NORTHPORT (Malaysia) BHD



NAVIS N4

Customs & OGA

Basic

User's Guide

ISD NORTHPORT

By Marina - September 2026

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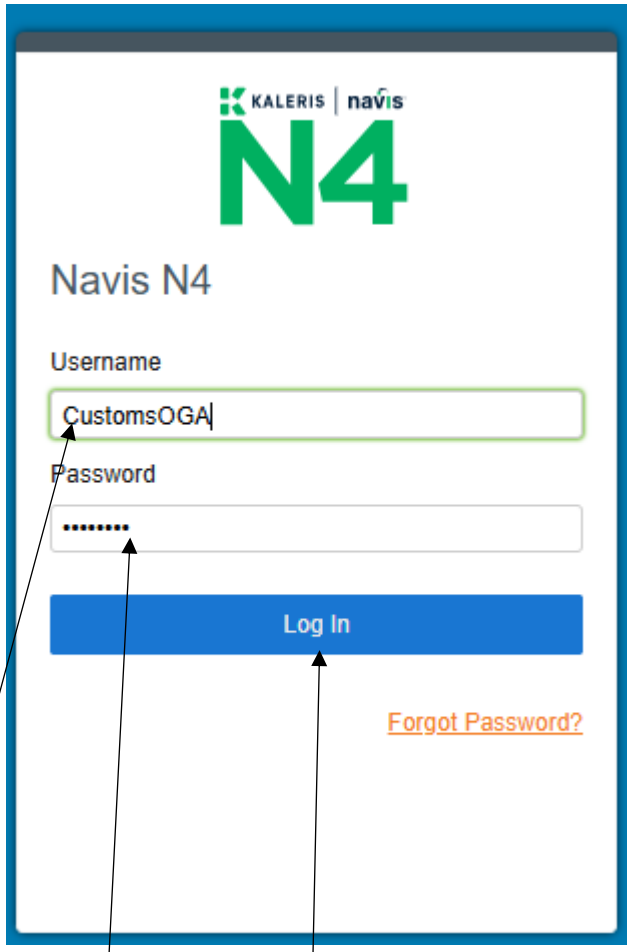
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A) User Account

I. User Log in

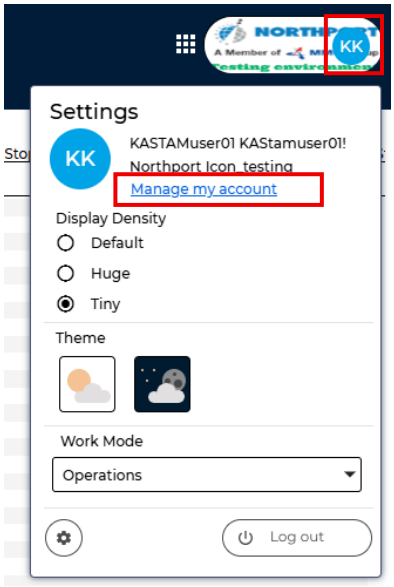
1) Go to below Link: https://n4.northport.com.my/apex/n4.zul



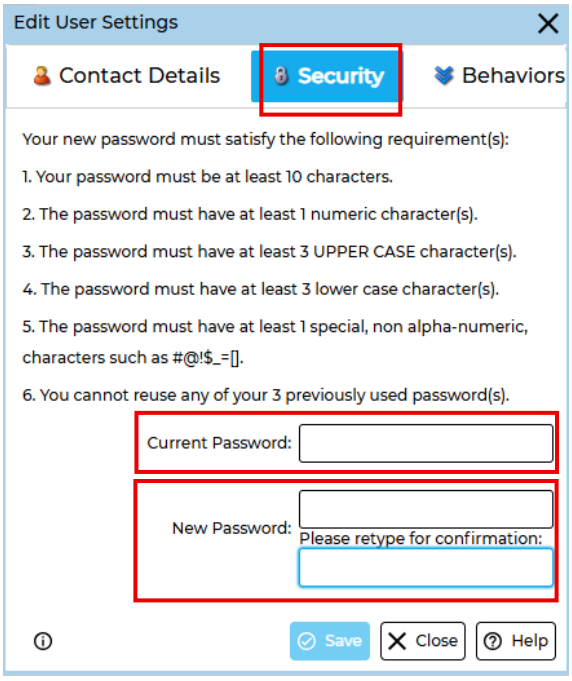
Fill in "**User ID**", "**User Password**" & click "**Log-in**"

