



CAPE TOWN CONTAINER & MULTI-PURPOSE TERMINAL

Container Appointment Guide for Trucking Companies



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1. Accessing Navis

- Please ensure you have the minimum requirements to run Navis N4. ie: Java v1.8 installed (or latest version)
See <http://www.java.com> to download Java
- To access Navis N4, enter the URL below into your browser or save a shortcut to your desktop
Navis Production Environment:
Primary link - <http://41.160.4.49:9080/apex/apex.inlp>
Secondary link - <http://41.162.72.195:9080/apex/apex.inlp>
- Enter your Username and Password then click **Login**

Navis N4 Login

navis
N4

Username

Password

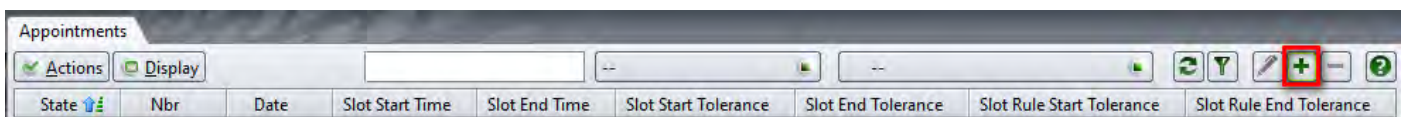
Login

2. Create an Appointment

- To access the Appointment tab, click **Gate**, then click **Appointments**



- To create an Appointment, click the **Add** button



- The Add Appointment form is displayed

2.1 Add Appointment form field definitions

Add Appointment

Basics

Appointment Nbr: _____

Gate/Zone: Transaction Type:

Line Operator: Trucking Company:

Truck License Nbr: Driver License:

Reference Nbr:

Unit Information

Appointment Time

Requested Date: Appointment Openings:

Buttons:



2.1.1 Basics

Gate/Zone*

Click the drop down menu and choose the ITZ or terminal gate that the Appointment is for

Transaction Type*

Click the drop down menu and choose the Transaction Type (Drop off Export / Pick up Import)

Line Operator

Type in the ID of the Line Operator for the Unit eg. MSC

Trucking Company*

Type in the Trucking Company name

Truck License Nbr (optional)

The license plate of the truck that will perform the transaction

Driver License (Optional)

The License number for the driver of the truck

Reference Nbr (Optional)

An additional reference for you (system generated Appointment Number is still generated)



2.1.2 Unit Information

Unit Information

Container Id:

Container Equipment Type: -- ↓

Booking Number:

Vessel Visit: ↓

Drop off Export

Container ID*

Type in the Container Number to drop off

Booking Number*

Type in the Booking Number of the export container

Unit Information

Container Id:

Pick Up Import

Container ID*

Type in the Container Number to pick up

2.1.3 Appointment Time

Appointment Time

Requested Date: Appointment Openings:

06:00-06:59 (Current Openings: 10)

07:00-07:59 (Current Openings: 30)

08:00-08:59 (Current Openings: 30)

09:00-09:59 (Current Openings: 30)

10:00-10:59 (Current Openings: 30)

11:00-11:59 (Current Openings: 30)

12:00-12:59 (Current Openings: 30)

13:00-13:59 (Current Openings: 30)

Requested Date*

The Date when the truck will arrive at the terminal gate

Requested Date Format = yyyy-mm-dd

Appointment Openings*

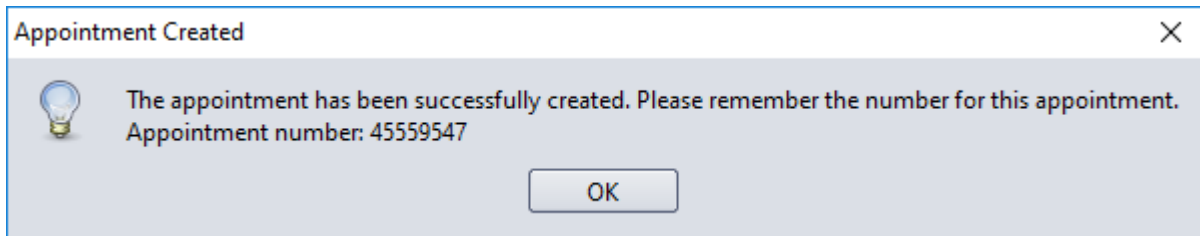
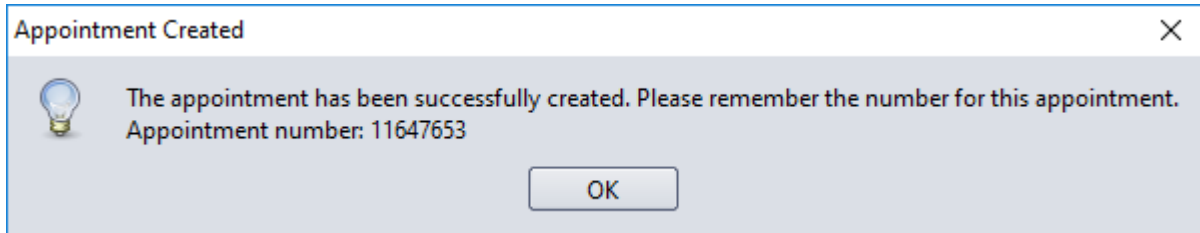
The timeslot in which the truck will arrive at the terminal gate

