

# Import Advice - How do I guide....

May 2019

Version: 4

**NAPIER**<sup>o</sup>  
**PORT**

# TABLE OF CONTENTS

Register for Import Advice .....	2
Log In.....	5
Creating a Block Stack.....	7
Create a Day Pickup .....	9
New Feature of ‘remove group’ .....	111
Day Stack Allowance.....	133
Booking an IMPORT pickup in VBS – Booking Error.....	155
Holds .....	177
Create List of Booked Containers .....	188
Add NEW Users.....	199
Import Advice Quick Guide .....	20
Import Advice FAQ.....	211

# Register for Import Advice

You must be 'Registered' to use the Import Advice section of the Napier Port website.

If you are already registered go to 'Log In' later in this document.

## To register for Import Advice:

Before registering as a new user ensure you have:

- The business name you represent.
- Have a valid Company or generic email address.
  - *Our preference is that you provide a generic email address which is an email address used by multiple members of your staff and not an individual email address. This email address will/may be used for notifying information to your company.*

## How to register:

1. Click on this link <http://www.napierport.co.nz/cargo-info/container-terminal/import-advice/>
2. Click on Import Portal.
3. *“You’ll need to register to use the **Import Portal**, which you can do **here**”*. Click on the word **here**.
4. In the Business Name field input your Business name.
5. In the Main Commodity field input your Main Commodity if you are a new Napier Port Customer.
6. Complete the next eight fields with your Company contact details.

**NOTE** - In the E-mail field input your Company or generic email address.

**Important:** *A generic email address is an email address used by multiple members of your staff and not an individual email address. This email address will/may be used for notifying information to your company.*

7. Click in the box for Import Portal (Import Advice).

8. Scroll to the bottom of the Page and click on 'Register Company' Button.

*Thank you for Registering. Your application has been sent to Napier Port for Approval.*

## Register Company:

Business Name

Main Commodity

(Please provide if you are a new Napier Port customer)

Telephone

Email

Postal Address

Postal Code

City

First Name

Last Name

Mobile Number

Import Portal (Import Advice)

Vehicle Booking System

Export Portal (CAP NavisN4)

Line Operator Holds

Webcams Only\*

Requested access for

**You DO NOT need to register to use Container Lookup/Empty Release  
Lookup**

**Please register for Import Advice and Vehicle Booking System if you intend to pick  
Import containers.**

**Please register for CAP if you intend to preadvise containers**

**Please register for the Shipping Line Operator if you intend to control Line Holds for  
your shipping line**

**\*All companies that are registered to any application can access the Webcams.  
Please select "Webcams only" if you are not interested in other options.**

**Register Company**

## What's Next?

9. **Once approved you will receive an email 'Registration for Napier Port Portal has been completed'. This will confirm your Login name and Password.**

# Log In

## Before you log in:

- Ensure you are registered.
  - *Note: To Register go to 'Register for Import Advice' earlier in this document.*

## To log into Import Advice:

- Navigate to the Napier Port website Import Portal section of the website.  
<http://www.napierport.co.nz/cargo-info/container-terminal/import-advice/>  
Select **IMPORT PORTAL**  
*Once you've registered, you can log in [here](#). Click on the word [here](#).*  
Select **IMPORT ADVICE**

1. In the User Name field input your user name.
2. In the Password field input your password then click Log In button.

**Napier Port Customer Portal**

User Management ▾

**Log In**  
Please enter your username and password. [Register](#) if your company doesn't have an account.  
If your company is registered, but you require a personal account, please contact your administrator.  
To reset your forgotten password or to change the existing one, please follow to the [reset password](#) page.

User Name :\*

Password:\*

**Log In**

*Result: The Import Advice window will be displayed.*

- 3.

**Import Advice** **Info**

## What's Next?

If you wish to add new users go to **Add New Users** later in this document (page 19).

Once logged on the below screen will appear.

