NORTHPORT (Malaysia) BHD

NAVIS N4

Off Dock - ODD

Basic

User's Guide

ISD NORTHPORT

By Marina – September 2026

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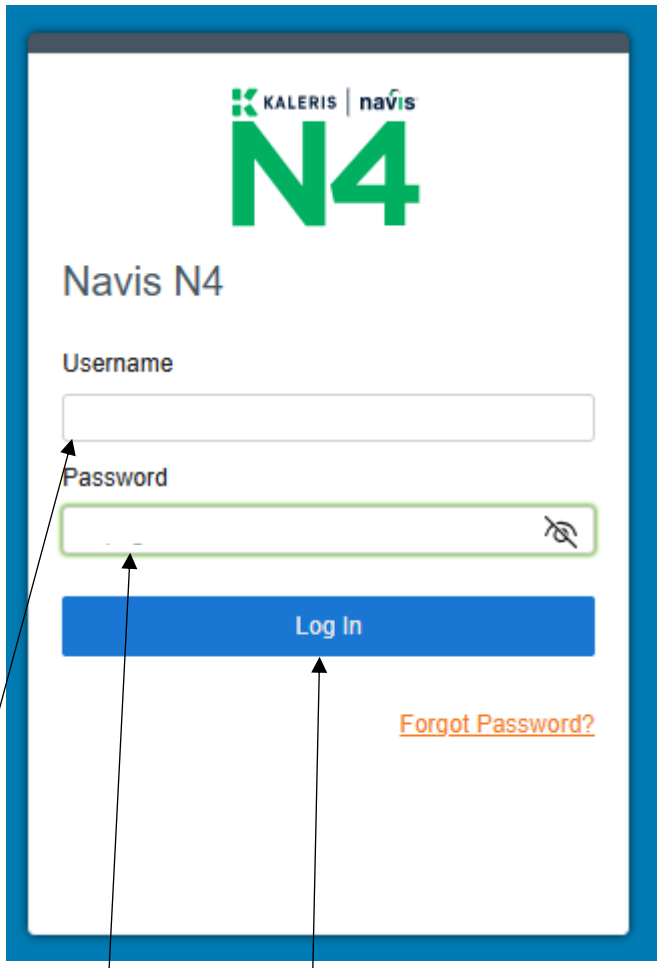
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A) User Account

I. User Log in

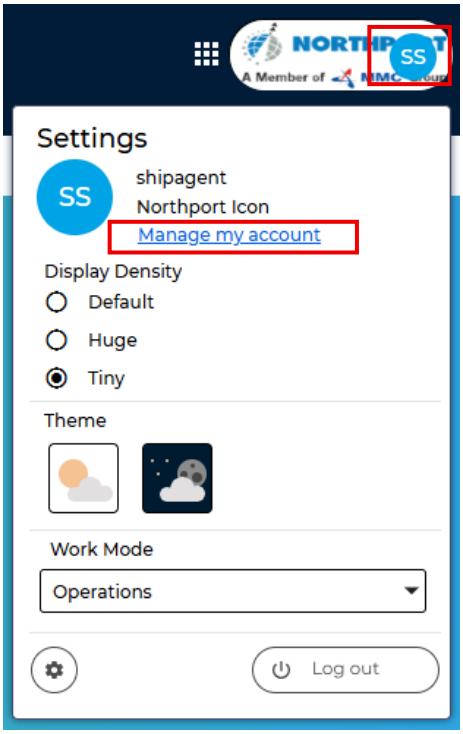
1) Go to below Link: https://n4.northport.com.my/apex/n4.zul



