

An aerial photograph of a large port facility at sunset. The sky is a mix of orange and yellow, with the sun low on the horizon. The port is filled with numerous colorful shipping containers stacked in neat rows. Several large gantry cranes are visible along the waterfront. In the background, a large ship is docked at a pier. The overall scene is a busy industrial port.

NAVIS OPERATING SYSTEM MANUAL FOR FREIGHT FORWARDERS

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1 Log-in



The following tabs are available after logging:



File – change of system access password and looking for a single container;

Unit – looking for a single container, list of all containers released for a given Forwarding Agency, list of containers and bills of lading;

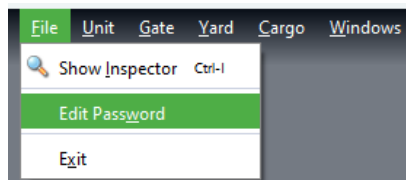
Gate – notification of export and empty containers, bookings;

Yard – list of additional orders;

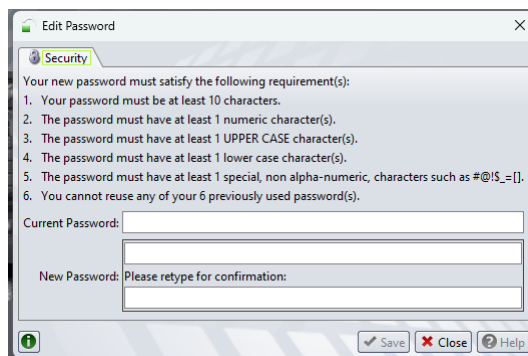
Cargo – bills of lading, list of advised pick-ups of general cargo, list of cargoes in the warehouse;

Windows – tab management.

To change the password, in *File* tab select *Edit Password*.



Next, in *Edit Password* screen change the password in *Security* tab.

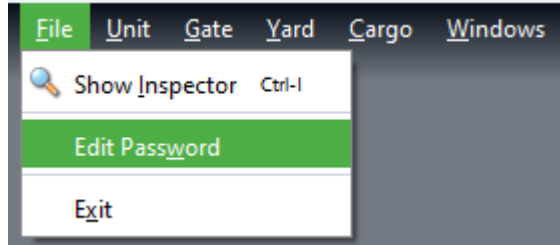


Please *Save* above data.

2 Password

2.1 Password change

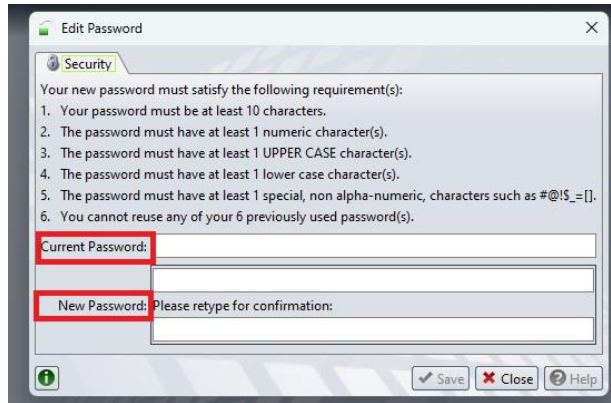
In order to change the password, from the file tab select option Edit Password.



In the first window enter the current password, in the next two windows enter the new 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.

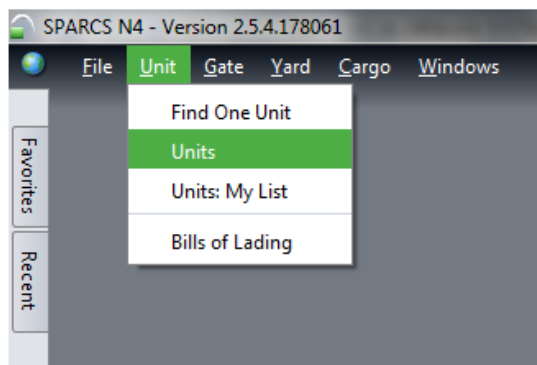
3 List of containers and cargo – Units

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

Step 1

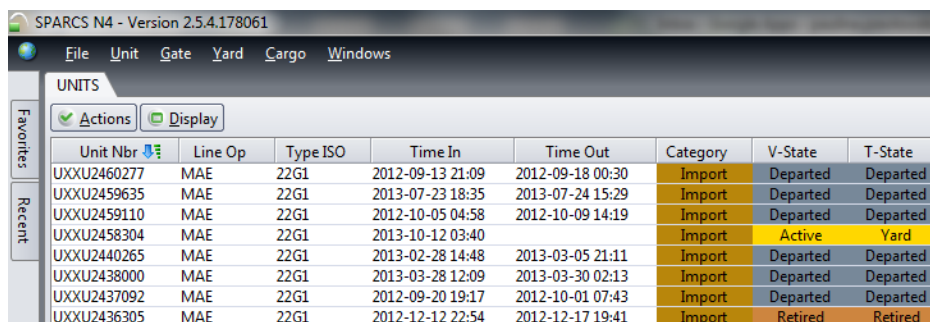
In *Unit* tab choose *Units*.

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.



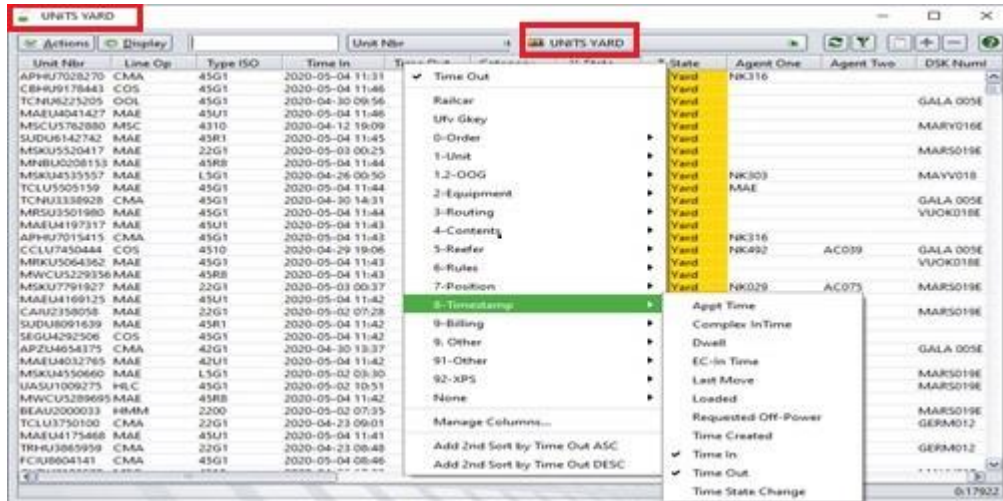
Unit Nbr	Line Op	Type ISO	Time In	Time Out	Category	V-State	T-State
UXXU2460277	MAE	22G1	2012-09-13 21:09	2012-09-18 00:30	Import	Departed	Departed
UXXU2459635	MAE	22G1	2013-07-23 18:35	2013-07-24 15:29	Import	Departed	Departed
UXXU2459110	MAE	22G1	2012-10-05 04:58	2012-10-09 14:19	Import	Departed	Departed
UXXU2458304	MAE	22G1	2013-10-12 03:40		Import	Active	Yard
UXXU2440265	MAE	22G1	2013-02-28 14:48	2013-03-05 21:11	Import	Departed	Departed
UXXU2438000	MAE	22G1	2013-03-28 12:09	2013-03-30 02:13	Import	Departed	Departed
UXXU2437092	MAE	22G1	2012-09-20 19:17	2012-10-01 07:43	Import	Departed	Departed
UXXU2436305	MAE	22G1	2012-12-12 22:54	2012-12-17 19:41	Import	Retired	Retired

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

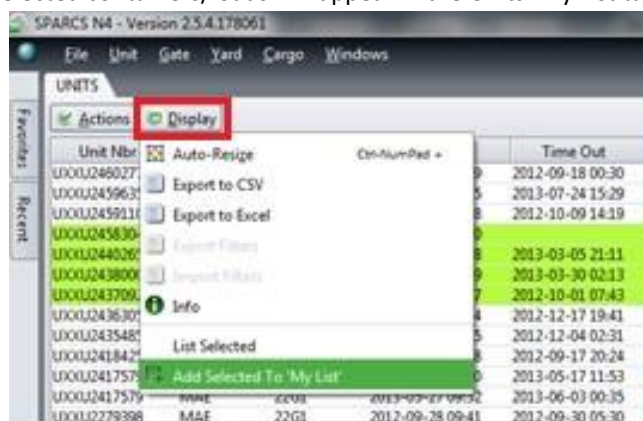
The list view may also be configured as follows, by right clicking the column header. Select a particular item from the drop-down list. Ticked fields mean that a given item of information is displayed in columns.



