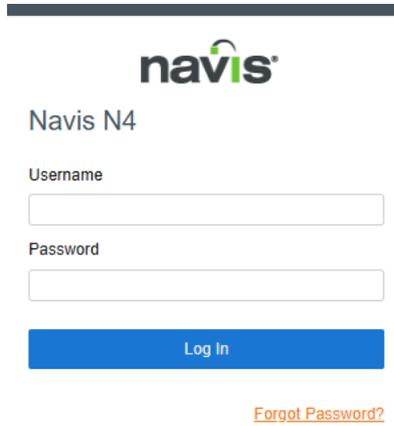




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1 Log-in



navis[®]

Navis N4

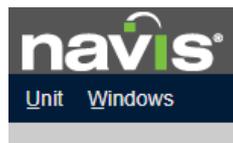
Username

Password

Log In

[Forgot Password?](#)

The following tabs are available after logging:

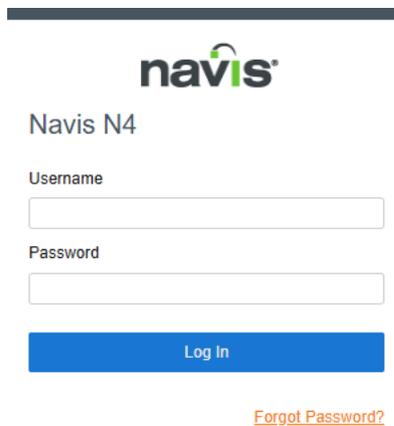


Unit – looking for a single container, list of all containers released for a given Train Operator
Windows – tab management.

2 Password

2.1 Password recovery

After starting Navis, on the main login page choose option **Forgot Password**.



navis[®]

Navis N4

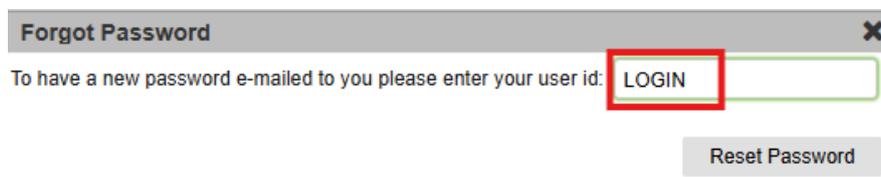
Username

Password

Log In

[Forgot Password?](#)

Next enter **login** in the appropriate character size and click **Reset Password**, as below:



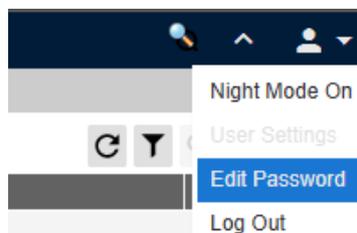
Forgot Password [X]

To have a new password e-mailed to you please enter your user id:

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.

2.2 Password change

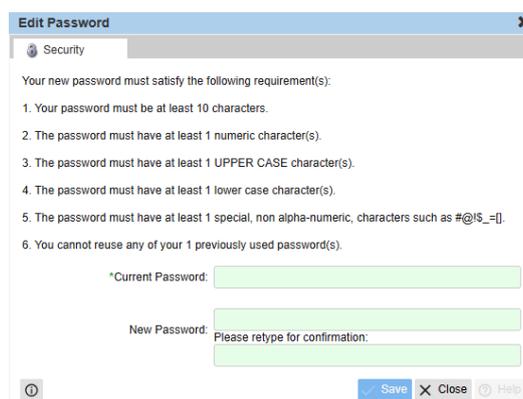
In order to change the password, please click “human shape” icon in the right corner of the system and click *Edit Password*.



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.



Edit Password [X]

Security

Your new password must satisfy the following requirement(s):

1. Your password must be at least 10 characters.
2. The password must have at least 1 numeric character(s).
3. The password must have at least 1 UPPER CASE character(s).
4. The password must have at least 1 lower case character(s).
5. The password must have at least 1 special, non alpha-numeric, characters such as #@!\$_%&.
6. You cannot reuse any of your 1 previously used password(s).

*Current Password:

New Password:
Please retype for confirmation:

The Navis N4 system in the work of the Train Operator mainly plays an informative, controlling role.

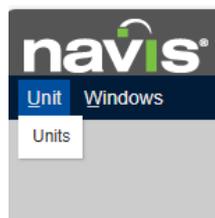
3 List of containers and cargo - Units

This option provides a list of all containers and cargo released for a given Train Operator.

Step 1

In *Unit* tab choose *Units*.

Filter the information and select from the Unit -> Units window, where the entire list with container and cargo numbers will be displayed.



Step 2

Available information: container number (*Unit Nbr*), container/cargo entry date (*Time In*) and container/cargo exit date (*Time Out*), box operator (*Line Op*), seal (*Seal Nbr*), the name of the means of transportation by which the container arrives at the terminal (*I/B Actual Visit*), the name of the means of transportation by which the container leaves the terminal (*O/B Actual Visit*), etc.

