import	Departed	Departed	
16479610-4-1	OOL		2019-04-30 14:57	2019-05-02 14:57	Import	Departed	Departed	
17153896-1-1	MAE		2023-11-17 12:15	2023-11-17 12:27	Import	Departed	Departed	
17153896-2-1	MAE		2023-11-17 12:15	2023-11-17 12:26	Import	Departed	Departed	
17568498-1-1	MAE		2016-06-14 14:10	2016-06-15 17:18	Import	Departed	Departed	
19537349-1-1	OOL		2019-03-22 17:05	2019-04-08 13:46	Import	Departed	Departed	
19584480-1-1	HLC		2015-10-20 02:49	2015-10-22 17:50	Import	Departed	Departed	
19584638-1-1	HLC		2015-10-20 02:49	2015-11-13 11:36	Import	Departed	Departed	
25430185-1-1	MAE		2017-08-18 12:19	2017-08-18 18:22	Import	Departed	Departed	
28887775-1-1	HMM		2021-10-08 13:15	2021-10-13 18:38	Import	Departed	Departed	
29066567-1-1	MSC		2015-11-07 17:20	2015-11-18 13:37	Import	Departed	Departed	
35113397-1-1	OOL		2024-02-16 09:29	2024-02-16 10:57	Import	Retired	Retired	
36309104-1-1	CMA		2024-04-15 14:04	2024-04-18 15:26	Import	Departed	Departed	

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	ICUSTOMS IMPORT PI
14697805-1-1	CMA		2017-10-05 11:16		Import	Active	Yard	WASI		ICUSTOMS IMPORT PI
36309104-2-1	CMA		2024-04-15 14:04		Import	Active	Yard	24CH		ICUSTOMS IMPORT PI
4395925-1-1	MAE		2015-11-28 02:08		Import	Active	Yard	DSK/	08016ECFEE0	ICUSTOMS IMPORT PI
82089549-1-1	MAE		2024-08-01 17:15		Import	Active	Yard	24MC		ICUSTOMS IMPORT PI
82089549-2-1	MAE		2024-08-01 17:15		Import	Active	Yard	24MC		ICUSTOMS IMPORT PI
39905364-2-1	MAE		2024-06-17 17:00		Import	Active	Yard	24MF		ICUSTOMS IMPORT PI
AFHU8637693	CMA	45G1	2024-08-14 13:50		Import	Active	Yard	24OC	4-524/4754..4757, 20240814-525/4758..4760	ICUSTOMS IMPORT PI
AFZU3226177	CMA	22G1	2024-08-07 21:24		Export	Active	Yard	24OC	1-Unit	ICUSTOMS EXPORT P
AFZU3643838	CMA	22G1	2024-08-14 12:00		Import	Active	Yard	24DE	1.2-OOG	ICUSTOMS IMPORT PI
AFZU3705776	CMA	22G1	2024-08-14 15:47		Import	Active	Yard	24DE	2-Equipment	ICUSTOMS IMPORT PI
BEAU5571777	COS	45G1	2024-08-13 18:31		Export	Active	Yard	24EL	3-Routing	TECHNICAL_FULL_CI
BEAU5831344	MSC	45G1	2024-08-12 00:37		Import	Active	Yard	24EL	4-Contents	ICUSTOMS IMPORT PI
BMOU2836922	MSC	22G1	2024-08-13 09:07		Import	Active	Yard	24EL	5-Reefer	TECHNICAL_FULL_CI
BMOU5066996	COS	45G1	2024-08-14 04:27		Export	Active	Yard	24OC	6-Rules	TECHNICAL_FULL_CI
BMOU5767548	EVG	45G1	2024-08-14 13:14		Import	Active	Yard	24OC	7-Position	TECHNICAL_FULL_CI
BMOU9754770	CMA	45R1	2024-08-09 21:18		Export	Active	Yard	24SP	8-Timestamp	ICUSTOMS IMPORT PI
BSIU2561498	CMA	22G1	2024-08-07 21:32		Export	Active	Yard	24OC	9-Billing	ICUSTOMS IMPORT PI
CAAU1513402	EVG	45G1	2024-08-14 16:15		Import	Active	Yard	24EL	9-Other	EMPTY PERMISSION,
CAAU1548316	EVG	45G1	2024-08-09 12:32		Import	Active	Yard	24OC	91-Other	ICUSTOMS IMPORT PI
CAAU16140821	OOL	45G1	2024-08-14 14:14		Import	Active	Yard	24OC	92-XPS	TECHNICAL_FULL_CI
CAIU2391333	MAE	22G1	2024-07-26 21:51		Storage	Active	Yard	None	Loaded	TECHNICAL_LIVE_RE
CAIU3469349	CMA	22G1	2024-08-14 11:58		Import	Active	Yard	24DE	Requested Off-Power	ICUSTOMS IMPORT PI
CAIU8803314	MSC	45G1	2024-08-11 21:37		Import	Active	Yard	24DE	Time Created	ICUSTOMS IMPORT PI
CAIU9471148	CMA	45G1	2024-08-14 15:43		Import	Active	Yard	24DE	Time In	ICUSTOMS EXPORT P
CCLU5216988	OOL	42G1	2024-08-14 06:50		Import	Active	Yard	24DE	Time Out	ICUSTOMS EXPORT P
CCLU7692900	COS	45G1	2024-08-14 08:27		Import	Active	Yard	24DE	Time State Change	ICUSTOMS IMPORT PI
CGMU5144533	CMA	45R1	2024-08-14 17:07		Export	Active	Yard	24DERI32E 2024-08-14 01:00		ICUSTOMS IMPORT PI
CGMU9405358	CMA	45R1	2024-08-09 19:11		Export	Active	Yard	24DERI32E 2024-08-14 01:00		ICUSTOMS IMPORT PI
CMAU0649817	CMA	22G1	2024-08-14 15:44		Import	Active	Yard	24PL322080E0617698		ICUSTOMS IMPORT PI
CMAU0720290	CMA	22G1	2024-08-14 12:03		Import	Active	Yard			ICUSTOMS IMPORT PI
CMAU0755589	CMA	22G1	2024-08-14 12:01		Import	Active	Yard			ICUSTOMS IMPORT PI
CMAU1065335	CMA	22G1	2024-08-07 21:28		Export	Active	Yard			ICUSTOMS EXPORT P
CMAU1459940	CMA	22G1	2024-08-07 21:36		Export	Active	Yard			ICUSTOMS EXPORT P
CMAU1886665	CMA	22G1	2024-08-07 21:04		Export	Active	Yard			ICUSTOMS EXPORT P
CMAU2558790	CMA	22G1	2024-08-14 15:40		Import	Active	Yard			ICUSTOMS IMPORT PI
CMAU2738528	CMA	22G1	2024-08-14 16:13		Import	Active	Yard			ICUSTOMS IMPORT PI
CMAU2770279	CMA	22G1	2024-08-09 06:10		Export	Active	Yard			ICUSTOMS IMPORT PI

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.

All these functions are described later in the manual.

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 Gate Yard Cargo Windows

Units: UNITS YARD ✕

Actions ▾ Display ▾

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
TRHI18774450	-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.

Unit Gate Yard Cargo Windows						
Units: UNITS YARD		Units: My List				
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*.