II. Change Password

1) From the **Menu**, click the **logo**
2) The **Settings** menu will appear > Click **Manage My Account**

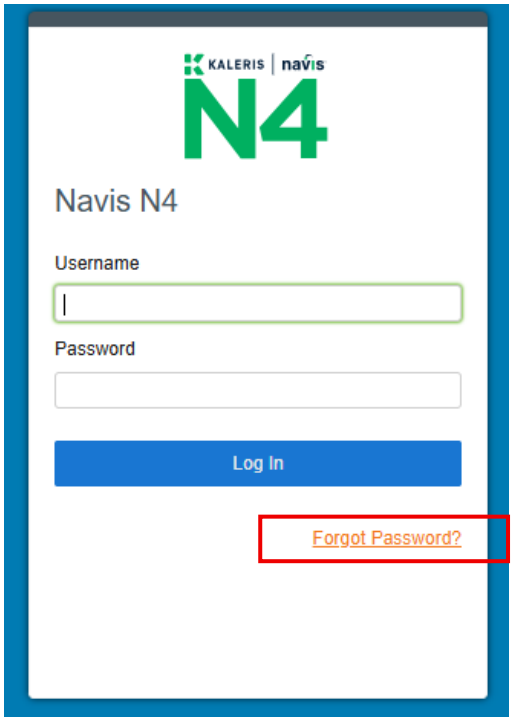


3) Click **Security**
4) Enter your **current password**
5) Enter a **new password** > Click **Save**

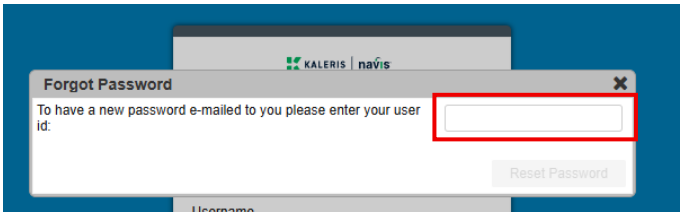


III. Forgot Password

1) From the **Homepage**



2) Click **Forgot Password** > Enter **User ID**

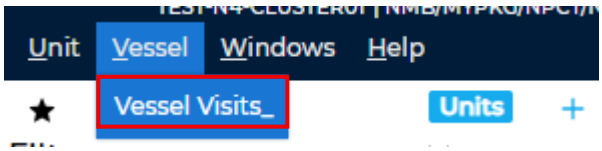


3) A password **reset link** will be sent to your **registered email address**.