The information in the **I/B Actual Visit column in the Navis N4 system indicates the mode of transport by which a container is to be delivered or has been delivered to the terminal**. Among other things, it enables verification of whether an advisory has been created by the shipping line for all export containers.

The information in the **O/B Actual Visit column in the Navis N4 system indicates the mode of transport by which a container is to depart or has departed from the terminal**. Among other things, it enables verification of the transshipment window for import containers handled by the Train Operator.

Unit Nbr	Type ISO	Line Op	Time In	Category	V-State	T-State	I/B Actual Visit	O/B Actual Visit
BEAU4068217	45G1	CMA	2025-01-10 16:32	Storage	Active	Yard	FR06W02-25_EXP	GEN_CARRIER
BEAU4072080	45G1	CMA	2025-01-12 19:50	Import	Active	Yard	25APLSQWE	LOC_GAD_10
BEAU4082473	45G1	CMA	2025-01-07 19:09	Import	Active	Yard	25DHABI003	MOX5W03-25_IMP
BEAU4110343	45G1	CMA	2024-12-20 00:56	Export	Active	Yard	WEX8W51-24_EXP	25APLSQWE
BEAU4118914	45G1	CMA	2025-01-04 15:40	Export	Active	Loaded	SA07W01-25_EXP	25APLSQWE
BEAU4121902	45G1	CMA	2025-01-12 21:36	Import	Active	Yard	25APLSQWE	LOC_WRO_1
BEAU4145925	45G1	CMA	2025-01-10 18:31	Export	Active	Yard	FR09W02-25_EXP	25KERGQYE
BEAU4261000	4510	MSC		Storage	Active	Inbound	GEN_TRAIN	GEN_CARRIER
BEAU4672438	45G1	CMA		Storage	Active	Inbound	MO11W03-25_EXP	GEN_CARRIER
BEAU4682781	45G1	CMA	2025-01-13 01:25	Export	Active	Yard	SU09W02-25_EXP	25CCERMI148W
BEAU4752301	45G1	CMA	2025-01-05 14:27	Export	Active	Yard	SU09W01-25_EXP	25APLSQWE
BEAU4758249	45G1	CMA	2025-01-03 10:51	Export	Active	Yard	FR06W01-25_EXP	25APLSQWE
BEAU5112000	45G1	MAE	2025-01-08 04:17	Export	Active	Yard	TU06W02-25_EXP	25LAURXX
BEAU5185814	45G1	MAE	2025-01-05 20:33	Storage	Active	Yard	MO07W02-25_EXP	GEN_CARRIER
BEAU5190359	45G1	MAE	2025-01-13 04:08	Storage	Active	Yard	SU12W02-25_EXP	GEN_CARRIER
BEAU5193614	45G1	EVG		Storage	Active	Inbound	GEN_TRAIN	GEN_CARRIER
BEAU5204339	45G1	CMA	2024-12-18 01:06	Export	Active	Yard	MO11W51-24_EXP	25APLSQWE
BEAU5543250	45G1	CMA	2025-01-10 20:13	Export	Active	Yard	FRX6W02-25_EXP	25KERGQYE
BEAU5621760	45G1	CMA	2024-12-21 05:22	Import	Active	Yard	24CAL1177	TU13W03-25_IMP

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.

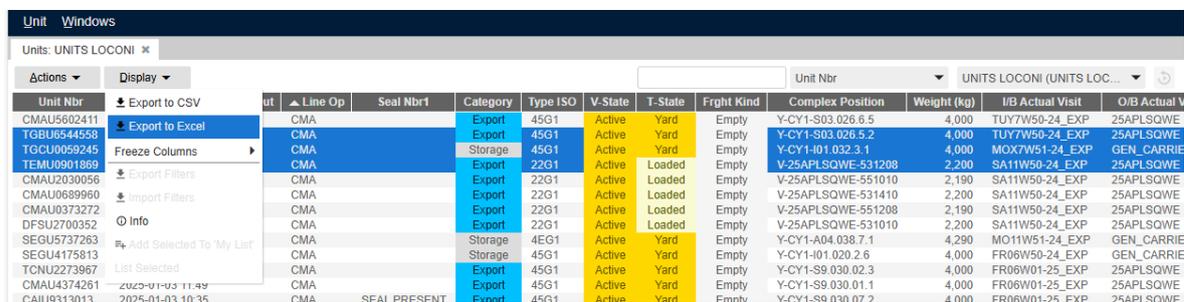
4 Utility functions

4.1 Copying data from NAVIS N4 to text files

It is necessary to open *Units* and organize the column view (by rearranging, adding, or removing columns) in such a way that all necessary and relevant information is displayed in the main view.

