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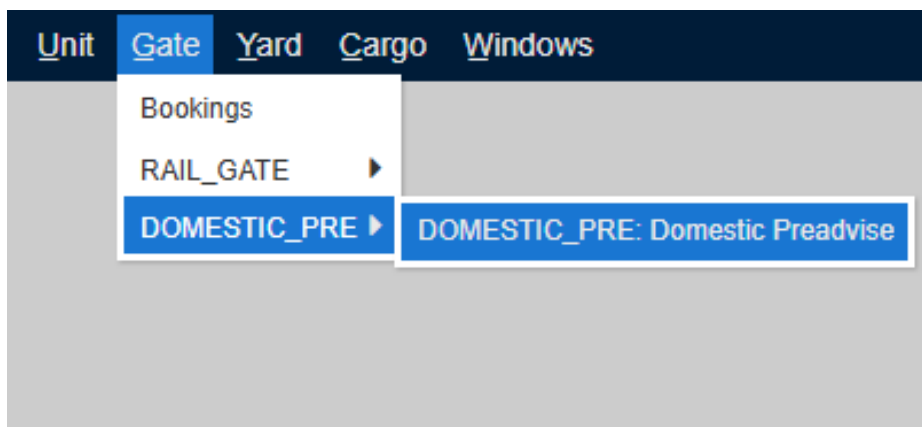
**Domestic** (empty and full) are containers that are delivered and picked up by road/rail. The billing party for empty or full containers stowed in the 'Domestic' category and all operations ordered for this category of containers is the entity advising the data in the Navis N4 system. It's customer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

1. Container delivery (full or empty) by truck and picking up by train requires system notification and entering in *Train Operator* field a rail transport organizer in accordance with the manual below.
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*.

DOMESTIC\_PRE: Domestic Preadvise ✕

— Gate Processing —

DOMESTIC PREADVISE Transaction Entry

1. Dray In ▼  
 Select...  
 1. 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 UNK;

*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*.

Equipment Number: TGHU1234567	*Carrier Mode: Truck ▼
*Equipment Type: 45G1 ▼	Train Operator: ▼
*Freight Kind: Empty ▼	Seal Number 1: ADAMPOL (ADAMPOL)
*Gross Weight (kg): 4000 kg	Seal Number 2: ADECON (ADECON)
*Category: Domestic ▼	Seal Number 3: ATC_CARGO (ATC CARGO)
*Line Operator: UNK ▼	Seal Number 4: BALTICON (BALTICON)
*Agent One: NK036 ▼	BALTICRAIL (BALTICRAIL)
<input type="button" value="Add Reefer"/> <input type="button" value="Add Hazard"/> <input type="button" value="Add OOG"/>	CARGOCONNECT (PKP CARGO CONNECT)
	CARGOSTEER (CARGOSTEER)
	CENTROSTAL_LODZ (CENTROSTAL_LODZ)
	CLIP_INTERMODAL (CLIP_INTERMODAL)
	COSCO (COSCOTO)
	CSL (CSL)
	CTL (CTL LOGISTICS)
	DHL (DHL)
	EGGER (EGGER)
	FRONTANO (FRONTANO)

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

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Actions ▼		Display ▼			
▲ Unit Nbr	Line Op	Type ISO	Category	V-State	T-State
TGHU1234567	UNK	45G1	Domestic	Active	Inbound

