NORTHPORT (Malaysia) BHD



NAVIS N4

Forwarding Agent

Basic

User's Guide

ISD NORTHPORT

By Marina - October 2026

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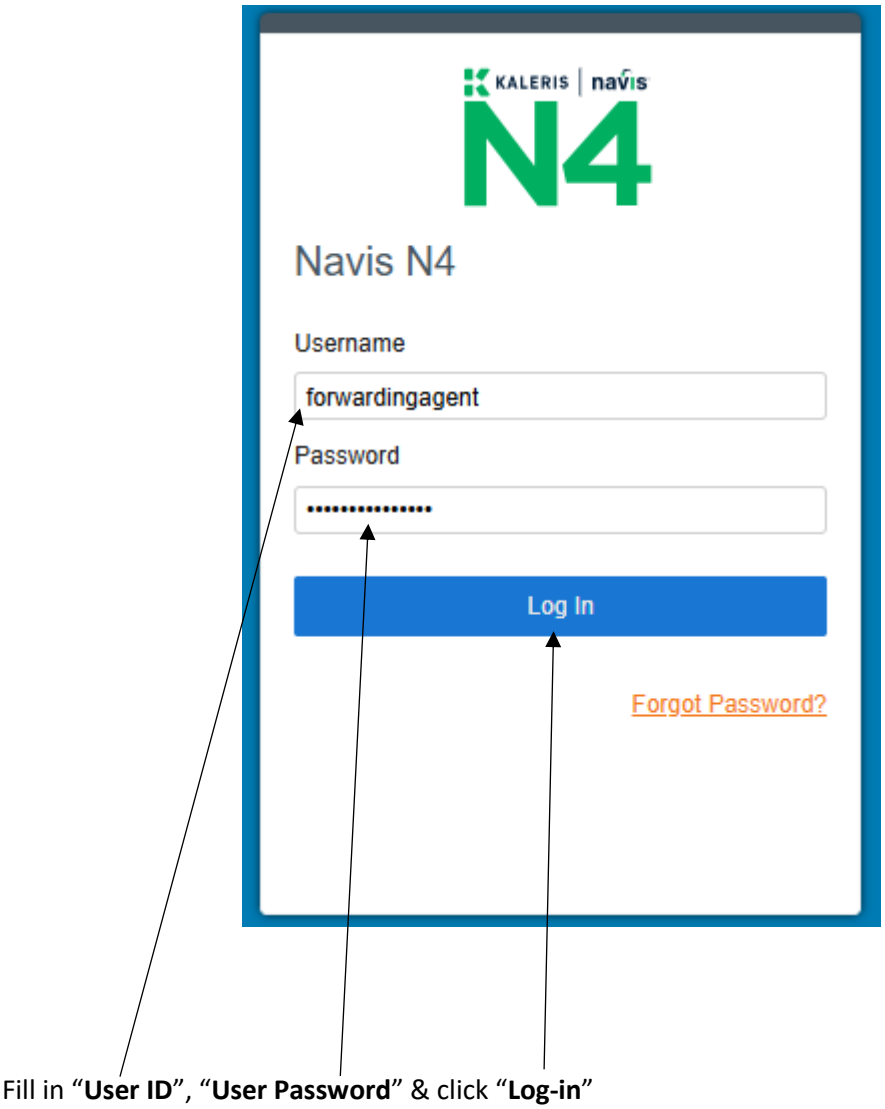
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A) User Account

I. User Log in

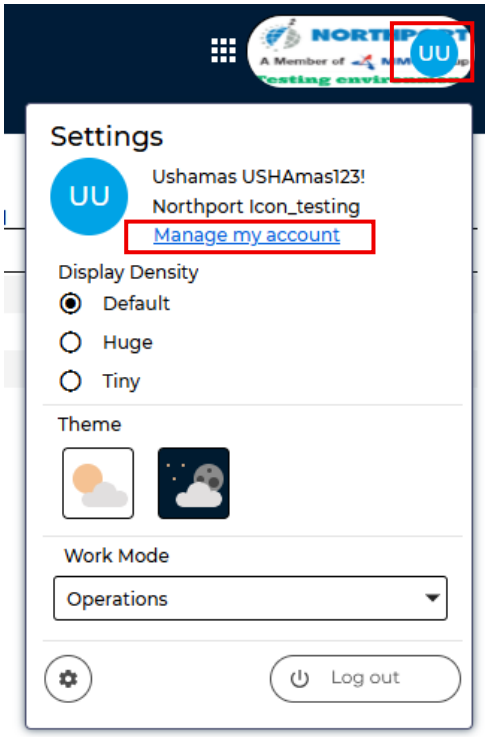
1) Go to below Link: http://n4.northport.com.my/apex/n4.zul



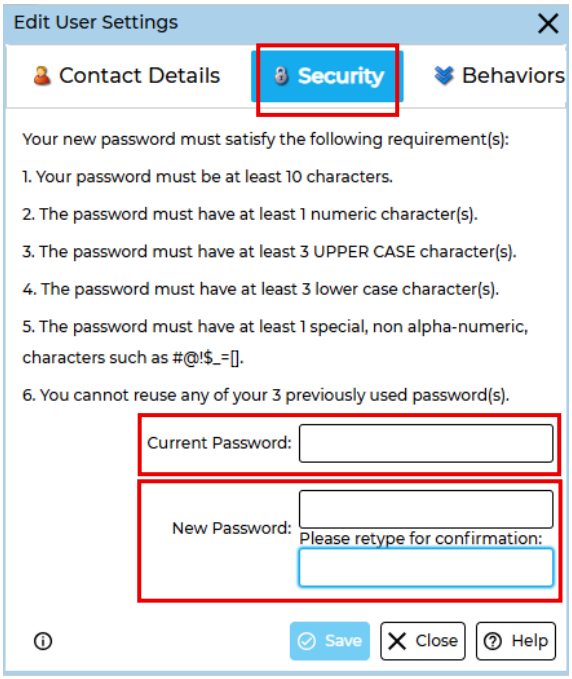
Fill in "**User ID**", "**User Password**" & click "**Log-in**"