**Important:** The **Import Advice** is a 'Back Button' if you need to exit this screen

Visit	Vessel Name	I/B Vyg	Phase	Imports Locked Off
AGLU48N	AGLAIA	0485	Working	20-Feb-18 1658

User	Unit Nbr	Time In	ISO Code	Location	Shipping Line	I/B Visit	O/B Visit	Vessel ETA	S/L Supplied Weight	Holds
TestTIL	TRIU6768010		2232	Ship	MOL	MJ8822N	GEN_TRUCK	16-Mar-18 0000	17006.0	!!IMPORT CUSTOMS!!IMPORT I

**4. On the right side of the window there is a message advising 'Import Locked Vessels' do not input any containers into the 'Container List Entry' window for a vessel displaying in this section.**

*Note: This is because the 'opportunity' to assign your Block or Day groups has closed.*

**5. Are you wanting to create a Block Stack?**

*Note: A 'Block Stack' means 5 or more containers in the same stack and you are happy to pick up first available in the stack*

**If yes go to 'Creating a Block Stack' later in this document**

**If no, go to 'What's Next?'**

## What's Next?

You must be creating a single day pickup so go to 'Creating a Single Day Pickup' later in this document.

# Creating a Block Stack

## Before you begin:

Before you begin ensure you have:

- A list of **5** or more containers

*Note: must be off the same Vessel and same size type (ie 40f or 20f)*

- None of the containers are on Import locked vessels.

*A block stack can only be created prior to discharge. Once in a 'Yard' location, container can only be assigned to a Day Stack.*

## To create a block stack:

1. In the **Step1 'Container List Entry'** window paste or type the container numbers for pickup.

*Note: Separate containers by either a comma sign, semicolon or a new line.*

2. In **Step2 'Booking Method'** click in the **Block Stack** checkbox

The screenshot shows the 'Import Advice' system interface. At the top, there is a header 'Import Advice' with an 'Info' button. Below this, the 'Container List Entry' section is active, showing 'Step1' with a text area containing a list of container numbers: CAIU2470350, MRKU7866109, PONU0616007, MSKU5025157, TRHU1956290, MSKU4021590, TCLU3580913, and TEMU5063835. Below this is 'Step2' with 'Booking Method:' and two radio buttons: 'Single Day Pickup' (unselected) and 'Block Stack' (selected). A 'Submit' button is at the bottom of the 'Step1' section. To the right, the 'Import Locked Vessels' table is visible, showing columns for Visit, Vessel Name, I/B Vyg, and Phase. Below that is a search bar and a table of 'Advised Container Sta' with columns: User, Unit Nbr, Time In, ISO Code, Location, Shipping Line, and I/B Visit. The table contains several rows of data.

3. **Step3** click **Submit**.

*Result: If successful the containers will appear with no exceptions.*

- Exceptions will be displayed under the **Stacking Groups** section
- The exception reasons should be self-explanatory. Example: Below TCLU7368918 has already been assigned to MON under trucking company TWT

**Exceptions**

Container ID	Reason	Trucking Comp
TCLU7368918	Container already assigned to MON	TWT

Page 1 of 1 (1 items) < 1 > Page size: 10

[Back To Main Page](#)

**4. You can de-select any units that you do not want block stacked by clicking Delete Selected or Delete All.**

**Note: You must click on each individual container to delete it.**

Unit Nbr	Inbound Visit	Vessel ETA	Holds	VGM Weight	Hazardous	Size/Type	Stack Type	Pickup Day/Group No	Select to Delete
CAIU2470350	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	29710.0	NO	20 ft.	BLOCK	R22	<input type="checkbox"/>
MRKU7866109	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	29710.0	NO	20 ft.	BLOCK	R22	<input type="checkbox"/>
PONU0616007	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	25219.0	NO	20 ft.	BLOCK	R22	<input type="checkbox"/>
MSKU5025157	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	17703.0	NO	20 ft.	BLOCK	R22	<input type="checkbox"/>
TRHU1956290	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	29610.0	NO	20 ft.	BLOCK	R22	<input type="checkbox"/>
MSKU4021590	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	27132.0	YES	20 ft.	BLOCK	R22	<input type="checkbox"/>
TCLU3580913	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	21856.0	NO	20 ft.	BLOCK	R22	<input type="checkbox"/>
TEMU5063835	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	12004.0	NO	20 ft.	BLOCK	R22	<input type="checkbox"/>