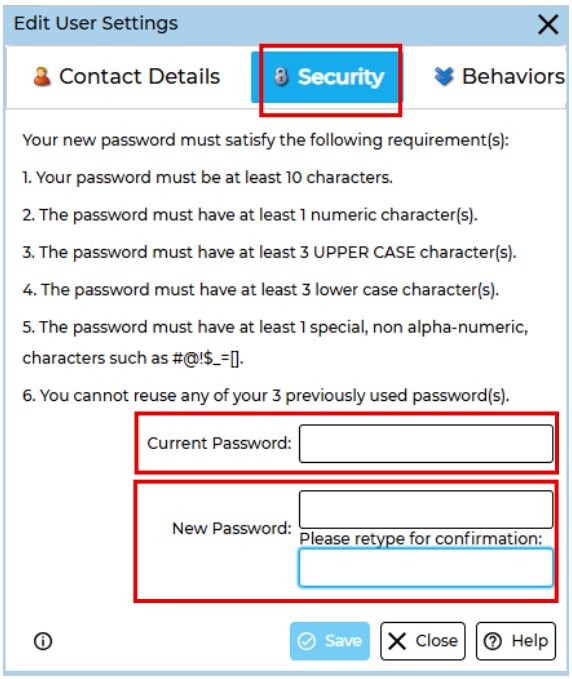
Fill in "**User ID**", "**User Password**" & click "**Log-in**"

II. Change Password

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

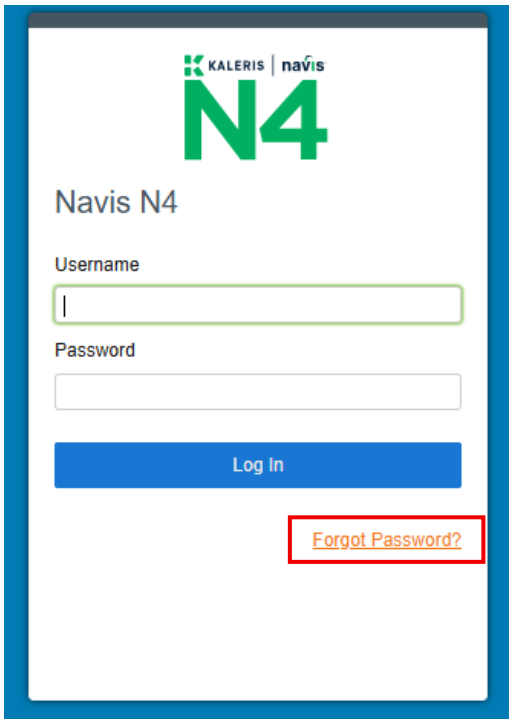


3) Click **Security**
4) Enter your **current password**
5) Enter a **new password** > Click **Save**

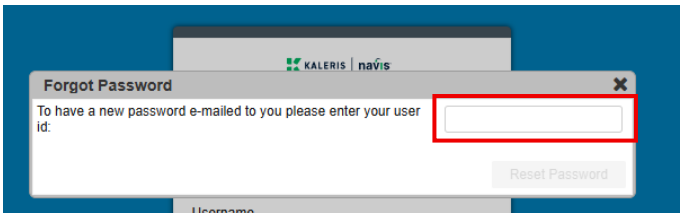


III. Forgot Password

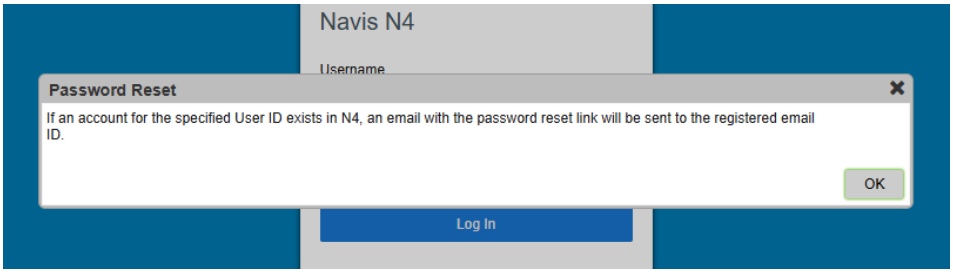
1) From the **Homepage**



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



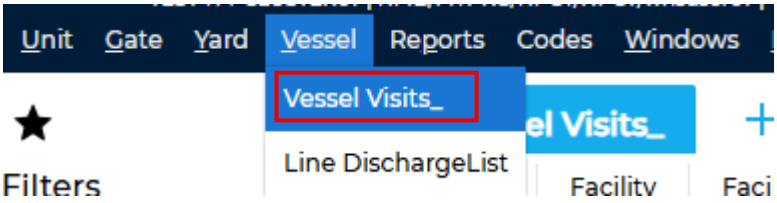
3) A password **reset link** will be sent to your **registered email address**.



