



TRANSNET



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TRANSNET PORT TERMINALS

**PRE-ADVISE GUIDE FOR REGISTERED NAVIS CUSTOMERS
SOLAS VERIFIED GROSS MASS EDITION – EFFECTIVE 27 JUNE 2016**

JUNE 2016

Revision 1.0

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What is SOLAS?



Safety Of Life At Sea

The SOLAS convention is generally regarded as the most important of all International treaties concerning the safety of merchant vessels.





Main Principals guided Transnet position IMO guideline Msc1/Circ:1475 & SAMSA Marine Notice 18 2016

- The purpose of the guideline: Establish a common approach for the implementation and enforcement of the SOLAS requirements

The main principles of the guidelines are:



- The **shipper** is responsible for providing the verified gross mass of a packed container.
- A container packed with packages and cargo items should not be loaded onto a ship to which the SOLAS Convention applies unless the master or his representative and the terminal representative have obtained, in advance of a vessel loading, the verified actual gross mass of the container.
- The SOLAS requirements regarding the verified gross mass of a container carrying cargo are expected to enter into force on 1 July 2016





What Information is required to comply with SOLAS and what are the weighing methods?

Information which SAMSA have confirmed terminal operators are to receive sufficiently in advance of loading include:

- Verified gross mass (VGM)
- Indication of Weight Verification Method(1 or 2)
- SAMSA accreditation number if applicable
- Duly Authorized Person

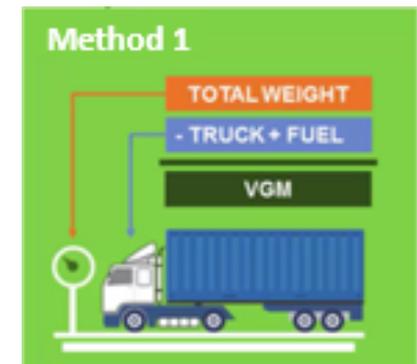


Method 1:

Upon the conclusion of packing and sealing a container, the shipper may weigh, or have arranged that a third party weighs, the packed container.

E.g. Using a weighbridge

Method 1 DOES NOT require the approval of SAMSA



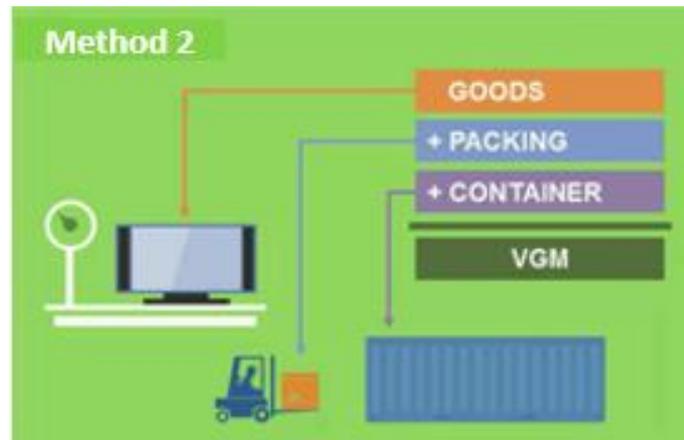


What Information is required to comply with SOLAS and what are the weighing methods?

Method 2:

The shipper (or, by arrangement of the shipper, a third party), may weigh all packages and cargo items, including the mass of pallets, dunnage and other packing and securing material to be packed in the container, and add the tare mass of the container to the sum of the single masses using a certified method.

*The method used for weighing the container's contents under Method No.2 is subject to certification and approval as determined by the competent authority of the State in which the packing and sealing of the container was completed.



