NORTHPORT (Malaysia) BHD



NAVIS N4

QTS Contractor

Basic

User's Guide

ISD NORTHPORT

By Marina – September 2026

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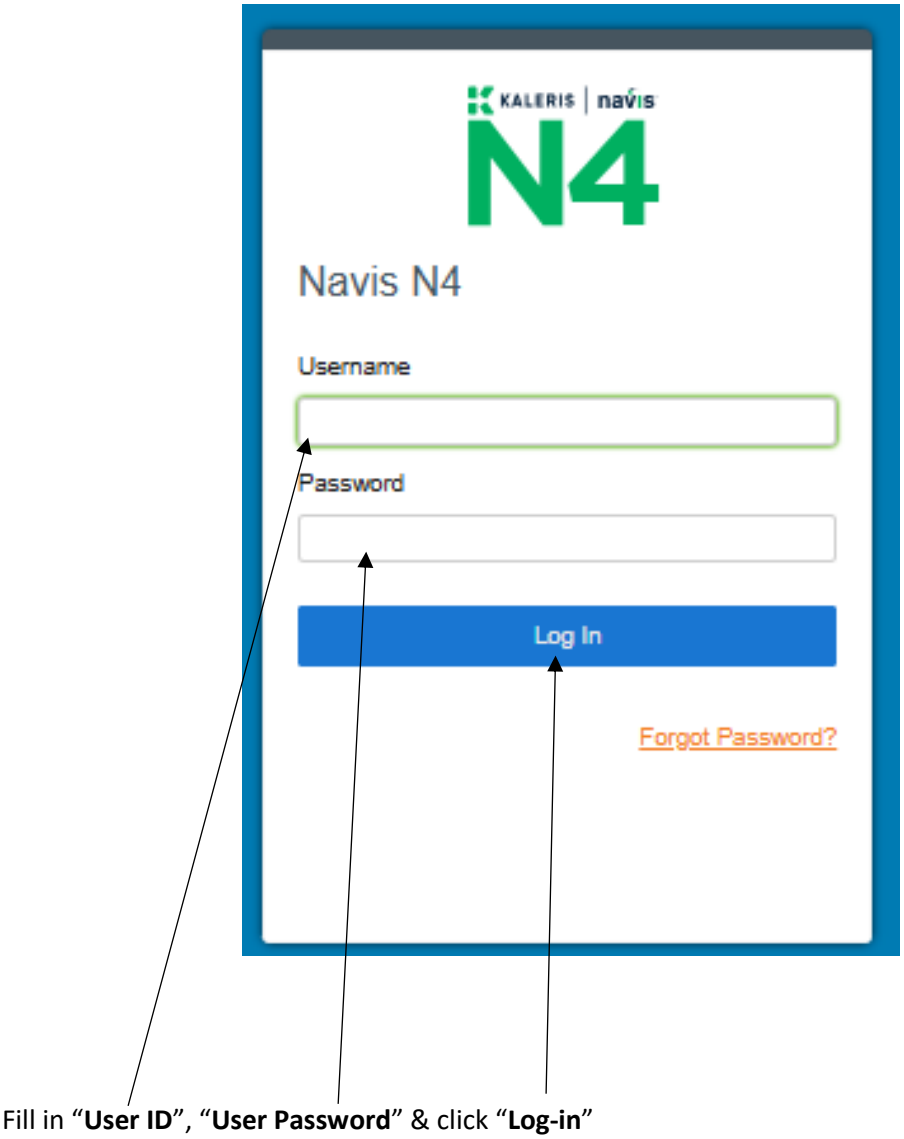
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A) User Account