**5. If you are happy that all units will be Block Stacked, Click on the Submit button.**

Day Stack Allowance Usage

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	11	13	12	12	10

Stacking Groups

Unit Nbr	Inbound Visit	Vessel ETA	Holds	VGM Weight	Hazardous	Size/Type	Stack Type	Pickup Day/Group No	Select to Delete	Advice Status
CAIU2470350	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	29710.0	NO	20 ft.	BLOCK	R22	<input type="checkbox"/>	New
MRKU7866109	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	29710.0	NO	20 ft.	BLOCK	R22	<input type="checkbox"/>	New
PONU0616007	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	25219.0	NO	20 ft.	BLOCK	R22	<input type="checkbox"/>	New
MSKU5025157	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	17703.0	NO	20 ft.	BLOCK	R22	<input type="checkbox"/>	New
TRHU1956290	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	29610.0	NO	20 ft.	BLOCK	R22	<input type="checkbox"/>	New
MSKU4021590	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	27132.0	YES	20 ft.	BLOCK	R22	<input type="checkbox"/>	New
TCLU3580913	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	21856.0	NO	20 ft.	BLOCK	R22	<input type="checkbox"/>	New
TEMU5063835	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	12004.0	NO	20 ft.	BLOCK	R22	<input type="checkbox"/>	New

**6. Units have now been allocated to a Block Stack with response of OK**

*Important: Take note of the 'Group Number'. E.g. R22. Email Napier Port Gate Staff at [westq@napierport.co.nz](mailto:westq@napierport.co.nz) with a list of Container Numbers, Group number and Vessel Name. Gate staff will send a side scan of the containers so you can make you VBS booking in that order.*

**7. Click on Back to Main Page to submit further containers for collection.**

Stacking Groups

Unit Nbr	Inbound Visit	Vessel ETA	Holds	VGM Weight	Hazardous	Size/Type	Stack Type	Pickup Day/Group No	Advice Status	Response
CAIU2470350	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	29710.0	NO	20 ft.	BLOCK	R22	New	OK
MRKU7866109	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	29710.0	NO	20 ft.	BLOCK	R22	New	OK
PONU0616007	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	25219.0	NO	20 ft.	BLOCK	R22	New	OK
MSKU5025157	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	17703.0	NO	20 ft.	BLOCK	R22	New	OK
TRHU1956290	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	29610.0	NO	20 ft.	BLOCK	R22	New	OK
MSKU4021590	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	27132.0	YES	20 ft.	BLOCK	R22	New	OK
TCLU3580913	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	21856.0	NO	20 ft.	BLOCK	R22	New	OK
TEMU5063835	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	12004.0	NO	20 ft.	BLOCK	R22	New	OK

All containers in the top grid, that returned the "OK" message have been assigned to an appropriate group.

**8. Do you want to print the containers assigned to your trucking company?**

**If yes: Click 'Back To Main Page' then click on the 'Export To Excel' button.**

**See process later in this document under 'Create List of Booked Containers' (page 18)**

*Note: Please quote 'Group Number' to the Napier Port Gate Staff.*

**If no: Go to What's Next?**

## What's Next?

If you wish to create another Block Stack click 'Back to Main Page' and start again from Step 1

# Create a Day Pickup

A day pick up consists of single container numbers to be collected on a day of the week. Monday – Saturday (unless closed or public holiday).

## Before you begin:

Before you begin ensure you have:

- A list of container/s.
- None of the containers are on the 'Import Locked Vessels'.