Find one Unit
✕

Full number or digits:

?
OK
✕ Close
? Help

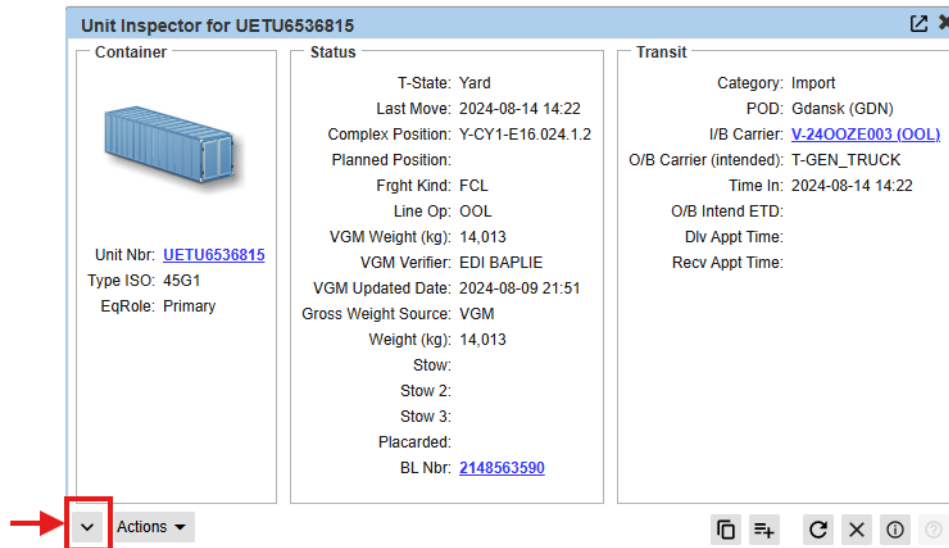
Step 3

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 there is a drop-down list of detailed information regarding the container:

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

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

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

Data Sources – source of data available in the system;

Declared Goods – several customs clearance numbers;

History Move – container history;

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

Itinerary – internal operating information;

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

Below you can find description of Holds and Permissions:

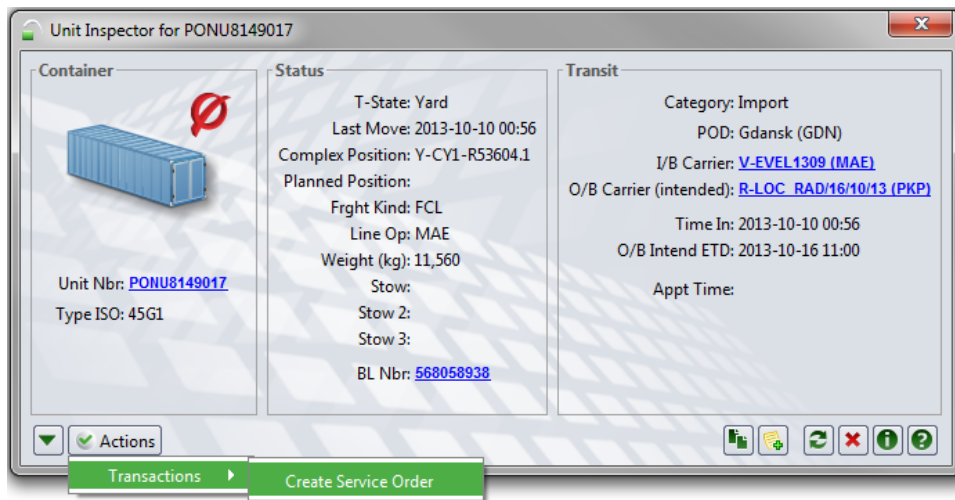
Name	Description
Holds	
Customs Export Hold	applied in export by the customs office
Customs Import Hold	applied in import by the customs office
CZRM Hold / IZRX Hold	applied by CZRM / IZRX
SL Hold (Shipping Line Hold)	applied by the shipping line
Terminal Hold	applied by the Terminal
Tir Transit Carnet	applied by the Customs Office
CFS Hold	Applied in export by CFS
CFS Appointment	applied by the CFS

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

The status of particular permissions and holds is explained below:

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

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



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.

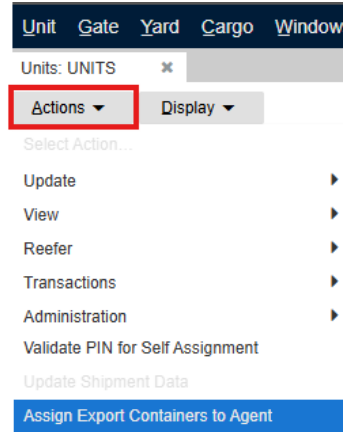
Notification of a full container arriving by rail requires providing the Train Operator with information related to containers.

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.

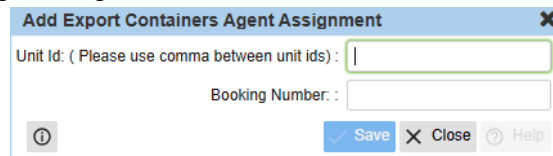
Step 1

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



Step 2

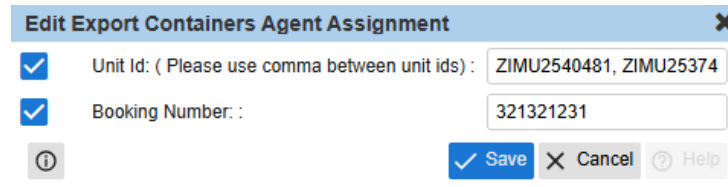
In the *Add Export Containers Agent Assignment* window, fill in the container number and booking.



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.

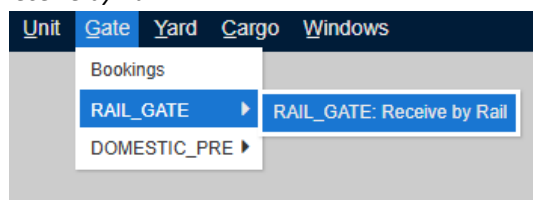
The container has been assigned to your Freight Forwarder account and is visible in the *Units* tab.

6.2 Delivery of an empty container by 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.

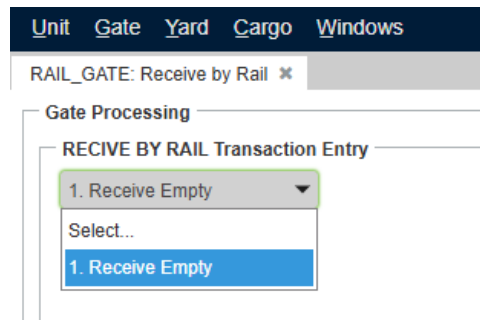
Step 1

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 organiser;

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

*Equipment Number:

*Equipment Type:

*Carrier Mode:

*Line Operator:

*Train Operator:

Booking/Order:

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

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

6.3 Delivery notification of general cargo

6.3.1 Handling in relation vehicle-warehouse-container

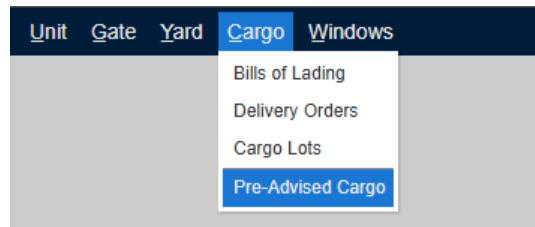
Delivery of general cargo at CFS in relation *vehicle-warehouse* requires cargo's notification by e-mail to containerservices@baltichub.com and provide the following information:

- 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.



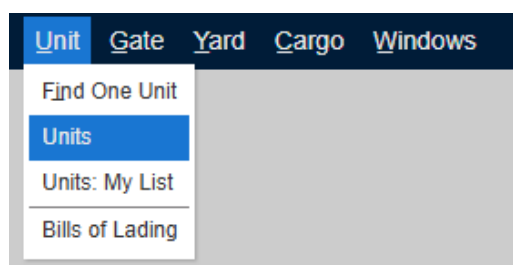
The following information is available in *Pre-Advised Cargo* view: general cargo number (*Id*), driver notification number (*BL number*), quantity of goods (*Qty*), weight of goods (*Lot Total Weight*), etc.