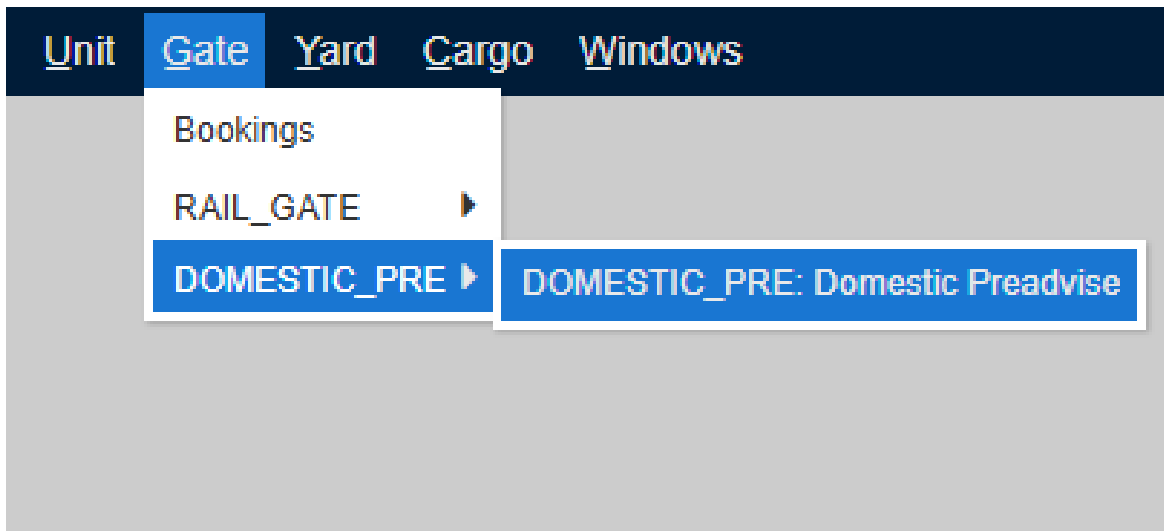
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## 2 Full containers notification

### 2.1 Container with neutral cargo

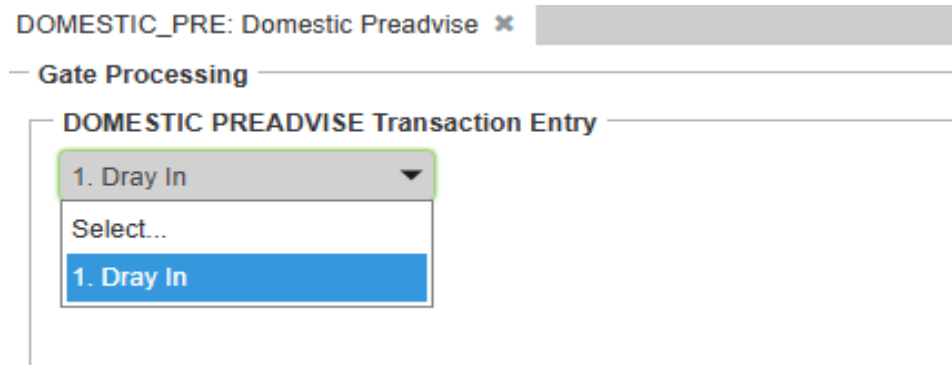
Step 1

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 *UNK*;
- Agent One* – delete 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*.

Equipment Number:	<input type="text" value="TGHU1234567"/>	*Carrier Mode:	<input type="text" value="Truck"/>
*Equipment Type:	<input type="text" value="45G1"/>	Train Operator:	<input type="text" value="BALTRAIL (BALTRIC..."/>
*Freight Kind:	<input type="text" value="FCL"/>	Seal Number 1:	<input type="text"/>
*Gross Weight (kg):	<input type="text" value="12000 kg"/>	Seal Number 2:	<input type="text"/>
*Category:	<input type="text" value="Domestic"/>	Seal Number 3:	<input type="text"/>
*Line Operator:	<input type="text" value="UNK"/>	Seal Number 4:	<input type="text"/>
*Agent One:	<input type="text" value="NK036"/>		

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

Actions		Display			
Unit Nbr	Line Op	Type ISO	Category	V-State	T-State
TGHU1234567	UNK	45G1	Domestic	Active	Inbound

