NORTHPORT (Malaysia) BHD

NAVIS N4

Shipping Agent

Basic

User's Guide

ISD NORTHPORT

By Marina – October 2026

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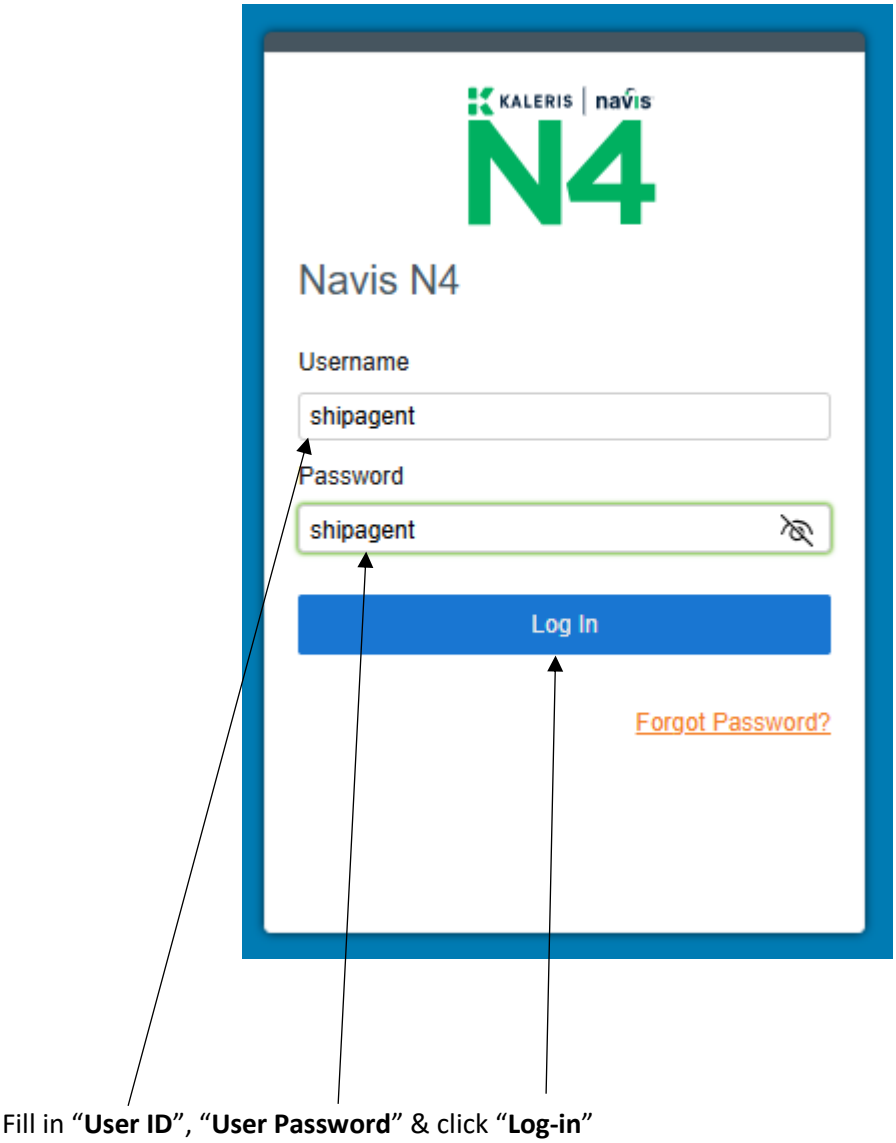
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A) User Account

I. User Log in

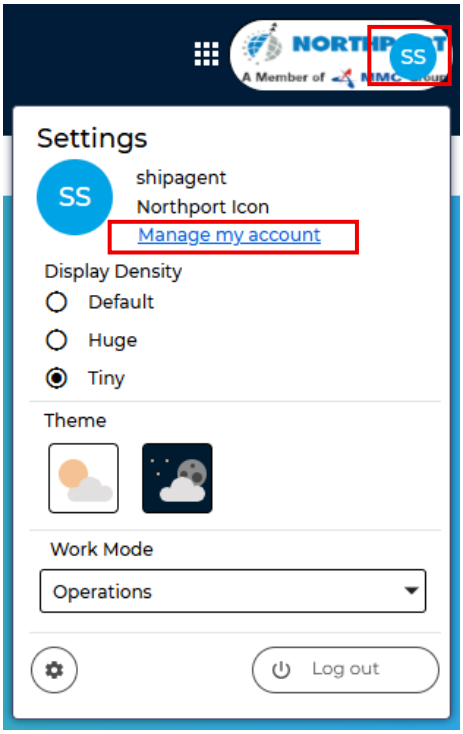
1) Go to below Link: https://n4.northport.com.my/apex/n4.zul



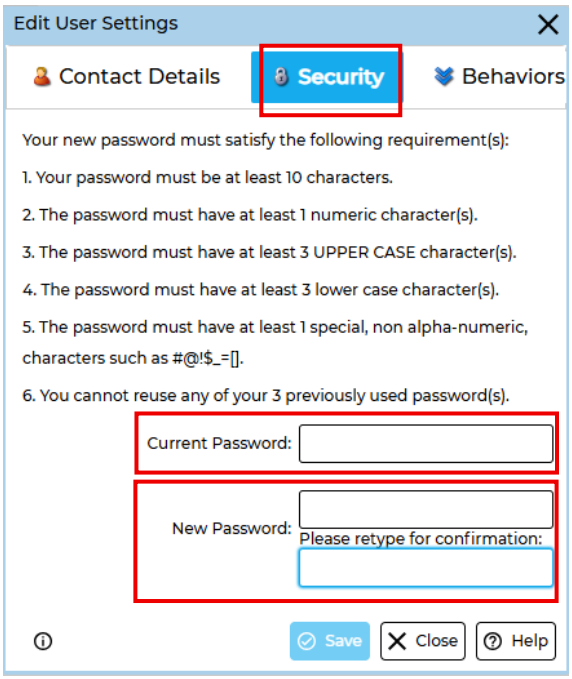
Fill in "**User ID**", "**User Password**" & click "**Log-in**"

II. Change Password

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

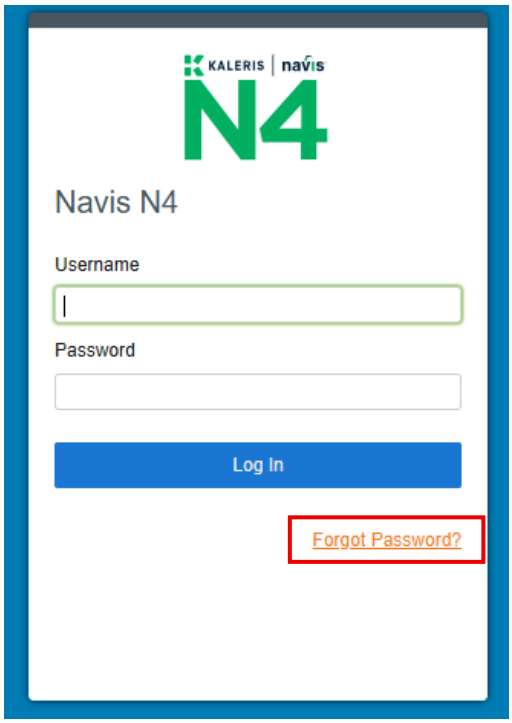


3) Click **Security**
4) Enter your **current password**
5) Enter a **new password** > Click **Save**

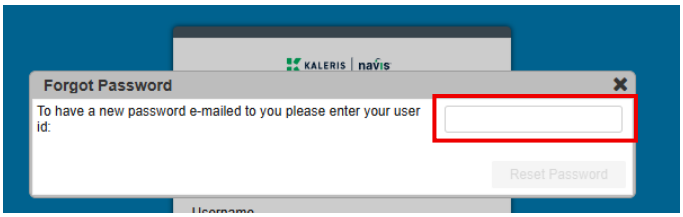


III. Forgot Password

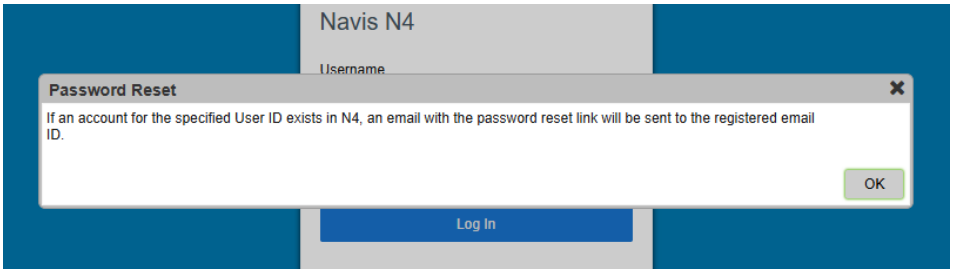
1) From the **Homepage**



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



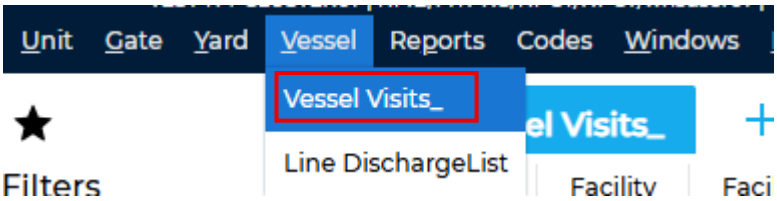
3) A password **reset link** will be sent to your **registered email address**.



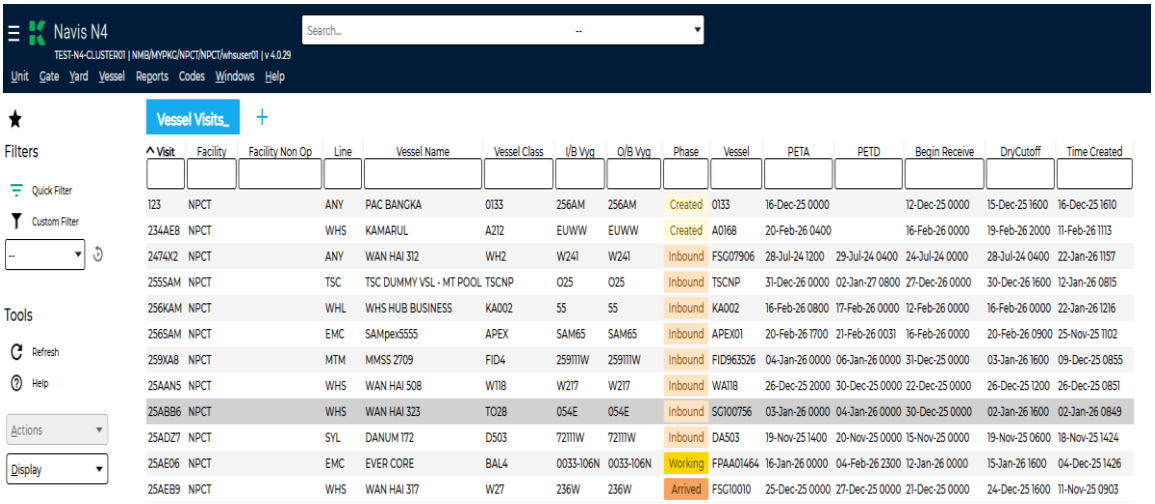
B) Vessel

I. Vessel Visit

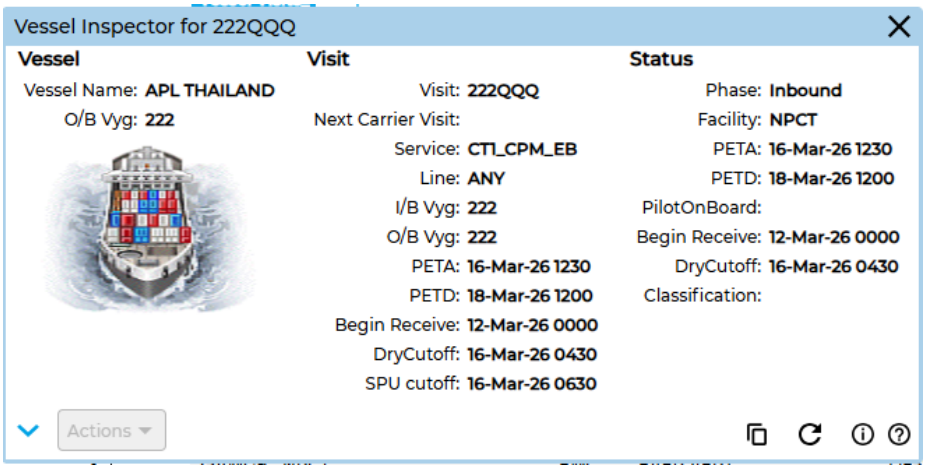
1) From Main Menu > Select **Vessel** > click **Vessel Visit**



2) A list of Vessel Visit will be displayed

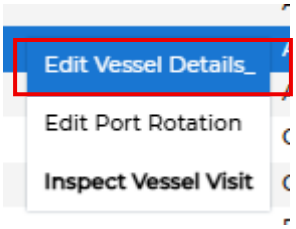


3) Double-click or Right-clicked on selected row **to view** the Vessel details

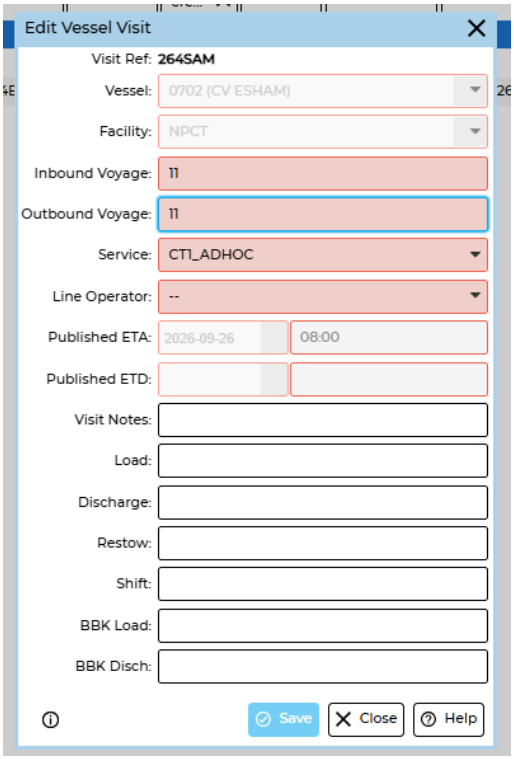


II. Edit Vessel Visit

1) From Main Menu > Select **Vessel** > click **Vessel Visit**
2) Right-click and select **Edit Vessel Visit**

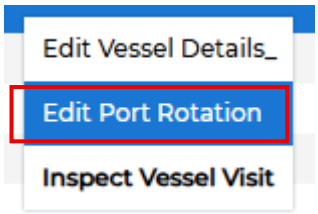


3) Update the necessary fields (highlighted in red) and Click **Save**

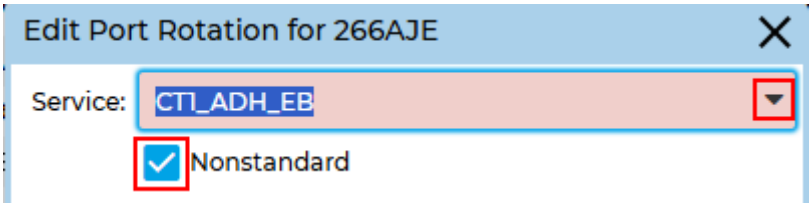


III. Add Port Rotation

1) From Main Menu > Select **Vessel** > click **Vessel Visit**
2) Right-click vessel and select **Edit Port Rotation**