I. User Log in

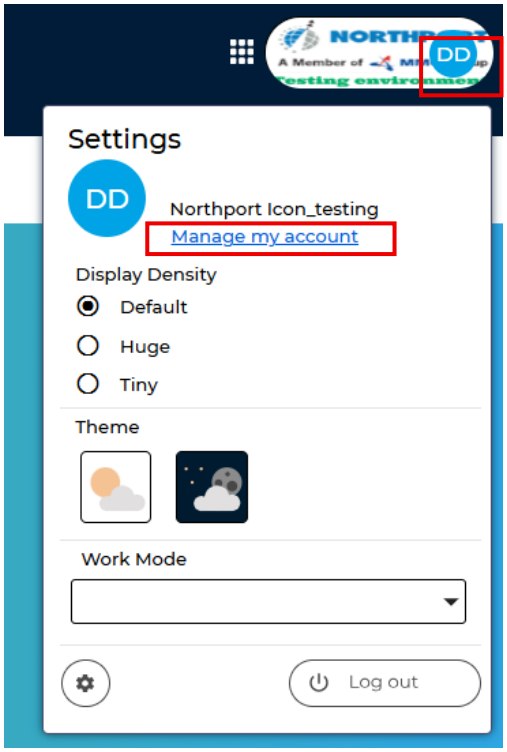
1) Go to below Link: https://n4.northport.com.my/apex/n4.zul



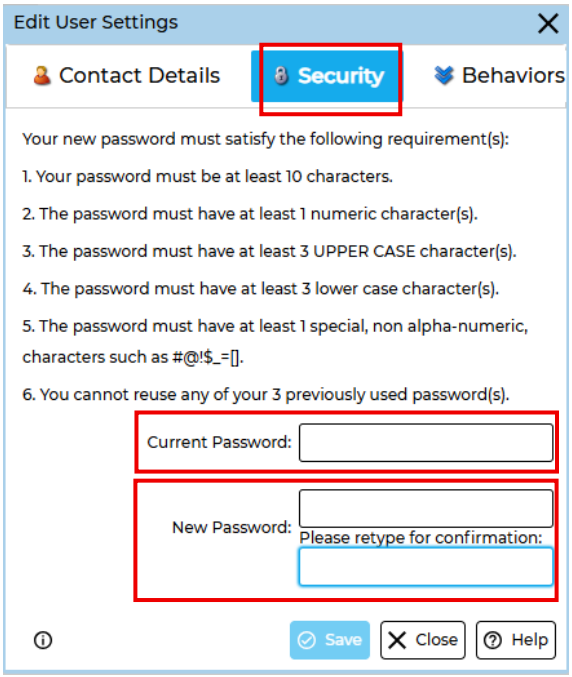
Fill in "**User ID**", "**User Password**" & click "**Log-in**"

II. Change Password

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

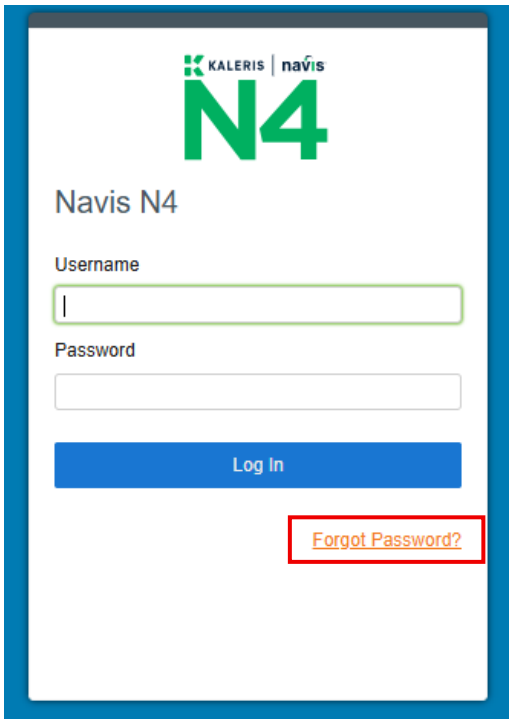


3) Click **Security**
4) Enter your **current password**
5) Enter a **new password** > Click **Save**

