



Terminal Operating System Users Manual

v.1.0

Release Date: July 2026

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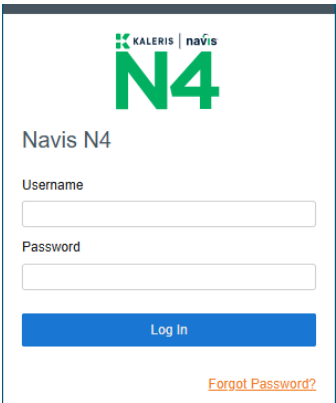
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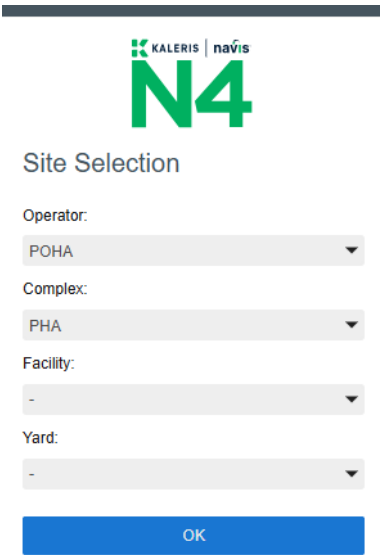
BASICS

Accessing N4 Application

- 1. Use the following URL to access N4: <http://tos.porthouston.com/apex/>
- 2. Select **N4**. The Kaleris|Navis N4 Log In screen will appear.



- 3. Type your User Name and Password. Click Login.
- 4. The Site Selection screen will appear.



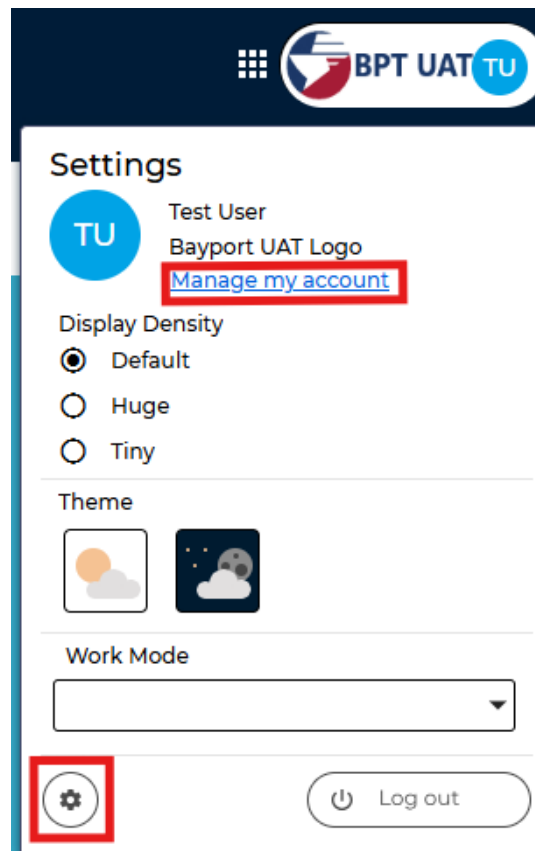
Continue instructions on next page

5. Click Ok. You are now logged in to N4.

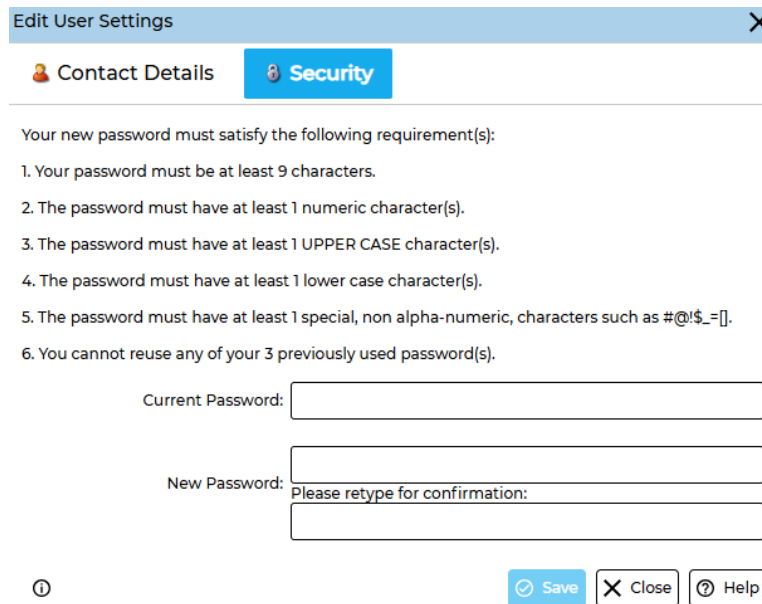


Change Password

1. Click your profile icon (initials) in the top-right corner, then navigate to Settings > Security.



- The Edit User Settings screen will appear. Select the Security Menu.



Edit User Settings [X]

Contact Details **Security**

Your new password must satisfy the following requirement(s):

1. Your password must be at least 9 characters.
2. The password must have at least 1 numeric character(s).
3. The password must have at least 1 UPPER CASE character(s).
4. The password must have at least 1 lower case character(s).
5. The password must have at least 1 special, non alpha-numeric, characters such as #@\$_%=&[].
6. You cannot reuse any of your 3 previously used password(s).

Current Password:

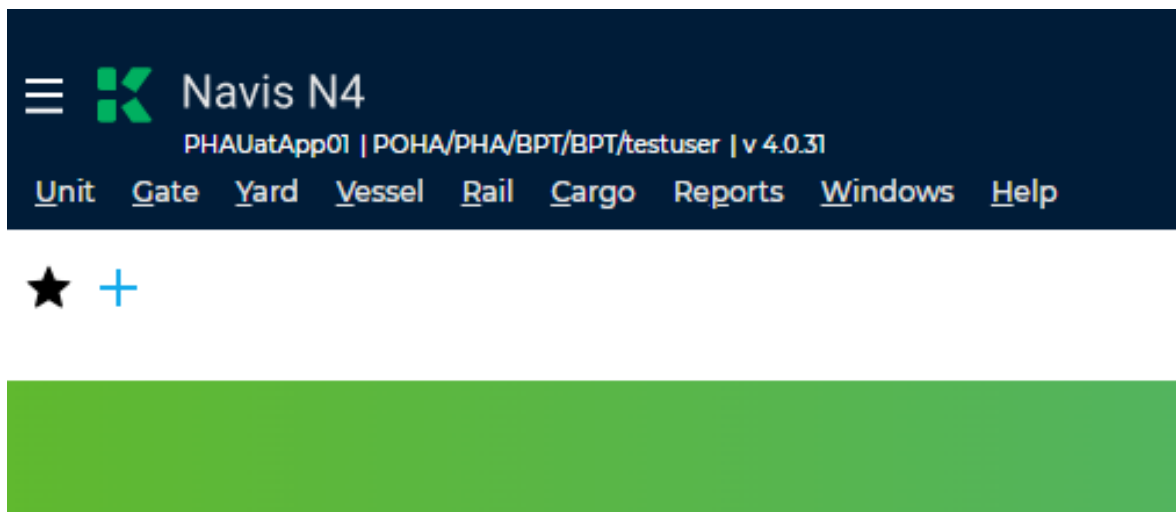
New Password: Please retype for confirmation:

[?] Save [X] Close [?] Help

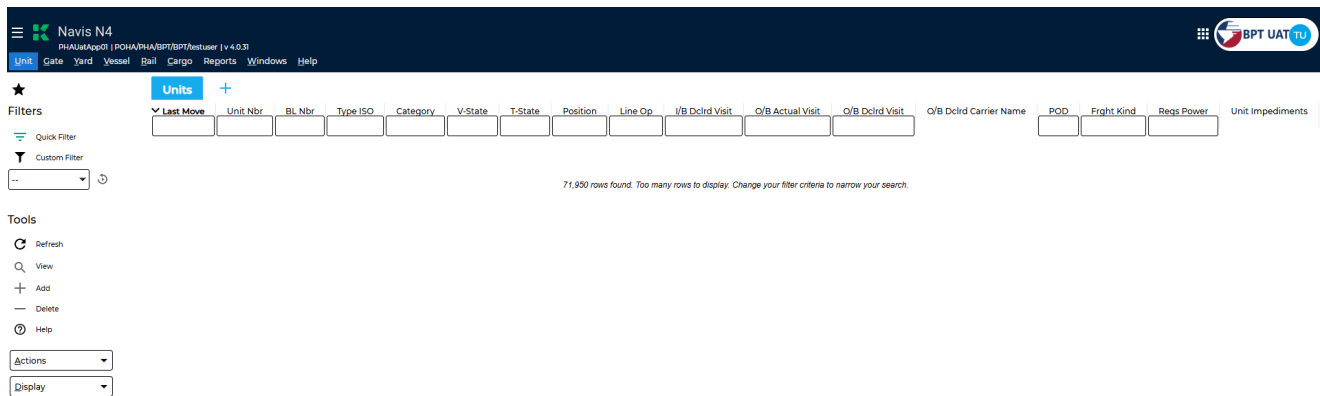
- Type the Current Password into the Current Password field.
- Type the New Password in first blank field of the New Password field.
- Retype the New Password in second blank field of the New Password field.
- Click Save.

N4 Interface Navigation

- To open a particular tab, go to the N4 Menu Bar .You will see categories available. Under each category you will have drop-down menus which you can select to open your tab.



- To open a particular tab, click on an N4 menu category. In the example below, the category Unit has been opened to reveal a drop down menu with various options. Click on any option to open that tab, such as Units.



Continue instructions on next page

3. A list of units will appear depending on the number of records available. Units tab is now displayed.

Navis N4
PHAUatApp01 | POHA/PHA/BPT/BPT/testuser | v 4.0.31

Unit Gate Yard Vessel Rail Cargo Reports Windows Help

★

Units +

Filters

Quick Filter

Custom Filter

--

Tools

Refresh

Last Move	Unit Nbr	BL Nbr	Type ISO
2026-Mar-18 12:27	APZU4843126	CBC0351521	42G1
2026-Mar-18 12:26	TEMU6441457	SGN3037942	45G1
2026-Mar-18 12:26	CMAU6599863	SGN3013494	45G1
2026-Mar-18 12:26	UETU5531151	NGP3285024	45G1
2026-Mar-18 12:26	ECMU5597920	SGN2970835	45G1
2026-Mar-18 12:26	TEMU8844322	NGP3285024	45G0
2026-Mar-18 12:26	CMAU6657980	SGN3038958+	45G1

4. You may keep this tab open as long as you wish and open more tabs from other categories in the Menu Bar as needed.
5. For example, click on Gate > Bookings. There are now two tabs under the N4 Menu Bar: Units and Bookings.

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Unit Gate Yard Vessel Rail Cargo Reports Windows Help

★

Units Bookings +

Filters

Quick Filter

Custom Filter

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Tools

Refresh

Edit

Add

Delete

Help

Actions

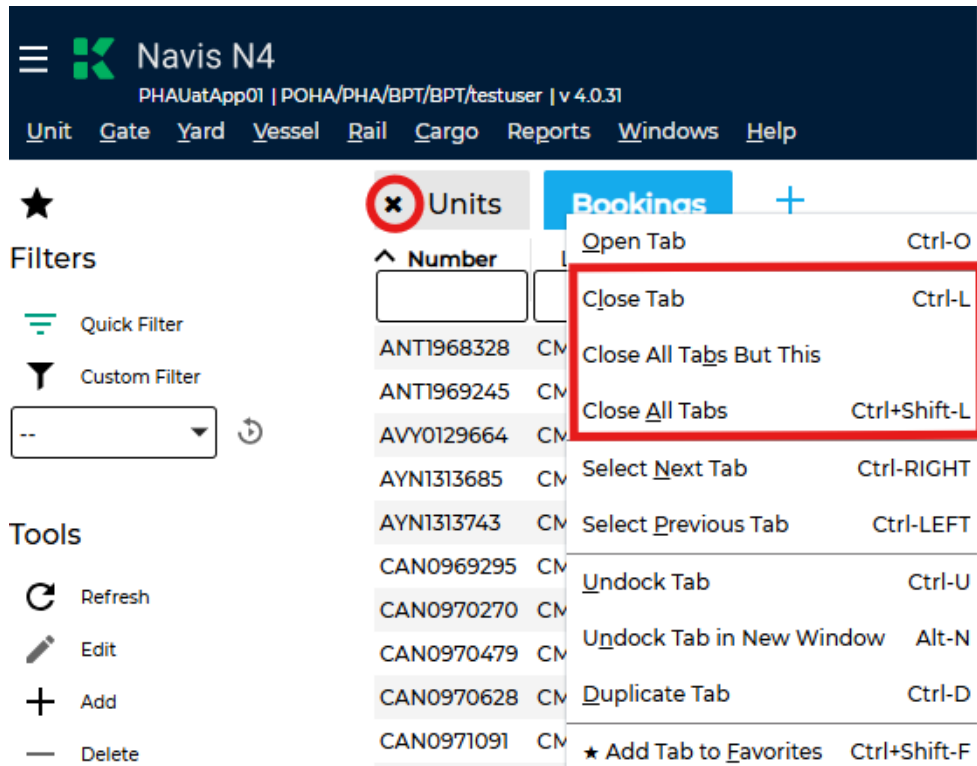
Display

Number	Line Op	Ves. Visit
ANT1968328	CMA	CMO-0VBLOE1MA
ANT1969245	CMA	OOV-015E
AVY0129664	CMA	PLA-0YKBHS1MA
AYN1313685	CMA	CFS-0VBLOE1MA
AYN1313743	CMA	CFS-0VBLOE1MA
CAN0969295	CMA	CMO-0VBLOE1MA
CAN0970270	CMA	OOC-013E
CAN0970479	CMA	CFR-0PGMGW1MA
CAN0970628	CMA	CFR-0PGMGW1MA
CAN0971091	CMA	CFR-0PGMGW1MA
CAN0971119	CMA	LSY-0YKBLS1MA
CAN0971120	CMA	CFR-0PGMGW1MA
CAN0971210	CMA	CFR-0PGMGW1MA
CAN0971427	CMA	STL-0YKBOS1MA
CAN0971615	CMA	CFR-0PGMGW1MA

6. You can move back and forth between these two tabs by clicking the tab of the screen you need displayed.
7. You can un-dock a tab and have both screens displayed at the same time. See section on Undocking Tabs.

Close Tabs

- Options to Close Tabs,
 - Click the [x] next to the tab title.
 - Right-click the tab to view additional closing options.
 - Use keyboard shortcuts for faster navigation.



Undock Tabs

1. Right click on the tab you need to undock and Select one of the undock options or use one of the keyboard short-keys.

The screenshot shows the Navis N4 application interface. The top navigation bar includes 'Unit', 'Gate', 'Yard', 'Vessel', 'Rail', 'Cargo', 'Reports', 'Windows', and 'Help'. The main content area has two tabs: 'Units' and 'Bookings'. The 'Bookings' tab is selected, and a right-click context menu is open over it. The menu options are: 'Open Tab' (Ctrl-O), 'Close Tab' (Ctrl-L), 'Close All Tabs But This', 'Close All Tabs' (Ctrl+Shift-L), 'Select Next Tab' (Ctrl-RIGHT), 'Select Previous Tab' (Ctrl-LEFT), 'Undock Tab' (Ctrl-U), 'Undock Tab in New Window' (Alt-N), 'Duplicate Tab' (Ctrl-D), and '★ Add Tab to Favorites' (Ctrl+Shift-F). The 'Undock Tab' option is highlighted in blue. Below the tabs, there are filters and tools sections. The 'Units' tab shows a list of units with columns for Number, Line Op, and Ves. Visit.

2. There are now two separate individual screens displayed, one with the Units list and one with the booking list.

The screenshot shows the Navis N4 application interface with two separate screens displayed. The top navigation bar includes 'Unit', 'Gate', 'Yard', 'Vessel', 'Rail', 'Cargo', 'Reports', 'Windows', and 'Help'. The main content area has two tabs: 'Units' and 'Bookings'. The 'Units' tab is selected and highlighted with a red circle. It shows a list of units with columns for Last Move, Unit Nbr, BL Nbr, Type ISO, and Category. The 'Bookings' tab is also highlighted with a red circle. It shows a list of bookings with columns for Number, Line Op, and Ves. Visit. The 'Units' tab shows a list of units with columns for Last Move, Unit Nbr, BL Nbr, Type ISO, and Category. The 'Bookings' tab shows a list of bookings with columns for Number, Line Op, and Ves. Visit.

View Containers Using Filters

1. On the N4 Menu Bar, click Unit > Units. There is also a shortcut Ctrl O to easily find tabs.



2. Once in the UNITS TAB, the icon with the drop down arrow on the left will show SAVED FILTERS. A list of Saved Filters will appear, scroll until you find EMPTIES IN PHA YARD, depending on the terminal you need.

The screenshot shows the UNITS TAB interface. On the left, there is a vertical toolbar with icons for search, filter, and refresh. A red circle highlights a filter icon (a square with 'E' and a dropdown arrow). A red arrow points from this icon to the filter dropdown in the table header. The table header shows a filter applied: '★ EMPTIES IN PHA YARD.BPT +'. The table contains columns for Facility, Last Move, Unit Nbr, Type ISO, Category, V-State, T-State, Position, Line Op, I/B Actual Visit, O/B Actual Visit, POD, Freight Kind, Reqs Power, Stop-Vsl, Stop-Rail, and Stop-Road. The table lists various container units with their respective details.

Facility	Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Freight Kind	Reqs Power	Stop-Vsl	Stop-Rail	Stop-Road
BPT	2025-Dec-26 09:01	CAXU9088275	4510	Storage	Active	Yard	Y-BPT-IRI28L2	MSC	P1213021	GEN_CARRIER		Empty				
BPT	2026-Feb-26 13:32	MSKU1929310	45C1	Storage	Active	Yard	Y-BPT-IS60E7	MAE	1M16762	GEN_CARRIER		Empty				
BPT	2026-Feb-23 11:09	ZCSU4026153	42U1	Storage	Active	Yard	Y-BPT-IRI16Q4	ZIM	1M76880	GEN_CARRIER		Empty				
BPT	2026-Feb-11 07:31	SUDU588370	45C1	Storage	Active	Yard	Y-BPT-IU14E6	MAE	1N66757	GEN_CARRIER		Empty				
BPT	2026-Feb-27 06:53	MRKU2077984	45C1	Storage	Active	Yard	Y-BPT-IS104C1	MAE	1N88957	GEN_CARRIER		Empty				
BPT	2026-Mar-04 10:11	ZIMU107100	2300	Storage	Active	Yard	Y-BPT-IT07D3	ZIM	3N1023	GEN_CARRIER		Empty				
BPT	2026-Jan-07 15:35	CRSU1282332	22C1	Storage	Active	Yard	Y-BPT-IS75G6	MAE	1M61196	GEN_CARRIER		Empty				
BPT	2026-Jan-27 14:19	SUDU9800087	45U1	Storage	Active	Yard	Y-BPT-IRI23	MAE	R756149	GEN_TRUCK		Empty				
BPT	2026-Mar-03 15:24	SUDU2844720	22U1	Storage	Active	Yard	Y-BPT-IRI105	MAE	R668850	GEN_CARRIER		Empty				
BPT	2026-Feb-27 09:57	SUDU8512300	45C1	Storage	Active	Yard	Y-BPT-IS52E4	MAE	T9492HY	GEN_CARRIER		Empty				
BPT	2026-Mar-03 06:54	SUDU6837992	45C1	Storage	Active	Yard	Y-BPT-IS48F6	MAE	1N51850	GEN_CARRIER		Empty				
BPT	2026-Jan-05 11:13	SUDU2842795	22U1	Storage	Active	Yard	Y-BPT-IRI07	MAE	R630364	GEN_TRUCK		Empty				
BPT	2026-Mar-05 10:39	SUDU1920091	22C1	Storage	Active	Yard	Y-BPT-IU9B.2	MAE	R822046	GEN_CARRIER		Empty				
BPT	2026-Mar-05 14:01	SUDU15960960	45C1	Storage	Active	Yard	Y-BPT-IT48H.3	MAE	R579405	GEN_CARRIER		Empty				

3. To search for all empty (storage) units that belong to Line Operator CMA, click the funnel icon at the top left of the screen. The Filter Criteria screen will open.

The screenshot shows the 'Filter Criteria' screen. The 'Line Operator' dropdown is set to 'CMA'. The 'Filter Criteria' section shows 'Line Operator = CMA'. The 'Customize Columns' section is visible on the right.

4. To search by Line Operator, change the information in the box showing Agent One to Line Operator by using the drop down menu.

The screenshot shows the 'Filter Criteria' screen. The 'Line Operator' dropdown is set to 'CMA'. The 'Filter Criteria' section shows 'Line Operator = CMA'. The 'Customize Columns' section is visible on the right.

5. The next field to the right says, is (=), leave it as is (=). Click to the field to the right of this box. Enter CMA, or use the drop down menu to scroll the list of Line Operators to find CMA.
6. Click on the **+ Add Criterion** field on the right side of the screen.

The screenshot displays the TOS interface with the following elements:

- Filter Criteria:**
 - Line Operator: [Dropdown]
 - is (=)
 - CMA
- Customize Columns:**
 - Facility, Last Move, Unit Nbr, Type ISO, Categ...
 - + Add Criterion** (circled in red)
 - + Add 'AND' Group
 - Delete
 - + Add 'OR' Group
 - Parameterize
 - Negate
 - Update Criterion
 - Expand All
 - Apply Filter
- Data Table:**

ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Fight Kind	Reqs Power	Stop-Vsl	Stop-Rail	Stop-Road
Storage	Active	Yard	Y-BPT-IRI28L2	MSC	P121021	GEN_CARRIER	Empty						
Storage	Active	Yard	Y-BPT-IS60E7	MAE	1M16762	GEN_CARRIER	Empty						
Storage	Active	Yard	Y-BPT-IRI16Q4	ZIM	1M76880	GEN_CARRIER	Empty						
Storage	Active	Yard	Y-BPT-IUI4E6	MAE	1N66757	GEN_CARRIER	Empty						
Storage	Active	Yard	Y-BPT-ISI04C1	MAE	1N88957	GEN_CARRIER	Empty						
Storage	Active	Yard	Y-BPT-I107D3	ZIM	3NH023	GEN_CARRIER	Empty						
Storage	Active	Yard	Y-BPT-IS75G6	MAE	1M61196	GEN_CARRIER	Empty						
Storage	Active	Yard	Y-BPT-IRI123	MAE	R756149	GEN_TRUCK	Empty						
Storage	Active	Yard	Y-BPT-IRI105	MAE	R668850	GEN_CARRIER	Empty						
Storage	Active	Yard	Y-BPT-ISS2E4	MAE	T9492HY	GEN_CARRIER	Empty						
Storage	Active	Yard	Y-BPT-IS48F6	MAE	1N51850	GEN_CARRIER	Empty						
Storage	Active	Yard	Y-BPT-IRI107	MAE	R630364	GEN_TRUCK	Empty						
Storage	Active	Yard	Y-BPT-IUI9B2	MAE	R822046	GEN_CARRIER	Empty						
Storage	Active	Yard	Y-BPT-IT48H3	MAE	R579405	GEN_CARRIER	Empty						

Continue instructions on next page

7. Click the Apply Filter field at the bottom right of the screen. The Units List is now updated to show only empty units for CMA.

The screenshot shows the 'EMPTIES IN PHA YARD_BPT' interface. The 'Filter Criteria - edited' section has 'Line Operator' set to 'CMA'. The 'Customize Columns' section on the right has 'Facility, Last Move, Unit Nbr, Type ISO, Category' selected. The 'Apply Filter' button is highlighted with a red box and a red arrow points to it from the filter criteria section.

Facility	Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frghr Kind	Reqs Power	Stop-Vsl	Stop-Rail	Stop-Road
BPT	2026-Mar-09 13:12	TCNU9951500	45G1	Storage	Active	Yard	Y-BPT-6R50D.3	CMA	3295763	GEN_CARRIER		Empty				
BPT	2026-Apr-09 10:56	TRLU9745521	22G1	Storage	Active	Yard	Y-BPT-6R33E.2	CMA	1M16011	1M19292		Empty				
BPT	2026-Apr-02 09:14	CMAU8143430	42G1	Storage	Active	Yard	Y-BPT-6Q34G.2	CMA	R799588	GEN_CARRIER		Empty				
BPT	2026-Mar-09 13:12	CMAU5756309	45G1	Storage	Active	Yard	Y-BPT-6R50D.1	CMA	3NC299	GEN_CARRIER		Empty				
BPT	2026-Apr-20 13:35	TGHU983126	45G1	Export	Active	Yard	Y-BPT-75023.4	CMA	HCH-0GBFKS1MA	FIG-0PCNCW1MA	VNVUT	Empty				
BPT	2026-Apr-27 07:27	GESU7306907	42U1	Storage	Active	Yard	Y-BPT-6S60L.2	CMA	K194777	GEN_CARRIER		Empty				
BPT	2026-Apr-08 10:37	BSIU9388743	45G1	Storage	Active	Yard	Y-BPT-6Q503.2	CMA	RAB-0GBFES1MA	GEN_CARRIER	USHOU	Empty				

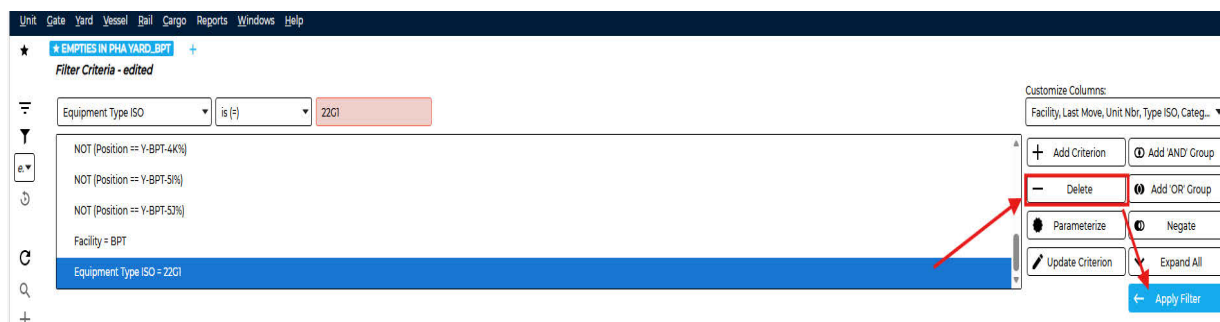
8. To filter even further, use this process in steps 4 -7. Try adding a filter to show units with the Equipment Type ISO, is =, 22G1. From the drop down menu in the Filter Criteria screen, use Equipment Type ISO. Now the list will show only empty (storage) units with ISO codes 22G1 for Line Operator CMA.

The screenshot shows the 'EMPTIES IN PHA YARD_BPT' interface. The 'Filter Criteria - edited' section has 'Equipment Type ISO' set to '22G1'. The 'Customize Columns' section on the right has 'Facility, Last Move, Unit Nbr, Type ISO, Category' selected. The 'Apply Filter' button is highlighted with a red box and a red arrow points to it from the filter criteria section.

Facility	Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frghr Kind	Reqs Power	Stop-Vsl	Stop-Rail	Stop-Road
BPT	2026-Apr-09 08:42	GLDU5259058	22G1	Storage	Active	Yard	Y-BPT-6T71G.1	CMA	R544790	GEN_CARRIER		Empty				
BPT	2026-Mar-19 14:07	FCIU2923136	22G1	Storage	Active	Yard	Y-BPT-6T69H.4	CMA	R695907	GEN_CARRIER		Empty				
BPT	2026-Apr-17 13:05	GESU1114403	22G1	Storage	Active	Yard	Y-BPT-7T03B.5	CMA	1M18080	GEN_CARRIER		Empty				
BPT	2026-Apr-09 10:57	SGCU1980130	22G1	Storage	Active	Yard	Y-BPT-6R33D.1	CMA	R771959	GEN_CARRIER		Empty				
BPT	2026-Apr-22 08:10	BMOU2196110	22G1	Storage	Active	Yard	Y-BPT-6R37C.5	CMA	AY898A	GEN_TRUCK		Empty				
BPT	2026-Mar-24 15:02	CAIU3070209	22G1	Storage	Active	Yard	Y-BPT-7T05L.3	CMA	2915776	1N81116		Empty				
BPT	2026-Apr-07 12:03	CAIU3083042	22G1	Storage	Active	Yard	Y-BPT-6T69H.2	CMA	1M18403	GEN_CARRIER		Empty				

Delete Search Filters

1. In the Filter Criteria screen, highlight the search filter you want to delete.
2. Click the  Delete icon to the right of the screen
3. Click Apply Filter at the bottom of the Filter Criteria screen.



4. The search criteria for Equipment Type ISO are removed and the list refreshed to show all storage units.

The screenshot shows the main data table after applying the filter. The table has columns: Facility, Last Move, Unit Nbr, Type ISO, Category, V-State, T-State, Position, Line Op, I/B Actual Visit, O/B Actual Visit, POD, Flight Kind, Reqs Power, Stop-Vsl, Stop-Rail, Stop-Road. The table is filtered to show only storage units. A red box highlights the 'Last Move' column, and a red arrow points to the 'Apply Filter' button in the bottom right corner.

Facility	Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Flight Kind	Reqs Power	Stop-Vsl	Stop-Rail	Stop-Road
BPT	2026-Apr-06 13:55	NYKU9833028	22G1	Storage	Active	Yard	Y-BPT-6N1IG.6	ONL	3740492	GEN_CARRIER		Empty				
BPT	2026-Mar-10 08:36	NYKU9807732	22G1	Storage	Active	Yard	Y-BPT-6N1IG.4	ONL	8821951	GEN_CARRIER		Empty				
BPT	2026-Mar-10 08:26	NYKU3713473	22G1	Storage	Active	Yard	Y-BPT-6N1IG.3	ONL	1M32180	GEN_CARRIER		Empty				
BPT	2026-Mar-10 08:24	BEAU267067	22G1	Storage	Active	Yard	Y-BPT-7N05L4	YML	1M19695	GEN_CARRIER		Empty				
BPT	2026-Mar-10 08:17	NYKU9853277	22G1	Storage	Active	Yard	Y-BPT-6N1IG.2	ONL	1L43805	GEN_CARRIER		Empty				
BPT	2026-Mar-10 08:16	TEMU7010696	22G1	Storage	Active	Yard	Y-BPT-7N05L3	YML	1M76029	GEN_CARRIER		Empty				
BPT	2026-Mar-10 08:12	NYKU9736666	22G1	Storage	Active	Yard	Y-BPT-6N1IG.1	ONL	1N87219	GEN_CARRIER		Empty				
BPT	2026-Mar-10 08:10	ONEU2082118	22G1	Storage	Active	Yard	Y-BPT-6N1IH.6	ONL	3635469	GEN_CARRIER		Empty				
BPT	2026-Mar-10 08:06	MSKU8166937	22G1	Storage	Active	Yard	Y-BPT-6N1IH.5	ONL	1L39773	GEN_CARRIER		Empty				
BPT	2026-Mar-10 08:06	MSKU8166937	22G1	Storage	Active	Yard	Y-BPT-6N1IH.5	ONL	1L39773	GEN_CARRIER		Empty				
BPT	2026-Mar-10 07:55	MSKU1763615	22G1	Storage	Active	Yard	Y-BPT-1R105M.6	MAE	8723558	GEN_CARRIER		Empty				
BPT	2026-Mar-10 07:53	TCLU2992583	22G1	Storage	Active	Yard	Y-BPT-6N1IH.4	ONL	1M77401	GEN_CARRIER		Empty				
BPT	2026-Mar-10 07:51	ONEU2167360	22G1	Storage	Active	Yard	Y-BPT-6N1IH.3	ONL	1N79946	GEN_CARRIER		Empty				
BPT	2026-Mar-10 07:45	TRHU1291570	22G1	Storage	Active	Yard	Y-BPT-6N1IH.2	ONL	3971607	GEN_CARRIER		Empty				
BPT	2026-Mar-10 07:44	MSKU7522379	22G1	Storage	Active	Yard	Y-BPT-1R59N.6	MAE	1N89870	GEN_CARRIER		Empty				
BPT	2026-Mar-10 07:43	FTAU2542757	22G1	Storage	Active	Yard	Y-BPT-6N1IH.1	ONL	1N51305	GEN_CARRIER		Empty				
BPT	2026-Mar-10 07:43	TCLU3358067	22G1	Storage	Active	Yard	Y-BPT-1R59N.5	MAE	3620071	GEN_CARRIER		Empty				
BPT	2026-Mar-10 07:41	MSKU0409567	22G1	Storage	Active	Yard	Y-BPT-1R59N.4	MAE	1M42917	GEN_CARRIER		Empty				
BPT	2026-Mar-10 07:39	NYKU3704635	22G1	Storage	Active	Yard	Y-BPT-6N1IH.5	ONL	2950468	GEN_CARRIER		Empty				
BPT	2026-Mar-10 07:38	HASU1461531	22G1	Storage	Active	Yard	Y-BPT-1R59N.3	MAE	3620080	GEN_CARRIER		Empty				
BPT	2026-Mar-10 07:37	TTNU1982359	22G1	Storage	Active	Yard	Y-BPT-1R59N.2	MAE	R830042	GEN_CARRIER		Empty				
BPT	2026-Mar-10 07:35	CXDU1569327	22G1	Storage	Active	Yard	Y-BPT-6N1IH.4	ONL	1L37011	GEN_CARRIER		Empty				
BPT	2026-Mar-10 07:31	NYKU9776623	22G1	Storage	Active	Yard	Y-BPT-1U19K.8	MAE	3620075	GEN_CARRIER		Empty				
BPT	2026-Mar-10 07:31	TLLU8220266	22G1	Storage	Active	Yard	Y-BPT-1U19K.7	MAE	3620073	GEN_CARRIER		Empty				
BPT	2026-Mar-10 07:30	MSKU9750102	22G1	Storage	Active	Yard	Y-BPT-1U19K.6	MAE	3620069	GEN_CARRIER		Empty				

Create My List

1. Click Unit > Units.
2. Select the containers you want on a list.

[illegible]

3. Select the Display button > Add Selected to My List
4. Select the Units tab > Units: My List.
5. The selected units are now on their own list.