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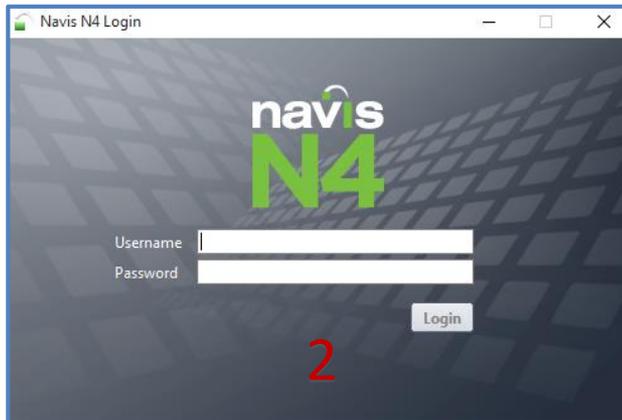
How to Login to Navis N4





How To Login To N4

1. Sign into Navis using the URL shortcuts provided.
2. Enter your registered Navis **Username** and **Password**
3. **Log in** to Site Selection and select the **Facility** the Pre-Advise is required for and click **Go** to proceed



Navis N4 Login

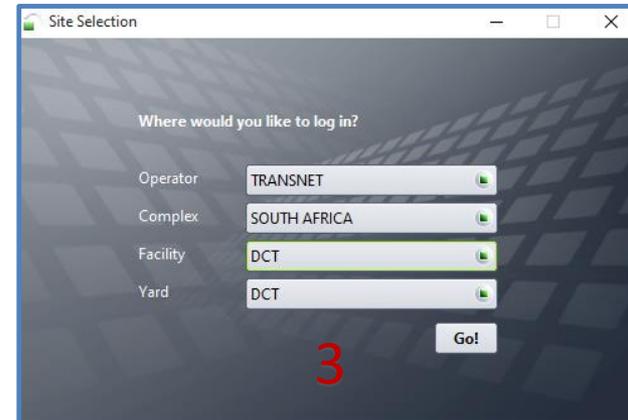
navis
N4

Username

Password

Login

2



Site Selection

Where would you like to log in?

Operator: TRANSNET

Complex: SOUTH AFRICA

Facility: DCT

Yard: DCT

Go!

3

Note: Please ensure you are logged in to the correct Facility by verifying the Selection at the bottom of your screen

3/ DCT/DCT/



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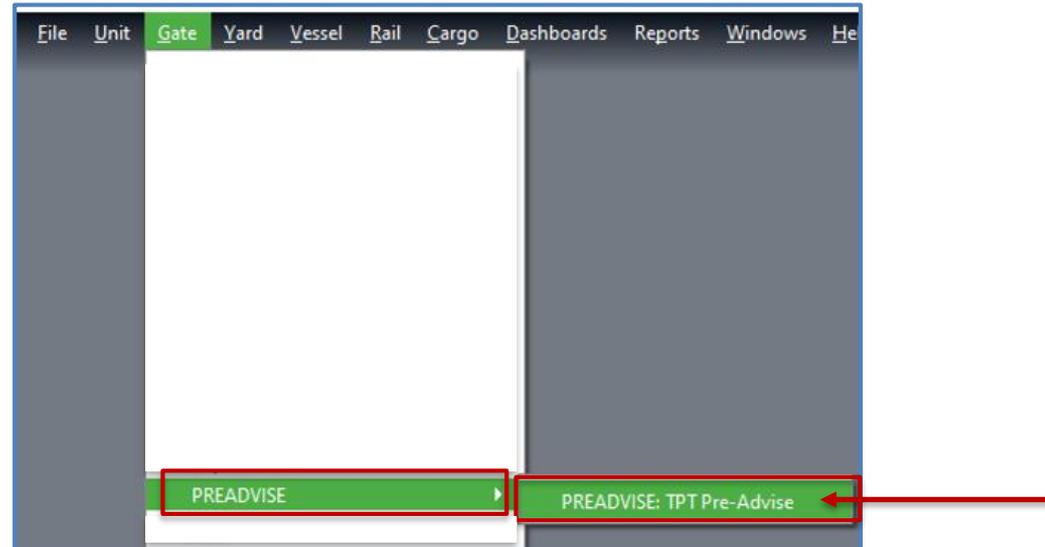
3 How to access the new Pre-Advise screen & Pre-advise an Export Unit –(FCL & EMPTY)



