NORTHPORT (Malaysia) BHD

NAVIS N4

On Dock - ODD

Basic

User's Guide

ISD NORTHPORT

By Marina - October 2026

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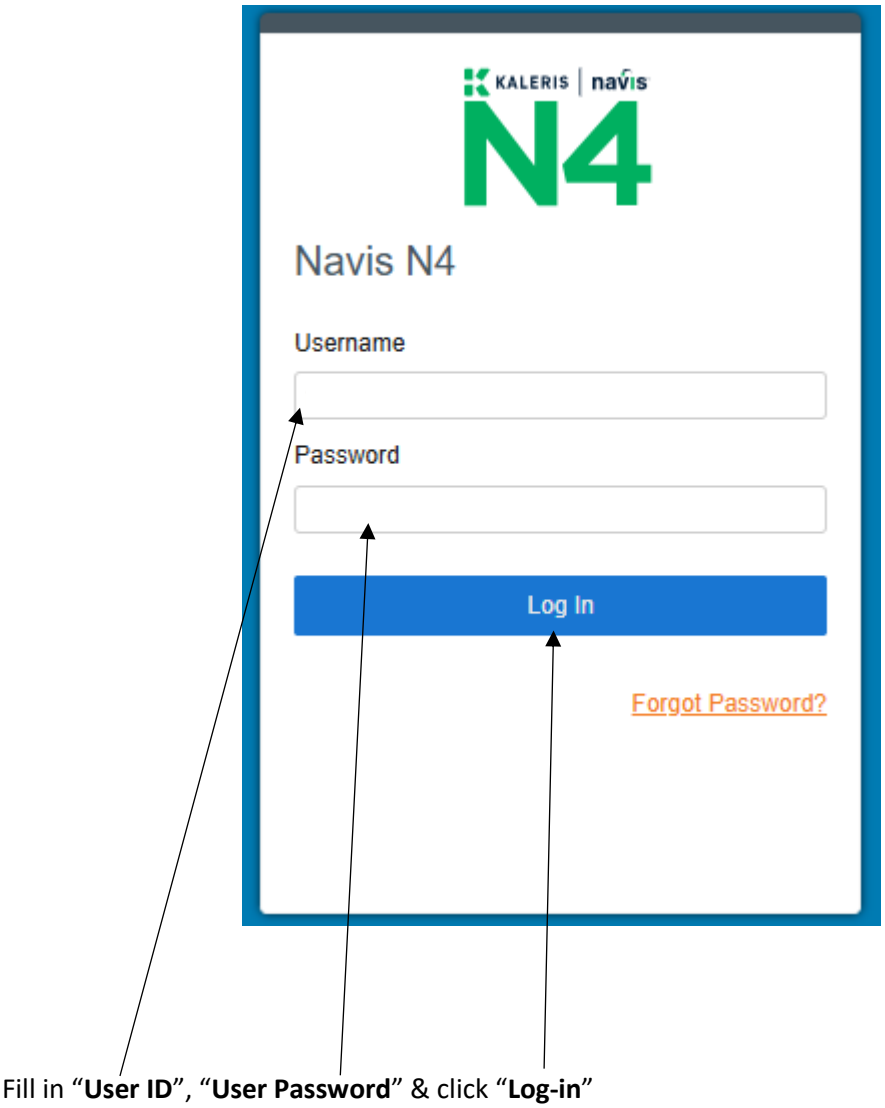
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A) User Account

I. User Log in

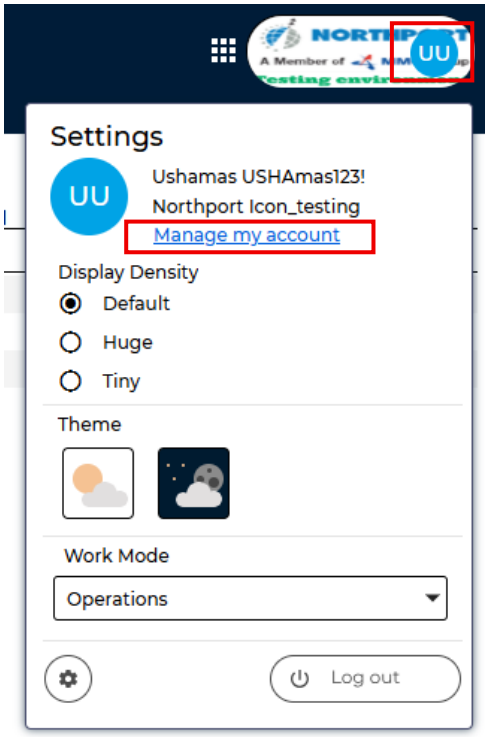
1) Go to below Link: https://n4.northport.com.my/apex/n4.zul