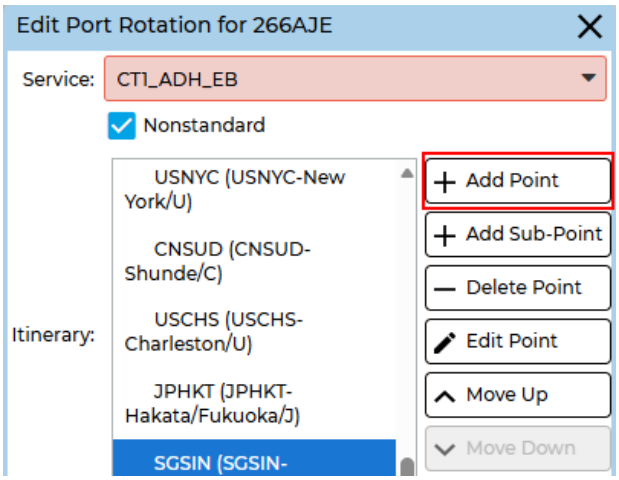


3) Select **Service** > Tick **Nonstandard**

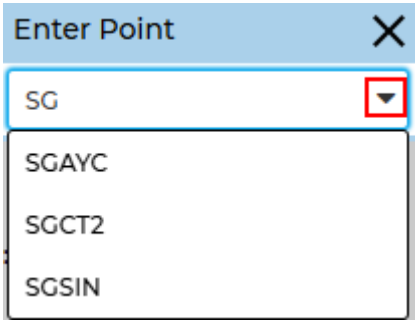


Note: If **'Nonstandard'** is not selected, the system **defaults to standard rotation**

4) Click **+ Add Point**

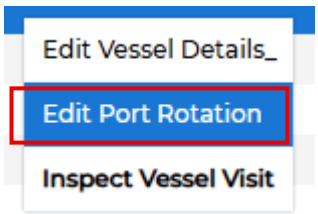


5) Select and **enter Port code.** Port rotation will be automatically updated.

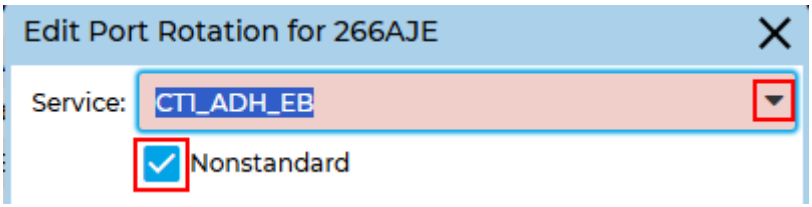


IV. Add Sub - Port Rotation

1) From Main Menu > Select **Vessel** > click **Vessel Visit**
2) Right-click vessel and select **Edit Port Rotation**

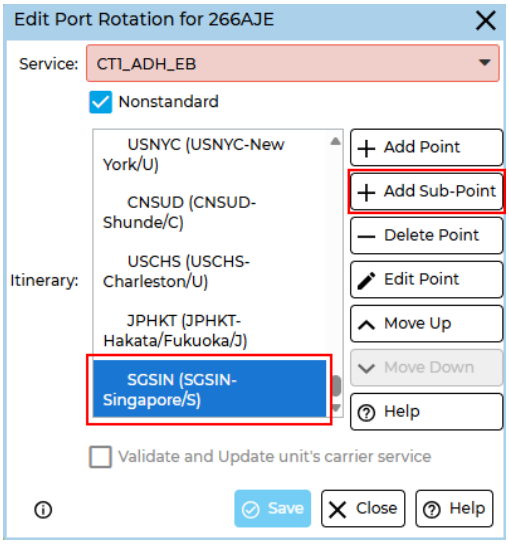


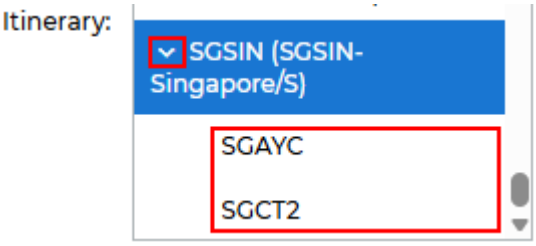
3) Select **Service** > Tick **Nonstandard**



Note: If **'Nonstandard'** is not selected, the system **defaults to standard rotation**

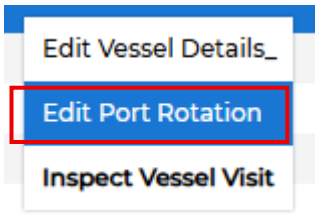
4) Click **+ Add Sub – Point >** Click **Save**



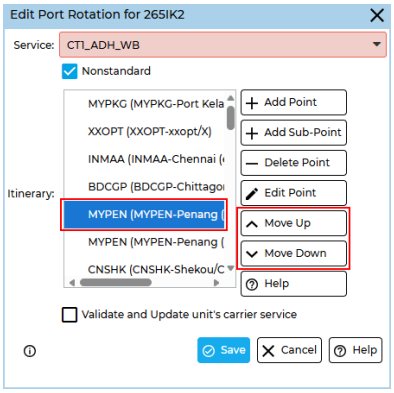


V. Move Port Rotation

1) From Main Menu > Select **Vessel** > click **Vessel Visit**
2) Right-click vessel and select **Edit Port Rotation**

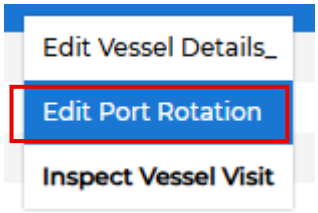


3) Click **Move Up** or **Move Down >** Click **Save**

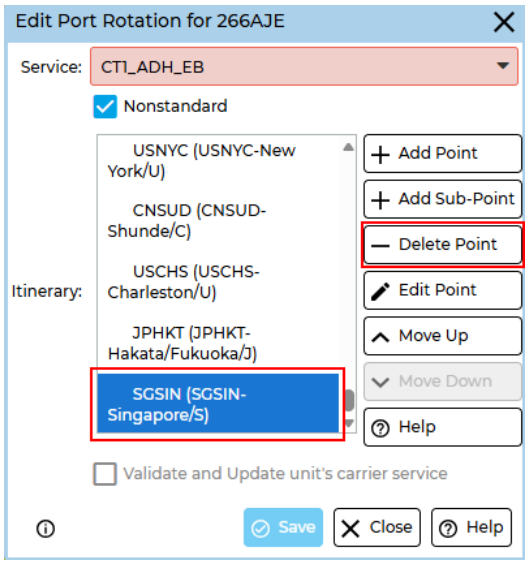


VI. Delete Port Rotation

1) From Main Menu > Select **Vessel** > click **Vessel Visit**
2) Right-click vessel and select **Edit Port Rotation**



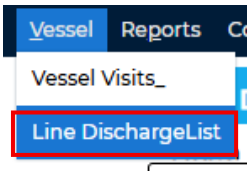
3) Select a port code and Click **Delete Point**



4) The port code will be removed > Click **Save**

VII. Line DischargeList *(Pre – advise Import)*

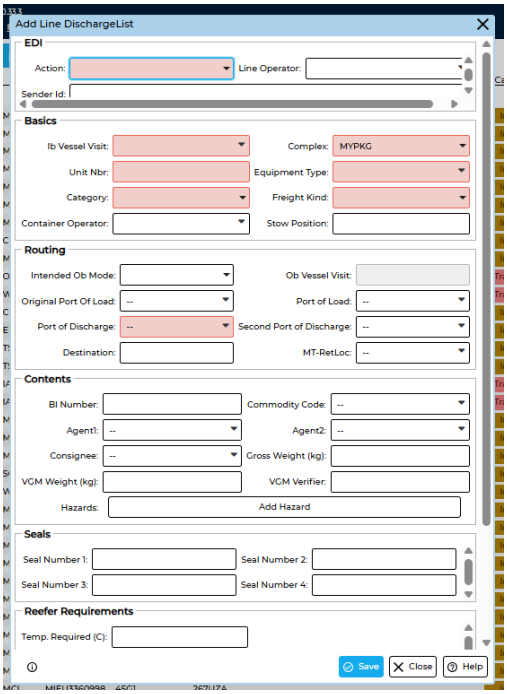
1) From **Main Menu** > Select **Vessel** and click **Line DischargeList**



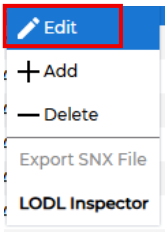
2) **To Add Line DischargeList -** Select the **+ Add** button on the left panel



3) Fill in the mandatory fields (highlighted in red) > click **Save**

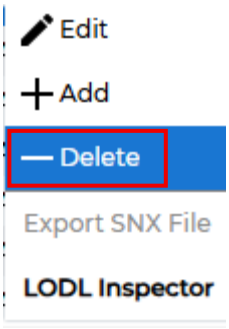


4) **To Edit** – Right-click the unit and select **Edit**



5) Modify the unit details > click **Save**

6) **To Delete –** Right-click the unit and select **Delete**

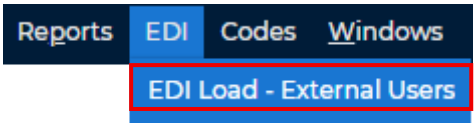


7) The Unit's Line Discharge List will **be removed**

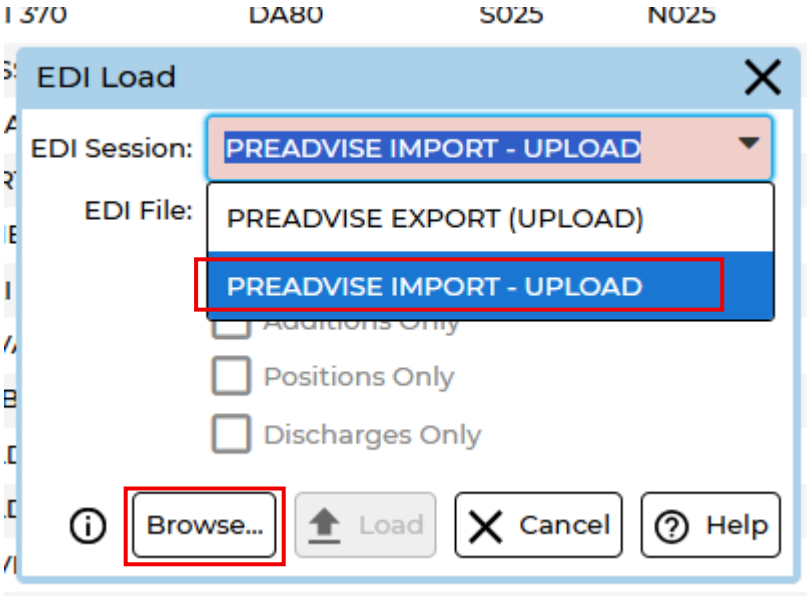
C) EDI Upload File

I. EDI Upload – Pre-Advise Import (Discharge List)

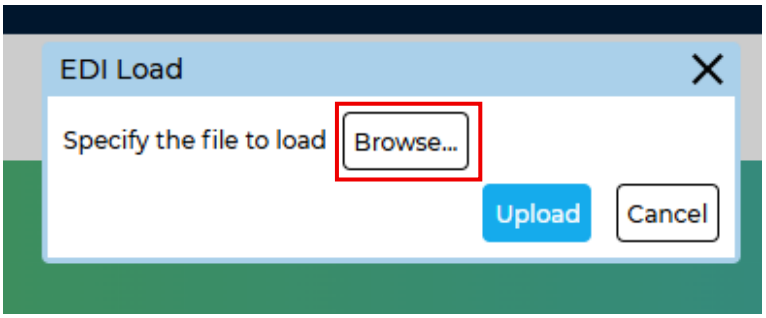
1) From Main Menu > Select **EDI** and click **EDI Load – External Users**

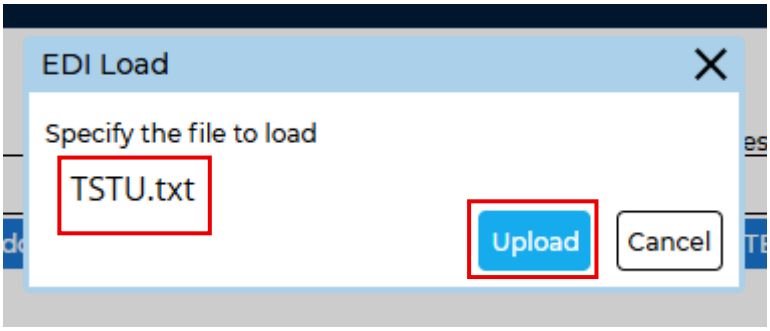


2) Discharge List – Select EDI Session **Preadvise Import - Upload** > Click **Browse**

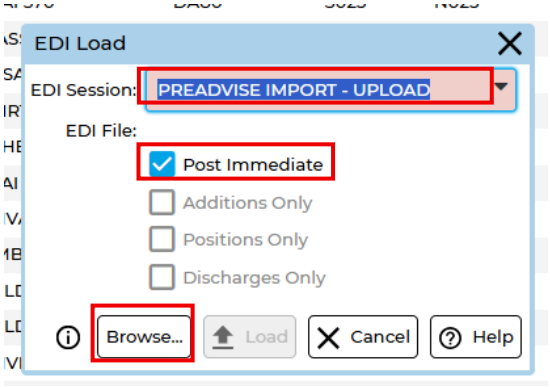


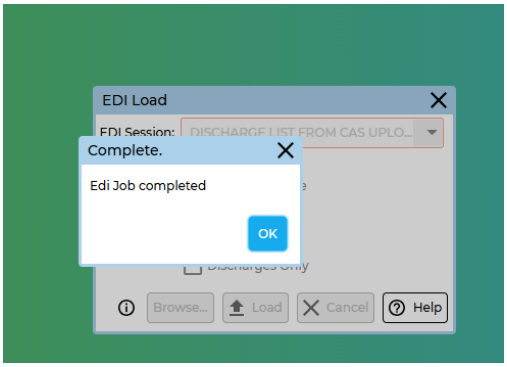
3) Click **browse** and insert a file > Click **Upload**