- Unit
- Gate
- Yard
- Vessel
- R

Find Unit

Units

Booking Inquiry

EDO Inquiry

Units: My List

Equipment Status

Attach Seals

Update Position

Update Delivery Requirements

★

Units: My List

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Last Move	Unit Nbr	BL Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frghnt Kind	Reqs Power	Unit Impediments	Stop-Vsl	Stop-Rail	Stop-Road
2026-Apr-28 10:04	UASU1023463	JE2260208683	45G1	Import	Active	Yard	Y-BPT-6F42A.1	HLC	R828993	GEN_CARRIER	USHOU	FCL					
2026-Apr-28 10:04	HAMU3896889	JE22603RBU26	45G1	Import	Active	Yard	Y-BPT-4A50A.1	HLC	R461300	GEN_CARRIER	USHOU	FCL					
2026-Apr-23 08:00	CAIU325471		22G1	Storage	Active	Yard	Y-BPT-6T03H.2	CMA	1L33635	GEN_CARRIER		Empty					
2026-Apr-23 14:29	CMAU1986089		22G1	Storage	Active	Yard	Y-BPT-6T59H.1	CMA	R799622	GEN_CARRIER		Empty					
2026-Apr-22 09:42	CMAU0285295		22G1	Storage	Active	Yard	Y-BPT-7T05G.6	CMA	1N48622	GEN_CARRIER		Empty					
2026-Apr-17 13:05	GESU114403		22G1	Storage	Active	Yard	Y-BPT-7T03B.5	CMA	1M18080	GEN_CARRIER		Empty					
2026-Apr-30 12:02	CMAU2843457	CSA0416110	22G1	Import	Active	Yard	Y-BPT-4A25E.1	CMA	BHA-0GBFMSIMA	GEN_TRUCK	USHOU	FCL					
2026-Apr-09 15:03	CMAU1352572		22G1	Storage	Active	Yard	Y-BPT-7T03H.2	CMA	1N80422	GEN_CARRIER		Empty					
2026-Apr-09 09:03	CMAU1719523		22G1	Storage	Active	Yard	Y-BPT-6T71B.5	CMA	C326EX	GEN_CARRIER		Empty					
2026-Apr-09 08:42	GLDU5259058		22G1	Storage	Active	Yard	Y-BPT-6T71G.1	CMA	R544790	GEN_CARRIER		Empty					
2026-Apr-28 10:06	CARU3089725	LG611071	2210	Import	Active	Yard	Y-BPT-HTDMG	MSC	LUA-MG613	GEN_TRUCK	USHOU	FCL		BILL OF LADING HOLD - LINE	•	•	•
2026-Mar-24 15:02	CAIU3070209		22G1	Storage	Active	Yard	Y-BPT-7T05L.3	CMA	2915776	1N8116		Empty					
2026-Apr-09 10:57	SGCU980130		22G1	Storage	Active	Yard	Y-BPT-6R33D.1	CMA	R771959	GEN_CARRIER		Empty		TLT DAMAGE HOLD	•		•
2026-Apr-07 12:03	CAIU3083042		22G1	Storage	Active	Yard	Y-BPT-6T69H.2	CMA	1M18403	GEN_CARRIER		Empty					
2026-Mar-19 14:07	FCIU2923136		22G1	Storage	Active	Yard	Y-BPT-6T69H.4	CMA	R695907	GEN_CARRIER		Empty					
2026-Apr-22 08:08	CMAU2046350		22G1	Storage	Active	Yard	Y-BPT-6R33A.3	CMA	3888417	GEN_CARRIER		Empty		TLT DAMAGE HOLD	•		•
2026-Apr-28 10:06	YMLU9551707	E232252067	L5G1	Import	Active	Yard	Y-BPT-1D58F.1	YML	RACE-066W	GEN_TRUCK	USHOU	FCL					

Copy Feature

1. On the N4 Menu Bar, click Unit > Units. The Units List appears.

Unit

Gate

Yard

Vessel

Rail

Cargo

Reports

Windows

Help

★

EMPTIES IN PHA YARD_BPT

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	Facility	Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frghrt Kind	Reqs Power	Stop-Vsl	Stop-Rail	Stop-Road
	BPT	2026-Apr-28 10:06	HMMU7515219	45P3	Storage	Active	Yard	Y-BPT-T5	HAS	1N67242	GEN_CARRIER		Empty				
	BPT	2026-Apr-28 10:06	FCIU9938502	45G1	Storage	Active	Yard	Y-BPT-7056J.2	ONL	1M34636	GEN_CARRIER		Empty				
	BPT	2026-Apr-28 10:06	YMLU9032851	45G1	Storage	Active	Yard	Y-BPT-7N14D.4	YML	R800012	GEN_CARRIER		Empty				
	BPT	2026-Apr-28 10:06	FFAU3690453	45G1	Storage	Active	Yard	Y-BPT-7056J.1	ONL	1M31781	GEN_CARRIER		Empty				
	BPT	2026-Apr-28 10:06	KOCU4893612	45G1	Storage	Active	Yard	Y-BPT-6066H.4	HAS	R749952	GEN_CARRIER		Empty				
	BPT	2026-Apr-28 10:06	FTAU1540981	22G1	Storage	Active	Yard	Y-BPT-6N05E.1	ONL	R809443	GEN_CARRIER		Empty				
	BPT	2026-Apr-28 10:06	YMLU8964706	45G1	Storage	Active	Yard	Y-BPT-7N14D.3	YML	R800007	GEN_CARRIER		Empty				
	BPT	2026-Apr-28 10:06	HMMU4983793	45G1	Storage	Active	Yard	Y-BPT-6066H.3	HAS	1M37438	GEN_CARRIER		Empty				
	BPT	2026-Apr-27 10:59	HASU115000	22G1	Storage	Active	Yard	Y-BPT-1R73L.5	MAE	1M77273	GEN_CARRIER		Empty				
	BPT	2026-Apr-27 10:59	CMAU7725837	45G1	Storage	Active	Yard	Y-BPT-7Q14J.2	CMA	BHA-0GBFMSIMA	GEN_TRUCK	USHOU	Empty				
	BPT	2026-Apr-27 10:59	SUDU7348907	22G1	Storage	Active	Yard	Y-BPT-1S77D.5	MAE	1M77664	GEN_CARRIER		Empty				
	BPT	2026-Apr-27 10:59	TCLU8853712	45G1	Storage	Active	Yard	Y-BPT-7056K.4	ONL	1M36962	GEN_CARRIER		Empty				
	BPT	2026-Apr-27 10:59	TLLU7547188	45G1	Import	Active	Yard	Y-BPT-7Q14J.1	CMA	BHA-0GBFMSIMA	GEN_TRUCK	USHOU	Empty				
	BPT	2026-Apr-27 10:58	TGBU4885452	45G1	Storage	Active	Yard	Y-BPT-6Q54G.4	CHS	APM-0VBMAEIMA	GEN_TRUCK	USHOU	Empty				
	BPT	2026-Apr-27 10:58	TCKU1648679	22G1	Storage	Active	Yard	Y-BPT-1T13SE.7	MAE	1M76635	GEN_CARRIER		Empty				
	BPT	2026-Apr-27 10:58	MRKU6702482	22G1	Storage	Active	Yard	Y-BPT-1R73L.4	MAE	1M16600	GEN_CARRIER		Empty				

2. Highlight any containers you want to copy and paste in another form such as an email, Word document, My List, etc. To select one unit, highlight the unit and press Ctrl C to copy. To select more than one unit from the list to copy, press and hold the Ctrl key and click on and highlight each number you wish to copy. After all numbers are highlighted press Ctrl C to copy.

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EMPTIES IN PHA YARD_BPT

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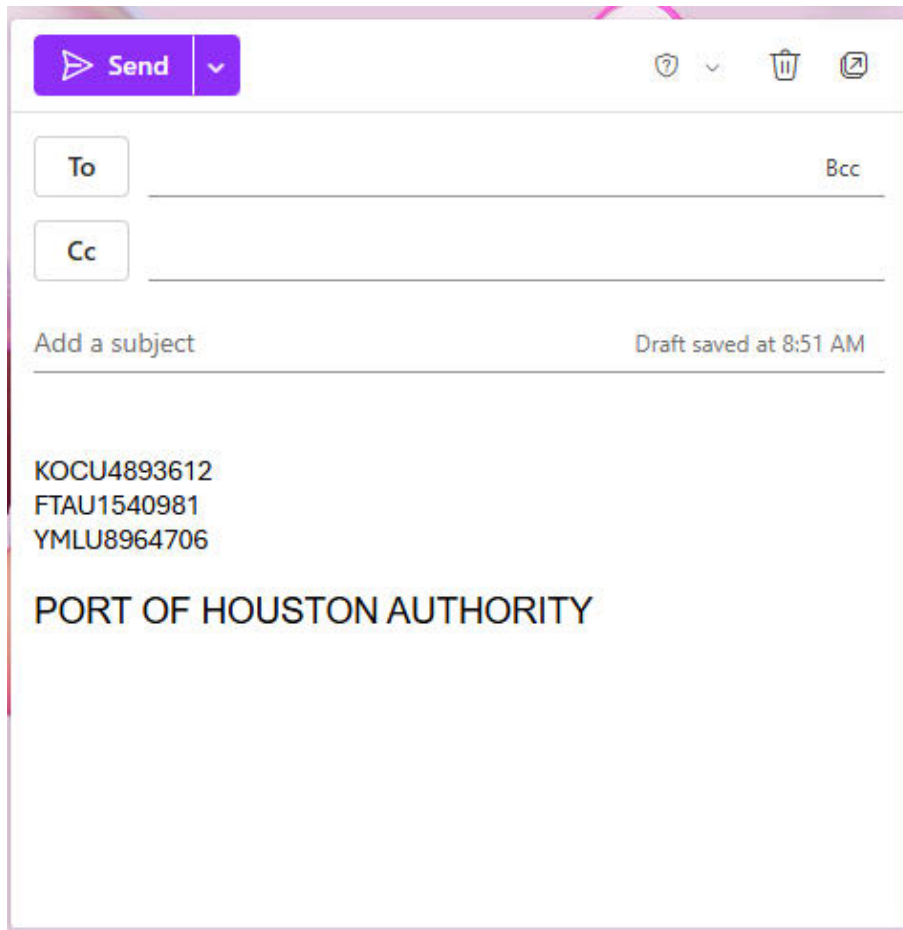
-

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Facility	Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frghrt Kind	Reqs Power	Stop-Vsl	Stop-Rail	Stop-Road
BPT	2026-Apr-28 10:06	HMMU7515219	45P3	Storage	Active	Yard	Y-BPT-T5	HAS	1N67242	GEN_CARRIER		Empty				
BPT	2026-Apr-28 10:06	FCIU9938502	45G1	Storage	Active	Yard	Y-BPT-7056J.2	ONL	1M34636	GEN_CARRIER		Empty				
BPT	2026-Apr-28 10:06	YMLU9032851	45G1	Storage	Active	Yard	Y-BPT-7N14D.4	YML	R800012	GEN_CARRIER		Empty				
BPT	2026-Apr-28 10:06	FFAU3690453	45G1	Storage	Active	Yard	Y-BPT-7056J.1	ONL	1M31781	GEN_CARRIER		Empty				
BPT	2026-Apr-28 10:06	KOCU4893612	45G1	Storage	Active	Yard	Y-BPT-6066H.4	HAS	R749952	GEN_CARRIER		Empty				
BPT	2026-Apr-28 10:06	FTAU1540981	22G1	Storage	Active	Yard	Y-BPT-6N05E.1	ONL	R809443	GEN_CARRIER		Empty				
BPT	2026-Apr-28 10:06	YMLU8964706	45G1	Storage	Active	Yard	Y-BPT-7N14D.3	YML	R800007	GEN_CARRIER		Empty				
BPT	2026-Apr-28 10:06	HMMU4983793	45G1	Storage	Active	Yard	Y-BPT-6066H.3	HAS	1M37438	GEN_CARRIER		Empty				
BPT	2026-Apr-27 10:59	HASU115000	22G1	Storage	Active	Yard	Y-BPT-1R73L.5	MAE	1M77273	GEN_CARRIER		Empty				
BPT	2026-Apr-27 10:59	CMAU7725837	45G1	Storage	Active	Yard	Y-BPT-7Q14J.2	CMA	BHA-0GBFMSIMA	GEN_TRUCK	USHOU	Empty				
BPT	2026-Apr-27 10:59	SUDU7348907	22G1	Storage	Active	Yard	Y-BPT-1S77D.5	MAE	1M77664	GEN_CARRIER		Empty				
BPT	2026-Apr-27 10:59	TCLU8853712	45G1	Storage	Active	Yard	Y-BPT-7056K.4	ONL	1M36962	GEN_CARRIER		Empty				
BPT	2026-Apr-27 10:59	TLLU7547188	45G1	Import	Active	Yard	Y-BPT-7Q14J.1	CMA	BHA-0GBFMSIMA	GEN_TRUCK	USHOU	Emptv				

Continue instructions on next page

3. Go to the area you want to paste the unit numbers and press Ctrl V to add the units.
Example below is units pasted into an email.



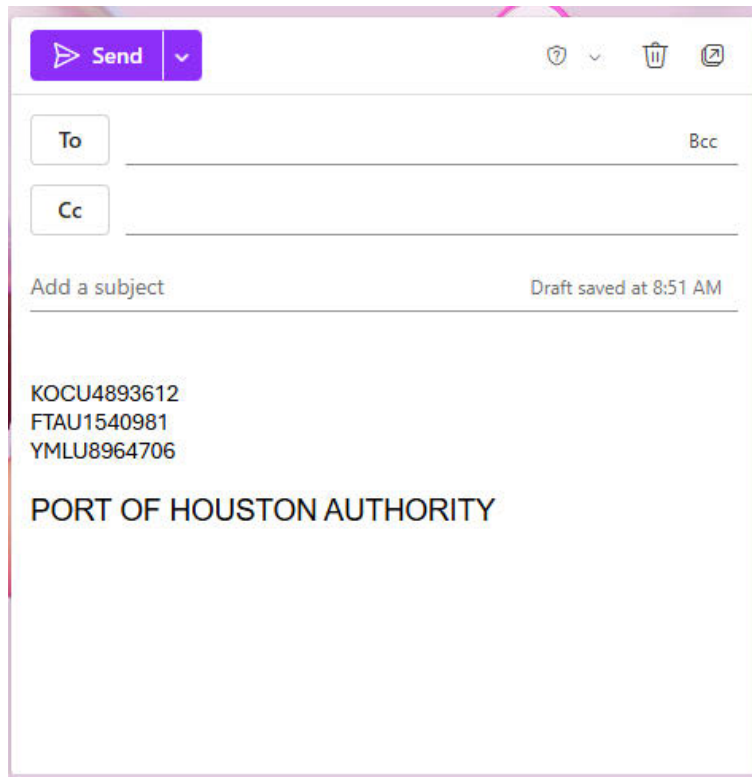
The screenshot shows an email draft window. At the top, there is a purple 'Send' button with a right-pointing arrow and a dropdown arrow. To the right of the 'Send' button are four icons: a shield, a checkmark, a trash can, and a link icon. Below the header, there are two input fields for recipients: 'To' and 'Cc', each with a dropdown arrow. To the right of the 'To' field is a 'Bcc' label. Below the recipient fields is a subject line with the placeholder text 'Add a subject' and a timestamp 'Draft saved at 8:51 AM' on the right. The main body of the email contains the following text:

KOCU4893612
FTAU1540981
YMLU8964706

PORT OF HOUSTON AUTHORITY

Continue instructions on next page

4. To copy units from a document and add to N4, pull up the source (email, Word, text, Excel) document. Highlight the units and copy (Ctrl C) them.



Send

To

Bcc

Cc

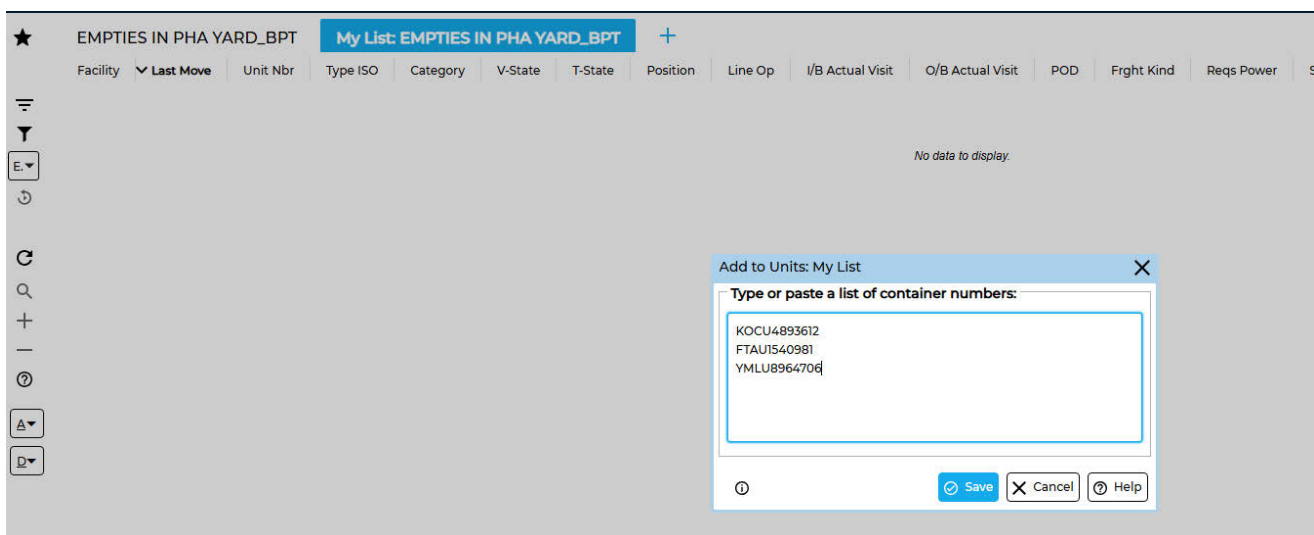
Add a subject

Draft saved at 8:51 AM

KOCU4893612
FTAU1540981
YMLU8964706

PORT OF HOUSTON AUTHORITY

5. On the N4 Menu Bar, click Unit > My List.
6. Click the Display tab, and select Add.
7. Units: My List box will appear.
8. Paste (Ctrl V) the units in the Add to Units: My List box.



★ EMPTIES IN PHA YARD_BPT My List: EMPTIES IN PHA YARD_BPT +

Facility Last Move Unit Nbr Type ISO Category V-State T-State Position Line Op I/B Actual Visit O/B Actual Visit POD Frght Kind Reqs Power

No data to display.

Add to Units: My List

Type or paste a list of container numbers:

KOCU4893612
FTAU1540981
YMLU8964706

Save Cancel Help

9. Press OK. Units will appear in a list in N4.

Unit

Gate

Yard

Vessel

Rail

Cargo

Reports

Windows

Help

★

EMPTIES IN PHA YARD_BPT

My List: EMPTIES IN PHA YARD_BPT

+

Facility	Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frght Kind
BPT	2026-Apr-28 10:06	KOCU4893612	45G1	Storage	Active	Yard	Y-BPT-6O66H.4	HAS	R749952	GEN_CARRIER		Empty
BPT	2026-Apr-28 10:06	FTAU1540981	22G1	Storage	Active	Yard	Y-BPT-6N05E.1	ONL	R809443	GEN_CARRIER		Empty
BPT	2026-Apr-28 10:06	YMLU8964706	45G1	Storage	Active	Yard	Y-BPT-7N14D.3	YML	R800007	GEN_CARRIER		Empty

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View a Unit

1. From the N4 Menu Bar, click Unit > Units. Find One Unit and Equipment Status on the Unit Menu are also ways to get to the Unit Inspector to view container information.

Unit Inspector for CMAU8621328

Container	Status	Transit
CMAU 8621328	T-State: Yard Last Move: 2026-Apr-16 10:56 Complex Position: Y-BPT-7Q26L6 Planned Position: Frgh Kind: Empty Line Op: CMA VGM Weight (long-ton): VGM Verifier: VGM Updated Date: Gross Weight Source: EDI Weight (long-ton): 4.33 Stow: Stow 2: Stow 3: Customs: Booking Number: CMATESTS32 BL Nbr: BGA0513330 GateTranNbr: 20166078	Category: Import POD: Houston (USHOU) I/B Carrier: Y-CIF-OCBF8S1MA (CMA) O/B Carrier (intended): T-GEN_TRUCK Time In: 2026-Mar-09 20:39 O/B Intend ETD: Dlv Appt Time: Recv Appt Time:

Unit Nbr: **CMAU8621328**
Type ISO: 45G1
EqRole: Primary

Equipment Inspector for CMAU8621328

Type	Status	Physical
45G1 General purpose container without ventilation	Owner: CMA Operator: CMA Use Mode: Unknown Damage: - Location: Y-BPT-7Q26L6 Last Move: 2026-Apr-16 10:56	Type Length: 40' Type Height: 9'6" Length (ft): 40.0 Height (ft): 9.50 Width (ft): 8.00 Tare Wt (lb): 8,157 Safe Wt (lb): 71,650

2. At the top left of the screen, the second white box is the search field for **UNIT NBR**. Enter the unit number into the search field.
3. Press Enter.
4. The specific container you searched will populate in the section below.

Unit

Gate

Yard

Vessel

Ball

Cargo

Reports

Windows

Help

★

Units

Equipment Status

+

Last Move

Unit Nbr

BL Nbr

Type ISO

Category

V-State

T-State

Position

Line Op

I/B Dclrd Visit

O/B Actual Visit

O/B Dclrd Visit

O/B Dclrd Carrier Name

POD

Fright Kind

Reqs Power

Unit Impediments

Stop-Vsl

Stop

2025-Dec-26 09:01

CAXU9088275

4510

Storage

Active

Yard

Y-BPT-1R12BL2

MSC

GEN_TRUCK

GEN_CARRIER

GEN_CARRIER

Empty

2025-Dec-04 12:34

CAXU9088275

FC399609

4510

Import

Departed

Departed

T-P1213021-2

MSC

GEN_TRUCK

JIN-MCS45E

PI213021

GEN_TRUCK

USHOU

FCL

Continue instructions on next page

6. Highlight and double click the container to open the Unit Inspector. View or edit information for a specific unit here.

Unit Inspector for CMAU8621328

Container	Status	Transit
CMAU 8621328 ISO 45G1 WT 4400.0 Unit Nbr: CMAU8621328 Type ISO: 45G1 EqRole: Primary	T-State: Yard Last Move: 2026-Apr-16 10:56 Complex Position: Y-BPT-7Q261.6 Planned Position: Frght Kind: Empty Line Op: CMA VGM Weight (long-ton): VGM Verifier: VGM Updated Date: Gross Weight Source: EDI Weight (long-ton): 4.33 Stow: Stow 2: Stow 3: Customs: Booking Number: CMATESTS32 BL Nbr: BGA0513330 GateTranNbr: 20166078	Category: Import POD: Houston (USHOU) I/B Carrier: V-CIF-0GBF8S1MA (CMA) O/B Carrier (intended): T-GEN_TRUCK Time In: 2026-Mar-09 20:39 O/B Intend ETD: Dlv Appt Time: Recv Appt Time:

Actions

7. To view certain information for this unit, click on any of the underlined areas located in the Unit Inspector and a new screen specific to the information will appear. For example: Clicking on Booking Number: [12345](#) will show the Booking Inspector screen with the booking information for this container. Use the Booking Inspector Screen the same as the Container Inspector screen.

Unit Inspector for CMAU8621328

Container	Status	Transit
CMAU 8621328 ISO 45G1 WT 4400.0 Unit Nbr: CMAU8621328 Type ISO: 45G1 EqRole: Primary	T-State: Yard Last Move: 2026-Apr-16 10:56 Complex Position: Y-BPT-7Q261.6 Planned Position: Frght Kind: Empty Line Op: CMA VGM Weight (long-ton): VGM Verifier: VGM Updated Date: Gross Weight Source: EDI Weight (long-ton): 4.33 Stow: Stow 2: Stow 3: Customs: Booking Number: CMATESTS32 BL Nbr: BGA0513330 GateTranNbr: 20166078	Category: Import POD: Houston (USHOU) I/B Carrier: V-CIF-0GBF8S1MA (CMA) O/B Carrier (intended): T-GEN_TRUCK Time In: 2026-Mar-09 20:39 O/B Intend ETD: Dlv Appt Time:

Actions

EDO Inspector for CMATESTS32

EDO	Status	Shipment Info
 Number: CMATESTS32	Complex: PHA Line Op: CMA Dispatch Facility: Estimated Date: Earliest Date: Latest Date: 2026-04-16 Quantity: 10 Tally Out: 3 Reefers?: No Required temp:	Complex: PHA Dest: Shipper: Trucking Company: Agent:

Actions

Continue instructions on next page

8. To view even more information for this container, close the Booking Inspector. Click the arrow key to the left of the Actions. A drop down menu displaying several areas of information that can be viewed will appear. Click on any field you want to view. For example, click on History. The Units History will populate the window next to the drop down menu.

Unit Inspector for CAXU9088275

Container: CAXU 9088275
 ISO: 4510
 WT: 13720.0

Status:
 T-State: Departed
 Last Move: 2025-Dec-04 12:34
 Complex Position: T-P1213021-2
 Planned Position:
 Frght Kind: FCL
 Line Op: MSC
 VGM Weight (long-ton): 13.5
 VGM Verifier: EDI
 VGM Updated Date: 2025-Nov-07 11:13
 Gross Weight Source:
 Weight (long-ton): 13.5
 Stow:
 Stow 2:
 Stow 3:
 Customs:
 BL Nbr: FC399609
 GateTranNbr: 19567413

Transit:
 Category: Import
 POD: Houston (USHOU)
 I/B Carrier: V-3IN-MG54SE (MSC)
 O/B Carrier: T-P1213021 (BGMF)
 Time In: 2025-Nov-10 02:00
 Time Out: 2025-Dec-04 12:34
 Dlv Appt Time: 2025-Dec-04 10:00
 Recv Appt Time:

History, Events

Apply Date	Event ID	Order Nbr	Billable	Recorder	Notes
2025-Dec-09 08:23	UNIT_STORAGE_UPDATE			user:N4api	Unit Storage details updated
2025-Dec-04 12:34	UNIT_OUT_GATE			user:freyes/smartecs	
2025-Dec-04 12:26	UNIT_DELIVER			xps:ECN4/144/129069	
2025-Dec-04 11:04	UNIT_PROPERTY_UPDATE			user:Priscillachcs/lynxbpt	Appointment details inserted
2025-Dec-04 11:04	UNIT_TRUCKER_ASSIGNED			user:Priscillachcs/lynxbpt	Appointment inserted
2025-Dec-04 09:52	UNIT_LINE_STORAGE_UPDATE			user:edi-	Unit Line Storage details updated
2025-Dec-04 09:50	UNIT_ENABLE_ROAD			user-system-	
2025-Dec-03 11:07	UNIT_POSITION_CORRECTION			user:bones	Unit Position Updated
2025-Dec-03 00:00	UNIT_DISABLE_ROAD			user:admin	
2025-Dec-02 21:44	UNIT_YARD_MOVE			xps:ECN4/163/149734	
2025-Dec-01 12:52	UNIT_LINE_STORAGE_UPDATE			user:edi-	Unit Line Storage details updated
2025-Dec-01 12:48	UNIT_ENABLE_ROAD			user-system-	
2025-Dec-01 10:54	DWELL_FEE			user:iahdlit/lynxbpt	iahdlit/2025-12-01 00:00:00.0

If you do not know the prefix of a container, search by number only using a % before the numbers. All containers with the typed numbers will be listed.

If you only know a prefix of a container, search by prefix using % after the prefix in lieu of the numbers. All containers with the typed prefix will be listed.

Search methods besides Unit Number include: All Eq IDs, Type ISO, Category, V-state, T-State, Position, Line Op, I/B Actual Visit, O/B Actual Visit, POD, Frght Kind, Reqs Power, Stop-Vessel, Stop-Rail or Stop-Road. Use the drop down menu next to the search field to change the method of search.

Units

Filter Criteria

Accessory Equipment Number is []

Tools

Quick Filter
 Custom Filter
 Refresh
 View
 Add
 Delete
 Help

Customize Columns:
 Last Move, Unit Nbr, BL Nbr, Type ISO, Categ...

Actions
 Display

Type ISO	Category	V-State	T-State	Position	Line Op	I/B Dclrd Visit	O/B Actual Visit	O/B Dclrd Visit	O/B Dclrd Carrier Name	POD	Frght Kind	Reqs Power
21	Export	Departed	Departed	T-IL9804-2	CMA	GEN_TRUCK	IL9804	LAT-OPGNOWIMA	CMA CGM LA TRAVIATA	SGSIN	FCL	
21	Import	Departed	Departed	T-IL9804-2	CMA	ALM-OPGMWIMA	IL9804	GEN_TRUCK	USHOU	FCL		
21	Import	Active	Yard	Y-BPT-7Q261.6	CMA	CIF-OCBFSIMA	GEN_TRUCK	GEN_TRUCK	USHOU	Empty		
21	Import	Departed	Departed	T-PHASJ-6	CMA	CIF-OCBFSIMA	PHASJ	GEN_TRUCK	USHOU	Empty		
21	Import	Departed	Departed	T-PHASJ-10	CMA	CIF-OCBFSIMA	PHASJ	GEN_TRUCK	USHOU	Empty		
21	Import	Departed	Departed	T-PHASJ-2	CMA	CIF-OCBFSIMA	PHASJ	GEN_CARRIER	USHOU	Empty		
21	Storage	Active	Yard	Y-BPT-6S523.3	CMA	GEN_TRUCK	GEN_CARRIER	GEN_CARRIER	Empty			
21	Import	Departed	Departed	T-PHASJ-2	CMA	CIF-OCBFSIMA	PHASJ	GEN_TRUCK	USHOU	Empty		
21	Storage	Active	Yard	Y-BPT-3B24E.1	ONL	GEN_TRUCK	GEN_CARRIER	CRN-OTW	CORNEILLE	Empty		
21	Through	Active	Yard	Y-BPT-2G02F.1	CMA	ZON-OPGMWIMA	ZON-OPGMWIMA	ZON-OPGMWIMA	CMA CGM AMAZON	USMOB	FCL	

Copy Button

1. Open any tab that provides a list such as Units, Bookings, Bills of Lading, Gate Transactions, Vessel Visits, Equipment Delivery Orders, etc. This feature is available in most of the inspector forms.
2. Locate the number you want to view. This example uses Unit Inspector
3. Open the UNIT Inspector by double clicking the number in the list OR right clicking and choosing the Inspector.

Unit Inspector for CMAU8621328 ✕

Container	Status	Transit
CMAU 8621328 ISO 45G1 WT 4400.0 Unit Nbr: CMAU8621328 Type ISO: 45G1 EqRole: Primary	T-State: Yard Last Move: 2026-Apr-16 10:56 Complex Position: Y-BPT-7Q261.6 Planned Position: Frght Kind: Empty Line Op: CMA VGM Weight (long-ton): VGM Verifier: VGM Updated Date: Gross Weight Source: EDI Weight (long-ton): 4.33 Stow: Stow 2: Stow 3: Customs: Booking Number: CMATESTS32 BL Nbr: BGA0513330 GateTranNbr: 20166078	Category: Import POD: Houston (USHOU) I/B Carrier: V-CIF-0GBF8S1MA (CMA) O/B Carrier (intended): T-GEN_TRUCK Time In: 2026-Mar-09 20:39 O/B Intend ETD: Dlv Appt Time: Recv Appt Time:

▼ Actions ▼
COPY BUTTON    

4. The Inspector screen has a copy button:
5. Click this copy button. Nothing will happen, but N4 has copied the main number from the Inspector. In this example, it has copied the 0388153775A from the screen. It will work the same way for Units, Bills of Lading, and the other Inspectors.
6. You can then paste this number anywhere that allows it. Example: Word documents, emails, fields within N4, Excel documents, etc. This acts as the Ctrl C feature most individuals are familiar with, except it only copies the referenced number.

Export a List to Excel

1. From any list in N4 (My List, Units, Bookings, Gate Transactions, etc.), highlight all of the information that you would like to export into Excel.
2. Select the Display button > Export Excel.