## 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

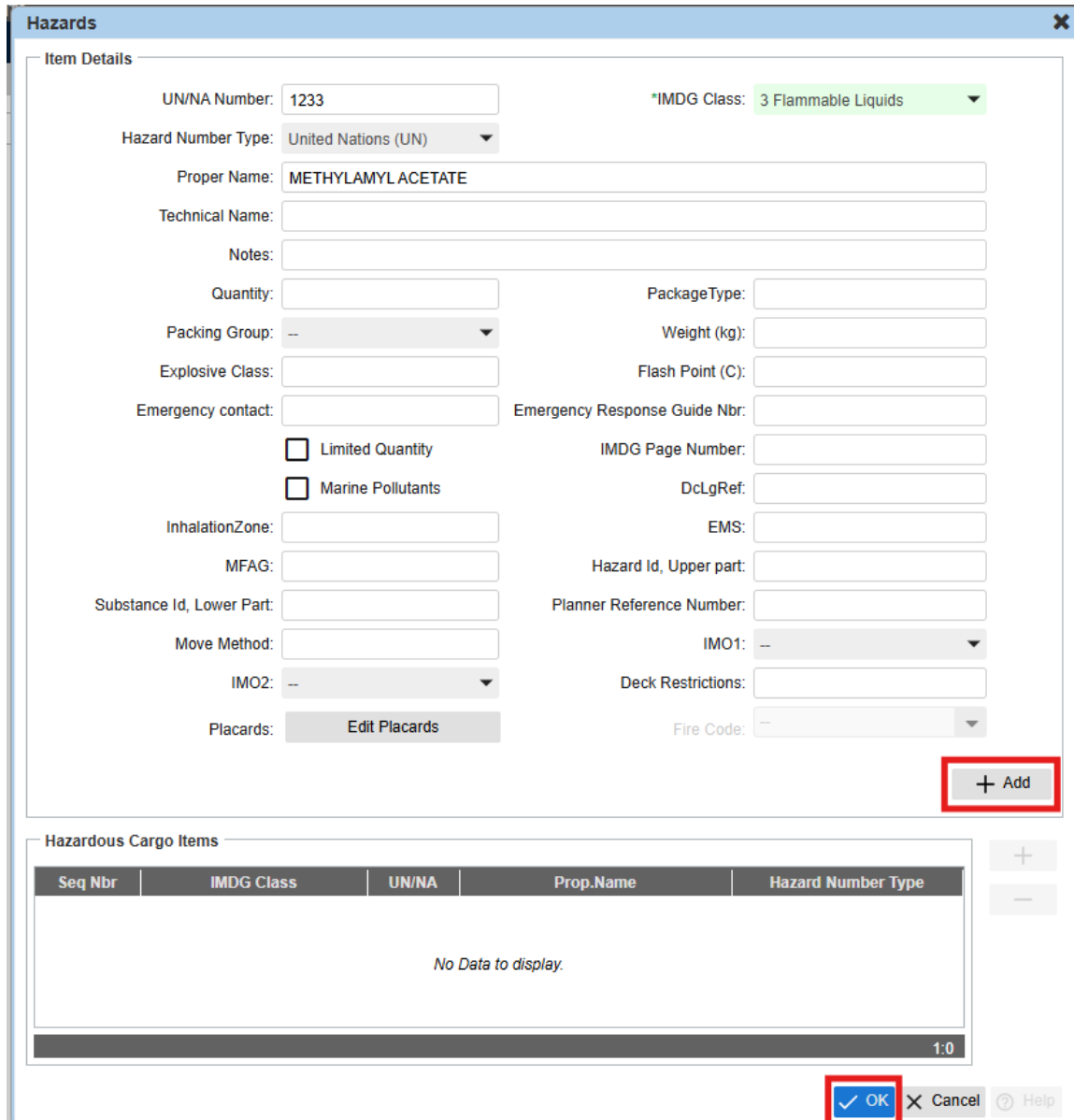
After completing all required fields, select option *Add Hazard*.

Equipment Number:	<input type="text" value="TGHU1234567"/>	*Carrier Mode:	<input type="text" value="Truck"/>
*Equipment Type:	<input type="text" value="45G1"/>	Train Operator:	<input type="text" value="ADAMPOL (ADAMP..."/>
*Freight Kind:	<input type="text" value="FCL"/>	Seal Number 1:	<input type="text"/>
*Gross Weight (kg):	<input type="text" value="12000 kg"/>	Seal Number 2:	<input type="text"/>
*Category:	<input type="text" value="Domestic"/>	Seal Number 3:	<input type="text"/>
*Line Operator:	<input type="text" value="UNK"/>	Seal Number 4:	<input type="text"/>
*Agent One:	<input type="text" value="NK036"/>		

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.