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 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		ICUSTOMS IMPORT PERMISSK
36309104-2-1	CMA			2024-04-15 14:04		Import	Active	Yard	24CHANOFE 2024-03-16 04:50		ICUSTOMS IMPORT PERMISSK
43855925-1-1	MAE			2015-11-28 02:08		Import	Active	Yard	DSK322080000032692015	16PL32208016ECFEE0	
82089548-1-1	MAE			2024-08-01 17:15		Import	Active	Yard	24MOSC426 2024-06-23 12:20		ICUSTOMS IMPORT PERMISSK
82089548-2-1	MAE			2024-08-01 17:15		Import	Active	Yard	24MOSC426 2024-06-23 12:20		ICUSTOMS IMPORT PERMISSK
89905864-2-1	MAE			2024-06-17 17:00		Import	Active	Yard	24MADI422 2024-05-27 05:30		ICUSTOMS IMPORT PERMISSK
APHU6637693	CMA	45G1		2024-08-14 13:50		Import	Active	Yard	24OOZE003 2024-08-13 23:30	20240814-524/4754.4757.20240814-525/4758.4760	
APZU3226177	CMA	22G1		2024-08-07 21:24		Export	Active	Yard			ICUSTOMS EXPORT PERMISSK
APZU3643838	CMA	22G1		2024-08-14 12:00		Import	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS IMPORT PERMISSK
APZU3705776	CMA	22G1		2024-08-14 15:47		Import	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS IMPORT PERMISSK
BEAU5571777	COS	45G1		2024-08-13 18:31		Export	Active	Yard		24PL391010E2659032	ITECHNICAL_FULL_CONTAINERE
BEAU5831344	MSC	45G1		2024-08-12 00:37		Import	Active	Yard	24ELEO433 2024-08-11 15:55		ICUSTOMS IMPORT PERMISSK
BMOU2836922	MSC	22G1		2024-08-13 09:07		Import	Active	Yard	24ELEO433 2024-08-11 15:55	24PL32208AM021FIR9	ITECHNICAL_FULL_CONTAINERE
BMOU5066996	COS	45G1		2024-08-14 04:27		Export	Active	Yard		24PL322080E0624723	ITECHNICAL_FULL_CONTAINERE
BMOU5767548	EVG	45G1		2024-08-14 13:14		Import	Active	Yard	24OOZE003 2024-08-13 23:30	24PL32208AM02288R0	ITECHNICAL_FULL_CONTAINERE
BMOU9754770	CMA	45R1		2024-08-09 21:18		Export	Active	Yard		24PL322080E0620974	ITECHNICAL_LIVE_REEFER_ITI
BSIU2561498	CMA	22G1		2024-08-07 21:32		Export	Active	Yard			ICUSTOMS EXPORT PERMISSK
CAAU5153402	EVG	45G1		2024-08-14 16:15		Import	Active	Yard	24OOZE003 2024-08-13 23:30		ICUSTOMS IMPORT PERMISSK
CAAU5448316	EVG	45G1		2024-08-09 12:32		Import	Active	Yard	24SPRING105 2024-08-09 10:00	24PL32208AM0208SR5	ITECHNICAL_FULL_CONTAINERE
CAAU6140821	OOL	45G1		2024-08-14 14:14		Import	Active	Yard	24OOZE003 2024-08-13 23:30		ICUSTOMS IMPORT PERMISSK
CAIU2391333	MAE	22G1		2024-07-26 21:51		Storage	Active	Yard			EMPTY PERMISSION,ICUSTOM
CAIU3469349	CMA	22G1		2024-08-14 11:58		Import	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS IMPORT PERMISSK
CAIU8803314	MSC	45G1		2024-08-11 21:37		Import	Active	Yard	24ELEO433 2024-08-11 15:55	24PL322	ITECHNICAL_FULL_CONTAINERE
CAIU9171148	CMA	45G1		2024-08-14 15:43		Import	Active	Yard	24OOZE003 2024-08-13 23:30		ICUSTOMS IMPORT PERMISSK
CCLU5216888	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			Record Guarantee
CGMU9405358	CMA	45R1		2024-08-09 19:11		Export	Active	Yard		24PL445	Administration
CMAU0649817	CMA	22G1		2024-08-14 15:44		Import	Active	Yard	24DERI32TE 2024-08-14 01:00		Record Waiver
CMAU0720290	CMA	22G1		2024-08-14 12:03		Import	Active	Yard	24DERI32TE 2024-08-14 01:00		Validate Pin Number
CMAU0755589	CMA	22G1		2024-08-14 13:01		Import	Active	Yard	24DERI32TE 2024-08-14 01:00		Assign Export Containers to Agent
CMAU1065335	CMA	22G1		2024-08-07 21:28		Export	Active	Yard			Update Shipment Details Agent
CMAU1459940	CMA	22G1		2024-08-07 21:36		Export	Active	Yard			Strip
CMAU1886665	CMA	22G1		2024-08-07 21:04		Export	Active	Yard			Stuff

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.

✕
Add Service Order

Create Service Order

*Billing Party: ---

Order Line: ---

End Date: 📅

Notes:

Excluded [29]

Search

DCT_CARGO_BANDING

DCT_CARGO_FOILING

DCT_CARGO_INSPECTION

DCT_CARGO_PALLETIZING

DCT_CARGO_PALLETIZING_AND_FOILING

DCT_CARGO_UNPALLETIZING

DCT_CARNET_TIR

DCT_CFS_AIRING

DCT_CFS_FUMIGATION

DCT_CFS_INSPECTION_100%

DCT_CFS_INSPECTION_200KG

DCT_CFS_INSPECTION_50%

DCT_CFS_INSPECTION_50%...

Included [1]

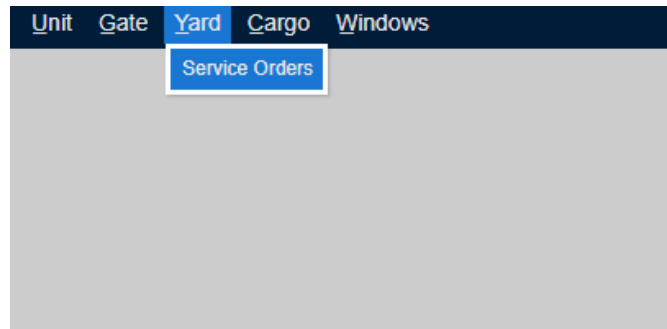
Search

DCT_CFS_STUFF_FROM_CFS

🔍
✔ Save
✕ Cancel
? Help

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).

Unit	Gate	Yard	Cargo	Windows								
Service Orders x												
Actions Display												
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					2024-02-28 12:00		DCTG	AKCEPTACJA	AKCEPTACJA
2024008488	Completed	NK036	MSC					2024-02-28 12:00		DCTG	AKCEPTACJA	AKCEPTACJA
2024011525	Completed	NK036						2024-03-15 09:30		DCTG	AKCEPTACJA	AKCEPTACJA
2024013860	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
2023053888	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
2024005293	Cancelled	NK036	MSC					2024-02-08 12:00	2024-02-07	DCTG	AKCEPTACJA	AKCEPTACJA
2024005294	Cancelled	NK036	MSC					2024-02-08 12:00	2024-02-07	DCTG	AKCEPTACJA	AKCEPTACJA
2023044036	Cancelled	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@baltichub.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.

6.3.2 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;

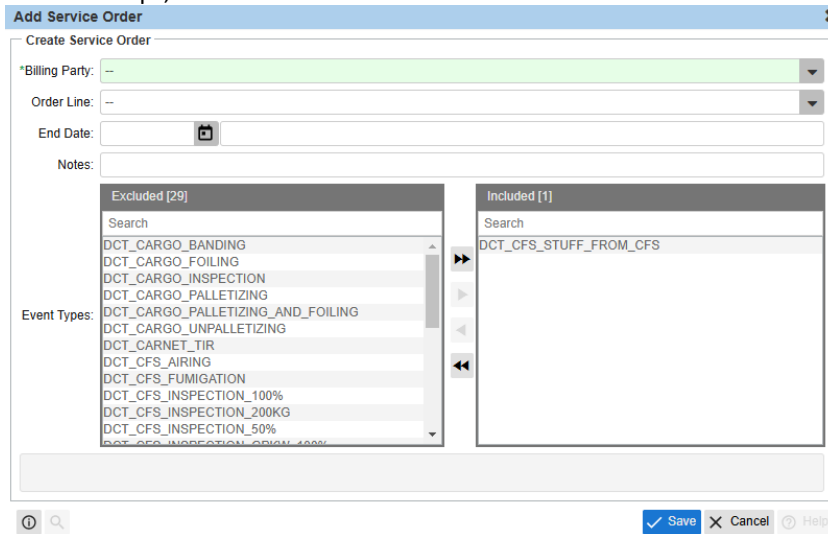
End Date – enter the order performance date and hour (yyyy-mm-dd); use short-cut if applicable: +1 means the next day, +2 next, etc.;

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

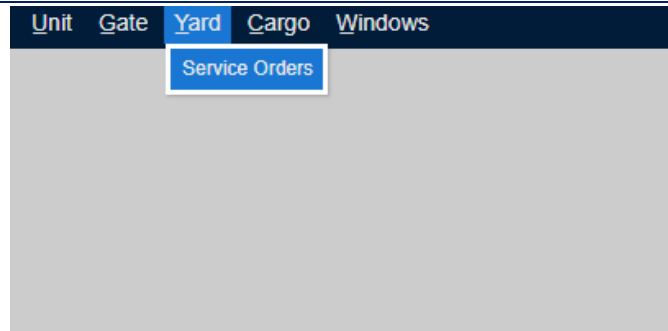
If a given container is subject to no additional warehouse activities and there is no necessity to view the container card, picking up the container requires no intervention in the system. The only obligation of the Forwarder is to provide PIN to the driver, to be forwarded at Pregate/eBrama.

