NORTHPORT (Malaysia) BHD



NAVIS N4

Haulage

Basic
User's Guide

ISD NORTHPORT
By Marin – Sept 2026

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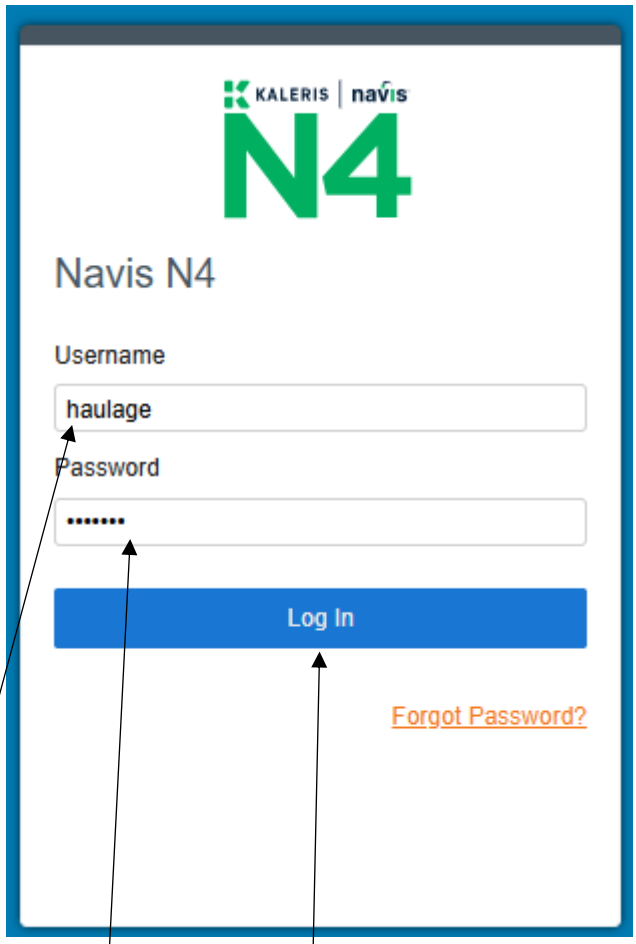
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A) User Account

I. User Log in

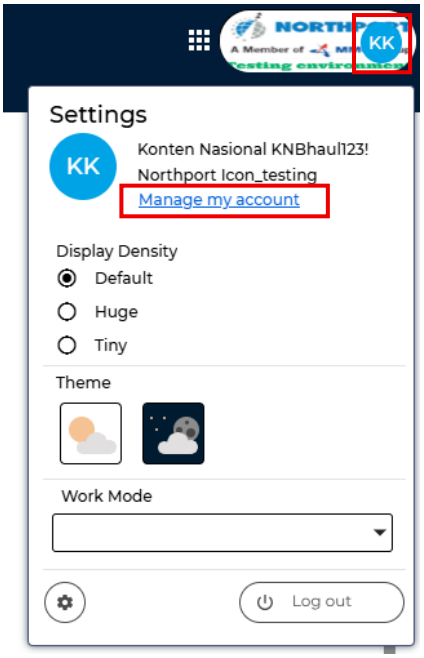
1) Go to below Link: https://n4.northport.com.my/apex/n4.zul



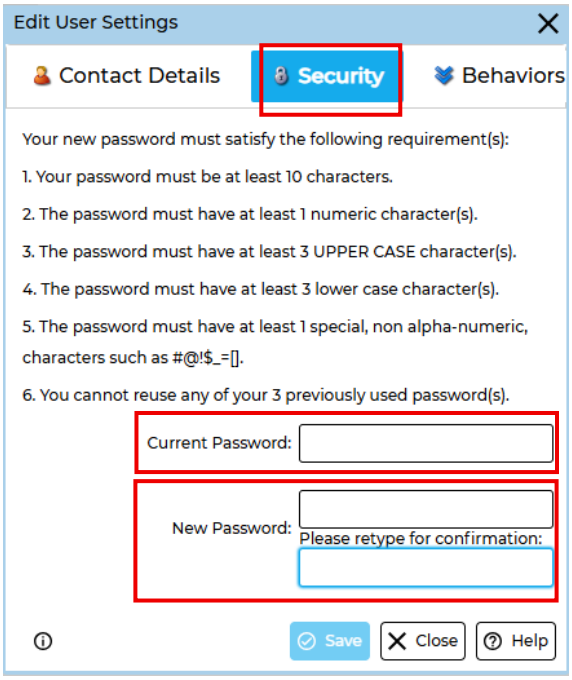
Fill in "**User ID**", "**User Password**" & click "**Log-in**"

II. Change Password

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

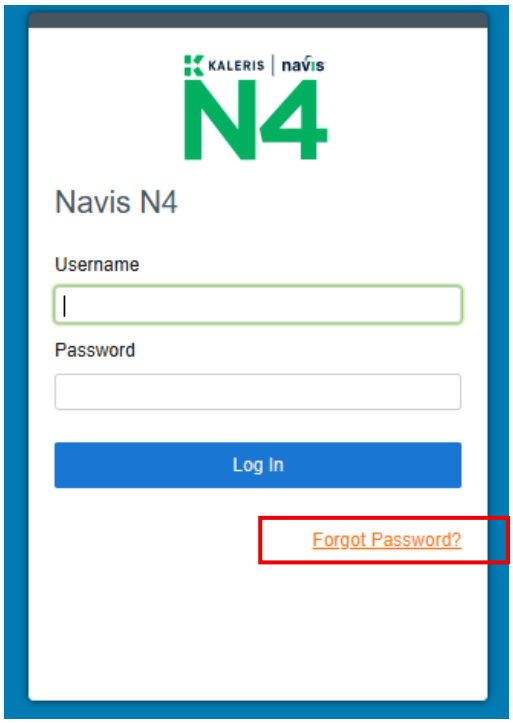


3) Click **Security**
4) Enter your **current password**
5) Enter a **new password** > Click **Save**