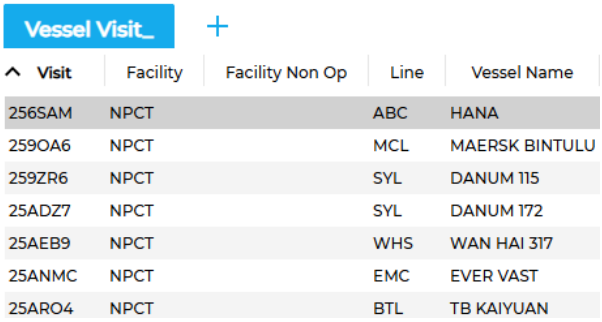
B) Vessel

I. Vessel Visit

1) From Main Menu > Select **Vessel** > click **Vessel Visit**



2) A list of Vessel Visit will be displayed

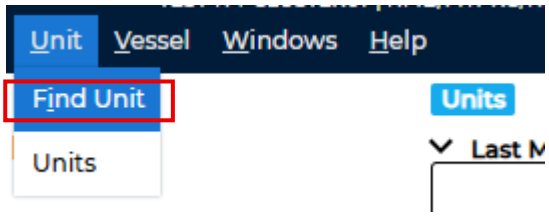


3) Double-click or Right-clicked on selected row **to view** the details

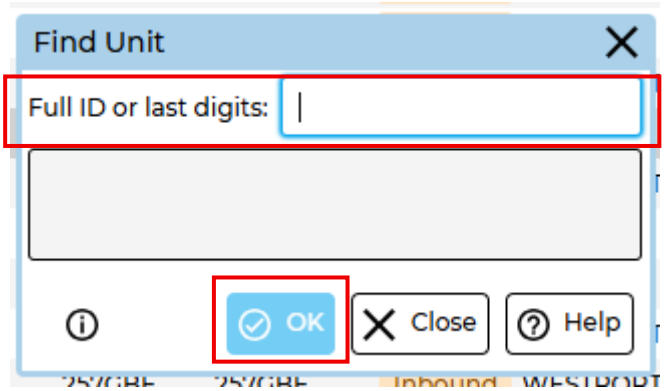
C) Unit (Container Number)

I. Find Unit (*Container Query*)

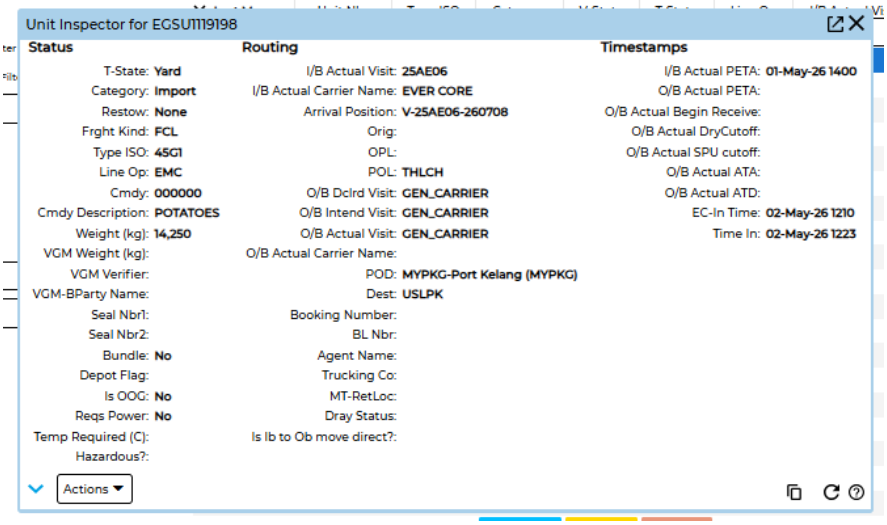
1) From Main Menu > **Unit** > click **Find Unit**