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.

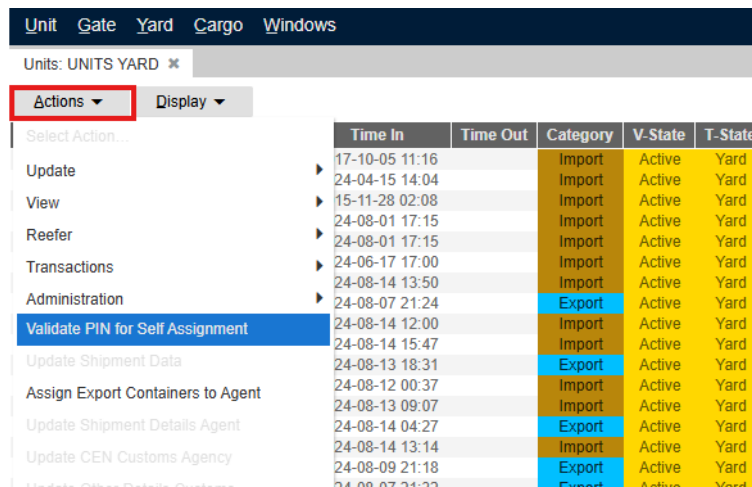
Step 1

In *Unit* tab choose *Units*.



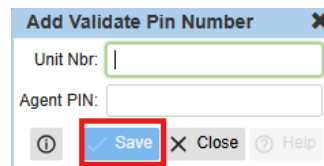
Step 2

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 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	ICUSTOMS
FCIU5769554	MSC	22G1		2024-08-13 10:29		Import	Active	Yard	24ELE0433 2024-08-11 15:55	24PL32208A0035VDR8	ITECHNICA
FCIU4385636	CMA	22G1					Active	Yard			ICUSTOMS
CMAU2770279	CMA	22G1					Active	Yard		24PL322080E0617698	IUNIT_VGM
UETU2943670	MAE	22G1					Active	Yard			IEMPTY PEI
CMAU0649817	CMA	22G1					Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
DFSU2091702	CMA	22G1					Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
PCIU1884708	CMA	22G1					Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
TRHU2144937	MSC	22G1					Active	Yard	24ELE0433 2024-08-11 15:55		ICUSTOMS
GLDU3511073	MSC	22G1					Active	Yard	24ELE0433 2024-08-11 15:55		ICUSTOMS
MEDU2289810	MSC	22G1					Active	Yard	24ELE0433 2024-08-11 15:55		ICUSTOMS
APZU3643838	CMA	22G1					Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
TCLU7246123	CMA	22G1					Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
CMAU0720290	CMA	22G1					Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
CMAU3010347	CMA	22G1					Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
MEDU8102255	MSC	22G1					Active	Yard	24ELE0433 2024-08-11 15:55	24PL32208AM0223UR5	ITECHNICA
CMAU2738528	CMA	22G1					Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
CMAU3015164	CMA	22G1					Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
MRKU6971671	MAE	22G1					Active	Yard	24DERI32TE 2024-08-14 01:00		IEMPTY PEI
TEMU2405410	CMA	22G1					Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
APZU3705776	CMA	22G1					Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
ECMU1929040	CMA	22G1					Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
GLDU3524419	MSC	22G1					Active	Yard	24ELE0433 2024-08-11 15:55		ITECHNICA
CAIU3469349	CMA	22G1					Active	Yard	24DERI32TE 2024-08-14 01:00	24PL32208AM0227BR1	ICUSTOMS
TRHU2633666	CMA	22G1					Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
TRHU1237110	CMA	22G1					Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
SEGU3180414	CMA	22G1					Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
TEMU0329244	CMA	22G1					Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
CMAU2558790	CMA	22G1					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: ▼

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

No system activity is required in order to pick up an empty container through the gate. The Shipping Line releases the container to the Forwarder. At the Pregate the driver has to provide the assigned booking/EDO number.

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	ITECHNICA
FCIU5789584	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	IUNIT_VGM
UETU2943670	MAE	22G1	20		Reefer	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
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	24DERI32TE 2024-08-14 01:00		ICUSTOMS
TRHU2144937	MSC	22G1	20		Assign Export Containers to Agent	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
GLDU3511073	MSC	22G1	20		Update Shipment Details Agent	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
MEDU2289810	MSC	22G1	20		Update CEN Customs Agency	Active	Yard	24ELEO433 2024-08-11 15:55		ICUSTOMS
APZU3643838	CMA	22G1	20		Update Other Details Customs	Active	Yard	24DERI32TE 2024-08-14 01:00	24PL32208AM0223UR5	ITECHNICA
TCLU7246123	CMA	22G1	20		Update Other Details Shipping Line	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
CMAU0720290	CMA	22G1	20		Commodities	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
CMAU3010347	MSC	22G1	20		Update Other Details VET	Active	Yard	24ELEO433 2024-08-11 15:55		ICUSTOMS
MEDU6102255	MSC	22G1	20		Inspect Unit	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
CMAU2738528	CMA	22G1	20		Initialize Ufy Move Count for all active Units	Active	Yard	24ELEO433 2024-08-11 15:55	24PL32208AM0227BR1	ITECHNICA
CMAU3015164	CMA	22G1	20		Recap All	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
MRKU6971671	MAE	22G1	20		Recap Selected	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
TEMU2405410	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
APZU3705776	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
ECMU1929040	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
GLDU3524419	MSC	22G1	20			Active	Yard	24ELEO433 2024-08-11 15:55		ICUSTOMS
CAIU3469349	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
TRHU2633666	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
TRHU1237110	CMA	22G1	20			Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS
SEGU3180414	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 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

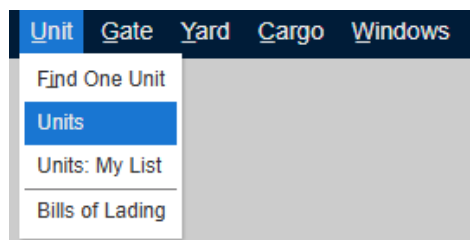
7.6.1 Handling in relation container-warehouse-vehicle

