



Contents

1	Empty containers notification	2
2	Full containers notification	5
2.1	Container with neutral cargo	5
2.2	Container with hazardous cargo	6
2.3	Container with reefer cargo	8
2.4	Container with OOG cargo	8

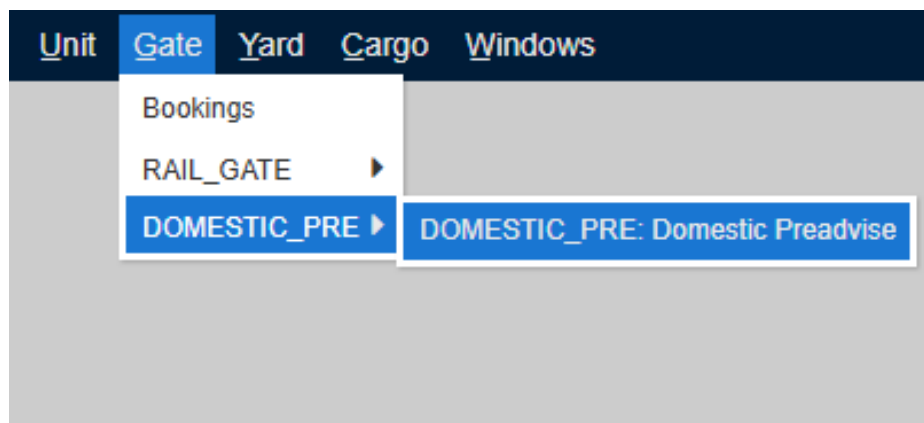
Domestic (empty and full) are containers that are delivered and picked up by road/rail. The billing party for empty or full containers stowed in the 'Domestic' category and all operations ordered for this category of containers is the Client whose data is available in the terminal operating system at the time-of-service provision. 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 and 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 – delete 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)
Add Reefer Add Hazard 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)
	FRONTAL (FRONTAL)

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

Actions ▼

Display ▼

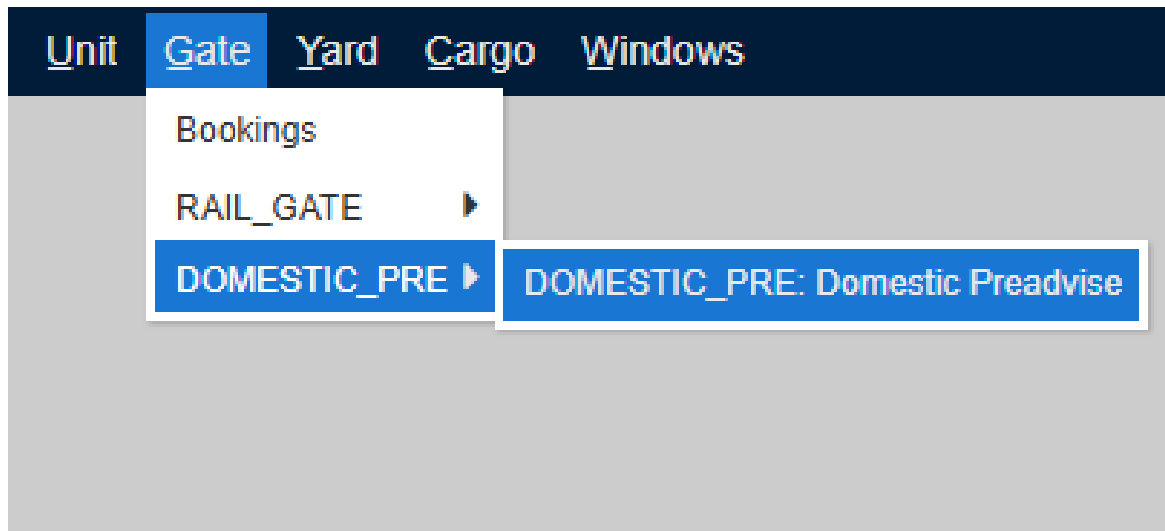
▲ Unit Nbr	Line Op	Type ISO	Category	V-State	T-State
TGHU1234567	UNK	45G1	Domestic	Active	Inbound

2 Full containers notification

2.1 Container with neutral cargo

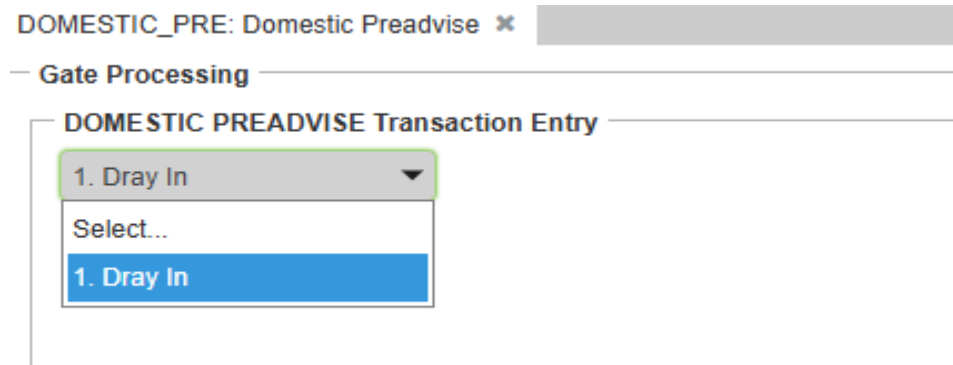
Step 1

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:	TGHU1234567	*Carrier Mode:	Truck
*Equipment Type:	45G1	Train Operator:	BALTICRAIL (BALTIC...
*Freight Kind:	FCL	Seal Number 1:	
*Gross Weight (kg):	12000 kg	Seal Number 2:	
*Category:	Domestic	Seal Number 3:	
*Line Operator:	UNK	Seal Number 4:	
*Agent One:	NK036		