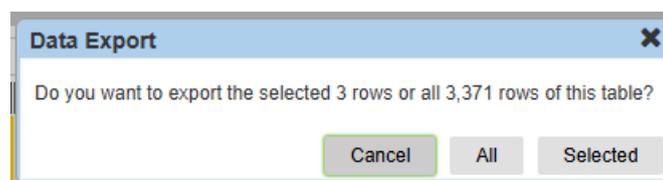
→ Individually – hold the CTRL key and left-click on the selected containers;

→ In groups – click on the first container number in the list, then hold the SHIFT key and left-click on the last container number.



Unit Nbr	Line Op	Seal Nbr1	Category	Type ISO	V-State	T-State	Frgh Kind	Complex Position	Weight (kg)	I/B Actual Visit	O/B Actual V
CMAU5602411	CMA		Export	45G1	Active	Yard	Empty	Y-CY1-S03.026.6.5	4,000	TUY7W50-24_EXP	25APLSQWE
TGBU6544558	CMA		Export	45G1	Active	Yard	Empty	Y-CY1-S03.026.5.2	4,000	TUY7W50-24_EXP	25APLSQWE
TGCU009245	CMA		Storage	45G1	Active	Yard	Empty	Y-CY1-I01.032.3.1	4,000	MOX7W51-24_EXP	GEN_CARRIE
TEMU0901869	CMA		Export	22G1	Active	Loaded	Empty	V-25APLSQWE-531208	2,200	SA11W50-24_EXP	25APLSQWE
CMAU2030056	CMA		Export	22G1	Active	Loaded	Empty	V-25APLSQWE-551010	2,190	SA11W50-24_EXP	25APLSQWE
CMAU0689960	CMA		Export	22G1	Active	Loaded	Empty	V-25APLSQWE-531410	2,200	SA11W50-24_EXP	25APLSQWE
CMAU0373272	CMA		Export	22G1	Active	Loaded	Empty	V-25APLSQWE-551208	2,190	SA11W50-24_EXP	25APLSQWE
DFSU2700352	CMA		Export	22G1	Active	Loaded	Empty	V-25APLSQWE-531010	2,200	SA11W50-24_EXP	25APLSQWE
SEGU5737263	CMA		Storage	4EG1	Active	Yard	Empty	Y-CY1-A04.038.7.1	4,290	MO11W51-24_EXP	GEN_CARRIE
SEGU4175813	CMA		Storage	45G1	Active	Yard	Empty	Y-CY1-I01.020.2.6	4,000	FR06W50-24_EXP	GEN_CARRIE
TCNU2273967	CMA		Export	45G1	Active	Yard	Empty	Y-CY1-S9.030.02.3	4,000	FR06W01-25_EXP	25APLSQWE
CMAU4374261	CMA		Export	45G1	Active	Yard	Empty	Y-CY1-S9.030.01.1	4,000	FR06W01-25_EXP	25APLSQWE
CAU10311013	CMA	SEAL PRESENT	Export	45G1	Active	Yard	Empty	Y-CY1-S9.030.01.2	4,000	FR06W01-25_EXP	25APLSQWE

In the main window, click the *Display* button and from the drop-down menu, select e.g., *Export to Excel*. In the new window, choose the data to be exported for the containers listed.



You must then select either:

- *All* – to export data for all containers, or
- *Selected* – to export data only for the selected containers.

The file will be downloaded to the computer and saved in the *Downloads* folder.

5 Assigning a Train Operator to a Container (PIN)

5.1 Picking up full containers with assignment of to Train Operator (PIN)

Assigning a Train Operator code to a container by entering the container number and the PIN provided by the Line Operator or Freight Forwarder (client) grants access to the container card view. This allows the user to view the list

of containers from all forwarders assigned to the Train Operator and to plan the loading of containers onto rail wagons.

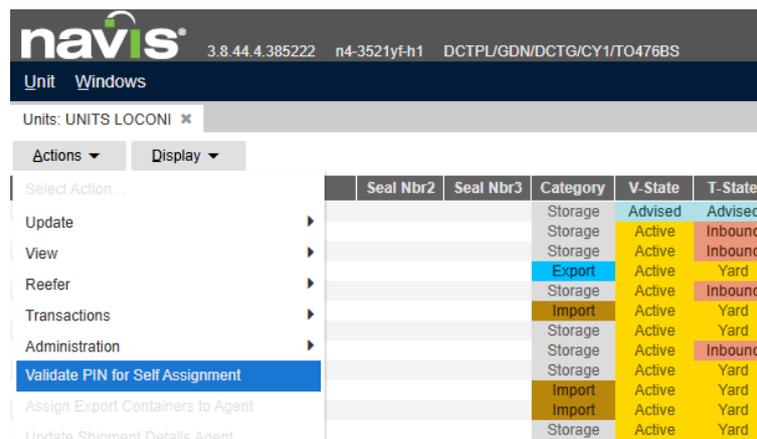
Step 1

In *Unit* tab choose option *Units*.