The screenshot shows a 'Hazards' dialog box with the following fields and options:

- UN/NA Number: 1233
- \*IMDG Class: 3 Flammable Liquids
- Hazard Number Type: United Nations (UN)
- Proper Name: METHYLAMYL ACETATE
- Technical Name: (empty)
- Notes: (empty)
- Quantity: (empty)
- Package Type: (empty)
- Packing Group: --
- Weight (kg): (empty)
- Explosive Class: (empty)
- Flash Point (C): (empty)
- Emergency contact: (empty)
- Emergency Response Guide Nbr: (empty)
- Limited Quantity
- IMDG Page Number: (empty)
- Marine Pollutants
- DcLgRef: (empty)
- Inhalation Zone: (empty)
- EMS: (empty)
- MFAG: (empty)
- Hazard Id, Upper part: (empty)
- Substance Id, Lower Part: (empty)
- Planner Reference Number: (empty)
- Move Method: (empty)
- IMO1: --
- IMO2: --
- Deck Restrictions: (empty)
- Placards: Edit Placards
- Fire Code: --

At the bottom right of the dialog, there is a red-bordered button labeled '+ Add'. Below the main form is a table titled 'Hazardous Cargo Items' with the following columns: Seq Nbr, IMDG Class, UN/NA, Prop.Name, and Hazard Number Type. The table is currently empty, displaying 'No Data to display.' At the bottom right of the dialog, there is a blue-bordered button labeled 'OK' with a checkmark, and other buttons for 'Cancel' and '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*.

Equipment Number:	<input type="text" value="TGHU1234567"/>	*Carrier Mode:	<input type="text" value="Truck"/>
*Equipment Type:	<input type="text" value="45G1"/>	Train Operator:	<input type="text" value="ADAMPOL (ADAMP...)"/>
*Freight Kind:	<input type="text" value="FCL"/>	Seal Number 1:	<input type="text"/>
*Gross Weight (kg):	<input type="text" value="12000 kg"/>	Seal Number 2:	<input type="text"/>
*Category:	<input type="text" value="Domestic"/>	Seal Number 3:	<input type="text"/>
*Line Operator:	<input type="text" value="UNK"/>	Seal Number 4:	<input type="text"/>
*Agent One:	<input type="text" value="NK036"/>		

#### Step 2

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

**Reefer - Add/Edit**
✕

**Enter Reefer Details**

Temperature Required (C):

Temperature Observed (C):

Temperature Setting (C):

Reefer Hours:

Ventilation Required:

Ventilation Setting:

Ventilation Unit:

Humidity required, %:

O2 required, %:

CO2 required, %:

Reefer Fault Code:

Reefer Fuel Level, %:

ℹ
OK
✕ Close
? Help

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*.

Equipment Number:	<input type="text" value="TGHU1234567"/>	*Carrier Mode:	<input type="text" value="Truck"/>
*Equipment Type:	<input type="text" value="45G1"/>	Train Operator:	<input type="text" value="ADAMPOL (ADAMP...)"/>
*Freight Kind:	<input type="text" value="FCL"/>	Seal Number 1:	<input type="text"/>
*Gross Weight (kg):	<input type="text" value="12000 kg"/>	Seal Number 2:	<input type="text"/>
*Category:	<input type="text" value="Domestic"/>	Seal Number 3:	<input type="text"/>
*Line Operator:	<input type="text" value="UNK"/>	Seal Number 4:	<input type="text"/>
*Agent One:	<input type="text" value="NK036"/>		

### Step 2

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

#### OOG - Add/Edit

Enter Oog Details

OOG Top (cm):

OOG Front (cm):

OOG Back (cm):

OOG Left (cm):

OOG Right (cm):

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:

[customerservice@baltichub.com](mailto:customerservice@baltichub.com)

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