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							Unit Nbr
Units: UNITS YARD ✕											
Actions ▾ Display ▾											
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		Storage	Active	Yard		24PL322080E0617698		
UETU2943670	MAE	22G1	2024-07-26 21:38			Active	Yard				
CMAU0648917	CMA	22G1	2024-08-14 15:44		Import	Active	Yard	24DERI321E 2024-08-14 01:00			
DFSU2091702	CMA	22G1	2024-08-14 01:00		Update		Yard	24DERI321E 2024-08-14 01:00			
PCIU1884708	CMA	22G1	2024-08-14 01:00				Yard	24DERI321E 2024-08-14 01:00			
TRHU2144937	MSC	22G1	2024-08-11 15:55		View		Yard	24ELEO433 2024-08-11 15:55			
GLDU3511073	MSC	22G1	2024-08-11 15:55		Reefer		Yard	24ELEO433 2024-08-11 15:55			
MEDU2289810	MSC	22G1	2024-08-11 15:55				Yard	24ELEO433 2024-08-11 15:55			
APZU3643838	CMA	22G1	2024-08-11 15:55		Transactions			Record Service Event	-14 01:00		
TCLU7246123	CMA	22G1	2024-08-11 15:55		Administration			Record Guarantee	-14 01:00		
CMAU0720290	CMA	22G1	2024-08-11 15:55		Validate Pin Number			Record Waiver	-14 01:00		
CMAU3010347	CMA	22G1	2024-08-11 15:55		Assign Export Containers to Agent			Create Service Order	11 15:55 24PL32208AM0223UR5		
MEDU6102255	MSC	22G1	2024-08-11 15:55		Update Shipment Details Agent			Ship	-14 01:00		
CMAU2738528	CMA	22G1	2024-08-11 15:55		Update CEN Customs Agency			Stuff	-14 01:00		
CMAU3015164	CMA	22G1	2024-08-11 15:55		Update Other Details Customs			Transload	-14 01:00		
MRKU6971671	MAE	22G1	2024-08-11 15:55		Update Other Details Shipping Line			Return to Storage	11 15:55 24PL32208AM0227BR1		
TEMU2405410	CMA	22G1	2024-08-11 15:55		Commodities			Reserve Equipment	-14 01:00		
AFZU3705776	CMA	22G1	2024-08-11 15:55		Update Other Details VET			Cancel Equipment Reservation	-14 01:00		
ECMU1929209	CMA	22G1	2024-08-11 15:55		Inspect Unit			Assign Booking/Rail Order	-14 01:00		
GLDU3524419	MSC	22G1	2024-08-11 15:55		Initialize UIV Move Count for all active Units			Assign Equipment Receive Order	-14 01:00		
CAIU3469349	CMA	22G1	2024-08-11 15:55		Recap All			Off-hire On-hire	24PL322080E0623895		
TRHU2633666	CMA	22G1	2024-08-11 15:55		Recap Selected			Inter-Facility Transfer	13 23:30		
TRHU1237110	CMA	22G1	2024-08-11 15:55					Extract Events	11 15:55 24PL32208AM021FIR9		
SEGU3180414	CMA	22G1	2024-08-11 15:55					Query Unit Charges	11 15:55 24PL32208AM021FER2		
TEMU0329244	CMA	22G1	2024-08-13 09:04		Import	Active		Create Notice Request	16 06:15 24PL322080NS6WDH06		
CMAU2553790	CMA	22G1	2024-08-07 21:32		Export	Active			11 15:55 24PL32208AM021FKR7		
CMAU0755589	CMA	22G1	2024-08-08 04:29		Import	Active					
TIIU2331595	MAE	22G1	2024-08-13 10:12		Import	Active					
EITU0245326	EVG	22G1	2024-08-07 21:32		Import	Active					
BMOU2836922	MSC	22G1	2024-08-13 09:04		Import	Active					
MEDU2672590	MSC	22G1	2024-08-13 09:04		Import	Active					
BSIU2561498	CMA	22G1	2024-08-07 21:32		Export	Active					
TLLU2602066	COS	22G1	2024-08-08 04:29		Import	Active					
MSMU1997151	MSC	22G1	2024-08-13 10:12		Import	Active					
CMAU1025792	CMA	22G1	2024-08-07 21:32		Import	Active					

Step 3

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

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

Order Line – leave this field empty;

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

Notes – enter the following data:

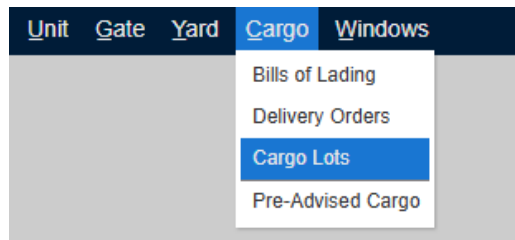
- cargo data: name, quantity/volume/weight of general cargo, packaging unit (boxes, pallets, etc.);
- commercial offer number, if any;
- presence of the Freight Forwarder representative or the inspection company, if any;

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

Please *Save* above data.

Step 4

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



Step 5

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

Unit	Gate	Yard	Cargo	Windows		
Cargo Lots						
Actions ▾ Display ▾						
Created	BL Nbr	Id	Unit Nbr	Facility	T-State	
2024-08-01 17:15	238405380	82089549-1-1	82089549-1-1	DCTG	Yard	
2024-08-01 17:15	238405380	82089549-2-1	82089549-2-1	DCTG	Yard	View
2024-06-20 15:30	237909833	89905864-1-1	89905864-1-1	DCTG	Depart	+ Add BR8
2024-06-17 17:00	237909833	89905864-2-1	89905864-2-1	DCTG	Yard	- Delete SP0
2024-06-03 11:26	MEDUEH902185	14895316-1-1	14895316-1-1	DCTG	Depart	DR3
2024-04-18 15:18	SHZ5963465	36309104-1-1	36309104-1-1	DCTG	Depart	
2024-04-15 14:07	SHZ5963465	36309104-2-1	36309104-2-1	DCTG	Yard	Unload
2024-03-07 13:28	01/05/24/CSNU6379632	70766008-1-1	OOLU8894691		Depart	Load
2024-02-27 15:40	01/05/24/CSNU6379632	70766008-2-1	70766008-2-1	DCTG	Depart	Manifest
2024-02-16 09:29	70766008-1-1A	35113397-1-1	35113397-1-1	DCTG	Retire	Other
2024-02-15 17:01	01/05/24/CSNU6379632	70766008-1-1	70766008-1-1	DCTG	Retire	BEZPIECZNY 23
2024-02-01 12:37	01/05/24/CSNU6379632	70766008-1		DCTG		BR0
2024-01-11 15:52	HBG1819449	39652693-1-1	39652693-1-1	DCTG	Depart	Edit Cargo Lot
2023-12-19 14:45	01/51/23/NK036	29386860-1-2	TCLU9599428	DCTG	Depart	Stuff
2023-11-17 12:16	230985377	17153896-1-1	17153896-1-1	DCTG	Depart	Strip
2023-11-17 12:16	230985377	17153896-2-1	17153896-2-1	DCTG	Depart	Move
2023-10-23 16:08	229872507	14602631-2-1	14602631-2-1	DCTG	Depart	PR7
2023-10-23 16:08	229872507	14602631-1-1	14602631-1-1	DCTG	Depart	PR7
2023-06-07 16:46	8893284230	74793659-1-1	74793659-1-1	DCTG	Depart	Create Delivery Order
2022-10-26 16:32	218077428	99077776-2-1	99077776-2-1	DCTG	Depart	6
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	7

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 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	
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-vehicle

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.

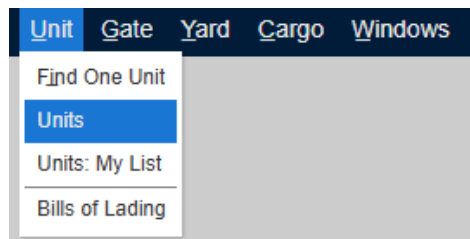
In case of import containers an order may be placed after assignment PIN by the Freight Forwarder to a given container (see item 7.2).

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 nbr and select *Transactions*, and next *Create Service Order*.

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 C
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	2024-08-14 13:14		Export	Active	Yard	
BSIU2561498	CMA	22G1	2024-08-14 13:14		Update		Yard	
CAAU5153402	EVG	45G1	2024-08-14 13:14		View		Yard	24OOZE003 2024-08-13
CAAU5448316	EVG	45G1	2024-08-14 13:14		Reefer		Yard	24SPRING105 2024-08-13
CAAU6140821	OOL	45G1	2024-08-14 13:14		Transactions		Yard	24OOZE003 2024-08-13
CAIU2391333	MAE	22G1	2024-07-22 17:00		Administration		Record Service Event	
CAIU3469349	CMA	22G1	2024-08-14 13:14		Validate Pin Number		Record Guarantee	
CAIU8803314	MSC	45G1	2024-08-14 13:14		Assign Export Containers to Agent		Record Waiver	
CAIU9471148	CMA	45G1	2024-08-14 13:14		Update Shipment Details Agent		Create Service Order	
CCLU5216988	OOL	42G1	2024-08-14 13:14		Update CEN Customs Agency		Strip	
CCLU7692900	COS	45G1	2024-08-14 13:14		Update Other Details Customs		Stuff	
CGMU5144533	CMA	45R1	2024-08-14 13:14		Update Other Details Customs		Transload	
CGMU9405358	CMA	45R1	2024-08-14 13:14		Update Other Details Shipping Line		Return to Storage	
CMAU0649817	CMA	22G1	2024-08-14 13:14		Commodities		Reserve Equipment	
CMAU0720290	CMA	22G1	2024-08-14 13:14		Update Other Details VET		Cancel Equipment Reservation	
CMAU0755589	CMA	22G1	2024-08-14 13:14		Inspect Unit		Assign Booking/Rail Order	
CMAU1459940	CMA	22G1	2024-08-14 13:14		Initialize Ufv Move Count for all active Units		Assign Equipment Receive Order	
CMAU1886665	CMA	22G1	2024-08-14 13:14		Recap All		Off-hire On-hire	
CMAU2558790	CMA	22G1	2024-08-14 13:14					
CMAU2738528	CMA	22G1	2024-08-14 13:14					
CMAU2770279	CMA	22G1	2024-08-14 13:14					
CMAU3010347	CMA	22G1	2024-08-14 13:14					
CMAU3015164	CMA	22G1	2024-08-14 13:14					
CMAU8645145	CMA	45G1	2024-08-14 13:14					
CSLU5164416	OOL	42G1	2024-08-14 13:14					

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.