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

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

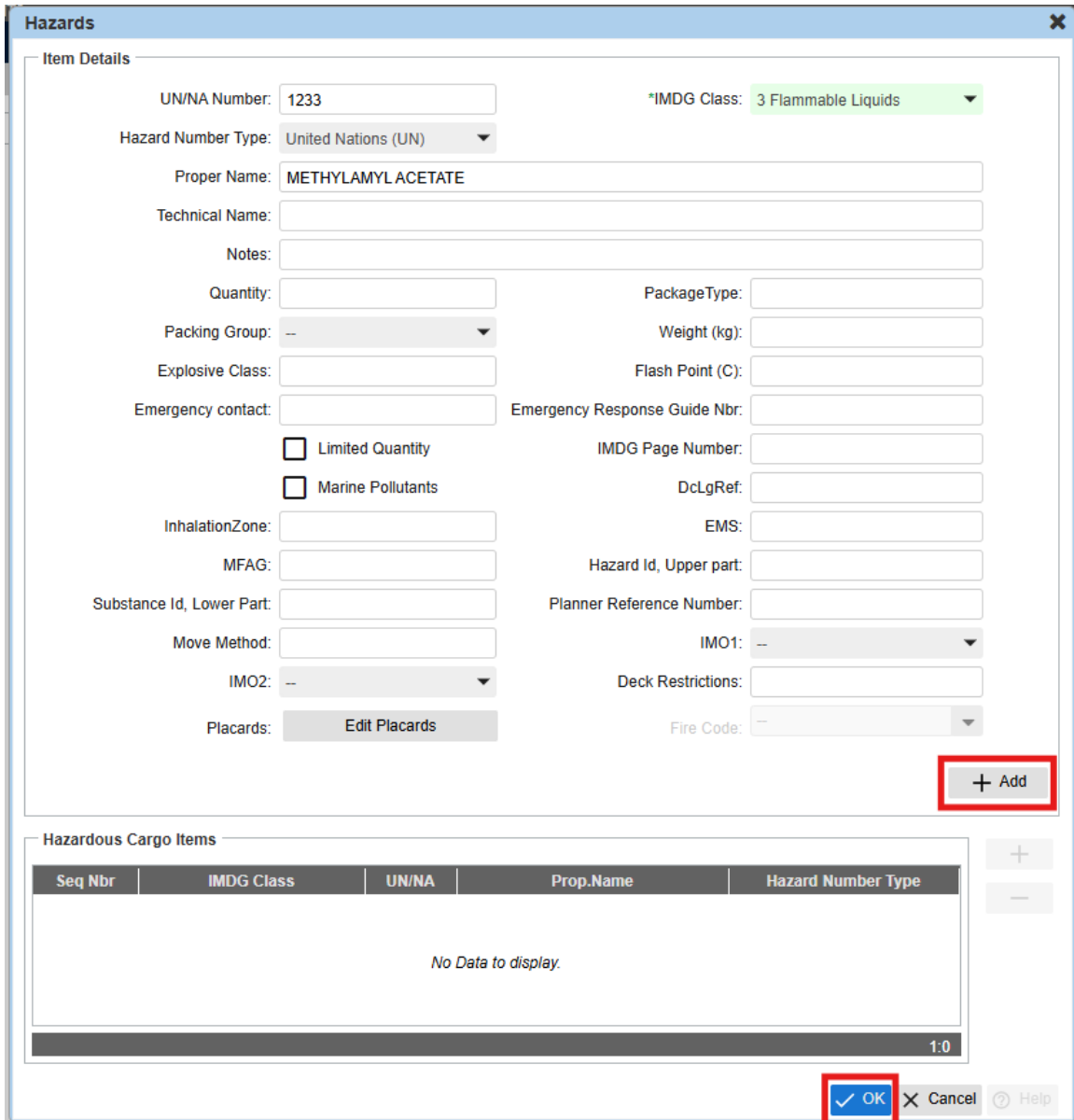
After completing all required fields, select option *Add Hazard*.

Equipment Number:	TGHU1234567	*Carrier Mode:	Truck
*Equipment Type:	45G1	Train Operator:	ADAMPOL (ADAMP...
*Freight Kind:	FCL	Seal Number 1:	
*Gross Weight (kg):	12000 kg	Seal Number 2:	
*Category:	Domestic	Seal Number 3:	
*Line Operator:	UNK	Seal Number 4:	
*Agent One:	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.



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: Edit Placards Fire Code: --

+ Add

Hazardous Cargo Items

Seq Nbr	IMDG Class	UN/NA	Prop.Name	Hazard Number Type
No Data to display.				

1:0

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*.

Equipment Number:	TGHU1234567	*Carrier Mode:	Truck
*Equipment Type:	45G1	Train Operator:	ADAMPOL (ADAMP...)
*Freight Kind:	FCL	Seal Number 1:	
*Gross Weight (kg):	12000 kg	Seal Number 2:	
*Category:	Domestic	Seal Number 3:	
*Line Operator:	UNK	Seal Number 4:	
*Agent One:	NK036		
Add Reefer Add Hazard Add OOG			

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, %:

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:	TGHU1234567	*Carrier Mode:	Truck
*Equipment Type:	45G1	Train Operator:	ADAMPOL (ADAMP...)
*Freight Kind:	FCL	Seal Number 1:	
*Gross Weight (kg):	12000 kg	Seal Number 2:	
*Category:	Domestic	Seal Number 3:	
*Line Operator:	UNK	Seal Number 4:	
*Agent One:	NK036		
		Add Reefer	Add Hazard
		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.

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

+48 58 737 63 18, 58 737 63 19