Unit	Gate	Yard	Vessel	Rail	Cargo	Reports	Windows	Help																				
★ EMPTIES IN PHA YARD BPT									Equipment Status																			
									Facility	Last Move	Unit Nbr	Type ISO	V-Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frgh Kind	Reqs Power	Stop-Vsl	Stop-Rail	Stop-Road			
E	BPT		2025-Dec-26 09:01		CAXU9088275		4510	Storage	Active	Yard	Y-BPT-1R128L2	MSC	P1213021	GEN_CARRIER								Empty						
	BPT		2026-Feb-26 13:32		MSKU929310		45G1	Storage	Active	Yard	Y-BPT-1S60E.7	MAE	1M16762	GEN_CARRIER								Empty						
	BPT		2026-Feb-23 11:09		ZCSU4026153		42U1	Storage	Active	Yard	Y-BPT-1R116Q.4	ZIM	1M76880	GEN_CARRIER								Empty						
	BPT		2026-Feb-11 07:31		SUDU5883710		45G1	Storage	Active	Yard	Y-BPT-1U44E.6	MAE	1N69757	GEN_CARRIER								Empty						
S	BPT		2026-Feb-27 06:53		MRKU2079384		45G1	Storage	Active	Yard	Y-BPT-1S104C.1	MAE	1N89557	GEN_CARRIER								Empty						
	BPT		2026-Mar-04 10:31		ZIMU1107100		2300	Storage	Active	Yard	Y-BPT-1T07D.3	ZIM	3NH023	GEN_CARRIER								Empty						
	BPT		2026-Jan-07 15:35		CRSU282332		22G1	Storage	Active	Yard	Y-BPT-1S75C.6	MAE	1M61196	GEN_CARRIER								Empty						
	BPT		2026-Jan-27 14:39		SUDU8800887		45U1	Storage	Active	Yard	Y-BPT-1R1R2.3	MAE	R758149	GEN_CARRIER								Empty						
C	BPT		2026-Mar-03 15:24		SUDU2844720		22U1	Storage	Active	Yard	Y-BPT-1R105	MAE	R668850	GEN_CARRIER								Empty						
	BPT		2026-Feb-27 09:57		SUDU8512300		45G1	Storage	Active	Yard	Y-BPT-1S52E.4	MAE	T9492HY	GEN_CARRIER								Empty						
	BPT		2026-Mar-03 06:54		SUDU8837992		45G1	Storage	Active	Yard	Y-BPT-1S48F.6	MAE	1N51850	GEN_CARRIER								Empty						
	BPT		2026-Jan-05 11:11		SUDU1847295		22U1	Storage	Active	Yard	Y-BPT-1R107	MAE	R630364	GEN_TRUCK								Empty						
Q	BPT		2026-Mar-05 10:38		SUDU920091		22G1	Storage	Active	Yard	Y-BPT-1U19B.2	MAE	R822046	GEN_CARRIER								Empty						
	BPT		2026-Mar-05 14:01		SUDU990960		45G1	Storage	Active	Yard	Y-BPT-1T48H.3	MAE	R579405	GEN_CARRIER								Empty						
	BPT		2026-Mar-03 16:35		APHU6050640		45G1	Storage	Active	Yard	Y-BPT-1S68B.6	MAE	2870137	GEN_CARRIER								Empty						
	BPT		2025-Sep-08 07:32		HDMU6658691		45G1	Storage	Active	Yard	Y-BPT-7064K.1	HAS	R583280	GEN_CARRIER								Empty						
+	BPT		2026-Feb-26 16:33		MSKU9920854		45G1	Storage	Active	Yard	Y-BPT-1S603.7	MAE	1M18506	GEN_CARRIER								Empty						
	BPT		2026-Mar-03 14:29		SUDU7616777		22G1	Storage	Active	Yard	Y-BPT-1R131R.1	MAE	1N72660	GEN_CARRIER								Empty						
	BPT		2026-Feb-16 14:29		MSCU4793819		4310	Storage	Active	Yard	Y-BPT-1R228F.5	MSC	1N51497	GEN_CARRIER								Empty						
	BPT		2026-Feb-25 14:06		ZIMU2791420		2300	Storage	Active	Yard	Y-BPT-1T63.3	ZIM	R549666	GEN_CARRIER								Empty						
A	BPT		2026-Mar-02 08:36		MSKU4452447		22G1	Storage	Active	Yard	Y-BPT-1R73D.4	MAE	R480721	GEN_CARRIER								Empty						
	BPT		2026-Feb-25 12:10		CNIU246311		45G1	Storage	Active	Yard	Y-BPT-1S26N.2	MAE	1M34583	GEN_CARRIER								Empty						
	BPT		2026-Feb-23 11:09		ZCSU4024910		42U1	Storage	Active	Yard	Y-BPT-1R116Q.2	ZIM	R820884	GEN_CARRIER								Empty						
	BPT		2025-Mar-24 14:42		SUDU4875669		45U1	Storage	Active	Yard	Y-BPT-1R23	MAE	3591643	GEN_CARRIER								Empty						
D	BPT		2026-Feb-06 10:22		MSKU568140		22G1	Storage	Active	Yard	Y-BPT-1S85	MAE	3683683	GEN_CARRIER								Empty						
	BPT		2026-Feb-24 13:41		TCHU9853146		45G1	Storage	Active	Yard	Y-BPT-1S100G.1	MAE	1M19034	GEN_CARRIER								Empty						
	BPT		2026-Mar-04 12:31		ZIMU6015498		4265	Storage	Active	Yard	Y-BPT-1R02C.1	ZIM	1L43259	GEN_CARRIER								Empty						
	BPT		2026-Mar-04 12:31		SUDU731471		22G1	Storage	Active	Yard	Y-BPT-1U433.8	MAE	3698461	GEN_CARRIER								Empty						
Export to CSV	BPT		2026-Mar-04 13:47		SUDU7672937		22G1	Storage	Active	Yard	Y-BPT-1U39E.7	MAE	C394EM	GEN_CARRIER								Empty						
	BPT		2026-Mar-05 07:42		DFSU2365676		22G1	Storage	Active	Yard	Y-BPT-1U41H.8	MAE	3620078	GEN_CARRIER								Empty						
	BPT		2026-Mar-05 09:56		CAXU1865944		22G1	Storage	Active	Yard	Y-BPT-1R61K.4	MAE	R391621	GEN_CARRIER								Empty						
	BPT		2026-Mar-05 17:39		GATU8726431		45G1	Storage	Active	Yard	Y-BPT-1T56F.2	MAE	132251	GEN_CARRIER								Empty						
Export Filters	BPT		2026-Mar-05 09:26		GESU1292010		22G1	Storage	Active	Yard	Y-BPT-6R29	CMA	1M10101	GEN_CARRIER								Empty						
	BPT		2026-Mar-05 12:42		SUDU598557		45G1	Storage	Active	Yard	Y-BPT-1T481	MAE	1N81127	GEN_CARRIER								Empty						
	BPT		2026-Mar-05 13:35		SUDU6555279		45G1	Storage	Active	Yard	Y-BPT-1S100F.1	MAE	1M19363	GEN_CARRIER								Empty						
	BPT		2026-Mar-05 17:39		SUDU594378		45G1	Storage	Active	Yard	Y-BPT-1S18N.3	MAE	R758640	GEN_CARRIER								Empty						
Import Filters	BPT		2026-Mar-05 10:34		SUDU7519234		22G1	Storage	Active	Yard	Y-BPT-1R61M.6	MAE	R756770	GEN_CARRIER								Empty						
	BPT		2026-Mar-05 08:30		SUDU1696635		22G1	Storage	Active	Yard	Y-BPT-1R103	MAE	R563953	GEN_CARRIER								Empty						
	BPT		2026-Mar-05 11:14		SUDU7776145		22G1	Storage	Active	Yard	Y-BPT-1S75H.5	MAE	3698420	GEN_CARRIER								Empty						
	BPT		2026-Mar-05 11:21		MSCU5022673		4310	Storage	Active	Yard	Y-BPT-1R16L.7	MSC	1M36388	GEN_CARRIER								Empty						
Info	BPT		2026-Mar-05 07:18		SUDU7446098		22G1	Storage	Active	Yard	Y-BPT-1R73F.6	MAE	AU2060	GEN_CARRIER								Empty						
	BPT		2026-Mar-05 09:42		HASU1004033		22G1	Storage	Active	Yard	Y-BPT-1R73B.6	MAE	1M77706	GEN_CARRIER								Empty						
	BPT		2026-Feb-04 08:40		SUDU7553265		22G1	Storage	Active	Yard	Y-BPT-1S75C.8	MAE	1L10126	GEN_CARRIER								Empty						
	BPT		2026-Mar-04 06:58		XLU6017654		42P3	Storage	Active	Yard	Y-BPT-1R04C.5	ZIM	R408442	GEN_TRUCK								Empty						
Add Selected To My List	BPT		2026-Mar-03 15:25		SUDU1935602		22G1	Storage	Active	Yard	Y-BPT-1R105S.5	MAE	1N87510	GEN_CARRIER								Empty						
	BPT		2026-Jun-25 21:34		SUDU1834753		22G1	Storage	Active	Yard	Y-BPT-1U31	MAE	1L43502	GEN_CARRIER								Empty						

3. A pop up window will ask, "Do you want to export the selected rows or all rows of this table?" Answer "All" if you want the entire table to export. Answer "Selected" if you only want those that are highlighted to export. In most cases, you will choose "Selected."

Data Export



Do you want to export the selected 13 rows or all 14,426 rows of this table?

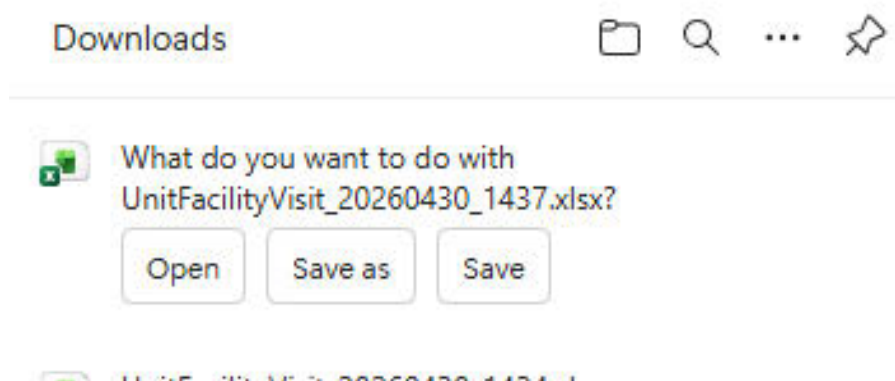
Cancel

All

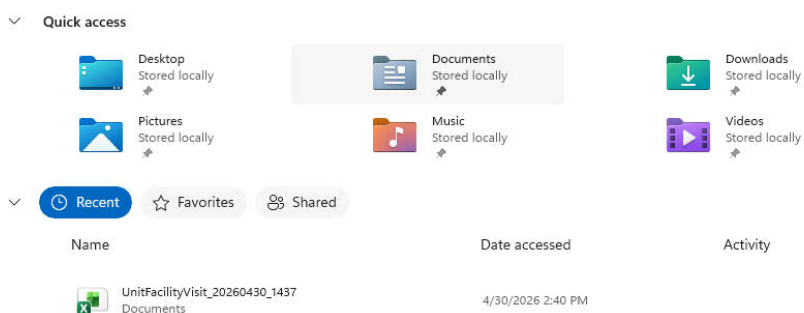
Selected

Continue instructions on next page

4. The Select Data Export Path window will pop up. Choose the location where you would like to save this document. Choose a folder, your desktop, or any other location on your PC. You can create a unique file name for this document by entering it in the File Name field. Do not change the Files of Type field. Choose Export. Press OK.



5. Open the folder where you saved the document. You will see your file listed.



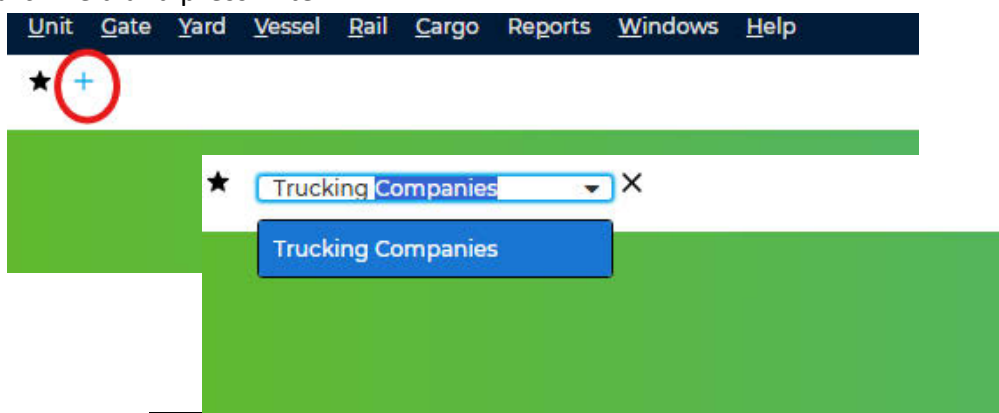
Continue instructions on next page

6. If you double click on the file, you will open an attachment similar to image below.

A1														
A B C D E F G H I J K L M N O														
														
Displaying 13 item(s) at 2026-04-30														
Last Move	Unit Nbr	BL Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frgh Kind	Reqs Power	Unit Impediments
2026-Apr-28 10:04	UASU1023463	JE2260208683	45G1	Import	Active	Yard	Y-BPT-6F42A.1	HLC	R828993	GEN CARRIER	USHOU	FCL	No	
2026-Apr-28 10:04	HAMU3896889	JE22603RBU26	45G1	Import	Active	Yard	Y-BPT-4A50A.1	HLC	R461300	GEN CARRIER	USHOU	FCL	No	
2026-Apr-30 12:02	CMAU2843457	CSA0416110	22G1	Import	Active	Yard	Y-BPT-4A25E.1	CMA	BHA-0GBFMS1MA	GEN TRUCK	USHOU	FCL	No	
2026-Apr-28 10:06	CARU3089725	LG611071	2210	Import	Active	Yard	Y-BPT-HTDMG	MSC	LUA-MG613	GEN TRUCK	USHOU	FCL	No	BILL OF LADING HOLD - LINE
2026-Apr-28 10:06	YMLU9551707	E232252067	L5G1	Import	Active	Yard	Y-BPT-1D58F.1	YML	RAGE-066W	GEN TRUCK	USHOU	FCL	No	
2026-Apr-28 10:06	ZCSU6820457	SIN8158384	45G1	Import	Active	Yard	Y-BPT-3I26D.4	ZIM	SAL-GN816W	GEN TRUCK	USHOU	FCL	No	BILL OF LADING HOLD - LINE
2026-Apr-28 10:06	MEDU9392672	WH319594	4510	Import	Active	Yard	Y-BPT-3H14B.3	MSC	SAL-GN816W	GEN TRUCK	USHOU	FCL	No	
2026-Apr-28 10:06	MSMU6493723	WH316673	4510	Import	Active	Yard	Y-BPT-3I10D.1	MSC	SAL-GN816W	GEN TRUCK	USHOU	FCL	No	
2026-Apr-28 10:06	TILU5899568	266933942	45G1	Import	Active	Yard	Y-BPT-2N74C.3	MAE	FER-611E	GEN TRUCK	USHOU	FCL	No	
2026-Apr-28 10:06	TXGU7479465	560650008062	4510	Import	Active	Yard	Y-BPT-4E40E.3	EVG	CMO-0VBM4E1MA	GEN TRUCK	USHOU	FCL	No	LINE HOLD-UNIT
2026-Apr-28 10:06	CSNU1522118	2166615000	22G1	Import	Active	Yard	Y-BPT-4E25F.2	OOC	CMO-0VBM4E1MA	GEN TRUCK	USHOU	FCL	No	NO EXIT - EQUIPMENT
2026-Apr-28 10:06	ECMU2816644	SGN3062017	22G1	Import	Active	Yard	Y-BPT-6K09F.1	CMA	CFR-0PGN8W1MA	GEN TRUCK	USHOU	FCL	No	
2026-Apr-28 10:06	CAAU9904100	265707923	45G1	Import	Active	Yard	Y-BPT-2N74C.4	MAE	FER-611E	GEN TRUCK	USHOU	FCL	No	

View SCAC Codes for Trucking Companies

1. Click Ctrl O key to open the Open Tab screen. Type Trucking Companies into the white search field and press Enter.



Continue instructions on next page

- A list of Trucking Companies starting with their SCAC codes will appear. Scroll through this list to find the SCAC code you need.

Unit Gate Yard Vessel Rail Cargo Reports Windows Help							
★ Trucking Companies +							
Id	Name	SCAC Code	BIC Code	Insurance Expiration	EDO Number	Notes	LifeCycleState
0ANY	HEAVY HAULING	0ANY		2011-12-30			Active
IACB	A G B ROAD CORP.	IACB				no scac code	Active
IAGT	AG TRUCK XPRESS	IAGT				does not have a scac code	Active
IANY	8 TRANSPORT	IANY				they don't have a scac and said this is a one time run	Active
IAOT	ALL OVER TRANSPORT	IAOT				np scac code	Active
IAPX	APEX CONTAINERS	IAPX				no scac code	Active
IAQD	AQUA DRILL INTERNATIONAL	IAQD				no scac code	Active
IARK	ARK TRUCKING	IARK				no scac code	Active
IBAR	BARBARA TRUCK LLC	IBAR				no scac code	Active
IBCD	BIG CITY DELIVERY	IBCD				add has temp per Joyce/msc tld	Active
IBDC	BD CONTRACTING	IBDC				no scac code	Active
IBLZ	BLAZE TRANSPORTATION	IBLZ				no scac code	Active
IBNM	B N M TRUCKING INC	IBNM				no scac code one time del. tld	Active
IBRE	BREWER TRUCKING	IBRE				no scac code	Active
ICAL	CYNTHIA AURORA LOGISTICS	ICAL				add temp scac per Caitlin/cma tld	Active
ICBT	Caballero	ICBT				temp scac per Joy/msc	Active
ICCM	C and C Metal Fab ETC LLC	ICCM		2026-01-25		no scac code	Active
ICDL	C D & L TRUCKING	ICDL				no scac code	Active
ICEF	CECILIO FRIGHT	ICEF				no scac code	Active
ICHN	Casey Horton	ICHN		2020-10-17		Approve for Sale units only	Active
ICLI	CLOVER INTERNACIONAL	ICLI					Active
ICMA	CMA	ICMA					Active
ICUN	CUNDIFF TRUCK LINES LLC	ICUN					Active
IDBI	DEARTH BROTHERS INC	IDBI				no scac code	Active
IDCC	DISCOUNT CONTAINER SALES & TRANS	IDCC				no scac code	Active
IDLS	DAHL & SONS	IDLS				no scac code one time del	Active

- If you know the exact name of the trucking company you are searching for, enter the name of the truck line in the white search field. Change the field next to the white search box to Name and press Enter.

Unit Gate Yard Vessel Rail Cargo Reports Windows Help							
★ Trucking Companies +							
Id	Name	SCAC Code	BIC Code	Insurance Expiration	EDO Number	Notes	LifeCycleState
	gulf winds%						
GFWD	GULF WINDS INTERNATIONAL, INC.	GFWD		2026-04-30		TAX ID:76-049710500	Active

N4 Shortcuts

- Ctrl + F4 = Close Tab
- Ctrl + O = Open New Tab
- ALT + (left or right arrow) = switch between tabs
- Ctrl + U = Undock tab
- Ctrl + D = Duplicate tab
- Ctrl + S = Select Action (from the inspector)
- Ctrl + A = Select all entities in a list
- Ctrl + Home = move to the beginning of a list
- Ctrl + End = move to the end of a list
- Alt + Shift + F = Create Favorite tab
- Ctrl + Shift + F4 = Close all tabs
- Ctrl + I = launch inspector
- Ctrl + Enter = Save Transaction

Ctrl + Enter (twice) = Save Transaction - Proceed to Next Stage.

Up Arrow = moves up a list

Down Arrow = moves down a list

Pg Down = moves down the list one page at a time. (Approx 34 line items)

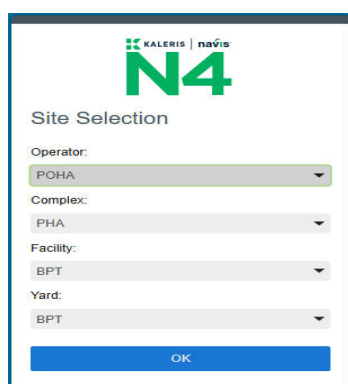
Pg Up = moves up the list one page at a time. (Approx 34 line items)

Delete = Delete Selected Item

Insert = Add new Item

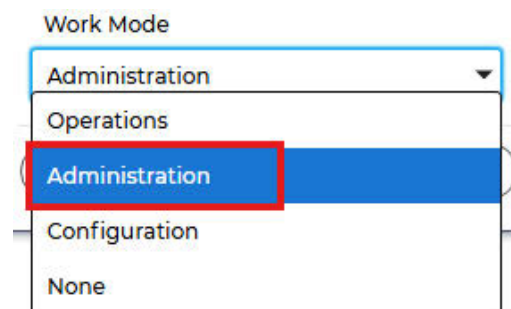
Creating Roles and Users

1. Open N4. Log in at the complex level with username cmaadmin and password cmaadmin. Both are case sensitive.



The image shows the 'N4 Site Selection' dialog box. It has a title bar with 'KALERIS | navis' and 'N4'. Below the title is the text 'Site Selection'. There are four dropdown menus: 'Operator:' with 'POHA' selected, 'Complex:' with 'PHA' selected, 'Facility:' with 'BPT' selected, and 'Yard:' with 'BPT' selected. At the bottom is an 'OK' button.

2. After logging in go to the Administration mode.

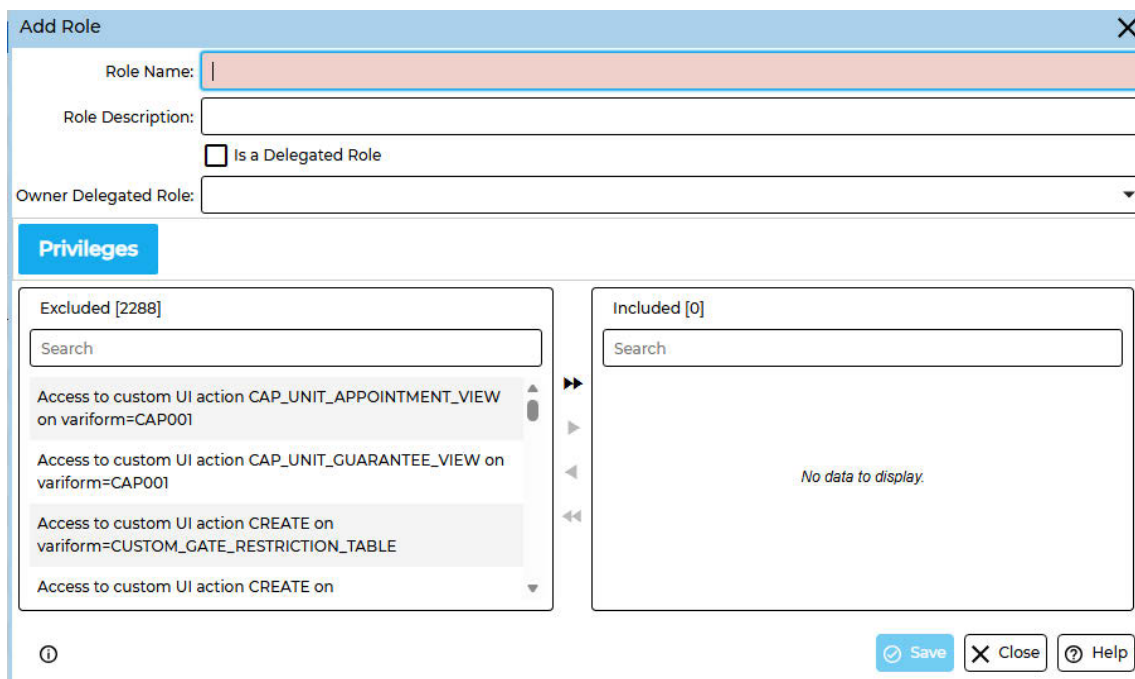


The image shows a 'Work Mode' dropdown menu. The menu is open, showing four options: 'Administration', 'Operations', 'Administration', and 'Configuration'. The 'Administration' option is highlighted with a red rectangle. Below the menu is a 'None' option.

3. Under the Security Tab, click the Roles option. Roles will have to be created before a User can be created.



4. To create a new role, click the  on the left side bar. After entering the Name, Description and selecting the Owner Delegated Role, then select the privileges listed in the bottom section using the arrow buttons in the center and click Save.



Add Role

Role Name:

Role Description:

☐ Is a Delegated Role

Owner Delegated Role:

Privileges

Excluded [2288]

Search

Access to custom UI action CAP_UNIT_APPOINTMENT_VIEW on variform=CAP001

Access to custom UI action CAP_UNIT_GUARANTEE_VIEW on variform=CAP001

Access to custom UI action CREATE on variform=CUSTOM_GATE_RESTRICTION_TABLE

Access to custom UI action CREATE on

Included [0]

Search

No data to display.

Save Close Help

Creating Users

5. In Administration mode after the necessary roles have been created, click Security > Users.



Continue instructions on next page

6. Click the  on the left side bar of the screen. Enter all the fields in green. The bottom section of the screen will populate with the roles created. Use the arrows in the center to adjust which roles are assigned. After everything is entered, click Save.

Add User

Users Data

Roles

User Id:

First Name:

Scope:

Authentication Method:

Middle Initial:

Scope Key:

User Account Password:

Please retype for confirmation:

Last Name:

Telephone:

Password Expiry Override Days:

Email:

Pager Number:

Ligon Expiry Date:

User's Company:

Fax Number:

Deactivated By:

Business Group:

Language:

Deactivation Details:

"My List" choice:

Horizon (days):

Deactivation Date:

Max Table Rows:

Active:

Inactive After:

Fetch Row Limit:

Owner Delegated Role:

☐ List View Auto Refresh

Save

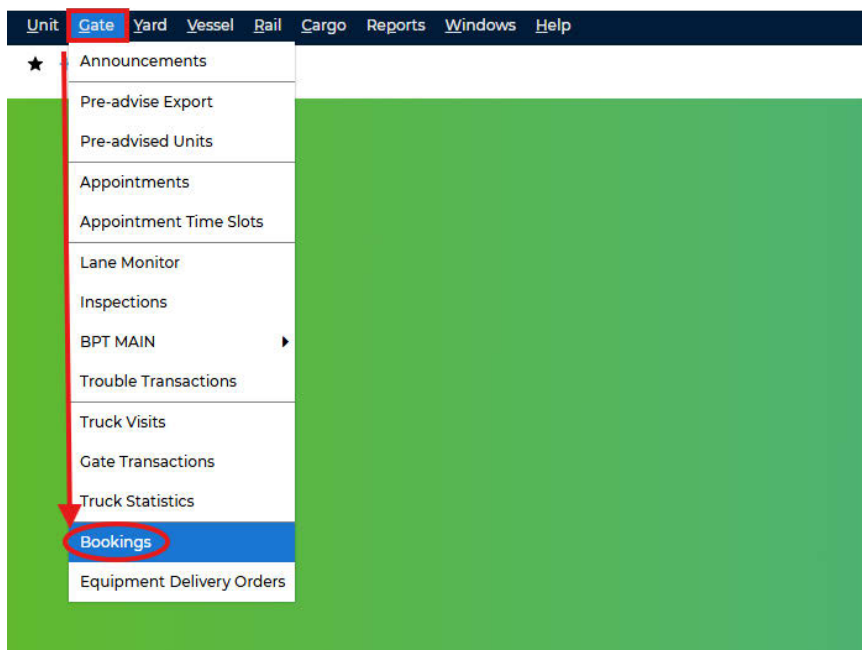
Close

Help

BOOKINGS

View a Booking

- From the N4 Menu Bar, click Gate > Bookings.



- In the white search field toward the upper left of the screen, enter the booking number you wish to view. Press Enter.

UnitGateYardVesselRailCargoReportsWindowsHelp

★ Bookings

Filters

Quick Filter

Custom Filter

Tools

Refresh

Edit

Add

Delete

Help

Actions

Display

Number

038%

X

Line Op

Ves. Visit

Ves. Phase

Agent

Shipper

Shipper Name

POL

Trucking Company

POD-1

POD-2

OPT-1

Origin

Dest.

038AMER55101

MSC

AMR-MG551E

Closed

MEDITERRANEAN SHIPPING COMPANY (USA) INC.

MEDITERRANEAN SHIPPING COMPANY (USA) INC.

USHOU

ITGIT

ITGIT

038AMER5510A

MSC

AMR-MG551E

Closed

MEDITERRANEAN SHIPPING COMPANY (USA) INC.

MEDITERRANEAN SHIPPING COMPANY (USA) INC.

USHOU

ITGOA

ITGOA

038CRU00148

MSC

SYI-NH609R

Departed

PELORUS SHIPPING LINE

PELORUS SHIPPING LINE

USHOU

BEANR

BEANR

038DU0549COA

MSC

MDUB-MG549E

Closed

MEDITERRANEAN SHIPPING COMPANY (USA) INC.

MEDITERRANEAN SHIPPING COMPANY (USA) INC.

USHOU

ITGOA

ITGOA

038HOU181565

MSC

MCZ-MG583

Closed

983433

BLUEPRINT GLOBAL USA, LLC

USHOU

ESBCN

DZALG

038HOU181570

MSC

SAL-IV536R

Closed

73257

ACROSS LOGISTICS

USHOU

PACTB

ECGYE

038HOU181581

MSC

MOA-NH535R

Closed

HEADWIN GLOBAL LOGISTICS (USA) INC.

HEADWIN GLOBAL LOGISTICS (USA) INC.

USHOU

NLRTM

NLRTM

038HOU181824

MSC

MXP-LE538A

Closed

US096383

PAS CARGO USA INC

USHOU

PAMIT

27400

038HOU181842

MSC

MCZ-MG547E

Closed

SEA SHIPPING LINE INC

SEA SHIPPING LINE INC

USHOU

ITGIT

EG

038HOU181846

MSC

TOM-MG548E

Closed

INTRACON CORP

INTRACON CORP

USHOU

BSLSF

CIABT

038HOU181853

MSC

MDUB-MG549E

Closed

USB28409

GENIUS AUTO GROUP LLC

USHOU

BSLSF

NOTIN

038HOU181860

MSC

EPA-IV552R

Closed

US140569

QUIETFLEX MANUFACTURING

USHOU

INNSA

INNSA

038HOU181913

MSC

LAI-MG37E

Closed

DSV AIR & SEA INC

DSV AIR & SEA INC

USHOU

SCSIN

IDDJA

038HOU181951

MSC

TJ3-SBW

Closed

PENTRANS INC

PENTRANS INC

USHOU

VNVUT

VNVUT

038HOU181959

MSC

MANT-MG543E

Closed

ARI SHIPPING CORP

ARI SHIPPING CORP

USHOU

BSLSF

CMDLA

038HOU181960

MSC

MXP-LE542A

Closed

US096383

PAS CARGO USA INC

USHOU

PAMIT

27400

038HOU181962

MSC

DIN-541S

Closed

US096383

PAS CARGO USA INC

USHOU

PAMIT

27400

038HOU181968

MSC

MSUS-MG542E

Closed

USB26584

GREEN GOLD

USHOU

BSFPO

DOCAU

038HOU181984

MSC

MXP-LE542A

Closed

US096383

PAS CARGO USA INC

USHOU

PAMIT

27400

038HOU182000

MSC

DIN-545S

Closed

868455

DORAL FREIGHT LOGISTICS INC

USHOU

PACTB

DOCAU

038HOU182401

MSC

DIN-545S

Closed

US096383

PAS CARGO USA INC

USHOU

PAMIT

27400

038HOU182401A

MSC

MXP-LE546A

Closed

USHOU

PAMIT

038HOU182405

MSC

DIN-545S

Closed

868455

DORAL FREIGHT LOGISTICS INC

USHOU

PACTB

DOCAU

038HOU182407

MSC

BOOKING-2015

Created

OLYMPIAD LINE LLC

OLYMPIAD LINE LLC

USHOU

USMSY

THLCH

038HOU182445

MSC

KRY-IV543R

Closed

SUNGL041

SUN GLORY INTERNATIONAL LLC

USHOU

AEAUH

AEAUH

038HOU182430

MSC

ARI-MG546E

Closed

USB27822

AMERICAN HYDROCARBONS HALTERMANN SOLUTIONS

USHOU

ESBCN

ESBCN

038HOU182593

MSC

TED-GN603W

Closed

MANUPORT LOGISTICS USA LLC

MANUPORT LOGISTICS USA LLC

USHOU

SGSIN

CNTGU

038HOU182595

MSC

RID-GN605W

Closed

MANUPORT LOGISTICS USA LLC

MANUPORT LOGISTICS USA LLC

USHOU

SGSIN

CNTGU

- Highlight and double click (or right click) on booking number to open Booking Inspector.

★ Bookings +

Number	Line Op	Ves. Visit	Ves. Phase	Agent	Shipper
038%	X				
038AMER551GIT	MSC	AMR-MG551E	Closed		MEDITERRANEAN SHIPPING COMPANY (USA) INC. MED

Booking Inspector for 038AMER551GIT

Number: 038AMER551GIT

Status

Complex: PHA

Line Op: MSC

Frght Kind: FCL

Quantity: 3

Tally Out: 0

Tally In: 0

Hazardous?: No

Reefers?: No

Required temp:

Routing

Ves. Visit: [AMR-MG551E](#)

Ves. Carrier Name: AMERICA

Ves. Facility: BPT

POL: USHOU

POD-1: ITGIT

POD-2:

Origin:

Dest: ITGIT

Shipper: MEDITERRANEAN SHIPPING COMPANY (USA) INC.