2) Fill in **Container Number** > Click **OK**

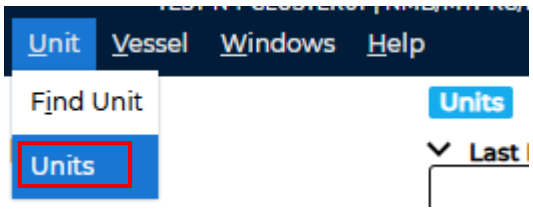


3) The details will be displayed as shown below

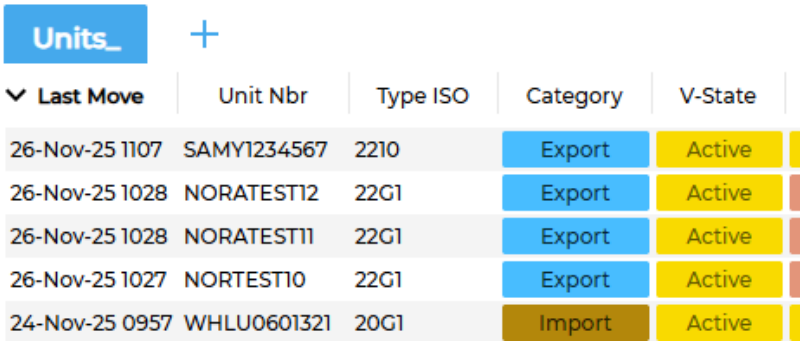


II. Units (*Container List*)

1) From Main Menu > **Unit** > click **Units**

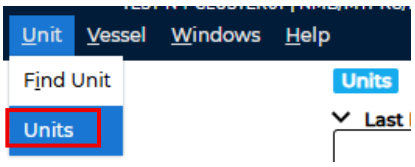


2) A list of Unit will be displayed as per below



III. Hold – Single Container *(For All OGA Users except Customs)*

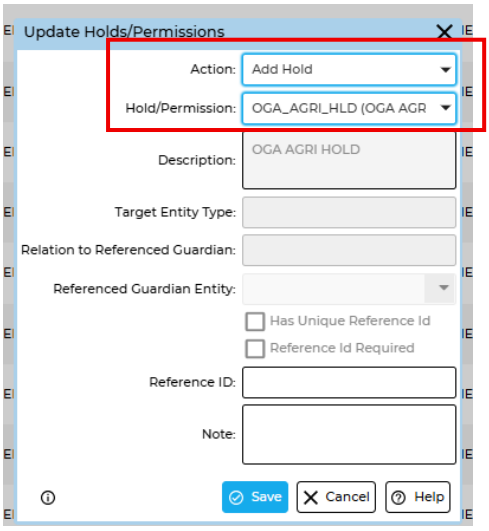
1) From Main Menu > **Unit** > click **Units**



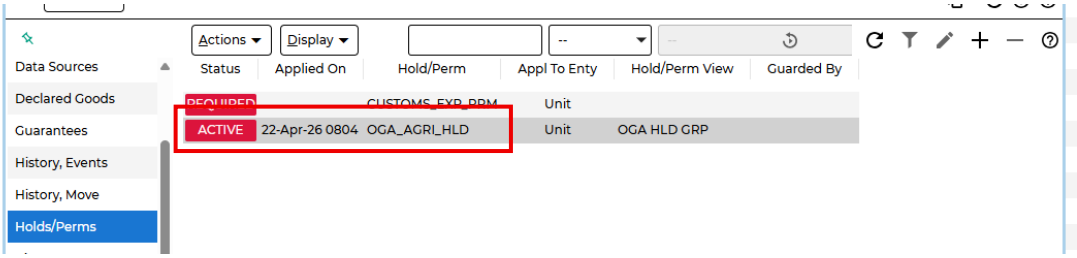
2) Select **Unit Number** > Right-click at the selected **Unit**
3) Select Update and click **Holds & Permissions**



4) Go to **Action** and Select **Add Hold**
5) Fill in the details and click **Save**

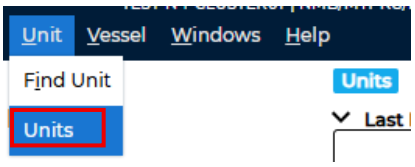


6) Double-click at the selected **Unit** > Expand the arrow and select **Holds/Perms**

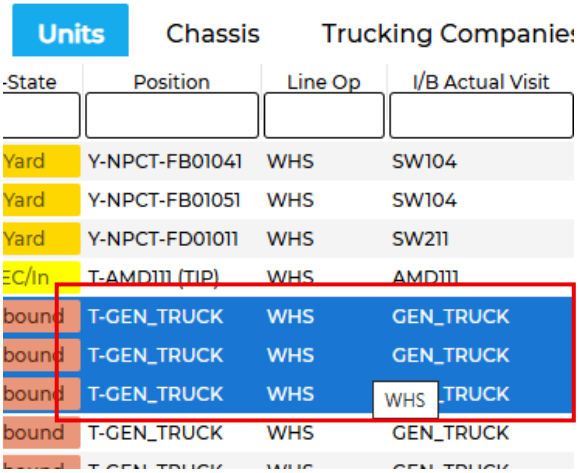


IV. Hold – Multiple Container

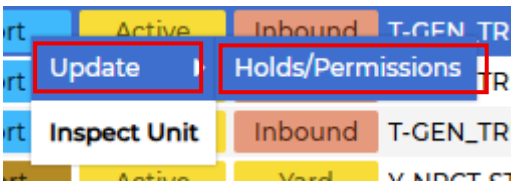
1) From Main Menu > **Unit** > click **Units**