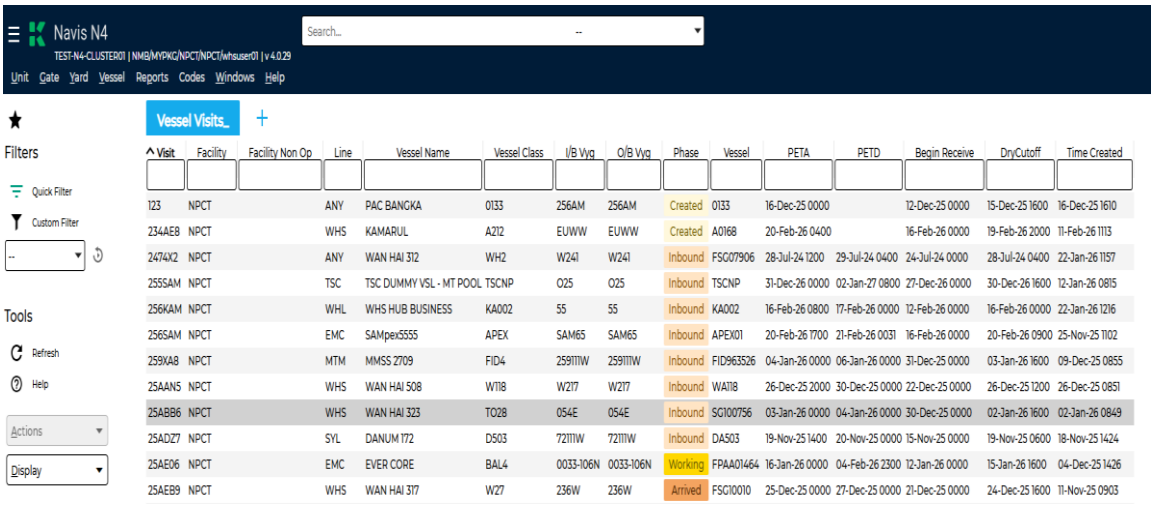
B)Vessel

I. Vessel Visit

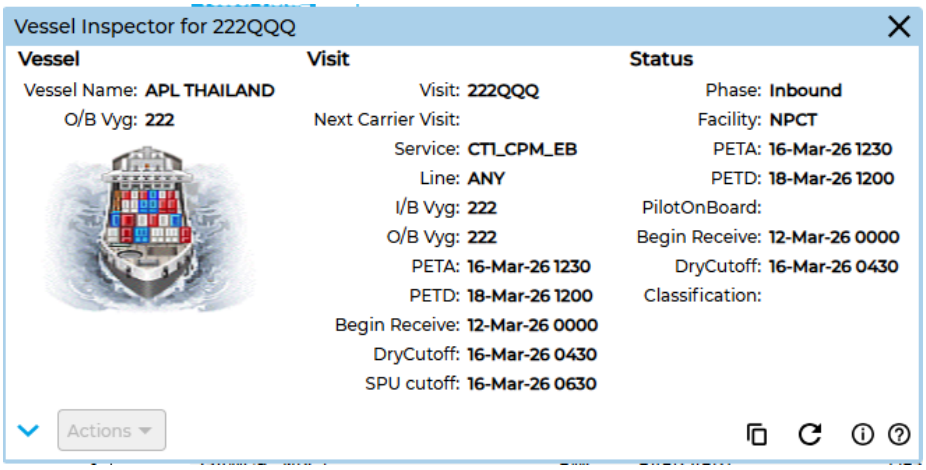
1) From Main Menu > Select **Vessel** > click **Vessel Visit**