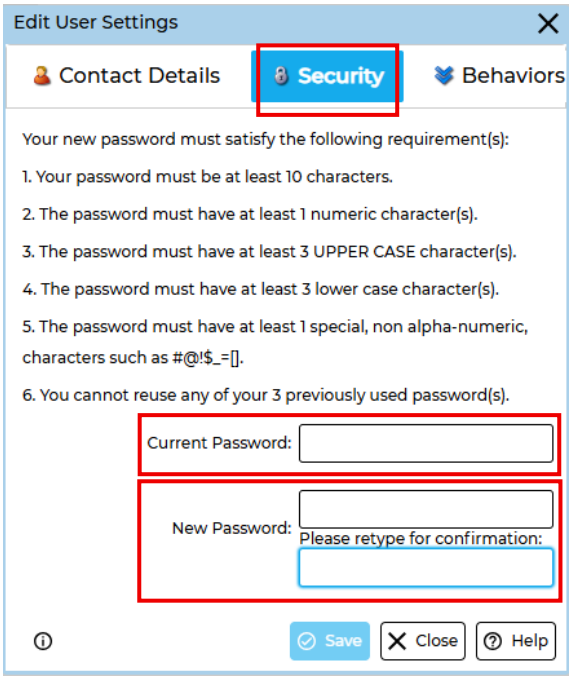
Fill in "**User ID**", "**User Password**" & click "**Log-in**"

II. Change Password

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

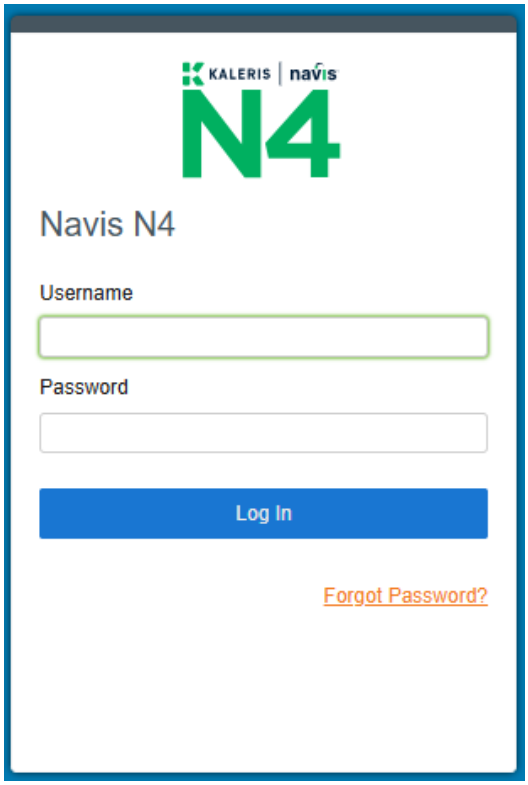


3) Click **Security**.
4) Enter your **current password**.
5) Enter a **new password** > Click **Save**.