*Note: You cannot book a Day Pickup for the current day.*

## To create a day pickup:

1. In the 'Container List Entry' paste or type the container number/s.

*Note: Separate containers by either a comma sign, semicolon or a new line.*

2. The 'Booking Method' will automatically default to Single Day Pickup

Import Advice
Info

---

**Container List Entry**

**Step1**  
Enter or paste containers here:\*

MWCU5745732  
 MCRU2067054  
 TRIU6766969  
 |

**Step2**  
Booking Method:\*

Single Day Pickup  
 Block Stack

**Step3**

Submit

**Import Locked Vessels**

Visit	Vessel Name	I/B Vyg	Phase
AGL048N	AGLAIA	0485	Working

Page 1 of 1 (1 items) < 1 >

**Advised Container St:**

Enter text to search...

User	Unit Nbr	Time In	ISO Code	Location	Shipping Line	I/B Visit
TestTIL	MOFU5884440		4300	Ship	MOL	MJB822N
TestTIL	MSKU1397156		4500	Ship	MSK	MJB822N
TestTIL	MNBU3446345		4532	Ship	MSK	MJB822N
TestTIL	MNBU3530707		4532	Ship	MSK	MJB822N
TestTIL	MWCU6718876		4532	Ship	MSK	MJB822N
TestTIL	MNBU3540367		4532	Ship	MSK	MJB822N
TestTIL	TEMU5063835		2200	Ship	MOL	MJB822N

3. Click 'Submit'

*Result: The 'Stacking Groups' window will be displayed.*

**Day Stack Allowance Usage**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	11	13	12	12	10

**Stacking Groups**

Unit Nbr	Inbound Visit	Vessel ETA	Holds	VGM Weight	Hazardous	Size/Type	Stack Type	Pickup Day/Group No	Select to Delete	Advice Status
MWCU5745732	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	21303.0	NO	20 ft.	DAY		<input type="checkbox"/>	New
MCRU2067054	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	21091.0	NO	20 ft.	DAY		<input type="checkbox"/>	New
TRIU6766969	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	18715.0	NO	20 ft.	DAY		<input type="checkbox"/>	New

Delete Selected
Delete All

Submit

© Port of Napier Limited

Page | 9

4. To select the pickup day, click on the Grey area under Pickup Day/Group No for each container, a dropdown box will appear, select the day.

Note: Current working day will not be displayed.

If the container/s have data in the Holds column please go to Holds later in this document.

5. With each day you select or deselect the Day Stack Allowance usage will decrease or increase.

Stacking Groups

Unit Nbr	Inbound Visit	Vessel ETA	Holds	VGM Weight	Hazardous	Size/Type	Stack Type	Pickup Day/Group No
MWCU5745732	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMP	21303.0	NO	20 ft.	DAY	<input type="text"/>
MCRU2067054	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	21091.0	NO	20 ft.	DAY	Friday
TRIU6766969	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMPORT LINE	18715.0	NO	20 ft.	DAY	Saturday
								Monday
								Tuesday
								Wednesday

6. If you are happy with your selected day of pickup, click on the Submit button.

## What's Next?

If successful 'OK' will be displayed in the 'Response' column. For further information go to 'Holds' later in this document.

# New Feature of 'remove group'

A new feature of 'remove group' has been added to the dropdown box under 'Pickup Day/Group No'.

This allows the user to remove the group from a container in either a Day or Block stack and re-assign it to another group.

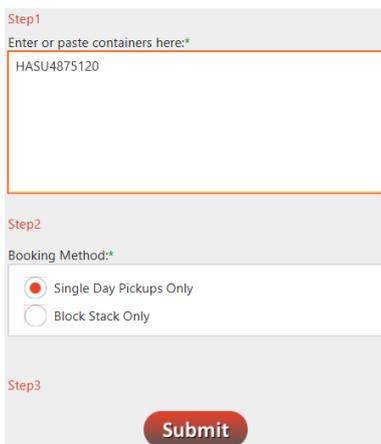
- If on an unlocked Vessel the container can be assigned to a Block or Day stack
- If in a 'Yard' location, container can only be assigned to a Day Stack.

