Napier Port
Community Access Portal (CAP)

COMPANY NAME

Mar 2021

Version: 7

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Table – Stage Description for Units

Stage	Description	Responsibility
1	*Pre advise the container in Napier Port Community Access Portal (CAP).*	Shipper/Pack Point
2	*Shipper/Pack Point advises the trucking company to make a VBS appointment at Napier Port.*	Shipper/Pack Point
3	Trucking company makes a Vehicle Booking (VBS) at Napier Port	Trucking company
4	Update information e.g. VGM weight on CAP pre advise if needed prior to container arriving at Napier Port	Shipper/Pack Point
5	Truck proceeds to the Napier Port Western Gate, lanes 1-4, stops at the barrier arm and quotes the VBS Number	Trucking company
6	Napier Port process transaction.	Napier Port Staff
7	Truck proceeds to loading zone.	Trucking company

Contacts: Napier Port Gatehouse

westg@napierport.co.nz

Phone: 06 8334 357

Notifications:

1. **IF WEIGHBRIDGING container en route to the Port,** you must now ensure CAP has been updated to the correct Weighbridge weight before container arrives at the Gate. IF container is showing a generic weight on arrival the truck will be turned away until the correct VGM weight has been updated. (*Note – Pandora Weighbridge updates Napier Port automatically via EDI*)

2. *The Shipper field must be populated with the ACTUAL Exporter/Shipper NOT the Packpoint.*
   This field will be used to direct critical information related to Customs Declarations to the Shipper/Exporter. Incorrect information in this field will result in the shipper potentially missing important notices about their shipment

   3. *PLEASE NOTE: If the Operator and Line Operator fields populate with a 4 Letter code you must remove the 'D' from the end of both fields – this must be a 3 Letter code only for your preadvice to be successful. (A 'D' on the end just means the last movement in our system was ex our Depot, must remove it to change container from an empty to an export).*

   3. *Note: If this is an ANL (ACD…) or CGM (AKD…) booking, but the container has populated as CGMD please change the Operator and Line Operator to the applicable Shipping Line – either ANL or CGM depending on the booking number.*

   4. *Note: If this is a Ham Sud Booking – 1AKL… or 1DUD… 1NPE… but the container has populated as an MSK/MSKD please change the Operator and Line Operator to HSD.*

   5. *Important: Input Vent and/or Humidity requirements in the Reefer Tab. If these fields are left blank the container will not be set to your requirements so input if required.*

   6. *If you receive a message advising the vessel has been 'Cut Off' you will need to email westg@napierport.co.nz who will discuss with our Ship Planners. All containers should be preadvised prior to vessel cut off though, if weighbridging use 6000kgs as a dummy weight.*
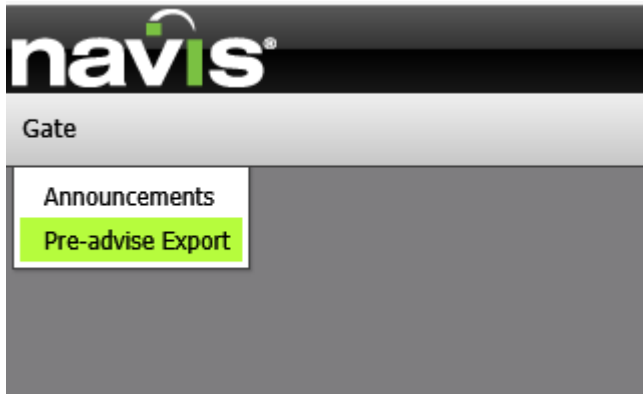
To pre-advise an export container in CAP:

1. **Click on the Gate Menu then click Pre-advise Export.**

   Result: The Pre-advise Export Container form will be displayed.

