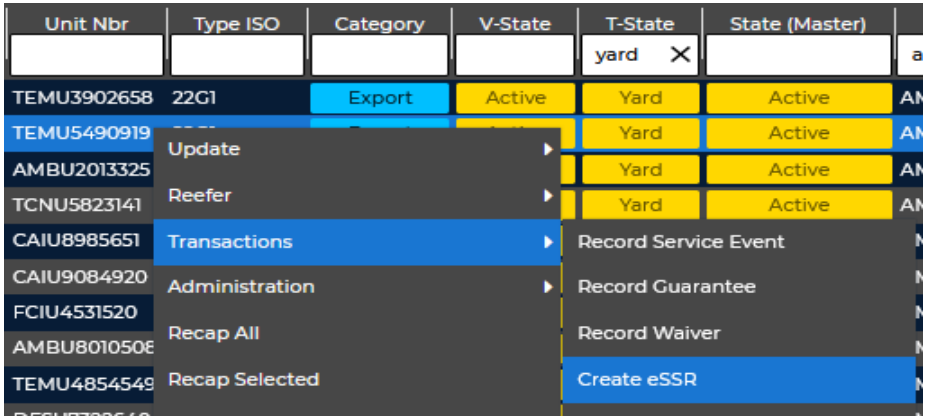
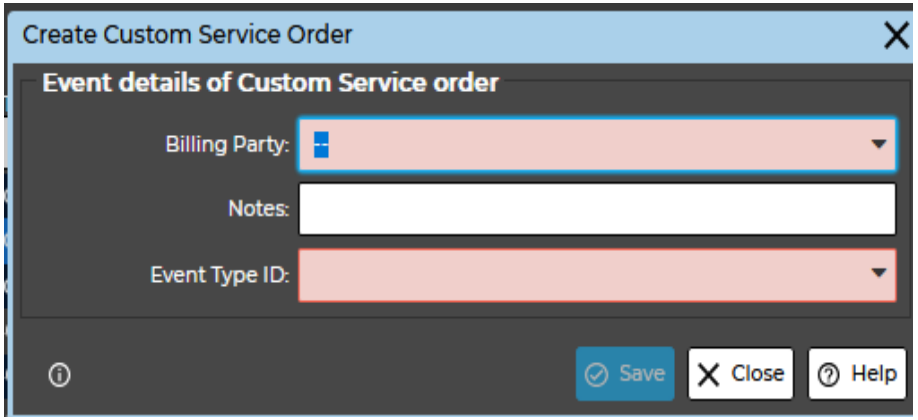
Navis N4 Special Service Request ("SSR") Application Guideline

How to create **eSSR**

i) Go to **Unit Nbr** >> type container number or select multiple container number
ii) "**Right click**" >> **Transactions** >> **Create eSSR**



iii) Please insert correct **Billing Party** by Ledger Account
iv) **Notes:** if required (for shared user ID, you may add name & contact number)
v) Please select the correct **Event Type ID** (eSSR); please refer the list



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Navis N4 Special Service Request (“SSR”) Application Guideline

SSR CODE FOR UPDATE / CHANGE REQUEST		
No.	**Event Type ID**	**Remarks**
1.	UV_SSR_EARLY_ENTRY (Early entry request (Gate in permission) via SSR)	
2.	UV_SSR_TBA_AFTER CLOSING	Over-closing and to maintain planning .
3.	UV_SSR_UPDATE_MT_STORAGE_TO_MT_EXPORT	Empty Pool To Empty Export
4.	UV_SSR_UPDATE_EXPORT	Update export Booking/ SCN/ POD/ DESTINATION
5.	UV_SSR_UPDATE_IMPORT_TO_EXPORT_WO_BOOKING	Import to re-export **WITHOUT Booking**
6.	UV_SSR_UPDATE_IMPORT_TO_TRANSSHIP_WO_BOOKING	Import to transshipment **WITHOUT Booking**
7.	UV_SSR_UPDATE_IMPORT_WITH_BOOKING	Import to re-export **WITH Booking**
8.	UV_SSR_UPDATE_CONTAINER_NMBR	Change Container Number
9.	UV_SSR_AMEND_CATEGORY	Change of Category
10.	UV_SSR_AMEND_CONTAINER_SIZE	<CONTAINER SIZE> 20' / 40" / HIGH CUBE, etc
11.	UV_SSR_AMEND_OBCARRIER_POD_DEST	Update export OBCARRIER/POD/DESTINATION **WITHOUT amend booking**
12.	UV_SSR_AMEND_BL	Change of BL Number
13.	UV_SSR_AMEND_COMMODITY	Change of Commodity Code
14.	UV_SSR_AMEND_OPR(Change of Operator Code via SSR)	Change Operator Code
15.	UV_SSR_AMEND_STATUS(Change Status(FCL, Empty, LCL) via SSR)	Change status (FCL, EMPTY, LCL)
16.	UV_SSR_AMEND_OOG	Change Oversize of OOG Container
17.	UV_SSR_AMEND_FPOD (Change Final Port of Discharged via SSR)	Request To **Change FINAL POD**
18.	UV_SSR_AMEND_POD (Change Port of Discharged via SSR)	Request To **Change POD**
19.	UV_SSR_AMEND_STOW_CODE (Change of stow code via SSR)	Request To Change Stow Code
20.	UV_SSR_TBA_HOLD	ONLY TO BE USED BY NORTHPORT STAFF (To shutout container by SSR)