2) A list of Vessel Visit will be displayed



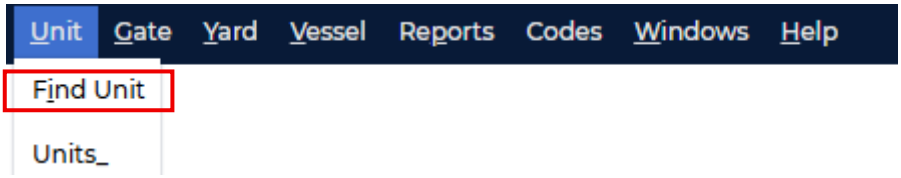
3) Double-click or Right-clicked on selected row **to view** the Vessel details



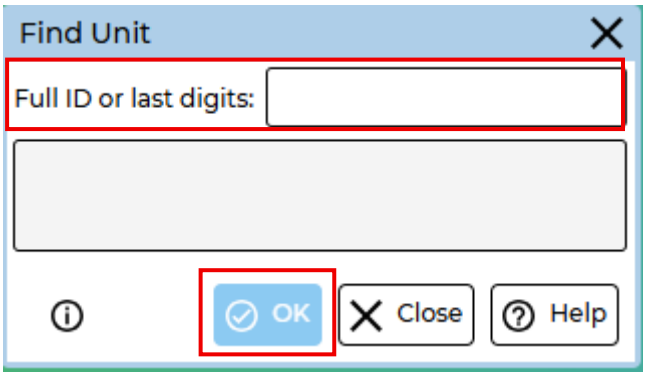
C) Unit (Container Number)

I. Find Unit (*Container Query*)

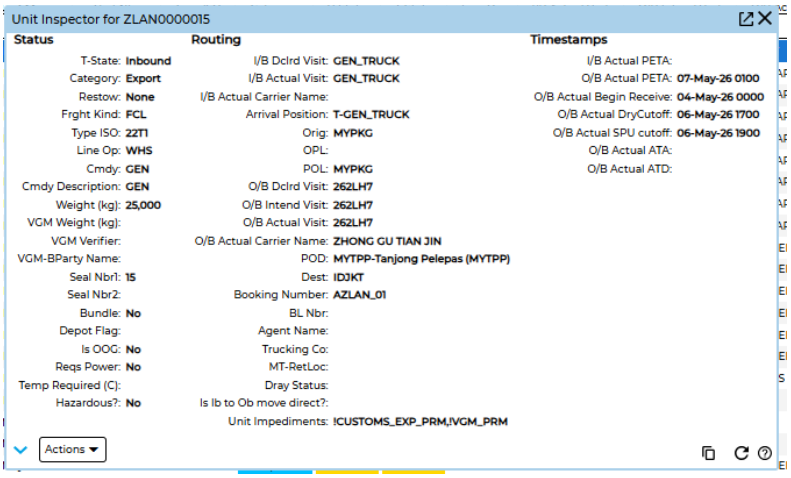
1) From Main Menu > **Unit** > click **Find Unit**



2) Fill in the **Unit Number** > Click **OK**



3) The details will be displayed as shown below

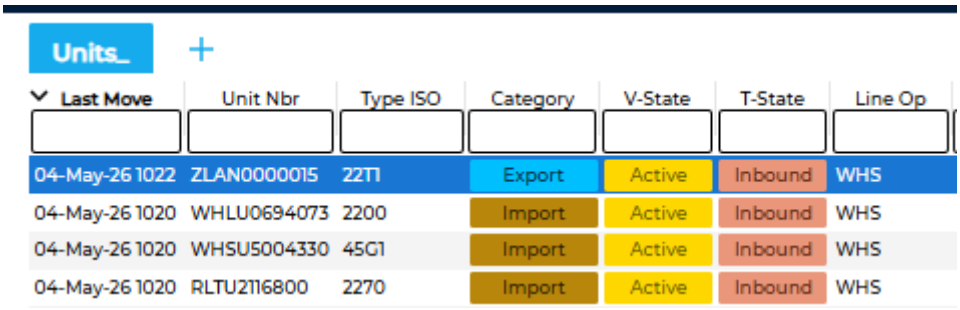


II. Units (*Container List*)

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



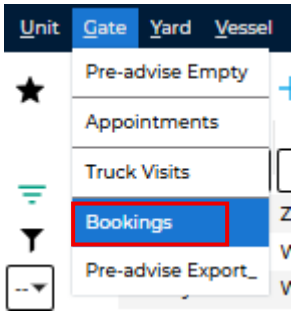
2) A list of Unit will be displayed as per below