Consignee: MEDITERRANEAN SHIPPING COMPANY ITALIA S.P.A.

Agent:

Actions

- Click the arrow next to the Actions field on your screen to view information associated with the booking such as: Details, Event History, Hazards, Holds/Perms, Items and Units. The information will populate to the right.

★ Bookings +

Number	Line Op	Ves. Visit	Ves. Phase	Agent	Shipper	Shipper Name
038%	X					
038AMER551GIT	MSC	AMR-MG551E	Closed		MEDITERRANEAN SHIPPING COMPANY (USA) INC. MEDITERRANEAN SHIPPING COMPANY	

Booking Inspector for 038AMER551GIT

Number: 038AMER551GIT

Status

Complex: PHA

Line Op: MSC

Frght Kind: FCL

Quantity: 3

Tally Out: 0

Tally In: 0

Hazardous?: No

Reefers?: No

Required temp:

Routing

Ves. Visit: [AMR-MG551E](#)

Ves. Carrier Name: AMERICA

Ves. Facility: BPT

POL: USHOU

POD-1: ITGIT

POD-2:

Origin:

Dest: ITGIT

Shipper: MEDITERRANEAN SHIPPING COMPANY (USA) INC.

Consignee: MEDITERRANEAN SHIPPING COMPANY ITALIA S.P.A.

Agent:

Actions

- Data Sources
- Details
- Event History
- Hazards
- Holds/Perms
- Items
- Units

No data to display.

3. Click on **+** **Add** icon (left hand side of the screen). The Add Booking screen will appear.

4. Enter a unique booking Number.
5. Enter appropriate Line Operator or steamship line if applicable.
6. Enter Vessel Visit reference. This is the unique reference that the Vessel Visit is given when that visit is created. It starts with the 3 digit vessel ID.
7. Enter Port of Load if it does not auto-populate.

Continue instructions on next page

8. Enter Port of Discharge.
9. Freight Kind is defaulted to FCL. Change to MTY if needed.
10. All other fields are optional. Enter any other applicable information.

Add Booking
✕

Number: 12345 Vessel Visit: ANJ-0GBF6S1MA (APL NEW JERSEY,0GBF6... Port of Discharge: USMSY (NEW ORLEANS) Optional POD-1: -- Shipper: -- Origin: Agent: -- Dispatch Reserved: -- Owned/Leased: -- Special Stow: -- Special Stow 2: -- Special Stow 3: -- Stow block: Hazards: Add Hazard Stuffing Location: Latest Date: Notes:	Line Operator: MAE (MAERSK S/A) Port of Load: USHOU (HOUSTON) Second Port of Discharge: -- Trucking Company: -- Consignee: -- Destination: Client Ref.Number: Freight Kind: FCL Shipping Mode: -- ☐ Override Cutoff ☐ Hold Partial ☐ Prevent Type Substitution Empty Pickup Location: Full Return Location: Category: Export Dray Status: --
---	---

Booking Items

Continue instructions on next page

11. Click on Save. The Booking has been entered at this point and is saved, but no booking items are associated with it.

Add Booking

Number: 12345

Line Operator: MAE (MAERSK S/A)

Vessel Visit: ANJ-0GBF6S1MA (APL NEW JERSEY,0GBF6...)

Port of Load: USHOU (HOUSTON)

Port of Discharge: USMSY (NEW ORLEANS)

Second Port of Discharge: --

Optional POD-1: --

Trucking Company: --

Shipper: --

Consignee: --

Origin:

Destination:

Agent: --

Client Ref.Number:

Dispatch Reserved: --

Freight Kind: FCL

Owned/Leased: --

Shipping Mode: --

Special Stow: --

Special Stow 2: --

Special Stow 3: --

Stow block:

Hazards: Add Hazard

Empty Pickup Location:

Stuffing Location:

Full Return Location:

Latest Date:

Category: Export

Notes:

Dray Status: --

☐ Override Cutoff

☐ Hold Partials

☐ Prevent Type Substitution

Booking Items

Actions
Display

Qty Tally Out Tally In Seq Nbr ISO Length ISO group Height Is OOG Commodity

No data to display.

Save Close Help

Add Items to a Booking

1. Open Bookings tab and locate the Booking that you want to revise.
2. Right Click the Booking > Edit. The Edit Booking window will appear.

The screenshot shows the 'Edit Booking' window for booking RICGB0347700. The window is divided into two main sections: a top section for booking details and a bottom section for booking items.

Booking Details:

- Number: RICGB0347700
- Vessel Visit: OMD-079W (ONE MODERN,079W,BPT)
- Port of Discharge: TWKHH (KAOHSIUNG)
- Optional POD-I: --
- Shipper: --
- Origin: --
- Agent: --
- Dispatch Reserved: --
- Owned/Leased: --
- Special Stow: --
- Special Stow 2: --
- Special Stow 3: --
- Stow block: --
- Hazards: Add Hazard
- Stuffing Location: --
- Latest Date: --
- Notes: --
- Line Operator: ONL (OCEAN NETWORK EXPRESS (NORTH ...
- Port of Load: USHOU (HOUSTON)
- Second Port of Discharge: --
- Trucking Company: --
- Consignee: --
- Destination: TWKEE
- Client Ref.Number: --
- Freight Kind: FCL
- Shipping Mode: --
- Empty Pickup Location: --
- Full Return Location: --
- Category: Export
- Dray Status: --
- Override Cutoff: ☐
- Hold Partials: ☐
- Prevent Type Substitution: ☐

Booking Items:

Qty	Tally Out	Tally In	Seq Nbr	ISO	Length	ISO group	Height	Is OOG	Cor
1	0	0		4200	40'	General purpose container without ventilation	86"		

3. Under the Booking Items tab, click the **+** icon. The Add Booking Item screen will appear.

The screenshot shows the 'Add Booking Item' window. It is divided into two main sections: a top section for item details and a bottom section for serial ranges.

Item Details:

- Quantity: 1
- Equipment Type: --
- Height: --
- Tally Limit: --
- Grade: --
- Accessory Type: --
- Commodity: --
- Commodity Desc.: --
- Ventilation Required: --
- CO2 required, %: --
- Humidity required, %: --
- Overlong Back (in): --
- Overwide Left (in): --
- Overheight (in): --
- Remarks: --
- Sequence Nbr: --
- Length: --
- ISO Group: --
- Receive Limit: --
- Material: Unknown
- Feature: --
- Gross Weight (lb): --
- Temp Required (C): --
- Ventilation Unit: Percentage
- O2 required, %: --
- Hazards: Add Hazard
- Overlong Front (in): --
- Overwide Right (in): --
- Is OOG: ☐

Serial Ranges:

Enter serial ranges. Example: 'MAEU : 7500000 - 7689999'

Buttons: Save, Close, Help

4. In the Quantity field, enter the number of units to be received for this Booking.
5. In the Equipment Type field, enter the Equipment Type using the ISO code.
6. The Length/Height/Iso Group fields automatically update.
7. All other fields are optional. Enter any other applicable information.

Add Booking Item
✕

Quantity: 10	Sequence Nbr:
Equipment Type: 45G1	Length: 40'
Height: 9'6'	ISO Group: General purpose container without ventilat...
Tally Limit:	Receive Limit:
Grade: --	Material: Unknown
Accessory Type: --	Feature:
Commodity: --	Gross Weight (lb):
Commodity Desc.:	Temp Required (C):
Ventilation Required:	Ventilation Unit: Percentage
CO2 required, %:	O2 required, %:
Humidity required, %:	Hazards: Add Hazard
Overlong Back (in):	Overlong Front (in):
Overwide Left (in):	Overwide Right (in):
Overheight (in):	☐ Is OOG
Remarks:	

Serial Ranges
Reserved Equipment
Pre-Advised

Enter serial ranges. Example: 'MAEU : 7500000 - 7689999'

①

Save
✕ Cancel
? Help

8. Click Save.
9. Using tabs at the bottom of this form, you can choose to Reserve Equipment or Pre-advise equipment for this Booking.
10. Click Save.

Add Container Type to an Existing Booking

1. Open the Bookings tab.
2. In the white search box near the top left of the screen, enter an existing Booking Number.
3. Double click on the Booking Number to open the Booking Inspector.

Booking Inspector for RICGB0347700 ✕

Booking	Status	Routing
 Number: RICGB0347700	Complex: PHA	Ves. Visit: OMD-079W
	Line Op: ONL	Ves. Carrier Name: ONE MODERN
	Frght Kind: FCL	Ves. Facility: BPT
	Quantity: 1	POL: USHOU
	Tally Out: 0	POD-1: TWKHH
	Tally In: 0	POD-2:
	Hazardous?: No	Origin:
	Reefers?: No	Dest: TWKEE
	Required temp:	Shipper:
		Consignee:
		Agent:

☒ **Actions** ✕
📄 ↺ ⓘ ?

4. In the Booking Inspector screen click Actions > Edit Booking.

Booking Inspector for RICGB0347700 ✕

Booking	Status	Routing
 Number: RICGB0347700	Complex: PHA	Ves. Visit: OMD-079W
	Line Op: ONL	Ves. Carrier Name: ONE MODERN
	Frght Kind: FCL	Ves. Facility: BPT
	Quantity: 1	POL: USHOU
	Tally Out: 0	POD-1: TWKHH
	Tally In: 0	POD-2:
	Hazardous?: No	Origin:
	Reefers?: No	Dest: TWKEE
	Required temp:	Shipper:
		Consignee:
		Agent:

☒ **Actions** ✕
📄 ↺ ⓘ ?

RICGA	Edit Booking	-OVBM4E1MA	Inbound
RICGA		-OVBM4E1MA	Inbound
RICGA	Record Service Event	012W	Inbound
RICGA		-082W	Inbound
RICGA	Update Holds/Permissions	016E	Inbound
RICGA		OVBMRF1MA	Inbound

Continue instructions on next page

5. The Edit Booking screen will appear.

Edit Booking RIGB0347700

Number: RIGB0347700 Line Operator: ONL (OCEAN NETWORK EXPRESS (NORTH ...

Vessel Visit: OMD-079W (ONE MODERN,079W,BPT) Port of Load: USHOU (HOUSTON)

Port of Discharge: TWKHH (KAOHSIUNG) Second Port of Discharge: --

Optional POD-1: -- Trucking Company: --

Shipper: -- Consignee: --

Origin: -- Destination: TWKEE

Agent: -- Client Ref Number: --

Dispatch Reserved: -- Freight Kind: FCL

Owned/Leased: -- Shipping Mode: --

Special Stow: --

Special Stow 2: --

Special Stow 3: --

Stow block: --

Hazards: Add Hazard

Empty Pickup Location: --

Stuffing Location: -- Full Return Location: --

Latest Date: --

Category: Export

Notes: -- Dray Status: --

Booking Items

Qty	Tally Out	Tally In	Seq Nbr	ISO	Length	ISO group	Height	Is OOG	Cor
1	0	0		4200	40'	General purpose container without ventilation	8'6"		

Save Close Help

6. Under the Booking Items tab in the second block, click .

7. The Add Booking Item screen will appear.

Add Booking Item

Quantity: 1 Sequence Nbr: --

Equipment Type: -- Length: --

Height: -- ISO Group: --

Tally Limit: -- Receive Limit: --

Grade: -- Material: Unknown

Accessory Type: -- Feature: --

Commodity: -- Gross Weight (lb): --

Commodity Desc.: -- Temp Required (C): --

Ventilation Required: -- Ventilation Unit: Percentage

CO2 required, %: -- O2 required, %: --

Humidity required, %: -- Hazards: Add Hazard

Overlong Back (in): -- Overlong Front (in): --

Overwide Left (in): -- Overwide Right (in): --

Overheight (in): --

Remarks: --

Serial Ranges Reserved Equipment Pre-Advised

Enter serial ranges. Example: MAEU : 7500000 - 7689999

Save Close Help

8. In the Quantity field, type the number of containers to be received.
9. In the Equipment Type field, type the ISO code. Length, Type, and ISO Group will auto-populate.
10. All other fields are optional. Enter any additional information that you may want to add to the Booking Item.
11. Click Save then Close. The new Booking Item is now listed under the Booking Items tab in the Edit Booking screen.

Delete Container Type from an Existing Booking

1. Open Bookings tab and locate the Booking that will be updated using the white search box.
2. Double click on the Booking Number. This will open the Booking Inspector.
3. Click the Actions button > Edit Booking. The Edit Booking window will appear.

Edit Booking RICGB0347700

Number: RICGB0347700 Line Operator: ONL (OCEAN NETWORK EXPRESS (NORTH ...

Vessel Visit: OMD-079W (ONE MODERN,079W,BPT) Port of Load: USHOU (HOUSTON)

Port of Discharge: TWKHH (KAOHSIUNG) Second Port of Discharge: --

Optional POD-I: -- Trucking Company: --

Shipper: -- Consignee: --

Origin: -- Destination: TWKEE

Agent: -- Client Ref.Number: --

Dispatch Reserved: -- Freight Kind: FCL

Owned/Leased: -- Shipping Mode: --

Special Stow: --

Special Stow 2: --

Special Stow 3: --

Stow block: --

Hazards: Add Hazard

Empty Pickup Location: --

Stuffing Location: -- Full Return Location: --

Latest Date: -- Category: Export

Notes: -- Dray Status: --

Booking Items

Actions Display

Qty	Tally Out	Tally In	Seq Nbr	ISO	Length	ISO group	Height	Is OOG	Cor
1	0	0		4200	40'	Container without ventilation	8'6"		

Context menu options: Edit, Add, Delete (circled in red)

Create Service Order

Save Close Help

Continue instructions on next page

4. To delete an equipment type from the booking, highlight that equipment type in the Booking Items section of the screen. Click the **-** icon. Another way to delete booking is by right clicking on the item and selecting **-Delete**.

Booking Inspector for RICGB0347700

Booking **Status** **Routing**

Complex: PHA Ves. Visit: [OMD-079W](#)

Line Op: ONL Ves. Carrier Name: ONE MODERN

Frgh Kind: FCL Ves. Facility: BPT

Quantity: 2 POL: USHOU

Tally Out: 0 POD-1: TWKHH

Tally In: 0 POD-2: TWKHH

Hazardous?: No Origin: TWKEE

Reefers?: No Dest: TWKEE

Required temp: Shipper:

Consignee:

Agent:

Number: RICGB0347700

Actions

Items

Qty	Tally Out	Tally In	Seq Nbr	ISO	Length	ISO group	Height	Is OOG	Commodity	Temp Re
1	0	0		4200	40'	General purpose container without ventilation	8'6"			
1	0	0		22G1	20'	General purpose container without ventilation	8'6"			

1/2

5. You will get a message stating, "Are you sure you want to delete the selected items?" Click Yes - if you are sure.

Delete
✕

Are you sure you want to delete the selected items?

Yes
No

6. The container type no longer shows under the booking items tab.

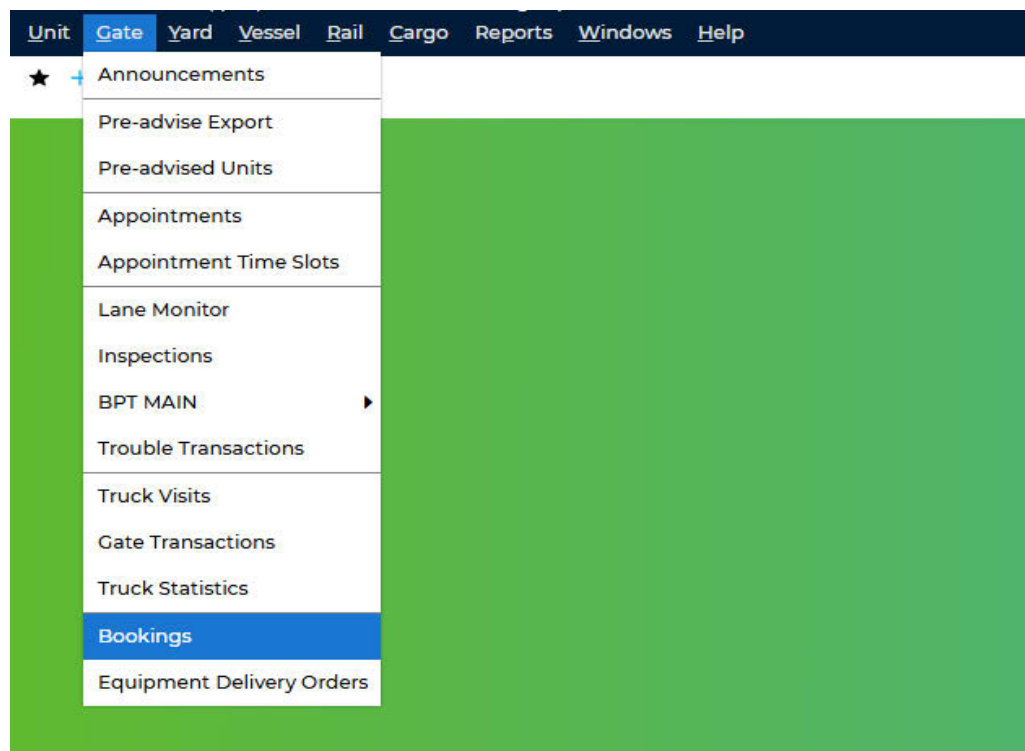
Items

Qty	Tally Out	Tally In	Seq Nbr	ISO	Length	ISO group	Height	Is OOG	Commodity	Temp Re
1	0	0		4200	40'	General purpose container without ventilation	8'6"			

7. Click Close on the Edit Booking form.

Increase Booking Quantity

1. Click Gate or Vessel > Bookings to open Bookings tab.



2. Locate the Booking number by entering the Booking number into the white search box near the top left of the screen. Press Enter.

The screenshot displays the 'Bookings' tab interface. On the left, there is a 'Filters' section with a search bar containing '123456' and a dropdown menu. Below the search bar are icons for 'Quick Filter' and 'Custom Filter'. The main area shows a table with the following columns: Number, Line Op, Ves. Visit, Ves. Phase, Agent, Shipper, Shipper Name, POL, Trucking Company, POD-1, POD-2, OPT-1, Origin, and Dest. The table contains three rows of data:

Number	Line Op	Ves. Visit	Ves. Phase	Agent	Shipper	Shipper Name	POL	Trucking Company	POD-1	POD-2	OPT-1	Origin	Dest
12345611	HLC	MOP-25TIS	Closed		JAUSER CARGO CORP	JAUSER CARGO CORP	USHOU		UYMVD				UYMVD
12345140	HLC	MXE-536E	Closed		12903 OLD RICHMOND ROAD 77099 HOUSTON	HTS SERVICES INC.	USHOU		MAPTM				NGTIN
12345	MAE	ANJ-0GBF6S1MA	Departed				USHOU		USMSY				

Below the table, there is a 'Tools' section with icons for Refresh, Edit, Add, Delete, and Help.

Continue instructions on next page

- Highlight and double click, or right click on the Booking Number to open the Booking Inspector.

Booking Inspector for 12345611 

Booking	Status	Routing
 Number: 12345611	Complex: PHA Line Op: HLC Frght Kind: FCL Quantity: 1 Tally Out: 1 Tally In: 1 Hazardous?: No Reefers?: No Required temp:	Ves. Visit: MOP-2511S Ves. Carrier Name: MAIPO Ves. Facility: BCT POL: USHOU POD-1: UYMVD POD-2: Origin: Dest: UYMVD Shipper: JAUSER CARGO CORP Consignee: Agent:



Actions ▾






- Click Actions > Edit Booking.

Booking Inspector for 12345611 

Booking	Status	Routing
 Number: 12345611	Complex: PHA Line Op: HLC Frght Kind: FCL Quantity: 1 Tally Out: 1 Tally In: 1 Hazardous?: No Reefers?: No Required temp:	Ves. Visit: MOP-2511S Ves. Carrier Name: MAIPO Ves. Facility: BCT POL: USHOU POD-1: UYMVD POD-2: Origin: Dest: UYMVD Shipper: JAUSER CARGO CORP Consignee: Agent:



Actions ▾






Edit Booking

Record Service Event

Update Holds/Permissions

Continue instructions on next page

5. The Edit Booking window will appear.

Edit Booking 12345611									
Number:		12345611		Line Operator:		HLC (HAPAG-LLOYD AG)			
Vessel Visit:		MOP-2511S (MAIPO,2511S,BCT)		Port of Load:		USHOU (HOUSTON)			
Port of Discharge:		UYMVD (MONTEVIDEO)		Second Port of Discharge:		--			
Optional POD-I:		--		Trucking Company:		--			
Shipper:		JAUSER CARGO CORP		Consignee:		--			
Origin:				Destination:		UYMVD			
Agent:		--		Client Ref.Number:					
Dispatch Reserved:		--		Freight Kind:		FCL			
Owned/Leased:		--		Shipping Mode:		--			
Special Stow:		--		☐ Override Cutoff					
Special Stow 2:		--		☐ Hold Partial					
Special Stow 3:		--		☐ Prevent Type Substitution					
Stow block:				Empty Pickup Location:					
Hazards:		Add Hazard		Full Return Location:					
Stuffing Location:				Category:		Export			
Latest Date:				Dry Status:		--			
Notes:									

Booking Items									
Actions ▾	Display ▾		-- ▾	-- ▾					
Qty	Tally Out	Tally In	Seq Nbr	ISO	Length	ISO group	Height	Is OOG	Com
1	1	0		4563	40'	Platform, incomplete superstructure; folding	9'6"	.	

Continue instructions on next page

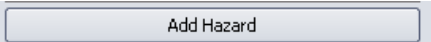
6. Under Booking Items, double click the container type that needs to be increased. The Edit Booking Item window will appear.

7. Update the Quantity field with the number of containers to be released.

8. Click Save > Close.

Create a Hazardous Booking

1. Follow instructions under Create a New Booking .

2. While you are adding booking items, click on  .

Add Booking

Number:

Vessel Visit:

Port of Discharge:

Optional POD-1:

Shipper:

Origin:

Agent:

Dispatch Reserved:

Owned/Leased:

Special Stow:

Special Stow 2:

Special Stow 3:

Stow block:

Hazards:

Stuffing Location:

Latest Date:

Notes:

Line Operator:

Port of Load:

Second Port of Discharge:

Trucking Company:

Consignee:

Destination:

Client Ref.Number:

Freight Kind:

Shipping Mode:

☐ Override Cutoff

☐ Hold Partial

☐ Prevent Type Substitution

Empty Pickup Location:

Full Return Location:

Category:

Dray Status:

Continue instructions on next page

3. The Hazards window will appear.

Hazards

Item Details

UN/NA Number:

IMDG Class:

Hazard Number Type:

Proper Name:

Technical Name:

Notes:

Quantity:

PackageType:

Packing Group:

Weight (lb):

Explosive Class:

Flash Point (F):

Emergency contact:

Emergency Response Guide Nbr:

+ Add

Hazardous Cargo Items

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

0:0

+
-

OK

Cancel

Help

4. Enter information for fields UN/NA Number, IMDG Class, Proper Name and Hazard Number type if class 9.

Hazards [X]

Item Details

UN/NA Number: IMDG Class:

Hazard Number Type:

Proper Name:

Technical Name:

Notes:

Quantity: PackageType:

Packing Group: Weight (lb):

Explosive Class: Flash Point (F):

Emergency contact: Emergency Response Guide Nbr:

Hazardous Cargo Items

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

1:0

5. Type information for any other applicable fields and click the button. The information just added will appear in the bottom block of the Hazards screen.

Hazardous Cargo Items

Seq Nbr	IMDG Class	UN/NA	Prop.Name	Hazard Number Type
	9 Other Dangerous Materials	3171	BATTERY POWERED VEHICLE	United Nations (UN)

1:1

6. Continue this step for any other Hazards for this booking. When finished, click OK.

Add Hazards to an Existing Booking

1. Open the Bookings tab and locate the booking you want to update.
2. Highlight Booking Number and double click to open Booking Inspector.

Booking Inspector for EBKG16478237

Booking	Status	Routing
 Number: EBKG16478237	Complex: PHA Line Op: MSC Frght Kind: FCL Quantity: 1 Tally Out: 0 Tally In: 1 Hazardous?: Yes Reefers?: No Required temp:	Ves. Visit: JAS-MG616E Ves. Carrier Name: MSC JASPER VIII Ves. Facility: BPT POL: USHOU POD-1: BSFPO POD-2: Origin: Dest: AUSYD Shipper: M & S LOGISTICS LLC Consignee: AU539181 Agent:

Actions ▼
 📄 ↺ ⓘ ?

3. Click Actions > Edit Booking.

Booking Inspector for EBKG16478237

Booking	Status	Routing
 Number: EBKG16478237	Complex: PHA Line Op: MSC Frght Kind: FCL Quantity: 1 Tally Out: 0 Tally In: 1 Hazardous?: Yes Reefers?: No Required temp:	Ves. Visit: JAS-MG616E Ves. Carrier Name: MSC JASPER VIII Ves. Facility: BPT POL: USHOU POD-1: BSFPO POD-2: Origin: Dest: AUSYD Shipper: M & S LOGISTICS LLC Consignee: AU539181 Agent:

Actions ▼
 📄 ↺ ⓘ ?

- Edit Booking
- Record Service Event
- Update Holds/Permissions

Continue instructions on next page

4. The Edit Booking window will appear.

Edit Booking EBKG16478237

Number: EBKG16478237	Line Operator: MSC (MEDITERRANEAN SHIPPING INC. SA)
Vessel Visit: JAS-MG616E (MSC JASPER VIII, MG616E, BPT)	Port of Load: USHOU (HOUSTON)
Port of Discharge: BSFPO (FREEPORT, GRAND BAHAMA)	Second Port of Discharge: --
Optional POD-1: --	Trucking Company: --
Shipper: M & S LOGISTICS LLC	Consignee: AU539181
Origin: --	Destination: AUSYD
Agent: --	Client Ref. Number: --
Dispatch Reserved: --	Freight Kind: FCL
Owned/Leased: --	Shipping Mode: --
Special Stow: OSB (STOW BELO)	☐ Override Cutoff
Special Stow 2: --	☐ Hold Partial
Special Stow 3: --	☐ Prevent Type Substitution
Stow block: --	Empty Pickup Location: --
Hazards: Edit Hazard	Full Return Location: --
Stuffing Location: --	Category: Export
Latest Date: --	Dray Status: --
Notes: --	

Booking Items

Actions Display

Qty	Tally Out	Tally In	Seq Nbr	ISO	Length	ISO group	Height	Is OOG	Commodity
1	0	1	2275	20'	Tank container for dangerous liquids	8'6"			

5. Highlight and double click Booking Item to add hazards.

Booking Items

Actions Display

Qty	Tally Out	Tally In	Seq Nbr	ISO	Length	ISO group	Height	Is OOG	Commodity
1	0	1	2275	20'	Tank container for dangerous liquids	8'6"			

Save Close Help

Continue instructions on next page

6. The Edit Booking Item window will appear.

7. Click Add Hazard.

Continue instructions on next page

8. The Hazards window will appear.

Hazards

Item Details

UN/NA Number: IMDG Class:

Hazard Number Type:

Proper Name:

Technical Name:

Notes:

Quantity: PackageType:

Packing Group: Weight (lb):

Explosive Class: Flash Point (F):

Emergency contact: Emergency Response Guide Nbr:

Hazardous Cargo Items

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

0:0

9. Enter information for fields UN/NA Number, IMDG Class, Proper Name and Flashpoint if class 3.

10. Enter information for any other applicable fields and click **+ Add**. The Hazard information just added will appear in the Hazardous Cargo Items section.

11. Continue this step for any other Hazards for this Booking. When finished, click OK.

Change Booking Details

1. Open Bookings tab and locate the Booking you want to change.
2. Highlight the Booking and right click > Edit or double click on the Booking to open the Inspector, then click the Actions button > Edit Booking.
3. The Edit Booking window will appear.

Edit Booking EBKG16478237

Number: EBKG16478237

Line Operator: MSC (MEDITERRANEAN SHIPPING INC. SA)

Vessel Visit: JAS-MG616E (MSC JASPER VIII, MG616E, BPT)

Port of Load: USHOU (HOUSTON)

Port of Discharge: BSFPO (FREEPORT, GRAND BAHAMA)

Second Port of Discharge: --

Optional POD-1: --

Trucking Company: --

Shipper: M & S LOGISTICS LLC

Consignee: AU539181

Origin:

Destination: AUSYD

Agent: --

Client Ref. Number:

Dispatch Reserved: --

Freight Kind: FCL

Owned/Leased: --

Shipping Mode: --

Special Stow: OSB (STOW BELO)

Special Stow 2: --

Special Stow 3: --

Stow block:

Hazards: Edit Hazard

Empty Pickup Location:

Stuffing Location:

Full Return Location:

Latest Date:

Category: Export

Notes:

Dray Status: --

☐ Override Cutoff

☐ Hold Partial

☐ Prevent Type Substitution

Booking Items

Actions
Display

Qty	Tally Out	Tally In	Seq Nbr	ISO	Length	ISO group	Height	Is OOG	Commodit
1	0	1		2275	20'	Tank container for dangerous liquids	8'6"		

4. Update any of the appropriate fields. Click Save.

Delete an Existing Booking

NOTE: To delete an existing booking from N4, there can be no activity against the booking.

1. Open Bookings Tab to locate and highlight the Booking Number to be deleted.

Unit

Gate

Yard

Vessel

Rail

Cargo

Reports

Windows

Help

★

★ Bookings

+

^

Number

Line Op

Ves. Visit

Ves. Phase

Agent

Shipper

Shipper Name

POL

Trucking Company

POD-1

POD-2

OPT-1

Origin

Dest

ricg%

X

RICG00054700

ONL

CCL-0VBLIEIMA

Closed

USHOU

BEANR

BEANR

RICG00167500

ONL

RUT-0002W

Closed

USHOU

CNSHA

CNSHA

RICG00275500

ONL

MOD-081W

Closed

USHOU

HKHKG

MYPKG

RICG00285600

ONL

MOD-081W

Closed

USHOU

TWKHH

VNSGN

RICG00357600

ONL

RAGE-065W

Closed

USHOU

KRPUS

JPUKB

RICG00367700

ONL

CCO-0011W

Closed

USHOU

TWKHH

SGSIN

RICG00369900

ONL

APM-0VBLSEIMA

Closed

USHOU

BEANR

BEANR

RICG00377800

ONL

MOD-081W

Closed

USHOU

CNYTN

CNYTN

RICG00435300

ONL

RUT-0002W

Closed

USHOU

CNSHA

CNSHA

RICG00435301

ONL

MOD-081W

Closed

USHOU

CNSHA

CNSHA

RICG00446500

ONL

RUT-0002W

Closed

USHOU

KRPUS

CNTAO

RICG00470900

ONL

RUT-0002W

Closed

USHOU

HKHKG

CNHUA

2. Right click on the Booking Number, delete.

Unit

Gate

Yard

Vessel

Rail

Cargo

Reports

Windows

Help

★

★ Bookings

+

^

Number

Line Op

Ves. Visit

Ves. Phase

Agent

Shipper

Shipper Name

POL

Trucking Company

POD-1

POD-2

OPT-1

Origin

Dest

ricg%

X

RICG00054700

ONL

CCL-0VBLIEIMA

Closed

USHOU

BEANR

BEANR

RICG00167500

ONL

RUT-0002W

Edit

USHOU

CNSHA

CNSHA

RICG00275500

ONL

MOD-081W

Add

USHOU

HKHKG

MYPKG

RICG00285600

ONL

MOD-081W

Delete

USHOU

TWKHH

VNSGN

RICG00357600

ONL

RAGE-065W

USHOU

KRPUS

JPUKB

RICG00367700

ONL

CCO-0011W

Export SNX File

USHOU

TWKHH

SGSIN

RICG00369900

ONL

APM-0VBL

Inspect Booking

USHOU

BEANR

BEANR

RICG00377800

ONL

MOD-081W

Record Service Event

USHOU

CNYTN

CNYTN

RICG00435300

ONL

RUT-0002W

Update Holds/Permissions

USHOU

CNSHA

CNSHA

RICG00435301

ONL

MOD-081W

Select Empties

USHOU

CNSHA

CNSHA

RICG00446500

ONL

RUT-0002W

USHOU

KRPUS

CNTAO

RICG00470900

ONL

RUT-0002W

Closed

USHOU

HKHKG

CNHU

Continue instructions on next page

3. The Edit Booking screen will appear.

Edit Booking RICG00054700

Number: RIGG00054700	Line Operator: ONL (OCEAN NETWORK EXPRESS (NORTH ...
Vessel Visit: CCL-0VBLIE1MA (CMA CGM LAMARTINE,OV...	Port of Load: USHOU (HOUSTON)
Port of Discharge: BEANR (ANTWERPEN)	Second Port of Discharge: --
Optional POD-1: --	Trucking Company: --
Shipper: --	Consignee: --
Origin: --	Destination: BEANR
Agent: --	Client Ref.Number: --
Dispatch Reserved: --	Freight Kind: FCL
Owned/Leased: --	Shipping Mode: --
Special Stow: --	☐ Override Cutoff
Special Stow 2: --	☐ Hold Partial
Special Stow 3: --	☒ Prevent Type Substitution
Stow block: --	Empty Pickup Location: --
Hazards: Add Hazard	Full Return Location: --
Stuffing Location: --	Category: Export
Latest Date: --	Dray Status: --
Notes: --	

Booking Items

Actions: Display

Qty	Tally Out	Tally In	Seq Nbr	ISO	Length	ISO group	Height	Is OOG	Cor
2	0	2		4500	40'	General purpose container without ventilation	9'6"		

Save Close Help

4. In the bottom section (Booking Items), highlight the booking item that you would like to delete. Click on the .

Booking Items

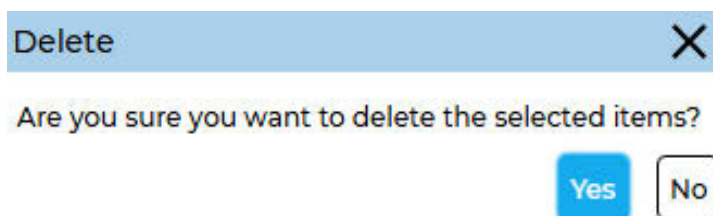
Actions: Display

Qty	Tally Out	Tally In	Seq Nbr	ISO	Length	ISO group	Height	Is OOG	C
2	0	2		4500	40'	General purpose container without ventilation	9'6"		

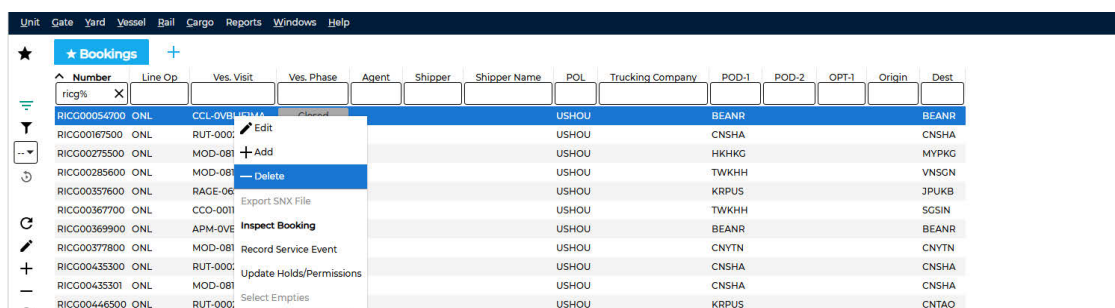
Save Close Help

Continue instructions on next page

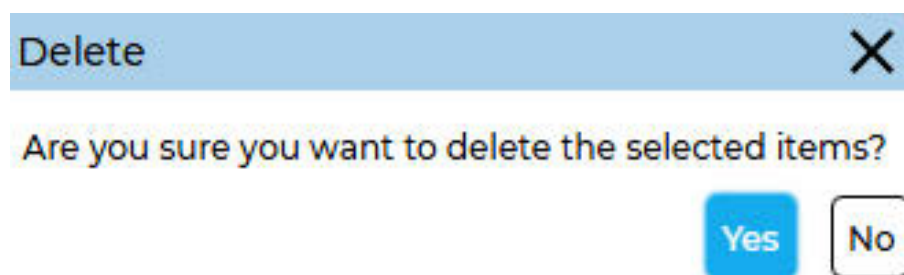
5. A Delete screen will appear that asks, “Are you sure you want to delete the selected item?” Click Yes. Continue to do this until all Booking Items have been removed.