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.

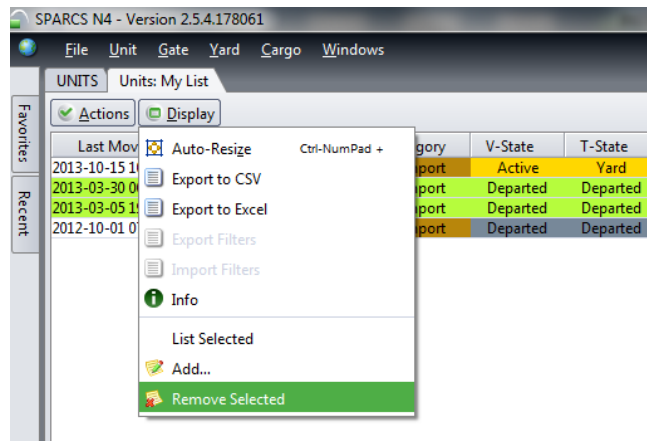
4 List of containers and cargo – My List

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.



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.



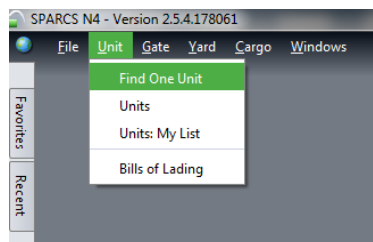
5 Container card

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

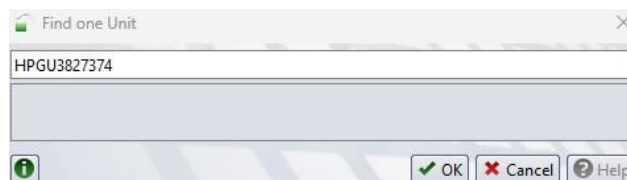
In *Unit* tab choose *Find One Unit*.



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

Step 2

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



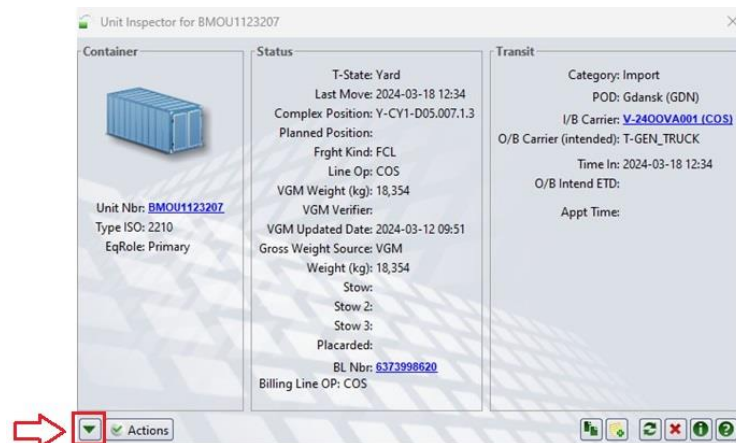
Step 3

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;

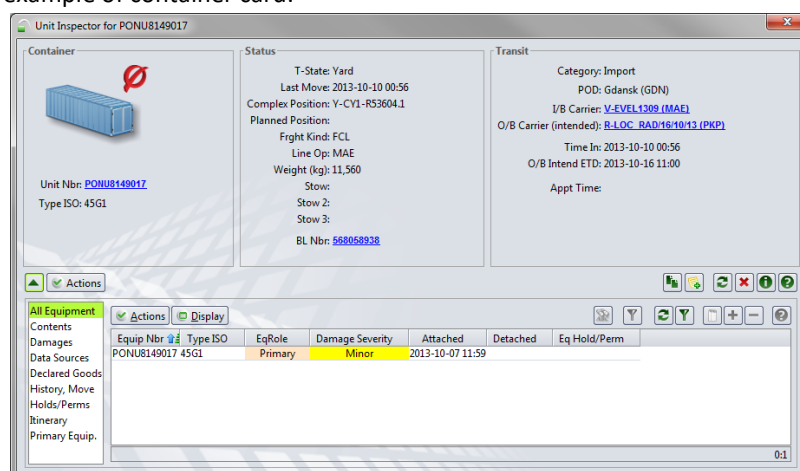
History Move – container history;

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 example of container card:



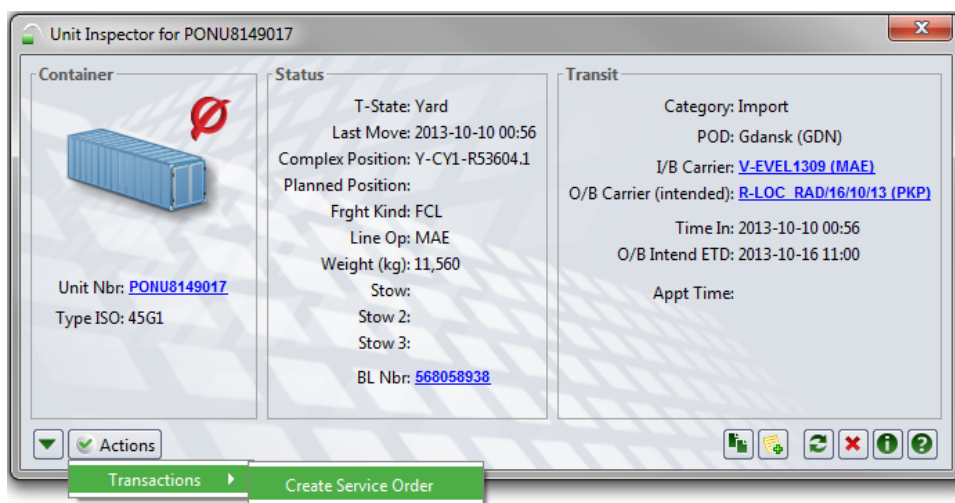
Below you can find description of Holds and Permissions:

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 label discrepancy
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	imposed 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 systemically and applies to all full containers in import and export. The listed footers do not block the handling of containers and only serve the function of supporting security at the terminal
TECHNICAL_LIVE_REFFER	Applied systemically and applies to all full Reefer containers for import and export. The listed footers do not block the handling of containers and only serve the function of supporting security at the terminal
Missing Agent Permission	It is imposed systemically 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 of a container on/off a vessel or taking or depositing 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.

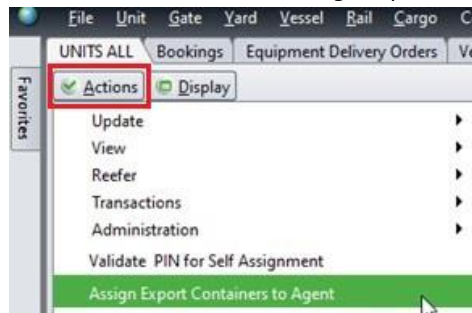
Notification of a full container arriving by rail requires providing the Train Operator with information related to containers.

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.

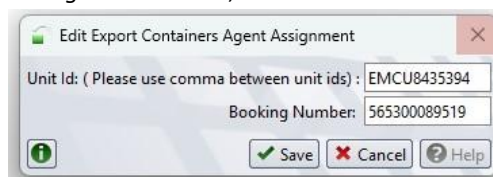
Step 1

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.