## To 'remove group' or change collection Day:

### 1. In the 'Container List Entry' paste or type the container number/s.

Note: Separate containers by either a comma sign, semicolon or a new line.

### 2. The 'Booking Method' will automatically default to Single Day Pickup



Step1  
Enter or paste containers here:\*

HASU4875120

Step2  
Booking Method:\*

Single Day Pickups Only  
 Block Stack Only

Step3  
**Submit**

### 3. Click 'Submit'

Result: The 'Stacking Groups' window will be displayed.

Note below unit is currently allocated to THU.

**Stacking Groups**

Unit Nbr	Inbound Visit	Vessel ETA	Holds	VGM Weight	Hazardous	Size/Type	Stack Type	Consignee	Pickup Day/Group No
HASU4875120	SOS818N	12-Jun-18 0955	!!IMPORT LINE	29740.0	NO	40 ft. DRY	DAY	AMFC	THU

### 4. Click in the grey area under Pickup Day/Group No, a dropdown box will appear, select the required Day or Remove Group

Unit Nbr	Inbound Visit	Vessel ETA	Holds	VGM Weight	Hazardous	Size/Type	Stack Type	Consignee	Pickup Day/Group No
HASU4875120	SOS818N	12-Jun-18 0955	!!IMPORT LINE	29740.0	NO	40 ft. DRY	DAY	AMFC	Thursday

**Submit**

Thursday

Friday

Saturday

Monday

Tuesday

Remove Group

### 5. When the Day or Block Group is removed, a special group of "NGP" (No Group) will be assigned to the container.

**Stacking Groups**

Unit Nbr	Inbound Visit	Vessel ETA	Holds	VGM Weight	Hazardous	Size/Type	Stack Type	Consignee	Pickup Day/Group No
HASU4875120	SOS818N	12-Jun-18 0955	!!IMPORT LINE	29740.0	NO	40 ft. DRY	DAY	AMFC	NGP

6. **If the User does not re-assign prior to Locked Vessel, the group of NGP will automatically be removed when the container is discharged.**

*This will allow user to book for a 'Day' pickup only once in a Yard location*

7. **With each day you select or deselect the *Day Stack Allowance usage* will decrease or increase.**

*See Day Stack Allowance Usage later in this document.*

### **Day Stack Allowance Usage**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10	10	8	3	5	6

**Note:** *if you wish to add units to an existing Block Stack, you must first select 'Remove Group' from the block stack container and re-select ALL units by following the process of 'Creating a Block Stack'.*

*This must be done prior to the Vessel being Locked.*

# Day Stack Allowance

- Each operator has been given a daily allowance based on historical pickups.

Note: Block stacks do not affect the Day Stack Allowance

## Day Stack Allowance Usage

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	11	13	12	12	10

### Important Notice:

**Containers will not roll from one day to the other like they have in the past. Operators will have to change the 'Day of Pickup' ie from FRI to MON. This must be done prior to 1900 each day, after this time all Imports will be 'Locked out' and you will have to wait a further day to book, unless they are on a Vessel that is not locked.**

### To change a 'day of pickup':

- In the 'Container List Entry' paste or type the container number/s.  
Note: Separate containers by either a comma sign, semicolon or a new line.
- The 'Booking Method' will automatically default to Single Day Pickup

Import Advice
Info

---

**Container List Entry**

**Step1**  
Enter or paste containers here:\*

MWCU5745732  
 MCRU2067054  
 TRIU6766969  
 |

**Step2**  
Booking Method:\*

Single Day Pickup  
 Block Stack

**Step3**

Submit

Import Locked Vessels

Visit	Vessel Name	I/B Vyg	Phase
AGL048N	AGLAIA	048S	Working

Page 1 of 1 (1 items) < 1 >

Advised Container St

Enter text to search...