II. Change Password

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

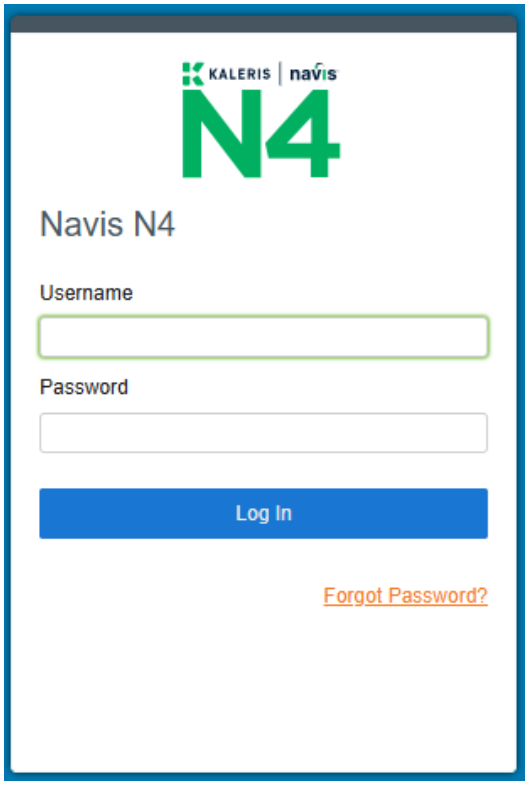


3) Click **Security**.
4) Enter your **current password**.
5) Enter a **new password** > Click **Save**.

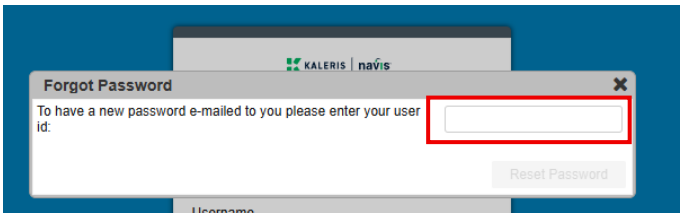


III. Forgot Password

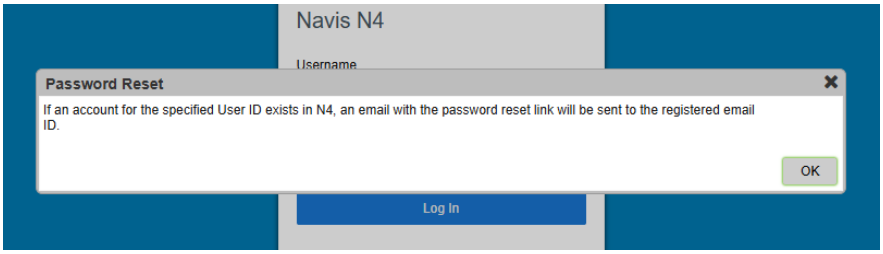
1) From the **Homepage**



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



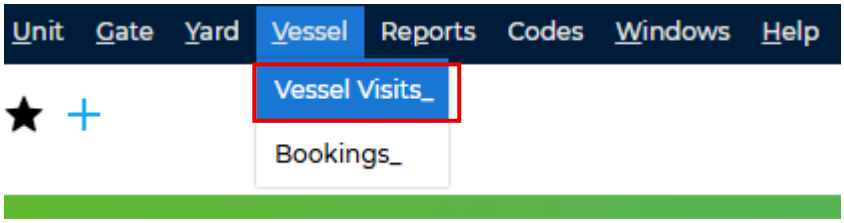
3) A password **reset link** will be sent to your **registered email address**