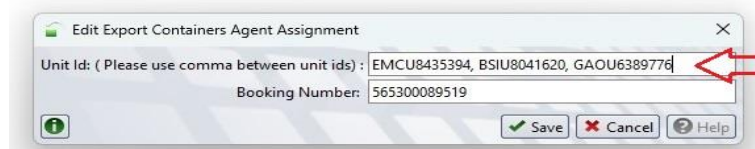


After completing the required fields, click Save.

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.

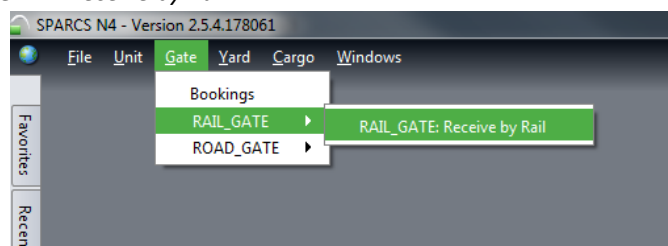
The container has been assigned to your Freight Forwarder account and is visible in the *Units* tab.

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.

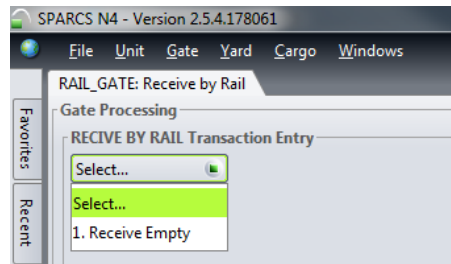
Step 1

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;

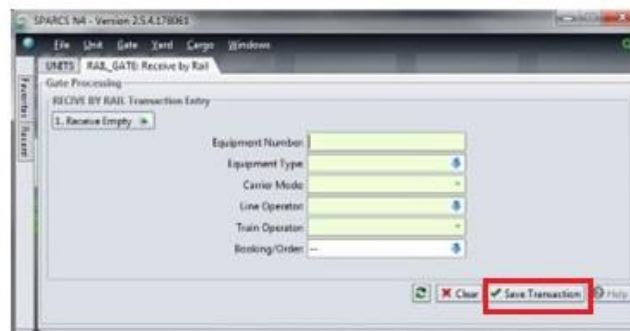
Equipment Type – container ISO;

Carrier Mode – select Train;

Line Operator – enter the container operator;

Train Operator – select carriage organiser;

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



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

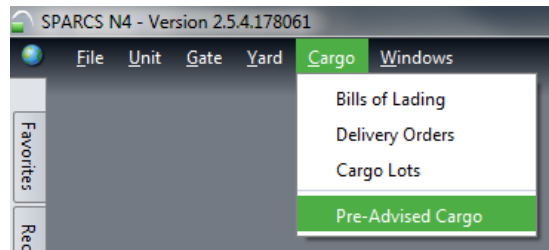
Delivery of general cargo at CFS in relation *vehicle-warehouse* requires cargo's notification by e-mail to containerservices@baltichub.com and provide the following information:

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

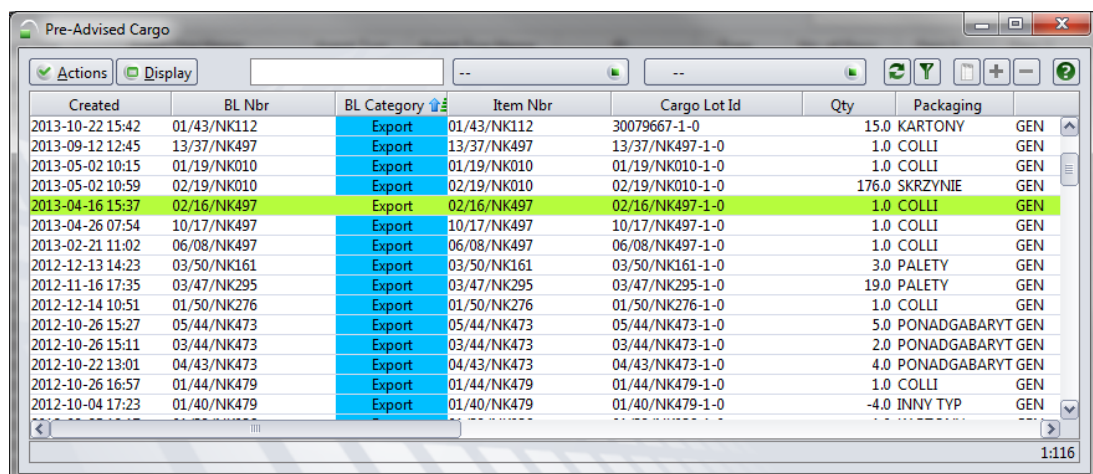
After the receipt of necessary data CFS worker provides by e-mail the following names of the goods created in the system:

- 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.

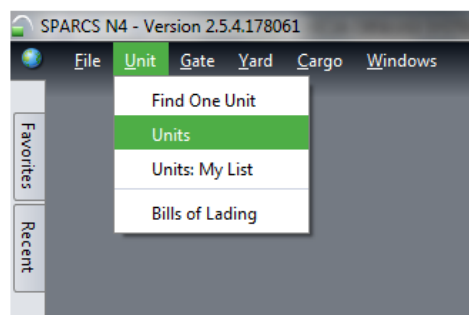


Created	BL Nbr	BL Category	Item Nbr	Cargo Lot Id	Qty	Packaging	
2013-10-22 15:42	01/43/NK112	Export	01/43/NK112	30079667-1-0	15.0	KARTONY	GEN
2013-09-12 12:45	13/37/NK497	Export	13/37/NK497	13/37/NK497-1-0	1.0	COLLI	GEN
2013-05-02 10:15	01/19/NK010	Export	01/19/NK010	01/19/NK010-1-0	1.0	COLLI	GEN
2013-05-02 10:59	02/19/NK010	Export	02/19/NK010	02/19/NK010-1-0	176.0	SKRZYNI	GEN
2013-04-16 15:37	02/16/NK497	Export	02/16/NK497	02/16/NK497-1-0	1.0	COLLI	GEN
2013-04-26 07:54	10/17/NK497	Export	10/17/NK497	10/17/NK497-1-0	1.0	COLLI	GEN
2013-02-21 11:02	06/08/NK497	Export	06/08/NK497	06/08/NK497-1-0	1.0	COLLI	GEN
2012-12-13 14:23	03/50/NK161	Export	03/50/NK161	03/50/NK161-1-0	3.0	PALETY	GEN
2012-11-16 17:35	03/47/NK295	Export	03/47/NK295	03/47/NK295-1-0	19.0	PALETY	GEN
2012-12-14 10:51	01/50/NK276	Export	01/50/NK276	01/50/NK276-1-0	1.0	COLLI	GEN
2012-10-26 15:27	05/44/NK473	Export	05/44/NK473	05/44/NK473-1-0	5.0	PONADGABARYT	GEN
2012-10-26 15:11	03/44/NK473	Export	03/44/NK473	03/44/NK473-1-0	2.0	PONADGABARYT	GEN
2012-10-22 13:01	04/43/NK473	Export	04/43/NK473	04/43/NK473-1-0	4.0	PONADGABARYT	GEN
2012-10-26 16:57	01/44/NK479	Export	01/44/NK479	01/44/NK479-1-0	1.0	COLLI	GEN
2012-10-04 17:23	01/40/NK479	Export	01/40/NK479	01/40/NK479-1-0	-4.0	INNY TYP	GEN

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

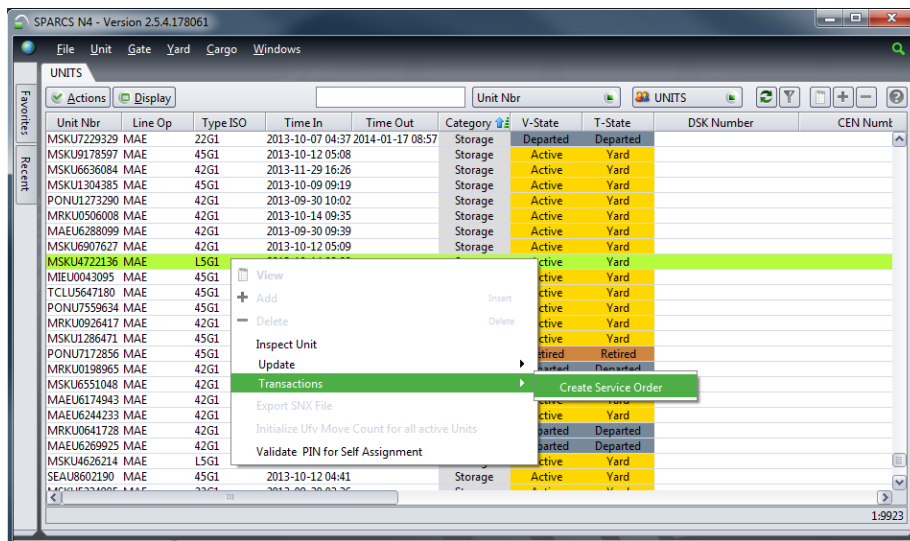
Step 1

In *Unit* tab choose *Units*.



