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**Contents**

1	Empty containers notification .....	2
2	Full containers notification .....	4
2.1	Container with neutral cargo .....	4
2.2	Container with hazardous cargo .....	5
2.3	Container with reefer cargo .....	7
2.4	Container with OOG cargo .....	7

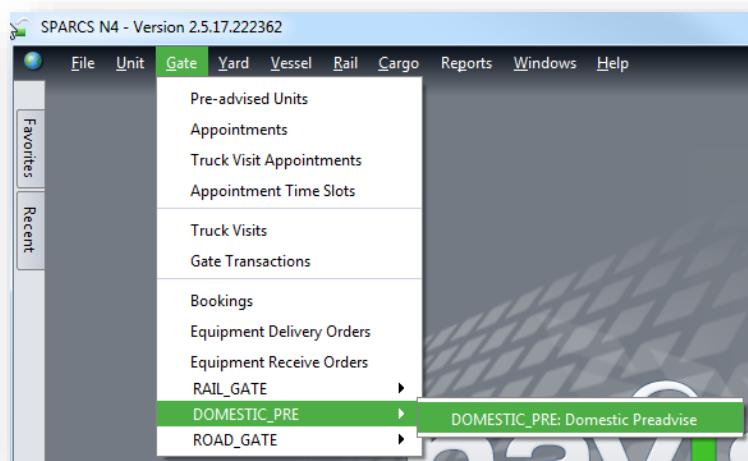
**Domestic** (empty and full) are containers that are delivered and picked up by road/rail. It's customer (Freight Forwarder or Line Operator) responsibility to create a system notification before container is delivered to the terminal (in accordance with the manual below).

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

## 1 Empty containers notification

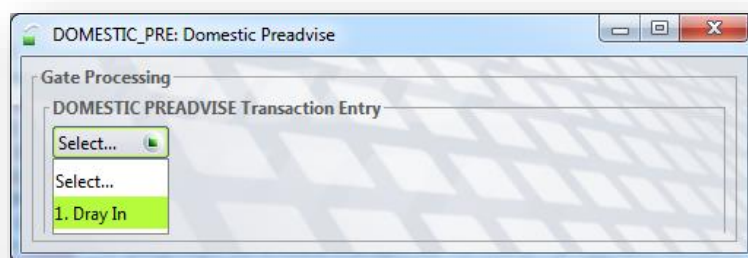
### Step 1

From the *Gate* tab select option *DOMESTIC\_PRE*, then *DOMESTIC\_PRE: Domestic Preadvise*.



### Step 2

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



Step 3

*Equipment Number* – container number;

*Equipment Type* – container ISO;

*Freight Kind* – select option *Empty*;

*Gross Weight (kg)* – in the case of empty containers, the weight is completed automatically;

*Category* –select *Domestic*;

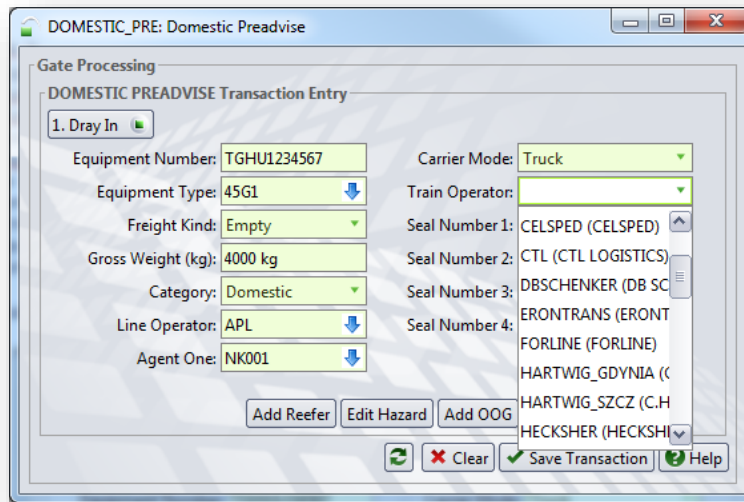
*Line Operator* – select code of appropriate Line Operator;

*Agent One* – delate dashes and add your Freight Forwarder code (for example NK001);

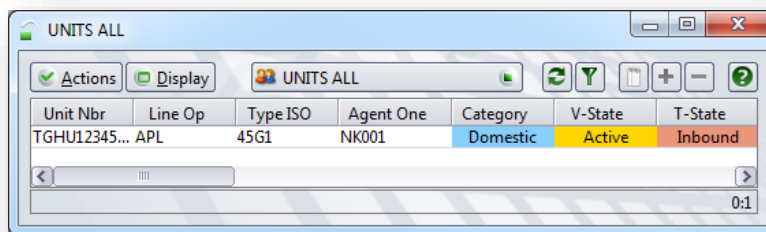
*Carrier Mode* – depending on delivery mode type, select *Truck* or *Train* option.