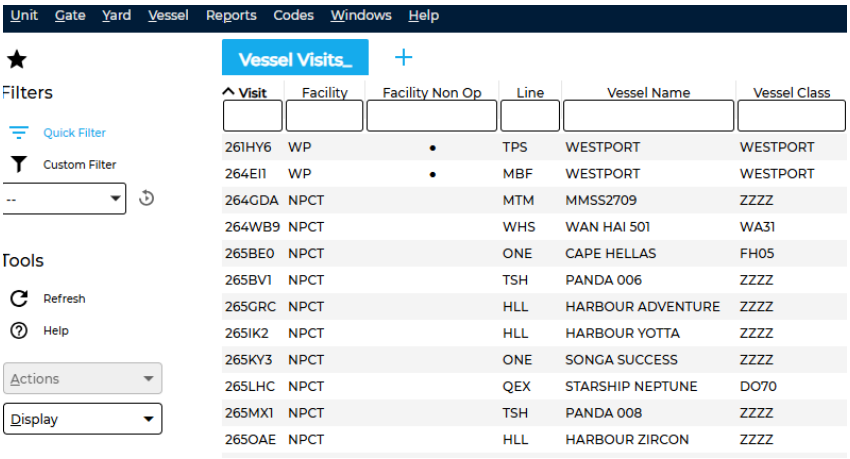
B) Vessel

I. Vessel Visit

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



2) A list of **Vessel Visit** will be displayed

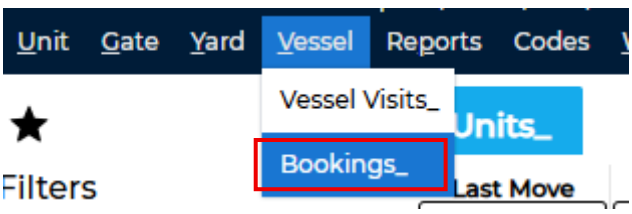


3) Double-click or Right-clicked on selected row **to view the Vessel details**

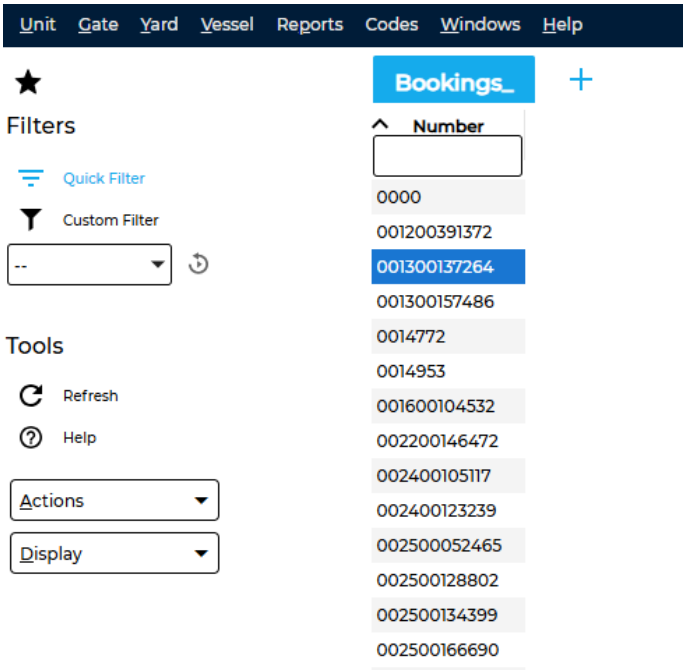


II. Bookings *(Booking references)*

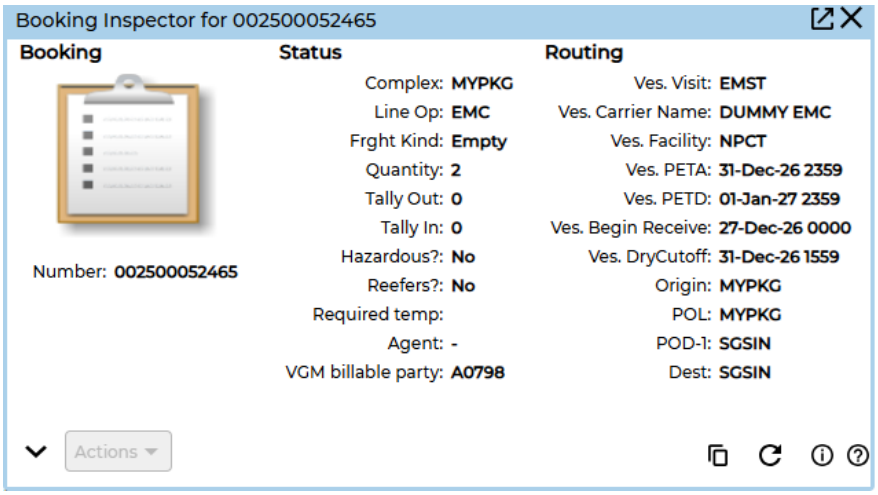
1) From Main Menu > Select **Vessel** > click **Bookings**



2) A list of bookings will be displayed.



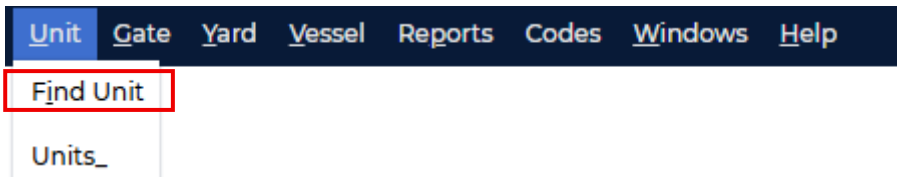
3) Double-click or Right-clicked > Inspect Booking **to view the Booking details**



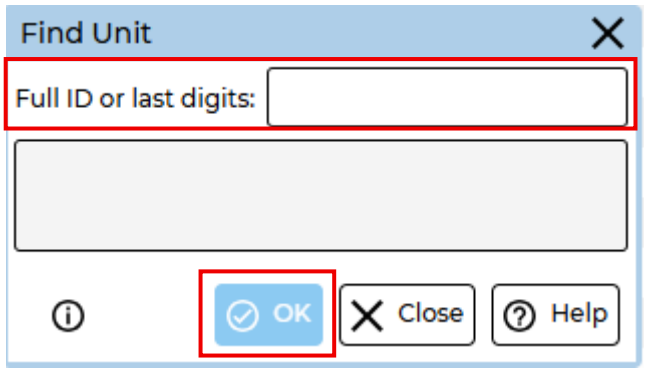
C) Unit

I. Find Unit (*Container Query*)

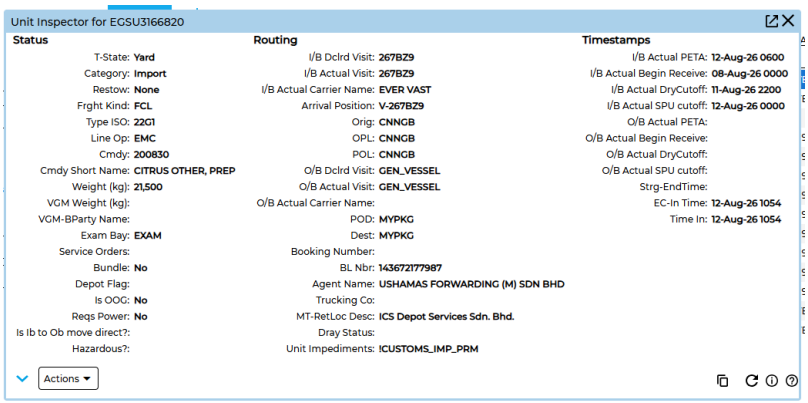
1) From Main Menu > Select **Unit** > click **Find Unit**