Step 2

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


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;

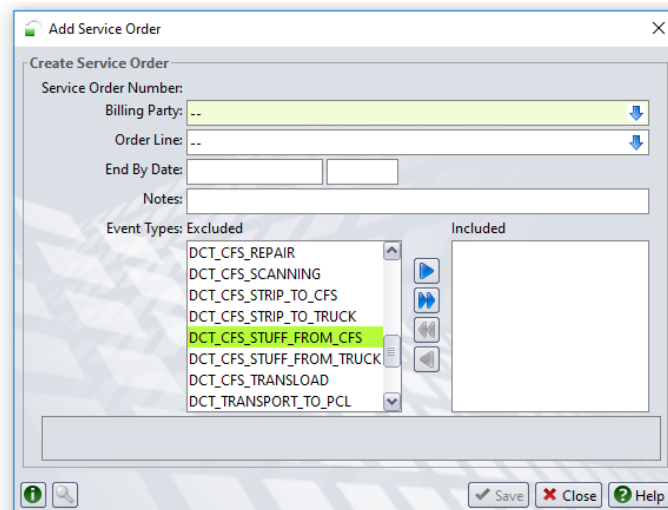
End by Date – enter the order performance date and hour (yyyy-mm-dd); use short-cut if applicable: +1 means the next day, +2 next, etc.;

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.

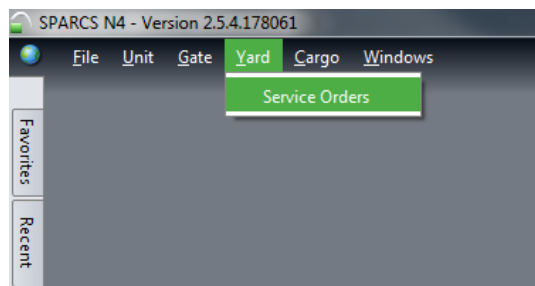
Event Types – select *CFS_STUFF_FROM_CFS*. Drag the selected option to the right side by double-clicking or ticking and dragging with the use of a single arrow.

Please *Save* above data.



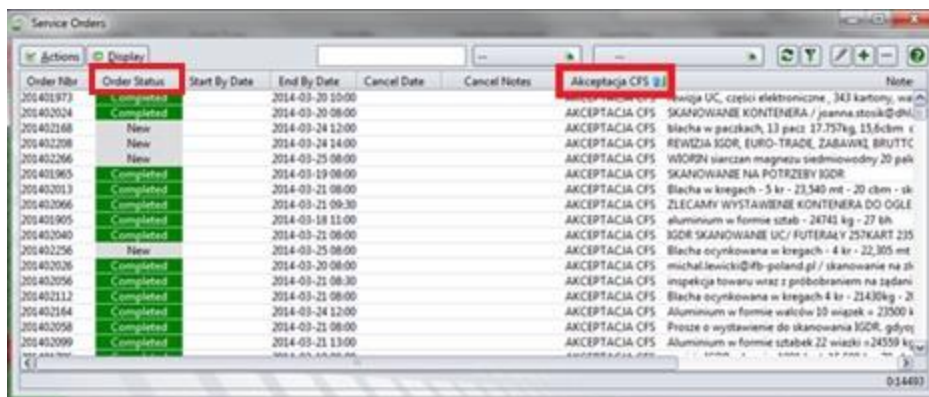
Step 4

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 File	Order Status	Start By Date	End By Date	Cancel Date	Cancel Notes	Akceptacja CFS	Note
200401973	Completed		2014-03-20 10:00			AKCEPTACJA CFS	Blacha UC, czesci elektroniczne, 343 kartony, wa
200402024	Completed		2014-03-20 08:00			AKCEPTACJA CFS	SKANOWANIE KONTENERA / joanna.stouk@dm
200402268	New		2014-03-24 12:00			AKCEPTACJA CFS	blacha w paczkach, 13 pacz 17.757kg, 13,6cm x
200402298	New		2014-03-24 14:00			AKCEPTACJA CFS	REWIZJA IGDOR, EURO-TRADIC, ZABAWKI, BRUTTC
200402296	New		2014-03-25 08:00			AKCEPTACJA CFS	WOBORN ucieczka magnesu siedmioosobny 20 pek
200401965	Completed		2014-03-19 08:00			AKCEPTACJA CFS	SKANOWANIE NA POTRZEBY IGDOR
200402013	Completed		2014-03-21 08:00			AKCEPTACJA CFS	Blacha w kregach - 5 kr - 23,340 mt - 20 cbm - sk
200402066	Completed		2014-03-21 09:30			AKCEPTACJA CFS	ZLECANY WYSTAWIENIE KONTENERA DO OGLE
200401905	Completed		2014-03-18 11:00			AKCEPTACJA CFS	aluminium w formie sztabek - 24745 kg - 27 bh
200402040	Completed		2014-03-21 08:00			AKCEPTACJA CFS	IGDOR SKANOWANIE UC/ FUTERALY 257KART 235
200402256	New		2014-03-25 08:00			AKCEPTACJA CFS	Blacha ocynkowana w kregach - 4 kr - 22,305 mt
200402026	Completed		2014-03-20 08:00			AKCEPTACJA CFS	michal.lewicki@fb-goland.pl / skanowanie na zh
200402056	Completed		2014-03-21 08:30			AKCEPTACJA CFS	inspekcja towaru wraz z probobranem na zadani
200402112	Completed		2014-03-21 08:00			AKCEPTACJA CFS	Blacha ocynkowana w kregach 4 kr - 21430kg - 2l
200402164	Completed		2014-03-24 12:00			AKCEPTACJA CFS	Aluminium w formie walców 10 wstepek = 23500 k
200402058	Completed		2014-03-21 08:00			AKCEPTACJA CFS	Prosze o wystawienie do skanowania IGDOR, gody
200402099	Completed		2014-03-21 13:00			AKCEPTACJA CFS	Aluminium w formie sztabek 22 wstepki = 24559 kg

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;

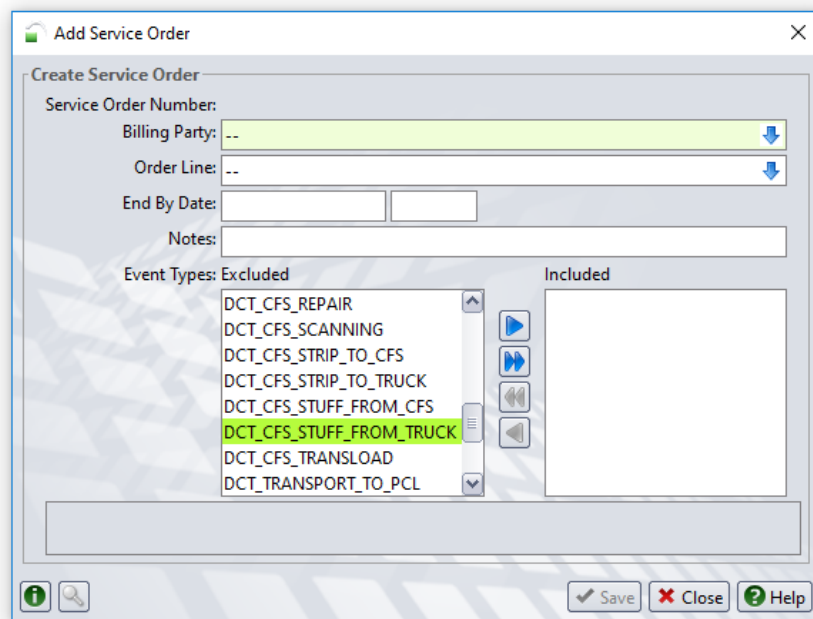
End Date – enter the order performance date and hour (yyyy-mm-dd); use short-cut if applicable: +1 means the next day, +2 next, etc.;