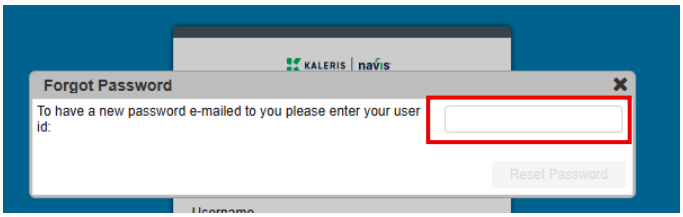


III. Forgot Password

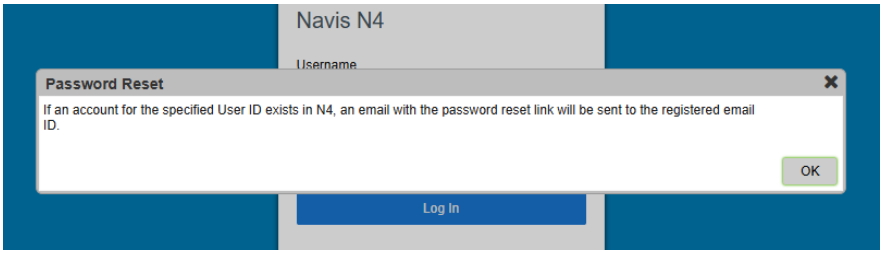
1) From the **Homepage**



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



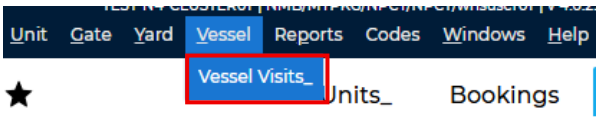
3) A password **reset link** will be sent to your **registered email address**



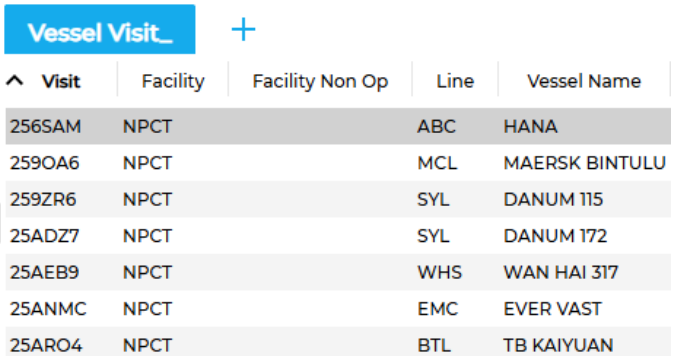
B) Vessel

I. Vessel Visit

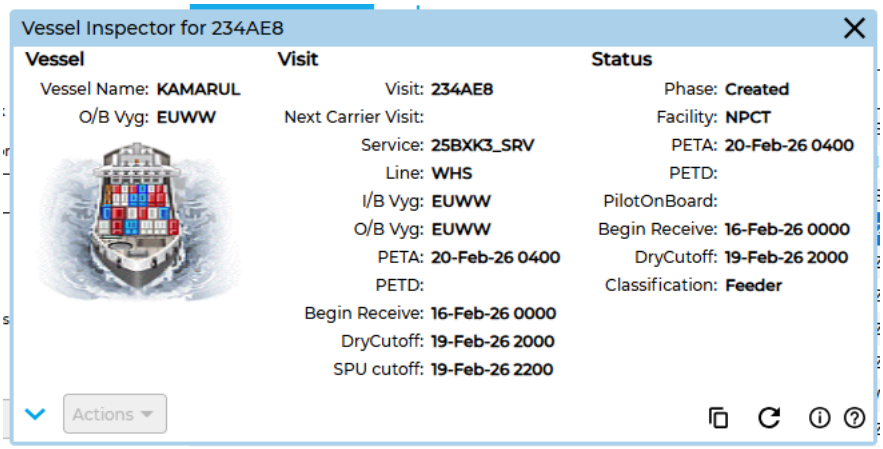
1) From Main Menu > Select **Vessel** > click **Vessel Visit**



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



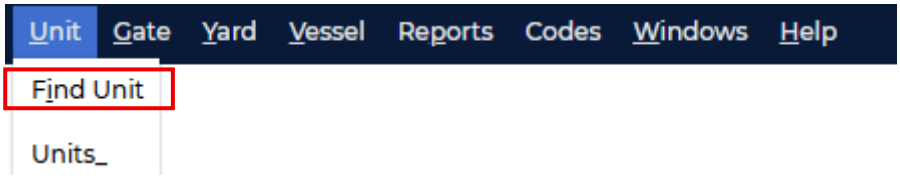
3) Double-click or Right-clicked on selected row **to view the Vessel details**