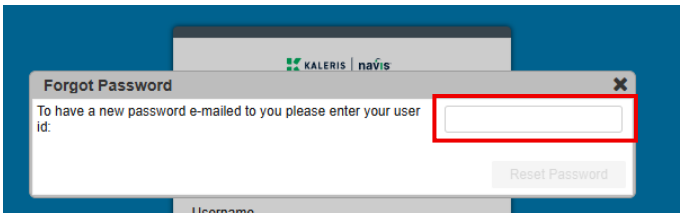


III. Forgot Password

1) From the **Homepage**



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

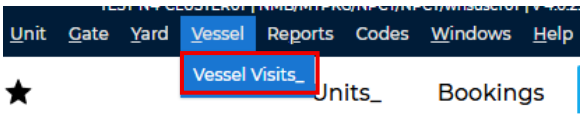


3) A password **reset link** will be sent to your **registered email address**.

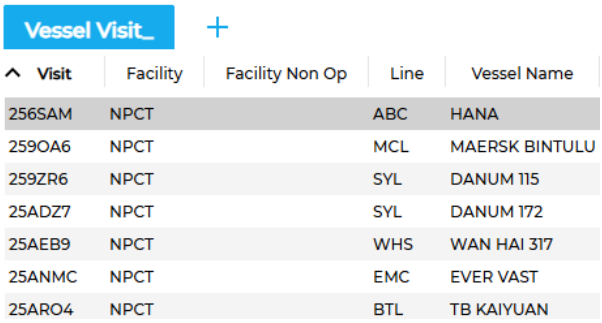
B)Vessel

I. Vessel Visit

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



2) A list of Vessel Visit will be displayed

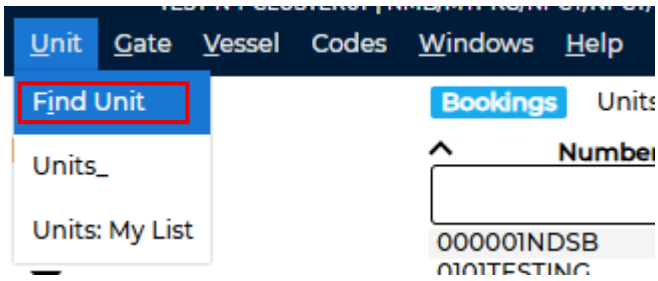


3) Double-click or Right-clicked on selected row **to view** the details

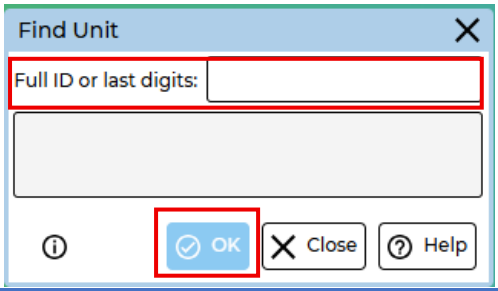
C) Unit (Container Number)

I. Find Unit (*Container Query*)

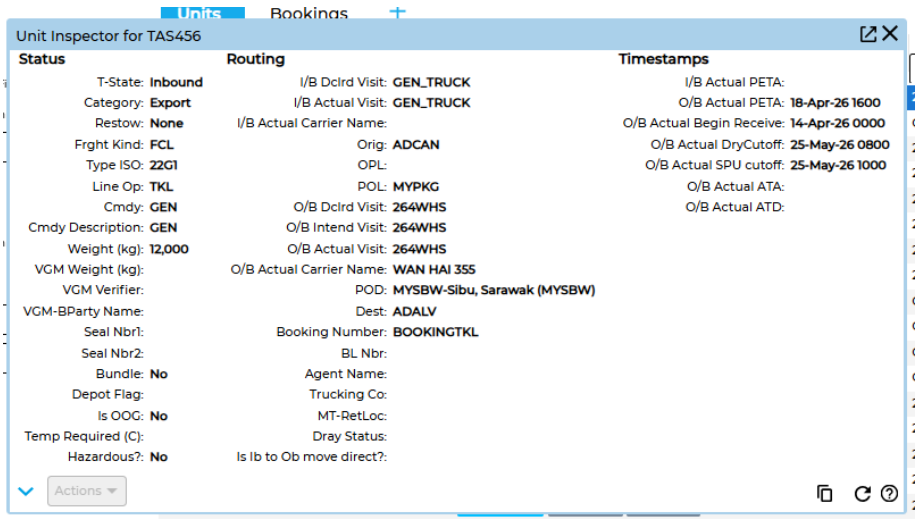
1) From Main Menu > **Unit** > click **Find Unit**