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Navis N4 Special Service Request ("SSR") Application Guideline

SSR CODE FOR CUSTOMS/OGA EXAMINE REQUEST			
No.	**Event Type ID**	**DROP DOWN BOX (UV_SSR_EXAM)**	**Remarks**
1.	UV_SSR_ EXAM (EXAMINATION NOMINATION)	AGRI	EXAMINATION NOMINATION FOR OGA AGRICULTURE
		CIDB	EXAMINATION NOMINATION FOR OGA CIDB
		DOE	EXAMINATION NOMINATION FOR OGA DOE
		FISHERY	EXAMINATION NOMINATION FOR OGA FISHERY
		HEALTH	EXAMINATION NOMINATION FOR OGA HEALTH
		MOHA	EXAMINATION NOMINATION FOR OGA MOHA
		MTIB	EXAMINATION NOMINATION FOR OGA MTIB
		PDRM	EXAMINATION NOMINATION FOR OGA PDRM
		PHM	EXAMINATION NOMINATION FOR OGA PHM
		SIRIM	EXAMINATION NOMINATION FOR OGA SIRIM
		SWCORP	EXAMINATION NOMINATION FOR OGA SWCORP
		VET	EXAMINATION NOMINATION FOR OGA VET
		OTHERS	EXAMINATION NOMINATION FOR OTHER OGA THAT NOT LISTED
		PHYSICAL	REQUEST CONTAINER PHYSICAL INSPECTION

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Navis N4 Special Service Request ("SSR") Application Guideline

SSR CODE FOR CUSTOMS/OGA EXAMINE REQUEST		
No.	**Event Type ID**	**Remarks**
2.	UV_SSR_INSP_PREVENTIVE	REQUEST CUSTOMS PREVENTIVE INSPECTION (CCU)
3.	UV_SSR_SCAN_SERVICE (Request Customs Scanning Service)	REQUEST FOR CONTAINER SCANNING
4.	UV_SSR_CHANGE_SEAL_NPCT	REQUEST TO CHANGE CONTAINER SEAL NPCT-YARD MOVE SSR (Ie: K8 change seal, change liner seal, etc.)
SSR CODE FOR DG RELATED		
No.	**Event Type ID**	**Remarks**
1.	UV_SSR_DG1_DG2	CHANGE HAZARD DETAILS FROM DG CLASS 1 TO DG CLASS 2
2.	UV_SSR_DG1_DG3	CHANGE HAZARD DETAILS FROM DG CLASS 1 TO DG CLASS 3
3.	UV_SSR_DG1_NONDG	CHANGE HAZARD DETAILS FROM DG1 TO NON-DG
4.	UV_SSR_DG2_DG1	CHANGE HAZARD DETAILS FROM DG CLASS 2 TO DG CLASS 1
5.	UV_SSR_DG2_DG3	CHANGE HAZARD DETAILS FROM DG CLASS 2 TO DG CLASS 3
6.	UV_SSR_DG2_NONDG	CHANGE HAZARD DETAILS FROM DG2 TO NON-DG
7.	UV_SSR_DG3_DG1	CHANGE HAZARD DETAILS FROM DG CLASS 3 TO DG CLASS 1
8.	UV_SSR_DG3_DG2	CHANGE HAZARD DETAILS FROM DG CLASS 3 TO DG CLASS 2
9.	UV_SSR_DG3_NONDG	CHANGE HAZARD DETAILS FROM DG3 TO NON-DG
10.	UV_SSR_NONDG_DG1	CHANGE HAZARD DETAILS FROM NON-DG TO DG1
11.	UV_SSR_NONDG_DG2	CHANGE HAZARD DETAILS FROM NON-DG TO DG2
12.	UV_SSR_NONDG_DG3	CHANGE HAZARD DETAILS FROM NON-DG TO DG3

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