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



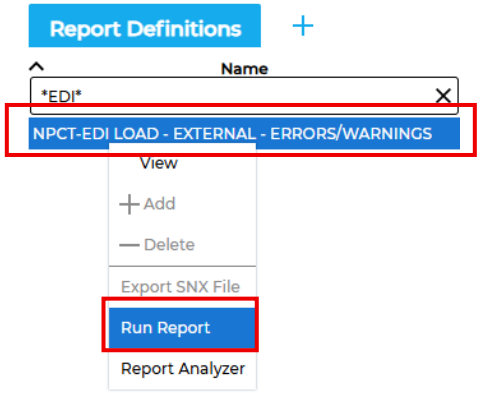


5) To check whether the upload was **Successful** or **Failed**

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

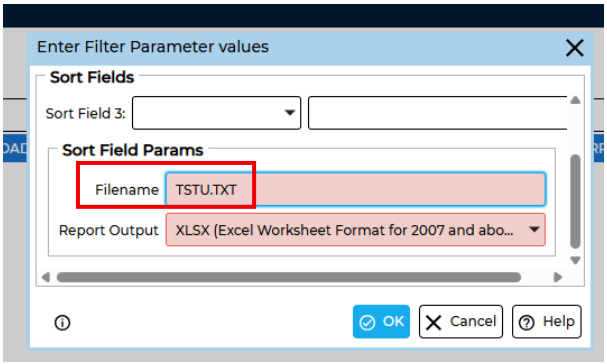


7) Right click at **NPCT – EDI LOAD – EXTERNAL – ERRORS/WARNINGS** > Select **Run Report**

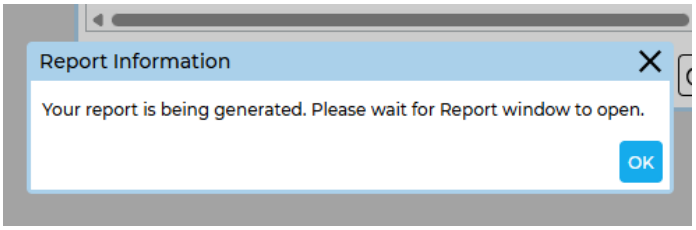


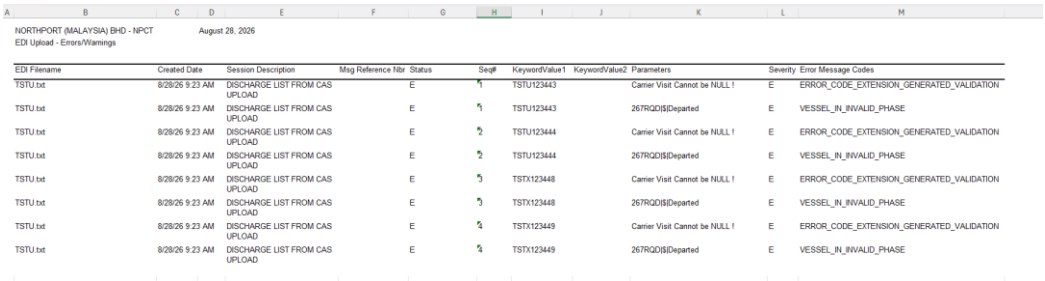
8) Fill in **Filename** > Click **OK**

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



9) A Report will be generated as per below



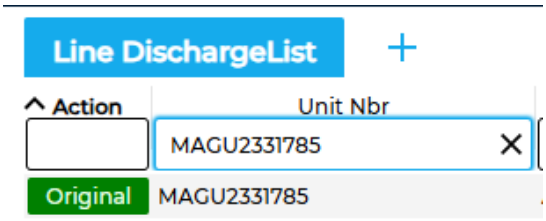


NORTHPORT (MALAYSIA) BHD - NPCT August 28, 2026
EDI Upload - Errors/Warnings

EDI Filename	Created Date	Session Description	Msg Reference Nbr	Status	Seq#	KeywordValue1	KeywordValue2	Parameters	Severity	Error Message Codes
TSTU.txt	8/28/26 9:23 AM	DISCHARGE LIST FROM CAS UPLOAD		E	1	TSTU123443		Carrier Visit Cannot be NULL !	E	ERROR_CODE_EXTENSION_GENERATED_VALIDATION
TSTU.txt	8/28/26 9:23 AM	DISCHARGE LIST FROM CAS UPLOAD		E	1	TSTU123443		267RQD|$|Departed	E	VESSEL_IN_INVALID_PHASE
TSTU.txt	8/28/26 9:23 AM	DISCHARGE LIST FROM CAS UPLOAD		E	2	TSTU123444		Carrier Visit Cannot be NULL !	E	ERROR_CODE_EXTENSION_GENERATED_VALIDATION
TSTU.txt	8/28/26 9:23 AM	DISCHARGE LIST FROM CAS UPLOAD		E	2	TSTU123444		267RQD|$|Departed	E	VESSEL_IN_INVALID_PHASE
TSTU.txt	8/28/26 9:23 AM	DISCHARGE LIST FROM CAS UPLOAD		E	3	TSTX123448		Carrier Visit Cannot be NULL !	E	ERROR_CODE_EXTENSION_GENERATED_VALIDATION
TSTU.txt	8/28/26 9:23 AM	DISCHARGE LIST FROM CAS UPLOAD		E	3	TSTX123448		267RQD|$|Departed	E	VESSEL_IN_INVALID_PHASE
TSTU.txt	8/28/26 9:23 AM	DISCHARGE LIST FROM CAS UPLOAD		E	4	TSTX123449		Carrier Visit Cannot be NULL !	E	ERROR_CODE_EXTENSION_GENERATED_VALIDATION
TSTU.txt	8/28/26 9:23 AM	DISCHARGE LIST FROM CAS UPLOAD		E	4	TSTX123449		267RQD|$|Departed	E	VESSEL_IN_INVALID_PHASE

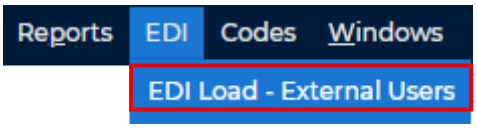
10) **Successful** – Go to Main Menu > Select **Vessel** > Select **Line Discharge List**

11) Search by **Unit Number –** successfully uploaded unit will be displayed in Discharge List

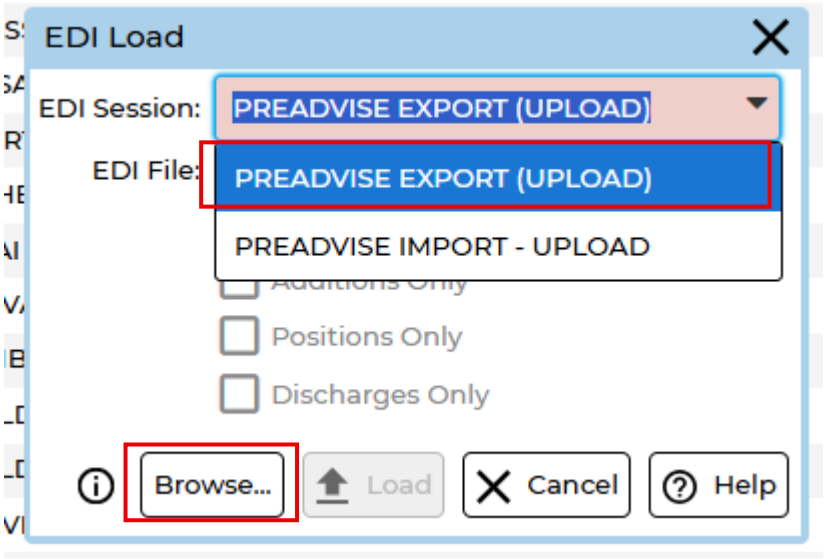


II. EDI Upload – Pre-Advise Export

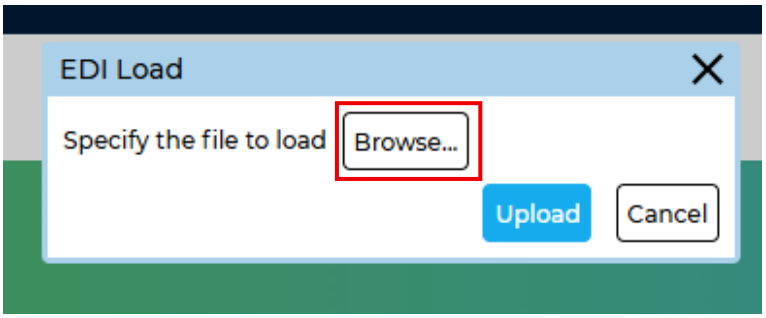
1) From Main Menu > Select **EDI** and click **EDI Load – External Users**



2) Discharge List – Select EDI Session **Preadvise Export (Upload)** > Click **Browse**

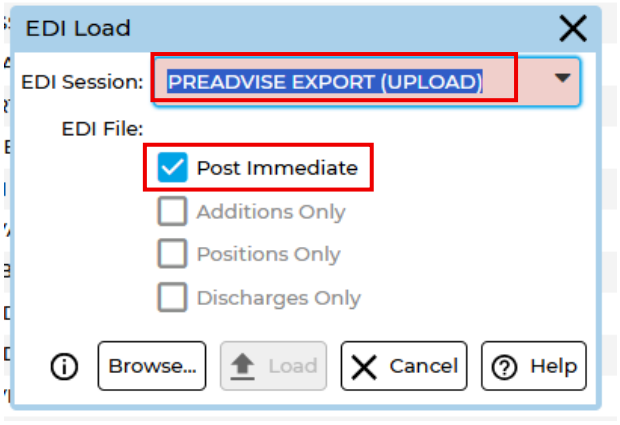


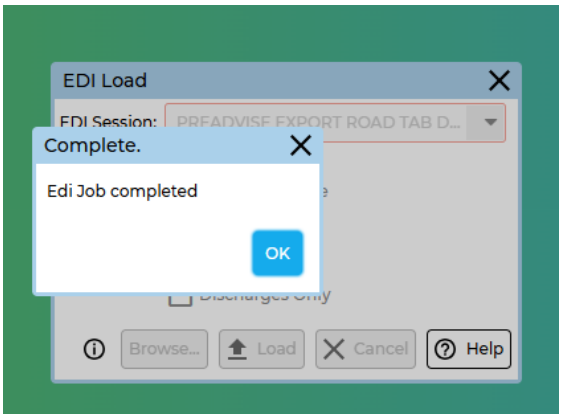
3) Click **browse** and insert a file > Click **Upload**





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



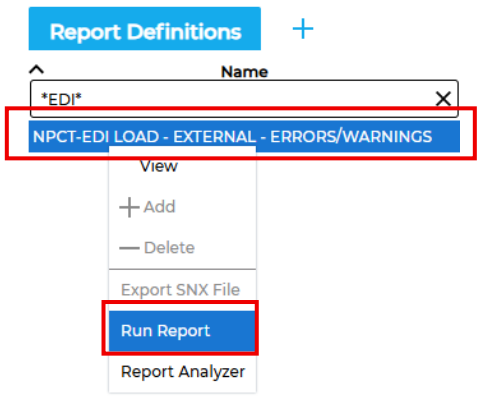


5) To check whether the upload was **Successful** or **Failed**

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

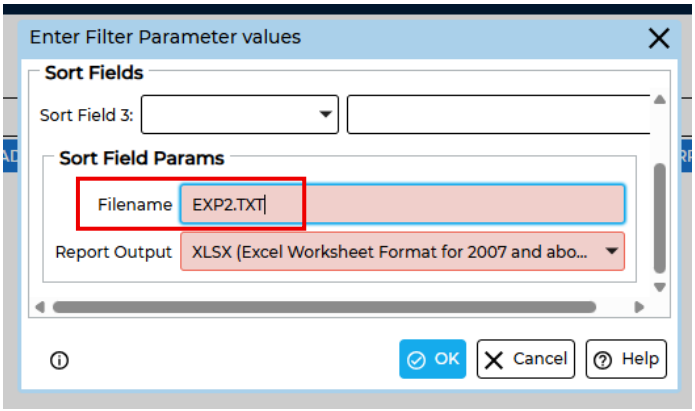


7) Right click at **NPCT – EDI LOAD – EXTERNAL – ERRORS/WARNINGS** > Select **Run Report**

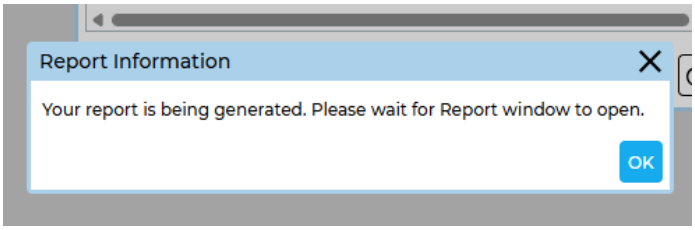


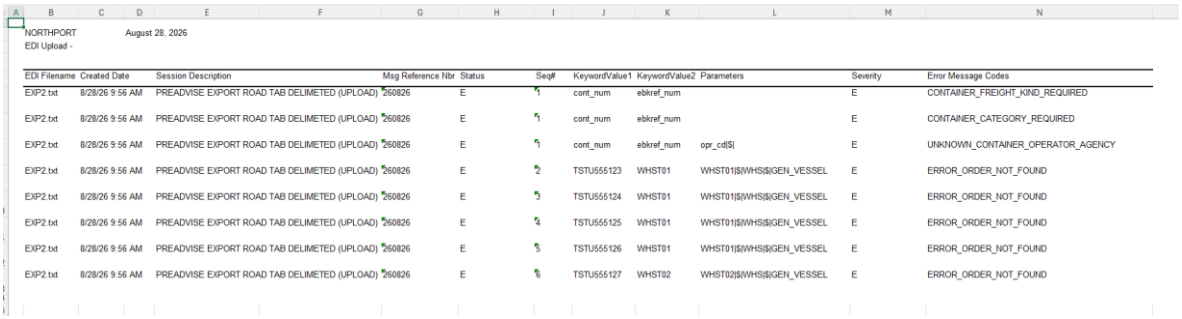
8) Fill in **Filename** > Click **OK**

*Note: File name **MUST** include file type. Example: EXP2**.TXT***



9) Report will be generated as per below.