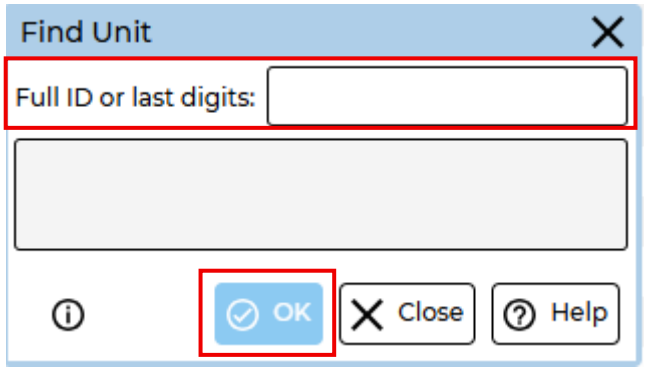
C) Unit

I. Find Unit (*Container Query*)

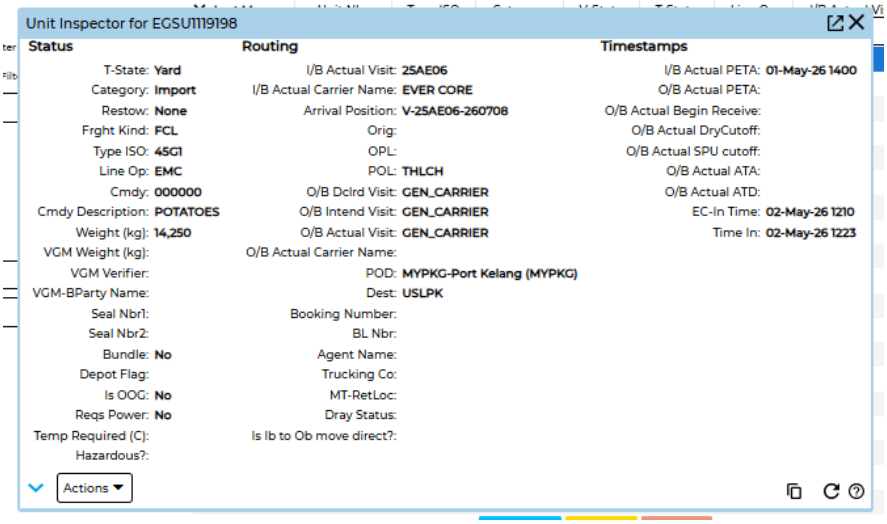
1) From Main Menu > Select **Unit** > click **Find Unit**