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

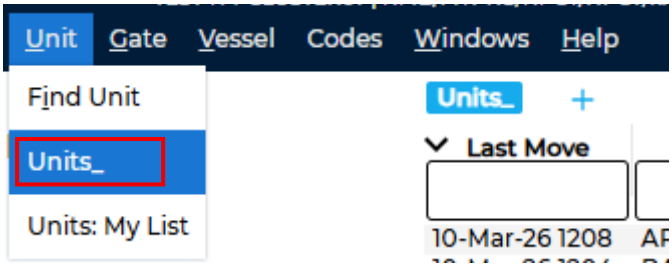


3) The details will be displayed as shown below

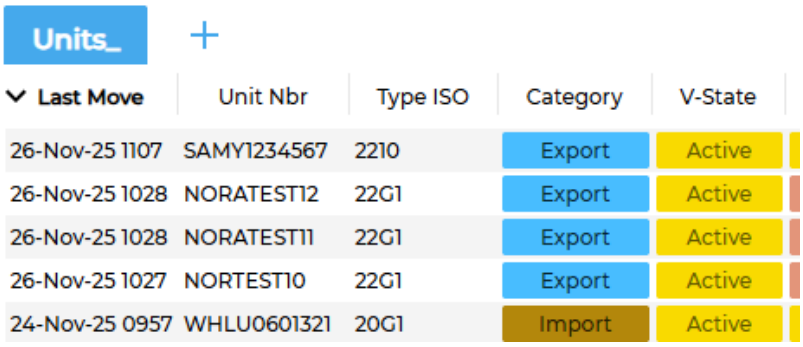


II. Units (*Container List*)

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



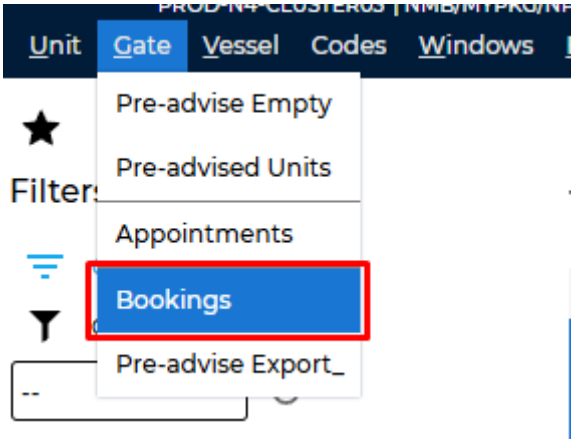
2) A list of Unit will be displayed as per below



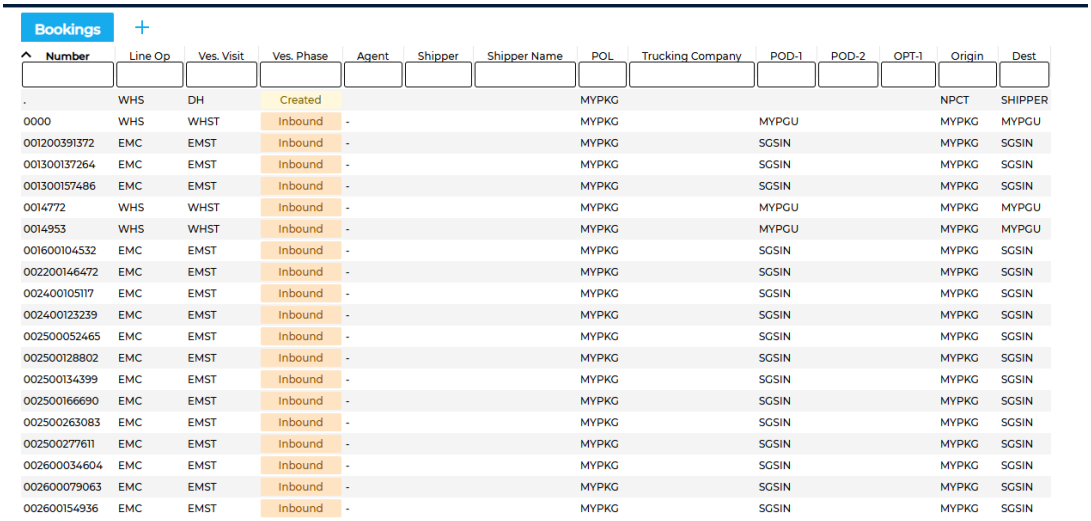
D) Gate

I. Bookings – To View

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

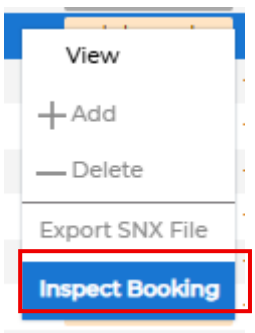


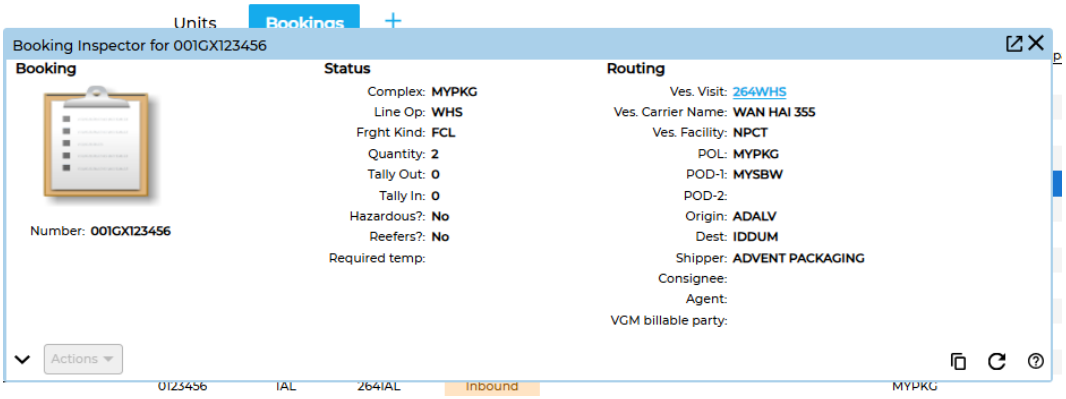
2) The system will display a list of all bookings on the screen