2) Select **Multiple Unit Number** > Right-click at the selected **Unit**

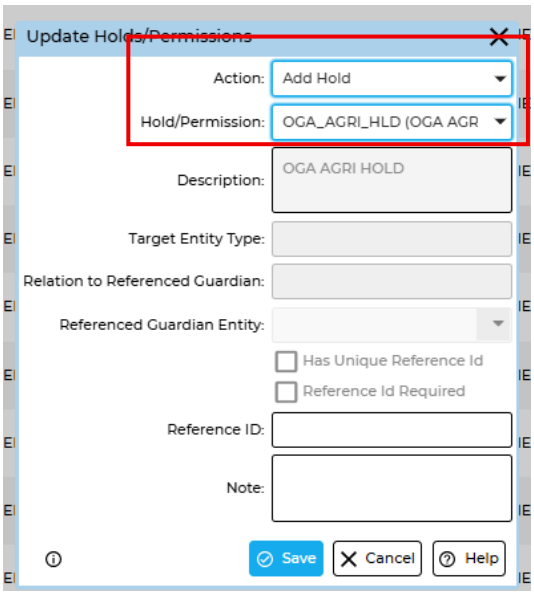


3) Select Update and click **Holds & Permissions**

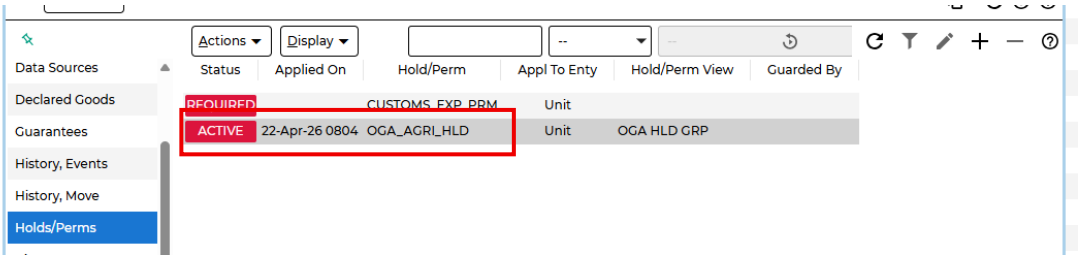


4) Go to **Action** and Select **Add Hold**

5) Fill in the details and click **Save**

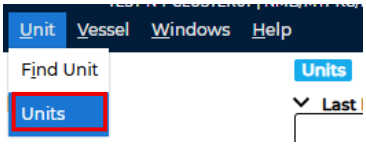


6) Double-click at the selected **Unit** > Expand the arrow and select **Holds/Perms**

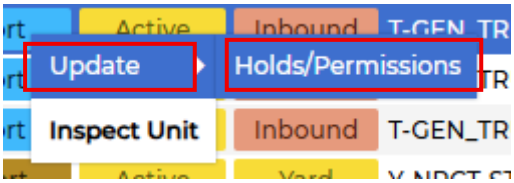


V. Release – Single Container *(For All OGA Users except Customs)*

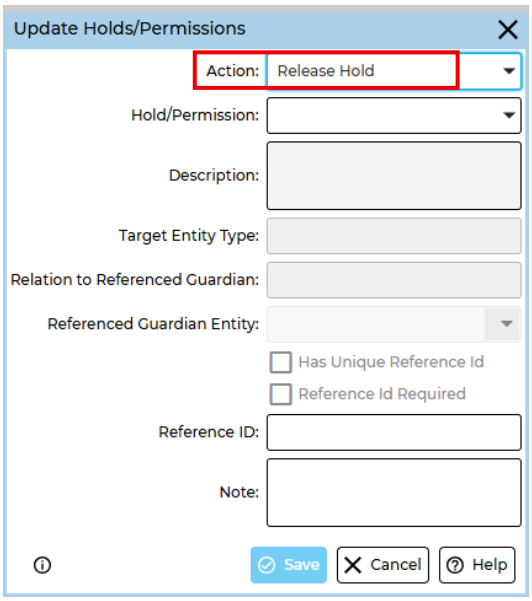
1) From Main Menu > **Unit** > click **Units**



2) Select **Unit Number** > Right-click at the selected **Unit**
3) Select Update and click **Holds & Permissions**



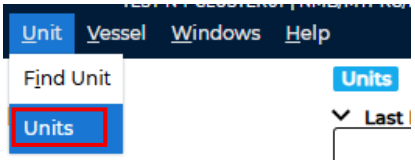
4) Go to **Action** and select **Release Hold**
5) Fill in the details and click **Save**