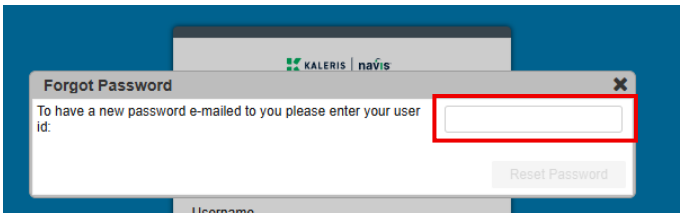


III. Forgot Password

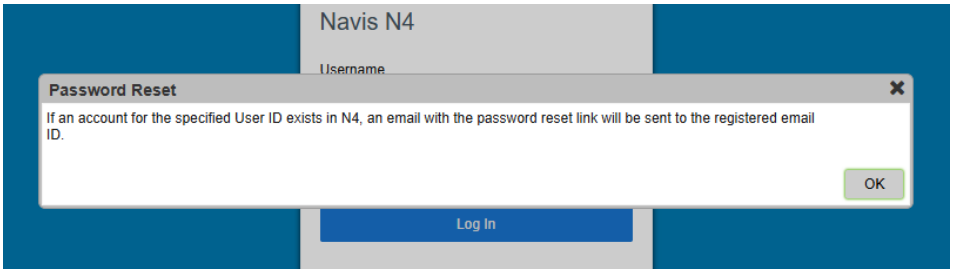
1) From the **Homepage**



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



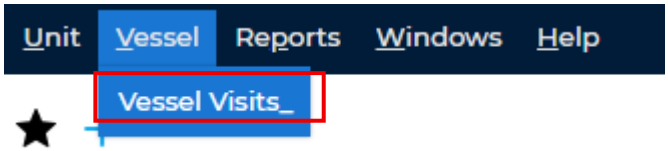
3) A password **reset link** will be sent to your **registered email address**.



