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.

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.

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.

Edit

✏
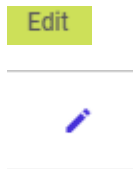
If you need to **DELETE** a pre-advice please contact the Western Gate – westg@napierport.co.nz who will delete this for you.

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