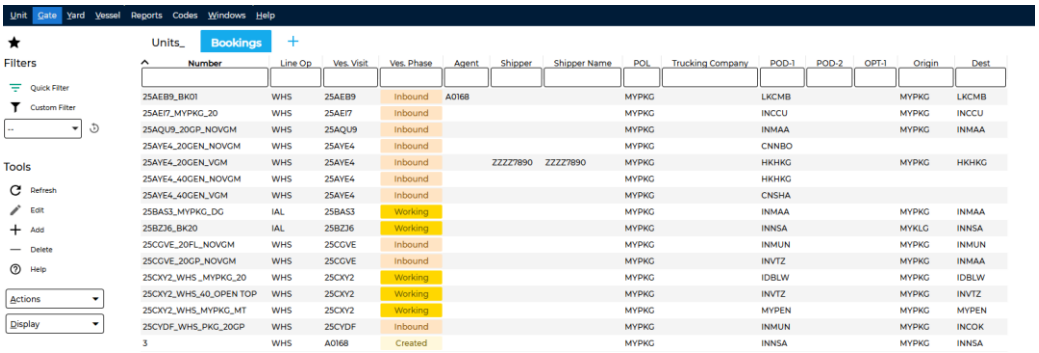
D) Gate

I. Bookings (*Booking References*)

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

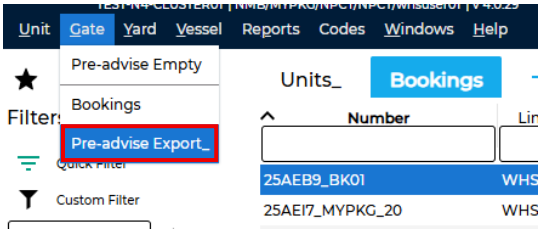


2) The system will display a list of all bookings on the screen

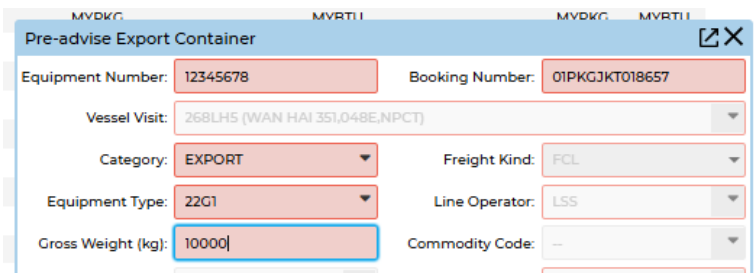


II. Create Pre-advise Export

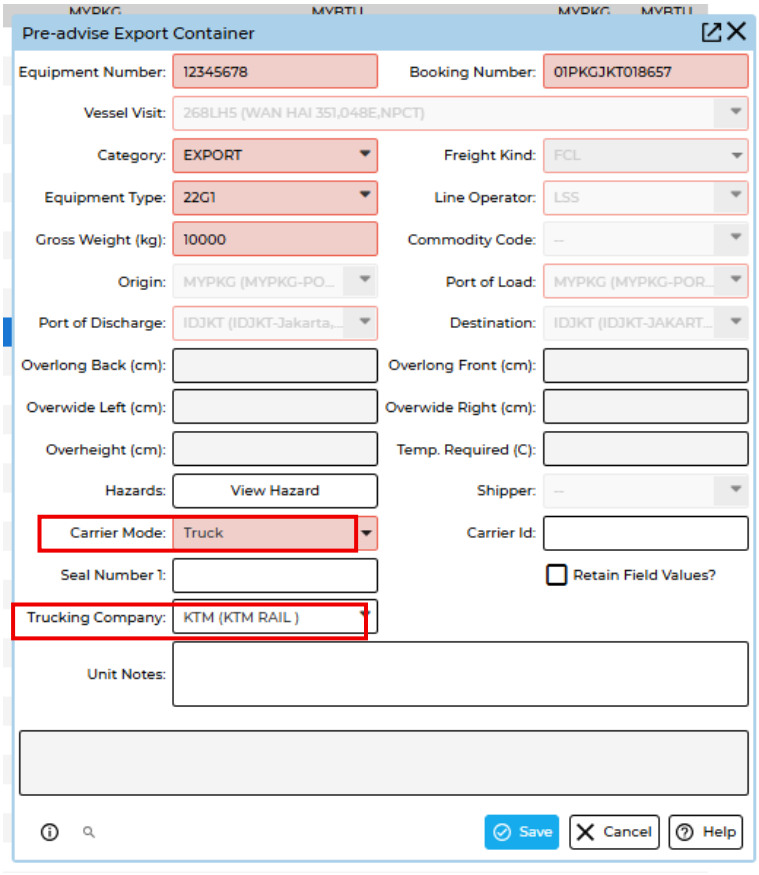
1) From Main Menu > Select **Gate** and click **Pre-advise Export**



2) Fill in the **Equipment Number** field and press **ENTER**. The system will automatically display all details

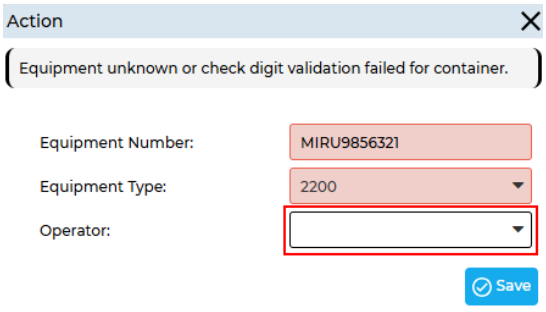


3) Fill the mandatory fields (highlighted in red) and Click **Save**



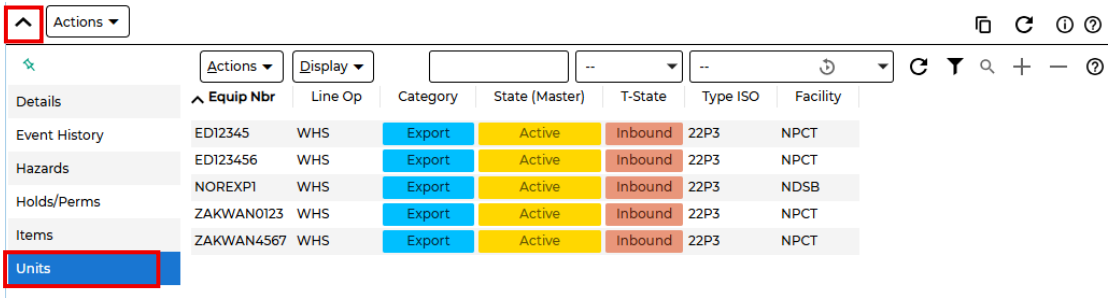
Note: During the export pre-advise process, the **Trucking Company (KTM)** must be selected and the **Carrier Mode (Train)** must be set. This is required to ensure that the unit appears under the **KTM** for their planning.

4) An auto popup will appear for **unregistered Equipment Number**. Fill in the mandatory fields and click **Save**



5) **To View** – Right-click Unit Number and select **Inspect Booking**

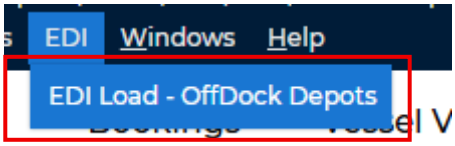
6) Expand the arrow button and Select **Units**


Actions
Actions
Display
Details
Event History
Hazards
Holds/Perms
Items
Units
Equip Nbr
Line Op
Category
State (Master)
T-State
Type ISO
Facility
ED12345 WHS Export Active Inbound 22P3 NPCT
ED123456 WHS Export Active Inbound 22P3 NPCT
NOREXP1 WHS Export Active Inbound 22P3 NDSB
ZAKWAN0123 WHS Export Active Inbound 22P3 NPCT
ZAKWAN4567 WHS Export Active Inbound 22P3 NPCT