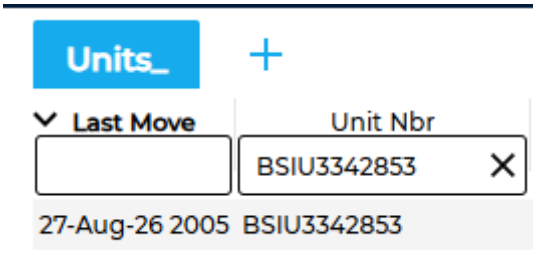


NORTHPORT August 28, 2026
EDI Upload -

EDI Filename	Created Date	Session Description	Msg Reference Nbr	Status	Seq#	KeywordValue1	KeywordValue2	Parameters	Severity	Error Message Codes
EXP2.txt	8/28/26 9:56 AM	PREADVISE EXPORT ROAD TAB DELIMETED (UPLOAD)	260826	E	1	cont_num	ebkref_num		E	CONTAINER_FREIGHT_KIND_REQUIRED
EXP2.txt	8/28/26 9:56 AM	PREADVISE EXPORT ROAD TAB DELIMETED (UPLOAD)	260826	E	1	cont_num	ebkref_num		E	CONTAINER_CATEGORY_REQUIRED
EXP2.txt	8/28/26 9:56 AM	PREADVISE EXPORT ROAD TAB DELIMETED (UPLOAD)	260826	E	1	cont_num	ebkref_num	opr_cd|$|	E	UNKNOWN_CONTAINER_OPERATOR_AGENCY
EXP2.txt	8/28/26 9:56 AM	PREADVISE EXPORT ROAD TAB DELIMETED (UPLOAD)	260826	E	2	TSTU555123	WHST01	WHST01\$|WHS\$|GEN_VESSEL	E	ERROR_ORDER_NOT_FOUND
EXP2.txt	8/28/26 9:56 AM	PREADVISE EXPORT ROAD TAB DELIMETED (UPLOAD)	260826	E	3	TSTU555124	WHST01	WHST01\$|WHS\$|GEN_VESSEL	E	ERROR_ORDER_NOT_FOUND
EXP2.txt	8/28/26 9:56 AM	PREADVISE EXPORT ROAD TAB DELIMETED (UPLOAD)	260826	E	4	TSTU555125	WHST01	WHST01\$|WHS\$|GEN_VESSEL	E	ERROR_ORDER_NOT_FOUND
EXP2.txt	8/28/26 9:56 AM	PREADVISE EXPORT ROAD TAB DELIMETED (UPLOAD)	260826	E	5	TSTU555126	WHST01	WHST01\$|WHS\$|GEN_VESSEL	E	ERROR_ORDER_NOT_FOUND
EXP2.txt	8/28/26 9:56 AM	PREADVISE EXPORT ROAD TAB DELIMETED (UPLOAD)	260826	E	6	TSTU555127	WHST02	WHST02\$|WHS\$|GEN_VESSEL	E	ERROR_ORDER_NOT_FOUND

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

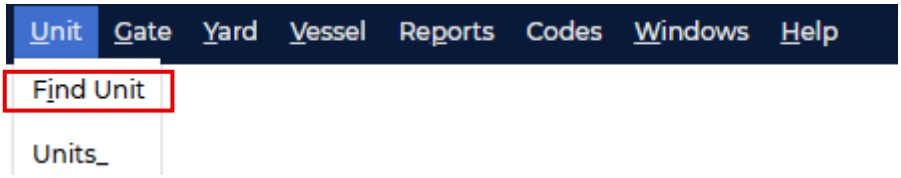
11) Search by **Unit Number**



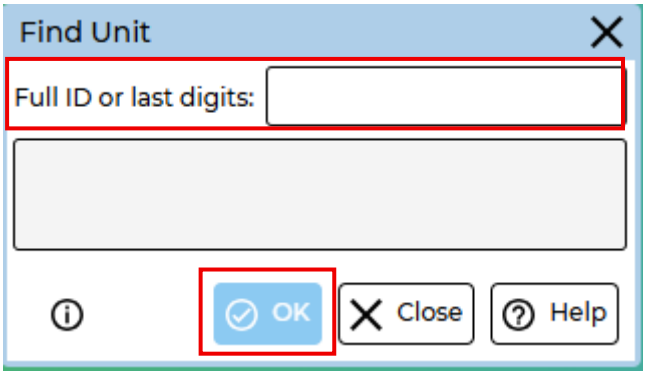
D) Unit (Container Number)

I. Find Unit (*Container Query*)

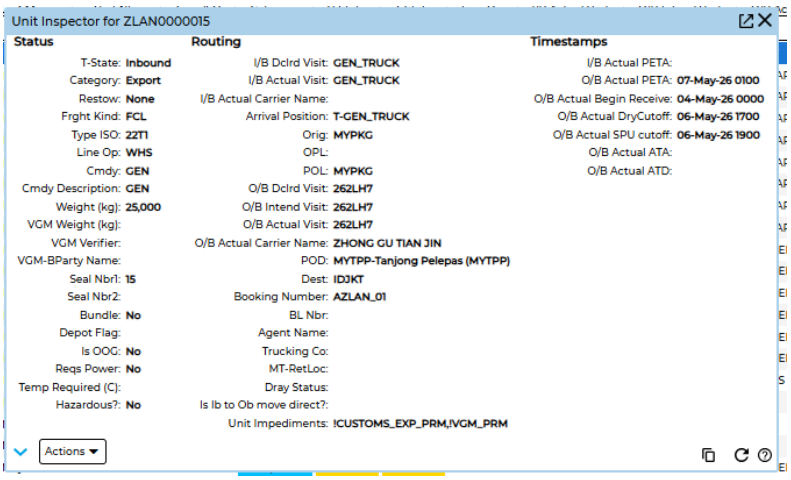
1) From Main Menu > **Unit** > click **Find Unit**



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



3) The details will be displayed as shown below

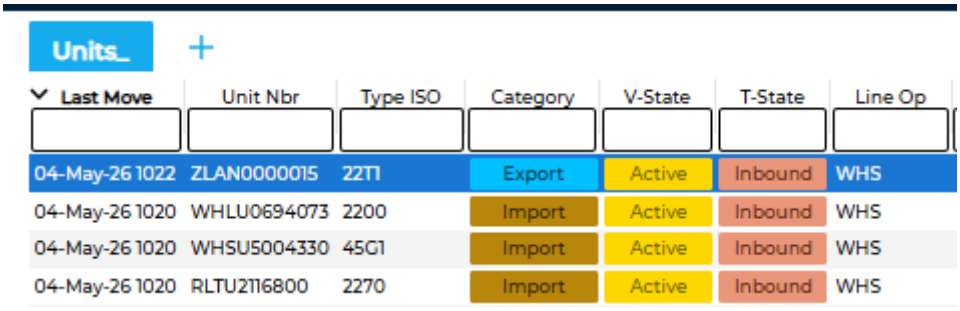


II. Units (*Container List*)

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



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

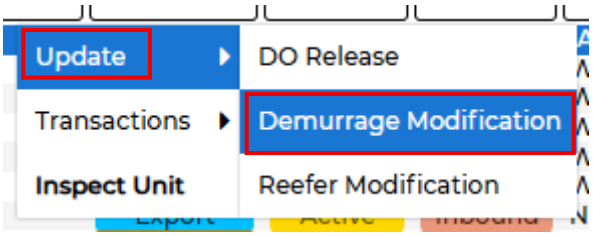


III. Demurrage Modification

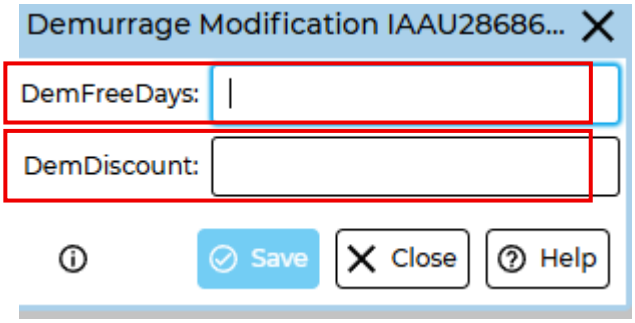
1) From Main Menu > Select **Unit** > click **Units**



2) Right-click the selected **Unit number** > **Update** > click **Demurrage Modification**



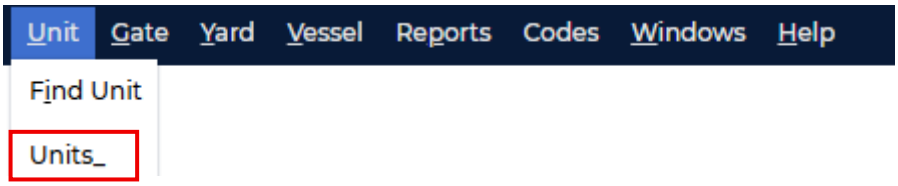
3) Fill in **Total Free Day** and **Total Discount percentage** > Click **Save**



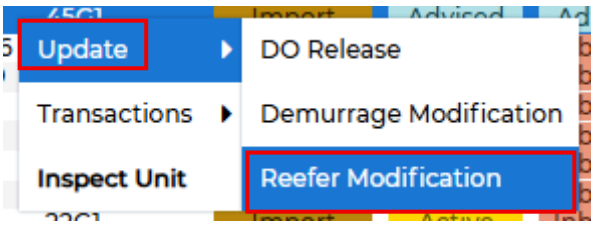
To view**, user must add column **DemFreeDays** & **DemDiscount

IV. Reefer Modification

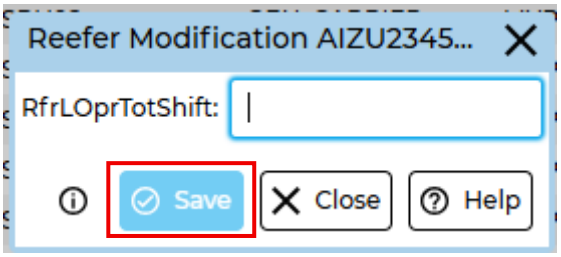
1) From Main Menu > **Unit** > click **Units**



2) Right-click the selected **Unit Number** > **Update** > click **Reefer Modification**



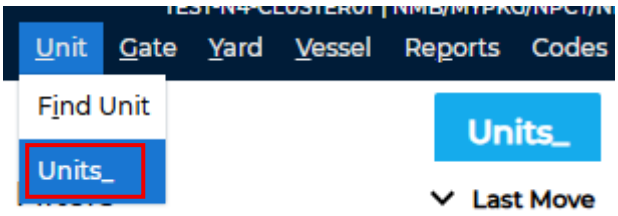
3) Fill in **Total Shift** > Click **Save**



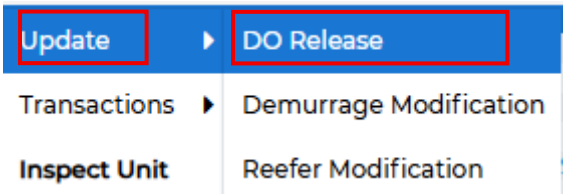
Note : *Default in **CONTRAK2:***
*Shifts **1–9** are billed to the **Box Operator**.*
*Shifts **10 and above** are billed to the **Forwarding Agent**.*
To View,** user must add column **RfrLOprTotShift

V. EDO Release - By Unit

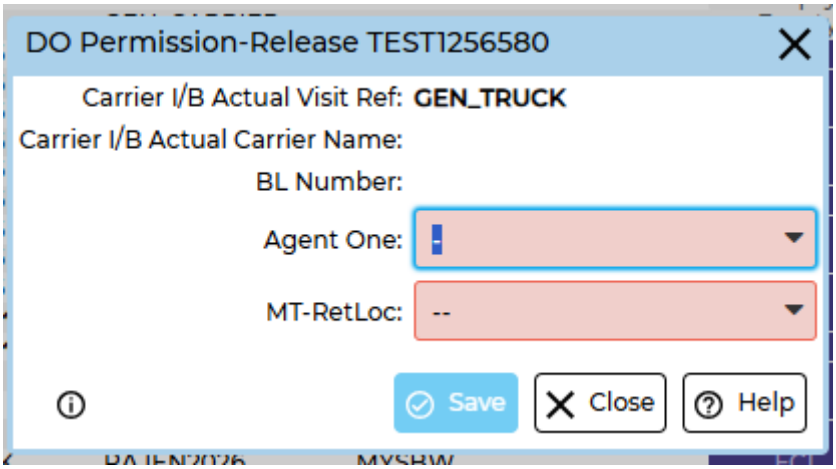
1) From Main Menu > Select **Unit** > click **Units**



2) Right-click the selected **Unit number** > **Update** > click **DO Release**

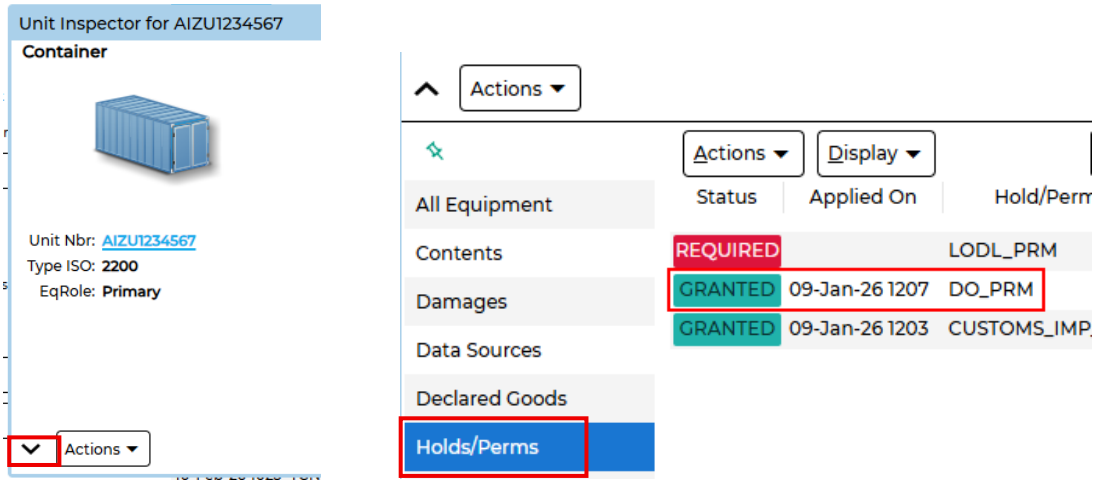


3) Select **Agent One** (Ledger Number) and **MT-RecLoc** (Code: MT Return) > **Save**



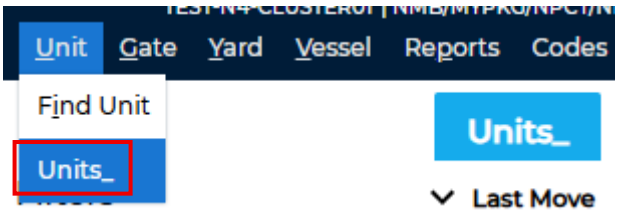
4) **To check GRANTED –** Double-click the **Unit number**

5) Click and expand the arrow button > Select **Holds/Perms**

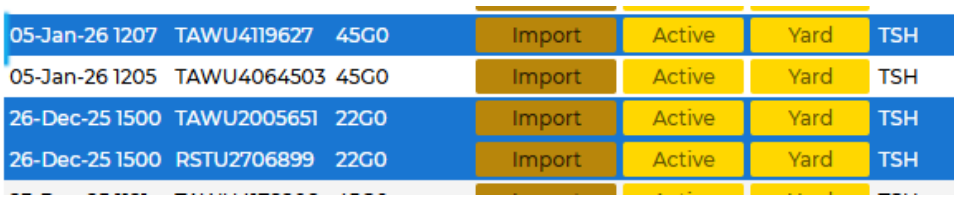


VI. EDO Release - By Multiple Units

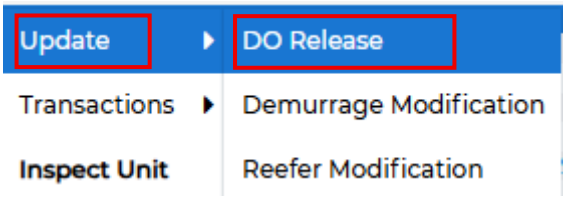
1) From Main Menu > **Unit** > click **Units**