*Train Operator* – select a rail transport organizer name from the list.

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



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

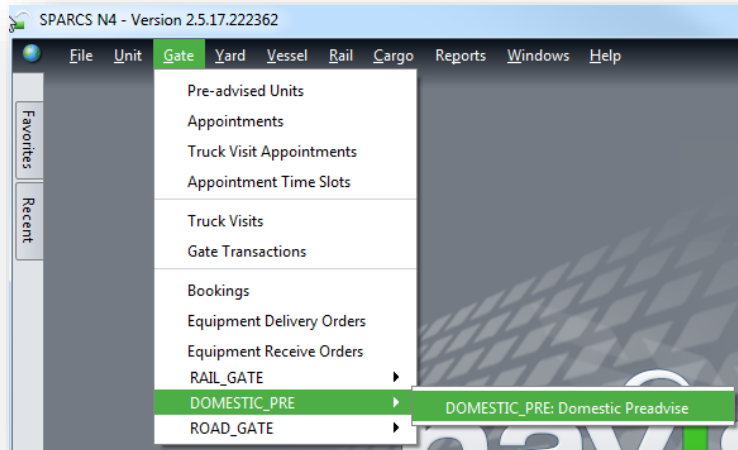


## 2 Full containers notification

### 2.1 Container with neutral cargo

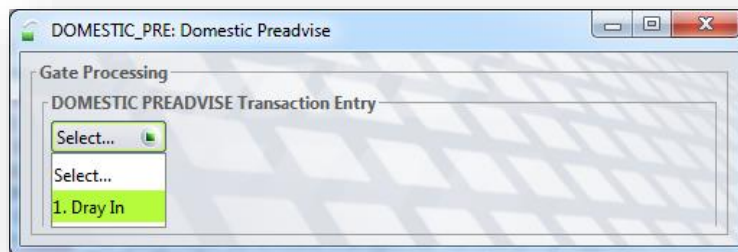
#### Step 1

From tab *Gate* select option *DOMESTIC\_PRE*, then *DOMESTIC\_PRE: Domestic Preadvise*.



#### Step 2

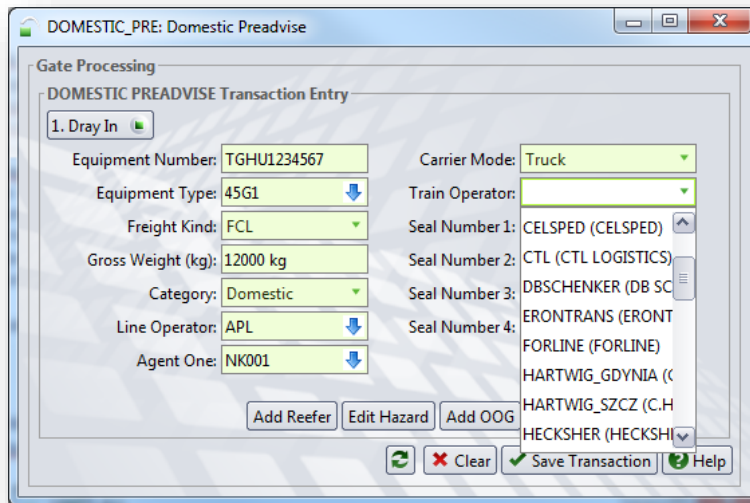
In tab *Select...* choose option *Dray In*.