User	Unit Nbr	Time In	ISO Code	Location	Shipping Line	I/B Visit
TestTIL	MOFU5884440		4300	Ship	MOL	MJB822N
TestTIL	MSKU1397156		4500	Ship	MSK	MJB822N
TestTIL	MNBU3446345		4532	Ship	MSK	MJB822N
TestTIL	MNBU3530707		4532	Ship	MSK	MJB822N
TestTIL	MWCU6718876		4532	Ship	MSK	MJB822N
TestTIL	MNBU3540367		4532	Ship	MSK	MJB822N
TestTIL	TEMU5063835		2200	Ship	MOL	MJB822N

- Click 'Submit'

Result: The 'Stacking Groups' window will be displayed.

- To select the pickup day, click on the Grey area under Pickup Day/Group No for each container, a dropdown box will appear, select the day (or follow the 'Remove Group process').

Note: Current working day will not be displayed.

If the container/s have data in the Holds column please go to Holds later in this document.

© Port of Napier Limited

Page | 13

Unit Nbr	Inbound Visit	Vessel ETA	Holds	VGM Weight	Hazardous	Size/Type	Stack Type	Pickup Day/Group No
MWCU5745732	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,!!IMP	21303.0	NO	20 ft.	DAY	Friday
MCRU2067054	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,IMPORT LINE	21091.0	NO	20 ft.	DAY	FRI
TRIU6766969	MJB822N	16-Mar-18 0000	!!IMPORT CUSTOMS,IMPORT LINE	18715.0	NO	20 ft.	DAY	FRI

6. Click on the Submit button.

7. With each day you select or deselect the *Day Stack Allowance usage* will decrease or increase.

### Day Stack Allowance Usage

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10	10	8	3	5	6

## What's Next?

If you wish to change the 'Day of Pickup' on another container, click 'Back to Main Page' and start again from 'Step 1'

**Submit**

All containers in the top grid, that returned the "OK" message have been assigned to an appropriate group.

**Back To Main Page**

# Booking an IMPORT pickup in VBS – Booking Error

1. Enter the container number and press the tab or enter key. Press confirm.

## Booking Details

Pick Up Ref: 23160310 Date: 23/05/2018 Zone: 16 Status: Booked

Container Number  Facility Reference Number

Company Name  
Booking Type

Container No \*

Length \*

Vsl / Voy

Lloyds No

Voyage No

Vessel Name

Commodity

Full / Empty \*

ISO  
Declared Weight  
Holds  
Disch Status

2. The below screen will appear. Note that the booking status is Pending Confirmation at Facility. Press the re-refresh button to see that the Import collection is successful.

Updated Successfully  Print

Booking Details  
Pick Up Ref: 23160310 Date: 23/05/2018 Zone: 16 Status: Pending Confirmation at Facility  Refresh

Container Number  Facility Reference Number

Company Name  
Container No \*

Length \*

Vsl / Voy

Lloyds No

Voyage No

Vessel Name

Commodity

Full / Empty \*

ISO 4500  
Declared Weight 6280.0 kg  
Holds Terminal Held  
Disch Status

3. If you are booking an Import Pickup for collection that does not match the day you advised in the Import Advice Portal, the below 'Confirm Facility Error' will appear ie Import day = THU and VBS date is WED 23/5/18

Booking Details

Pick Up Ref: 23160310 Date: 23/05/2018 Zone: 16 Status: **Confirm Facility Error**

Container Number

Facility Reference Number

Company Name  
Container No \* MRSU3981597  
Length 40'  
Vsl / Voy  
Lloyds No  
Voyage No  
Vessel Name  
Commodity General  
Full / Empty Full  
ISO 4500  
Declared Weight 6280.0 kg  
Holds Terminal Held  
Disch Status

Clear Resend

- 4. If you happen to click on the red cross to close the Booking Details screen before the 'Pending Confirmation at Facility' status updates, the below will appear.
- 5. If you hover over the **Confirm Facility Error** wording, the reason for error will pop up  
*Cannot deliver unit, not a valid group for today*  
**Note: This container is not available for collection today.**

Slot Date	Zone	Booking Ref	Type	Slot Attribute	Status	Container	Haz Doc	Vsl/Voy	H
23/05/18	16	23160310	Pick Up	Company	Confirm Facility Error	MRSU3981597 GEN			

- 6. In this case, click on the Booking Ref and press **Clear** to clear the container details.