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

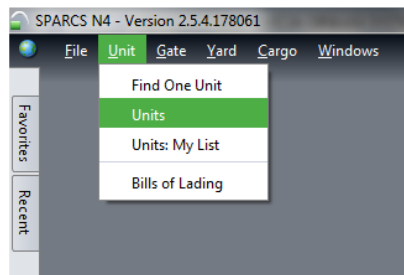
If a given container is subject to no additional warehouse activities and there is no necessity to view the container card, picking up the container requires no intervention in the system. The only obligation of the Forwarder is to provide PIN to the driver, to be forwarded at Pregate/eBrama.

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

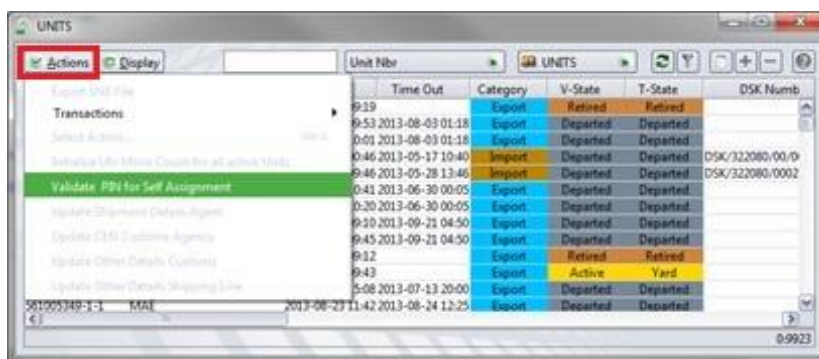
Assignment of the Forwarder code by entering PIN received from the Shipping Line provides access to the container card and allows to place a warehouse order.

Step 1

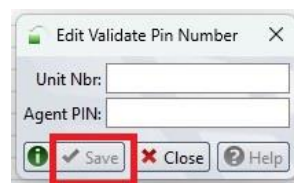
In *Unit* tab choose *Units*.


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.

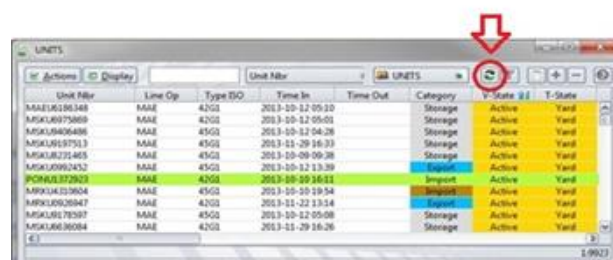


Please *Save* above data.

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.



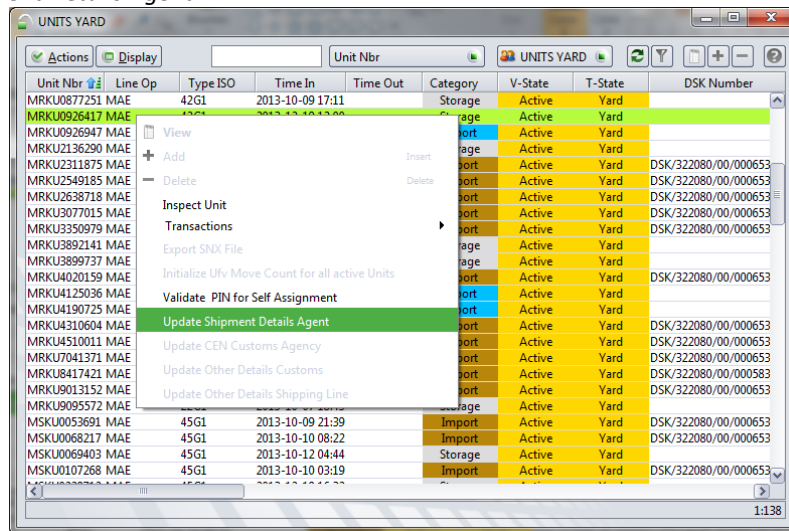
The container card is available after double-clicking a given item on Units list or entering the container number in *Unit* tab, in *Find One Unit* (see item 4 Container Card).

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.

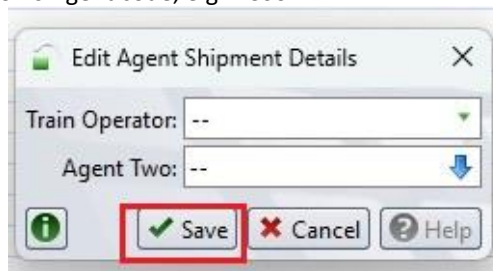
7.4 Assignment of the Customs Agent code to a container

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*.



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.



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

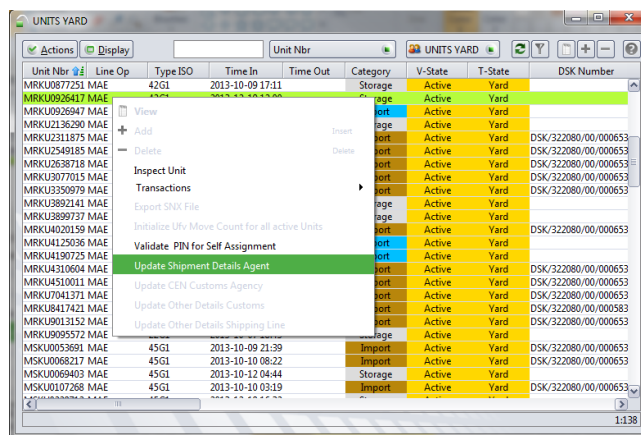
7.5.1 Picking up an empty container - by road

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

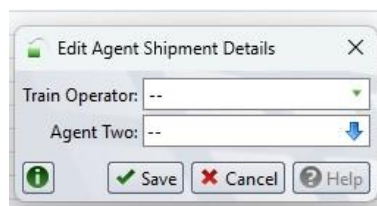
When picking up an empty container for export by rail please assign the Train Operator to a given container. It is possible after prior assignment of the Forwarder code by the Shipping Line.

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



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

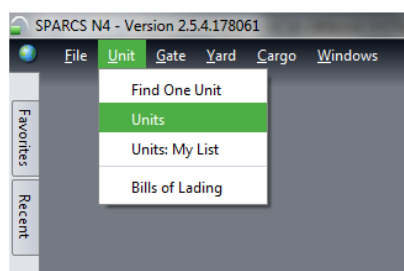
7.6.1 Handling in relation container-warehouse-vehicle

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;

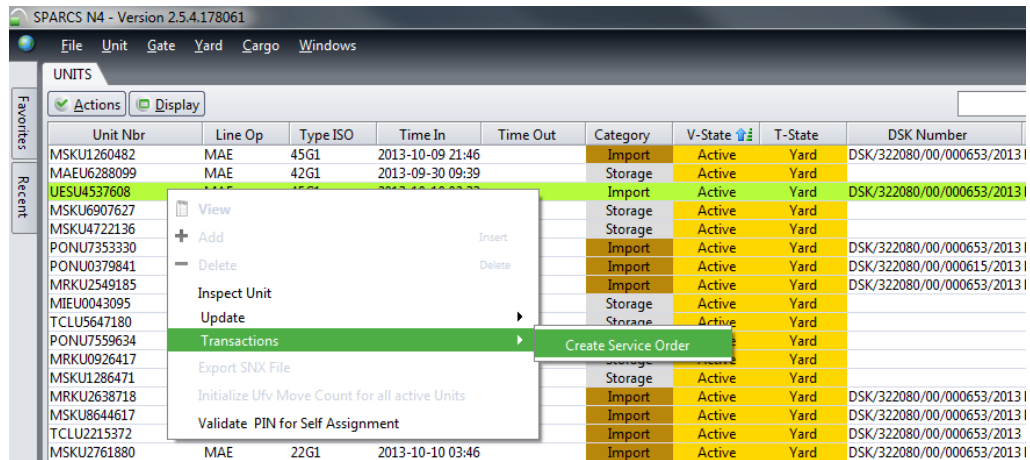
Step 1

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*.