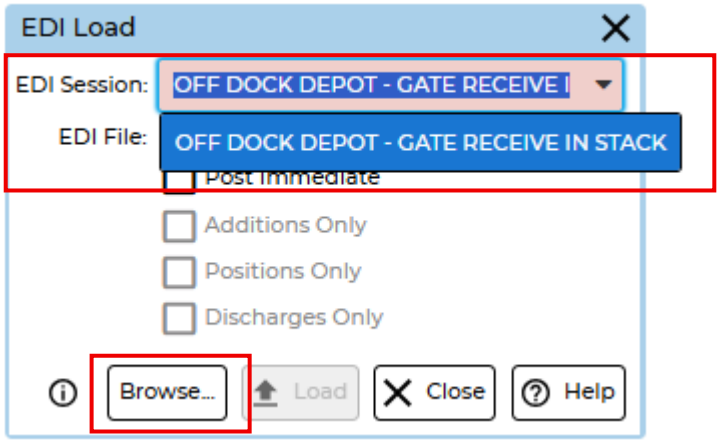
E) EDI

I. EDI Upload – Offdocks Depots

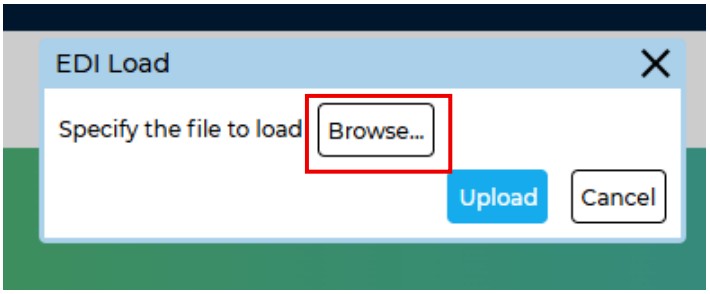
1) From Main Menu > Select **EDI** and click **EDI Load – OffDocks Depots**

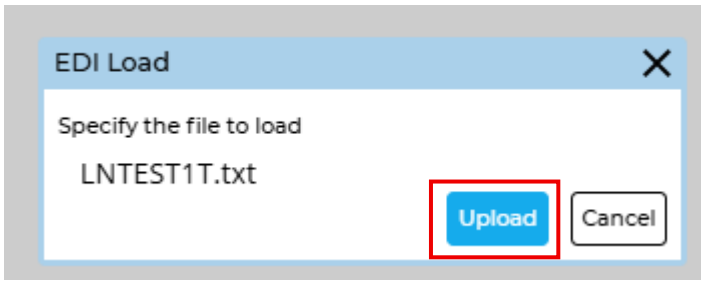


2) Discharge List – Select EDI Session **OFF DOCK DEPOT – GATE RECEIVE IN STACK** > Click **Browse**

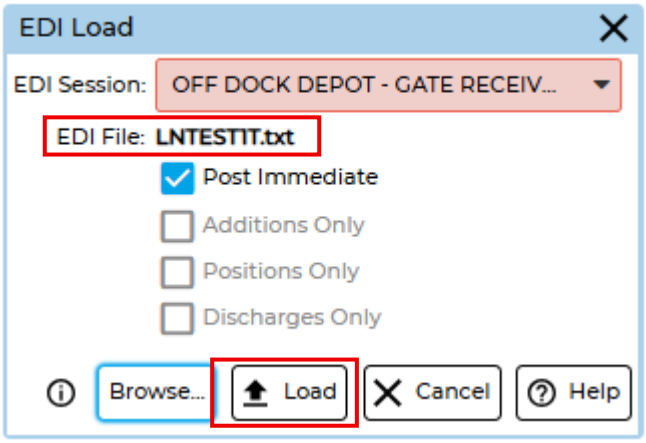


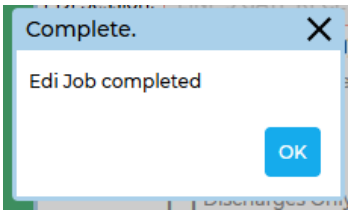
3) Click **browse** and insert a file > Click **Upload**