Number	Line Op	Ves. Visit	Ves. Phase	Agent	Shipper	Shipper Name	POL	Trucking Company	POD-1	POD-2	OPT-1	Origin	Dest
.	WHS	DH	Created				MYPKG					NPCT	SHIPPER
0000	WHS	WHST	Inbound	-			MYPKG		MYPGU			MYPKG	MYPGU
001200391372	EMC	EMST	Inbound	-			MYPKG		SGSIN			MYPKG	SGSIN
001300137264	EMC	EMST	Inbound	-			MYPKG		SGSIN			MYPKG	SGSIN
001300157486	EMC	EMST	Inbound	-			MYPKG		SGSIN			MYPKG	SGSIN
0014772	WHS	WHST	Inbound	-			MYPKG		MYPGU			MYPKG	MYPGU
0014953	WHS	WHST	Inbound	-			MYPKG		MYPGU			MYPKG	MYPGU
001600104532	EMC	EMST	Inbound	-			MYPKG		SGSIN			MYPKG	SGSIN
002200146472	EMC	EMST	Inbound	-			MYPKG		SGSIN			MYPKG	SGSIN
002400105117	EMC	EMST	Inbound	-			MYPKG		SGSIN			MYPKG	SGSIN
002400123239	EMC	EMST	Inbound	-			MYPKG		SGSIN			MYPKG	SGSIN
002500052465	EMC	EMST	Inbound	-			MYPKG		SGSIN			MYPKG	SGSIN
002500128802	EMC	EMST	Inbound	-			MYPKG		SGSIN			MYPKG	SGSIN
002500134399	EMC	EMST	Inbound	-			MYPKG		SGSIN			MYPKG	SGSIN
002500166690	EMC	EMST	Inbound	-			MYPKG		SGSIN			MYPKG	SGSIN
002500263083	EMC	EMST	Inbound	-			MYPKG		SGSIN			MYPKG	SGSIN
002500277611	EMC	EMST	Inbound	-			MYPKG		SGSIN			MYPKG	SGSIN
002600034604	EMC	EMST	Inbound	-			MYPKG		SGSIN			MYPKG	SGSIN
002600079063	EMC	EMST	Inbound	-			MYPKG		SGSIN			MYPKG	SGSIN
002600154936	EMC	EMST	Inbound	-			MYPKG		SGSIN			MYPKG	SGSIN

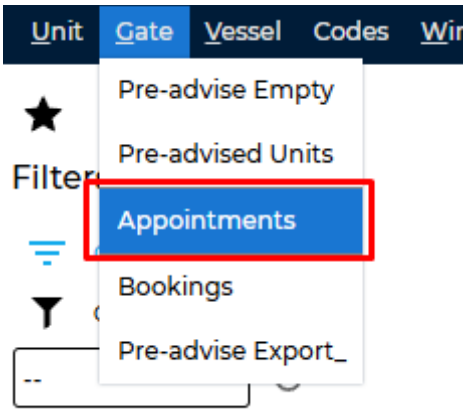
3) **To View Booking items** – Right-click container number > **Inspect Booing**



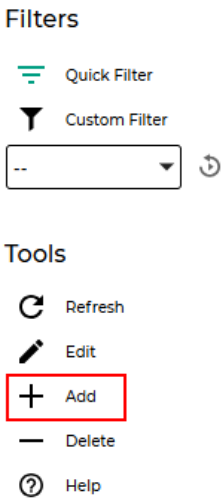

Units
Bookings
Booking Inspector for 001GX123456
Booking
Number: 001GX123456
Status
Complex: MYPKG
Line Op: WHS
Frght Kind: FCL
Quantity: 2
Tally Out: 0
Tally In: 0
Hazardous?: No
Reefers?: No
Required temp:
Routing
Ves. Visit: 264WHS
Ves. Carrier Name: WAN HAI 355
Ves. Facility: NPCT
POL: MYPKG
POD-1: MYSBW
POD-2:
Origin: ADALV
Dest: IDDUM
Shipper: ADVENT PACKAGING
Consignee:
Agent:
VGM billable party:
Actions
0123456
IAL
264IAL
Inbound
MYPKG

II. Appointments

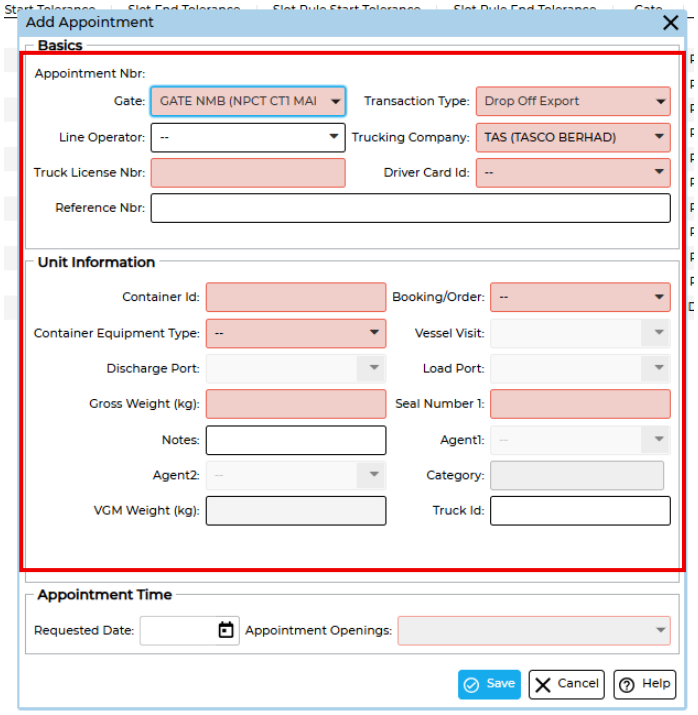
1) From Main Menu > **Gate** > click **Appointments**