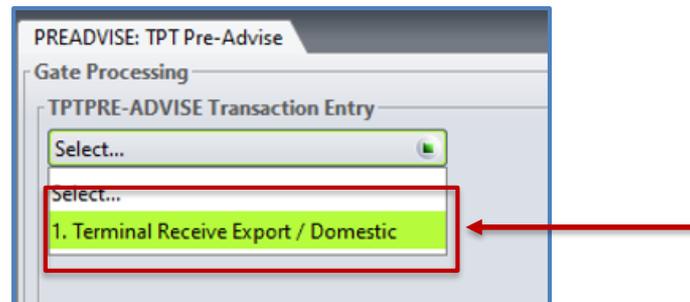


How To Pre-Advise An Export Container

4. To access the Pre-Advise screen click on the **Gate** menu tab and select **PREADVISE > PREADVISE: TPT Pre-Advise**



5. Click on the Drop Down menu item and Select '**Terminal Receive Export / Domestic**' option to continue with the Pre-advise.





How To Pre-Advise An Export Container Full Container Load (FCL)

6. For FCL you will be required to capture the standard Pre-Advise information which will include the SOLAS VGM information.

The following VGM fields have been included:

- VGM Weight (kg)** – Field Mandatory
- VGM Verifier** – Field Mandatory
- Method Selection** – Selection Mandatory
- SAMSA Accreditation #** - Mandatory on SM2

PREADVISE: TPT Pre-Advise

Gate Processing

TPTPRE-ADVISE Transaction Entry

1. Terminal Receive Export / Domestic

Equipment Number:	Equipment Type:	Carrier O/B Declared:
Gross Weight (kg):	Line Operator:	Port of Load:
a VGM Weight (kg):	Seal Number 2:	Port of Discharge:
Booking Number:	b VGM Verifier:	Freight Kind:
Carrier Mode:	c Method Selection:	
Seal Number 1:	d Accreditation Number:	

Add Reefer Add Hazard Add OOG

Clear Save Transaction Help

7. Based on the appropriate Method of how the UNIT is WEIGHED the following selection is required:

- SOLAS Method 1 (SM1)** – SAMSA Accreditation Number **Not Required**
- SOLAS Method 2 (SM2)** – SAMSA Accreditation Number **Required**

Method Selection:	SM1
Accreditation Number:	SM1 (SOLAS Method 1)
	SM2 (SOLAS Method 2)

Add Reefer Add Hazard Add OOG



How To Pre-Advise An Export Container EMPTY

8. For MTY's the SOLAS VGM information will not be required, you may continue and follow the standard process for EMPTY Pre-Advise.

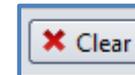
The following VGM fields will be optional:

- a. VGM Weight (kg)
- b. VGM Verifier
- c. Method Selection
- d. SAMSA Accreditation #

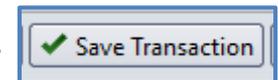
PREADVISE: TPT Pre-Advise
Gate Processing
TPTPRE-ADVISE Transaction Entry
1. Terminal Receive Export / Domestic

Equipment Number:	<input type="text"/>	Equipment Type:	<input type="text"/>	Carrier O/B Declared:	<input type="text"/>
Gross Weight (kg):	<input type="text"/>	Line Operator:	<input type="text"/>	Port of Load:	<input type="text"/>
a VGM Weight (kg):	<input type="text"/>	Seal Number 2:	<input type="text"/>	Port of Discharge:	<input type="text"/>
Booking Number:	<input type="text"/>	b VGM Verifier:	<input type="text"/>	Freight Kind:	<input type="text"/>
Carrier Mode:	<input type="text"/>	c Method Selection:	<input type="text"/>		
Seal Number 1:	<input type="text"/>	d Accreditation Number:	<input type="text"/>		

9. Click the **CLEAR** button if you have captured one or more fields incorrectly.



10. Once you have verified and confirmed the Pre-Advise information for **FCL & MTY**, click **SAVE TRANSACTION**.



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How to Add Full Reefer Temperature on a Pre-Advise



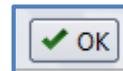


How To Add Reefer Temperature on a Pre-Advise

11. For **REEFER** details to be added onto the Pre-Advise, click on the **Add Reefer** button to include the details.

A screenshot of a software interface showing a button bar with 'Add Reefer', 'Add Hazard', and 'Add OOG' buttons. Below it is a dialog box titled 'Reefer - Add/Edit'. The dialog box contains a section titled 'Enter Reefer Details' with the following fields: 'Temp. Required (C):', 'Ventilation Required:', 'Ventilation Unit: --' (with a dropdown arrow), 'Humidity required, %:', 'O2 required, %:', and 'CO2 required, %:'. At the bottom of the dialog box are three buttons: 'OK' (with a green checkmark), 'Cancel' (with a red X), and 'Help' (with a green question mark).