2) Fill in **Unit Number** & Click **OK**

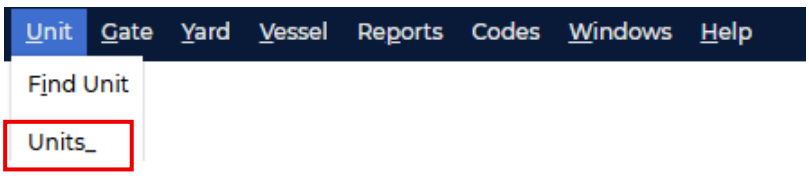


3) The details will be displayed as shown below

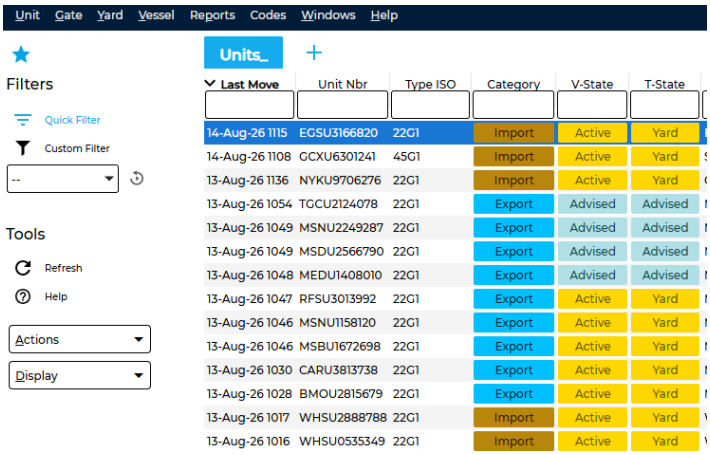


II. Unit (*Container List*)

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

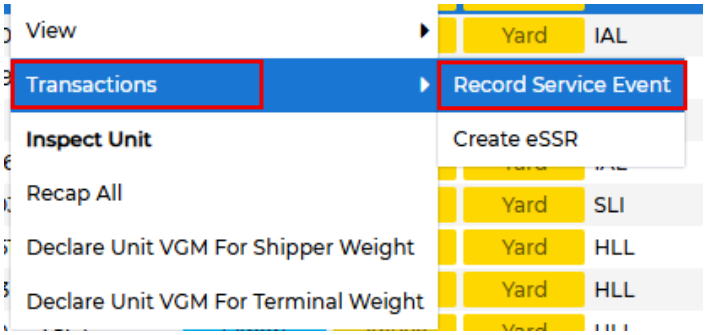


2) A list of Unit will be displayed as per below

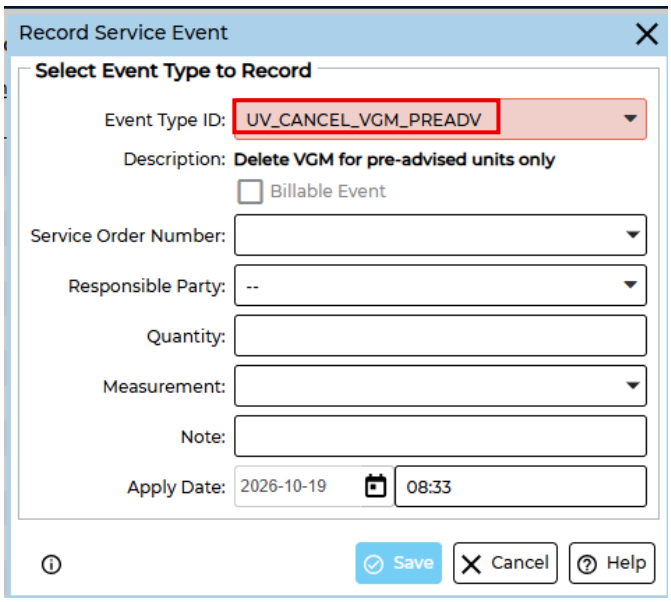


III. VGM – Delete

1) From Main Menu > Select **Unit** > click **Units**
2) Right-click at the selected **Unit**
3) Select **Transactions** and **Record Service Event**



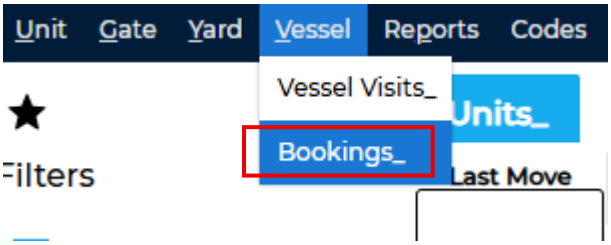
4) Select **UV_CANCEL_VGM_PREADV** in Event Type ID Column and click **Save**



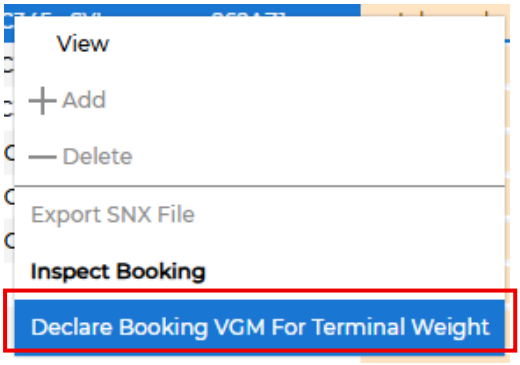
5) After **UV_CANCEL_VGM_PREADV** is run, the **Unit will be removed from the list**

VI. VGM – Declare by Booking

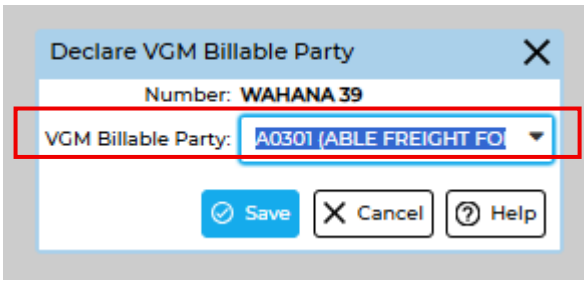
1) From Main Menu > Select **Vessel** > click **Bookings**



2) A list of bookings will be displayed
3) **Right Click** selected booking > Select **Declare Booking VGM For Terminal Weight**