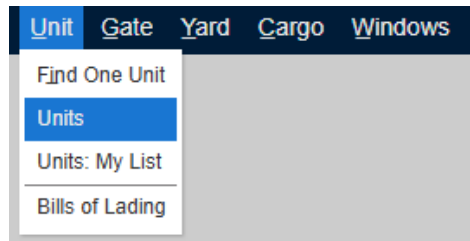
The status of sent orders may be monitored in *Yard* tab by selecting *Service Orders*.

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 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	DSK322080/00/003266/2
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 C
APHU8637693	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 24:18		Export	Active	Yard	
BSIU2561498	CMA	22G1	2024-08-01		Update		Yard	
CAAU5153402	EVG	45G1	2024-08-01		View		Yard	24OOZE003 2024-08-13
CAAU5448316	EVG	45G1	2024-08-01		View		Yard	24SPRING105 2024-08-0
CAAU6140821	OOL	45G1	2024-08-01		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					Record Waiver
CCLU5216988	OOL	42G1	2024-08-1		Validate Pin Number			
CCLU7692900	COS	45G1	2024-08-1		Assign Export Containers to Agent			Create Service Order
CGMU5144533	CMA	45R1	2024-08-1		Update Shipment Details Agent			Stimp
CGMU9405358	CMA	45R1	2024-08-1		Update CEN Customs Agency			Stuff
CMAU0649817	CMA	22G1	2024-08-1		Update Other Details Customs			Transload
CMAU0720290	CMA	22G1	2024-08-1		Update Other Details Shipping Line			Return to Storage
CMAU0755589	CMA	22G1	2024-08-1		Commodities			Reserve Equipment
CMAU1065335	CMA	22G1	2024-08-1		Update Other Details VET			Cancel Equipment Reservation
CMAU1459940	CMA	22G1	2024-08-1		Inspect Unit			Assign Booking/Rail Order
CMAU1886665	CMA	22G1	2024-08-1		Initialize Ulfv Move Count for all active Units			Assign Equipment Receive Order
CMAU2558790	CMA	22G1	2024-08-1		Recap All			Off-hire On-hire
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:

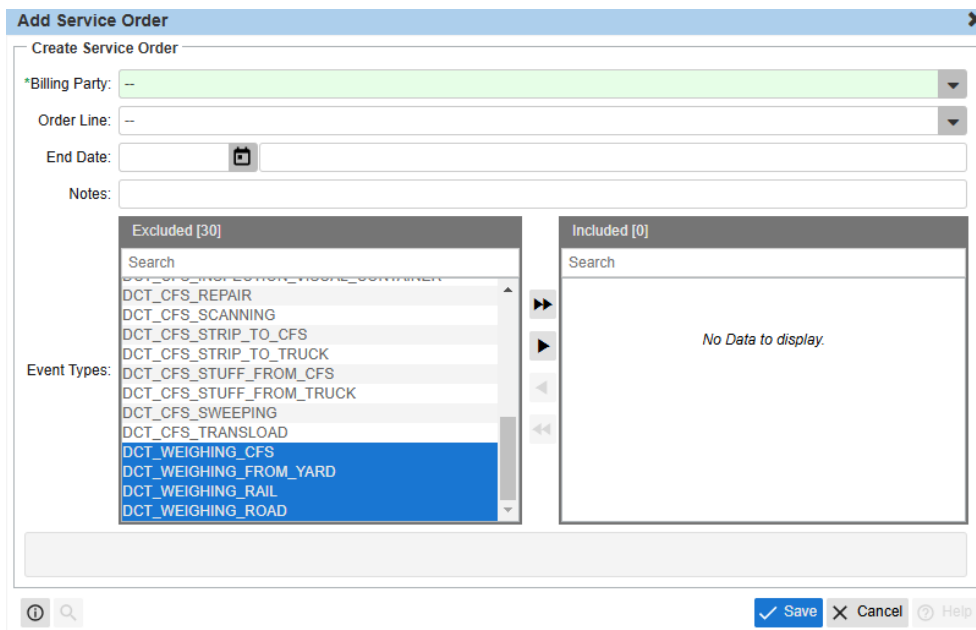
Billing Party – select Freight Forwarder code, e.g. NK001 (Agent);

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.; 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, DCT_WEIGHING_RAIL, DCT_WEIGHING_CFS (after stuffing at CFS), DCT_WEIGHING_FROM_YARD. By double-clicking or highlighting the option drag it to the right with the use of a single arrow.



Please *Save* above data.

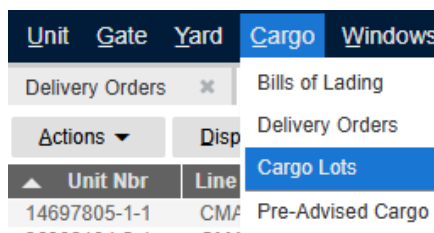
The status of sent orders may be monitored in *Yard* tab by selecting *Service Orders*.

8.3 General cargo order

To issue an order regarding general cargo stored at warehouse, follow these instruction.

Step 1

In *Cargo* tab select *Cargo Lots*.



Step 2

Right-click the selected general cargo and choose *Create Service Order* option.

Created	BL Nbr	Id	Unit Nbr	Facility	T-State	CEN Number
2024-08-01 17:15	238405380	82089549-1-1	82089549-1-1	DCTG	Yard	
2024-08-01 17:15	238405380	82089549-2-1	82089549-2-1	DCTG	Yard	
2024-06-20 15:30	237909833	89905		DCTG	Departed	24PL32208AM01JAGR8
2024-06-17 17:00	237909833	89905		DCTG	Yard	
2024-06-03 11:26	MEDUEH002185	14895		DCTG	Departed	24PL322080NS6Q2SP0
2024-04-18 15:18	SHZ5963465	36305		DCTG	Departed	24PL32208AM00Y9QR3
2024-04-15 14:07	SHZ5963465	36305		DCTG	Yard	
2024-03-07 13:28	01/05/24/CSNU6379632	70766		Unload	Departed	OPINIA TOWAR NIEBEZPIECZNY 23PL32208AM037FFR7, 24PL322080W0000727
2024-02-27 15:40	01/05/24/CSNU6379632	70766		Load	Departed	24PL32208A000U4CR6
2024-02-16 09:29	70766008-1-1A	35113		Manifest	Retired	
2024-02-15 17:01	01/05/24/CSNU6379632	70766		Manifest	Retired	OPINIA TOWAR NIEBEZPIECZNY 23PL32208AM037FFR7
2024-02-01 12:37	01/05/24/CSNU6379632	70766		Other	DCTG	
2024-01-11 15:52	HBG1819449	39652		Other	Departed	23PL32208AM039R6R0
2023-12-19 14:45	01/51/23/NK036	29386		Edit Cargo Lot	Departed	23PL361010E3111968
2023-11-17 12:16	230985377	17153		Stuff	Departed	23PL32208AM02VYWR8
2023-11-17 12:16	230985377	17153		Strip	Departed	23PL32208AM02VYWR8
2023-10-23 16:08	229872507	14602		Move	Departed	23PL32208AM02MZPR7
2023-10-23 16:08	229872507	14602		Move	Departed	23PL32208AM02MZPR7
2023-06-07 16:46	8993284230	74793		Move	Departed	23PL322080NSXW034
2022-10-26 16:32	218077428	99077		Move	Departed	22PL322080I2056976
2022-09-19 16:41	218077428	99077		Move	Departed	22PL322080I1817499
2022-08-26 16:08	6326570910	53234		Record Service Event	Departed	22PL322080I1544635
2022-08-18 11:35	6328741870	85210		Record Service Event	Departed	22PL322080I1544627
2022-08-16 16:15	6328741870	85210		Record Service Event	Departed	22PL322080I1534373
2022-08-08 17:13	6326570910	53234		Record Damages	Departed	22PL322080I1498850
2022-04-06 10:10	216497184	82815		Repair Damages	Departed	2 SZT 22PL322080I0610520, 22PL322080I0610570
2022-04-05 15:13	216497184	82815		Repair Damages	Departed	2 SZT 22PL322080I0610520, 22PL322080I0610570
2022-04-05 15:04	216497184	82815		Correct Flex Fields	Departed	2 SZT 22PL322080I0610520, 22PL322080I0610570
2022-04-05 14:01	216497184	82815		Print Barcode	Departed	2 SZT 22PL322080I0610520, 22PL322080I0610570
2022-04-04 09:42	216497184	82815		Print Barcode	DCTG	