4) Make sure the uploaded file is correct > Tick **Post Immediate** and Click **Load**



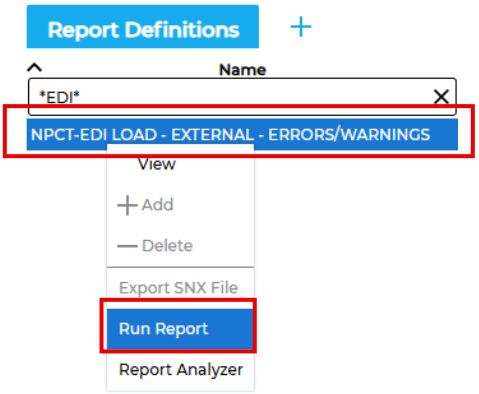


5) To check whether the upload was **Successful** or **Failed**

6) **Failed** - Go to Main Menu > Select **Report** and click **Report Definitions**

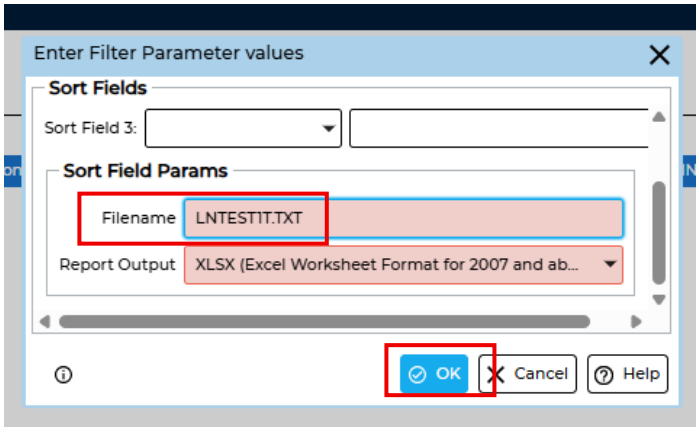


7) Right click at **NPCT – EDI LOAD – EXTERNAL – ERRORS/WARNINGS** > Select **Run Report**

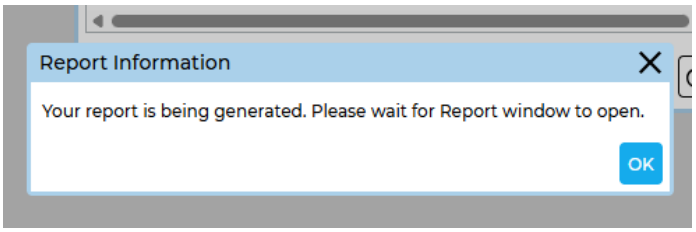


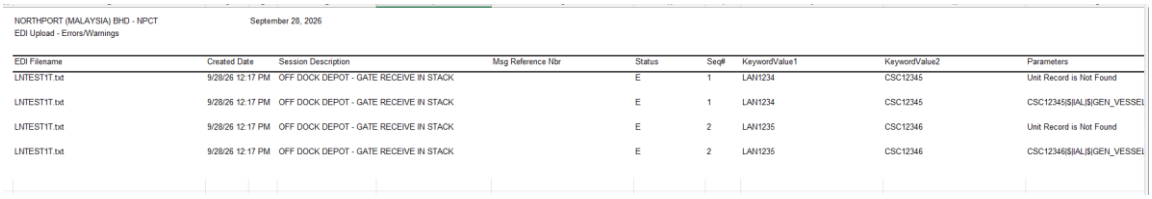
8) Fill in **Filename** > Click **OK**

*Note: File name **MUST** include file type. Example: LNTEST1T.**TXT***



9) Report will be generated as per below.





10) Successful – Go to Main Menu > Select **Unit** > Select **Units**

11) Search by **Unit Number**