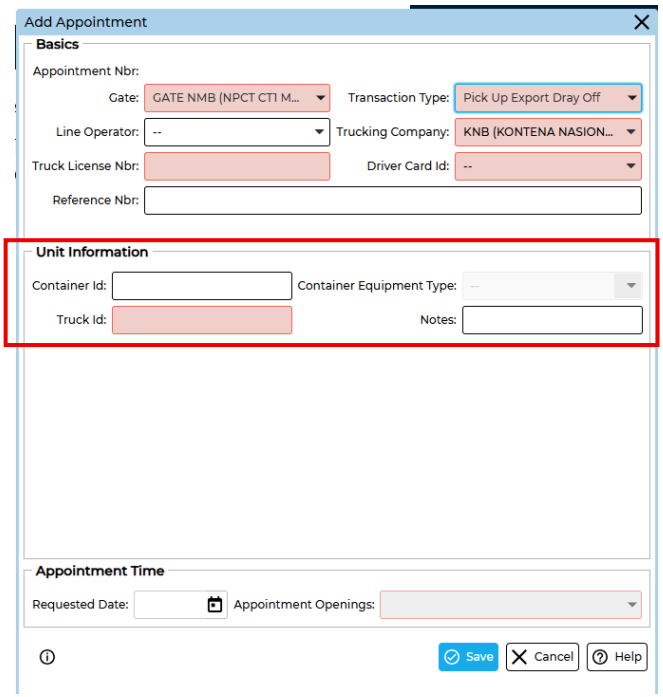
2) **To Add Appointment** – Select the **+ Add** Button on the right panel



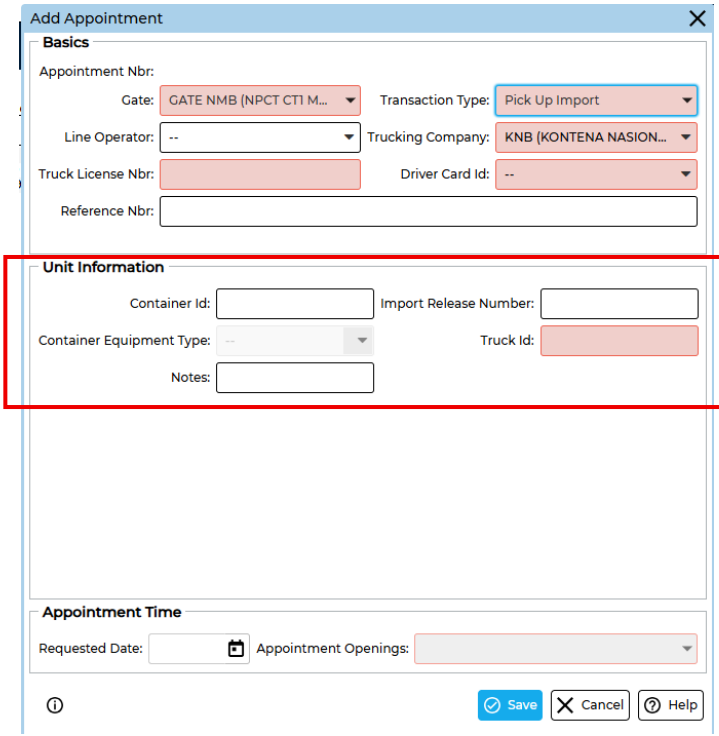
3) For **Drop Off Export** - Fill in the mandatory fields (highlighted in red)



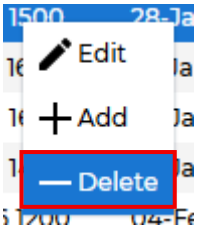
4) For **Pickup Export Dray Off** – Fill in the the mandatory fields (highlighted in red)



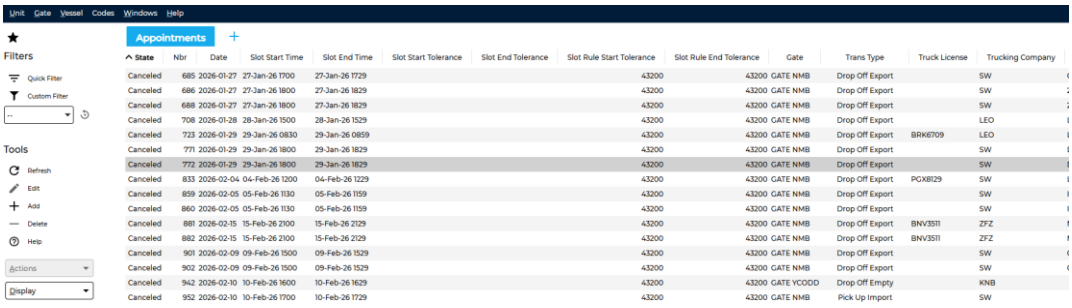
5) For **Pickup Import** – Fill in the mandatory fields (highlighted in red)



6) **To Delete -** Right Click on the highlighted **Appointments** and Click **Delete**

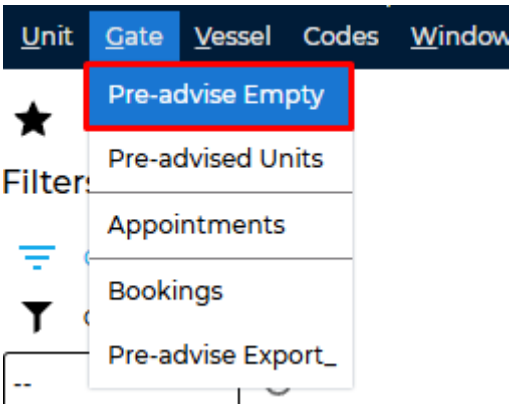


1) **To View** - Go to Gate and Select **Appointments**. A List of Appointments will be displayed