Step 3

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

Unit Number – leave this field empty;

Event Types – select order type, e.g. DCT_CARGO PALLETIZING;

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

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 – provide order details.

Add Cargo Work Order
✕

Work Order Number:

*Billing Party:

Order Line:

End Date:

Notes:

Excluded [38]

Search

- CARGO_DAMAGE
- CARGO_DAMAGE_REP/
- CARGO_DELIVER
- CARGO_DERAMP
- CARGO_DISCH
- CARGO_LOAD
- CARGO_LOAD_FF
- CARGO_MANUFACTUR
- CARGO_MOVE
- CARGO_POSITION_UP
- CARGO_PROPERTY_UF
- CARGO_RAMP

➡

➡

➡

➡

➡

➡

➡

➡

➡

➡

➡

➡

Included [0]

Search

No Data to display.

📌
✓ Save
✕ Cancel
🔍 Help

Please *Save* above data.

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

9 Link to instructional videos

Below there is a link to a website containing short instructional videos presenting the basic activities in Navis:

<https://baltichub.com/dla-klienta/navis>

10 Glossary

Agent One	Freight Forwarder agent code
Agent PIN	PIN
Agent Two	Customs Agency code
Arrived	Arrived at the terminal
BL Nbr	B/L number
Bundle	Parcel (flatrack)
Canceled	cancelled
Cargo Lot ID	General cargo name
Category	Category (import, export, storage)
CEN Number	customs clearance number
Cmdy	goods name
Damage Severity	Damage degree
Departed	Departed from the terminal
Digits	Container number
DSK Number	Shortened declaration number
Dwell	Number of days at yard
EC/In	Container entering
EC-In Time	Date of commencement of the gate transaction at the entrance
EC/Out	Container leaving
Frght Kind	Type - full, empty, etc.
I/B Actual Visit	Name of means of transport on which the container arrived at the terminal
I/B Dclrd Mode	Type of means of transport on which the container arrived at the terminal
I/B Dclrd Visit	Name of means of transport on which the container arrived at the terminal
Inbound	On the way to the terminal
Is OOG	out of gauge
Line Op	Sailing Line
Loaded	loaded
O/B Actual Visit	Name of means of transport on which the container is to leave the terminal
O/B Dclrd Mode	Type of means of transport on which the container is to leave the terminal
O/B Dclrd Visit	Name of means of transport on which the container is to leave the terminal
OERN Number	Customs clearance number for the ship operator
POD	Port of discharge
Seal Nbr	Seal number
Service Order Numbers	Order number
Services Ordered	Order type
Tare Wt (kg)	Tare weight
Time In	Entry time
Time Out	Exit time

Train Operator	Train operator
T-State	Physical location of container
Type ISO	ISO type
Type Length	Container length
Unit Granted Hold/Perm	Granted permissions and granted holds
Unit Hold/Perm	Granted permissions and active holds
Unit Hold/Perm Groups	Permission and hold group
Unit Impediments	active permissions and active holds
Unit Nbr	Container number / general cargo name
Unit Notes	notes
V-State	Container life cycle phase name

Warehousing orders:

DCT_CARGO_BANDING	General cargo banding
DCT_CARGO_FOILING	General cargo foiling
DCT_CARGO_INSPECTION	General cargo inspection (with assistance of CFS worker)
DCT_CARGO_PALLETIZING	General cargo palletizing
DCT_CARGO_UNPALLETIZING	General cargo un palletizing
DCT_CFS_AIRING	Container airing
DCT_CFS_FUMIGATION	Fumigation
DCT_CFS_INSPECTION	Inspection
DCT_CFS_INSPECTION_GPKW	Veterinary inspection
DCT_CFS_INSPECTION_SCRAP	Scrap metal inspection
DCT_CFS_INSPECTION_VISUAL_CONTAINER	Visual inspection of the container condition, closing door, etc.
DCT_CFS_REPAIR	Placing the container for repair
DCT_CFS_SCANNING	Scanning
DCT_CFS_STRIP_TO_CFS	Indirect stripping to CFS
DCT_CFS_STRIP_TO_TRUCK	Direct stripping to vehicle
DCT_CFS_STUFF_FROM_CFS	Indirect stuffing
DCT_CFS_STUFF_FROM_TRUCK	Direct stuffing from vehicle to container
DCT_CFS_SWEEPING	Sweeping
DCT_CFS_TRANSLOAD	Handling from one container to another
DCT_WASHING	Container washing
DCT_WEIGHING	Weighing on a vehicle
DCT_WEIGHING_FROM_YARD	Weighing at IMV (from yard)

11 Data transfer to Excel

Step 1

Tick the selected containers.