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



3) The details will be displayed as shown below

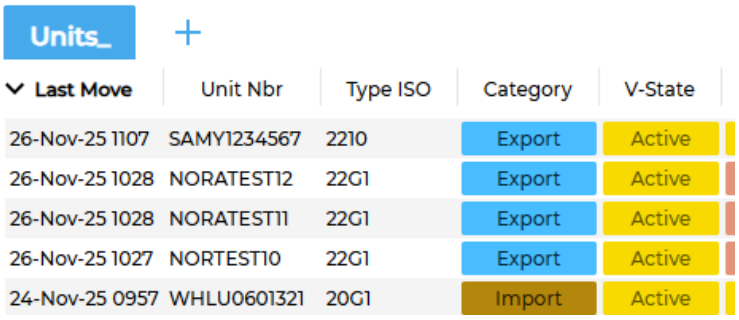


II. Unit (*Container List*)

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

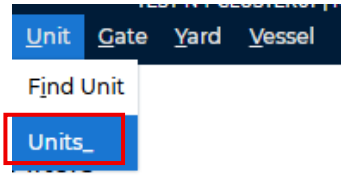


2) A list of Unit will be displayed as per below

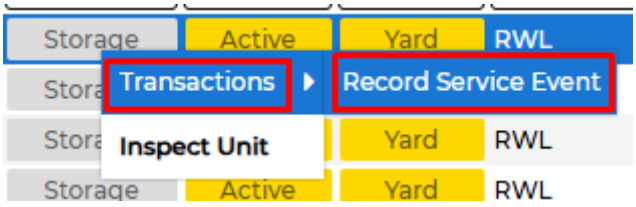


III. Generate EIR Storage

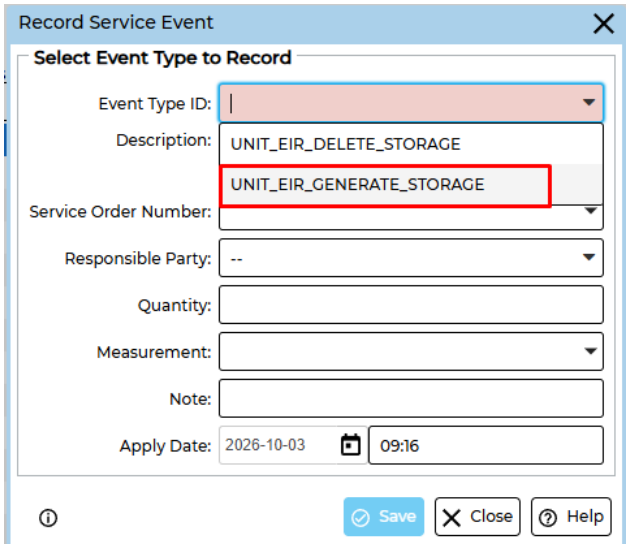
1) From Main Menu > Select **Unit** > click **Units**



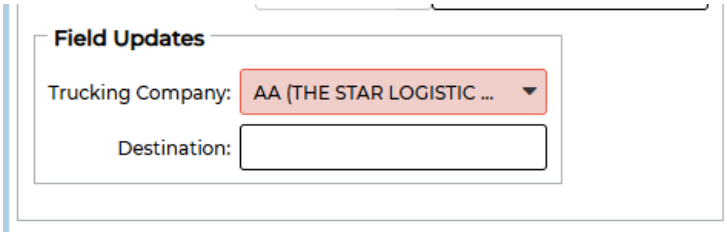
2) Right-click at the selected single/multiple **Units**
3) Select **Transactions** and **Record Service Event**



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

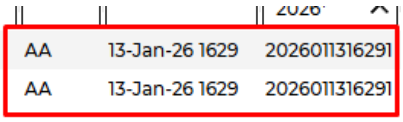


5) Fill in the **Trucking Company** and click **Save**



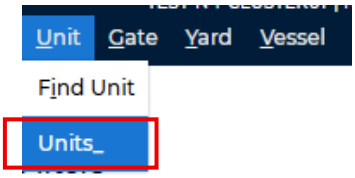
6) Refresh Unit Menu

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

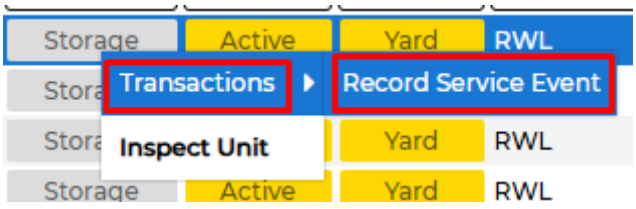


VI. Delete EIR Storage

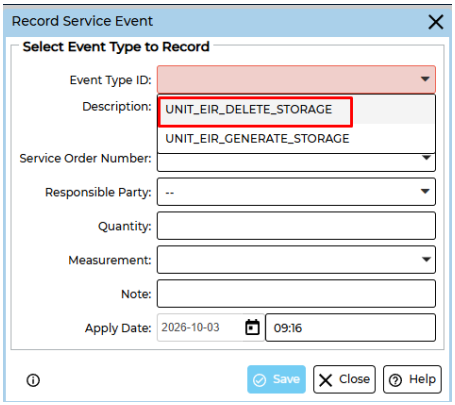
1) From Main Menu > Select **Unit** > click **Units**



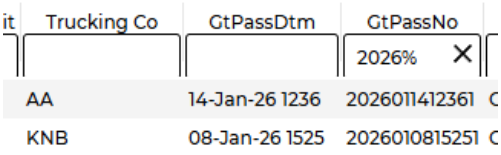
2) Right-click at the selected single/multiple **Units**
3) Select **Transactions** and **Record Service Event**



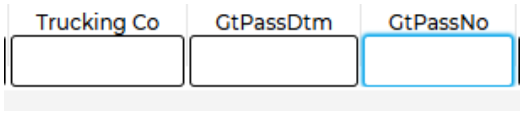
4) Select **UNIT_EIR_DELETE_STORAGE** in Event Type ID Column