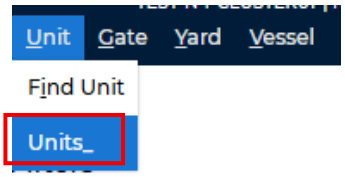
4) Fill in the fields and click Save



VII. Generate EIR Import

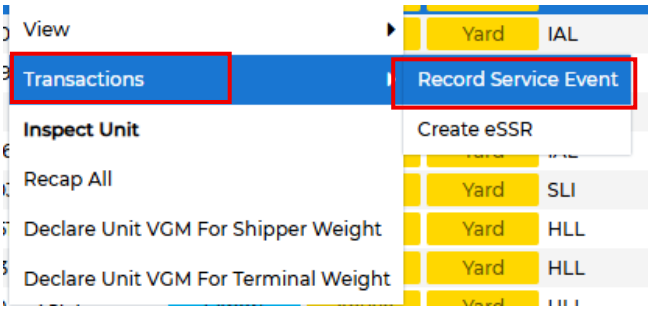
*Note: Please make sure **EDO Clear** and **Customs Clear***

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

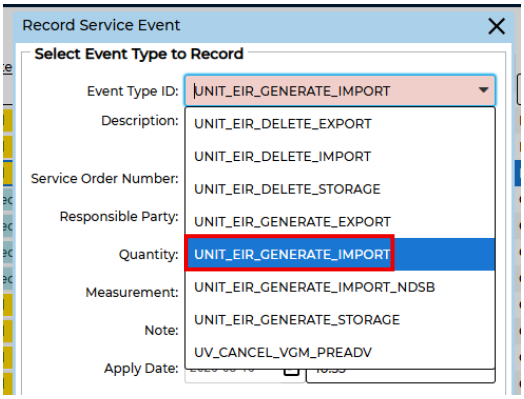


2) Right-click at the selected **Unit**

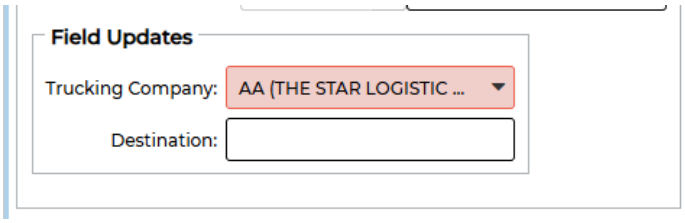
3) Select **Transactions** and **Record Service Event**



4) Select **UNIT_EIR_GENERATE_IMPORT** in Event Type ID Column

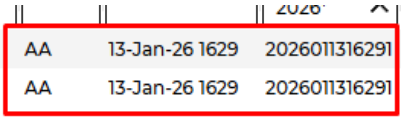


5) Fill in the **Trucking Company** and click **Save**



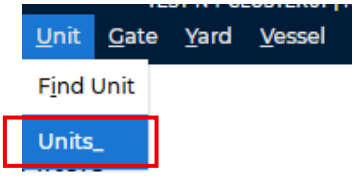
6) Refresh Unit Menu

*The **trucking company**, **gate pass number**, and **gate pass time** will be generated and available for viewing as per below*

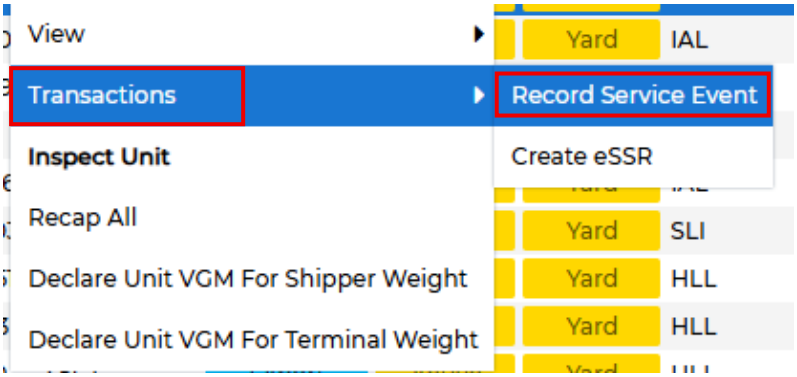


VIII. Delete EIR Import

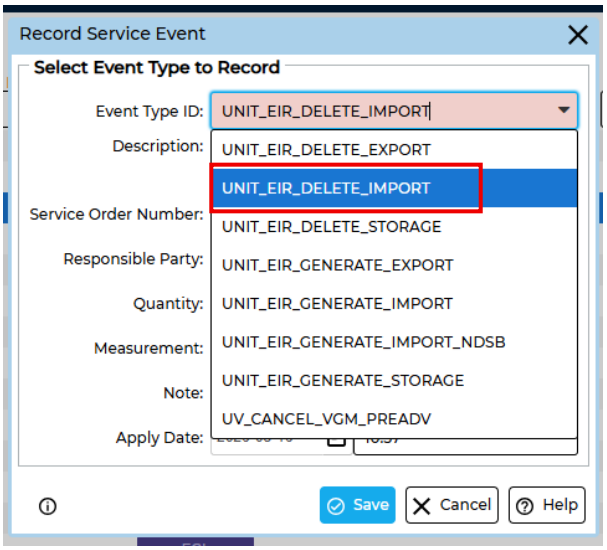
1) From Main Menu > Select **Unit** > click **Units**



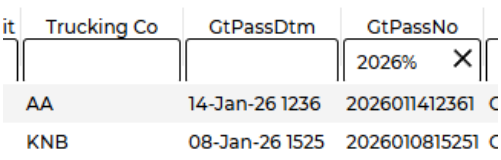
2) Right-click at the selected **Unit**
3) Select **Transactions** and **Record Service Event**



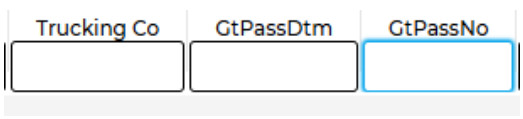
4) Select **UNIT_EIR_DELETE_IMPORT** in Event Type ID Column