6. Close all screens associated to this task and return to the Bookings list. Right click on the booking you need to delete and select Delete or click the  icon.



7. A Delete screen will appear asking, “Are you sure you want to delete selected item?” Click Yes.



8. The booking no longer appears under the Bookings tab.

Roll Booking

1. Type the booking number in the white search field box at the top of the page. Press Enter to open Bookings tab and locate the Booking you are looking to roll.

Number	Line Op	Ves. Visit	Ves. Phase	Agent	Shipper	Shipper Name	POL	Trucking Company	POD-1	POD-2	OPT-1	Origin	Dest
1234567	CMA	BHA-0GBG2S1MA	Inbound				USHOU		BRRIO				

2. Double click or right click on the Booking Number listed to open the Booking Inspector.

Booking Inspector for 1234567

Booking	Status	Routing
Complex: PHA Line Op: CMA Frgh Kind: FCL Quantity: 20 Tally Out: 0 Tally In: 0 Hazardous?: No Reefers?: No Required temp: Number: 1234567	Ves. Visit: BHA-0GBG2S1MA Ves. Carrier Name: CMA CGM SAMBHAR Ves. Facility: BPT POL: USHOU POD-1: BRRIO POD-2: Origin: Dest: Shipper: Consignee: Agent:	

Actions

Continue instructions on next page

3. In the Booking Inspector click Actions > Edit Booking.

Booking Inspector for 1234567

Booking	Status	Routing
 Number: 1234567	Complex: PHA Line Op: CMA Frght Kind: FCL Quantity: 20 Tally Out: 0 Tally In: 0 Hazardous?: No Reefers?: No Required temp:	Ves. Visit: BHA-0GBG2S1MA Ves. Carrier Name: CMA CGM SAMBHAR Ves. Facility: BPT POL: USHOU POD-1: BRRIO POD-2: Origin: Dest: Shipper: Consignee: Agent:

Actions

- Edit Booking
- Record Service Event
- Update Holds/Permissions

4. Change or update any of the information in the Booking as needed to complete the roll such as Vessel Visit, POD, POL, Origin. In the example below, the Vessel Visit is changed from BHA-0GBG2S1MA to ACL96016-20260607 and added/changed POD to USBTR (Baton Rouge).

Edit Booking 1234567

Number:	Line Operator: CMA (CMA CGM AMERICA INC)
Vessel Visit: BHA-0GBG2S1MA (CMA CGM SAMBHAR,OG...	Port of Load: USHOU (HOUSTON)
Port of Discharge: BRRIO (RIO DE JANEIRO)	Second Port of Discharge: --
Optional POD-1: --	Trucking Company: --
Shipper: --	Consignee: --
Origin:	Destination:
Agent: --	Client Ref.Number:
Dispatch Reserved: --	Freight Kind: FCL
Owned/Leased: --	Shipping Mode: --
Special Stow: --	☐ Override Cutoff
Special Stow 2: --	☐ Hold Partials
Special Stow 3: --	☐ Prevent Type Substitution
Stow block:	Empty Pickup Location:
Hazards: Add Hazard	Full Return Location:
Stuffing Location:	Category: Export
Latest Date:	Dray Status: --
Notes:	

5. Click Save.

6. The information in the Booking Inspector as well as the information in the list of bookings now shows that the Booking is for the current vessel CAK-GH290.

Booking Inspector for 12334567

Booking	Status	Routing
 Number: 12334567	Complex: PHA Line Op: CMA Frght Kind: FCL Quantity: 20 Tally Out: 0 Tally In: 0 Hazardous?: No Reefers?: No Required temp:	Ves. Visit: ACL96016-20260607 Ves. Carrier Name: ACL 96016 Ves. Facility: TBT POL: USHOU POD-1: USBTR POD-2: Origin: Dest: Shipper: Consignee: Agent:

Actions

Split Booking

1. Open Booking Inspector for the booking you need to split.

Booking Inspector for 038MIA379626

Booking	Status	Routing
 Number: 038MIA379626	Complex: PHA Line Op: MSC Frght Kind: FCL Quantity: 7 Tally Out: 0 Tally In: 2 Hazardous?: No Reefers?: No Required temp:	Ves. Visit: ETI-MG625E Ves. Carrier Name: MSC TIANSHAN Ves. Facility: BPT POL: USHOU POD-1: ESVLC POD-2: Origin: Dest: ESVLC Shipper: USA60198 Consignee: Agent:

Actions

Continue instructions on next page

2. Click the arrow  key next to the Actions key and select Unit.

Booking Inspector for 038HOU1813695

Booking

 Number: 038HOU1813695

Status
 Complex: PHA
 Line Op: MSC
 Frght Kind: FCL
 Quantity: 1
 Tally Out: 0
 Tally In: 1
 Hazardous?: Yes
 Reefers?: No
 Required temp:

Routing
 Ves. Visit: JKA-NH625R
 Ves. Carrier Name: MSC ANSHIKA VI
 Ves. Facility: BCT
 POL: USHOU
 POD-1: NLRTM
 POD-2:
 Origin:
 Dest: NLRTM
 Shipper: NOURYON FUNCTIONAL CHEMICALS LLC
 Consignee:
 Agent:

Actions

Units

Data Sources

Details

Event History

Hazards

Holds/Perms

Items

Units

State (Master) T-State Type ISO Facility

Active Yard 22K3 BCT

3. Highlight the unit(s) you need to split from the Booking and click Actions > Split Booking.

Booking Inspector for 038MIA379626

Booking

 Number: 038MIA379626

Status
 Complex: PHA
 Line Op: MSC
 Frght Kind: FCL
 Quantity: 7
 Tally Out: 0
 Tally In: 2
 Hazardous?: No
 Reefers?: No
 Required temp:

Routing
 Ves. Visit: ETI-MG625E
 Ves. Carrier Name: MSC TIANSHAN
 Ves. Facility: BPT
 POL: USHOU
 POD-1: ESVLC
 POD-2:
 Origin:
 Dest: ESVLC
 Shipper: USA60198
 Consignee:
 Agent:

Actions

Units

Export SNX File Line Op Category State (Master) T-State Type ISO Facility

Split Booking Export Active EC/In 4SG1 BPT

Inspect Unit Export Active EC/In 4SG1 BPT

4. The Define Split Booking screen will appear.

Define Split Booking

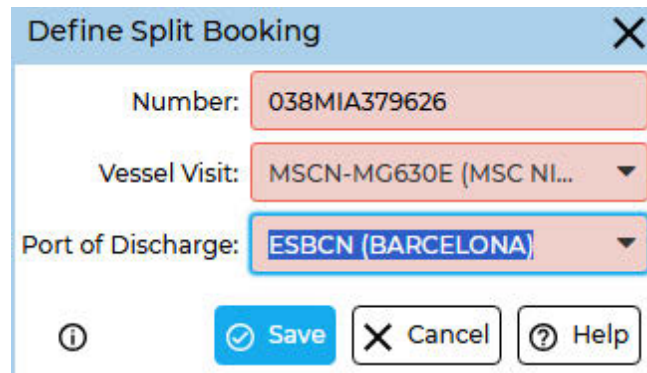
Number: 038MIA379626

Vessel Visit: ETI-MG625E (MSC TIANSHAN)

Port of Discharge: ESVLC (VALENCIA)

Save Close Help

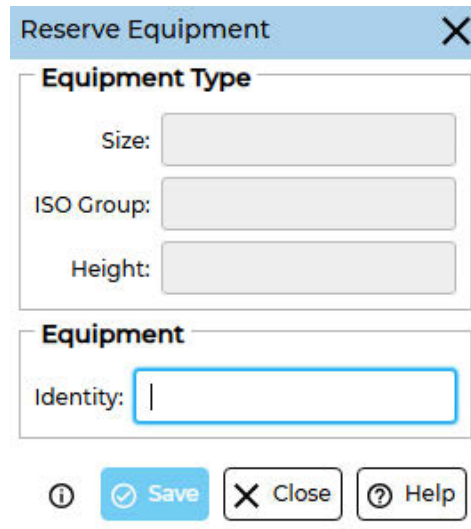
5. Change the booking number in the Number field to the new booking number for the selected units.
6. The Vessel Visit and Port of Discharge will change to that of the new booking number



The image shows a 'Define Split Booking' dialog box with a blue header bar containing a close button (X). The dialog contains three input fields, each with a red border: 'Number' with the value '038MIA379626', 'Vessel Visit' with a dropdown menu showing 'MSCN-MG630E (MSC NI...', and 'Port of Discharge' with a dropdown menu showing 'ESBCN (BARCELONA)'. At the bottom, there is an information icon (i), a blue 'Save' button with a checkmark, a 'Cancel' button with an X, and a 'Help' button with a question mark.

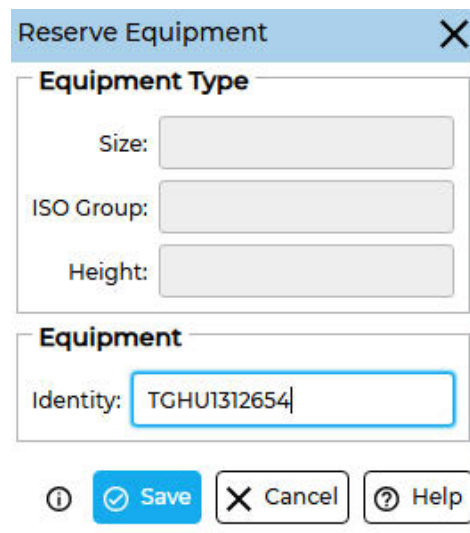
7. Click Save.

6. The Reserve Equipment window will appear.



The screenshot shows the 'Reserve Equipment' window. It has a title bar with the text 'Reserve Equipment' and a close button (X). The window is divided into two main sections: 'Equipment Type' and 'Equipment'. The 'Equipment Type' section contains three input fields: 'Size:', 'ISO Group:', and 'Height:'. The 'Equipment' section contains an 'Identity:' field. At the bottom of the window, there are four buttons: an information icon (i), a 'Save' button with a checkmark, a 'Close' button with an X, and a 'Help' button with a question mark.

7. Enter the container number into the Identity field. Click Save.



This screenshot shows the 'Reserve Equipment' window after the container number 'TGHU1312654' has been entered into the 'Identity' field. The layout is identical to the previous screenshot, but the 'Identity' field now contains the text 'TGHU1312654'. The buttons at the bottom are the same: information icon (i), 'Save' button with a checkmark, 'Cancel' button with an X, and 'Help' button with a question mark.

Continue instructions on next page

8. The container is now reserved for this booking.

Edit Order Item

Quantity:	3	Tally Limit:	
Sequence Nbr:		Equipment Type:	22G1
Length:	20'	ISO Group:	General purpose container without ve...
Height:	8'6\	Accessory Type:	--
Earliest Manufacture Date:	📅	Latest Manufacture Date:	📅
Earliest CSC Expiration:		Grade:	--
Tare Max (lb):		Safe Min (lb):	
Feature:	--	Material:	Unknown
Condition:	--	Temp Required (C):	
☐ On Power		Remarks:	

Serial Ranges
Reserved Equipment
Associated TBD Units

Equip Nbr	Line Op	Category	State (Master)	Type ISO	Size	ISO group	Height
TGHU1312654	CMA	Storage	Active	22G1			

0:1

Assign Empty Equipment to a Booking

In order to assign empty containers to a booking, the booking must show as freight kind "Empty" and the container must be a category of "Export" or "Transshipment".

1. Open Units tab and locate the container that you will be updating.
2. Right click on the container number OR double click to open the Inspector.
3. Choose Transactions > Assign Booking.

Unit Gate Yard Vessel Rail Cargo Reports Windows Help													
★ EMPTIES IN PHA YARD_BPT ★ Equipment Delivery Orders +													
Facility	Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frgh Kind	Reqs Power
BPT	2026-Apr-22 08:15	MAGU2312701	22g1	X				cma	X				
BPT	2026-Apr-22 09:00	APZU3544650			Active	Yard	Y-BPT-6R39C2	CMA	1M74366	GEN_CARRIER		Empty	
BPT	2026-Apr-22 09:01	TCXU3735690			Active	Yard	Y-BPT-6T61C7	CMA	AZ660V	FIG-OPGNCW1MA	CNNG	Empty	
BPT	2026-Feb-25 10:41	GCXU2381038			Active	Yard	Y-BPT-6T61B3	CMA	AU203U	FIG-OPGNCW1MA	CNNG	Empty	
BPT	2026-Feb-25 07:49	CAIU3546358			Active	Yard	Y-BPT-6T73F2	CMA	1M78091	GEN_CARRIER		Empty	
BPT	2026-Feb-25 16:26	TRHU2370317			Active	Yard	Y-BPT-6T73H2	CMA	P1142579	GEN_CARRIER		Empty	
BPT	2026-Feb-25 16:28	CARU3724902			Active	Yard	Y-BPT-6T73F2	CMA	1N76069	GEN_CARRIER		Empty	
BPT	2026-Feb-25 16:30	CSOU257390			Active	Yard	Y-BPT-6T73F2	CMA	2875312	GEN_CARRIER		Empty	
BPT	2026-Feb-27 08:17	DFSU1134271			Active	Yard	Y-BPT-6T73F2	CMA	R426015	GEN_CARRIER		Empty	
BPT	2026-Mar-06 10:38	TCLU2673708			Active	Yard	Y-BPT-6T73F2	CMA	2610692	GEN_CARRIER		Empty	
BPT	2026-Apr-22 08:11	CMAU0524358			Active	Yard	Y-BPT-6T73F2	CMA	1N20065	GEN_CARRIER		Empty	
BPT	2026-Mar-06 13:05	GESU1423700			Active	Yard	Y-BPT-6T73F2	CMA	R723558	GEN_CARRIER		Empty	
BPT	2026-Mar-12 09:14	GESU1325896			Active	Yard	Y-BPT-6T73F2	CMA	3241832	GEN_CARRIER		Empty	
BPT	2026-Mar-12 09:15	ECMU1654596			Active	Yard	Y-BPT-6T73F2	CMA	1M10249	GEN_CARRIER		Empty	
BPT	2026-Apr-22 08:13	APZU3695195			Active	Yard	Y-BPT-6T73F2	CMA	1N51095	GEN_CARRIER		Empty	
BPT	2026-Mar-13 17:43	CMAU2769806			Active	Yard	Y-BPT-6T73F2	CMA	1L65670	GEN_CARRIER		Empty	
BPT	2026-Apr-22 08:13	CMAU2108534			Active	Yard	Y-BPT-6T73F2	CMA	1L38457	GEN_CARRIER		Empty	
BPT	2026-Apr-20 15:20	TCLU3756710			Active	Yard	Y-BPT-6T73F2	CMA	1M37158	GEN_CARRIER		Empty	
BPT	2026-Apr-16 15:50	CMAU0971802			Active	Yard	Y-BPT-6T73F2	CMA	1M75336	GEN_CARRIER		Empty	
BPT	2026-Apr-15 08:50	CMAU2858570			Active	Yard	Y-BPT-6T73F2	CMA	3741855	GEN_CARRIER		Empty	
BPT	2026-Apr-15 08:29	TGBU2161669			Active	Yard	Y-BPT-6T73F2	CMA	67R640N	GEN_CARRIER		Empty	
BPT	2026-Apr-14 15:59	UNIU2037598			Active	Yard	Y-BPT-6T73F2	CMA	1N75591	GEN_CARRIER		Empty	
BPT	2026-Mar-19 10:05	TEMU5867812			Active	Yard	Y-BPT-6T73F2	CMA	1N98631	GEN_CARRIER		Empty	
BPT	2026-Mar-30 08:45	CMAU2306843			Active	Yard	Y-BPT-6T73F2	CMA	1N66119	GEN_CARRIER		Empty	
BPT	2026-Mar-20 13:30	LYGU3168238			Active	Yard	Y-BPT-6T73F2	CMA	3869646	GEN_CARRIER		Empty	
BPT	2026-Apr-24 10:29	BEAU2300827			Active	Yard	Y-BPT-6T73F2	CMA	3609866	GEN_CARRIER		Empty	
BPT	2026-Mar-20 13:57	ECMU2728570			Active	Yard	Y-BPT-6T73F2	CMA	R801042	GEN_CARRIER		Empty	
BPT	2026-Apr-09 10:58	APZU3724902			Active	Yard	Y-BPT-6T73F2	CMA	3741855	GEN_CARRIER		Empty	

4. Enter the Booking Number. Click Save.

Assign Booking/Rail Order

Booking Nbr/RailOrder Nbr: --

5. A pop up window will ask you if you want to change the container details. Choose "Yes".

Change Freight Kind in a Booking

1. Open Bookings tab and locate the booking to be changed.
2. Click on that booking number to highlight it.
3. Double click the booking number to open the Inspector. Click the Actions button > Edit Booking. OR right click the booking number > Edit.

The screenshot shows the PHA Terminal Operating System interface. At the top, there is a navigation bar with tabs: Unit, Gate, Yard, Vessel, Rail, Cargo, Reports, Windows, and Help. Below this, there are three main sections: 'EMPTIES IN PHA YARD_BPT', '★ Equipment Delivery Orders', and '★ Bookings' (which is highlighted in blue). The 'Bookings' section contains a table with the following columns: Number, Line Op, Ves. Visit, Ves. Phase, Agent, Shipper, Shipper Name, POL, and Trucking Company. The first row of the table is highlighted in blue and contains the values: 12345, CMA, ADI-MG614E, and USHOU. A right-click context menu is open over the 'Number' column, showing options: Edit, Add, Delete, Export SNX File, Inspect Booking, Record Service Event, Update Holds/Permissions, and Select Empties.

Number	Line Op	Ves. Visit	Ves. Phase	Agent	Shipper	Shipper Name	POL	Trucking Company
12345	CMA	ADI-MG614E						USHOU

Continue instructions on next page

4. The Edit Booking form will appear.

Edit Booking 12345

Number: 12345

Line Operator: CMA (CMA CGM AMERICA INC)

Vessel Visit: ADI-MG614E (MSC AGADIR, MG614E, BPT)

Port of Load: USHOU (HOUSTON)

Port of Discharge: USMSY (NEW ORLEANS)

Second Port of Discharge: --

Optional POD-1: --

Trucking Company: --

Shipper: --

Consignee: --

Origin:

Destination:

Agent: --

Client Ref. Number:

Dispatch Reserved: --

Freight Kind: FCL

Owned/Leased: --

Shipping Mode: --

Special Stow: --

Special Stow 2: --

Special Stow 3: --

Stow block:

Hazards: Add Hazard

Empty Pickup Location:

Stuffing Location:

Full Return Location:

Latest Date:

Category: Export

Notes:

Dray Status: --

☐ Override Cutoff

☐ Hold Partials

☐ Prevent Type Substitution

Booking Items

Actions
Display

Qty Tally Out Tally In Seq Nbr ISO Length ISO group Height Is OOG Commodity

Save Close Help

Continue instructions on next page

5. There are many fields in this form, but to simply change the Freight Kind, you will use the drop down menu on the right side of the form labeled “Freight Kind”.

Edit Booking 12345

Number: 12345	Line Operator: CMA (CMA CGM AMERICA INC)
Vessel Visit: ADI-MG614E (MSC AGADIR, MG614E, BPT)	Port of Load: USHOU (HOUSTON)
Port of Discharge: USMSY (NEW ORLEANS)	Second Port of Discharge: --
Optional POD-1: --	Trucking Company: --
Shipper: --	Consignee: --
Origin:	Destination:
Agent: --	Client Ref. Number:
Dispatch Reserved: --	Freight Kind: FCL
Owned/Leased: --	Shipping Mode: Empty
Special Stow: --	FCL
Special Stow 2: --	LCL
Special Stow 3: --	B-bulk
Stow block:	☐ Hold Partials
	☐ Prevent Type Substitution

6. There are four options for this field and most often we will only see Empty and FCL:
- Empty – Empty containers booked
 - FCL – Full Container Loads booked
 - LCL – Less than Container Loads booked
 - B-Bulk – Break bulk
7. Choose the correct option.
8. Click Save.

Transshipments

Note: the category for this unit must be set as Export or Transshipment before the below can occur.

1. Locate the Unit to be transshipped.
2. Open the Units Inspector for the transshipment container.
3. Click Actions > Transactions > Assign Booking/Rail Order.

Unit Gate Yard Vessel Rail Cargo Reports Windows Help													
★ EMPTIES IN PHA YARD_BPT				★ Equipment Delivery Orders									
Facility	Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frght Kind	Reqs Power
			22gl	X				cma	X				
BPT	2026-Apr-22 08:15	MAGU2312701	22GL	Storage	Active	Yard	Y-BPT-6R39C.2	CMA	1M74366	GEN_CARRIER		Empty	
BPT	2026-Apr-22 09:00	APZU3544650	22GL	Storage	Active	Yard	Y-BPT-6T61C.7	CMA	AZ660Y	FIG-0PGNCWIMA	CNNGB	Empty	
BPT	2026-Apr-22 09:01	TCKU3735690	22GL	Storage	Active	Yard	Y-BPT-6T61B.3	CMA	AU203U	FIG-0PGNCWIMA	CNNGB	Empty	
BPT	2026-Feb-25 10:41	GCKU2381038	22GL	Storage	Active	Yard	Y-BPT-6T73F.2	CMA	1M78091	GEN_CARRIER		Empty	
BPT	2026-Feb-25 07:49	CAIU3546358	22GL	Storage	Active	Yard	Y-BPT-6T73H.2	CMA	P1142579	GEN_CARRIER		Empty	
BPT	2026-Feb-25 16:26	TRHU2370317	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	1N76069	GEN_CARRIER		Empty	
BPT	2026-Feb-25 16:28	CARU3724902	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	2875312	GEN_CARRIER		Empty	
BPT	2026-Feb-25 16:30	CSOU1257390	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	R426015	GEN_CARRIER		Empty	
BPT	2026-Feb-27 08:17	DFSU1134271	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	2610692	GEN_CARRIER		Empty	
BPT	2026-Mar-06 10:38	TCLU2673708	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	1N20065	GEN_CARRIER		Empty	
BPT	2026-Apr-22 08:11	CMAU0524358	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	R723558	GEN_TRUCK		Empty	
BPT	2026-Mar-06 13:05	GESU1423700	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	3241832	GEN_CARRIER		Empty	
BPT	2026-Mar-12 09:14	GESU1325896	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	1M10249	GEN_CARRIER		Empty	
BPT	2026-Mar-12 09:15	ECMU1654596	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	1N51095	GEN_CARRIER		Empty	
BPT	2026-Apr-22 08:13	APZU3695195	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	1L65670	GEN_TRUCK		Empty	
BPT	2026-Mar-13 17:43	CMAU2769806	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	1L38457	GEN_CARRIER		Empty	
BPT	2026-Apr-22 08:13	CMAU2108534	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	1M37158	GEN_TRUCK		Empty	
BPT	2026-Apr-20 15:20	TCLU3756710	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	1M75336	GEN_CARRIER		Empty	
BPT	2026-Apr-16 15:50	CMAU0971802	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	3741855	GEN_TRUCK		Empty	
BPT	2026-Apr-15 08:50	CMAU2858570	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	67R640N	GEN_CARRIER		Empty	
BPT	2026-Apr-15 08:29	TGBU2161669	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	1N75591	GEN_CARRIER		Empty	
BPT	2026-Apr-14 15:59	UNIU2037598	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	1N98631	GEN_CARRIER		Empty	
BPT	2026-Mar-19 10:05	TEMU5867812	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	1N66119	GEN_CARRIER		Empty	
BPT	2026-Mar-30 08:45	CMAU2306843	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	3869646	GEN_CARRIER		Empty	
BPT	2026-Mar-20 13:30	LYGU3168238	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	3609866	GEN_TRUCK		Empty	
BPT	2026-Apr-24 10:29	BEAU2300827	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	R801042	GEN_CARRIER		Empty	
BPT	2026-Mar-20 13:57	ECMU2728570	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	3741855	GEN_TRUCK		Empty	
BPT	2026-Apr-19 10:58	APZU1722740	22GL	Storage	Active	Yard	Y-BPT-6T73E.6	CMA	7DR8834	GEN_TRUCK		Empty	

4. The Assign Booking / Rail Order window will appear.

Assign Booking/Rail Order

Booking Nbr/RailOrder Nbr:

--

?

Save

Close

Help

5. Type the Booking Number assigned for the transshipment.
6. Click Save.

- The message, “Would you like to update the Booking Item Details?” appears. Depending on your preference, click the appropriate answer either Yes or No.

Update Unit with Booking Item Values?

Would you also like to update the Booking item details?

YES - roll the unit and update Booking item details.

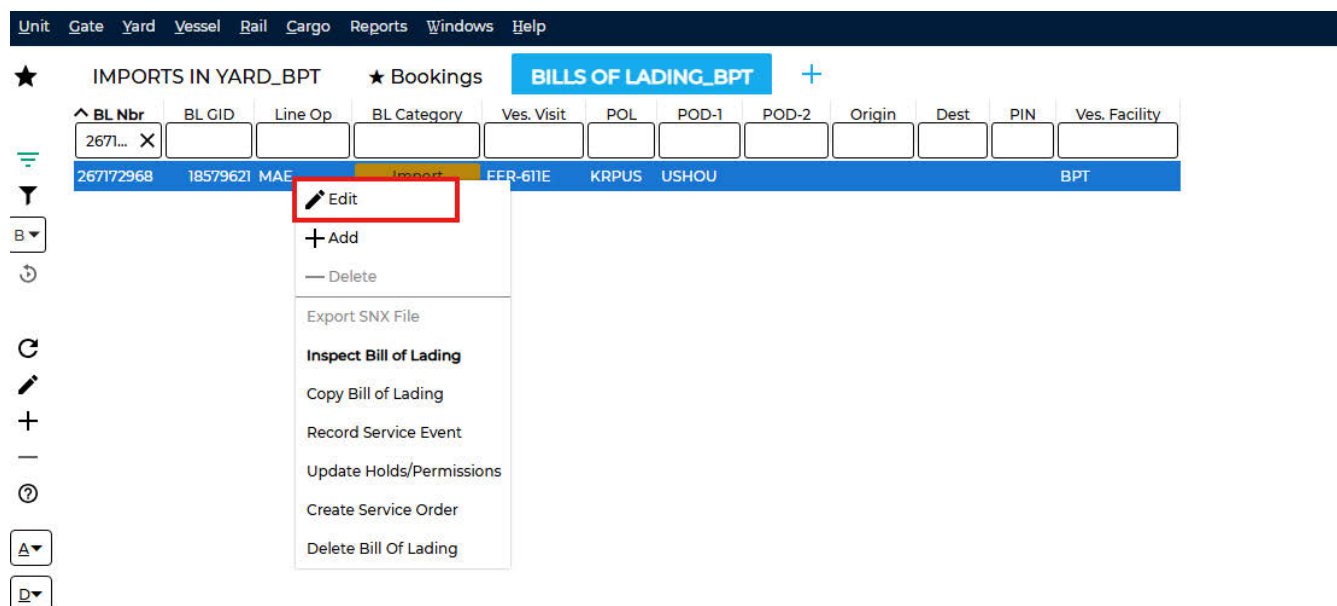
NO - roll the unit only, do not update any other details.

Yes
No
Cancel

- Close all screens associated with this task.

Change Bill of Lading

- Open Bills of Lading tab.
- Right click on the Bill of Lading > Edit. OR Open the Inspector and click the Actions button > Edit Bill of Lading.



Continue instructions on next page

3. The Edit Bill of Lading screen will appear.

Edit Bill of Lading 267172968

Bill of Lading Details

BL Generated Id: 18579621

BL Number: 267172968

Line Operator: MAE (MAERSK S/A)

BL Category: Import

Vessel Visit: FER-611E (SAN FERNANDO,617W,BPT)

Port of Load: KRPUS (PUSAN)

Port of Discharge: USHOU (HOUSTON)

Second Port of Discharge: --

Origin:

Destination:

Shipper: OCI CORPORATION

Consignee: SAMYANG LOGISTICS INC.

Agent: --

PIN:

BL Type: Master

Original BL Nbr: --

Notes:

Notify Party1 Name:

Notify Party2 Name:

Notify Party1 Addl:

Notify Party2 Addl:

Notify Party1 Contact Nol:

Notify Party2 Contact Nol:

☐ Is I/B to O/B Move Direct

☐ Ignore Damages

Items

Units

Actions

Display

--

--

Sequence	Item Nbr	Bulk	Commodity	Commodity Note	Donating Item Sequence
1			FAK1	PHOSPHORIC ACID 85 300KG PE DRUM HS CODE 280~~	
2			FAK2	PHOSPHORIC ACID 85 300KG PE DRUM HS CODE 280~~	

0/2

Save

Close

Help

Continue instructions on next page

4. Bill of Lading details can be changed on this screen. Please ensure to add notes to any changes that you make.
5. You can view the units associated to the Bill of Lading by clicking the Units tab on this screen.

Edit Bill of Lading 267172968

Bill of Lading Details

BL Generated Id: 18579621

BL Number: 267172968

Line Operator: MAE (MAERSK S/A)

BL Category: Import

Vessel Visit: FER-611E (SAN FERNANDO,617W,BPT)

Port of Load: KRPUS (PUSAN)

Port of Discharge: USHOU (HOUSTON)

Second Port of Discharge: --

Origin:

Destination:

Shipper: OCI CORPORATION

Consignee: SAMYANG LOGISTICS INC.