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



Before Deleting

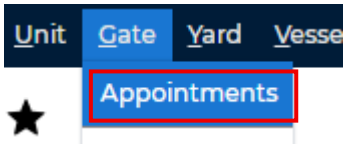


After Deleting

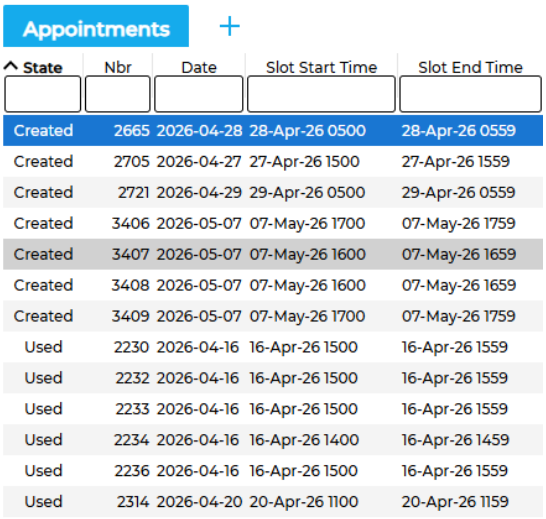
D) Gate

I. Appointments

1) From Main Menu > Select **Gate** > Click **Appointments**



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

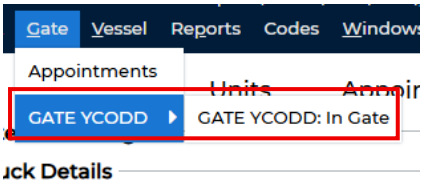


II. Gate YCODD

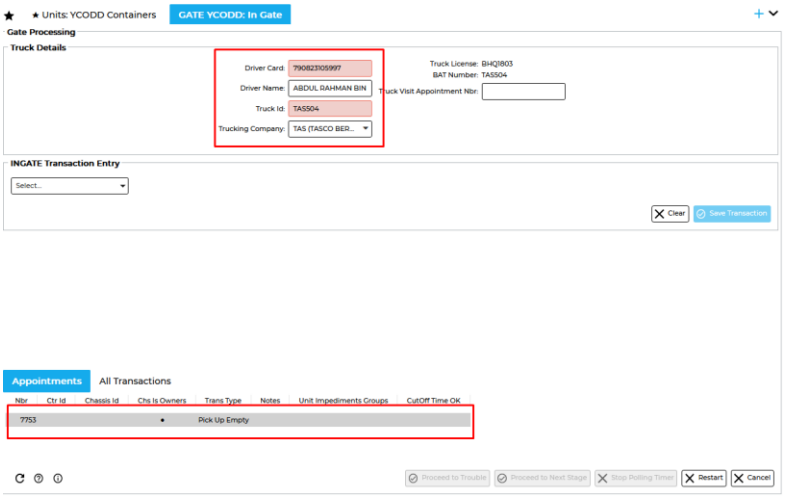
Deliver Empty Processes

*Note: Please make sure **EIR Storage** has already been generated.*

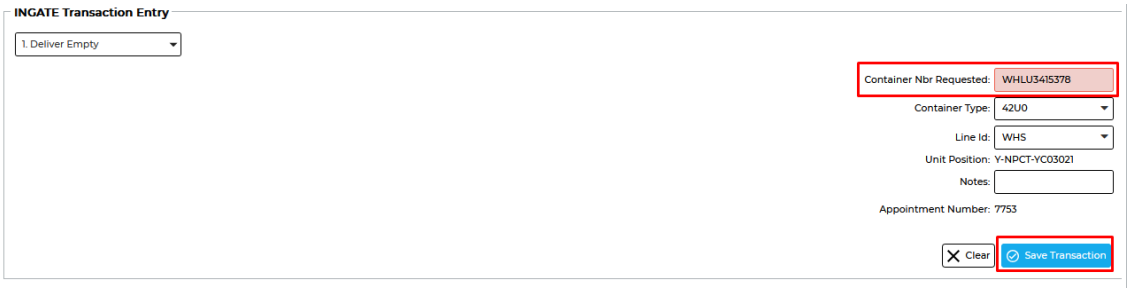
1) From Main Menu > Select **Gate** > Click **Gate YCODD: In Gate**