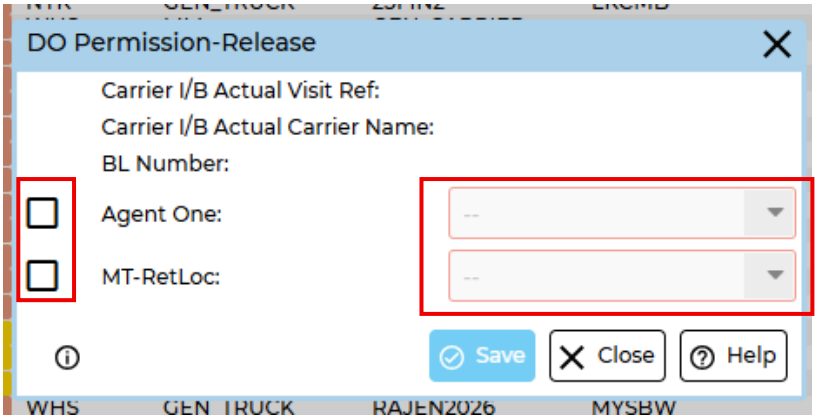
2) Select **Multiple Unit Number**



3) Right-click the selected **Unit number** > **Update** > click **DO Release**

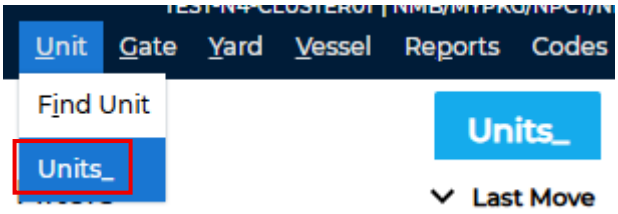


4) Click the checkbox and Select **Agent One** (Ledger Number) and **MT-RecLoc** (Code: MT Return) > **Save**

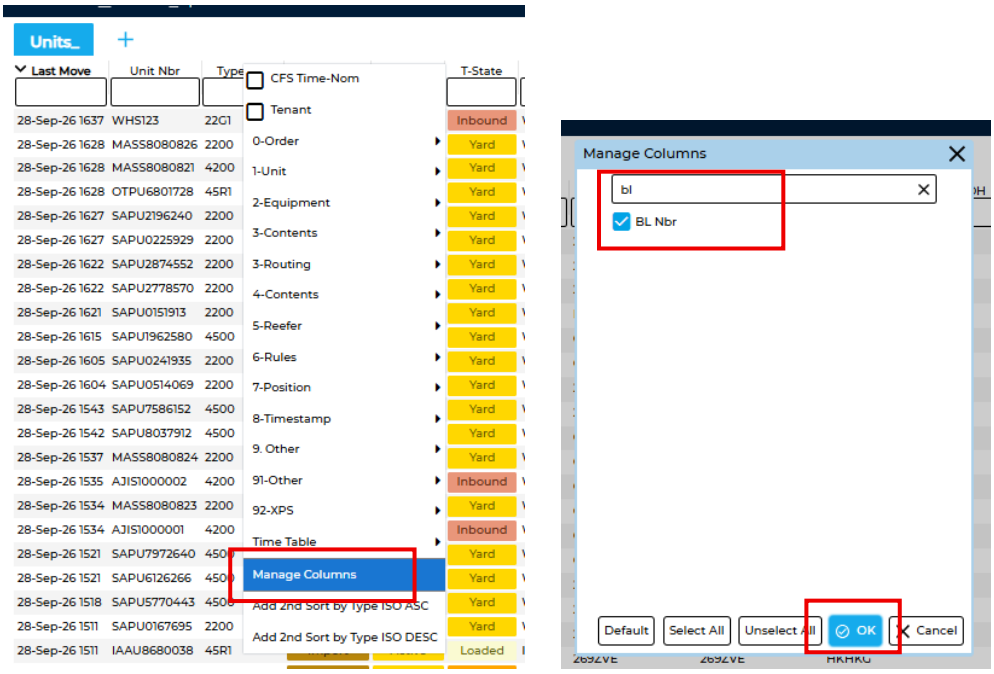


VII. EDO Release - By BL No

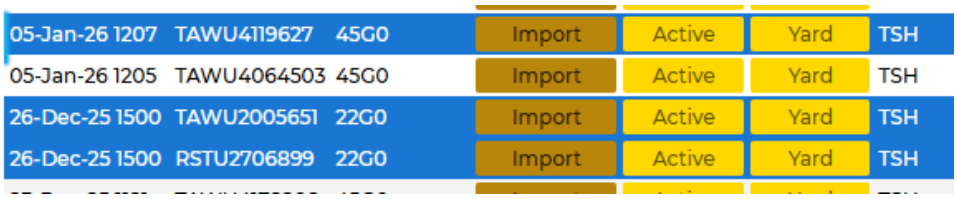
1) From Main Menu > **Unit** > click **Units**



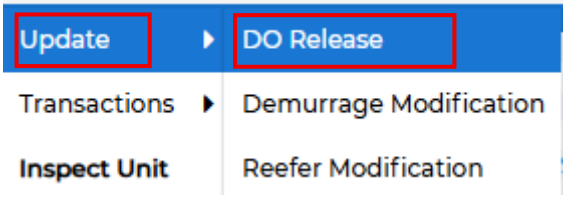
2) Right click at the header and select **Manage Column** > Click **BL no** > Click **OK**



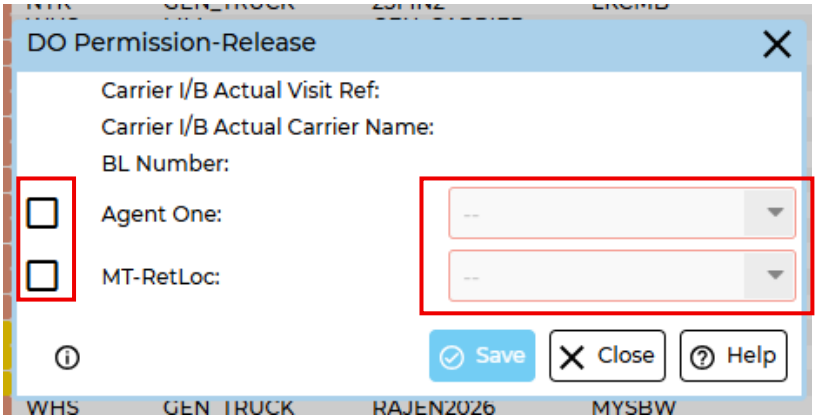
3) Select **Multiple Unit Number**



4) Right-click the selected **Unit number** > **Update** > click **DO Release**

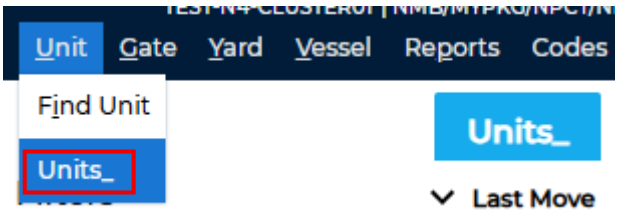


5) Click the checkbox and Select **Agent One** (Ledger Number) and **MT-RecLoc** (Code: MT Return) > **Save**

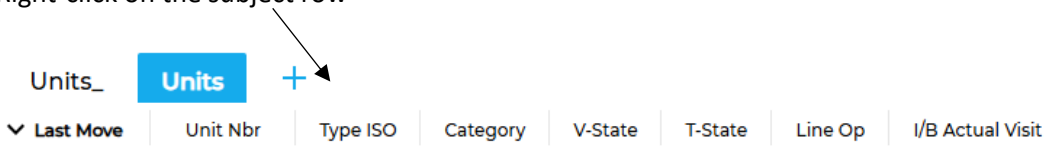


VII. Bundle/Unbundle Unit

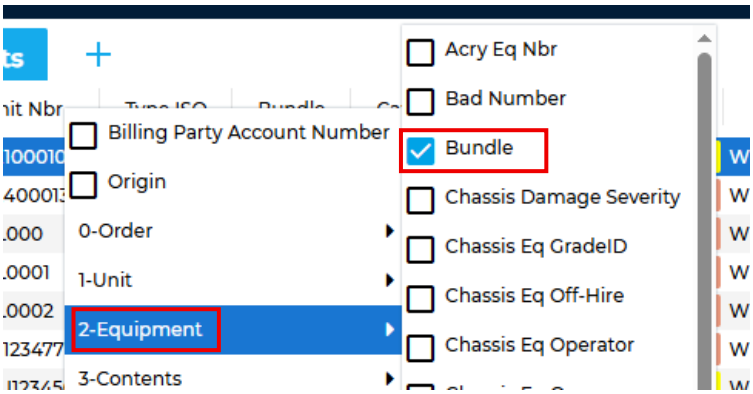
1) From Main Menu > **Unit** > click **Units**



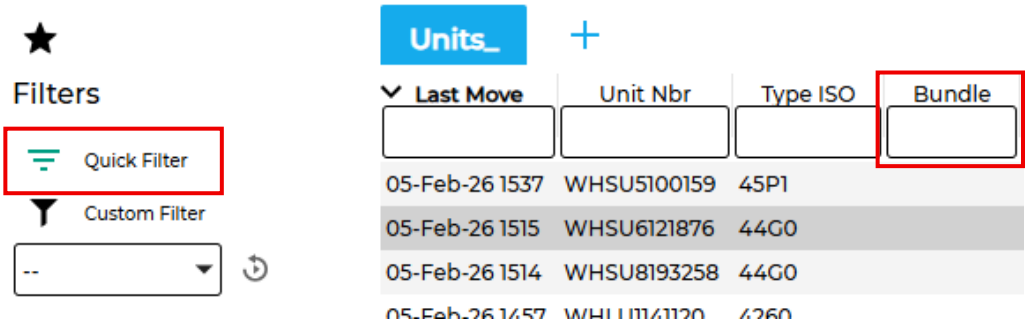
2) Right-click on the subject row



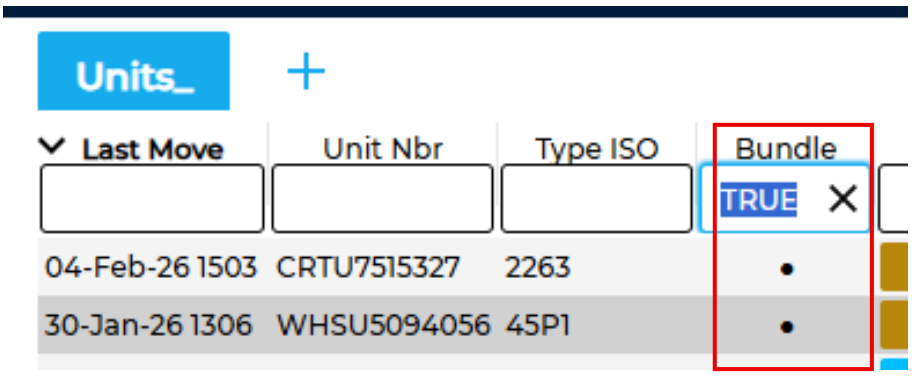
3) Select **"2 – Equipment"** from the list and **TICK** the **Bundle** option



4) Select **Quick Filter** on the right panel and a **search box** will appear

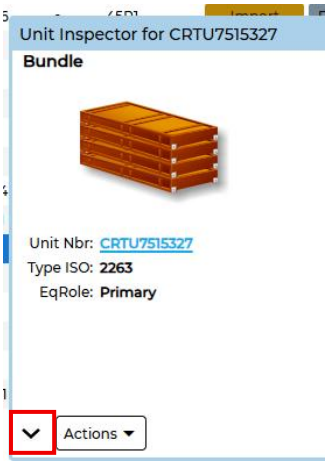


5) Type **TRUE** in the Bundle field, then press **ENTER** to confirm

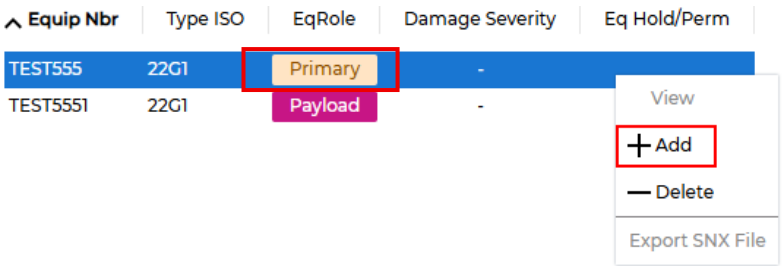


6) **To Add –** Double click the Unit number

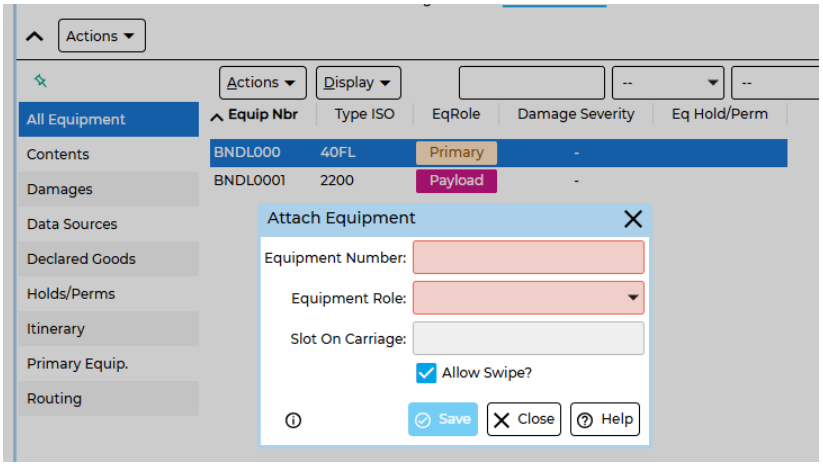
7) Click and expand the arrow button



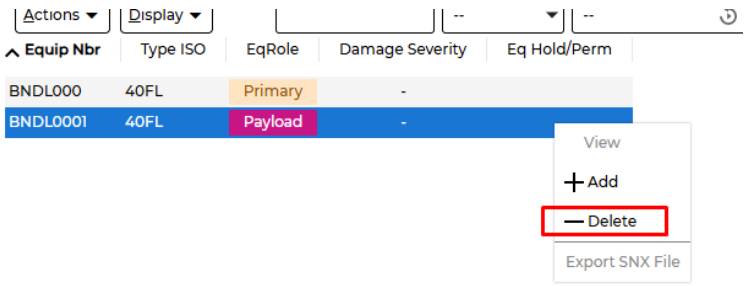
8) Right-click on **Primary** *(Top Container)* and select **Add** *(To bundle below tier)*



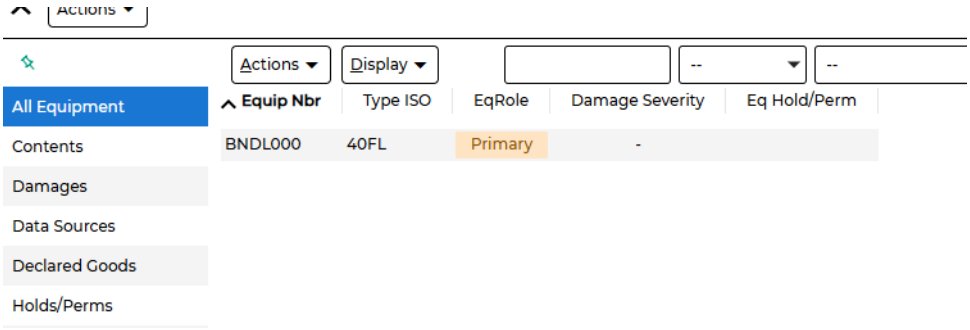
9) Fill in **Equipment Number** and **Equipment Role** select “Payload” and Click **Save**