Agent: --

PIN:

BL Type: Master

Original BL Nbr: --

Notes:

Notify Party1 Name:

Notify Party2 Name:

Notify Party1 Addl:

Notify Party2 Addl:

Notify Party1 Contact No:

Notify Party2 Contact No:

☐ Is I/B to O/B Move Direct

☐ Ignore Damages

Items
Units

Actions
Display

Unit Nbr
Unit Category
Unit Frght Kind
Unit BL Nbr
Unit I/B Dclrd Visit
Unit O/B Dclrd Visit
Unit POL
Unit P

MNBU4227763
Import
FCL
267172968
FER-611E
GEN_TRUCK
KRPUS
USHOU

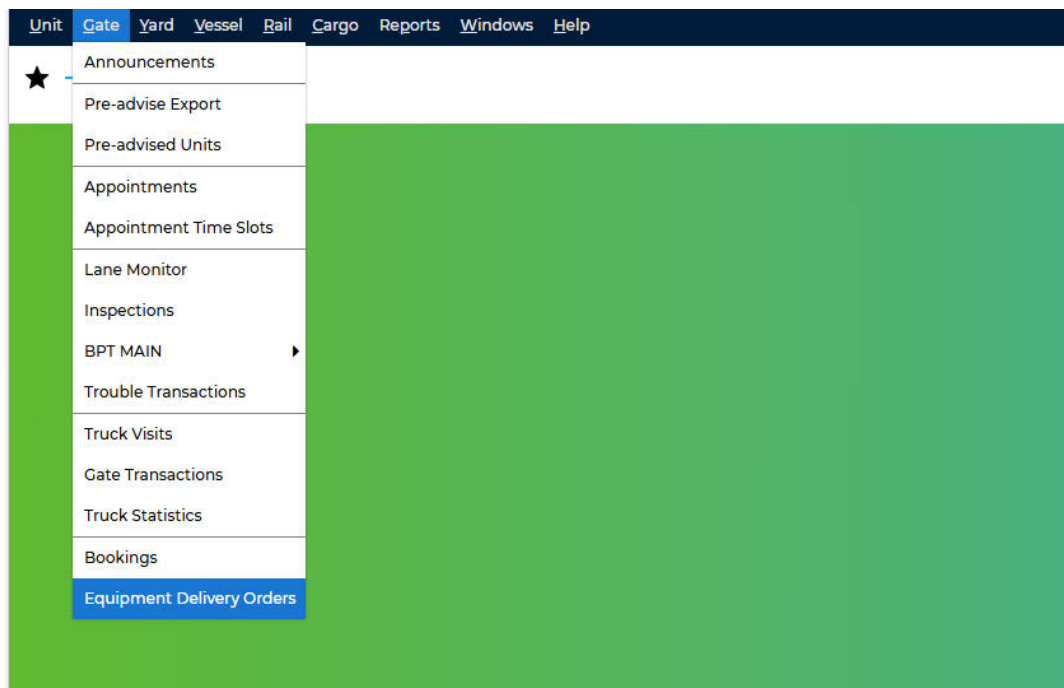
MNBU4649500
Import
FCL
267172968
FER-611E
GEN_TRUCK
KRPUS
USHOU

Note: You will likely never make changes to this screen. This should only be changed and managed by the steamship lines.

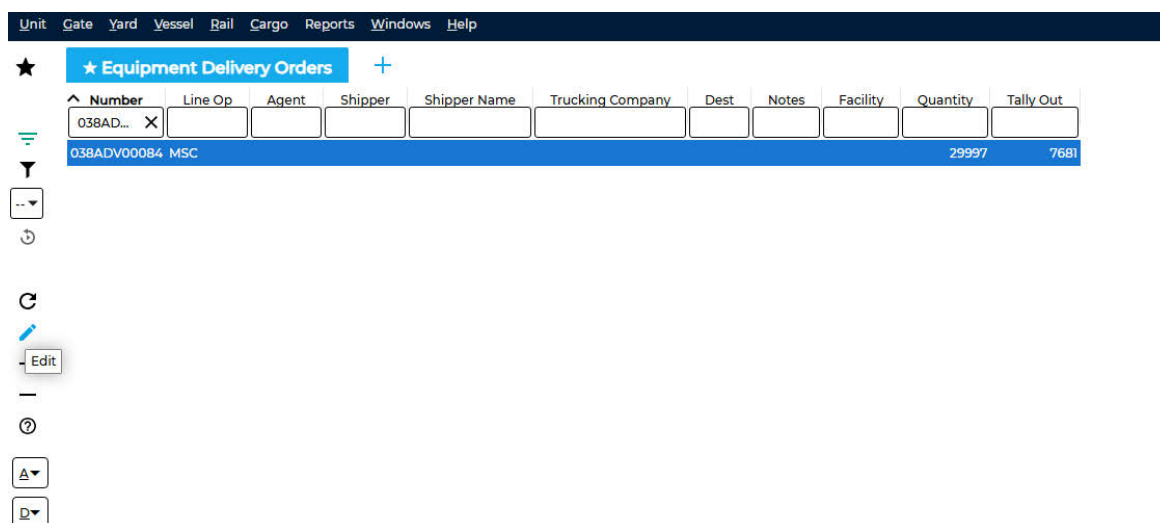
EDOS

View Equipment Delivery Order (EDO)

1. From the N4 Menu Bar, click Gate > Equipment Delivery Orders.



2. In the white search field, enter EDO number and press Enter.



- Highlight and double click (or right click) on booking number to open the EDO Inspector.

Unit Gate Yard Vessel Rail Cargo Reports Windows Help

★ **Equipment Delivery Orders** +

Number	Line Op	Agent	Shipper	Shipper Name	Trucking Company	Dest	Notes	Facility	Quantity	Tally Out
038AD...	X									
038ADV00084	MSC								29997	7681

EDO Inspector for 038ADV00084

EDO

Number: 038ADV00084

Status

Complex: PHA
Line Op: MSC
Dispatch Facility:
Estimated Date:
Earliest Date:
Latest Date: 2028-04-28
Quantity: 29997
Tally Out: 7681
Reefers?: No
Required temp:

Shipment Info

Complex: PHA
Dest:
Shipper:
Trucking Company:
Agent:

Actions

- Click the arrow next to Actions screen to view information associated with the EDO. You can view information for Details, Event History, Holds/Perms Items and Units.

EDO Inspector for 038ADV00084

EDO

Number: 038ADV00084

Status

Complex: PHA
Line Op: MSC
Dispatch Facility:
Estimated Date:
Earliest Date:
Latest Date: 2028-04-28
Quantity: 29997
Tally Out: 7681
Reefers?: No
Required temp:

Shipment Info

Complex: PHA
Dest:
Shipper:
Trucking Company:
Agent:

Actions

History, Events

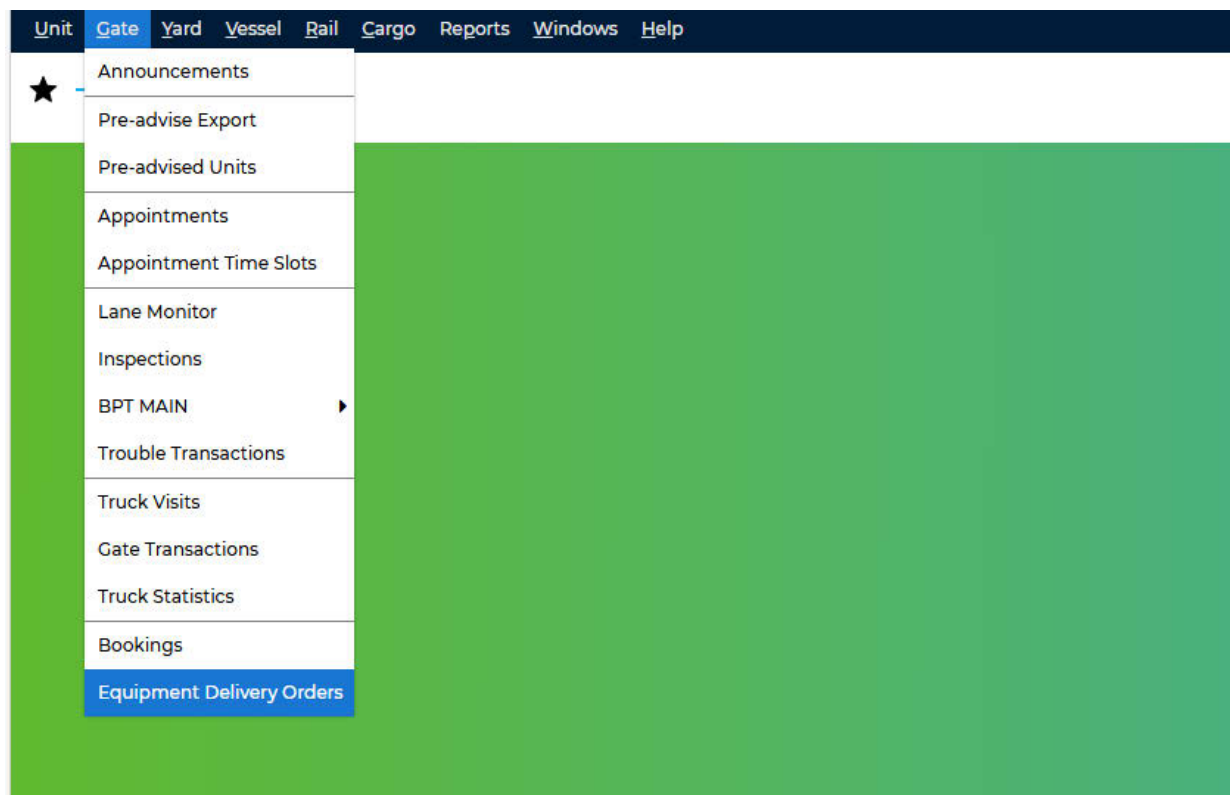
Apply Date Event ID Order Nbr Billable Recorder Notes Changes Cluster Node

2026-Apr-27 10:56	EDO_PROPERTY_UPDATE			user:GOS/smarttects		7680->7681	BPT-N43806
2026-Apr-27 10:07	EDO_PROPERTY_UPDATE			user:ccaylor/smarttects		7679->7680	BPT-N43808
2026-Apr-24 17:46	EDO_PROPERTY_UPDATE			user:mdickens/smarttects		7632->7633	BPT-N43809
2026-Apr-24 17:46	EQ_DISPATCH_EDO			user:mdickens/smarttects	MSDU4576268		BPT-N43809
2026-Apr-24 17:15	EDO_PROPERTY_UPDATE			user:GOS/smarttects		7678->7679	BPT-N43807
2026-Apr-24 15:34	EDO_PROPERTY_UPDATE			user:cthorn/smarttects		7631->7632	BPT-N43807
2026-Apr-24 15:34	EQ_DISPATCH_EDO			user:cthorn/smarttects	MSDU4420526		BPT-N43807
2026-Apr-24 14:44	EDO_PROPERTY_UPDATE			user:egunn/smarttects		7677->7678	BPT-N43809
2026-Apr-24 14:24	EDO_PROPERTY_UPDATE			user:GOS/smarttects		7630->7631	BPT-N43809
2026-Apr-24 14:24	EQ_DISPATCH_EDO			user:GOS/smarttects	MSDU4136654		BPT-N43809
2026-Apr-24 13:44	EDO_PROPERTY_UPDATE			user:rodriques/smarttects		7676->7677	BPT-N43808

0:23445

Create Equipment Delivery Order (EDO)

1. From the Menu Bar, click on Gate > Equipment Delivery Order.



Continue instructions on next page

- Click or **+** icon on the right hand side of the screen and the Add Equipment Delivery Order screen will appear.

Add Equipment Delivery Order

Number:

Line Operator:

Agent:

--

Trucking Company:

--

Shipper:

--

Destination:

Estimated Date:

Earliest Date:

Latest Date:

Dispatch Reserved:

Dispatch reserved equipment FIR...

Order Purpose:

--

Facility:

--

Next Facility:

--

Prevent Type Substitution

☐

Ignore Holds

☐

Ignore Damages

☐

Notes:

Owned/Leased:

--

Order Items

Actions

Display

Qty	Tally Out	Seq Nbr	ISO	Length	ISO group	Height	Acc Type	Grade	Featur
254,314 rows found. Too many rows to display. Change your filter criteria to narrow your search.									

0:0

Save

Close

Help

- Enter a unique Equipment Delivery Order number.
- Enter appropriate line operator. Steamship line if applicable.
- All other fields are optional. Enter any other applicable information.
- Click Save. The EDO has been entered at this point and is saved, but no booking items are associated with it.

Add Items to an Equipment Delivery Order (EDO)

1. In the Add Equipment Delivery Order form, click the **+** icon at the bottom of the form.

2. The Add Order Item screen will appear.

3. In the Quantity field, enter the number of units to be received for this EDO.
4. In the Equipment Type field, enter the Equipment Type (ISO code).
5. Length/Height/ISO Group fields automatically update.
6. All other fields are optional. Enter any other applicable information.

7. Click Save.
8. Using tabs at the bottom of this form, you can choose to Reserve Equipment or Pre-advise equipment for this booking.
9. Click Save.

Add Container Type to Existing EDO

1. Open the Equipment Delivery Orders tab.
2. In the white search box near the top right of the screen, enter the existing EDO number. Press Enter.

Number	Line Op	Agent	Shipper	Shipper Name	Trucking Company	Dest.	Notes	Facility	Quantity	Tally Out
12345678	CMA								3	0

3. Double click or right click on the listed EDO number to open the Equipment Delivery Inspector.

EDO Inspector for 12345678

EDO

Number: 12345678

Actions

Status

Complex: PHA
Line Op: CMA
Dispatch Facility:
Estimated Date:
Earliest Date:
Latest Date: 2026-05-01
Quantity: 3
Tally Out: 0
Reefers?: No
Required temp:

Shipment Info

Complex: PHA
Dest:
Shipper:
Trucking Company:
Agent:

Continue instructions on next page

4. Click Actions > Edit EDO.

EDO Inspector for 12345678



Number: **12345678**

Status

Complex: **PHA**
Line Op: **CMA**
Dispatch Facility:
Estimated Date:
Earliest Date:
Latest Date: **2026-05-01**
Quantity: **3**
Tally Out: **0**
Reefers?: **No**
Required temp:

Shipment Info

Complex: **PHA**
Dest:
Shipper:
Trucking Company:
Agent:

Actions

- Edit EDO
- Record Service Event
- Update Holds/Permissions

5. In the Order Items section of the Edit EDO screen, click the + .

Edit Equipment Delivery Order

Number: **12345678** Line Operator: **CMA (CMA CGM AMERICA INC)**

Agent: -- Trucking Company: --

Shipper: -- Destination: --

Estimated Date: -- Earliest Date: --

Latest Date: **2026-05-01** Dispatch Reserved: **Dispatch reserved equipment FIR...**

Order Purpose: -- Facility: --

Next Facility: --

☐ Prevent Type Substitution ☐ Ignore Holds

☐ Ignore Damages

Notes: -- Owned/Leased: --

Order Items

Actions Display -- --

Qty	Tally Out	Seq Nbr	ISO	Length	ISO group	Height
3	0		22G1	20'	General purpose container without ventilation	8'6"

0:1

Save Close Help

6. The Add Order Item screen will appear.

Add Order Item

Quantity:

Sequence Nbr:

Length:

Height:

Earliest Manufacture Date:

Earliest CSC Expiration:

Tare Max (lb):

Feature:

Condition:

☐ On Power

Tally Limit:

Equipment Type:

ISO Group:

Accessory Type:

Latest Manufacture Date:

Grade:

Safe Min (lb):

Material:

Temp Required (C):

Remarks:

Serial Ranges

Reserved Equipment

Associated TBD Units

Enter serial ranges. Example: 'MAEU : 7500000 - 7689999'

1

Continue instructions on next page

7. In the Quantity field, type the number of containers/chassis to be released.
8. In the Equipment Type field, type the ISO code matching the Equipment Type to be added. Length, Type, ISO Group will fill in automatically.
9. All other fields are optional. Enter any additional information necessary.
10. Click Save and Close on the Order Items form. The new equipment is now displayed in the Edit EDO screen under the Order Items tab.

Edit Equipment Delivery Order

Number: 12345678 Line Operator: CMA (CMA CGM AMERICA INC)

Agent: -- Trucking Company: --

Shipper: -- Destination: --

Estimated Date: -- Earliest Date: --

Latest Date: 2026-05-01 Dispatch Reserved: Dispatch reserved equipment FIR...

Order Purpose: -- Facility: --

Next Facility: --

☐ Prevent Type Substitution ☐ Ignore Holds

☐ Ignore Damages

Notes: -- Owned/Leased: --

Order Items

Actions Display -- -- -- -- --

Qty	Tally Out	Seq Nbr	ISO	Length	ISO group	Height
3	0		22G1	20'	General purpose container without ventilation	8'6"
20	0		45G1	40'	General purpose container without ventilation	9'6"

1:2

Save Close Help

11. Click Close on the Edit Booking form.

Change Booking or EDO

1. Open the Equipment Delivery Orders tab. From the N4 Menu Bar click Gate > Equipment Delivery Orders.
2. Locate the EDO number you are looking to revise by entering the existing EDO number in the white search field at the top right of the screen. Press Enter.

Number	Line Op	Agent	Shipper	Shipper Name	Trucking Company	Dest	Notes	Facility	Quantity	Tally Out
12345...										
12345678	CMA								23	0

3. Highlight and double click on the EDO Number to open EDO Inspector.

EDO Inspector for 12345678

Number: **12345678**

Status

Complex: **PHA**
Line Op: **CMA**
Dispatch Facility:
Estimated Date:
Earliest Date:
Latest Date: **2026-05-01**
Quantity: **23**
Tally Out: **0**
Reefers?: **No**
Required temp:

Shipment Info

Complex: **PHA**
Dest:
Shipper:
Trucking Company:
Agent:

Actions

4. Click Actions > Edit EDO.

EDO Inspector for 12345678

Number: **12345678**

Status

Complex: **PHA**
Line Op: **CMA**
Dispatch Facility:
Estimated Date:
Earliest Date:
Latest Date: **2026-05-01**
Quantity: **23**
Tally Out: **0**
Reefers?: **No**
Required temp:

Shipment Info

Complex: **PHA**
Dest:
Shipper:
Trucking Company:
Agent:

Actions

Edit EDO
Record Service Event
Update Holds/Permissions

5. The Edit EDO window will appear.

Edit Equipment Delivery Order

Number:

Agent:

Shipper:

Estimated Date:

Latest Date:

Order Purpose:

☐ Prevent Type Substitution
☐ Ignore Damages

Notes:

Line Operator:

Trucking Company:

Destination:

Earliest Date:

Dispatch Reserved:

Facility:

Next Facility:

☐ Ignore Holds

Owned/Leased:

Order Items

Qty	Tally Out	Seq Nbr	ISO	Length	ISO group	Height
3	0		22G1	20'	General purpose container without ventilation	8'6"
20	0		45G1	40'	General purpose container without ventilation	9'6"

6. Under Order Items, highlight and double click the container that needs to be increased.

Qty	Tally Out	Seq Nbr	ISO	Length	ISO group	Height
3	0	22G1	20'	General purpose container without ventilation		8'6"
20	0	45G1	40'	General purpose container without ventilation		9'6"

Continue instructions on next page

- In Quantity field, type in the new quantity to be released/received.

- Click Save.

Delete Equipment Type from an Existing EDO

- Open Equipment Delivery Orders tab.
- Locate the EDO number using the white search box near the top right of the screen. Press Enter to view the EDO number.
- To open the EDO Inspector for that EDO number, double click or right click on the listed EDO number to open the Equipment Delivery Inspector.

Continue instructions on next page

4. Click Actions > Edit EDO.

EDO Inspector for 12345678



Number: **12345678**

Status

Complex: **PHA**
 Line Op: **CMA**
 Dispatch Facility:
 Estimated Date:
 Earliest Date:
 Latest Date: **2026-05-01**
 Quantity: **40**
 Tally Out: **0**
 Reefers?: **No**
 Required temp:

Shipment Info

Complex: **PHA**
 Dest:
 Shipper:
 Trucking Company:
 Agent:

Actions

- Edit EDO
- Record Service Event
- Update Holds/Permissions

5. The Edit EDO screen will appear.

Edit Equipment Delivery Order

Number: 12345678

Line Operator: CMA (CMA CGM AMERICA INC)

Agent: --

Trucking Company: --

Shipper: --

Destination:

Estimated Date:

Earliest Date:

Latest Date: 2026-05-01

Dispatch Reserved: Dispatch reserved equipment FIR...

Order Purpose: --

Facility: --

Next Facility: --

☐ Prevent Type Substitution

☐ Ignore Damages

☐ Ignore Holds

Notes:

Owned/Leased: --

Order Items

Actions Display

Qty	Tally Out	Seq Nbr	ISO	Length	ISO group	Height
20	0		22G1	20'	General purpose container without ventilation	8'6"
20	0		45G1	40'	General purpose container without ventilation	9'6"

1:2

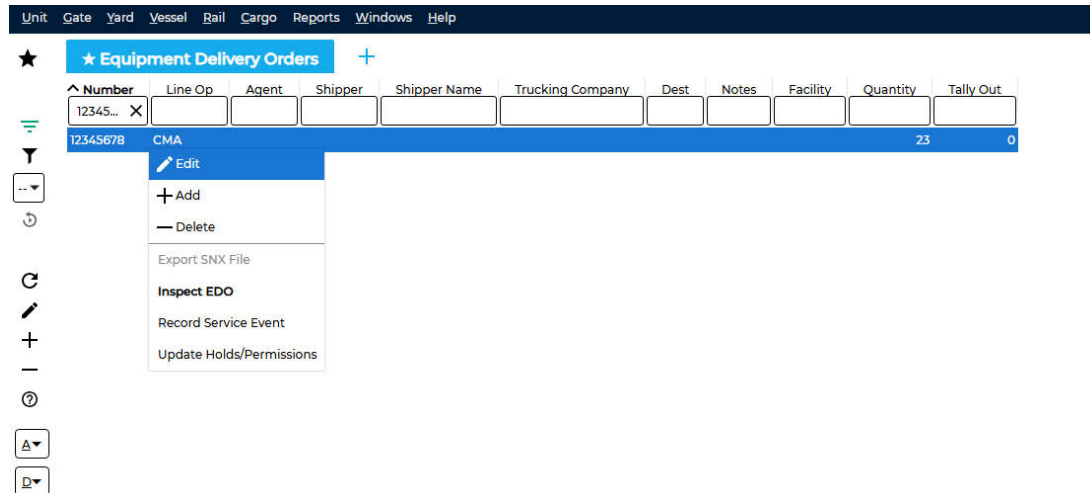
Save Close Help

Continue instructions on next page

Delete an Existing Equipment Delivery Order (EDO)

Note: To delete an existing EDO from N4, there can be no activity against the EDO.

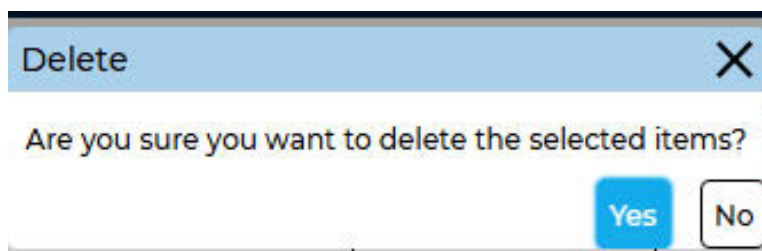
1. Open Equipment Delivery Orders Tab.
2. Highlight and right click EDO to be deleted.
3. Select Edit.



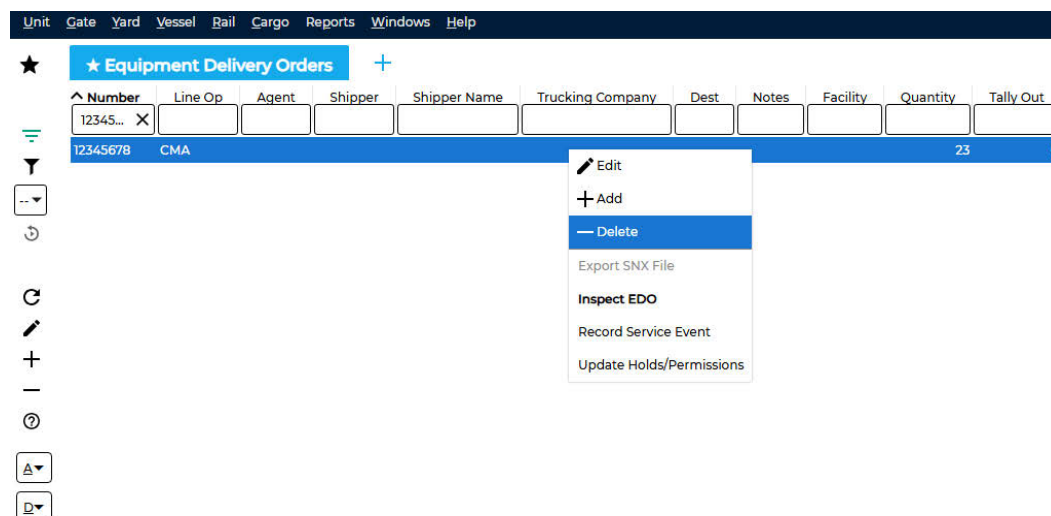
4. The Edit Equipment Delivery Order screen will appear.

The screenshot shows the 'Edit Equipment Delivery Order' screen. The screen displays various fields for editing an EDO, including Number, Line Operator, Agent, Trucking Company, Shipper, Destination, Estimated Date, Earliest Date, Latest Date, Dispatch Reserved, Order Purpose, Facility, Next Facility, Prevent Type Substitution, Ignore Holds, Ignore Damages, Notes, and Owned/Leased. The 'Order Items' section is also visible, showing a table with columns: Qty, Tally Out, Seq Nbr, ISO, Length, ISO group, Height, and Delete. The first row in the table is highlighted in blue.

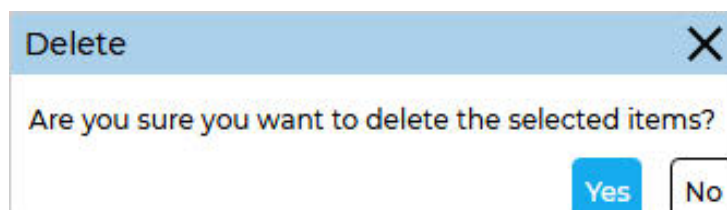
5. In the Order Items block, highlight the Order Item and click on the .
6. A Delete screen will appear that asks, "Are you sure you want to delete the selected item?" Click Yes. Continue to do this until all Order Items have been removed.



7. Close all screens associated to this task and return to the Equipment Delivery Orders list.
8. Right click on the Equipment Delivery Order you need to delete. Select Delete or click the .



9. A Delete screen will appear that asks, "Are you sure you want to delete the selected item?" Click Yes.

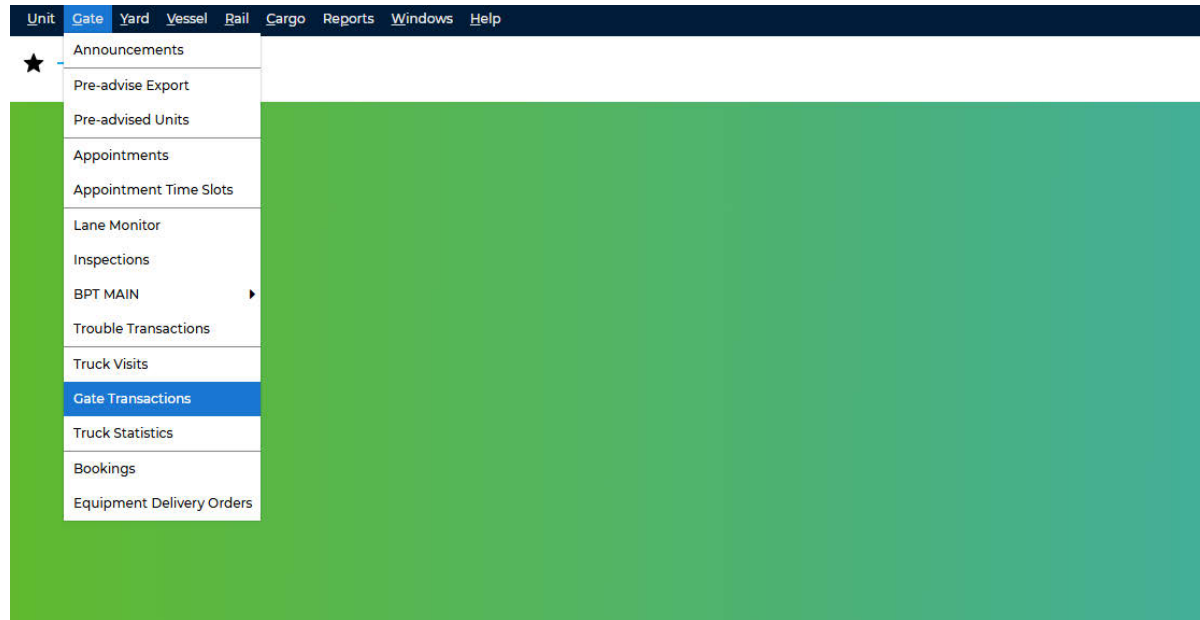


10. The EDO is no longer on the Equipment Delivery Orders list.

GATE

View a Gate Transaction

1. Open the Gate Tab > Gate Transactions.



Unit	Gate	Yard	Vessel	Rail	Cargo	Reports	Windows	Help
★	Gate Transactions	Trouble Transactions						
	</							

Continue instructions on next page

2. Enter the unit number in the white blank field search field in the top right hand of the screen.
3. The next field to the right of the search field is Ctr Number.
4. Press Enter.
5. The specific unit you searched for with the associated transaction will populate in the section below.

UnitGateYardVesselRailCargoReportsWindowsHelp

★

Gate Transactions

Trouble Transactions

+

Start Date	Number	Transaction Type	Ctr Number	Ctr Nbr Requested	Chs Number	Chs IsOwners	Booking Number	Stage ID	Next Stage ID	Truck Visit Truck License	Truck Visit Transaction Count	Trucking Co Id	Status	Ticket Position
2026-Apr-27 10:38	20479998	Receive Empty	MRKU9910514	MRKU9910514	CLFZ223292	•		outgate		1M34434	1	CFGL	COMPLETE HT	
2026-Apr-27 07:51	20477182	Deliver Import	MRKU9910514	MRKU9910514	CLFZ223292	•		outgate		1M34434	1	CFGL	COMPLETE 2K17	

6. Highlight and double click the transaction to open the Gate Transaction Inspector-this is where you can view all the information for this specific transaction associated to the unit.

Gate Transaction Inspector



Truck

Number: 20479998

Truck Visit Truck License: 1M34434

Transactions

Truck Visit Gate: BPT MAIN

Transaction Type: Receive Empty

Ctr Number: MRKU9910514

Chs Number: CLFZ223292

Booking Number:

Creator: GOS/smartecs

Changer: GOS/smartecs

Is I/B to O/B Move Direct:

Status

Stage ID: outgate

Next Stage ID:

Start Date: 2026-Apr-27 10:38

Status: COMPLETE

Unit HazDocs Status:

Unit ObcNotReceiving:

Unit Acry Eq Nbr:

Unit GateTranNbr: 20479998

Unit OriginalOBCarrier: GEN_CARRIER

Unit SameOBCarrier:

Unit Gate: BPT MAIN

Unit InspectType:

Unit PHA Chassis:

Unit UFV LFD:

Unit DrayedDate:

Unit Vessel ERD:

IsTrouble:

AcceptChassis:

MtyCleanDirty:

Barcode:

Override Gate Restriction:

Chassis EDO Nbr:

OCR-INGATE AVG TT:

▼






7. To view the history of this transaction, click the  button at the bottom left of the inspector screen.
8. There are several places to see information. On the top of the screen is the basic information and latest status. This is information that is available on the Reprint Gate Document screen of Express.

9. The drop down menu below the green arrow includes many categories of information: Chassis, Container, Contents, Documents, Messages, Placards, Routing, and Stages. The Documents section shows the tickets (Drop-off, Pickup, EIR) that were printed for this transaction.

Gate Transaction Inspector



Truck
Number: 20479998
Truck Visit Truck License: 1M34434

Transactions

Truck Visit Gate: BPT MAIN
Transaction Type: Receive Empty
Ctr Number: MRKU9910514
Chs Number: CLFZ23292
Booking Number:
Creator: GOS/smartecs
Changer: GOS/smartecs
Is I/B to O/B Move Direct:

Status

Stage ID: outgate
Next Stage ID:
Start Date: 2026-Apr-27 10:38
Status: COMPLETE
Unit HazDocs Status:
Unit ObcNotReceiving:
Unit Acry Eq Nbr:
Unit GateTranNbr: 20479998
Unit OriginalOBCarrier: GEN_CARRIER
Unit SameOBCarrier:
Unit Gate: BPT MAIN
Unit InspectType:
Unit PHA Chassis:
Unit UFV LFD:
Unit DrayedDate:
Unit Vessel ERD:
IsTrouble:
AcceptChassis:
MtyCleanDirty:
Barcode:
Override Gate Restriction:
Chassis EDO Nbr:
OCR-INGATE AVG TT:

Stages

Actions Display

Seq	Stage	Start	End	Status	Stage Type	Order	Trouble	Stage Queue Time	Stage Resolve Time
1	ingate	2026-Apr-27 10:38	2026-Apr-27 10:38	COMPLETE		5			
2	yard	2026-Apr-27 10:40	2026-Apr-27 10:40	COMPLETE		15		00:02:28	
3	outgate	2026-Apr-27 10:54	2026-Apr-27 10:54	COMPLETE		30		00:14:23	

View a Trouble Transaction

1. Open the Trouble Transactions tab.

Unit Gate Yard Vessel Ball Cargo Reports Windows Help

★ Gate Transactions **Trouble Transactions** +

Gate Processing

Search For TruckVisit/Truck Transaction

Truck License:

Gate Visit Nbr:

Driver License:

Transaction Number:

Driver Card:

Entry Lane:

TROUBLE Transaction Entry

Clear Save Transaction

2. Enter the Truck License or the Transaction Number. Press Enter or Tab twice. The ticket information is populated with errors.