Unit Nbr	Line Op	Type ISO	Time In	Time Out	Category	V-State	T-State	DSK Number	CEN Number	Unit Impediments
14697805-1-1	CMA		2017-10-05 11:16		Import	Active	Yard	WASH038E		ICUSTOMS IMPORT PERMISSION
36309104-2-1	CMA		2024-04-15 14:04		Import	Active	Yard	Z4CHAN0FL 2024-03-16 04:50		ICUSTOMS IMPORT PERMISSION
43955925-1-1	MAE		2015-11-28 02:08		Import	Active	Yard	DSK32208000003268/2015	16PL32208016ECFEE0	
82089549-1-1	MAE		2024-08-01 17:15		Import	Active	Yard	24MOSCA26 2024-06-23 12:20		ICUSTOMS IMPORT PERMISSION
82089549-2-1	MAE		2024-08-01 17:15		Import	Active	Yard	24MOSCA26 2024-06-23 12:20		ICUSTOMS IMPORT PERMISSION
89905864-2-1	MAE		2024-06-17 17:00		Import	Active	Yard	24MAD422 2024-05-27 05:30	20240814-524/4754_4757_20240814-525/4758_4760	ICUSTOMS IMPORT PERMISSION
APHU6637893	CMA	45G1	2024-08-14 13:50		Import	Active	Yard	24OOZE003 2024-08-13 23:30		ICUSTOMS IMPORT PERMISSION ITECHNICAL_FULL_CONTAINER
APZU3226177	CMA	22G1	2024-08-07 21:24		Export	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS EXPORT PERMISSION
APZU3643838	CMA	22G1	2024-08-14 12:00		Import	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS IMPORT PERMISSION ITECHNICAL_FULL_CONTAINER
APZU3705776	CMA	22G1	2024-08-14 15:47		Import	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS IMPORT PERMISSION ITECHNICAL_FULL_CONTAINER
BEAU5571777	COS	45G1	2024-08-13 18:31		Export	Active	Yard		24PL391010E2659032	ITECHNICAL_FULL_CONTAINER
BEAU5831344	MSC	45G1	2024-08-12 00:37		Import	Active	Yard	24ELE0433 2024-08-11 15:55		ICUSTOMS IMPORT PERMISSION ITECHNICAL_FULL_CONTAINER
BMOU2838922	MSC	22G1	2024-08-13 09:07		Import	Active	Yard	24ELE0433 2024-08-11 15:55	24PL32208AM021FIR9	ITECHNICAL_FULL_CONTAINER
BMOU5066996	COS	45G1	2024-08-14 04:27		Export	Active	Yard		24PL322080E0624723	ITECHNICAL_FULL_CONTAINER
BMOU5767548	EVG	45G1	2024-08-14 13:14		Import	Active	Yard	24OOZE003 2024-08-13 23:30	24PL32208AM02288R0	ITECHNICAL_FULL_CONTAINER
BMOU9754770	CMA	45R1	2024-08-09 21:18		Export	Active	Yard		24PL322080E0620974	ITECHNICAL_LIVE_REEFER ITECHNICAL_FULL_CONTAINER
BSIU2561498	CMA	22G1	2024-08-07 21:32		Export	Active	Yard			ICUSTOMS EXPORT PERMISSION
CAU5153402	EVG	45G1	2024-08-14 16:15		Import	Active	Yard	24OOZE003 2024-08-13 23:30		ICUSTOMS IMPORT PERMISSION ITECHNICAL_FULL_CONTAINER
CAU5448316	EVG	45G1	2024-08-09 12:32		Import	Active	Yard	24SPRING105 2024-08-09 10:00	24PL32208AM0208SR5	ITECHNICAL_FULL_CONTAINER
CAU6140821	OOL	45G1	2024-08-14 14:14		Import	Active	Yard	24OOZE003 2024-08-13 23:30		ICUSTOMS IMPORT PERMISSION ITECHNICAL_FULL_CONTAINER
CAU291333	MAE	22G1	2024-07-26 21:51		Storage	Active	Yard			EMPTY PERMISSION
CAU3469349	CMA	22G1	2024-08-14 11:58		Import	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS IMPORT PERMISSION ITECHNICAL_FULL_CONTAINER
CAU803314	MSC	45G1	2024-08-11 21:37		Import	Active	Yard	24ELE0433 2024-08-11 15:55	24PL32208AM021G7R4	ITECHNICAL_FULL_CONTAINER
CAU871148	CMA	45G1	2024-08-14 15:43		Import	Active	Yard	24OOZE003 2024-08-13 23:30		ICUSTOMS IMPORT PERMISSION ITECHNICAL_FULL_CONTAINER
CCLU5216988	OOL	42G1	2024-08-14 06:50		Import	Active	Yard	24OOZE003 2024-08-13 23:30	24PL32208AM021TUR5	ITECHNICAL_FULL_CONTAINER
CCLU7692900	COS	45G1	2024-08-14 08:27		Import	Active	Yard	24OOZE003 2024-08-13 23:30	24PL322080NSWJ5F3	ITECHNICAL_FULL_CONTAINER

Step 2

In *Display* screen select **Export to Excel**.

Unit Nbr	Line Op	Type ISO	Time In	Time Out	Category	V-State	T-State	DSK Number	CEN Number	Unit Impediments
14697805-1-1	CMA		-10-05 11:16		Import	Active	Yard	WASH038E		ICUSTOMS IMPORT PERMISSION
36309104-2-1	CMA		-04-15 14:04		Import	Active	Yard	Z4CHAN0FL 2024-03-16 04:50		ICUSTOMS IMPORT PERMISSION
43955925-1-1	MAE		-11-28 02:08		Import	Active	Yard	DSK32208000003268/2015	16PL32208016ECFEE0	
82089549-1-1	MAE		-08-01 17:15		Import	Active	Yard	24MOSCA26 2024-06-23 12:20		ICUSTOMS IMPORT PERMISSION
82089549-2-1	MAE		-08-01 17:15		Import	Active	Yard	24MOSCA26 2024-06-23 12:20		ICUSTOMS IMPORT PERMISSION
89905864-2-1	MAE		-06-17 17:00		Import	Active	Yard	24MAD422 2024-05-27 05:30	20240814-524/4754_4757_20240814-525/4758_4760	ICUSTOMS IMPORT PERMISSION
APHU6637893	CMA	45G1	08-14 13:50		Import	Active	Yard	24OOZE003 2024-08-13 23:30		ICUSTOMS IMPORT PERMISSION ITECHNICAL_FULL_CONTAINER
APZU3226177	CMA	22G1	-08-07 21:24		Export	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS EXPORT PERMISSION
APZU3643838	CMA	22G1	-08-14 12:00		Import	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS IMPORT PERMISSION ITECHNICAL_FULL_CONTAINER
APZU3705776	CMA	22G1	-08-14 15:47		Import	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS IMPORT PERMISSION ITECHNICAL_FULL_CONTAINER
BEAU5571777	COS	45G1	-08-13 18:31		Export	Active	Yard		24PL391010E2659032	ITECHNICAL_FULL_CONTAINER
BEAU5831344	MSC	45G1	2024-08-12 00:37		Import	Active	Yard	24ELE0433 2024-08-11 15:55		ICUSTOMS IMPORT PERMISSION ITECHNICAL_FULL_CONTAINER
BMOU2838922	MSC	22G1	2024-08-13 09:07		Import	Active	Yard	24ELE0433 2024-08-11 15:55	24PL32208AM021FIR9	ITECHNICAL_FULL_CONTAINER
BMOU5066996	COS	45G1	2024-08-14 04:27		Export	Active	Yard		24PL322080E0624723	ITECHNICAL_FULL_CONTAINER
BMOU5767548	EVG	45G1	2024-08-14 13:14		Import	Active	Yard	24OOZE003 2024-08-13 23:30	24PL32208AM02288R0	ITECHNICAL_FULL_CONTAINER
BMOU9754770	CMA	45R1	2024-08-09 21:18		Export	Active	Yard		24PL322080E0620974	ITECHNICAL_LIVE_REEFER ITECHNICAL_FULL_CONTAINER
BSIU2561498	CMA	22G1	2024-08-07 21:32		Export	Active	Yard			ICUSTOMS EXPORT PERMISSION
CAU5153402	EVG	45G1	2024-08-14 16:15		Import	Active	Yard	24OOZE003 2024-08-13 23:30		ICUSTOMS IMPORT PERMISSION ITECHNICAL_FULL_CONTAINER
CAU5448316	EVG	45G1	2024-08-09 12:32		Import	Active	Yard	24SPRING105 2024-08-09 10:00	24PL32208AM0208SR5	ITECHNICAL_FULL_CONTAINER
CAU6140821	OOL	45G1	2024-08-14 14:14		Import	Active	Yard	24OOZE003 2024-08-13 23:30		ICUSTOMS IMPORT PERMISSION ITECHNICAL_FULL_CONTAINER
CAU291333	MAE	22G1	2024-07-26 21:51		Storage	Active	Yard			EMPTY PERMISSION
CAU3469349	CMA	22G1	2024-08-14 11:58		Import	Active	Yard	24DERI32TE 2024-08-14 01:00		ICUSTOMS IMPORT PERMISSION ITECHNICAL_FULL_CONTAINER
CAU803314	MSC	45G1	2024-08-11 21:37		Import	Active	Yard	24ELE0433 2024-08-11 15:55	24PL32208AM021G7R4	ITECHNICAL_FULL_CONTAINER
CAU871148	CMA	45G1	2024-08-14 15:43		Import	Active	Yard	24OOZE003 2024-08-13 23:30		ICUSTOMS IMPORT PERMISSION ITECHNICAL_FULL_CONTAINER
CCLU5216988	OOL	42G1	2024-08-14 06:50		Import	Active	Yard	24OOZE003 2024-08-13 23:30	24PL32208AM021TUR5	ITECHNICAL_FULL_CONTAINER
CCLU7692900	COS	45G1	2024-08-14 08:27		Import	Active	Yard	24OOZE003 2024-08-13 23:30	24PL322080NSWJ5F3	ITECHNICAL_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?

Step 4

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

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

customerservice@baltichub.com

58 737 63 18

58 737 63 19