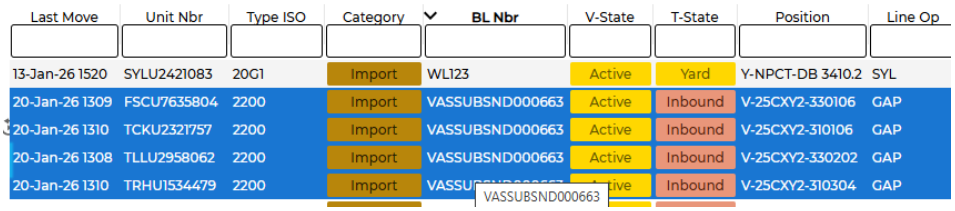
6) Go to **Hold/Permission** and select **type of hold**
7) Fill in the **Note** column (optional) and click **Save**

VI. Release – Multiple Container

1) From Main Menu > **Unit** > click **Units**



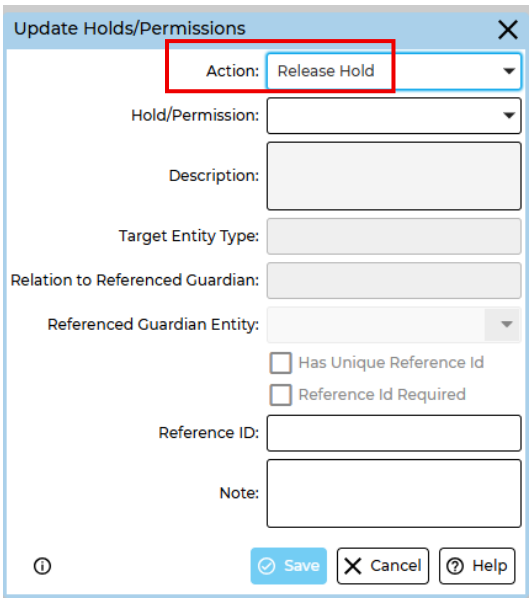
2) Select **Multiple Unit Number** > Right-click at the selected **Units**



3) Select Update and click **Holds & Permissions**



4) Go to **Action** and select **Release Hold**

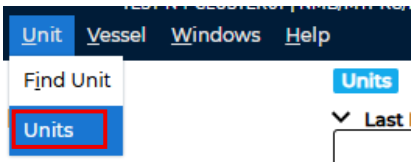


5) Go to **Hold/Permission** and select **type of hold**

6) Fill in the **Note** column (optional) and click **Save**

VII. Grant – Single Container *(For Customs Use only)*

1) From Main Menu > **Unit** > click **Units**

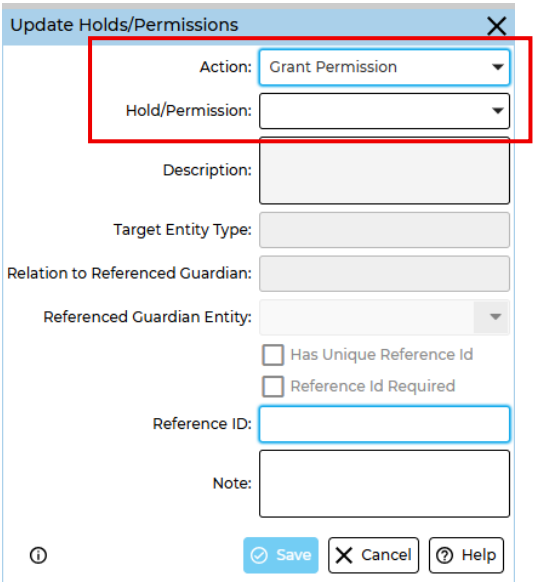


2) Select **Unit Number** > Right-click at the selected **Unit**
3) Select Update and click **Holds & Permissions**



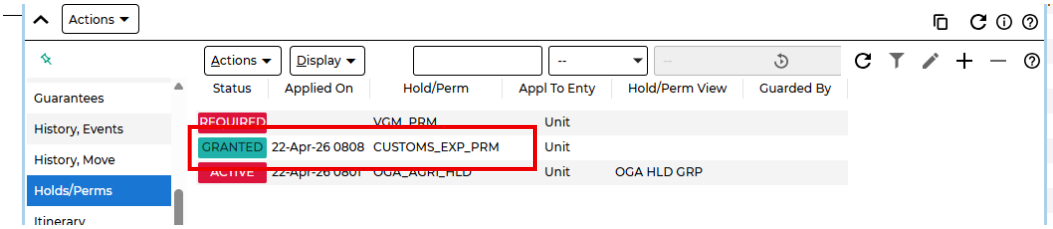
4) Go to **Action** and select **Grant Permission**