   Note:

   - **Annoucements is the place Napier Port can 'publish' information.**

2. **In the Basics area, in the Equipment Number field, enter the container number for the container being pre-advised, then press [Tab].**

   Result:

   - *If the specified equipment exists, the Equipment Type and the Line Operator fields are pre-populated.* ***PLEASE NOTE: If the Operator and Line Operator fields populate with a 4 Letter code you must remove the 'D' from the end of both fields – this must be a 3 Letter code only for your preadvice to be successful.***

   - *If the specified equipment does not exist in the system and the check digit calculation fails, the Action form is displayed.*
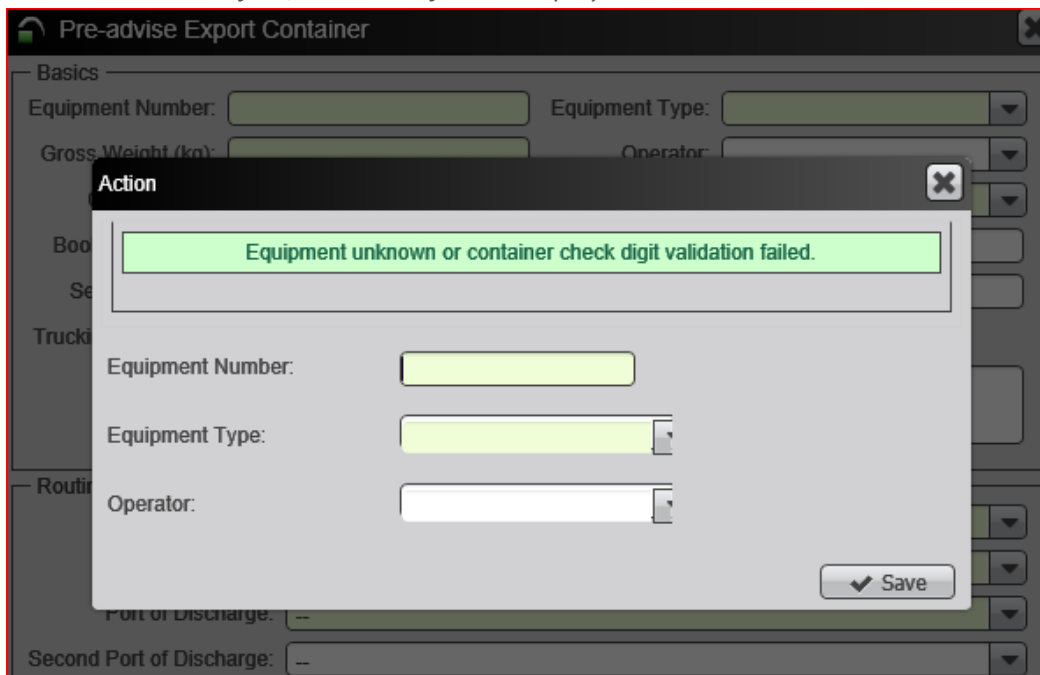
   - *In the Action form, re-enter the equipment number, select the equipment type and input the shipping line code in the Operator field. (The equipment type/ISO is located on the sides of the actual container).*

   - *Click Save.*

Result: You will be returned to the Pre-advise Export Container form.

Note: You cannot pre-advise a container if it is still an empty located at Napier Port Depot.

Important: you must only use the 3 character line operator codes. If you use the 4 character code you will not be able to proceed.

3. **In the VGM Weight field input the verified weight.**

   Note: VGM Weight = product, packaging and tare of container.

4. **In the VGM Verifier field input your name. (Not your Company name, your own name please)**

   Note: This is a free format field.

   1. NOTE – IF WEIGHBRIDGING container enroute to the Port, you must now ensure CAP has been updated to the correct Weighbridge weight before container arrives at the Gate. IF container is showing a generic weight of 6000kgs on arrival the truck will be turned away until the correct VGM weight has been updated. <mark>(if going over the Pandora weighbridge, the system will be updated automatically prior to container arriving at the Gate):</mark>

5.

*VGM Weight (kg):		*VGM Verifier:	

6. **From the Carrier Mode drop-down, select Train or Truck as the inbound carrier mode for the container.**

   Note: Truck if arriving via road and Train if arriving via rail.

7. **In the Booking Number field input the 'booking number' supplied by the line operator and then press [Tab].**

   Note: If the specified booking number exists in the Napier Port system the routing information and some of the content information is pre-populated with the information in the selected booking.

   If the specified booking does not exist for the selected line operator contact the Western Gate (by email) who will contact the Shipping Line and input the booking – they will then contact you to confirm you can go ahead with your Pre-advice in CAP.

Important: you must check all fields to ensure the booking you made with the line operator has the correct data. Contact the line operator if you have any queries.