10) **To Delete -** Right-click on **Payload** and select **Delete**

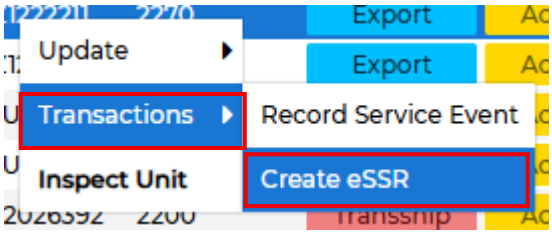


11) The payload has been removed from **Primary**

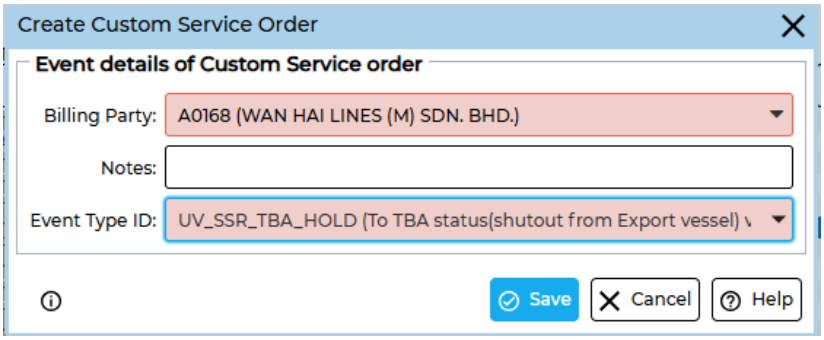


VIII. Create Service Order

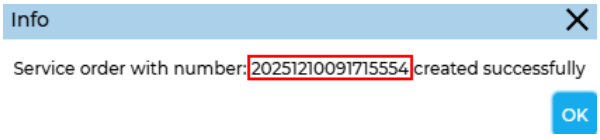
1) From Main Menu > Select **Units** > right-click **Unit Number**
2) Select **Transaction** > click **Create eSSR**



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



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

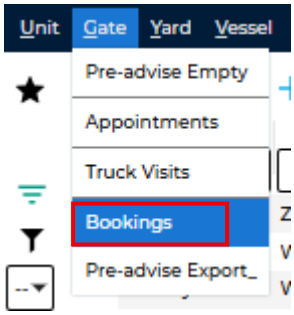


Note: *To search, enter* ***%keyword%.*** *A dropdown list containing all related entries will be displayed.*

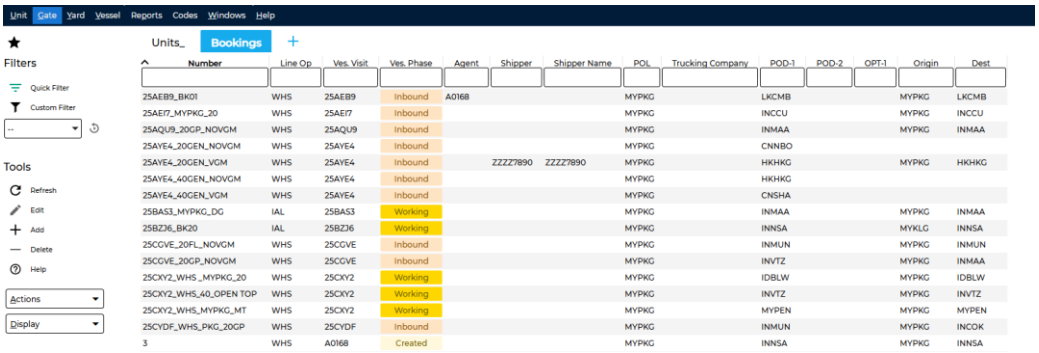
E) Gate

I. Bookings (*Booking References*)

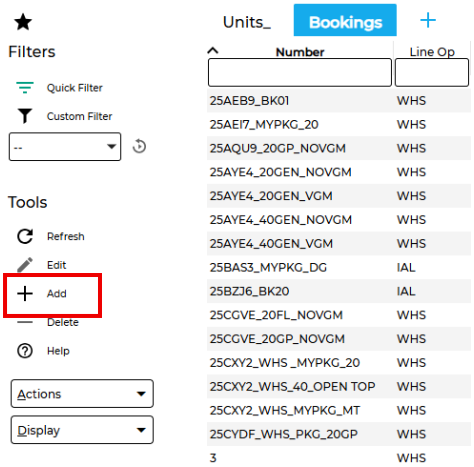
1) From Main Menu > Select **Gate** > click **Bookings**



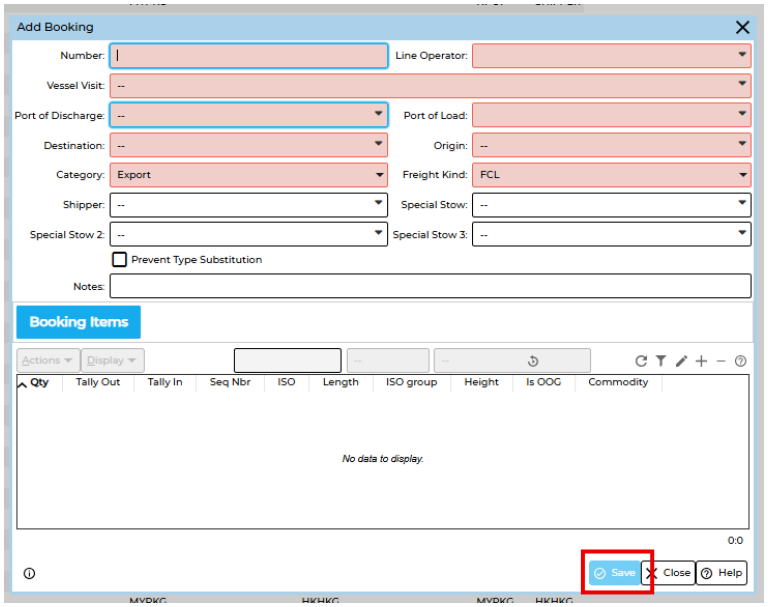
2) The system will display a list of all bookings on the screen



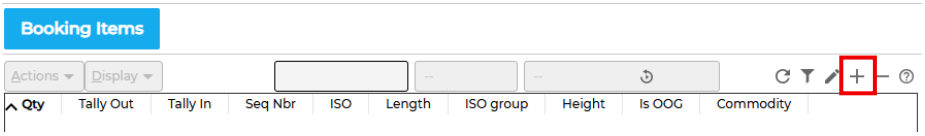
3) **To Add Booking** - Select the **+ Add** button on the right panel



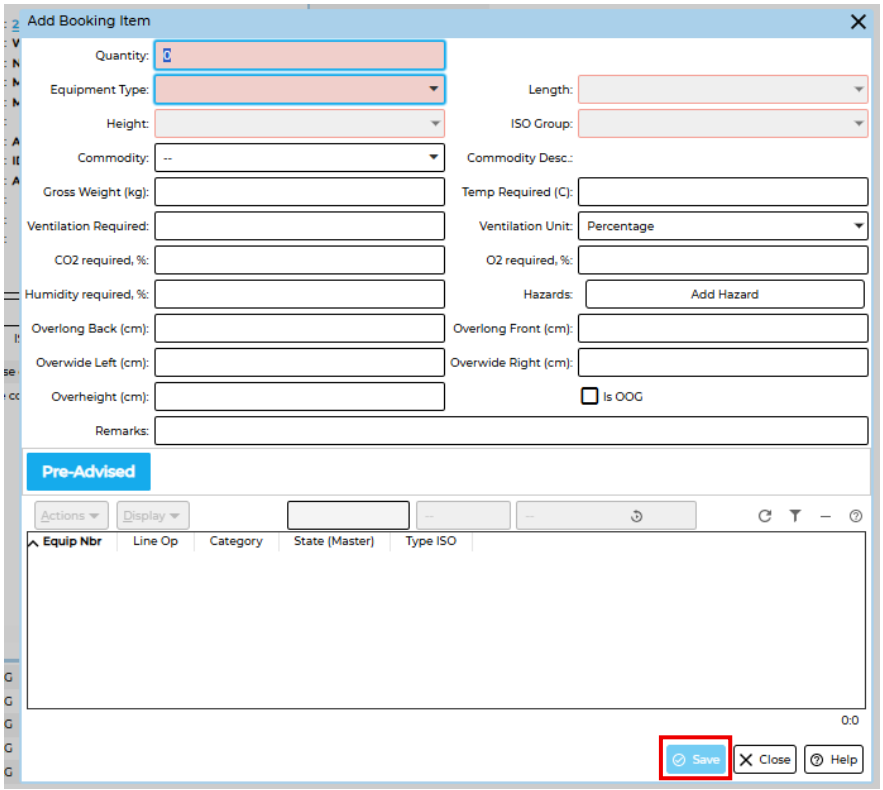
4) Fill in the mandatory fields (highlighted in red) > click **Save**



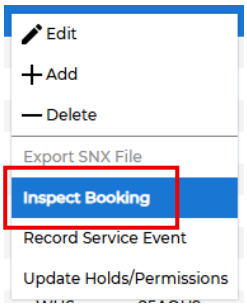
5) **To Add Booking Item** – Click **"+"**



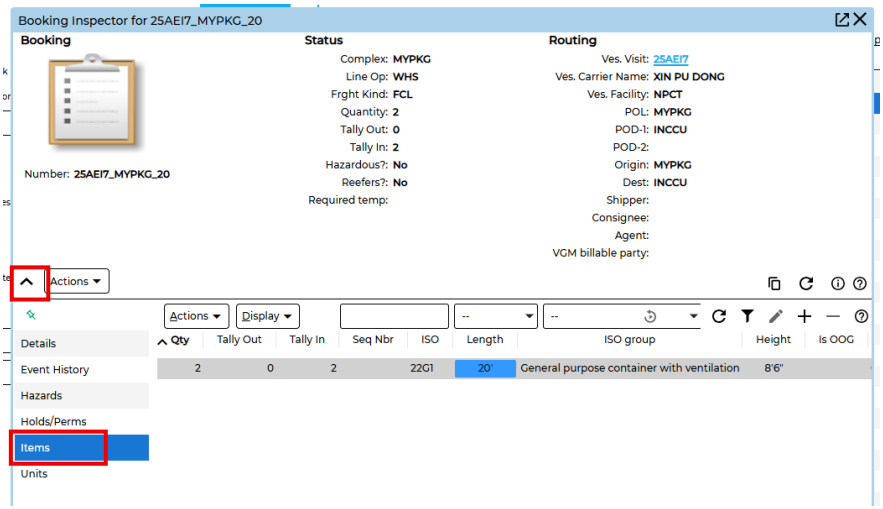
6) Fill in the mandatory fields (highlighted in red) > click **Save**



7) **To View Booking items** – Right-click Unit number > **Inspect Booking**



8) Expand the arrow button and select **Items**



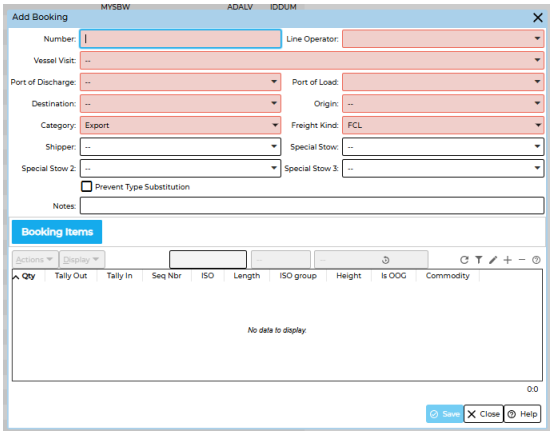
II. OOG Process

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

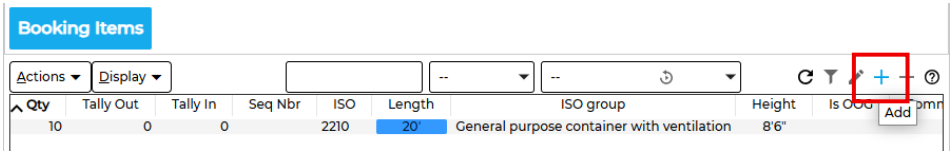


2) Right-click and select **"+ Add" or "Edit"**

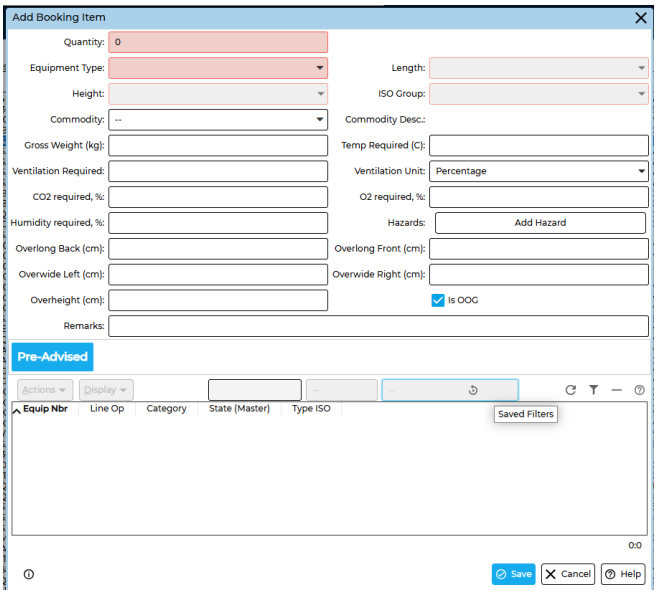
3) Fill in the mandatory fields (highlighted in red) and click **Save**



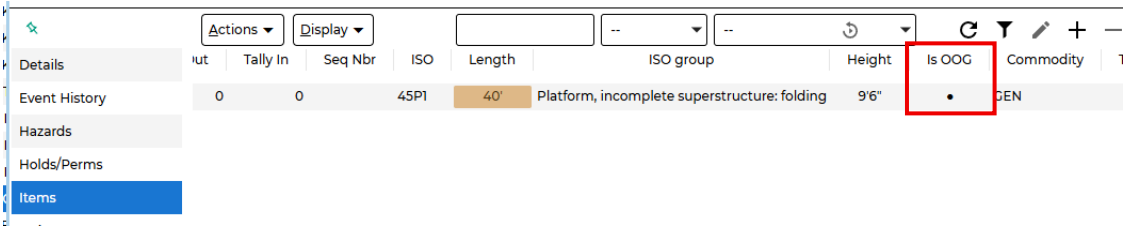
4) To indicate unit is OOG – Select **+** under booking items



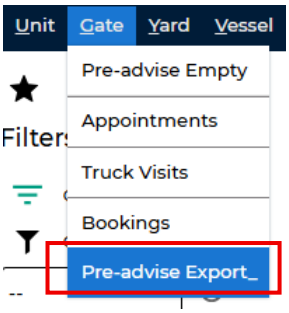
5) Fill in **Overdimension Details** & Select **Is OOG**.