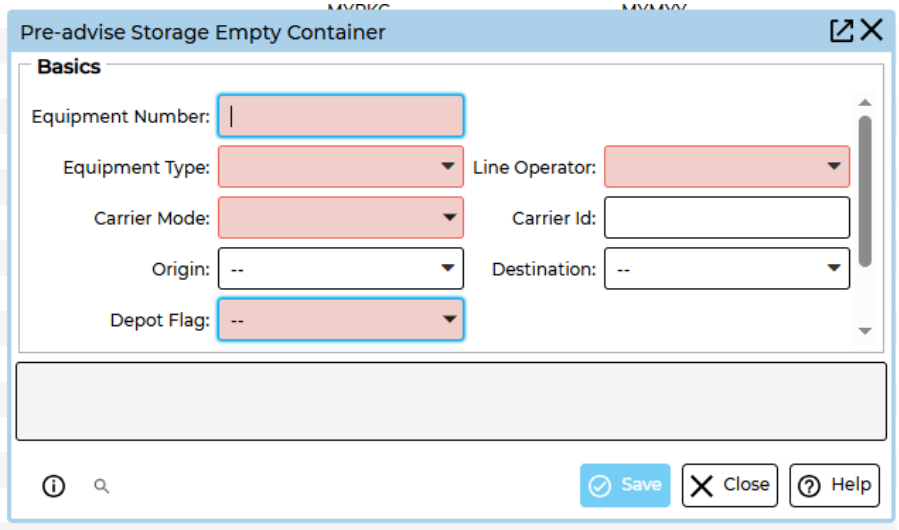


V. Create Pre-advise Empty

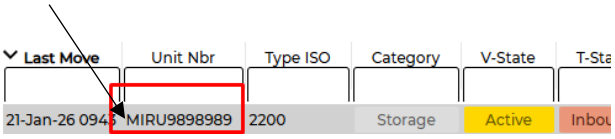
1) From Main Menu > Select **Gate** > click **Pre-advise Empty**



2) Fill in the mandatory fields (highlighted in red), Click **Save**

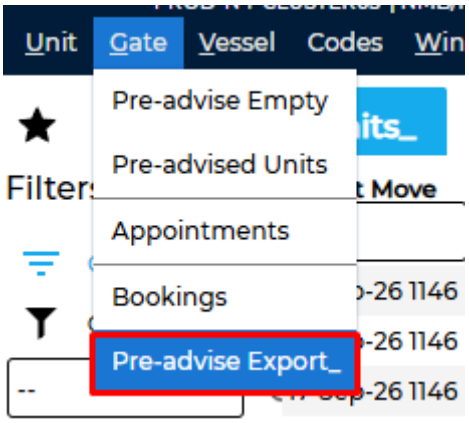


3) Details of the unit shall be displayed in the Unit Menu

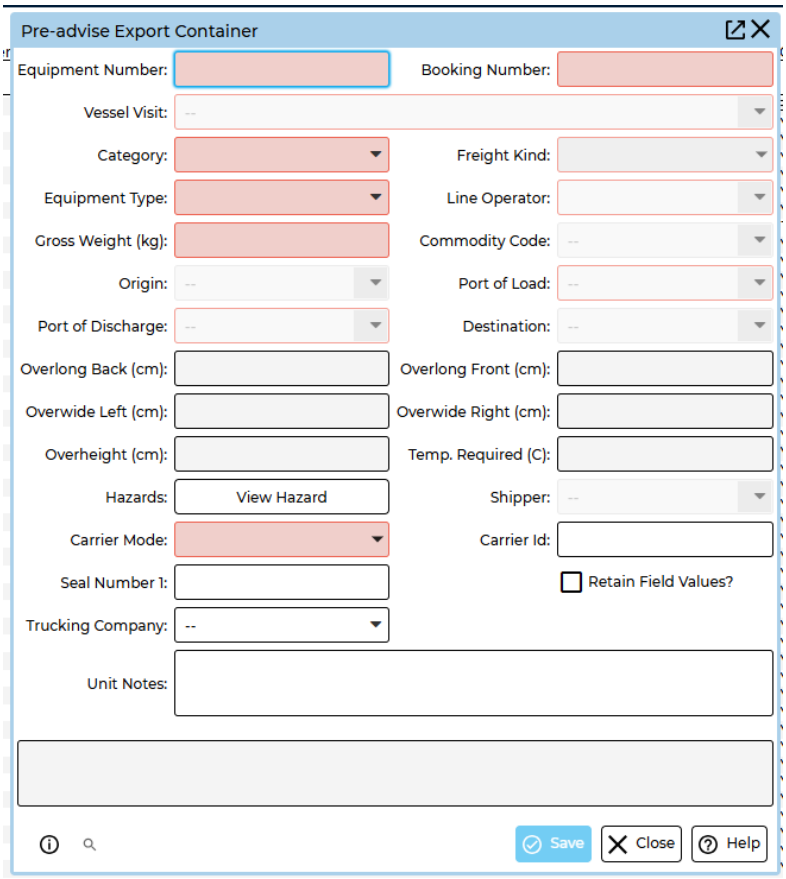


VI. Create Pre-advise Export

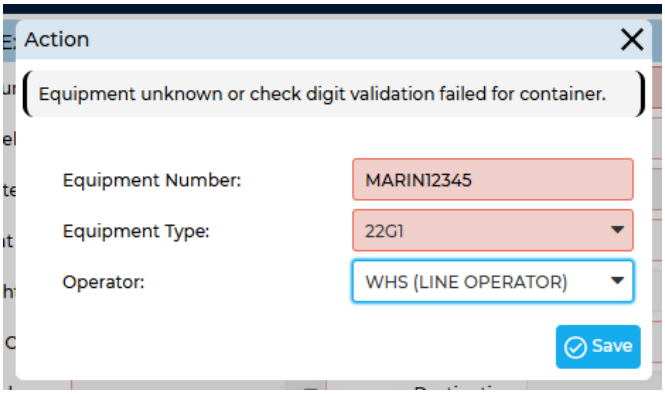
1) From Main Menu > Select **Gate** > click **Pre-advise Export**