8. **Input the Seal number/s.**

9. **Input your Trucking Company –**

   Note: place your cursor in the field and start to type the Trucking Company Code. The field will dynamically search for the company – click on the relevant company to input it into the field. YOU HAVE TO TYPE FAST ☺

10. **In the Routing area, input your Pack point. E.g. xxxHAS.**

YOUR Packpoint code is/are:

Note: place your cursor in the field and start to type the Packpoint Code. The field will dynamically search for the code – click on the relevant code to input it into the field. YOU HAVE TO TYPE FAST ☺

11. **On the Contents tab, from the Freight Kind drop-down list, select or edit the freight kind for the selected container, if missing or incorrect.**

    Note: the Freight Kind field auto populates from the booking but if it is incorrect please contact the line operator to change the booking.

12. **In the Commodity Code field, select the commodity code for the selected container.**

    Note: The Commodity Code spreadsheet is sent to all CAP users when registering for the CAP system.

Commodity code: As per the Spreadsheet emailed to you with your Manual.

Note: place your cursor in the field and start to type the Commodity Code. The field will dynamically search for the code – click on the relevant code to input it into the field. YOU HAVE TO TYPE FAST ☺

Note: IF your Commodity code does not populate in full then you have entered the data incorrectly. Please recheck your Commodity Code above and re-enter.

eg: **FMT (Frozen Meat) =** ✔

   FTM (FTM) = ✘

13.

*Note: If you select a **Commodity Code** that requires a certain temperature range, you must check the required temperature in the **Temp. Required** field on the **Reefer** tab. If you do not check a required temperature, this may result in reefers not getting plugged in or being stored at incorrect temperatures.*

Important: input vent and/or humidity requirements. If these fields are left blank the container will not be set to your requirements.

14. In the Shipper field, select your shipper name.

> Note: place your cursor in the field and start to type the Shipper/Exporter name. The field will dynamically search for the name – click on the relevant name to input it into the field. YOU HAVE TO TYPE FAST ☺

IF YOUR CONTAINER IS HAZARDOUS -

15. Email your Hazardous Certificate to westg@napierport.co.nz advising the Shipping Line Booking Number. Gatehouse staff must update the Booking with your HAZ details prior to you preadvising your container.

16. Once the booking has been updated (we will confirm), preadvise as normal and use the Add Hazard button to add and/or edit hazards for the selected container.
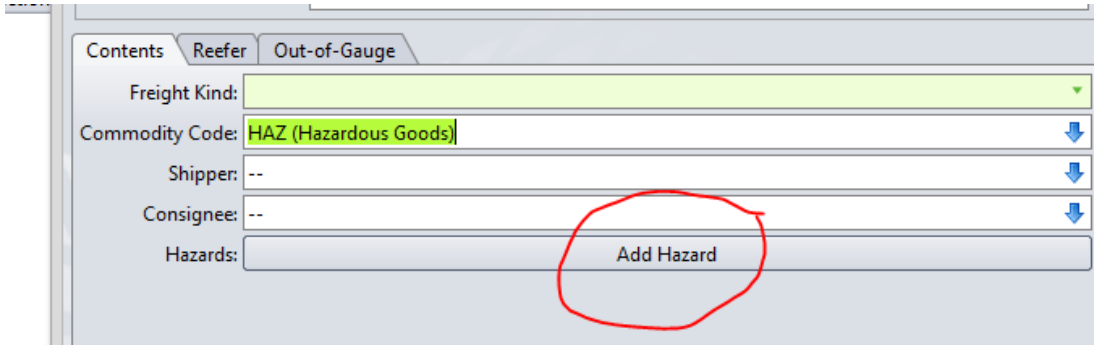