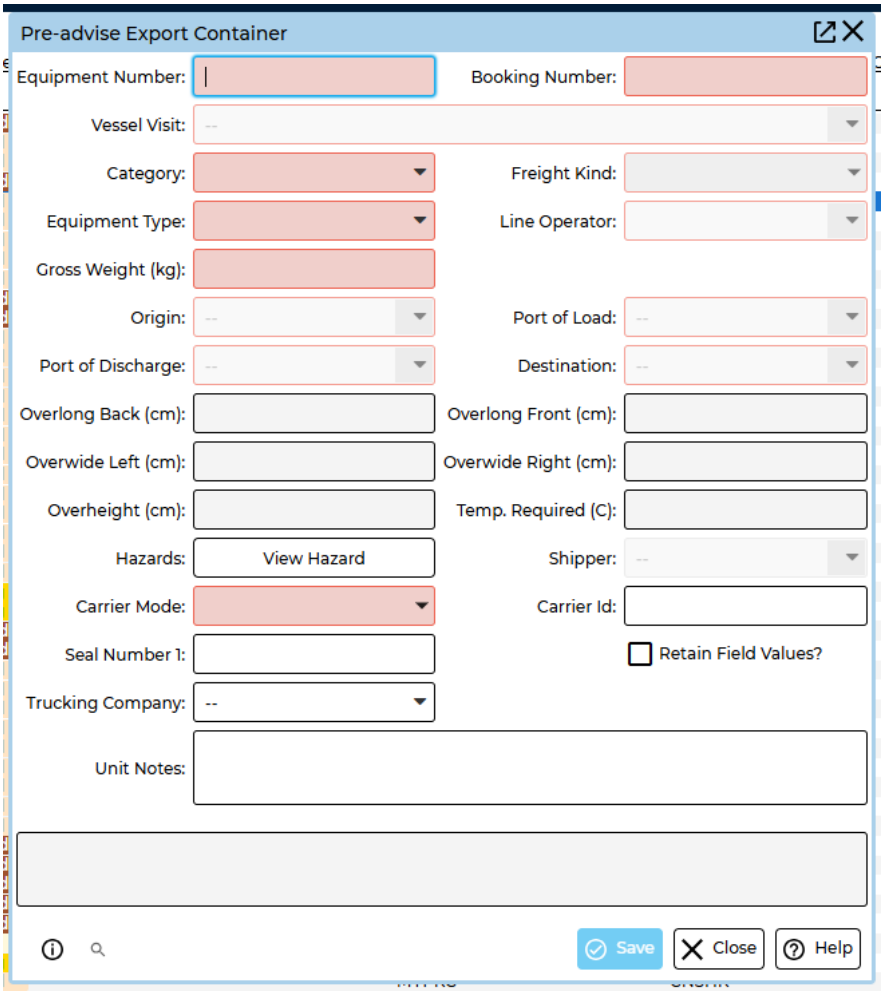
6) At Booking Inspector, the added booking item will show **is OOG**



7) **To Add Unit** under Booking Number – Main Menu > **Gate** > click **Pre-advise Export**



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

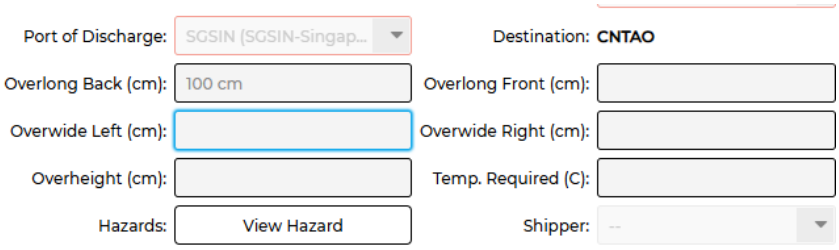


9) **To View OOG's Unit Details** – From Main Menu > **Units**

10) Right-click Unit Number and select **Unit Inspector and select**



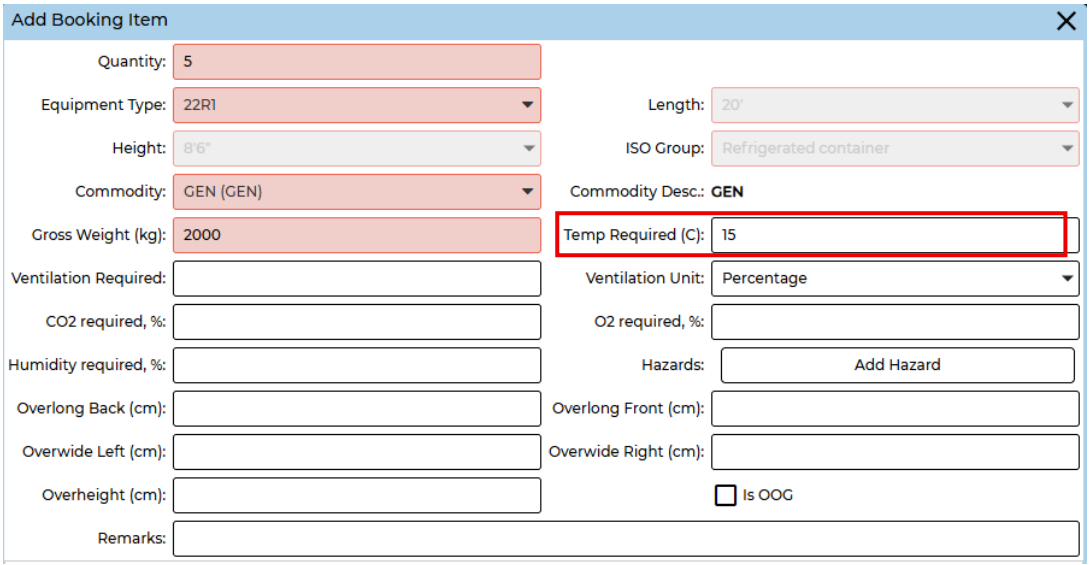
11) Modifications to the Overdimension shall be made at the Booking level



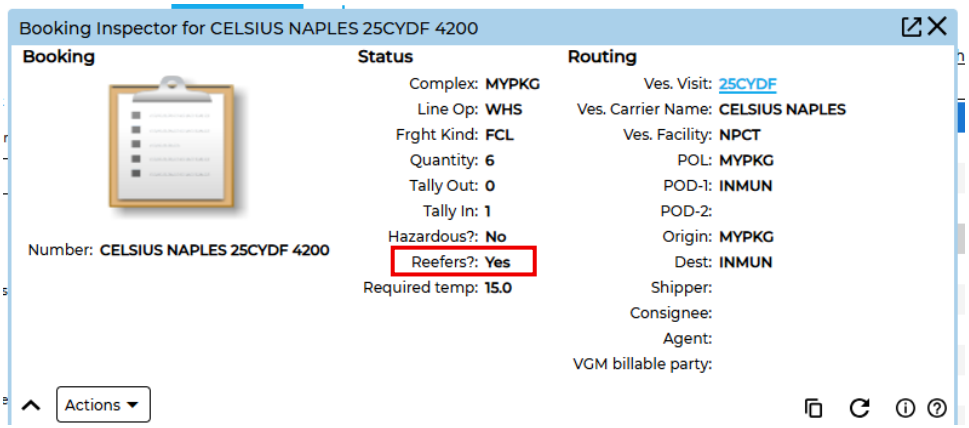
Modification of the overdimension is not allowed here

III. Reefer Process

1) From Main Menu > **Gate** > click **Bookings**
2) Right-click and Select **+ Add**
3) Fill in the mandatory fields (highlighted in red)
4) To indicate unit is Reefer Process – Fill in **Temperature Required** and Click **Save**

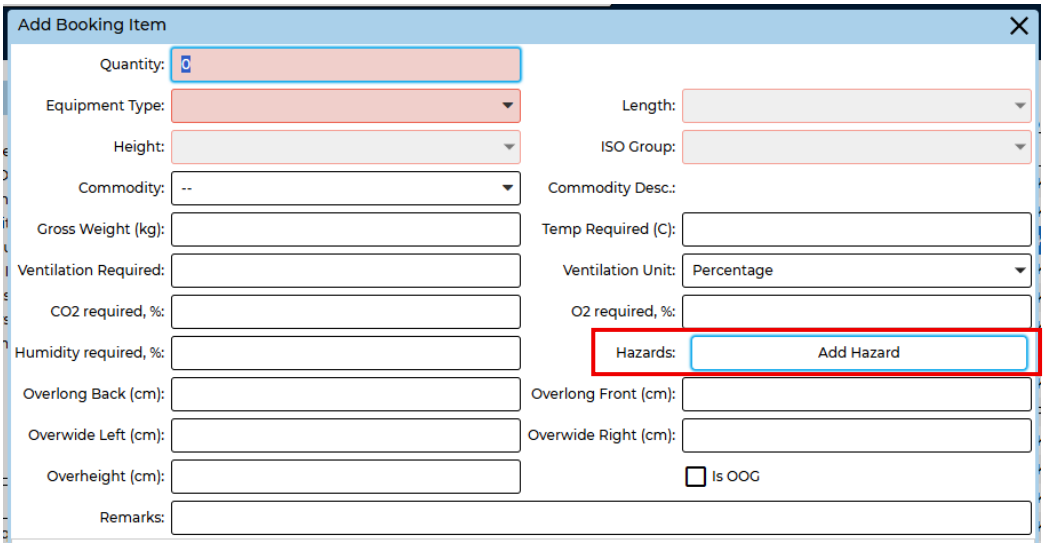


5) **To View Reefer's Unit Details** – Right-click Unit Number and select **Inspect Booking**

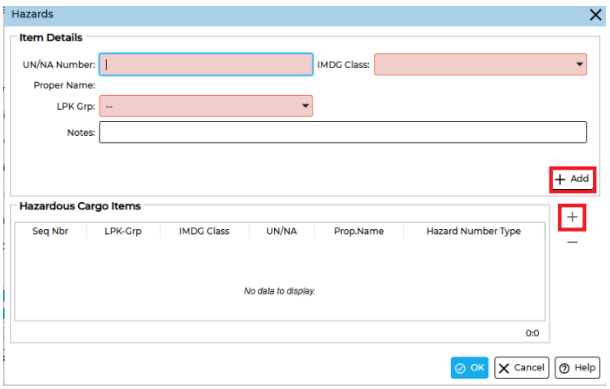


IV. Hazard Process

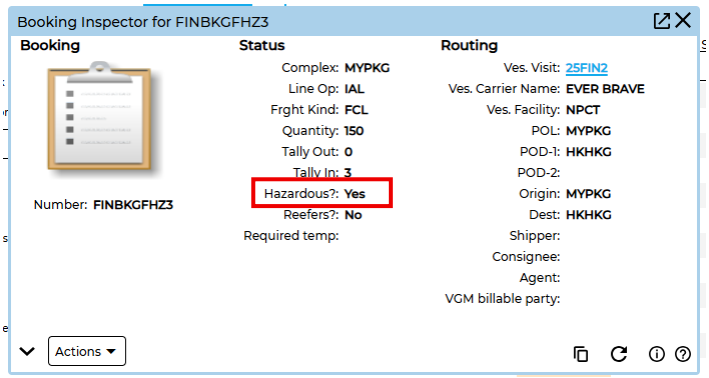
1) From Main Menu > **Gate** > click **Bookings**
2) Add Booking - Right-click and Select **+ Add**
3) Fill in the mandatory fields (highlighted in red) to create booking
4) Add Booking Item and fill in the mandatory fields (highlighted in red)
5) To indicate unit is Hazard process – **Add Hazard** in Hazard field and click **Save**



6) Select **+Add**, Fill in the mandatory fields (highlighted in red), and Click **OK**

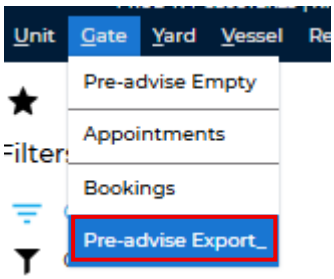


7) **To View Reefer's Unit Details** – Right-click Unit Number and select **Inspect Booking**

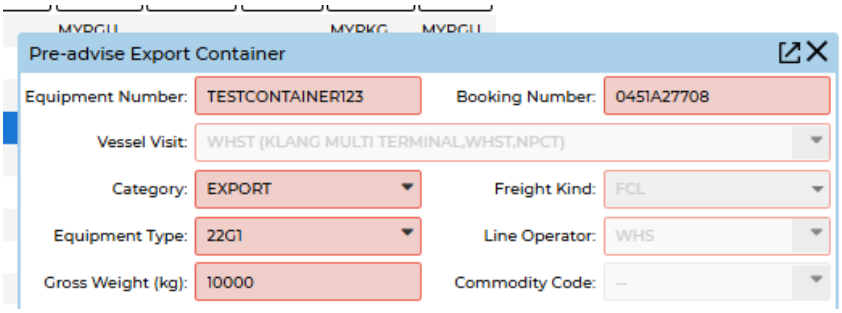


V. Create Pre-advise Export

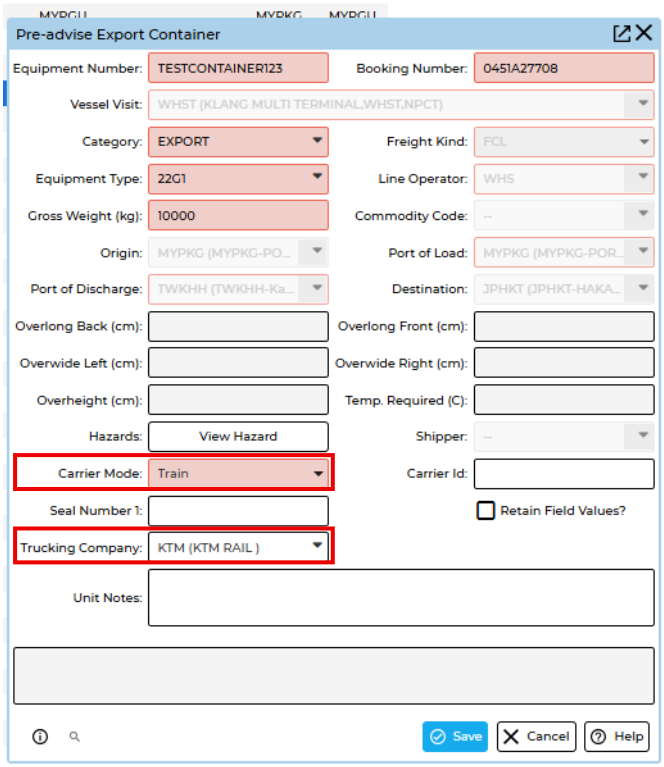
12) From Main Menu > Select **Gate** and click **Pre-advise Export**



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

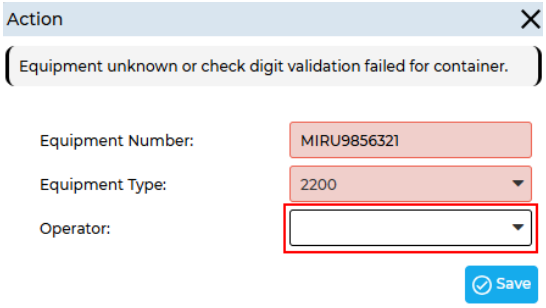


14) Fill the mandatory fields (highlighted in red) and Click **Save**



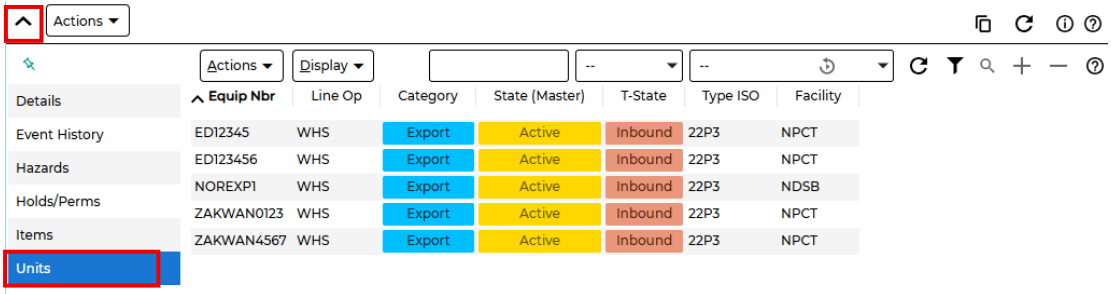
Note: During the export pre-advise process, the **Trucking Company (KTM)** must be selected and the **Carrier Mode (Train)** must be set. This is required to ensure that the unit appears under the **KTM** for their planning.