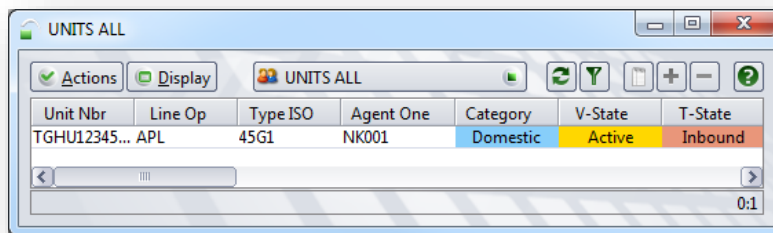
#### Step 3

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

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



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

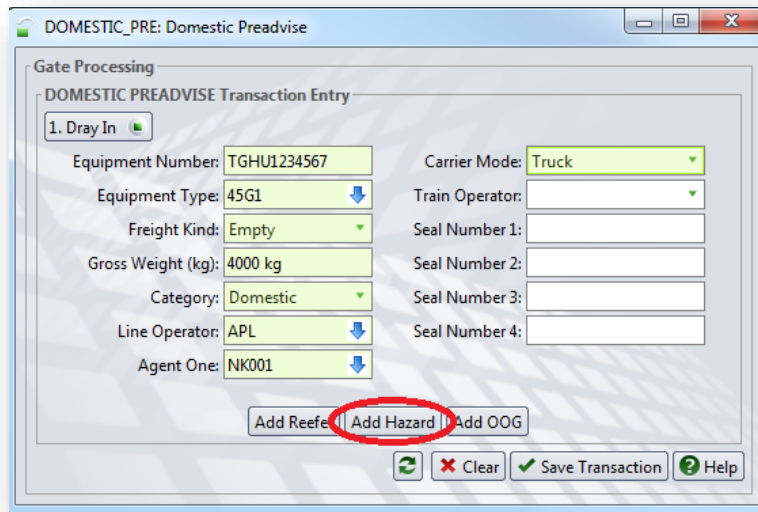


## 2.2 Container with hazardous cargo

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

### Step 1

After completing all required fields, select option *Add Hazard*.



DOMESTIC\_PRE: Domestic Preadvise

Gate Processing

DOMESTIC PREADVISE Transaction Entry

1. Dray In

Equipment Number: TGHU1234567 Carrier Mode: Truck

Equipment Type: 45G1 Train Operator:

Freight Kind: Empty Seal Number 1:

Gross Weight (kg): 4000 kg Seal Number 2:

Category: Domestic Seal Number 3:

Line Operator: APL Seal Number 4:

Agent One: NK001

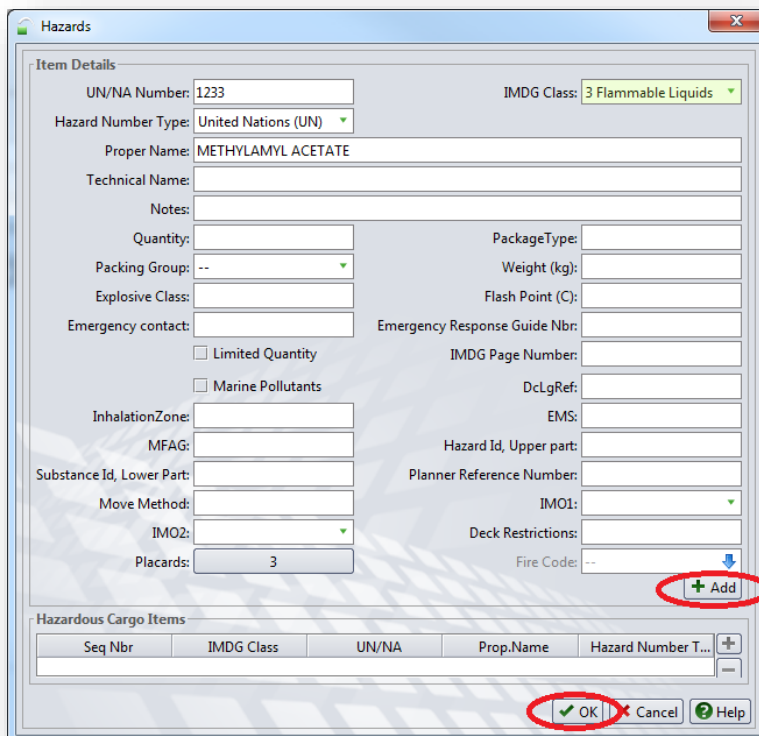
Add Reefer Add Hazard Add OOG

Clear Save Transaction Help

Step 2

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

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



Hazards

Item Details

UN/NA Number: 1233 IMDG Class: 3 Flammable Liquids

Hazard Number Type: United Nations (UN)

Proper Name: METHYLAMYL ACETATE

Technical Name:

Notes:

Quantity: Package Type:

Packing Group: -- Weight (kg):

Explosive Class: Flash Point (C):

Emergency contact: Emergency Response Guide Nbr:

Limited Quantity IMDG Page Number:

Marine Pollutants DcLgRef:

Inhalation Zone: EMS:

MFAG: Hazard Id, Upper part:

Substance Id, Lower Part: Planner Reference Number:

Move Method: IMO1:

IMO2: Deck Restrictions:

Placards: 3 Fire Code: --

+ Add

Hazardous Cargo Items

Seq Nbr	IMDG Class	UN/NA	Prop.Name	Hazard Number T...	