5) After **Delete EIR Import** is run, the generated trucking company, gate pass number, and gate pass date and time will be removed



Before Deleting

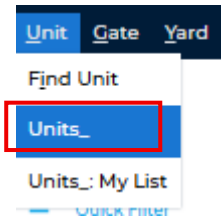


After Deleting

IX. Re-print EIR Import

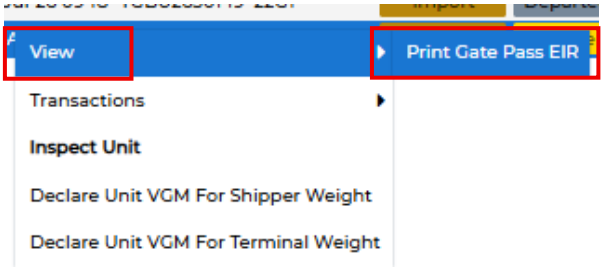
*Note: Please make sure **EDO Clear** and **Customs Clear***

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



2) Right-click at selected **unit**

3) Select **View** > **Print EIR**



4) Gatepass will be displayed



NORTHPORT (MALAYSIA) BHD (146850-A)
EQUIPMENT INTERCHANGE RECEIPT (EIR)

DG LPK Class: 2
NPCT / YARD

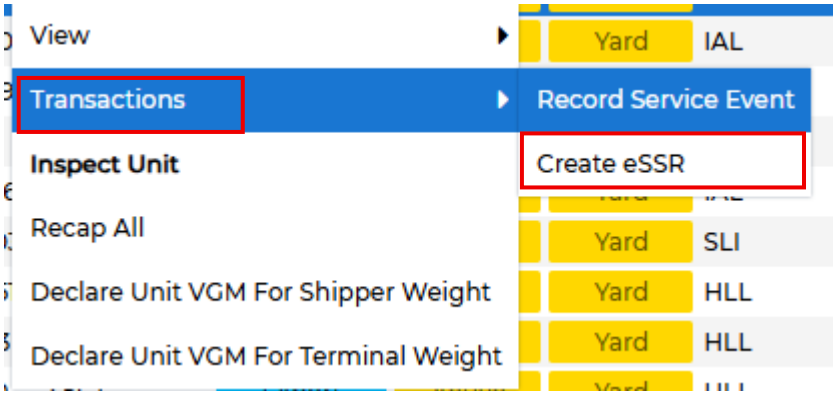
SMK NO : B102026104004454

CONTAINER NO.	: SKLU1998791	CUSTOMER	: A0798-USHAMAS FORWARDING	DISCHARGED	: 2026-04-04 09:05:00
SEAL NO.	:	SIZE/TYPE/STATUS	: 22G1 /IMPRT-FCL /16.1	HAULIER	: ACH
SMK NO.	: B102026104004454	VESSEL/VMB SCN	:	MT RETURN	: BK0020-Westport ODD 9 - CMA CGM Malaysia Sdn Bhd
OPERATOR	: HAL-HEUNG-A	DATE/PRINTED	: 2026-07-27 12:00:12.193		
POSITION	: YARD				
STOR EXP	:				
BUNDLE	:				

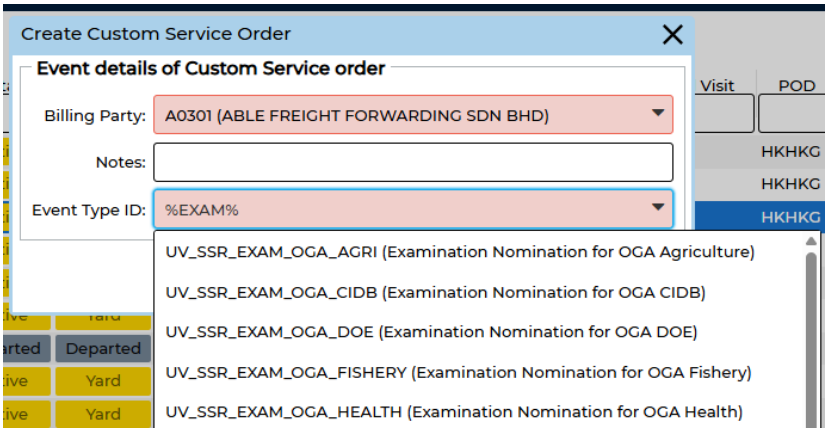
E.I.R. ISSUED IN ACCORDANCE WITH TERMS AND CONDITIONS OF NORTHPORT (MALAYSIA) BHD

X. Create Service Order *(eSSR)*

1) From Main Menu > Select **Units** > right-click **Unit Number**
2) Select **Transaction** and click **Create eSSR**

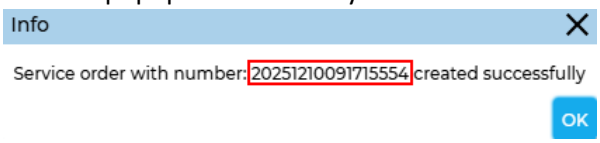


3) Fill the mandatory fields (highlighted in red) and Click **Save**



Note: *To search, enter* ***%keyword%.*** *A dropdown list containing all related entries will be displayed.*

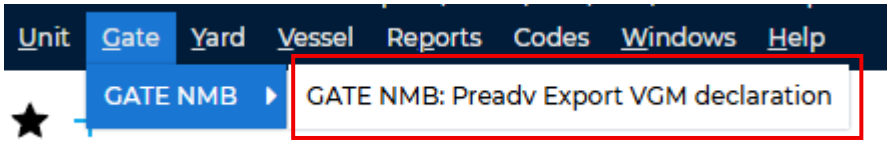
4) An auto popup of successfully created service order will appear and click **OK**