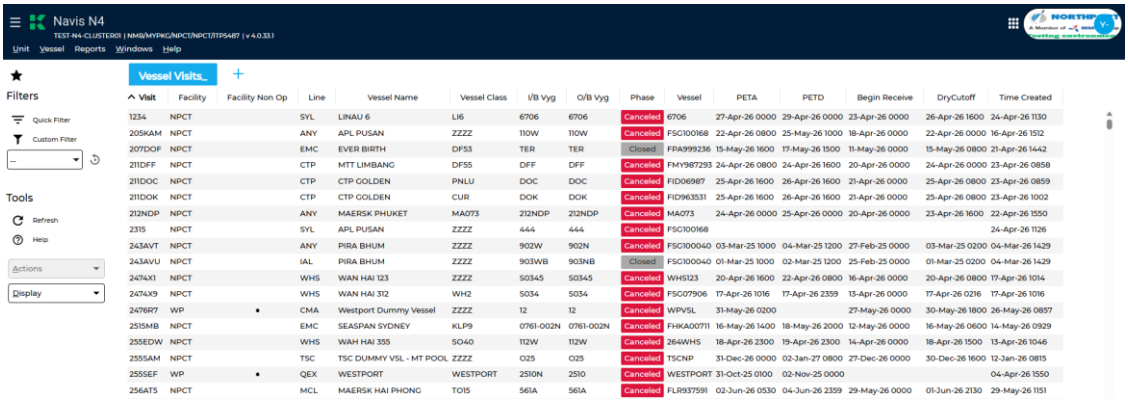
B)Vessel

I. Vessel Visit

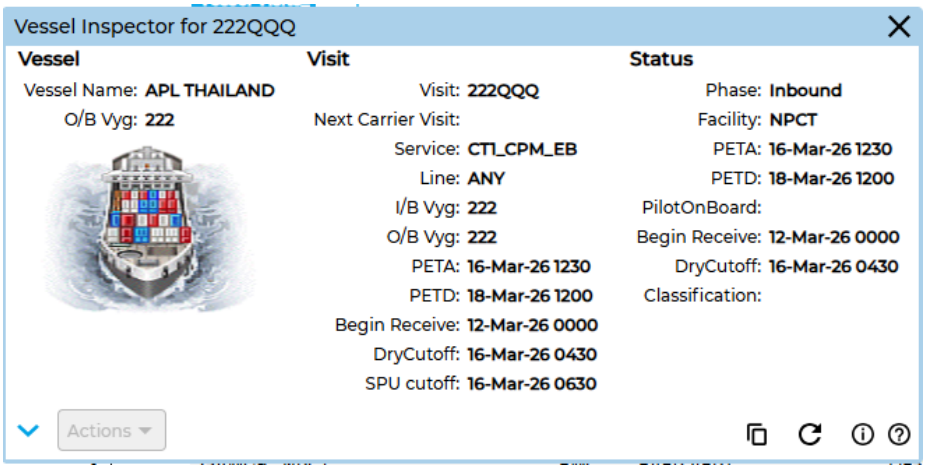
1) From Main Menu > Select **Vessel** > click **Vessel Visit**



2) A list of Vessel Visit will be displayed



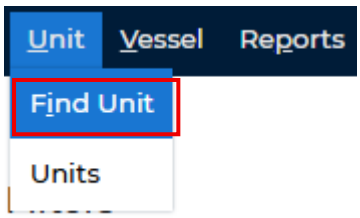
3) Double-click or Right-clicked on selected row **to view** the Vessel details



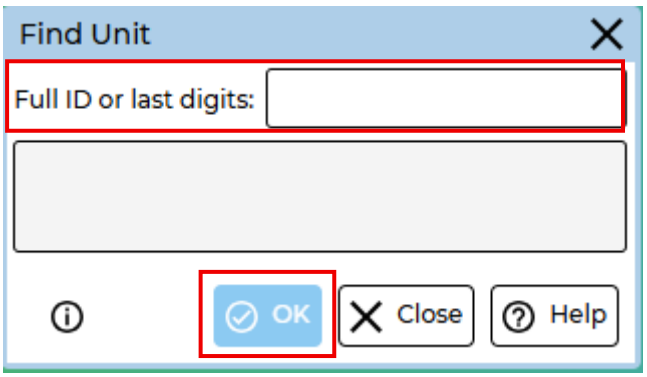
C) Unit (Container Number)

I. Find Unit (*Container Query*)

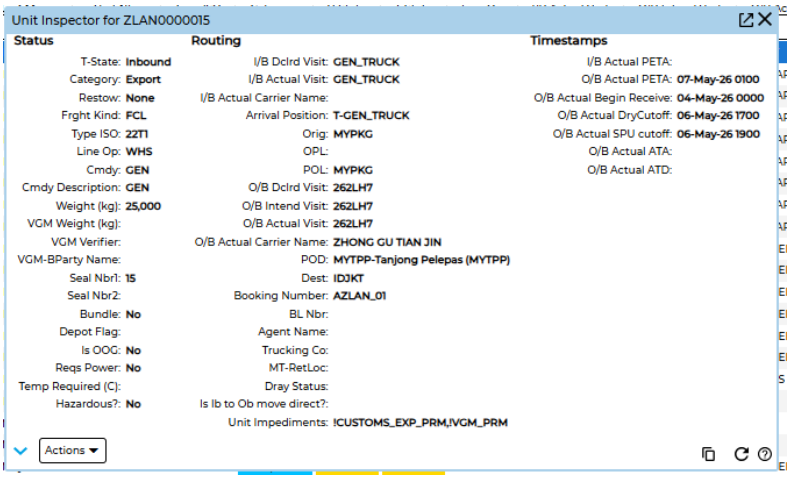
1) From Main Menu > **Unit** > click **Find Unit**