Current Openings

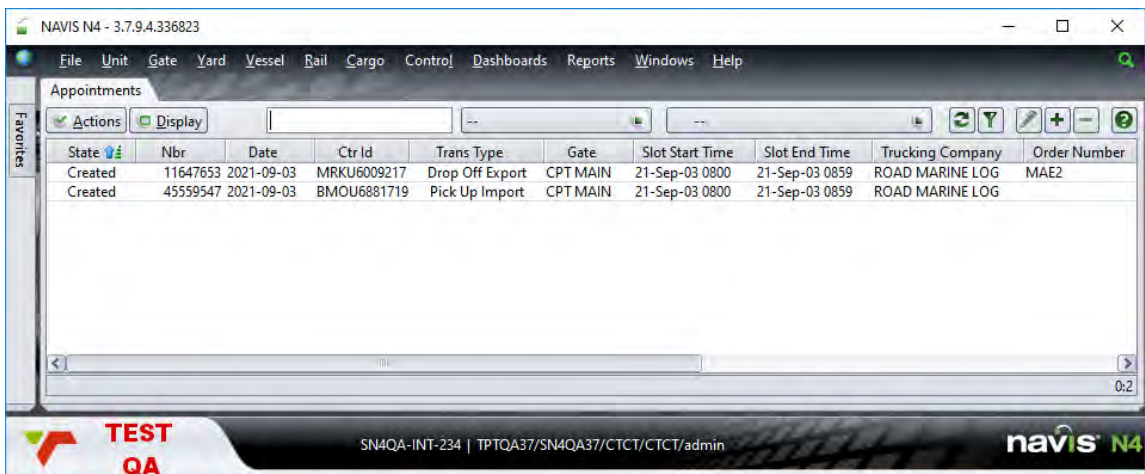
The number of Appointment slots. Eg. Between 14H00-15H59 there are 60 appointment slots available

2.2 Save an Appointment

- Once all the required fields are completed, click on **Save**
- A system generated **Appointment Number** will be created



- The Appointment will be added to the list of your Appointments



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File Unit Gate Yard Vessel Rail Cargo Control Dashboards Reports Windows Help

Appointments

Actions Display

State	Nbr	Date	Ctr Id	Trans Type	Gate	Slot Start Time	Slot End Time	Trucking Company	Order Number
Created	11647653	2021-09-03	MRKU6009217	Drop Off Export	CPT MAIN	21-Sep-03 0800	21-Sep-03 0859	ROAD MARINE LOG	MAE2
Created	45559547	2021-09-03	BMOU6881719	Pick Up Import	CPT MAIN	21-Sep-03 0800	21-Sep-03 0859	ROAD MARINE LOG	

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navis N4

3. Edit an Appointment

- Right click on the Appointment then click **Edit**

State	Nbr	Date	Ctr Id	Trans Type	Gate	Slot Start Time	Slot End Time	Trucking Company	Order Number
Created	11647653	2021-09-03	MRKU6009217	Drop Off Export				ROAD MARINE LOG	MAE2
Created	45559547	2021-09-03	BMOU6881719	Pick Up Import				ROAD MARINE LOG	

- Once all the required fields are completed, click **Save**
- Requested Date Format = yyyy-mm-dd**

Appointment Time

Requested Date: 2021-09-04

Appointment Openings: 09:00-09:59 (Current Openings: 30)