Step 3

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

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

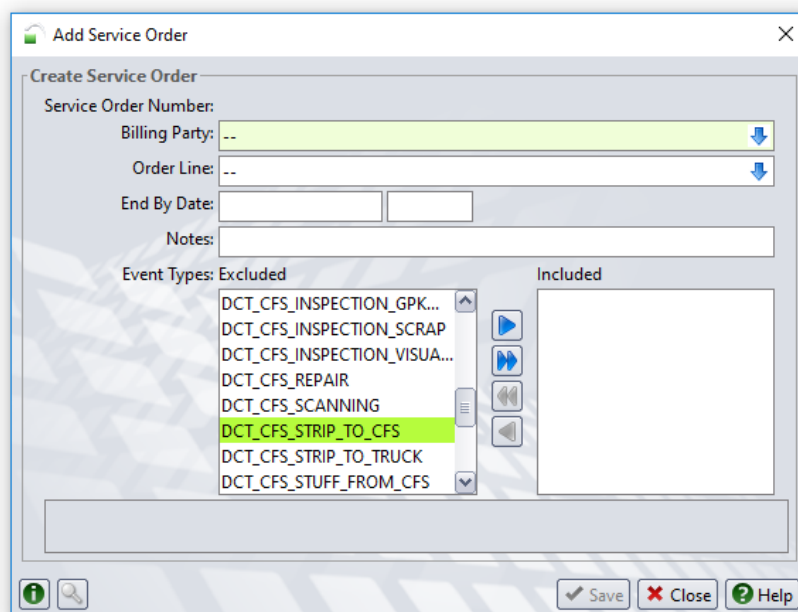
Order Line – leave this field empty;

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;

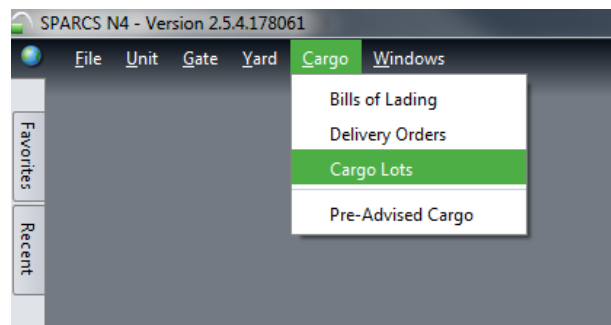
Event Types – select DCT_CFS_STRIP_TO_CFS in relation container-warehouse. By double-clicking or highlighting the option drag it to the right with the use of a single arrow.



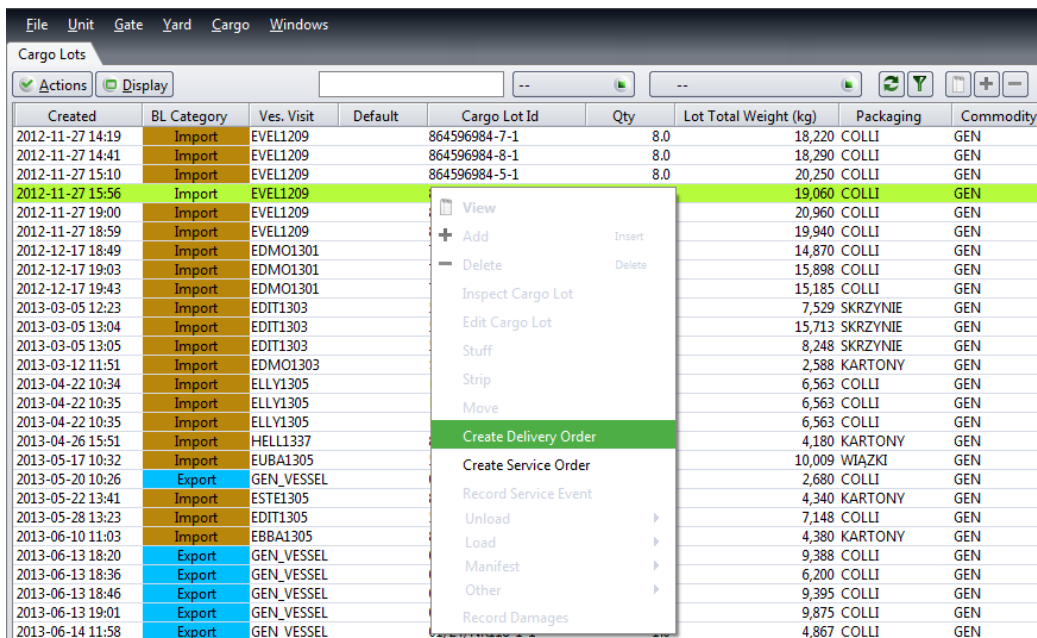
Please *Save* above data.

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*.



The screenshot shows the 'Cargo Lots' table in the SPARCS N4 software. A context menu is open over the row with 'Created' date 2012-11-27 15:56. The menu options include: View, Add, Delete, Inspect Cargo Lot, Edit Cargo Lot, Stuff, Strip, Move, Create Delivery Order (highlighted in green), Create Service Order, Record Service Event, Unload, Load, Manifest, Other, and Record Damages.

Created	BL Category	Ves. Visit	Default	Cargo Lot Id	Qty	Lot Total Weight (kg)	Packaging	Commodity
2012-11-27 14:19	Import	EVEL1209		864596984-7-1	8.0	18,220	COLLI	GEN
2012-11-27 14:41	Import	EVEL1209		864596984-8-1	8.0	18,290	COLLI	GEN
2012-11-27 15:10	Import	EVEL1209		864596984-5-1	8.0	20,250	COLLI	GEN
2012-11-27 15:56	Import	EVEL1209				19,060	COLLI	GEN
2012-11-27 19:00	Import	EVEL1209				20,960	COLLI	GEN
2012-11-27 18:59	Import	EVEL1209				19,940	COLLI	GEN
2012-12-17 18:49	Import	EDMO1301				14,870	COLLI	GEN
2012-12-17 19:03	Import	EDMO1301				15,898	COLLI	GEN
2012-12-17 19:43	Import	EDMO1301				15,185	COLLI	GEN
2013-03-05 12:23	Import	EDIT1303				7,529	SKRZYNI	GEN
2013-03-05 13:04	Import	EDIT1303				15,713	SKRZYNI	GEN
2013-03-05 13:05	Import	EDIT1303				8,248	SKRZYNI	GEN
2013-03-12 11:51	Import	EDMO1303				2,588	KARTONY	GEN
2013-04-22 10:34	Import	ELLY1305				6,563	COLLI	GEN
2013-04-22 10:35	Import	ELLY1305				6,563	COLLI	GEN
2013-04-22 10:35	Import	ELLY1305				6,563	COLLI	GEN
2013-04-26 15:51	Import	HELL1337				4,180	KARTONY	GEN
2013-05-17 10:32	Import	EUBA1305				10,009	WIĄZKI	GEN
2013-05-20 10:26	Export	GEN_VESSEL				2,680	COLLI	GEN
2013-05-22 13:41	Import	ESTEL305				4,340	KARTONY	GEN
2013-05-28 13:23	Import	EDIT1305				7,148	COLLI	GEN
2013-06-10 11:03	Import	EBBA1305				4,380	KARTONY	GEN
2013-06-13 18:20	Export	GEN_VESSEL				9,388	COLLI	GEN
2013-06-13 18:36	Export	GEN_VESSEL				6,200	COLLI	GEN
2013-06-13 18:46	Export	GEN_VESSEL				9,395	COLLI	GEN
2013-06-13 19:01	Export	GEN_VESSEL				9,875	COLLI	GEN
2013-06-14 11:58	Export	GEN_VESSEL				4,867	COLLI	GEN

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.