The screenshot shows the 'Gate Transactions' interface with the 'Trouble Transactions' tab selected. An error dialog box is open, titled 'Error creating the truck transaction'. The dialog contains the following text:

Error creating the truck transaction

- The appointment time has passed: The appointment with number '19,894,684' is created for the timerange between 2026-Apr-27 10:00 and 2026-Apr-27 11:59 with a tolerance time of 720 minutes. The current time is 2026-Apr-30 07:22.
- Update failed custom validation with the following: Gate Restriction: Line ID: MSC Direction: Receive Type: 40HC.

At the bottom of the dialog are three buttons: 'Fix', 'Send to Trouble', and 'Override'.

The background form is titled 'INGATE Transaction Entry' and contains the following fields:

- Container Nbr: MSDU6139539
- Container Operator: MSC (MEDITERR...)
- Container Type: 4510
- Freight Kind: Empty
- Chassis Number: OXPQ000630
- ☒ Chassis IsOwners
- Chassis Operator: NAPC (NORTH A...)
- Chassis Tare (lb): 6598 lb
- Truck Tare (lb): 16901 lb
- Truck Safe Weight (lb): 32000
- Scale Weight (lb): 32000 lb
- Gross Wt. (lb): 8600 lb
- AcceptChassis: --
- Pos on Truck: 1
- Notes:
- IsTrouble: --
- Override Gate Restriction: --
- Accessory Equipment Number:

At the bottom right of the form are two buttons: 'Clear' and 'Save Transaction'.

3. Each of the above listed errors is not allowing the creation of a good truck transaction. If you are able to fix any of the errors, double click unit number to generate details.
4. Click on Save Transaction and then click Fix to return to the ticket, Send to Trouble, or Override.

Empty Unit Gate Restrictions (Empty or Chassis Instructions)

1. Open the Empty Unit Gate Restrictions tab.
2. The list provided will show which container or chassis types are currently being rejected at the gate. In the example below, the gate will not receive TLI 40' chassis.

The screenshot shows a web application interface for "BPT EMPTY RESTRICTIONS (BPT)". The interface includes a top navigation bar with links: Unit, Gate, Yard, Vessel, Rail, Cargo, Reports, Windows, and Help. Below the navigation bar is a sidebar with various icons for navigation and actions. The main content area displays a table with the following data:

^ Archetype ISO	Direction	Facility	Line Operator
40CH	Receive	BPT	TLI

Continue instructions on next page

- In order to add another rejected chassis type, click the **+** at the top right of the tab. The Add Reject Chassis form will appear.

Add CUSTOM_GATE_RESTRICTION_FO... X

Line Operator:

Archetype:

Facility:

Direction:

? ✓ Save X Close ? Help

- Enter the Line and EqType that you are looking to reject.

Add CUSTOM_GATE_RESTRICTION_FO... X

Line Operator:

Archetype:

Facility:

Direction:

? ✓ Save X Cancel ? Help

- Click Save.
- The TLI (TRAC) 20CH is now added to the list.

Unit Gate Yard Vessel Rail Cargo Reports Windows Help

★ **BPT EMPTY RESTRICTIONS (BPT)** +

^ Archetype ISO	Direction	Facility	Line Operator
		BPT X	tli X
20CH	Receive	BPT	TLI
40CH	Receive	BPT	TLI

B ▾

↺

↻

✎

+

—

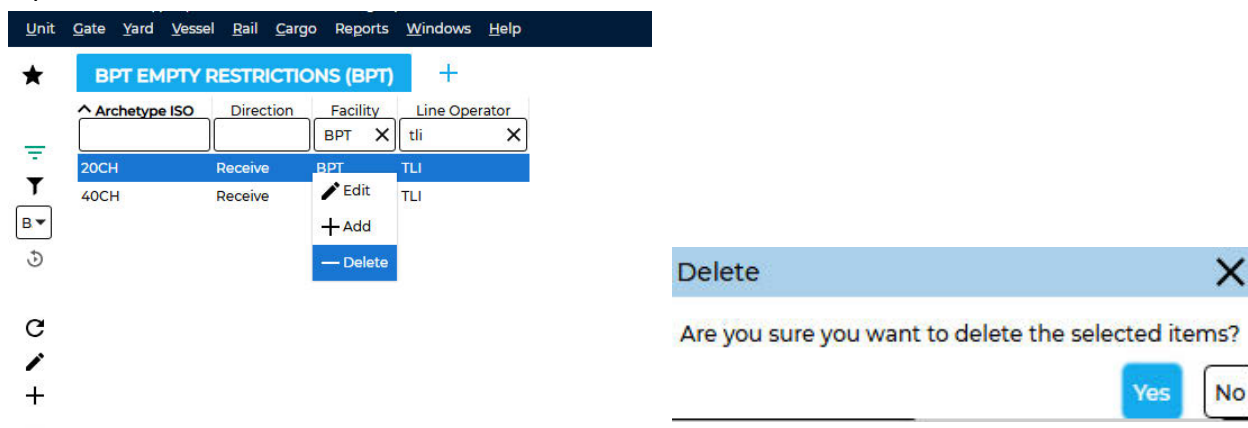
?

A ▾

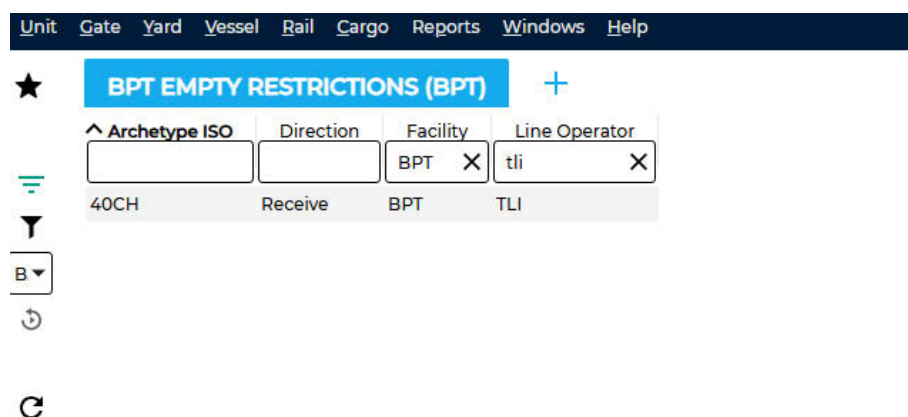
D ▾

7. In order to delete a rejected chassis type, highlight the line item you would like to delete.

Click the  at the top right of the tab. The Delete message will appear. Click “Yes” to proceed.



8. The TLI (TRAC) 20CH is now deleted from the list. TRAC 40' chassis will not be accepted at the gate.



Reprint Gate Document

1. In Operations mode, open the Gate Tab and choose Gate Transactions.
2. Find the Gate Transaction number you want to look at.
3. Double click on the Gate Transaction to open the Gate Transaction Inspector
4. Click on the Actions down arrow  and select Documents from the drop down list.

Gate Transaction Inspector



Truck
Number: 20479998
Truck Visit Truck License: 1M34434

Transactions

Truck Visit Gate: BPT MAIN
Transaction Type: Receive Empty
Ctr Number: MRKU9910514
Chs Number: CLFZ223292
Booking Number:
Creator: GOS/smartecs
Changer: GOS/smartecs
Is I/B to O/B Move Direct:

Status

Stage ID: outgate
Next Stage ID:
Start Date: 2026-Apr-27 10:38
Status: COMPLETE
Unit HazDocs Status:
Unit ObcNotReceiving:
Unit Acry Eq Nbr:
Unit GateTranNbr: 20479998
Unit OriginalOBCarrier: GEN_CARRIER
Unit SameOBCarrier:
Unit Gate: BPT MAIN
Unit InspectType:
Unit PHA Chassis:
Unit UFV LFD:
Unit DrayedDate:
Unit Vessel ERD:
IsTrouble:
AcceptChassis:
MtyCleanDirty:
Barcode:
Override Gate Restriction:
Chassis EDO Nbr:
OCR-INGATE AVG TT:

Documents

Doc Type	Created	Ctr Nbr	Chs Nbr	Number	Stage ID
DROPOFF	2026-Apr-27 10:38	MRKU9910514	CLFZ223292	20479998	ingate
EIR	2026-Apr-27 10:54	MRKU9910514	CLFZ223292	20479998	outgate

5. Choose the document you would like to reprint, highlight it, right click, and choose Reprint.

Documents

Doc Type	Created	Ctr Nbr	Chs Nbr	Number	Stage ID
DROPOFF	2026-Apr-27 10:38	MRKU9910514	CLFZ223292	20479998	ingate
EIR	2026-Apr-27 10:54	MRKU9910514	CL		outgate

Reprint

Export in XML-Format

UNITS

Change a Container

1. Open the Units tab.

The screenshot shows the 'Unit' dropdown menu open. The menu items are: Find Unit, Units (highlighted in blue), Booking Inquiry, EDO Inquiry, Units: My List, Equipment Status, Attach Seals, Update Position, Update Delivery Requirements, Bills of Lading, Import Delivery Order, Unit Documents, and Guarantees. The background of the application is green.

	Last Move	Unit Nbr	Type ISU	Category	V-State	I-State	Position	Line Up	I/B Actual Vsr	O/B Actual Vsr	POU	Frghnt Kind	Reqs Power	Stop-Vsr	Stop-Hold	Unit Impairments
	2026-Apr-28 10:06	CSNU1522118	22G1	Import	Active	Yard	Y-BPT-4E25F2	00C	CMO-0VBMA4E1MA	GEN_TRUCK	USHOU	FCL				
	2026-Apr-28 10:06	TXGUT479465	4510	Import	Active	Yard	Y-BPT-4E40E3	EVG	CMO-0VBMA4E1MA	GEN_TRUCK	USHOU	FCL				
	2026-Apr-28 10:06	ECMU2816644	22G1	Import	Active	Yard	Y-BPT-6K09F1	CMA	CFR-0PCN8W1MA	GEN_TRUCK	USHOU	FCL				
	2026-Apr-28 10:06	ZCSU06620457	45G1	Import	Active	Yard	Y-BPT-3I26D4	ZIM	SAL-GN616W	GEN_TRUCK	USHOU	FCL				
	2026-Apr-28 10:06	CAAU9904100	45G1	Import	Active	Yard	Y-BPT-ZN74C4	MAE	FER-6T1E	GEN_TRUCK	USHOU	FCL				
	2026-Apr-28 10:06	TIU5899568	45G1	Import	Active	Yard	Y-BPT-ZN74C3	MAE	FER-6T1E	GEN_TRUCK	USHOU	FCL				
	2026-Apr-28 10:06	MSMU6493723	4510	Import	Active	Yard	Y-BPT-3I10D3	MSC	SAL-GN616W	GEN_TRUCK	USHOU	FCL				
	2026-Apr-28 10:06	MEDU9392672	4510	Import	Active	Yard	Y-BPT-3H14B3	MSC	SAL-GN616W	GEN_TRUCK	USHOU	FCL				
	2026-Apr-28 10:06	YMLU9551707	LSG1	Import	Active	Yard	Y-BPT-ID58F1	YML	RAGE-066W	GEN_TRUCK	USHOU	FCL				
	2026-Apr-28 10:06	CARU3899725	2210	Import	Active	Yard	Y-BPT-IDTDMG	MSC	LUA-MG613	GEN_TRUCK	USHOU	FCL				
	2026-Apr-28 10:04	USAU1023463	45G1	Import	Active	Yard	Y-BPT-6F42A1	HLC	R828993	GEN_CARRIER	USHOU	FCL				
	2026-Apr-28 10:04	HAMU3898689	45G1	Import	Active	Yard	Y-BPT-4A50A1	HLC	R461300	GEN_CARRIER	USHOU	FCL				
	2026-Apr-28 10:04	HAMU4497008	45G1	Import	Active	Yard	Y-BPT-6302E2	HLC	R810156	GEN_CARRIER	USHOU	FCL				
	2026-Apr-27 10:59	HMMU6124966	45G1	Import	Active	Yard	Y-BPT-6F10IC2	HAS	CCO-0I2W	GEN_TRUCK	USHOU	FCL				
	2026-Apr-27 10:59	ONEU5204092	45G1	Import	Active	Yard	Y-BPT-6G66A1	ONL	CCO-0I2W	GEN_TRUCK	USHOU	FCL				
	2026-Apr-27 10:59	MSNU6502032	4510	Import	Active	Yard	Y-BPT-3356C1	MSC	SAL-GN616W	GEN_TRUCK	USHOU	FCL				
	2026-Apr-27 10:59	FANU1478027	45G1	Import	Active	Yard	Y-BPT-1358E2	HLC	FER-6T1E	GEN_TRUCK	USHOU	FCL				
	2026-Apr-27 10:59	CAAU5043690	45G1	Import	Active	Yard	Y-BPT-6G34C2	HAS	CCO-0I2W	GEN_TRUCK	USHOU	FCL				
	2026-Apr-27 10:59	KOCU4244661	45G1	Import	Active	Yard	Y-BPT-6I44E5	HAS	RAGE-066W	GEN_TRUCK	USHOU	FCL				
	2026-Apr-27 10:59	HMMU6450392	45G1	Import	Active	Yard	Y-BPT-6L60A3	HAS	RAGE-066W	GEN_TRUCK	USHOU	FCL				
	2026-Apr-27 10:59	TCNU371492	45G1	Import	Active	Yard	Y-BPT-2N34E2	MSC	MGA-MG616E	GEN_TRUCK	USHOU	FCL				
	2026-Apr-27 10:59	TLU07547188	45G1	Import	Active	Yard	Y-BPT-7Q1421	CMA	BHA-0GBFMS1MA	GEN_TRUCK	USHOU	Empty				

2. At the top right of the screen, enter the unit number in the white blank search field.
3. The next field to the right of the search field should say "Unit Nbr".

Units													
Actions		Display						Unit: Nbr		--			
Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Unit Nbr	I/B Actual Visit	O/B Actual Visit	POD	Frght Kind	Reqs Power	
2015-Sep-10 09:13 HLXU4368163	42G1		Import	Departed	Departed	T-DKR01	HLC	14120128	DKR01	USHOU	FCL		
2015-Sep-09 14:37 TRU14807831	42G1		Import	Active	Yard	Y-BCT-7F2	HLC	SLE-084F	GFN TRUCK	USHOU	Empty		

4. Press Enter
5. The specific unit you searched will populate in the section below.

The screenshot shows a table with the following columns: Last Move, Unit Nbr, BL Nbr, Type ISO, Category, V-State, T-State, Position, Line Op, I/B Dclrd Visit, O/B Actual Visit, O/B Dclrd Visit, O/B Dclrd Carrier Name, POD, Frght Kind, Reqs Power, Unit Impediments, Stop-Vel, and St. The first row of data shows: 2026-Apr-28 10:06, CSNU1522118, 2166615000, 22G1, Import, Active, Yard, Y-BPT-4E25F.2, OOC, CMO-OVBM4E1MA, GEN_TRUCK, GEN_TRUCK, USHOU, FCL, and empty cells for Reqs Power, Unit Impediments, Stop-Vel, and St.

6. Highlight and double click the container to open the Unit Inspector. This is where you can view or edit information for a specific unit.

The Unit Inspector for CSNU1522118 displays the following information:

- Container:** CSNU 1522118, ISO 22G1, WT 2057...
- Status:**
 - T-State: **Yard**
 - Last Move: **2026-Apr-28 10:06**
 - Complex Position: **Y-BPT-4E25F.2**
 - Planned Position:
 - Frght Kind: **FCL**
 - Line Op: **OOC**
 - VGM Weight (long-ton): **20.2**
 - VGM Verifier:
 - VGM Updated Date: **2026-Apr-22 12:40**
 - Gross Weight Source:
 - Weight (long-ton): **20.2**
 - Stow:
 - Stow 2:
 - Stow 3:
 - Customs:
 - BL Nbr: **2166615000**
- Transit:**
 - Category: **Import**
 - POD: **Houston (USHOU)**
 - I/B Carrier: **V-CMO-OVBM4E1MA (CMA)**
 - O/B Carrier (intended): **T-GEN_TRUCK**
 - Time In: **2026-Apr-25 01:43**
 - O/B Intend ETD:
 - Div Appt Time:
 - Recv Appt Time:

At the bottom left, there is an 'Actions' dropdown menu. At the bottom right, there are icons for a list, a search, a refresh, and a help/question mark.

Continue instructions on next page

Change Equipment Category

1. Open the Units tab and locate the container you want to change.
2. Right click the container number or open the Unit Inspector and choose Actions.
3. Hover your mouse over Update.
4. Choose Routing.

Unit

Gate

Yard

Vessel

Rail

Cargo

Reports

Windows

Help

★

EMPTIES IN PHA YARD_BPT

+

</

5. The Routing window will pop up.

Routing HMMU7515219

Carrier O/B Intended: GEN_CARRIER

Carrier O/B Declared: GEN_CARRIER

Category: Storage

Port of Discharge: --

Second Port of Discharge: --

Optional POD-1: --

Optional POD-2: --

Optional POD-3: --

Projected Port of Discharge: --

Group: --

Destination:

Dray Status: --

Bonded Destination: --

☐ Is Ib to Ob move direct?

Save

Close

Help

6. In the Category field, use the drop down menu to choose the category you need.

Routing HMMU7515219

Carrier O/B Intended: GEN_CARRIER

Carrier O/B Declared: GEN_CARRIER

Category: Export

Port of Discharge: Import

Second Port of Discharge: Export

Optional POD-1: Transship

Optional POD-2: Domestic

Optional POD-3: Storage

Projected Port of Discharge: --

Group: --

Destination:

Dray Status: --

Bonded Destination: --

☐ Is Ib to Ob move direct?

Save Cancel Help

7. Click Save.

Change Line Operator

- 1. Open the Unit tab.
- 2. Click Unit > Find One Unit.

Unit Gate Yard Vessel Re

Find Unit

Units

Booking Inquiry

EDO Inquiry

Units: My List

Equipment Status

TBD Units

Attach Seals

Update Position

Update Delivery Requirements

Bills of Lading

Import Delivery Order

Unit Documents

Chargeable Unit Events

Guarantees

- The Inspector Launcher appears. Enter the equipment ID.

The first screenshot shows the 'Find Unit' dialog box with the title bar 'Find Unit' and a close button. The input field 'Full ID or last digits:' is empty. Below the input field is a large empty text area. At the bottom are buttons for information (i), OK, Close, and Help.

The second screenshot shows the same dialog box, but the input field now contains the text 'FCIU9938502'. The buttons at the bottom are information (i), OK, Cancel, and Help.

- Click Enter.
- The Unit Inspector will appear.

The 'Unit Inspector for FCIU9938502' window is divided into three main sections: Container, Status, and Transit.

- Container:**
 - FCIU 9938502
 - ISO 45G1
 - WT 3830.0
 - Unit Nbr: [FCIU9938502](#)
 - Type ISO: **45G1**
 - EqRole: **Primary**
- Status:**
 - T-State: **Yard**
 - Last Move: **2026-Apr-28 10:06**
 - Complex Position: **Y-BPT-7056J.2**
 - Planned Position:
 - Frght Kind: **Empty**
 - Line Op: **ONL**
 - VGM Weight (long-ton): **3.8**
 - VGM Verifier:
 - VGM Updated Date: **2026-Apr-27 10:58**
 - Gross Weight Source:
 - Weight (long-ton): **3.77**
 - Stow:
 - Stow 2:
 - Stow 3:
 - Customs:
 - GateTranNbr: **20480375**
- Transit:**
 - Category: **Storage**
 - POD:
 - I/B Carrier: [T-1M34636 \(HDDR\)](#)
 - O/B Carrier (intended): **U-GEN_CARRIER**
 - Time In: **2026-Apr-28 10:06**
 - O/B Intend ETD:
 - Dlv Appt Time:
 - Recv Appt Time: **2026-Apr-27 06:00**

At the bottom left is an 'Actions' dropdown button. At the bottom right are icons for window management (min, max, close), a refresh icon, and information/help icons.

- Click on the **Actions** button.
- Choose Update.
- Choose Line Operator. The Line Operator window will appear.
- Enter the new Line.

The first screenshot shows the 'Actions' dropdown menu open, with 'Update' selected. Other options include View, Reefer, Transactions, Administration, Select Action..., Routing, Holds/Permissions, Physical Status, Overdimensions, Damages, Hazards, Seals, Shipment Details, Storage, Other Details, Spares Details, Show Unit Details Editor, and Line Operator.

The second screenshot shows the 'Line Operator' dialog box. The 'Line Operator:' field is a dropdown menu currently showing 'CMA'. At the bottom are buttons for information (i), Save, Cancel, and Help.

- Click Save.

Change OOG Details

1. Under Operations Mode, open the Unit tab.
2. Select Find One Unit and enter Unit Number .
3. Click Enter.
4. The Unit Inspector will populate the screen.

Unit Inspector for MSCU4533010 

Container	Status	Transit
MSCU 4533010 ISO WT 45U1 3899.... Unit Nbr: MSCU4533010 Type ISO: 45U1 EqRole: Primary	T-State: Yard Last Move: 2026-Apr-27 09:50 Complex Position: Y-BPT-1R52F.5 Planned Position: Frght Kind: Empty Line Op: MSC VGM Weight (long-ton): 3.8 VGM Verifier: VGM Updated Date: 2026-Apr-23 08:56 Gross Weight Source: Weight (long-ton): 3.84 Stow: Stow 2: Stow 3: Customs: GateTranNbr: 20462343	Category: Storage POD: I/B Carrier: T-1N75206 (VSBR) O/B Carrier (intended): U-GEN_CARRIER Time In: 2026-Apr-23 08:59 O/B Intend ETD: Dlv Appt Time: Recv Appt Time: 2026-Apr-23 06:00



Actions ▾







Continue instructions on next page

5. Click on the down arrow to the left of the Actions button.
6. Choose Primary Equipment.
7. Click Actions > Update Overdimensions.

Unit Inspector for MSCU4533010

MSCU
4533010

ISO

45U1

WT

3899...

Unit Nbr: [MSCU4533010](#)

Type ISO: **45U1**

EqRole: **Primary**

Status

T-State: **Yard**

Last Move: **2026-Apr-27 09:50**

Complex Position: **Y-BPT-1R52F.5**

Planned Position:

Frght Kind: **Empty**

Line Op: **MSC**

VGM Weight (long-ton): **3.8**

VGM Verifier:

VGM Updated Date: **2026-Apr-23 08:56**

Gross Weight Source:

Weight (long-ton): **3.84**

Stow:

Stow 2:

Stow 3:

stoms:

62343

Transit

Category: **Storage**

POD:

I/B Carrier: [T-1N75206 \(VSBR\)](#)

O/B Carrier (intended): **U-GEN_CARRIER**

Time In: **2026-Apr-23 08:59**

O/B Intend ETD:

Dlv Appt Time:

Recv Appt Time: **2026-Apr-23 06:00**

▼

Actions ▼

Update

View

Reefer

Transactions

Administration

Select Action...

Overdimensions

Damages

Hazards

Seals

Shipment Details

Storage

Routing

Holds/Permissions

Physical Status

🏠

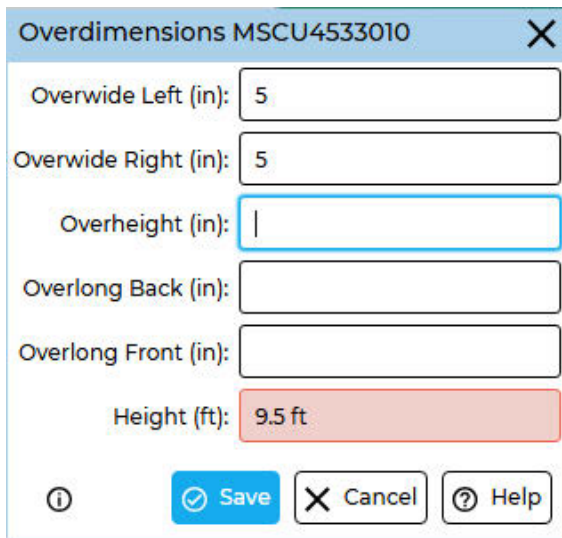
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8. The Overdimensions screen will appear. Type the OOG information into the appropriate fields in inches.

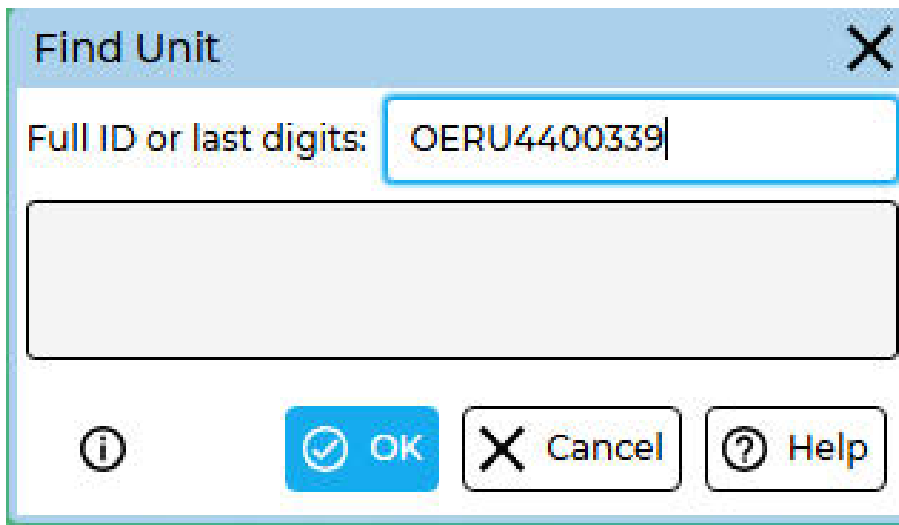


A dialog box titled "Overdimensions MSCU4533010" with a close button (X) in the top right corner. It contains several input fields: "Overwide Left (in):" with the value "5", "Overwide Right (in):" with the value "5", "Overheight (in):" with a cursor, "Overlong Back (in):" (empty), "Overlong Front (in):" (empty), and "Height (ft):" with the value "9.5 ft". At the bottom, there are four buttons: an information icon (i), a "Save" button with a checkmark, a "Cancel" button with an X, and a "Help" button with a question mark.

9. Click Save.

Change Reefer Details

1. Under Operations Mode, open Unit tab.
2. Select Find One Unit.
3. Enter Equipment ID.



A dialog box titled "Find Unit" with a close button (X) in the top right corner. It contains a text input field labeled "Full ID or last digits:" with the value "OERU4400339". Below the input field is a large, empty rectangular area. At the bottom, there are four buttons: an information icon (i), an "OK" button with a checkmark, a "Cancel" button with an X, and a "Help" button with a question mark.

Continue instructions on next page

4. Press Enter.
5. The Unit Inspector will populate the screen.

Unit Inspector for OERU4400339 ✕

Container	Status	Transit
OERU 4400339 ISO 45R1 WT 3245... Unit Nbr: OERU4400339 Type ISO: 45R1 EqRole: Primary Related Unit Nbr: TNPZ497006 Related Unit EqRole: Carriage	T-State: Yard Last Move: 2026-Jun-19 16:18 Complex Position: Y-BPT-43121 Planned Position: FrghT Kind: FCL Line Op: CHS VGM Weight (long-ton): 31.9 VGM Verifier: VGM Updated Date: 2026-Jun-19 11:55 Gross Weight Source: Weight (long-ton): 31.9 Stow: SSN Stow 2: Stow 3: Customs: Booking Number: 6504108460 GateTranNbr: 20851797	Category: Export POD: Caucedo (DOCAU) I/B Carrier: T-1L40903 (AOAT) O/B Carrier (intended): V-CGP-0GBG0S1MA (CMA) Time In: 2026-Jun-19 11:58 O/B Intend ETD: 2026-Jun-23 00:00 Dlv Appt Time: Recv Appt Time: 2026-Jun-19 10:00

▼ Actions ▼
📄 ⚙️ ↺ 🔔 ❓

Continue instructions on next page

6. Click the Actions Button > Reefer.
7. You can select one of three choices: Update Reefer Requirements, Reefer On Power Status, or Record Reefer Readings.
8. Select the area needing to be updated. For example: Record Reefer Reading.

Unit Inspector for OERU4400339

Container	Status	Transit
OERU4400339 ISO45R1 WT3245... Unit Nbr: OERU4400339 Type ISO: 45R1 EqRole: Primary Related Unit Nbr: TNPZ497006 Related Unit EqRole: Carriage	T-State: Yard Last Move: 2026-Jun-19 16:18 Complex Position: Y-BPT-43121 Planned Position: Frght Kind: FCL Line Op: CHS VGM Weight (long-ton): 31.9 VGM Verifier: VGM Updated Date: 2026-Jun-19 11:55 Gross Weight Source: Weight (long-ton): 31.9 Stow: SSN Stow 2: Stow 3: Customs: Booking Number: 6504108460 GateTranNbr: 20851797	Category: Export POD: Caucedo (DOCAU) I/B Carrier: T-1L40903 (AOAT) O/B Carrier (intended): V-CGP-0GBC051MA (CMA) Time In: 2026-Jun-19 11:58 O/B Intend ETD: 2026-Jun-23 00:00 Dlv Appt Time: Recv Appt Time: 2026-Jun-19 10:00

Actions

Update

View

Reefer

Transactions

Administration

Select Action...

Update Reefer Requirements

Update Reefer On-Power Status

Record Reefer Readings

Continue instructions on next page

9. Enter the temperature of the reefer into the Return Temperature field.

Record Reefer Readings

Time of recording:

2026-07-06

09:37

Return Temperature (F):

Ventilation Setting:

Ventilation Unit:

Humidity:

Oxygen Level:

Carbon Dioxide:

Reefer Record Fault Code:

Min Monitored Temperature (F):

Max Monitored Temperature (F):

Defrost Temperature (F):

Temperature Set Point (F):

Supply Temperature (F):

Sensor1 Temperature (F):

Sensor2 Temperature (F):

Sensor3 Temperature (F):

Sensor4 Temperature (F):

Fuel Level, %:

Reefer Hours:

Remark:

Save

Close

Help

10. Click Save.

Refresh Units

1. A unit refresh will simply update any data for that unit that may have been changed in another system or is not showing as updated on the N4 screen.
2. Highlight the unit(s) that you would like to refresh. You can refresh more than one container at a time if needed.
3. Right click over the unit(s).
4. Hover over Administration.
5. Choose Refresh Unit.

Facility	Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	POD	Frgh Kind	Reqs Power	Stop-Vsl	Stop-Rail	Stop-Road
BPT	2026-Jun-19 16:18	OERU4400339	45R1	Export	Active	Yard	Y-BPT-43121	CHS	1L40903	CGP-06B005IMA	DOCAU	FCL	•			
BPT	2026-Jun-19 16:09	TTNU8297357	45R1	Update	Active	Yard	Y-BPT-43163	ONL	AHF684	OOC-0VBMSEIMA	NLRMT	FCL	•			
BPT	2026-Jun-19 16:06	MNBU3820291	45R1	PHA Mass Update on IDO	Active	Yard	Y-BPT-42951	MAE	1L41014	GEN_CARRIER		Empty				
BPT	2026-Jun-19 16:02	TEMU9335633	45R1	View	Active	Yard	Y-BPT-33102	MSC	IVI-MG624E	GEN_TRUCK	USHOU	FCL	•			
BPT	2026-Jun-19 15:54	TEMU9519184	45R1	Reefer	Active	Yard	Y-BPT-33078	MSC	IN11741	MVT-MG625E	ITGIT	FCL	•			
BPT	2026-Jun-19 15:52	MNBU4012507	45R1	Transactions	Active	Yard	Y-BPT-33108	MAE	1M33061	MPB-623E	MAPTM	FCL	•			
BPT	2026-Jun-19 14:33	FBIU5717158	45R1	Administration	Active	Yard	Y-BPT-43139	OOC	3666790	CAB-OPGNSWIMA	SGSIN	FCL	•			
BPT	2026-Jun-19 14:08	MSCU9234459	45R1	Inspect Unit				MSC	1M35225	MVT-MG625E	ITGIT	FCL	•			
BPT	2026-Jun-19 14:05	MNBU9084407	45R1	Recap All				MAE	GIE-625W	GEN_TRUCK	USHOU	FCL				
BPT	2026-Jun-19 14:01	SUDU6071361	45R1	Recap Selected				MAE	GIE-625W	GEN_TRUCK	USHOU	FCL				
BPT	2026-Jun-19 13:59	MMAU1064869	45R1	List Selected				MAE	GIE-625W	GEN_TRUCK	USHOU	FCL				
BPT	2026-Jun-19 13:55	MSDU9833456	45R1					MSC	3666682	MVT-MG625E	BSLSF	FCL	•			
BPT	2026-Jun-19 13:53	MEDU9775389	45R1					MSC	IVI-MG624E	GEN_TRUCK	USHOU	FCL	•			
BPT	2026-Jun-19 13:53	SUDU6225960	45R1					MLL	R696112	CHI-622E	MAPTM	FCL	•			
BPT	2026-Jun-19 13:53	MNBU3948786	45R1					MLL	R655246	CHI-622E	MAPTM	FCL	•			
BPT	2026-Jun-19 13:52	SUDU6275215	45R1	Import	Active			MAE	GIE-625W	GEN_TRUCK	USHOU	FCL	•			
BPT	2026-Jun-19 13:52	MMAU1038237	45R1	Import	Active			MAE	GIE-625W	GEN_TRUCK	USHOU	FCL				
BPT	2026-Jun-19 13:41	HLBU9353410	45R1	Import	Active			HLC	GIE-625W	GEN_TRUCK	USHOU	FCL	•			
BPT	2026-Jun-19 13:39	TTNU8357564	4532	Export	Active			MSC	2613528	AIS-GN625W	SGSIN	FCL	•			
BPT	2026-Jun-19 13:38	SEGU9044246	4532	Export	Active			MSC	1L40903	MVT-MG625E	ITGIT	FCL	•			
BPT	2026-Jun-19 13:11	MEDU9645641	4532	Export	Active			MSC	1L29636	MVT-MG625E	BSLSF	FCL	•			
BPT	2026-Jun-19 12:48	MSCU9004311	4532	Export	Active			MSC	3609034	MVT-MG625E	ITGIT	FCL	•			

6. This feature works the same as clicking the  on the side bar of each tab. This button will refresh the information on the entire tab.