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

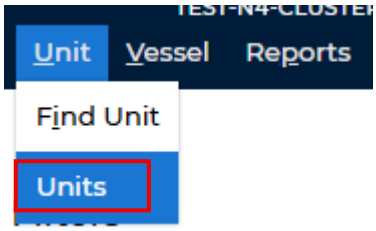


3) The details will be displayed as shown below

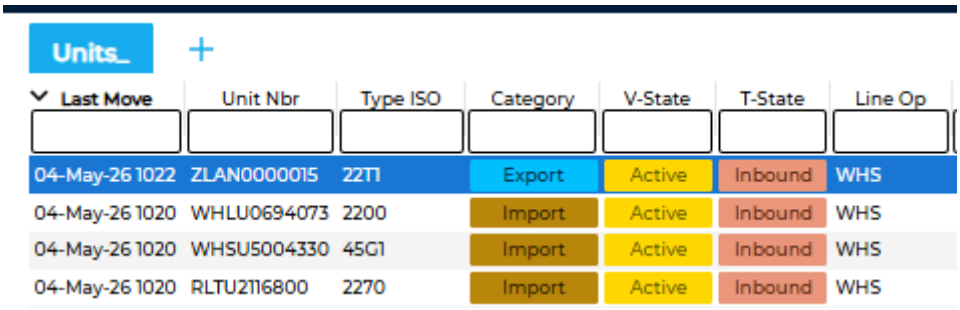


II. Units (*Container List*)

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



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



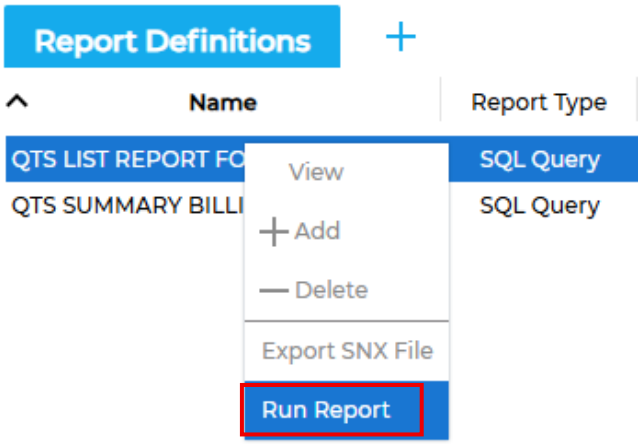
D) Report

I. QTS List Report for XXX - XX

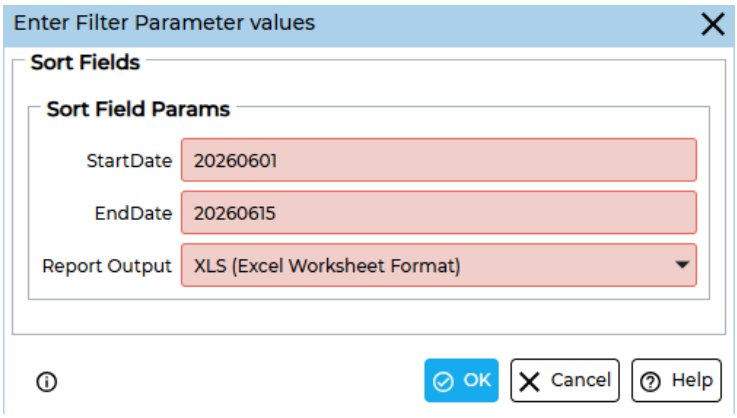
1) From Main Menu > Select **Reports** > click **Report Definition**