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.

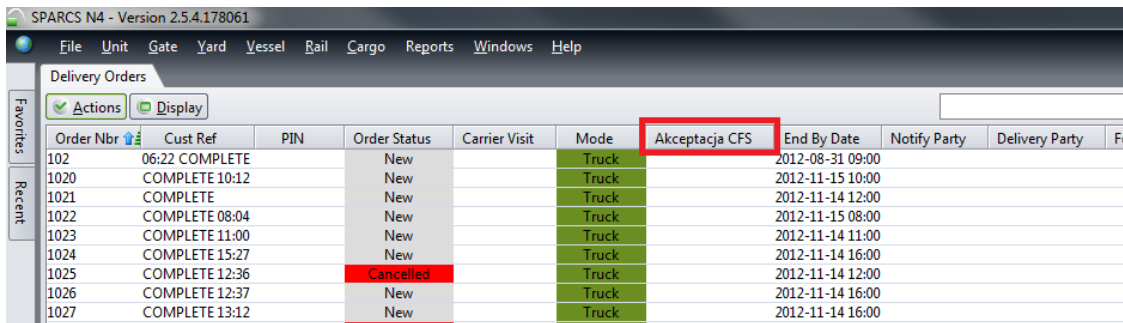
Step 7

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	PIN	Order Status	Carrier Visit	Mode	Akceptacja CFS	End By Date	Notify Party	Delivery Party	Ft
102	06:22	COMPLETE	New		Truck		2012-08-31 09:00			
1020	COMPLETE	10:12	New		Truck		2012-11-15 10:00			
1021	COMPLETE		New		Truck		2012-11-14 12:00			
1022	COMPLETE	08:04	New		Truck		2012-11-15 08:00			
1023	COMPLETE	11:00	New		Truck		2012-11-14 11:00			
1024	COMPLETE	15:27	New		Truck		2012-11-14 16:00			
1025	COMPLETE	12:36	Cancelled		Truck		2012-11-14 12:00			
1026	COMPLETE	12:37	New		Truck		2012-11-14 16:00			
1027	COMPLETE	13:12	New		Truck		2012-11-14 16:00			

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.

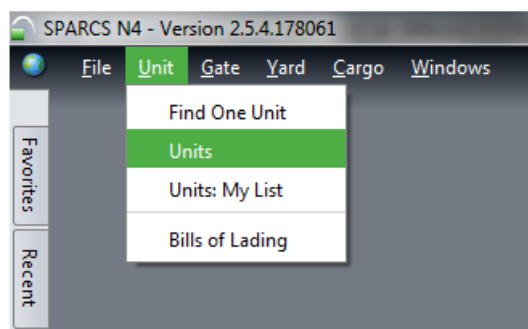
In case of import containers an order may be placed after assignment PIN by the Freight Forwarder to a given container (see item 7.2).

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.

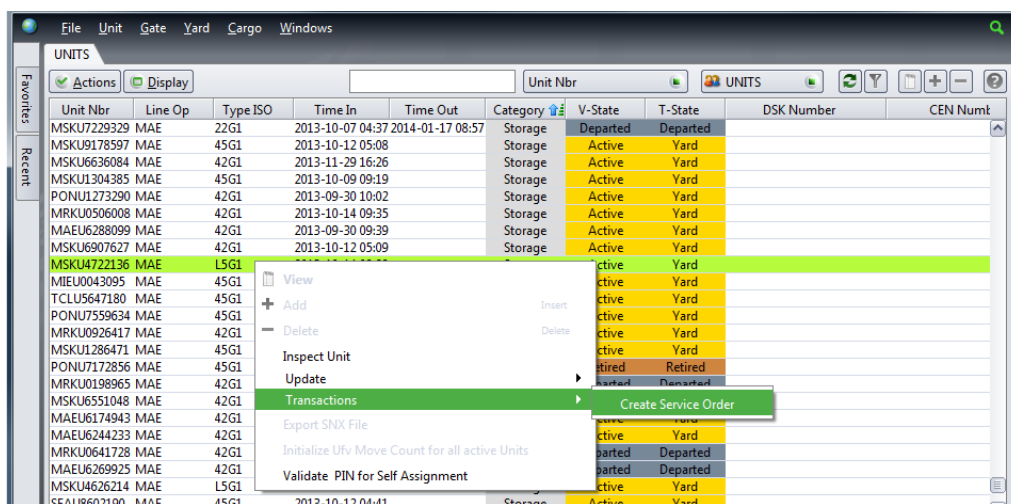
Step 1

In Unit tab choose Units.



Step 2

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



Step 3

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

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

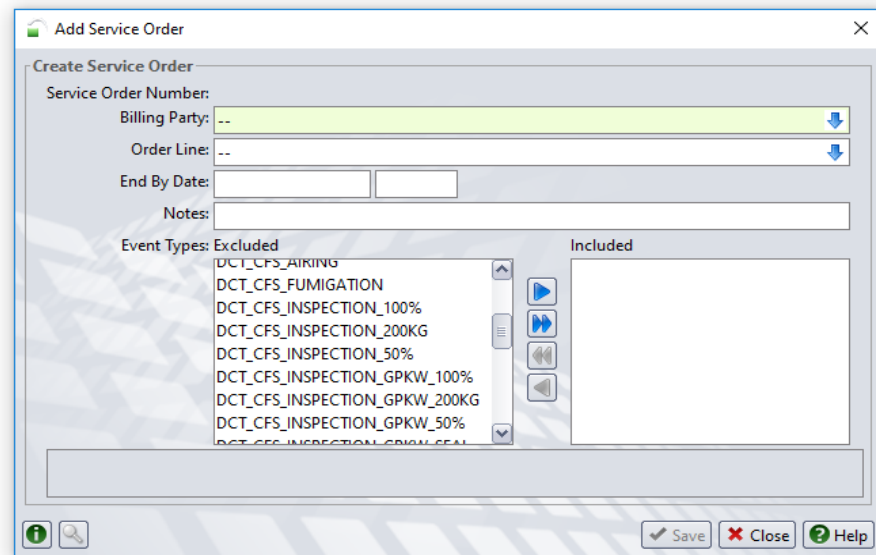
Order Line – leave this field empty;

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.

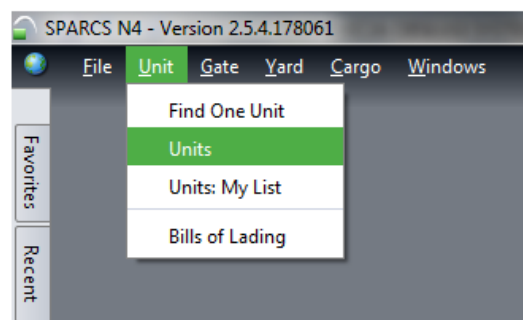
The status of sent orders may be monitored in *Yard* tab by selecting *Service Orders*.

8.2 Weighing order

Information how to generate a container weighing order.