12. Click **OK** to proceed and return to the Pre-Advise screen.



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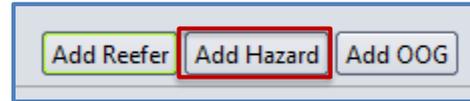
5 How to Add Hazardous Content on a Pre-Advise





How To Add Hazardous Content on a Pre-Advise

13. For **HAZARD** details to be added onto the Pre-Advise, click on the **Add Hazard** button to include details.



14. Insert hazardous information.

15. Click on **Add** to update each Class against the Hazardous Cargo Items.

16. Click **OK** once completed

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Hazards [X]

Item Details

UN/NA Number: IMDG Class:

Hazard Number Type:

Proper Name:

Technical Name:

Notes:

Quantity: Package Type:

Packing Group: Weight (kg):

Explosive Class: Flash Point (C):

Emergency contact: Emergency Response Guide Nbr:

Limited Quantity IMDG Page Number:

Marine Pollutants DCLgRef:

Inhalation Zone: EMS:

MFAG: Hazard Id, Upper part:

Substance Id, Lower Part: Planner Reference Number:

Move Method: IMO1:

IMO2: Deck Restrictions:

Placards: Fire Code:

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Hazardous Cargo Items

Seq Nbr	IMDG Class	UN/NA	Prop.Name	Hazard Number Type	
No Data to display.					



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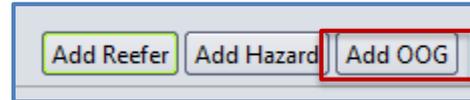
How to Add OOG Dimensions on a Pre-Advise



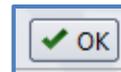


How to add OOG Dimensions on a Pre-Advise

17. For **OOG** details to be added onto the Pre-Advise, click on the **Add OOG** button to include details

A screenshot of a dialog box titled 'OOG - Add/Edit'. The dialog box contains a section titled 'Enter Oog Details' with five input fields: 'Overlong Back (cm):', 'Overlong Front (cm):', 'Overwide Left (cm):', 'Overwide Right (cm):', and 'Overheight (cm):'. At the bottom of the dialog box are three buttons: 'OK' (with a green checkmark), 'Cancel' (with a red X), and 'Help' (with a question mark).

18. Click **OK** to proceed and return to the Pre-Advise screen.



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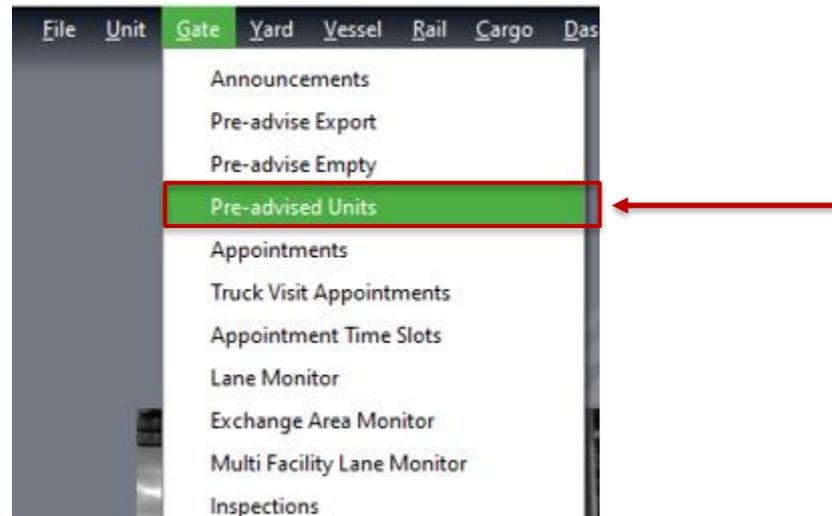
How to Cancel Advised/Delete a Pre-Advised Unit