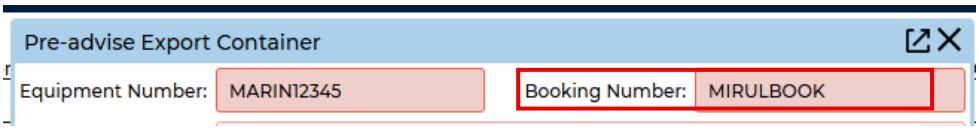
2) Fill in the **Equipment Number** field and press **ENTER**



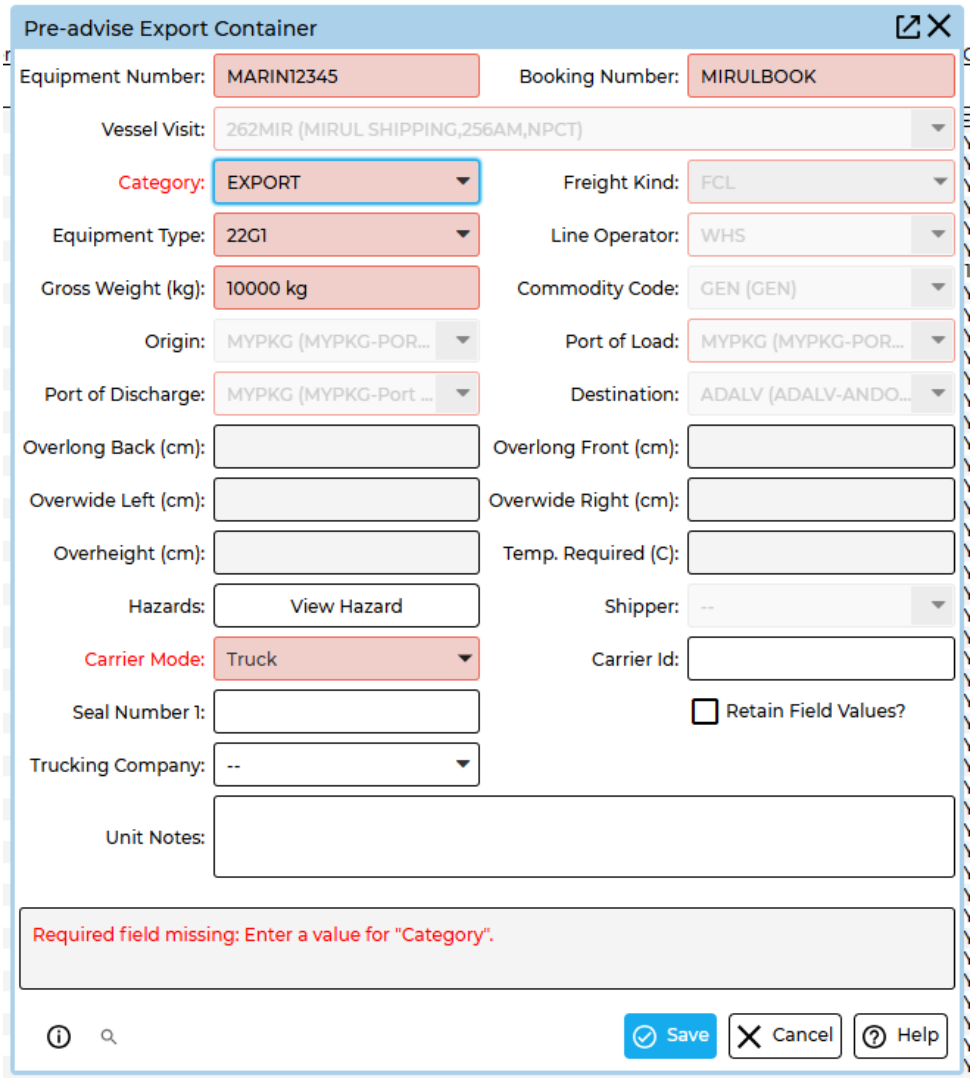
3) **To verify** the unit**, an auto pop-up** will appear**.** Fill in the mandatory fields > Click **Save**

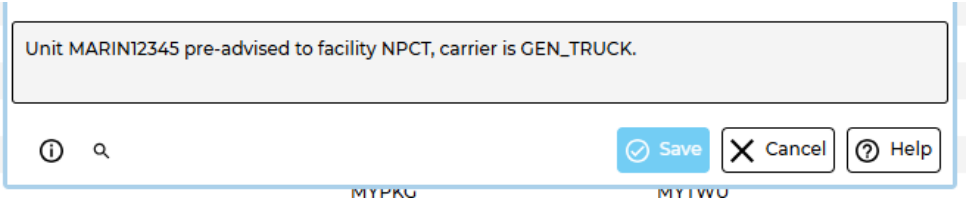


4) Fill in the Booking Number and press ENTER. The system will automatically display all details

