

Import Advice Quick Guide

Log in:

<https://portal.napierport.co.nz/importAdvice/ImportAdvice.aspx>

Half Day Pickup:

1. Check if vessel is closed 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 'Single Day Pickup' for 'Booking Method'.
4. Press 'Submit' to retrieve a list showing you if any exceptions.
5. Delete any containers if you change your mind.
6. If all same day pick up click the check box 'Check to select same day for all containers', or
7. Click on each container and pick the half day to pick up.
8. Finished? Yes, click 'Submit'.
9. Take note of the 'Pickup half Day' to give to your driver.
10. Click 'Back to Main Page' to either log out or do another 'Block Stack' or 'Single Day Pickup'
11. Log out.

Block Stack (4 or more containers): only use if you no preference as to what order you will receive these imports.

1. Check if vessel is closed 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 followed by
4. Selecting either 'Road or Rail' for pickup type in the Transport Method.
5. Press 'Submit' to retrieve a list showing you if any exceptions.
6. Delete any containers if you change your mind or click 'Submit'.
7. Take note of the 'Group Number' to give to your driver.
8. Click 'Back to Main Page' to either log out or do another 'Block Stack'.