How to “Cancel Advised”/Delete a Pre-Advised Unit

19. To access the Pre-Advise Units screen click on the **Gate** menu tab and select **Pre-Advise Units**



20. On this screen you will notice the most recent pre-advised unit will be displayed

3RD PARTY CANCEL PREADVISE ADMIN										
Actions		Display					Unit Nbr		3RD PARTY CANCEL PREADVISE ADMIN	
Last Move	Unit Nbr	Type ISO	Category	T-State	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frght Kind	Booking Number
16-Jun-09	1456 UZZI7771237	45G1	Export	Inbound		GEN_TRUCK		HKG	FCL	





How to “Cancel Advised”/Delete a Pre-Advised Unit

21. If you have incorrectly captured a Pre-Advise and need to *Cancel Advised* or *Delete* that Unit instance, you will first need to search for the Unit by entering the Unit number in the search bar and hit ENTER to return your results.

22. Once you have searched for the relevant Unit
- Select and Right Click on the Unit
 - Select **Administration**
 - Select **Cancel Advised/Delete Unit** to delete your pre-advised unit.

Note: Please ensure you do not ‘Cancel Advised’ the incorrect unit, always confirm by verifying the UNIT number.

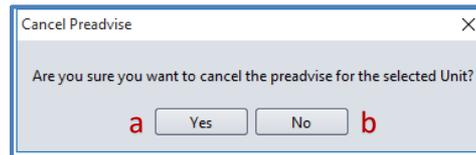
Last Move	Unit Nbr	Type ISO	Category	T-State	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frght K
16-Jun-09	1456 UZZ17771237	45G1	Export	Inbound	M			HKG	FC
					M			HKG	FC
					M			HKG	FC
					M			DXB	FC





How to “Cancel Advised”/Delete a Pre-Advised Unit

23. You will be prompted to confirm the action before proceeding,
- Click **YES** to complete the deletion of the pre-advised unit or
 - NO** if it was selected in error.



24. If **YES** was selected on the previous step, you will need to refresh your session or search again for your unit to confirm that it has been ‘Cancel Advised’ / ‘Deleted’.

A screenshot of a web application interface titled "3RD PARTY CANCEL PREADVISE ADMIN". The interface includes a search bar for "Unit Nbr" and a table of data. A red box highlights the "Refresh" button (a circular arrow icon) in the top right corner of the interface. The table below has the following data:

Last Move	Unit Nbr	Type ISO	Category	T-State	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frght Kind	Booking Number
16-Jun-06 10471	22G1	Export	Inbound			GEN_TRUCK		KHH	FCL	

25. You have successfully removed the **UNIT** from the system and will be able to Pre-Advise the unit again if required.



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Disclaimer



Disclaimer

- **'Cancel Advised' / 'Delete'** – These terms reference the same function and means 'to remove the record from the system'.
-
- **Pre-advised UNITS** – This term refers to EXPORT Units Inbound to the relevant Terminal and not ACTIVE in the YARD.
- This user guide provides the client with the necessary guidelines which needs to be performed in order to **Pre-Advise** and **'Cancel Advised' / 'Delete'** Pre-advised UNITS only.
- The process to Pre-Advise units, the client would be required to follow the Standard Operating Procedures as per the agreement between the Shipping Lines and 3rd Party Packing Stations.
- This process is aligned to the Terminal Operator's Standard Operating Procedures within all NAVIS container terminals.
- Without derogating from the generality of the aforementioned, Transnet **will not** be liable for the following performed by the client:
 - 'Cancel Advised' / 'Delete' incorrect pre-advised units.
 - Providing reports or tracking on pre-advised units which have been 'Cancel Advised' / 'Deleted'
 - If the pre-advised unit has been removed off the system in error, it is the responsibility of the client to ensure the UNIT is pre-advised accordingly.



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THANK YOU