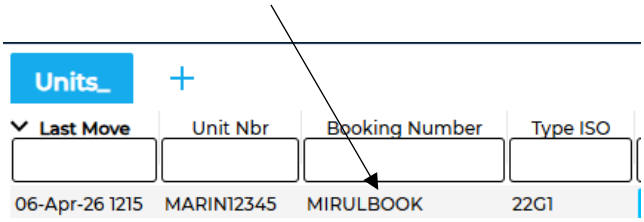


5) Fill in the mandatory fields (highlighted in red) and click **Save**





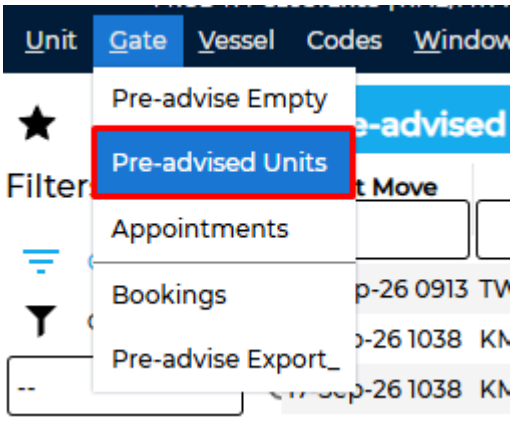
6) Details of the booking number shall be displayed in the Unit Menu



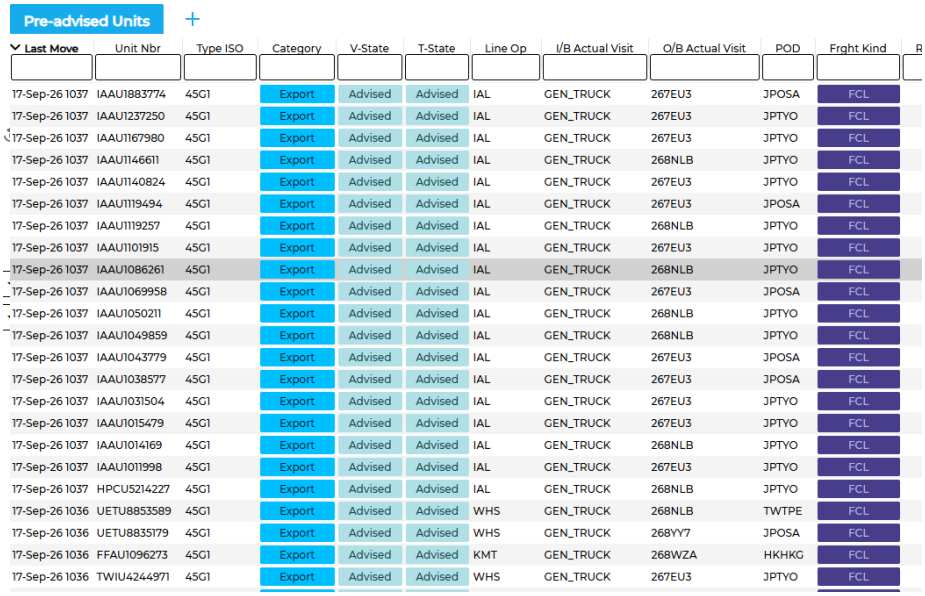
*Note: During the export pre-advise process, **the Trucking Company (KTM)** must be selected and **the Carrier Mode (Train)** must be set. This is required to ensure that the unit appears under the KTM for their planning.*

VII. Pre-advise Units

1) From Main Menu > Select **Gate** > click **Pre-advise Units**



2) To view all units in the pre-advise phase.



Pre-advised Units +

Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frght Kind	R
17-Sep-26 1037	IAAU1883774	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	267EU3	JPOSA	FCL	
17-Sep-26 1037	IAAU1237250	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	267EU3	JPTYO	FCL	
17-Sep-26 1037	IAAU1167980	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	267EU3	JPTYO	FCL	
17-Sep-26 1037	IAAU1146611	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	268NLB	JPTYO	FCL	
17-Sep-26 1037	IAAU1140824	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	267EU3	JPTYO	FCL	
17-Sep-26 1037	IAAU1119494	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	267EU3	JPOSA	FCL	
17-Sep-26 1037	IAAU1119257	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	268NLB	JPTYO	FCL	
17-Sep-26 1037	IAAU1101915	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	267EU3	JPTYO	FCL	
17-Sep-26 1037	IAAU1086261	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	268NLB	JPTYO	FCL	
17-Sep-26 1037	IAAU1069958	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	267EU3	JPOSA	FCL	
17-Sep-26 1037	IAAU1050211	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	268NLB	JPTYO	FCL	
17-Sep-26 1037	IAAU1049859	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	268NLB	JPTYO	FCL	
17-Sep-26 1037	IAAU1043779	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	267EU3	JPOSA	FCL	
17-Sep-26 1037	IAAU1038577	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	267EU3	JPOSA	FCL	
17-Sep-26 1037	IAAU1031504	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	267EU3	JPTYO	FCL	
17-Sep-26 1037	IAAU1015479	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	267EU3	JPTYO	FCL	
17-Sep-26 1037	IAAU1014169	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	268NLB	JPTYO	FCL	
17-Sep-26 1037	IAAU1011998	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	267EU3	JPTYO	FCL	
17-Sep-26 1037	HPCU5214227	45G1	Export	Advised	Advised	IAL	GEN_TRUCK	268NLB	JPTYO	FCL	
17-Sep-26 1036	UETU8853589	45G1	Export	Advised	Advised	WHS	GEN_TRUCK	268NLB	TWTPE	FCL	
17-Sep-26 1036	UETU8835179	45G1	Export	Advised	Advised	WHS	GEN_TRUCK	268YY7	JPOSA	FCL	
17-Sep-26 1036	FFAU1096273	45G1	Export	Advised	Advised	KMT	GEN_TRUCK	268WZA	HKHKG	FCL	
17-Sep-26 1036	TWIU4244971	45G1	Export	Advised	Advised	WHS	GEN_TRUCK	267EU3	JPTYO	FCL	