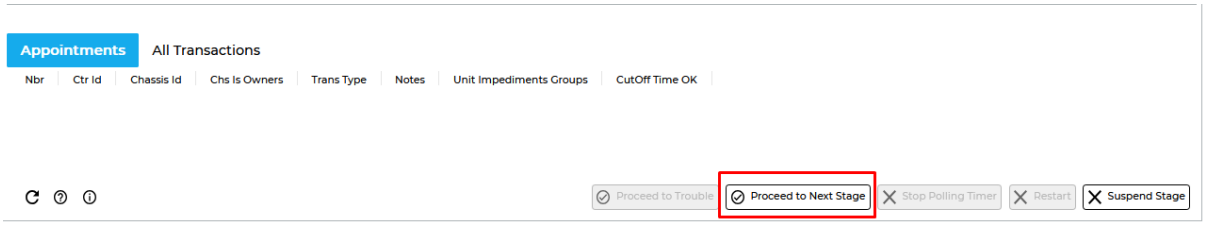
2) Fill in **mandatory fields** and **double-click the appointment number**



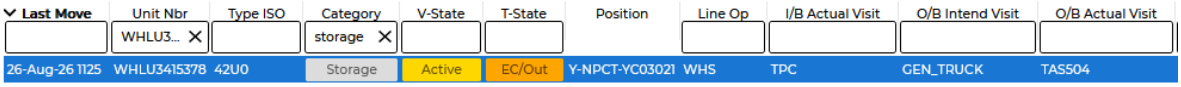
3) The information should appear as follows. Key in the **unit number** and click **Save Transaction**.



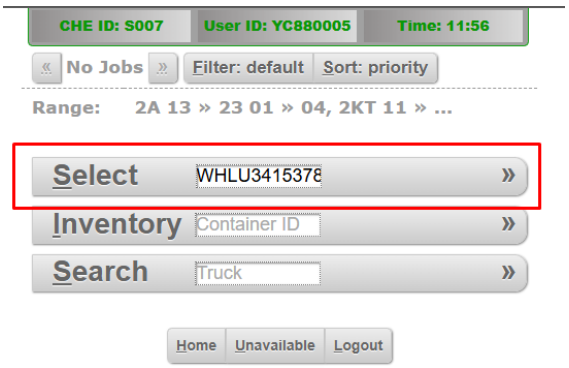
4) After that, click **Proceed to Next Stage**

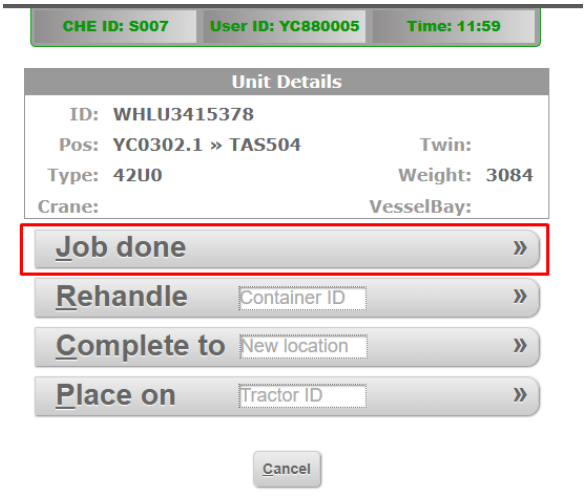


5) The details will be displayed as shown below

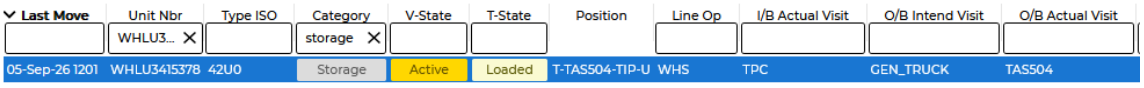


6) VMT will fire off to change the T-State from **EC/Out** to **Loaded**. Key in the unit number and proceed to complete the job at the YCODD Gate.