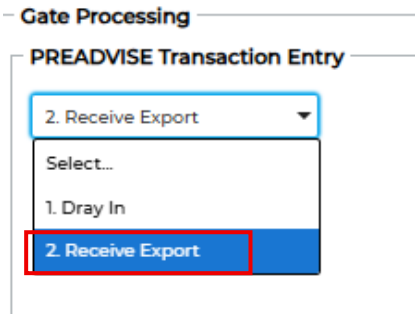
D) Gate

I. Gate NMB: Preadv Export VGM Declaration (VGM – Add)

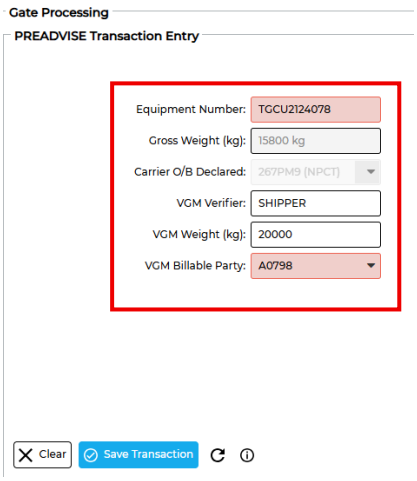
1) From Main Menu > Select **Gate** > click **Gate NMB: Preadv Export VGM Declaration**



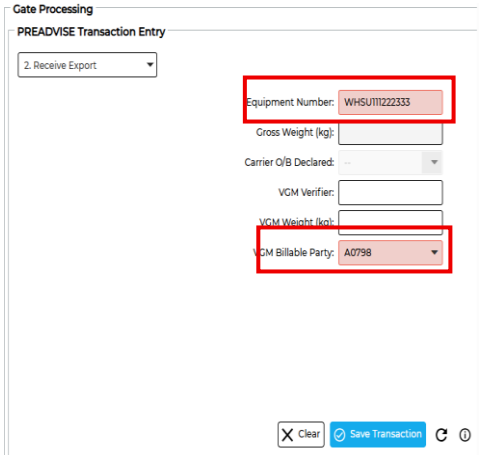
2) Select **Receive Export**



3) Fill in mandatory fields and click **Save Transaction**



Shipper weight

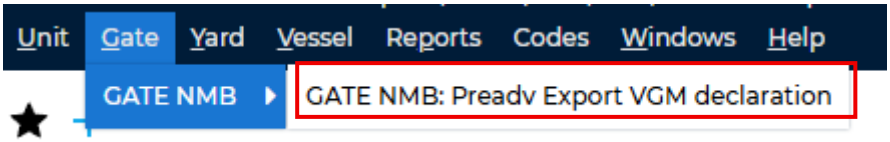


Terminal weight

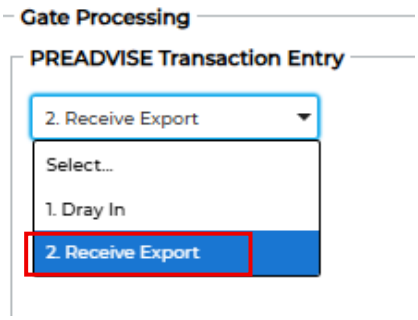
Note:** For **shipper weight** need to **update all required information**, for **terminal weight** only update the **mandatory fields (highlighted in red)

II. Gate NMB: Preadv Export VGM Declaration (VGM – Edit)

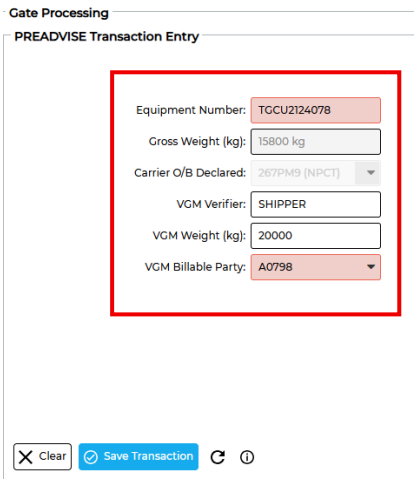
4) From Main Menu > Select **Gate** > click **Gate NMB: Preadv Export VGM Declaration**



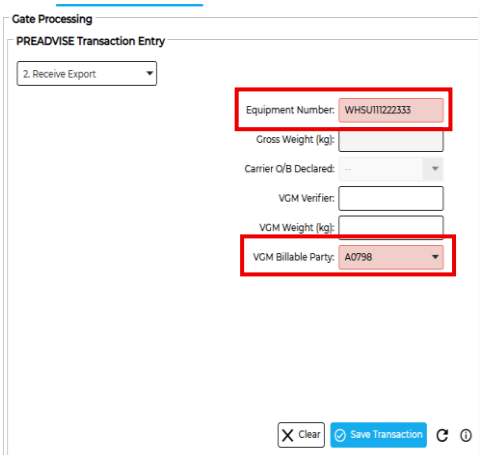
5) Select **Receive Export**



6) Fill in mandatory fields and click **Save Transaction**



Shipper weight



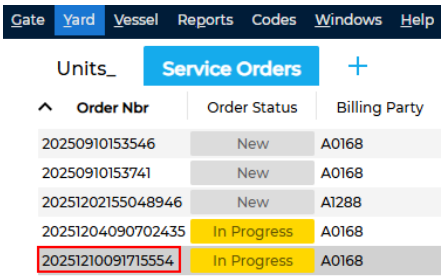
Terminal weight

Note:** To edit the **shipper weight**, update all required information. For **terminal weight**, update the **mandatory fields (highlighted in red)