7. Important Notice:

**Containers will not roll from one day to the other like they have in the past. Operators will have to change the 'Day of Pickup' in the Import Advice Portal ie from FRI to MON etc. This must be done prior to 1900 each day, after this time all Imports will be 'Locked out' and you will have to wait a further day to book, unless they are on a Vessel that is not locked.**

NOTE: When using Dummy numbers IMPORT 1-20, Gate staff will check your Import container has been booked in the Import Advice Portal for the current collection day before processing. If the VBS and Import Advice Portal days are different, your truck will be turned away.

# Hold

Before you begin take note of the type of holds displayed in the 'Holds' column.

- **!IMPORT MPI = MPI need to remove this hold contact the Napier MPI**
- **!IMPORT CUSTOMS = Customs New Zealand need to remove this hold**
- **!IMPORT LINE = The shipping line needs to remove the hold. Please contact the freight forwarder or the shipping line.**

# Create List of Booked Containers

Under Advised Container Status you can create a list of Import Advised Containers.

## Before you begin:

Before you begin;

- By clicking on the heading this will sort in order of preference ie Unit Nbr will sort by container number or Group will sort by Day or Group number ie R02

## To create a list of booked containers:

### 1. Click on Export to Excel

*Note: Click on open*

#### Advised Container Status

Enter text to search...

Unit Nbr	ISO Code	Location	Shipping Line	I/B Visit	O/B Visit	S/L Supplied Weight	Holds	Group
CGMU4901139	4532	Ship	CGM	GEN_VESSEL	GEN_TRUCK			R02
CGMU4915826	4532	Ship	CGM	GEN_VESSEL	GEN_TRUCK			SAT
CGMU4940808	4532	Ship	CGM	GEN_VESSEL	GEN_TRUCK			R02
CGMU4974310	4532	Ship	CGM	GEN_VESSEL	GEN_TRUCK			R02
CGMU5089082	4532	Ship	CGM	GEN_VESSEL	GEN_TRUCK			R02
CGMU9308872	4532	Ship	CGM	GEN_VESSEL	GEN_TRUCK			R02
CGMU9321093	4532	Ship	CGM	GEN_VESSEL	GEN_TRUCK			R02

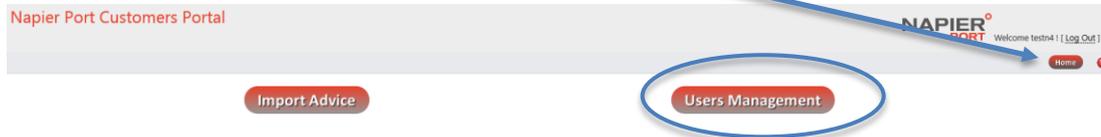
Export To Excel

# Add NEW Users

## Before you begin:

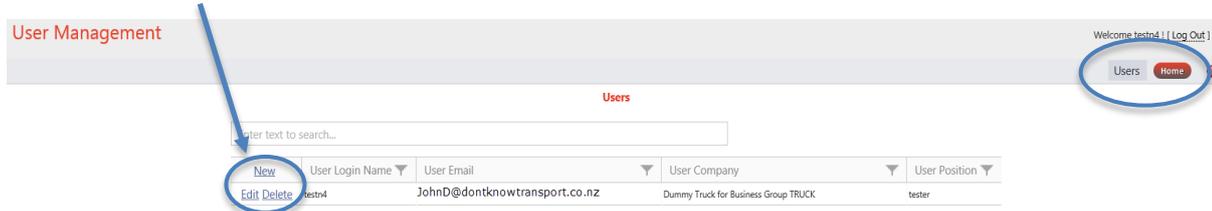
Before you begin;