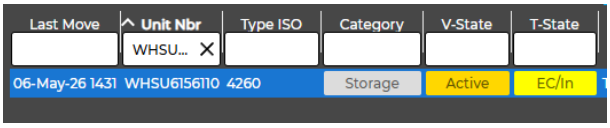


7) The T-State has now changed to **Loaded**

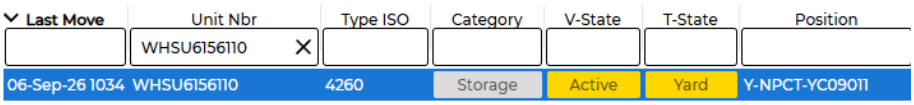


Receive Empty Processes

1) After Gate In at the NMB Gate, The T-State will change to **EC/In**.



2) VMT will fire off to change the T-State from **EC/In** to **Yard**. Key in the unit number and proceed to complete the job.



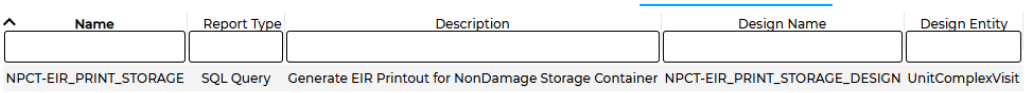
E) Reports

I. Report Definitions

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

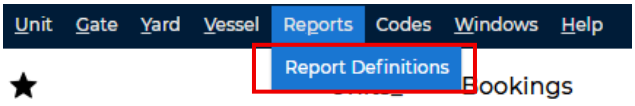


2) Related report as shown below

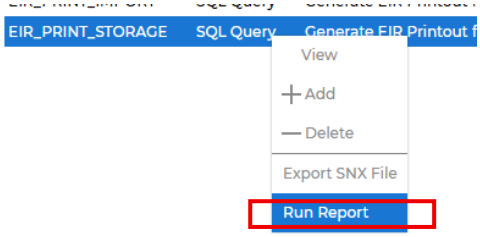


II. EIR Print Storage

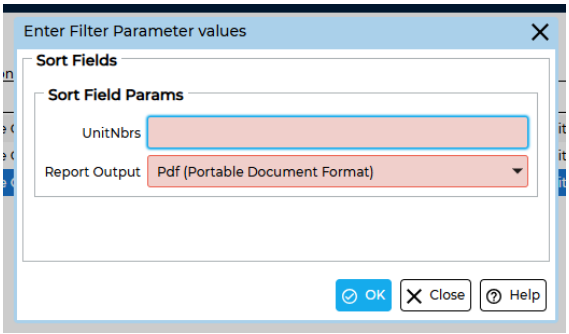
1) From Main Menu > Select **Report** > click **Report Definitions**



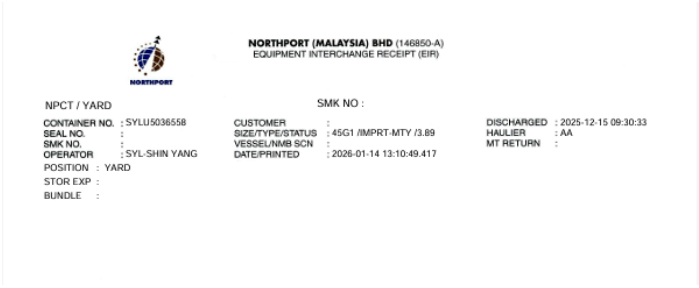
2) Right-click on **EIR Print Storage** and select **Run Report**



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	CUSTOMER	:	DISCHARGED	: 2025-12-15 09:30:33
SEAL NO.	:	SIZE/TYPE/STATUS	: 45G1 /IMPRT-MTY /3.89	HAULIER	: AA
SMK NO.	:	VESSEL/NMB SCN	:	MT RETURN	:
OPERATOR	: SYL-SHIN YANG	DATE/PRINTED	: 2026-01-14 13:10:49.417		
POSITION	: YARD				
STOR EXP	:				
BUNDLE	:				

5) To generate Multiple Unit's Gatepass – Enter **multiple units number** separated by space and click **OK** *(Max 9 unit numbers)*
6) Upon successful processing, **multiple generated gatepass** will be displayed