In below section click the + button to the right of the Hazard Number box, fill in just the five boxes (down to Technical Name) and push +Add, then OK.
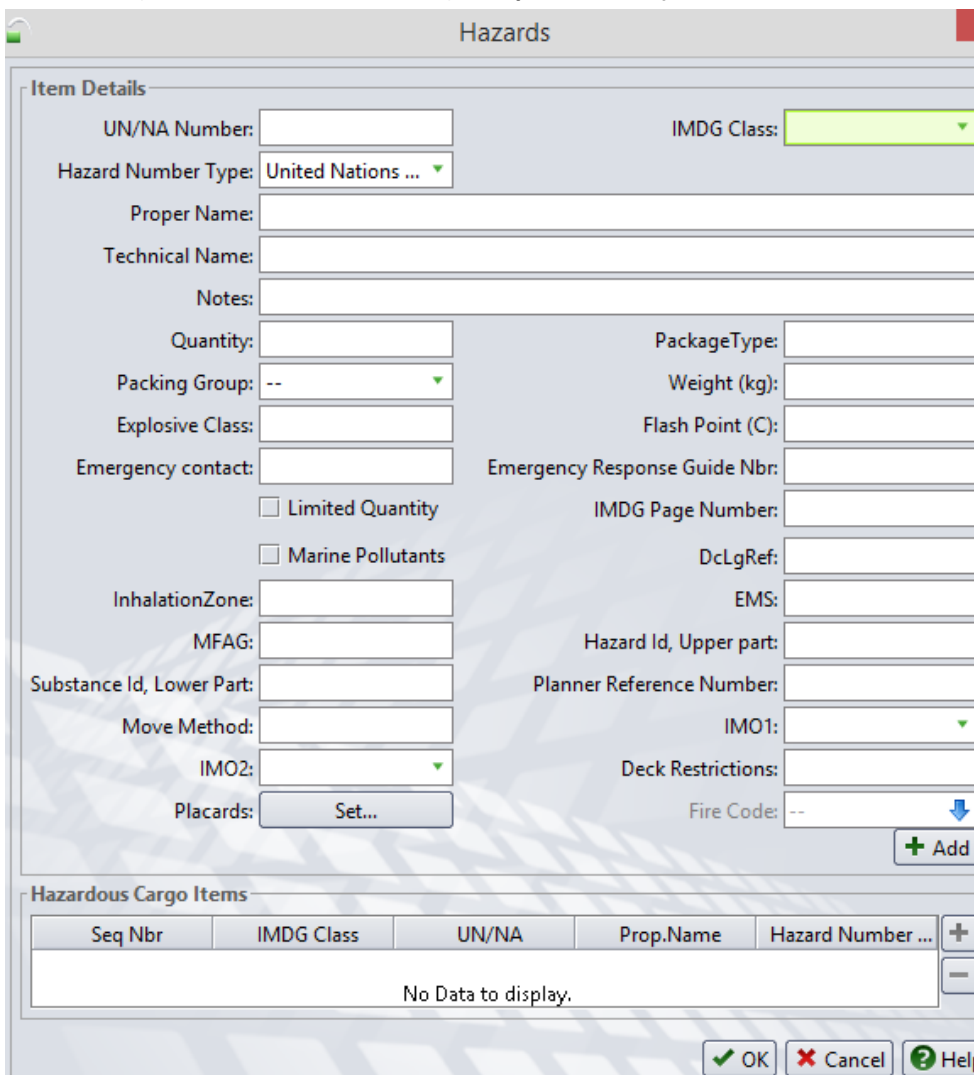
17. **For containers that are over dimension, on the Out-of-Gauge tab, enter and edit the over-dimension information for the selected container.**

18. **For Containers that are "Controlled Atmosphere" (CA) containers please ensure the Commodity Code is APC. Please add both Temporary and Permanent Seal numbers in 'Seal Number 1' and 'Seal Number 2' fields.   In the 'Reefer' tab, ensure Vents = 0 (Closed) Cubic Metres/Hour and O² & CO² fields are filled in. (Please ensure a Copy of the Carters note is emailed to westg@napierport.co.nz clearly showing this is a CA container - we will on pass these to our Reefer Engineers for Plugging in containers at the Port).**

19. **Click Save.**

20. **N4 CAP displays a confirmation message that tells you that the container was successfully pre-advised.**
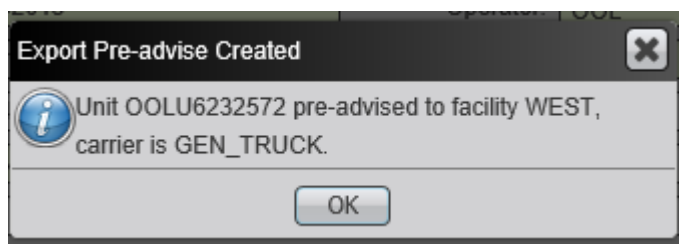
If you are entering multiple containers against the same shipping line booking you can leave the data in the form by ticking the 'Retain Field Vales' box [image: Retain Field Values?] *and just input the new container number, VGM Weight/Verifier and seal numbers BUT if you are going to preadvise against a completely new shipping line booking number you must close the window, open a new Pre-advise Export Container form and start data entry again.*

21. **Close the form.**

What's Next?