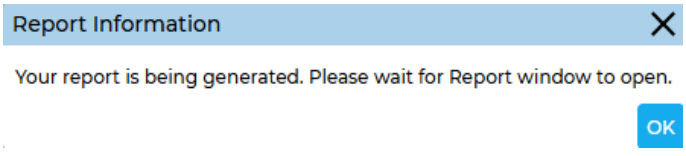


2) Right click **QTS List Report for XXX - XX** and click **Run Report**

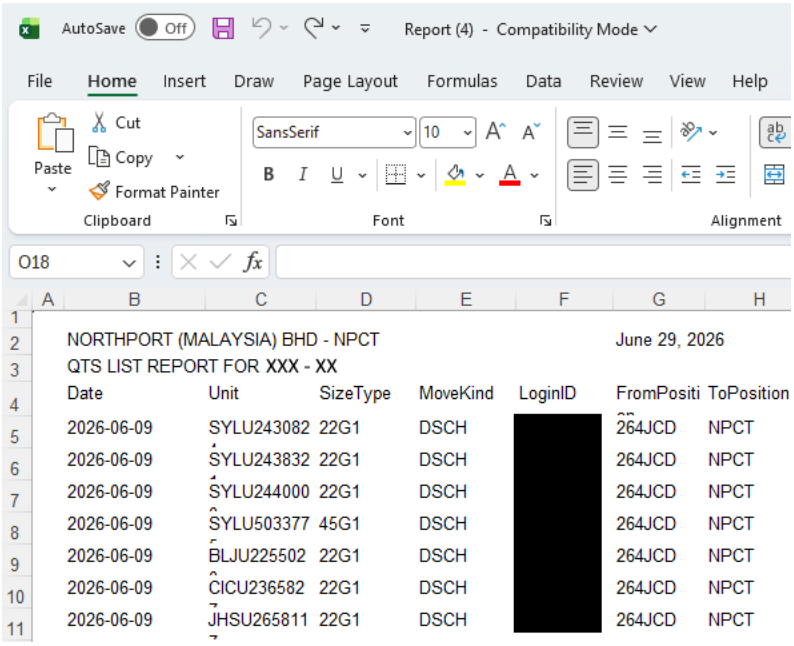


3) Fill in the details and click **OK**





4) **List Report** will be displayed as below

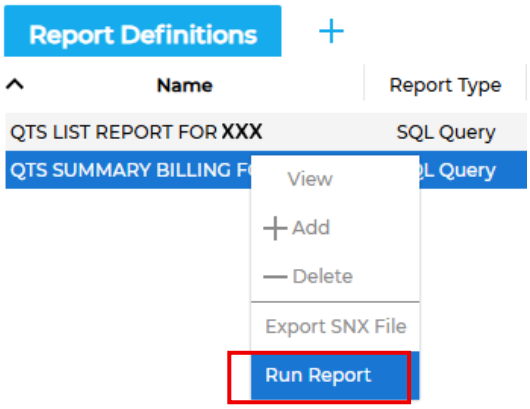


II. QTS Summary Billing for XXX - XX

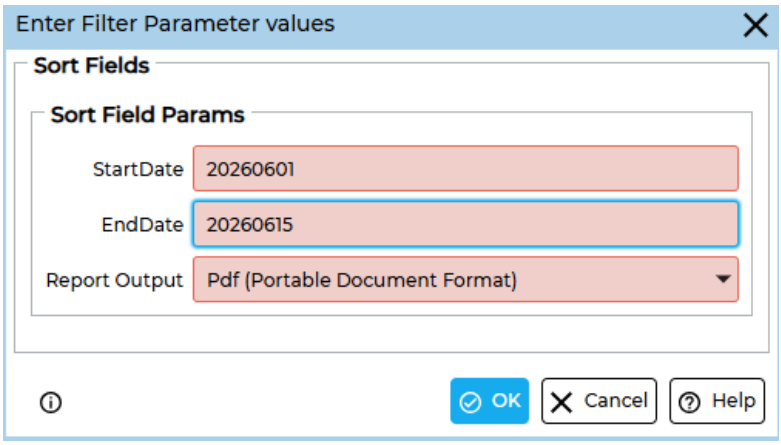
1) From Main Menu > Select **Reports** > click **Report Definition**



2) Right click **QTS Summary Billing for XXX – XX** and click **Run Report**



3) Fill in the details and click **OK**



4) Report will be displayed as below

NORTHPORT
A Member of MMC Group

Quay Crane Transfer Containers Summary

Date: 2026-06-29 10:41

For Date: 20260601 To 20260615 Contractor: XX

Date	Contractor	Total 20'	Total 40'	Twin Carry	Trips	Container Move	Amount
2026-06-09	XX	66	11	56	49	77	1112.30
Total		66	11	56	49	77	1112.30