

## Export Pre-Advice Quick Guide


Log in: <https://propel.napierport.co.nz/>





Select the Export Pre-Advice icon – left hand panel.


### Export Pre-Advice Page

Select + New Export Pre-Advice to start.

 CMA CGM MARLIN - CCM748  
Cargo Cutoff: Wed 15-06 17:00

 CMA CGM SEATTLE - SEV374N  
Cargo Cutoff: Fri 17-06 17:00

 NYK FUTAGO - NFG082N  
Cargo Cutoff: Fri 17-06 17:00

 XIN ZHANG ZHOU - XZZ050N  
Cargo Cutoff: Mon 20-06 17:00

Export Pre-Advised Containers

Search by Container or Booking #

→

| Container ID | Booking ID | Line Operator | Voyage  | Vessel ETD      | Type | VGM Weight | Status  |
|--------------|------------|---------------|---------|-----------------|------|------------|---------|
| CGMU5531342  | ACD0604590 | ANL           | XZZ050N | Wed 22-06 11:30 | 4532 | 28000      | Pending |

### SYSTEM

The system works very similarly to the CAP Pre-advice system but **looks very different** and as you complete each section (page) press NEXT to carry on to Submit/Completion.

1

2

3

4

5

Container details
Booking details
Freight details
Additional details
Confirmation

New Export Pre-Advice (1/4)

Container ID\*

Container ID is required

Type\*

VGM Weight (Kg)\*

VGM Verifier (Name)\*

Seal Number(s)\*

Click "+ Seal" to add one or two seal numbers

Transport Operator

Seal number to add

CANCEL
NEXT

## **MULTIPLE Pre advices at one time**

Once each pre-advice is SUBMITTED please ensure you REFRESH the system so each submission appears on your Pre-advice List before you start your next pre-advice.

## **Pack Point Codes**

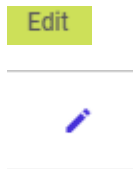
Your Pack Point codes stay the same and were supplied when you originally Registered to CAP Export Pre-advice.

## **EMAIL CONFIRMATION**

You will receive your Export Pre-advice EMAIL confirmation when you press SUBMIT.

## **EDIT Function**

If you find an error or need to update any information in your Pre-advice please use the **EDIT** Function in your Pre-advised container list.



If you need to **DELETE** a pre-advice please contact the Western Gate – [westg@napierport.co.nz](mailto:westg@napierport.co.nz) who will delete this for you.

## **LIST**

All pre-advices will sit in a list on your page in Propel and will show the various Status's as the container progresses:

Pending – (pending acceptance into Port system).

Inbound (Pre-advice successful).

EC/In (at Gate).

Yard (In Terminal).

EC/Out (programmed to vessel).

Loaded (On vessel).

It will disappear from your list once the vessel has Departed.

| Container ID | Booking ID | Line Operator | Voyage | Vessel ETD | Type | VGM Weight | Status |
|--------------|------------|---------------|--------|------------|------|------------|--------|
|--------------|------------|---------------|--------|------------|------|------------|--------|