You will receive an automated email displaying the data you input and data from the line operator booking. It is your responsibility to check this email to ensure all data is correct. If the data is not correct go to Updating the Pre-advice later in this document.

Updating the Pre-advice

Before you begin

Before you begin ensure the container has not arrived at Napier Port.

To update the preadvise:

1. **Open the Pre-advise Export form again and input the container number in the Equipment Nbr field and press [TAB].**
2. **You can update any data you require right up until that Truck arrives at the Gate.**

   *If you wish to change a Booking number **before** container arrives at the Gate, please ring the Gatehouse who will cancel your original preadvice so you can do again.*

   *If you wish to change a Booking number **after** your container has arrived at the Gate please contact your Shipping line who will liaise with the Port and copy **opsdox@napierport.co.nz** .*

Important: Double check all the fields to ensure you have the correct data. E.g. Vessel, Port of Discharge, temperature, vents, humidity before you save the data.

What's Next?

Click Save.

PreAdvising Containers for 'Past Cut Off' Export arrivals

Any containers that are expected to arrive at Port after cut off MUST be preadvised by the packpoint/shipper PRIOR TO cut off. This may mean the VGM is not known at time of preadvice.

This is the process to use if this is the case.

2. Pre-advise container through B2B/EDI or the CAP System as per normal process with VGM weight showing a dummy weight of 6000kg.

3. Once correct weight is known update via B2B/EDI or our CAP system as per normal process with correct VGM weight or if vessel has been closed off please email westg@napierport.co.nz and terminalL@napierport.co.nz and we will update for you (if going over the Pandora weighbridge, the system will be updated automatically prior to container arriving at the Gate):
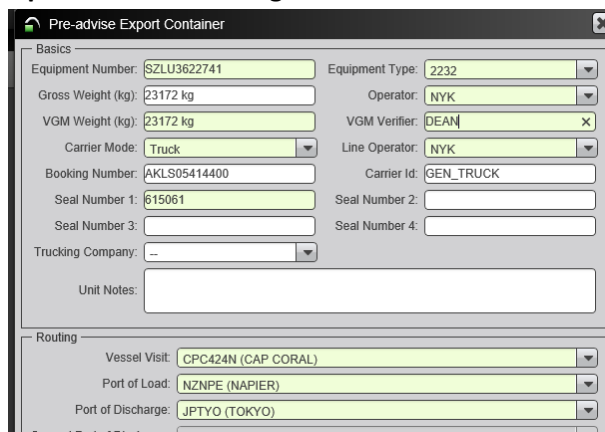
3. **Click on the Gate Menu then click Pre-advise Export.**
   Result: The Pre-advise Export Container form will be displayed.
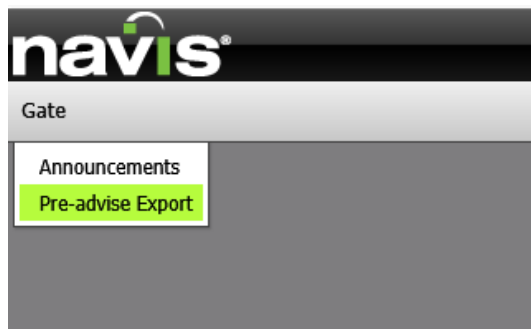
4. **In the Basics area, in the Equipment Number field, enter the container number for the container being updated, then press [Tab]. All fields will repopulate.**

5. **Update the VGM Weights field with the confirmed VGM weight.**

Important: Double check all the fields to ensure you have the correct data. E.g. Vessel, Port of Discharge, temperature, vents, humidity before you save the data. Click Save. A confirmation email will populate with the confirmed weight details.