Step 2

Click *Actions* tab and chose option *Validate PIN for Self Assignment*.



Seal Nbr2	Seal Nbr3	Category	V-State	T-State
		Storage	Advised	Advised
		Storage	Active	Inbound
		Storage	Active	Inbound
		Export	Active	Yard
		Storage	Active	Inbound
		Import	Active	Yard
		Storage	Active	Yard
		Storage	Active	Inbound
		Storage	Active	Yard
		Import	Active	Yard
		Import	Active	Yard
		Storage	Active	Yard

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 Line Operator or Freight Forwarder (client).



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 Train Operator.

Step 4

Please refresh the view for the container to be visible on *Units* list, click the arrow icon marked red in the below screen.



Unit Nbr	Time In	Category	V-State	T-State	I/B Actual Visit	O/B Actual Visit	Frght Kind	Line Op	Seal Nbr1	Seal Nbr2	Seal Nbr3	Complex Position	Typ
SEKU0520810	2025-01-09 14:09	Export	Active	Yard	TH04W02-25_EXP	ZSKERGGUYE	Empty	CMA				Y-CY1-E01.002.7.4	
NEPU4559970	2025-01-09 13:53	Export	Active	Yard	TH04W02-25_EXP	ZSKERGGUYE	Empty	CMA				Y-CY1-E11.054.6.3	
SUDU6883179	2025-01-13 12:32	Import	Active	Yard	25MUMB503	LOC_JYSK_PRI01	FCL	MAE	CN7890887			Y-CY1-B07.014.7.2	
MSKU8186386	2025-01-13 00:14	Import	Active	Yard	25MUMB503	LOC_JYSK_PRI03	FCL	MAE	VN0780738			Y-CY1-Y1.090.02.1	
MRSU3123896	2025-01-13 13:57	Import	Active	Yard	25MUMB503	LOC_JYSK_PRI02	FCL	MAE	CN7910877			Y-CY1-E02.006.1.3	
MSKU7472724	2024-12-07 21:08	Import	Active	Yard	24EMMA450	LOC_WRO_1	FCL	MAE	CN0537964	ML-CN0537964		Y-CY1-B02.031.5.1	

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*.

6. Prenotification Containers in NAVIS N4 – rail

6.1. Picking up container by rail – empty

In the case of empty containers, the Line Operator or a Baltic Hub employee releases Empties using EDO number or booking to a specific Train Operator. This ensures the containers become visible in the system for the Train Operator, who can then verify whether all containers intended for rail pickup have been properly released in the system.

To proceed with the rail pickup of empty containers, the Train Operator is required to submit by email at rail@baltichub.com a list of container numbers or the EDO/booking number at least 12 hours prior to handling window. Train Operator is responsible to ensure that no later than 4 hours before the agreed handling window, the Train Operator field is correctly filled in the NAVIS container prenotification, and that no holds or system blocks preventing rail release are present.

6.2. Picking up full containers by rail – import

In case of pickup of full import containers by rail, the Train Operator field in the NAVIS system prenotification must be completed by the Freight Forwarder or Line Operator. This field may also be filled in by the Train Operator using **PIN** provided by the Freight Forwarder or Shipping Line. Upon entering the container number and matching PIN, the system will automatically assign the correct Train Operator code to the respective container.

The process of assigning a Train Operator code using the container number and PIN is described in **Section 5** of this Instruction.

6.3. Delivery container by rail – empty

The rail delivery of empty containers requires manual prenotification in the NAVIS system. This prenotification must be carried out by the client – the Freight Forwarder or Shipping Line. The Train Operator is responsible for ensuring that all containers arriving on a specific train have been properly prenotified in the NAVIS system.

6.4. Delivery full containers by rail – export

The prenotification of full export containers will be done automatically by the Shipping Line directly into the NAVIS system. The Train Operator is responsible for verifying that all containers arriving on a specific train are correctly prenotified in the NAVIS system.

To deliver full export containers by rail, the Train Operator is obliged to submit all required data, as defined in the Rail Operations Cooperation Rules (including container number, seal number, container weight, wagon number, train route, handling window code), at rail@baltichub.com at least 12 hours prior to the scheduled handling window.

Based on the unloading lists submitted, the relevant Train Operator code will be assigned to the selected containers in the NAVIS system by a Baltic Hub terminal employee. It is the responsibility of the Train Operator to ensure that all containers from the given train are prenotified in the NAVIS system in accordance with the handling window number provided by the terminal.

Baltic Hub terminal is not responsible for unloaded containers from wagons that have arrived at the railway siding without a prenotification created in the NAVIS system.

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

rail@baltichub.com

58 737 77 32