- Click on the Home button
- Click on User Management



## To create a NEW user:

### 1. Click on New



### 2. The below screen will display.

### 3. Fill in the User Login Name, User Email, User Password and User Position details.

### 4. User Company with default to your company

### 5. Under Assign Apps, tick applicable Apps

*Note: By selecting 'ImportAdvice' you will be able to book Full Imports, and 'UserManagement' will allow that user to administrate your users*

The screenshot shows the user creation form. It has a search bar 'Enter text to search...'. Below it is a table with columns: 'New', 'User Login Name', 'User Email', 'User Company', and 'User Position'. Below the table are the following fields:

- User Login Name\*:
- User Password\*:
- User Email\*:
- User Position:
- User Company:
- Assigned Apps:  ImportAdvice  UserManagement

At the bottom right, there are links for 'Update' and 'Cancel'.

### 6. Click update to save and confirm user details

## What's Next?

If you wish to add another user click on NEW and follow the above process

# Import Advice Quick Guide

Register:    Log in:

To do this go to <http://www.napierport.co.nz/cargo-info/container-terminal/import-advice/>

## Block Stack (5 or more containers):

1. Check if vessel is locked under 'Import Locked Vessels'  
*Note: you cannot assign containers if the vessel is locked off.*
2. Copy and paste container numbers into 'Container List Entry' window
3. Select 'Block Stack' checkbox for Booking Method under Step 2
4. Press 'Submit' to retrieve a list showing you if there are any exceptions.
5. Delete any containers if you change your mind or click 'Submit'.
6. Take note of the 'Group Number' to give to your driver and email a list to the Gatehouse [westg@napierport.co.nz](mailto:westg@napierport.co.nz)
7. Click 'Back to Main Page' to either log out or do another 'Block Stack'.

## Day Pickup:

1. Check if vessel is locked under 'Import Locked Vessels'  
*Note: you cannot assign containers if the vessel is locked off.*
2. Copy and paste container numbers into 'Container List Entry' window.
3. 'Booking Method' will default to 'Single Day Pickup'
4. Press 'Submit' to retrieve a list showing you if there are any exceptions.
5. Delete any containers if you change your mind.
6. Click in the grey area for the drop down box to appear. Click on each container and pick the day to pick up.
7. Finished? Yes, click 'Submit'.
8. Take note of the 'Pickup Day' to give to your driver.
9. Click 'Back to Main Page' to either log out or do another 'Block Stack' or 'Single Day Pickup'
10. Log out.

# Import Advice FAQ

## Locked vessels

*Am I able to book Imports if the Vessel has been locked?*

- **NO**, unless the container has arrived in the YARD already

## Same day collections

*Can I collect a container on the same day as discharge?*

- **YES**, as long as it was booked prior to the Vessel being locked.

## Adding to groups

*Can I add Imports to an existing group?*

- **NO**, but you can book the Import as a single pickup.

## Advancing pick up day

*Can I pick up a container earlier than the day it was booked?*

- **YES**, however not on the same day as discharge, you will need to contact the VBS Planner to amend the collection day **GROUP** ie Thursday to Wednesday. This will be done **ONLY** if unit is accessible.

## Delaying pick up day

*Can I delay the pickup day?*

- **YES**, however Containers will not roll from one day to the other like they have in the past. Operators will have the ability to change the 'Day of Pickup' ie from FRI to MON. This must be done prior to 1900 each day, after this time all Imports will be locked and you will have to wait a further day to book, unless they are on a Vessel that is not locked.

## Block stack requirements

*Do I have to pick all my block stack containers up on the same day?*

- **NO**, these containers will sit in the stack until they are all collected,
- see storage/demurrage link:  
<http://www.napierport.co.nz/shipping-info/tariff-1-october-2017/>

*What do I book in VBS for a block stack container?*

- You can either use IMPORT1 to 20 or the actual container number. Driver must provide the **GROUP** number to gate staff ie R02
- Alternatively Gate staff will provide screen shot of the block stack so that you can book containers in VBS in the correct loadout order