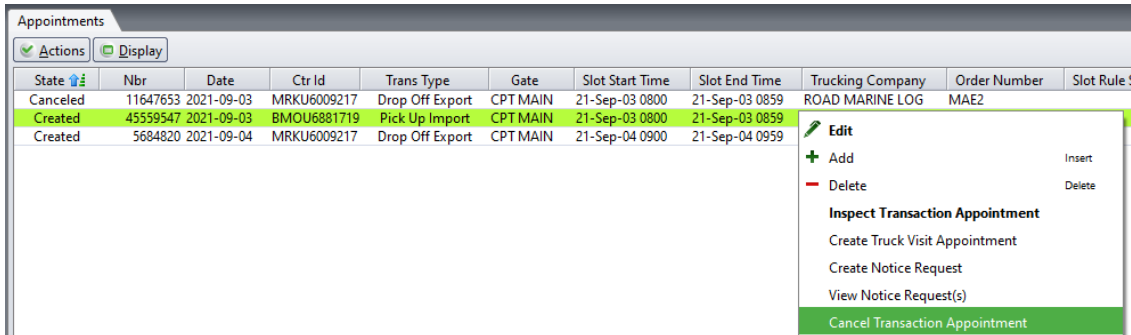
Save Cancel Help

- When editing the **Appointment Time** section, a new Appointment Number is generated, and the current appointment is **Cancelled**

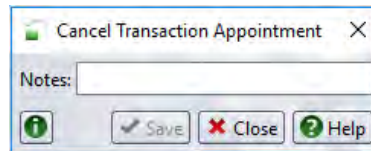
State	Nbr	Date	Ctr Id	Trans Type	Gate	Slot Start Time	Slot End Time	Trucking Company	Order Number
Cancelled	11647653	2021-09-03	MRKU6009217	Drop Off Export	CPT MAIN	21-Sep-03 0800	21-Sep-03 0859	ROAD MARINE LOG	MAE2
Created	45559547	2021-09-03	BMOU6881719	Pick Up Import	CPT MAIN	21-Sep-03 0800	21-Sep-03 0859	ROAD MARINE LOG	
Created	5684820	2021-09-04	MRKU6009217	Drop Off Export	CPT MAIN	21-Sep-04 0900	21-Sep-04 0959	ROAD MARINE LOG	MAE2

4. Cancel an Appointment

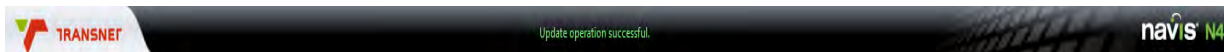
- Right click on the Appointment then click **Cancel Transaction Appointment**.



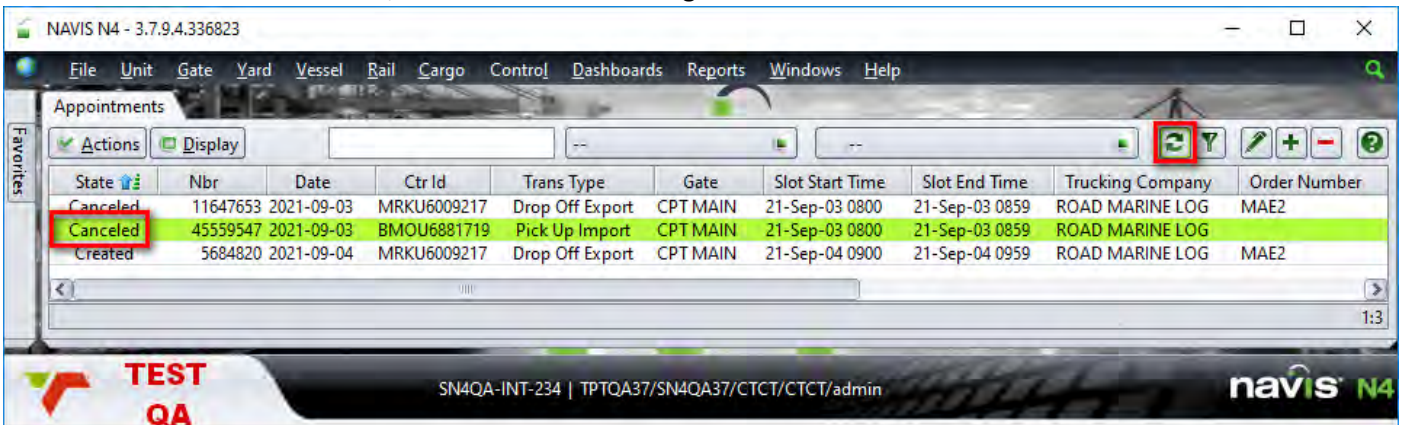
- Once you have cancelled the appointment, add a note/reason, click **Save**



- Notice of successful Update



- Click the **Refresh** button, the state will then change to **Cancelled**



5. Application Errors

- Some of the application errors you could encounter:
 - Storage due
 - Trucking company not assigned
 - Different trucking company assigned
 - Holds and permissions have not been released or granted
 - Delivery date/time has not yet begun
 - Incorrect ITZ (gate/zone) selected
 - Enter value for “Appointment Openings”
 - Past cut-off date/time
 - Trucking company is unknown
 - No ITZ assigned to the Vessel Visit
 - Export stack is not yet open
 - Please Enter the Gross weight (Unit is not Pre-advised)