5) Fill in the details and click **Save**



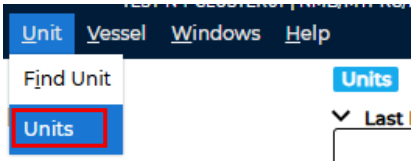
6) Double-click at the selected **Unit**

7) **Expand** the arrow button and select **Holds/Perms**

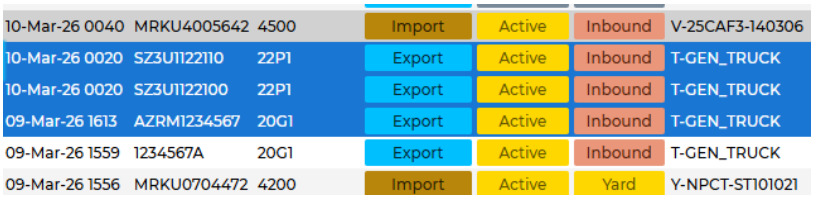


VIII. Grant – Multiple Container

1) From Main Menu > **Unit** > click **Units**



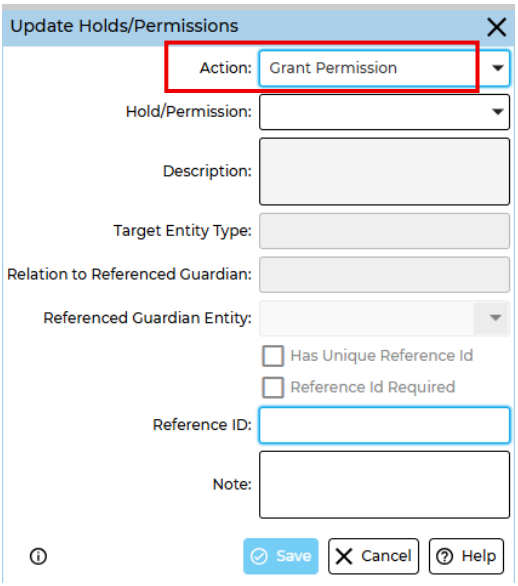
2) Select **Multiple Unit Number** > Right-click at the selected **Units**



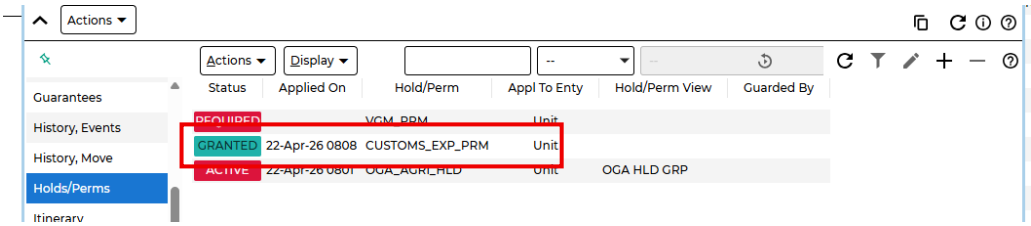
3) Select Update and click **Holds & Permissions**



4) Go to **Action** and select **Grant Permission**
5) Fill in the details and click **Save**

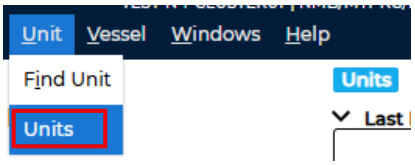


6) Double-click at the selected **Unit**
7) **Expand** the arrow button and select **Holds/Perms**