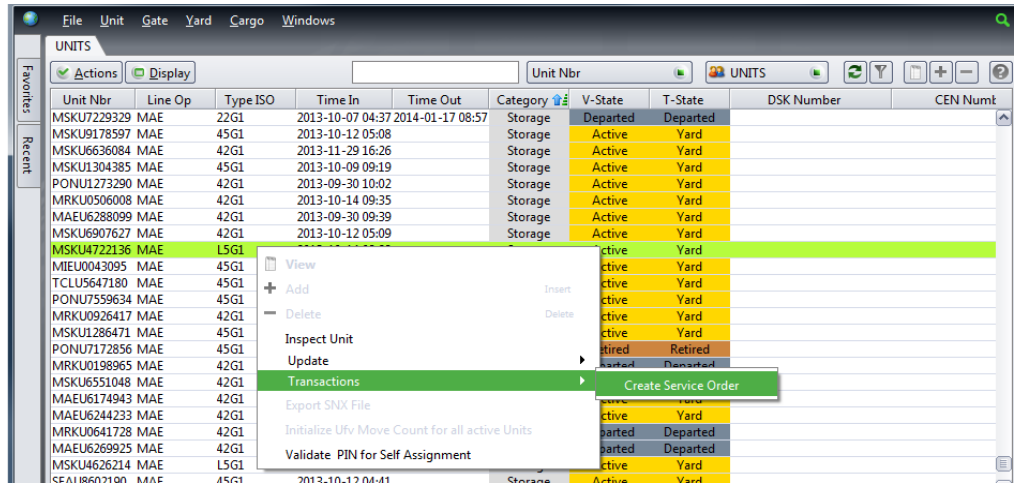
Step 1

In *Unit* tab choose *Units*.



Step 2

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



Step 3

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

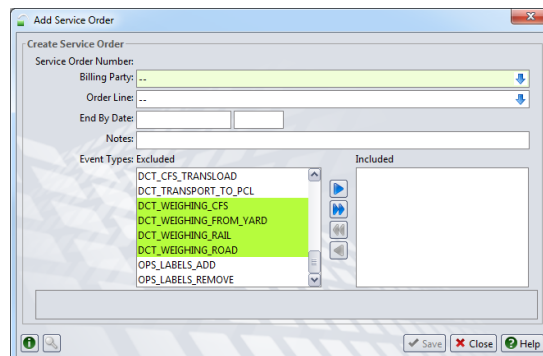
Billing Party – select Freight Forwarder code, e.g. NK001 (Agent);

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.

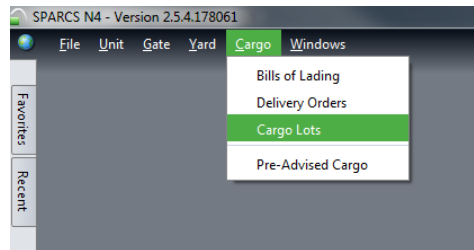
The status of sent orders may be monitored in *Yard* tab by selecting *Service Orders*.

8.3 General cargo order

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

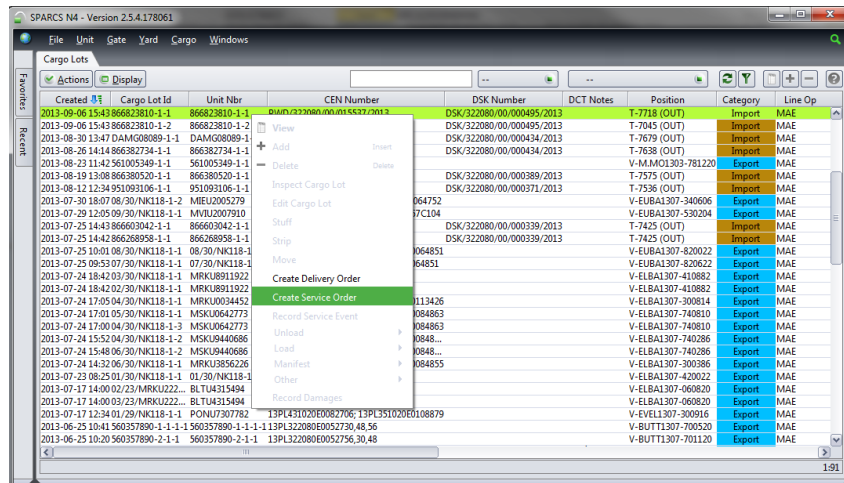
Step 1

In *Cargo* tab select *Cargo Lots*.



Step 2

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



Step 3

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

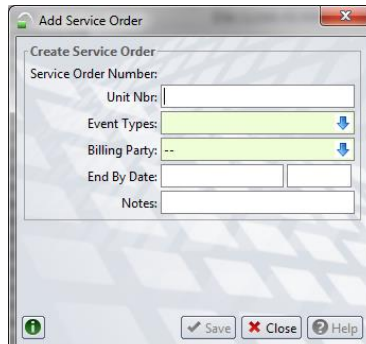
Unit Number – leave this field empty;

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.



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

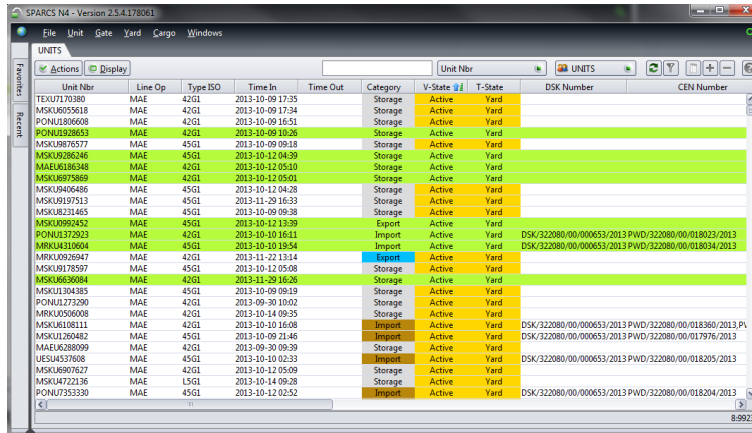
Warehousing orders:

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

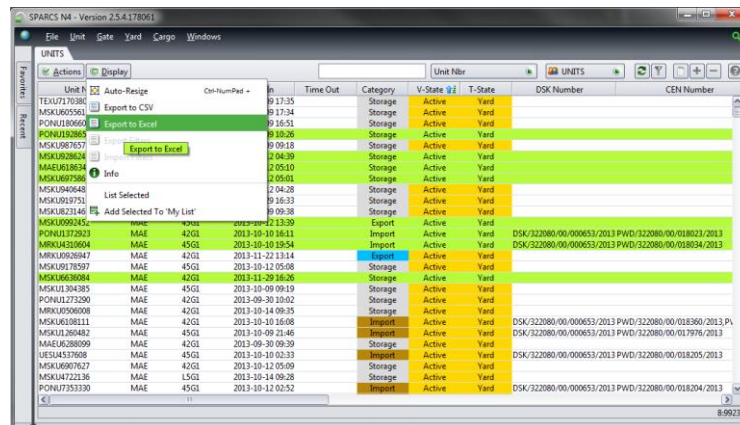
Tick the selected containers.



Unit Nbr	Line Op	Type ISO	Time In	Time Out	Category	V-State	T-State	DSK Number	CEN Number
TEXU179380	MAE	42G1	2013-10-09 17:35		Storage	Active	Yard		
MSKU895913	MAE	42G1	2013-10-09 17:34		Storage	Active	Yard		
PONU1896608	MAE	42G1	2013-10-09 16:51		Storage	Active	Yard		
PONU1898553	MAE	42G1	2013-10-09 16:26		Storage	Active	Yard		
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MSKU8214655	MAE	45G1	2013-10-09 09:38		Storage	Active	Yard		
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MSKU9178597	MAE	45G1	2013-10-12 05:08		Storage	Active	Yard		
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MSKU126482	MAE	45G1	2013-10-09 21:46		Import	Active	Yard	DSK/322080/00/000653/2013 PWD/322080/00/017976/2013	
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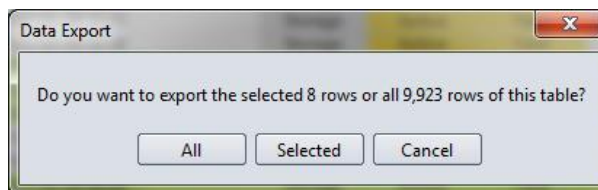
Step 2

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



Step 3

Select **All** – all from the list, or **Selected** – ticked on the list.



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

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