E) Yard

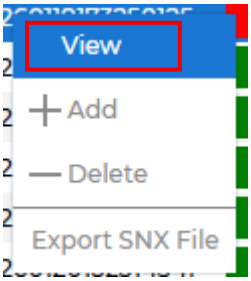
I. Service Order *(eSSR)*

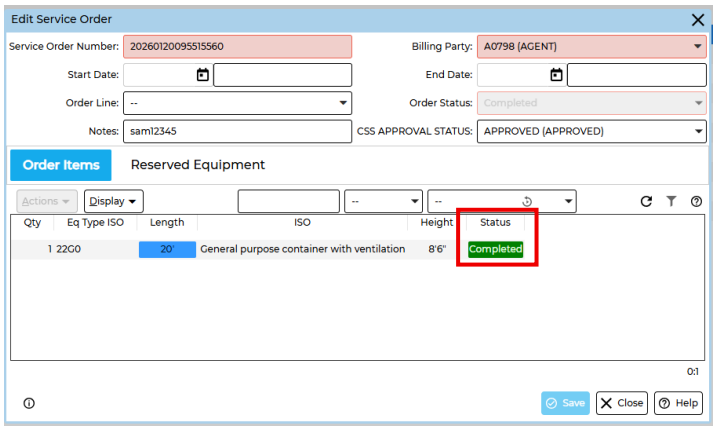
1) **To View Created Service Order** - Go to Main Menu > Select **Yard** and Click **Service Orders.** A list of created eSSR will be displayed



2) To View eSSR Details – Double click or right-click the eSSR and select **View**

3) Once approved by **CSC Northport**, the order status will be updated to **COMPLETED**





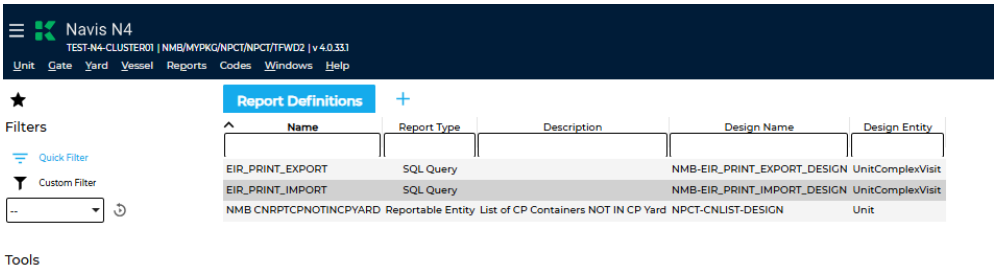
F) Reports

I. Report Definitions

1) From Main Menu > Select **Report** > click **Report Definitions**



2) Related report as shown below

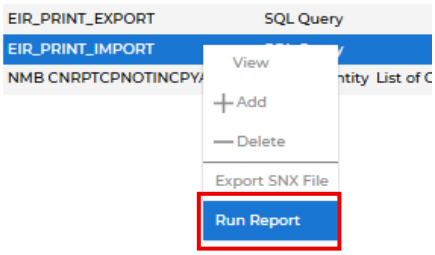


II. EIR Print Import

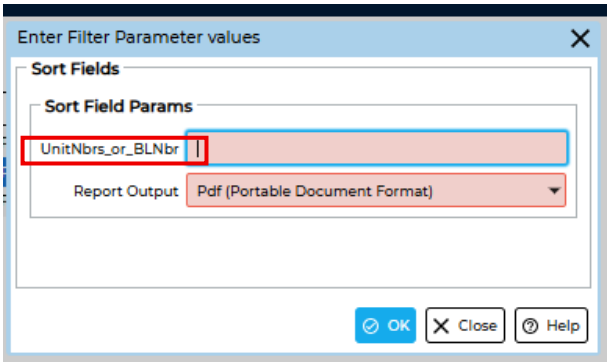
1) From Main Menu > Select **Report** > click **Report Definitions**



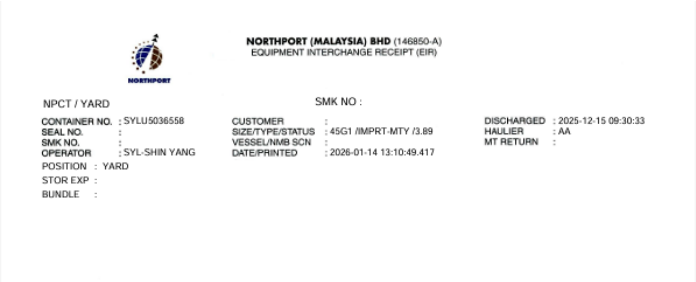
2) Right-click on **EIR Print Import** and select **Run Report**



3) Fill in the mandatory fields (highlighted in red), Click **OK**



4) Upon successful processing, the **generated gatepass** will be displayed


NORTHPORT (MALAYSIA) BHD (146850-A)
EQUIPMENT INTERCHANGE RECEIPT (EIR)

NPCT / YARD

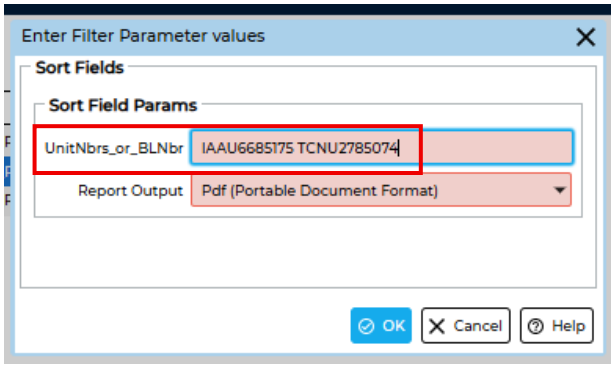
SMK NO :

CONTAINER NO. : SYLU5036558
SEAL NO. :
SMK NO. :
OPERATOR : SYL-SHIN YANG
POSITION : YARD
STOR EXP :
BUNDLE :

CUSTOMER :
SIZE/TYPE/STATUS : 45G1 /IMPRT-MTY /3.89
VESSEL/NMB SCN :
DATE/PRINTED : 2026-01-14 13:10:49.417

DISCHARGED : 2025-12-15 09:30:33
HAULIER : AA
MT RETURN :

5) To generate Multiple Unit's Gatepass – Enter **multiple units number** separated **by space** and click **OK** *(Max 9 unit numbers/ 1 BL number only)*



6) Upon successful processing, **multiple generated gatepass** will be displayed