IX. Cancel Permission - Single Container *(For Customs Use Only)*

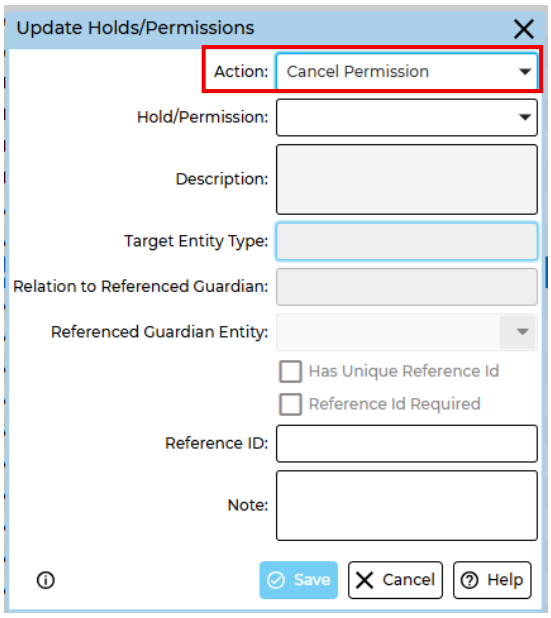
1) From Main Menu > **Unit** > click **Units**



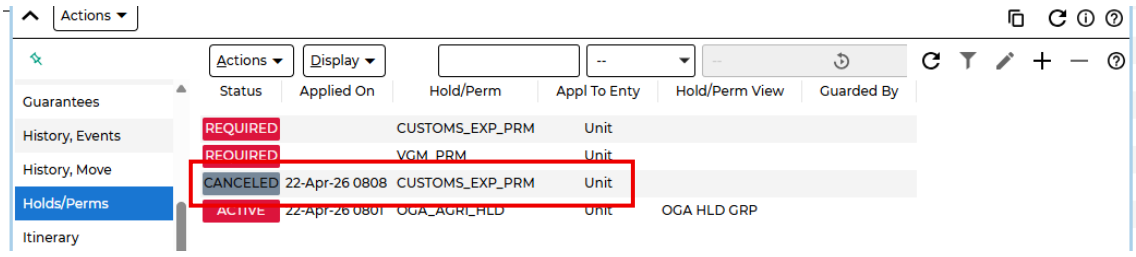
2) Select **Unit Number** > Right-click at the selected **Units**
3) Select Update and click **Holds & Permissions**



4) Go to **Action** and select **Cancel Permission**
5) Fill in the details and click **Save**

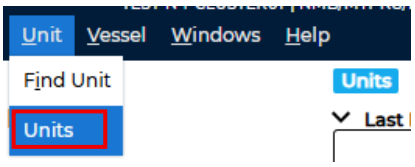


6) Double-click at the selected **Unit**
7) **Expand** the arrow button and select **Holds/Perms**

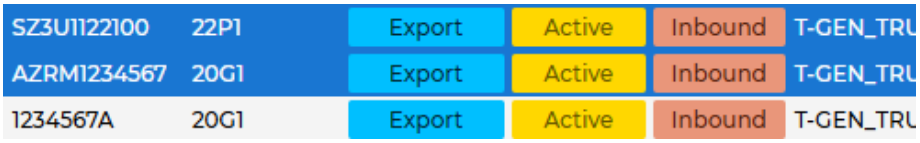


X. Cancel Permission - Multiple Container

1) From Main Menu > **Unit** > click **Units**



2) Select **Multiple Unit Number** > Right-click at the selected **Units**

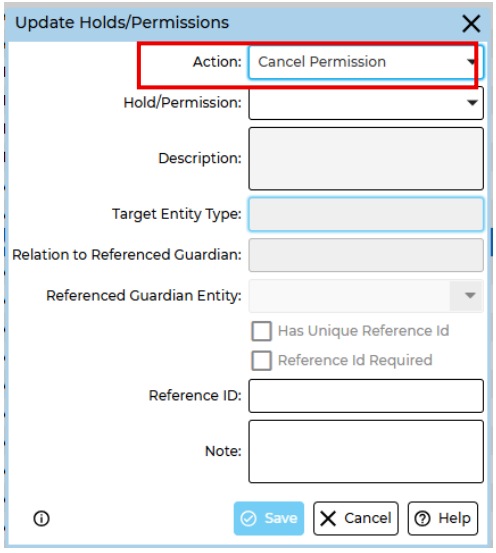


3) Select Update and click **Holds & Permissions**



4) Go to **Action** and select **Cancel Permission >** Click **Save**

5) Fill in the details and click **Save**



6) Double-click at the selected **Unit**

7) **Expand** the arrow button and select **Holds/Perms**