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



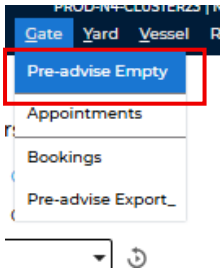
16) **To View** – Right-click Unit Number and select **Inspect Booking**

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

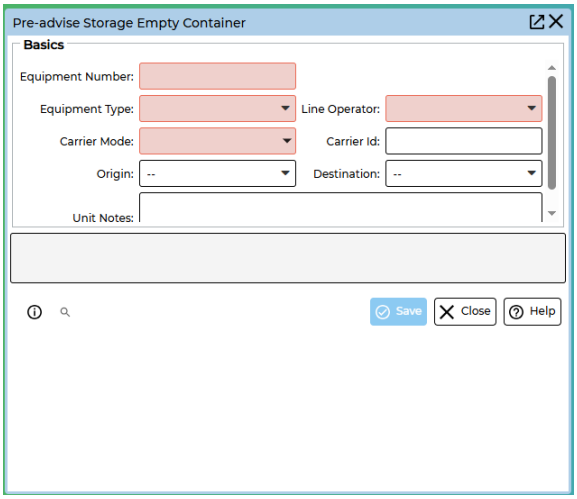


VI. Create Pre-advise Empty

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

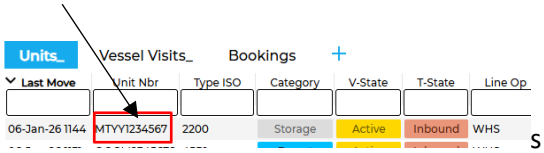


2) Fill in the mandatory fields (highlighted in red), Click **Save**



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.

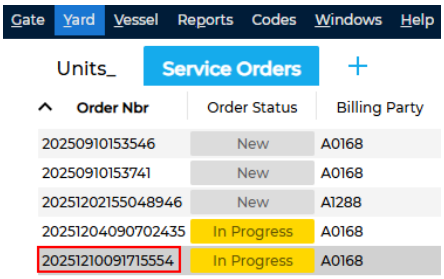
3) Details of the unit shall be displayed in the **Unit Menu**



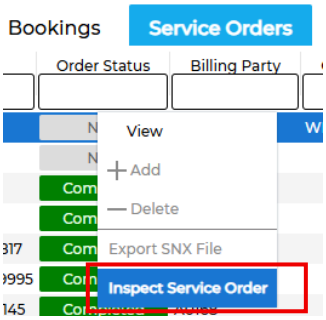
F) Yard

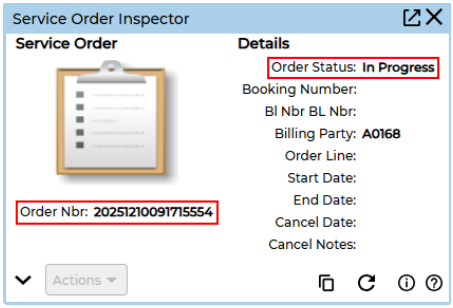
I. Service Order

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

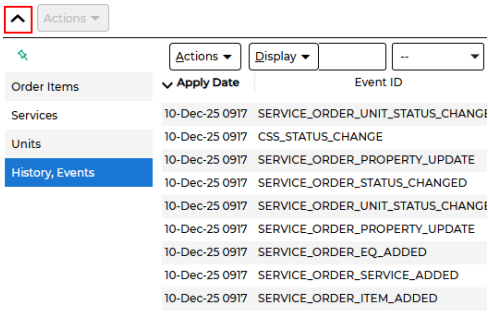


3) To View eSSR Details – Double click or right-click the eSSR and select **Inspect Service Order**

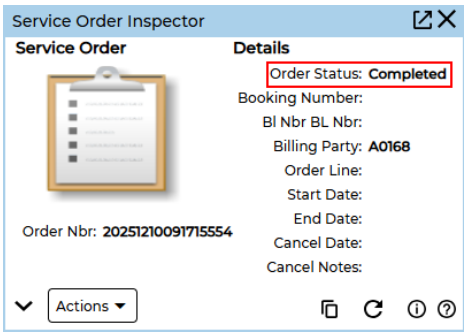




4) Expand the arrow and Select **History, Events**



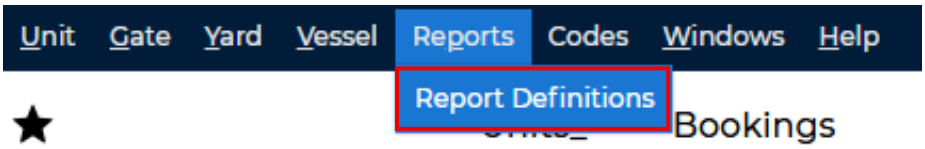
5) Once approved by **CSC Northport**, the order status will be updated to **COMPLETED**



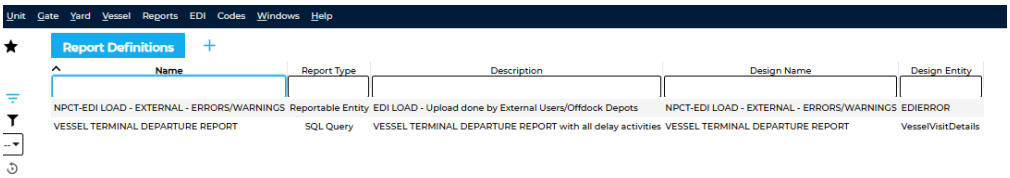
G) Reports

I. Report Definitions

1) From Main Menu
2) Select **Report** and click **Report Definitions**

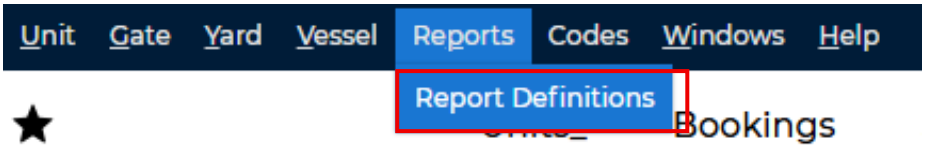


3) Related report as shown below

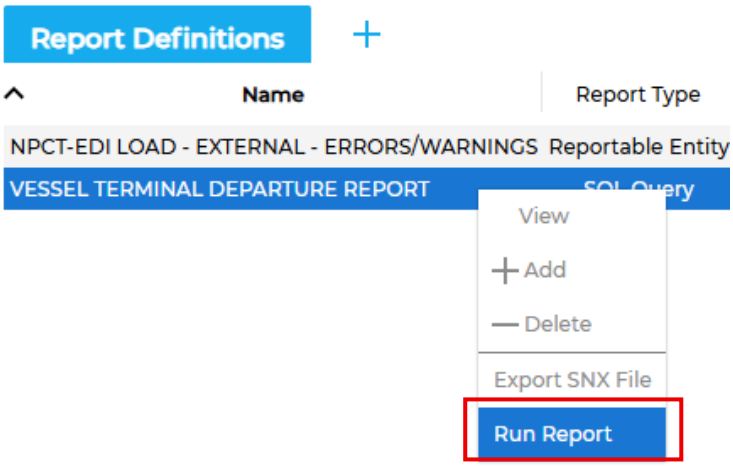


II. Terminal Departure Report

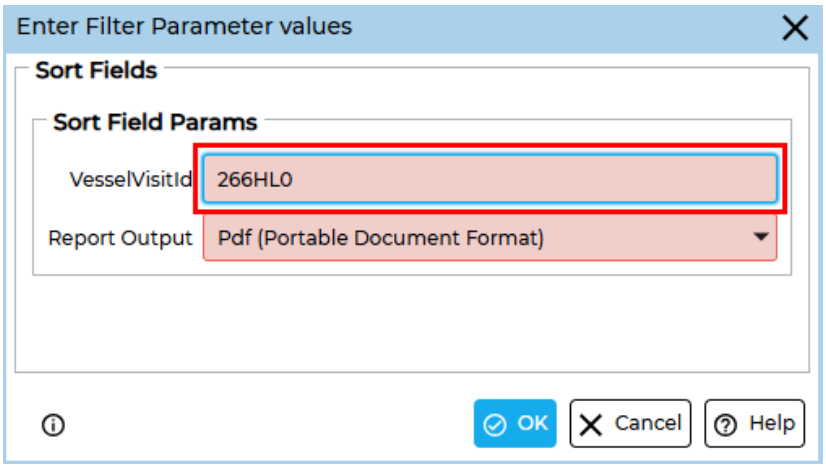
1) From Main Menu
2) Select **Report** and click **Report Definitions**



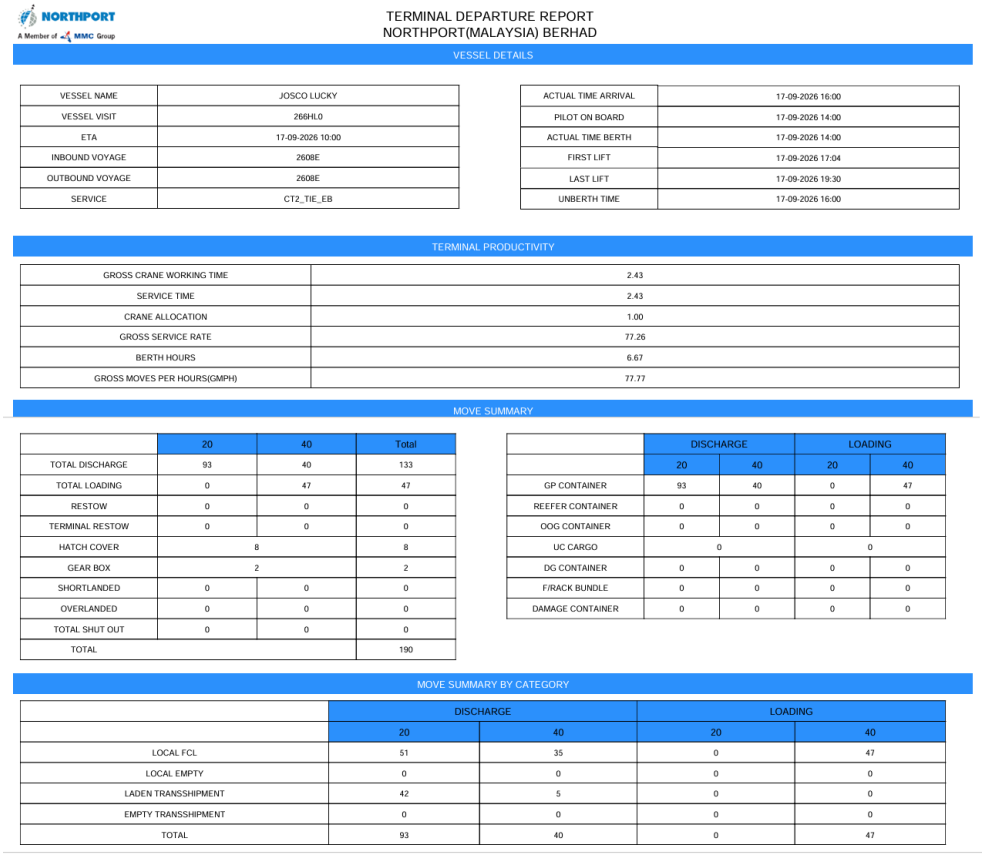
3) Right click **VESSEL TERMINAL DEPARTURE REPORT** and select **Run Report**



4) Insert **Vessel Visit (SCN)** and click **OK**



5) **Terminal Departure Report** will be auto generated



NORTHPORT
A Member of MMC Group

TERMINAL DEPARTURE REPORT
NORTHPORT(MALAYSIA) BERHAD

VESSEL DETAILS

VESSEL NAME	JOSCO LUCKY
VESSEL VISIT	266HL0
ETA	17-09-2026 10:00
INBOUND VOYAGE	2608E
OUTBOUND VOYAGE	2608E
SERVICE	CT2_TIE_EB

ACTUAL TIME ARRIVAL	17-09-2026 16:00
PILOT ON BOARD	17-09-2026 14:00
ACTUAL TIME BERTH	17-09-2026 14:00
FIRST LIFT	17-09-2026 17:04
LAST LIFT	17-09-2026 19:30
UNBERTH TIME	17-09-2026 16:00

TERMINAL PRODUCTIVITY

GROSS CRANE WORKING TIME	2.43
SERVICE TIME	2.43
CRANE ALLOCATION	1.00
GROSS SERVICE RATE	77.26
BERTH HOURS	6.67
GROSS MOVES PER HOURS(GMPH)	77.77

MOVE SUMMARY

	20	40	Total
TOTAL DISCHARGE	93	40	133
TOTAL LOADING	0	47	47
RESTOW	0	0	0
TERMINAL RESTOW	0	0	0
HATCH COVER	8		8
GEAR BOX	2		2
SHORTLANDED	0	0	0
OVERLANDED	0	0	0
TOTAL SHUT OUT	0	0	0
TOTAL			190

	DISCHARGE		LOADING	
	20	40	20	40
GP CONTAINER	93	40	0	47
REEFER CONTAINER	0	0	0	0
OOG CONTAINER	0	0	0	0
UC CARGO	0		0	
DG CONTAINER	0	0	0	0
F/RACK BUNDLE	0	0	0	0
DAMAGE CONTAINER	0	0	0	0

MOVE SUMMARY BY CATEGORY

	DISCHARGE		LOADING	
	20	40	20	40
LOCAL FCL	51	35	0	47
LOCAL EMPTY	0	0	0	0
LADEN TRANSSHIPMENT	42	5	0	0
EMPTY TRANSSHIPMENT	0	0	0	0
TOTAL	93	40	0	47