OK Cancel Help

After completing the required fields, click *Save Transaction* in the main nonfiction screen.

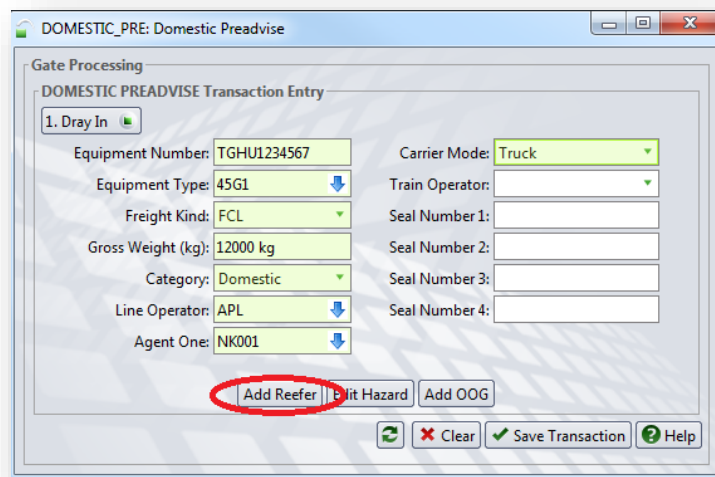
After clicking *Save Transaction*, some of the data disappears and the notification is visible in the *Units* tab.

### 2.3 Container with reefer cargo

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

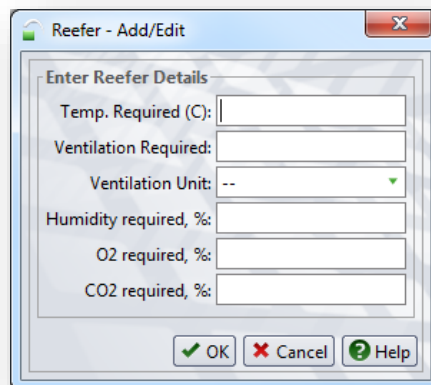
#### Step 1

After completing all required fields, select option *Add Reefer*.



#### Step 2

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



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

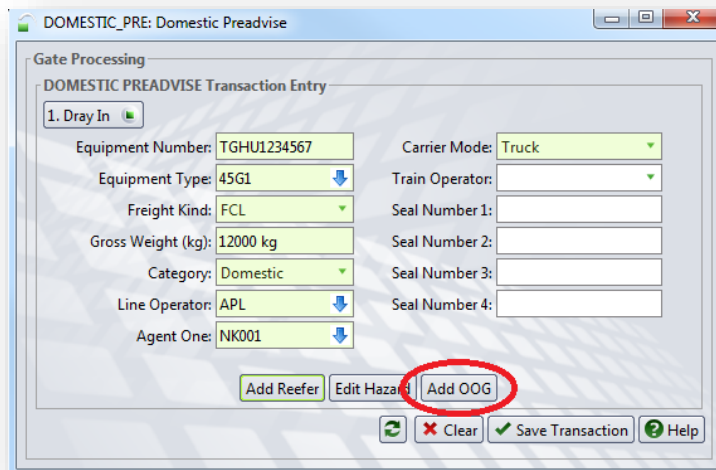
### 2.4 Container with OOG cargo

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

#### Step 1

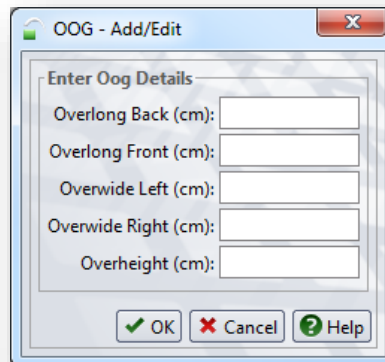
After completing all required fields, select option *Add OOG*.





## Step 2

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



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

Should you have any questions or doubts, do not hesitate to contact us by e-mail or phone:

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