

Import Advice Quick Task Guide

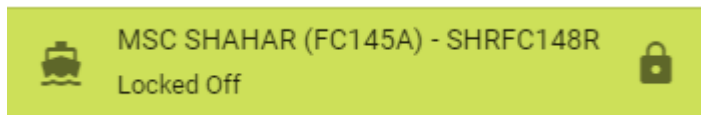
Log in: <https://propel.napierport.co.nz/>



Select the Import Advice icon - left hand panel.

Create - Group Stack/Half Day Pickup:

1. Check if vessel is locked off at the top of the page. *Note: you cannot assign containers if the vessel is locked off.*



2. Copy and paste container numbers into the 'Enter containers to advise here' window.
3. Press 'ADVISE CONTAINERS'.

Enter containers to advise here

ADVISE CONTAINERS

4. Select the half day or Block Group option as required.

Set Day/Group for 1 containers

Day Groups:	Block Groups:
<input type="radio"/> Saturday AM	<input checked="" type="radio"/> New Block Group
<input type="radio"/> Monday AM	
<input type="radio"/> Monday PM	
<input type="radio"/> Tuesday AM	
<input type="radio"/> Tuesday PM	
<input type="radio"/> Wednesday AM	
<input type="radio"/> Wednesday PM	
<input type="radio"/> Thursday AM	
<input type="radio"/> Thursday PM	<input type="radio"/> Remove Day/Group

X CANCEL **✓ SAVE**

Change/Remove

To **change** a pick-up day or group stack for a container that is already Import Advised, re-enter the container numbers into “Advised Containers”, and change details as required.

Enter containers to advise here


ADVISE CONTAINERS

To **remove** a pick-up day or group stack, re-enter container number into “Advised Containers” and select “Remove Day/Group”.

Remove Day/Group

✓ **SAVE**

Tips and Tricks

- In **VBS**, select the Appointments icon - left hand panel  - there is a function to view and edit your currently Import advised (but not yet VBS Booked) containers. Just select the drop down to view.

Propel

Import Advised - No VBS Booking (0) ▾


Select the **BOOK** box to immediately VBS your container.

Import Advised - No VBS Booking (4) ^

REFRESH **IMPORT ADVICE**

TODAY PM (3) **MONDAY PM (1)**

Container	ISO Type	Weight (kg)	Import Status	Holds	Work days on Port	
TCLU3576235	UNKN		On Vessel Time TBC	!!IMPORT LINE	0	BOOK

- You get a green tick in a Truck icon  to show you which containers on your Import List already have their VBS booking.
- The **Work days on Port** indicates the number of days a container has been on Port – please ensure you check for possible Pay Holds (contact opsdox@napierport.co.nz to accept charges which will release the Pay Hold).