Change the Late Arrival List

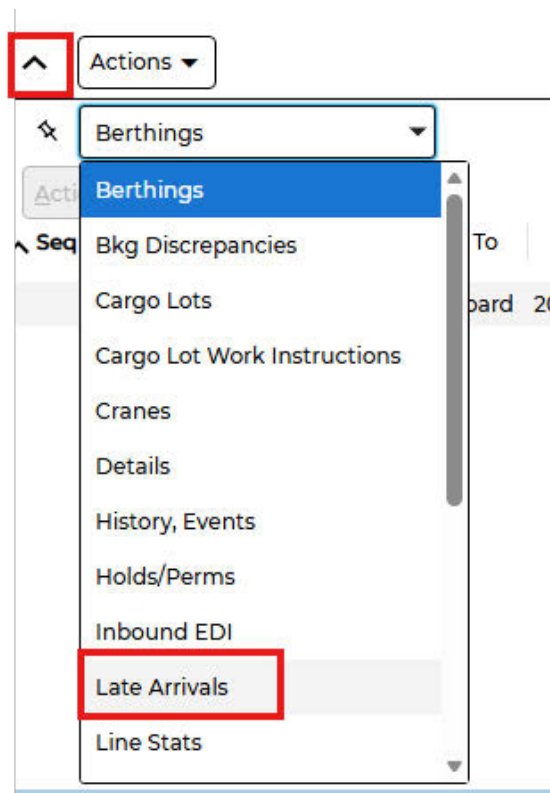
1. Open the Vessel Visits tab.
2. Locate the Vessel Visit you want to change.
3. Double click on the Vessel Visit ID to open the Vessel Inspector.

Vessel Inspector for CGP-0GBG051MA

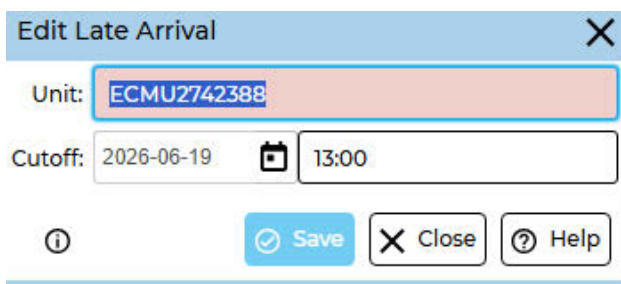
Vessel	Visit	Status
Vessel Name: CMA CGM PUCCINI O/B Vyg: 0GBG051MA	Visit: CGP-0GBG051MA Next Carrier Visit: Service: BRAZEX Line: CMA I/B Vyg: 0GBFLN1MA O/B Vyg: 0GBG051MA Agent: CMA Layberth: N Export not Recv: Stevedore: TLT Berth App Received: N Line Operator to Bill: Berth: TS Invoice VVB or Update Billing Param: Tug/Barge: PSA: 2026-Jun-20 23:00 VPSA: PETA: DepartedFlag: Work Times Updated: Line Release Thru Date:	Visit Phase: Inbound Facility: BPT Est. Time of Arrival: 2026-Jun-21 07:00 Est. Time of Depart: 2026-Jun-23 00:00 Classification: Deepsea

Actions ▼

4. Click the to view options.
5. Choose Late Arrivals.

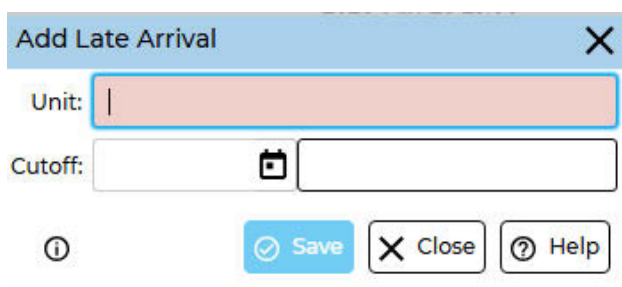


6. You will see the unit numbers and the associated cutoff for that unit.
7. To edit a specific unit, double click on the unit number. The Edit Late Arrival window will appear.
8. Edit any necessary changes.



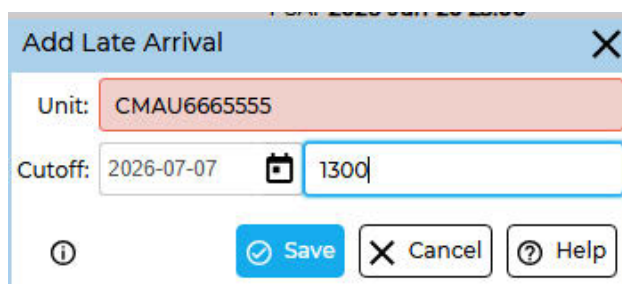
The 'Edit Late Arrival' window is shown. It has a title bar with a close button (X). The 'Unit:' field contains 'ECMU2742388'. The 'Cutoff:' field shows a date of '2026-06-19' and a time of '13:00'. At the bottom, there are three buttons: 'Save' (with a checkmark icon), 'Close' (with an X icon), and 'Help' (with a question mark icon).

9. Click Save.
10. To add additional late units, click the + button. The Add Late Arrival window will appear.



The 'Add Late Arrival' window is shown. It has a title bar with a close button (X). The 'Unit:' field is empty. The 'Cutoff:' field shows a date of '2026-06-19' and a time of '13:00'. At the bottom, there are three buttons: 'Save' (with a checkmark icon), 'Close' (with an X icon), and 'Help' (with a question mark icon).

11. Add Unit number.
12. Enter the Cutoff date (YYYY-MM-DD).
13. Enter the time.



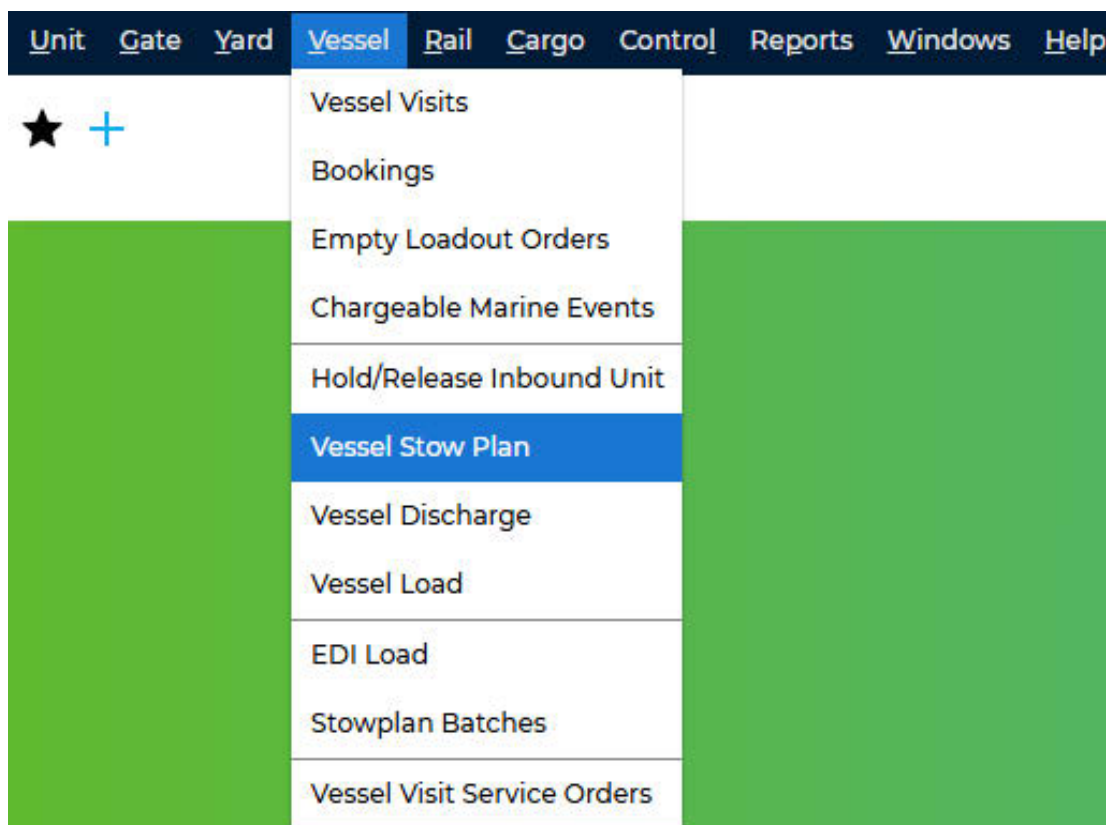
The 'Add Late Arrival' window is shown with data entered. The 'Unit:' field contains 'CMAU6665555'. The 'Cutoff:' field shows a date of '2026-07-07' and a time of '13:00'. At the bottom, there are three buttons: 'Save' (with a checkmark icon), 'Cancel' (with an X icon), and 'Help' (with a question mark icon).

14. Click Save. The new container will appear in the Late Arrival Screen.

BMOU6707008	2026-Jun-19 13:00	Yard	7L30E.5
CMAU2651515	2026-Jun-19 13:00		
CMAU5783480	2026-Jun-19 13:00	Yard	7L30F.3
CMAU6665555	2026-Jul-07 13:00		
CSLU6188665	2026-Jun-19 12:00	Yard	7L02B.2
ECMU2742388	2026-Jun-19 13:00	Yard	7M57C.2
FDCU0257107	2026-Jun-19 13:00	Yard	7L30D.5
FSCU5932188	2026-Jun-19 12:00		
FSCU8736635	2026-Jun-19 13:00	Yard	7M26A.2
OERU4400339	2026-Jun-19 12:00	Yard	43121.1
SFCU16280187	2026-Jun-19 13:00	Yard	7L72F.3

Add Container to Import by Road Vessel

1. Open the Vessel Stow Plan from the N4 Menu Bar. Click Vessel > Vessel Stow Plan.



Continue instructions on next page

2. The Add Vessel Stow Plan screen will appear.

Add Stow Plan

Vessel

Visit Reference:

Unit/Slot

Equipment Number:

Equipment Type:

Slot:

Line Operator:

Freight Kind:

Gross Weight (long-ton):

VGM Weight (long-ton):

VGM Verifier:

Special Stow: --

Special Stow 2: --

Special Stow 3: --

Port of Load: --

Original Port of Load: --

Port of Discharge: --

Category:

Second Port of Discharge: --

Destination:

Continue instructions on next page

3. In the Visit Reference field, choose the vessel visit reference that you are looking to change. For example, we are looking for IBR-003 (BPT).

Add Stow Plan

Vessel

Visit Reference: **IBR-003 (BPT)**

Unit/Slot

IBR-003 (BPT)

Equipment Number:

Equipment Type:

Slot:

Line Operator:

Freight Kind:

Gross Weight (long-ton):

VGM Weight (long-ton):

VGM Verifier:

Special Stow:

Special Stow 2:

Special Stow 3:

Port of Load:

Original Port of Load:

Port of Discharge:

Category:

Second Port of Discharge:

Destination:

4. Enter the information for Equipment Number. An Action box may appear. If it does, retype the Equipment Number and enter in Equipment Type. Click Save.

Action

MRSU4149562 differs from MRSU4149560 only by CHECK DIGIT. Fix entry or renumber MRSU4149560

Equipment Number:

Equipment Type:

Continue instructions on next page

5. Enter all other necessary information: Equipment Type, Line Operator if applicable, Freight Kind, Gross Weight, Port of Load, Port of Discharge and Category. All other fields are optional.

6. Click Save.
7. Continue this process until all containers you have for Dray In are completed.

Change Export to Redeliver

1. Open the Units tab.
2. In the white search box near the top right of the screen, enter the container number that needs to be redelivered. Click Enter.

★ Units															
Last Move	Unit Nbr	BL Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Dclrd Visit	O/B Actual Visit	O/B Dclrd Visit	O/B Dclrd Carrier Name	POD	Frghst Kind	Reqs Power
2026-Jun-19 16:09	TTNU8297357	45R1	Export	Active	Yard	Y-BPT-43163	ONL	GEN_TRUCK	OOC-OVBMSSEIMA	OOC-OVBMSSEIMA	OOC-L BREMERHAVEN	NLRTH	FCL		

- Highlight and right click on the unit number. From drop down menu, click Update > Routing.



- This will open the Routing Window.

Routing TTNU8297357

Carrier O/B Intended: OOC-0VBMSEIMA (BPT)

Carrier O/B Declared: OOC-0VBMSEIMA (BPT)

Category: Export

Port of Discharge: NLRTM (Rotterdam)

Second Port of Discharge: --

Optional POD-1: --

Optional POD-2: --

Optional POD-3: --

Projected Port of Discharge: --

Group: --

Destination: NLRTM

Dray Status: --

Bonded Destination: --

☐ Is lb to Ob move direct?

Save Close Help

Continue instructions on next page

- Click on the Dray Status field and choose Return to Shipper from the drop down menu.

Routing TTNU8297357

Carrier O/B Intended: OOC-OVBMSEIMA (BPT)

Carrier O/B Declared: OOC-OVBMSEIMA (BPT)

Category: Export

Port of Discharge: NLRTM (Rotterdam)

Second Port of Discharge: --

Optional POD-1: --

Optional POD-2: --

Optional POD-3: --

Projected Port of Discharge: --

Group: --

Destination: NLRTM

Dray Status: --

Bonded Destination: --

Forward to Loading Point

Return to shipper

Dray In

Dray Out and Back

Transfer to other Facility

- Click Save.

View Existing Unit Holds

1. In Operations mode, open the Units tab.
2. Locate the unit you are looking for.
3. Open the Unit Inspector for that unit by double clicking the unit or right clicking and choosing Inspect Unit.

Unit Inspector for TTNU8297357

Container	Status	Transit
TTNU 8297357 ISO 45R1 WT 2240... Unit Nbr: TTNU8297357 Type ISO: 45R1 EqRole: Primary	T-State: Yard Last Move: 2026-Jun-19 16:09 Complex Position: Y-BPT-43163 Planned Position: Frght Kind: FCL Line Op: ONL VGM Weight (long-ton): 22.1 VGM Verifier: VGM Updated Date: 2026-Jun-19 15:29 Gross Weight Source: Weight (long-ton): 22.1 Stow: SSN Stow 2: Stow 3: Customs: Booking Number: RICGT6655800 Scanned on Wharf?: Doors Backwards?: XPSAllocAction: FLIP GateTranNbr: 20853981 Hazards	Category: Export POD: Rotterdam (NLRTM) I/B Carrier: T-AHF684 (WPTN) O/B Carrier (intended): V-OOC-OVBMSEIMA (OOC) Time In: 2026-Jun-19 16:09 O/B Intend ETD: 2026-Jul-01 18:00 Dlv Appt Time: Recv Appt Time: 2026-Jun-19 06:00

Actions

4. To view the holds that are active as well as those that have been released for this unit, click the  button. Choose Holds/Perms.

Unit Inspector for TTNU8297357

Container	Status	Transit
TTNU 8297357 ISO 45R1 WT 2240... Unit Nbr: TTNU8297357 Type ISO: 45R1 EqRole: Primary	T-State: Yard Last Move: 2026-Jun-19 16:09 Complex Position: Y-BPT-43163 Planned Position: Frght Kind: FCL Line Op: ONL VGM Weight (long-ton): 22.1 VGM Verifier: VGM Updated Date: 2026-Jun-19 15:29 Gross Weight Source: Weight (long-ton): 22.1 Stow: SSN Stow 2: Stow 3: Customs: Booking Number: RICGT6655800 Scanned on Wharf?: Doors Backwards?: XPSAllocAction: FLIP GateTranNbr: 20853981 Hazards	Category: Export POD: Rotterdam (NLRTM) I/B Carrier: T-AHF684 (WPTN) O/B Carrier (intended): V-OOC-OVBMSEIMA (OOC) Time In: 2026-Jun-19 16:09 O/B Intend ETD: 2026-Jul-01 18:00 Dlv Appt Time: Recv Appt Time: 2026-Jun-19 06:00

Actions

Holds/Perms

Actions	Display	Status	Applied On	Hold/Perm	Appl To Entry	Hold/Perm View	Guarded By
ACTIVE		2026-Jul-06 14:00	NO INGATE	Equipment	LINE		
RELEASED		2026-Jun-18 14:46	HAZ_NO_INGATE	Unit	PHA		

5. This example unit has a Coast Guard hold as well as a Line hold. The Coast Guard hold shows to be in a Released status and the Line hold is still Active.
6. You can see the date and time that the holds were applied, but to view more information, double click on the line item you would like to review.
7. This opens the Hold/Permission Details window.

8. There is a lot of information available: dates, who applied the hold, who released it, the current status, applicable notes, and the events that the hold prevents. On the bottom of this window is the Affected Event Types section. When the hold is Active, these are the events that the hold will prevent.

Change and View All Holds and Permissions

1. Open the Holds/Permissions tab to display a list of all existing holds available to use.

Holds/Permissions								
Id	Type	Applies To	Unique by Refid	Ref ID Required	Billing Hold	Description	LifeCycleState	MultipleHolds Allowed
14	Hold	Bill of Lading				Delete Entered Quantity	Active	
15	Hold	Bill of Lading				Delete Released Quantity	Active	
16	Hold	Bill of Lading				Delete Entered/Released Quantity	Active	
1A	Hold	Bill of Lading				CBP Intensive Exam Hold	Active	
1B	Hold	Bill of Lading				CBP EXAM RELEASE	Active	
1C	Hold	Bill of Lading	•	•		CBP GENERAL EXAM	Active	
1G	Hold	Unit				1G ACE HOLD	Active	
1H	Hold	Bill of Lading				Port of Discharge Hold	Active	
1I	Hold	Bill of Lading				Manual removal of hold at port of discharge	Active	
1J	Hold	Bill of Lading	•	•		Customs Import INBOND release	Active	
1JB	Hold	Bill of Lading				Customs Import BL Broker Hold	Active	
1JM	Hold	Bill of Lading				Customs Import BL Master Hold	Active	
1S	Hold	Unit				1S ACE HOLD	Active	
1U	Hold	Unit				1U ACE HOLD	Active	
1W	Hold	Bill of Lading				Customs 1W Hold	Active	
1X	Hold	Bill of Lading				Customs 1X Hold	Active	
2F	Hold	Bill of Lading				USDA hold removed at port of in-bond destination	Active	
2G	Hold	Unit				2G ACE HOLD	Active	
2H	Hold	Bill of Lading				2H ACE HOLD	Active	

- 2. Locate the hold you want to review or edit.
- 3. Double click the hold name to view the Edit Hold/Permission Type screen.

Edit Hold/Permission Type

Id: 14

Description: Delete Entered Quantity

Applies To: Bill of Lading

Type: Hold

☐ Reference ID Required

☐ Unique by Reference ID

☐ Billing Hold Required

☐ Is a Covert Hold/Permission

☐ MultipleHolds Allowed

Apply Event: --

Veto Event: --

Hold/Permission Groups: --

Save

Close

Help

- 4. This gives a basic description of what the hold is there for and where it can be applied.
- 5. Update the fields with any applicable changes and click Save. Most individuals will not be able to edit holds

Add a Hold

- 1. Open the Units tab.
- 2. Locate the unit you are looking to change. Use the white search box near top right of screen to find the unit.

★ Units

Last Move

Unit Nbr

BL Nbr

Type ISO

Category

V-State

T-State

Position

Line Op

I/B Dclrd Visit

O/B Actual Visit

O/B Dclrd Visit

O/B Dclrd Carrier Name

POD

Frghr Kind

Reqs Power

Unit Impediments

2026-Jun-19 16:09

TTNU8297357

45RI

Export

Active

Yard

Y-BPT-43163

ONL

GEN_TRUCK

OOO-0VBMSEIMA

OOO-0VBMSEIMA

OOCL BREMERHAVEN

NLRTM

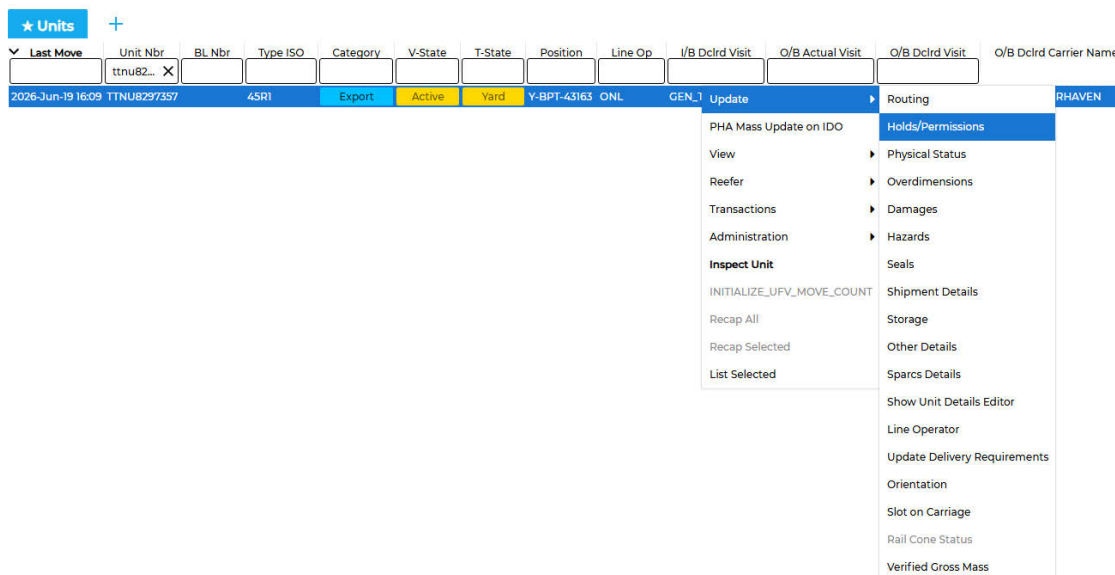
FCL

•

NO INGATE

Continue instructions on next page

3. Right click on the container number. Choose Update > Holds/Permissions.



4. The Update Holds and Permissions screen will appear.

Update Holds/Permissions

Action:

Hold/Permission:

Description:

Target Entity Type:

Relation to Referenced Guardian:

Referenced Guardian Entity:

☐ Has Unique Reference Id

☐ Reference Id Required

Reference ID:

Note:

Save

Close

Help

Continue instructions on next page

5. In the Action field, use the drop down menu to choose Add Hold. The Update Hold/Permission screen will appear.

Update Holds/Permissions

Action: Add Hold

Hold/Permission: Add Hold

Description:

Target Entity Type:

Relation to Referenced Guardian:

Referenced Guardian Entity:

☐ Has Unique Reference Id

☐ Reference Id Required

Reference ID:

Note:

6. In the Hold/Permission field, use the drop down menu to choose which type of hold to place on the container. For example Line Hold.

Update Holds/Permissions

Action: Add Hold

Hold/Permission: LINE HOLD-UNIT (Line Hold)

Description:

Target Entity Type:

Relation to Referenced Guardian:

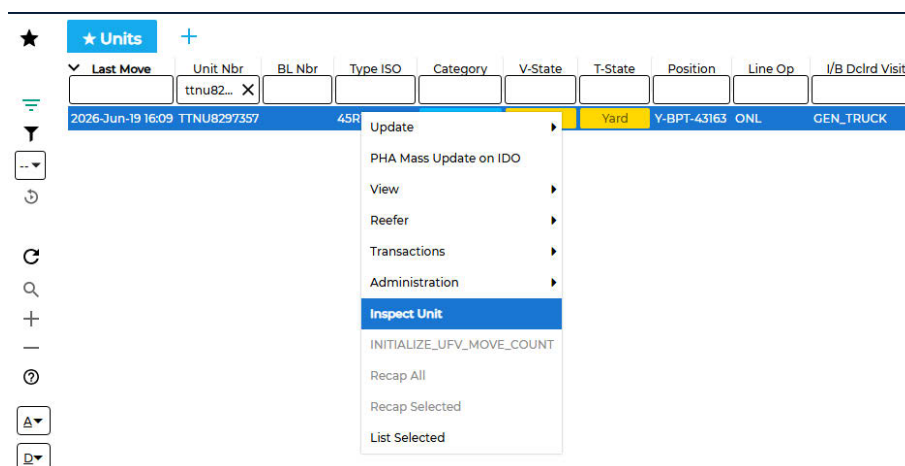
Referenced Guardian Entity:

Reference ID:

Note:

Continue instructions on next page

7. Description and Target Entity Type fields will auto-populate. Reference ID and Notes fields are optional. Always add notes if you can.
8. Click OK.
9. To view the Hold on the Unit, you can return to units list and right click on the unit. Choose Inspect Unit to open the Unit Inspector.



10. In the Unit Inspector screen, click the  button. Choose Holds/Perms.

Unit Inspector for TTNU8297357

Container

TTNU
8297357

ISO 45R1
WT 2240...

Unit Nbr: [TTNU8297357](#)
Type ISO: **45R1**
EqRole: **Primary**

Status

T-State: **Yard**
Last Move: **2026-Jun-19 16:09**
Complex Position: **Y-BPT-43163**
Planned Position:
Frgh Kind: **FCL**
Line Op: **ONL**
VGM Weight (long-ton): **22.1**
VGM Verifier:
VGM Updated Date: **2026-Jun-19 15:29**
Gross Weight Source:
Weight (long-ton): **22.1**
Stow: **SSN**
Stow 2:
Stow 3:
Customs:
Booking Number: [RIGCT6655800](#)
Scanned on Wharf?:
Doors Backwards?:
XPSAllocAction: **FLIP**
GateTranNbr: **20853981**
[Hazards](#)

Actions

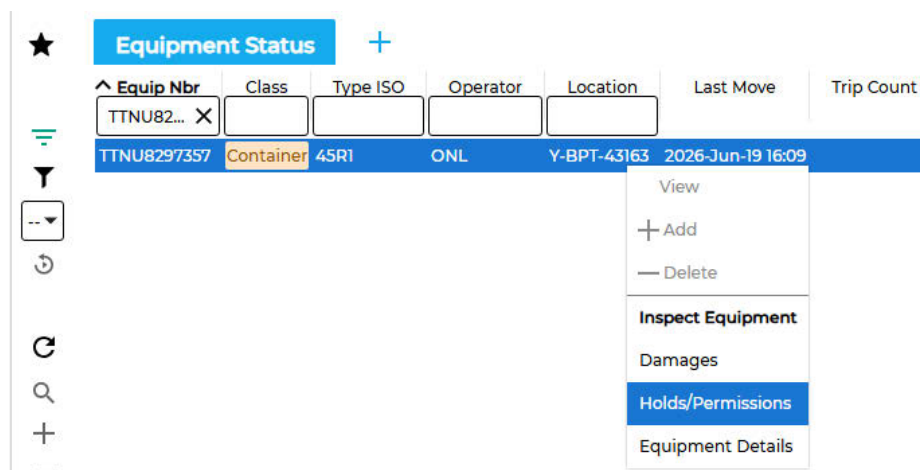
 **Holds/Perms**

Actions Display

Status	Applied On	Hold/Perm	Appl To Enty	Hold/Perm View	Guarded By
ACTIVE	2026-Jul-06 14:18	LINE HOLD-UNIT	Unit	LINE	
ACTIVE	2026-Jul-06 14:00	NO INGATE	Equipment	LINE	
RELEASED	2026-Jun-18 14:46	HAZ_NO_INGATE	Unit	PHA	

Add No Entry Hold (No Return Hold)

1. From the N4 Menu Bar, click Unit > Equipment Status.
2. Locate the container you are looking to update.
3. Highlight and right click on the container. Click Update Holds and Permissions.



4. Update Hold/Permission window will appear.

Update Holds/Permissions

Action:

Hold/Permission:

Description:

Target Entity Type:

Relation to Referenced Guardian:

Referenced Guardian Entity:

☐ Has Unique Reference Id
☐ Reference Id Required

Reference ID:

Note:

Save

Close

Help

Continue instructions on next page

5. Using the drop down menu, select Add Hold in the Action field.
6. Select No Entry in the Hold/Permission field.

Update Holds/Permissions

X

Action: Add Hold

Hold/Permission: Guardian: NO INGATE (Preve

Description: Prevent Entry

Target Entity Type:

Relation to Referenced Guardian:

Referenced Guardian Entity:

☐ Has Unique Reference Id

☐ Reference Id Required

Reference ID:

Note:

?

Save

X Cancel

? Help

7. Click Save.

Release Hold

1. Open the Units tab.
2. Locate the unit you are looking to update entering the unit number into the white search box near top right of screen type. Press Enter.

★ Units

+

▼ Last Move	Unit Nbr	BL Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Dclrd Visit	O/B Actual Visit	O/B Dclrd Visit	O/B Dclrd Carrier Name	POD	Frght Kind
	8297357													
2026-Jun-19 16:09	TTNU8297357		45R1	Export	Active	Yard	Y-BPT-43163	ONL	GEN_TRUCK	OOC-0VBMSEIMA	OOC-0VBMSEIMA	OOCL BREMERHAVEN	NLRTM	FCL

3. Double click the container number to display the Unit Inspector.

Unit Inspector for TTNU8297357 ✕

TTNU
8297357

ISO 45R1
WT 2240...

Unit Nbr: [TTNU8297357](#)
Type ISO: [45R1](#)
EqRole: [Primary](#)

Status

T-State: [Yard](#)
Last Move: **2026-Jun-19 16:09**
Complex Position: [Y-BPT-43163](#)
Planned Position:
Frght Kind: [FCL](#)
Line Op: [ONL](#)
VGM Weight (long-ton): [22.1](#)
VGM Verifier:
VGM Updated Date: **2026-Jun-19 15:29**
Gross Weight Source:
Weight (long-ton): [22.1](#)
Stow: [SSN](#)
Stow 2:
Stow 3:
Customs:
Booking Number: [RICGT6655800](#)
Scanned on Wharf?:
Doors Backwards?:
XPSAllocAction: [FLIP](#)
GateTranNbr: [20853981](#)
[Hazards](#)

Transit

Category: [Export](#)
POD: [Rotterdam \(NLRTM\)](#)
I/B Carrier: [T-AHF684 \(WPTN\)](#)
O/B Carrier (intended): [V-OOC-0VBMSEIMA \(OOC\)](#)
Time In: **2026-Jun-19 16:09**
O/B Intend ETD: **2026-Jul-01 18:00**
Dlv Appt Time:
Recv Appt Time: **2026-Jun-19 06:00**

▼ Actions ▼

🔍 ⚙️ 🔄 📄 🔔

Continue instructions on next page

PHA Confidential

Terminal Operating System | Users Manual

4. Click the  button.
5. Choose Holds/Perms to see all holds and permissions associated with the unit.

Unit Inspector for TTNU8297357

Container	Status	Transit
TTNU 8297357 ISO 45R1 WT 2240... Unit Nbr: TTNU8297357 Type ISO: 45R1 EqRole: Primary	T-State: Yard Last Move: 2026-Jun-19 16:09 Complex Position: Y-BPT-43163 Planned Position: Frght Kind: FCL Line Op: ONL VGM Weight (long-ton): 22.1 VGM Verifier: VGM Updated Date: 2026-Jun-19 15:29 Gross Weight Source: Weight (long-ton): 22.1 Stow: SSN Stow 2: Stow 3: Customs: Booking Number: RICGT6655800 Scanned on Wharf?: Doors Backwards?: XPSAllocAction: FLIP GateTranNbr: 20853981 Hazards	Category: Export POD: Rotterdam (NLRMT) I/B Carrier: T-AHF684 (WPTN) O/B Carrier (intended): V-OOC-0VBMSEIMA (OOC) Time In: 2026-Jun-19 16:09 O/B Intend ETD: 2026-Jul-01 18:00 Dlv Appt Time: Recv Appt Time: 2026-Jun-19 06:00

Actions

Holds/Perms

Status	Applied On	Hold/Perm	Appl To Enty	Hold/Perm View	Guarded By
ACTIVE	2026-Jul-06 14:18	LINE HOLD-UNIT	Unit	LINE	
ACTIVE	2026-Jul-06 14:00	NO INGATE	Equipment	LINE	
RELEASED	2026-Jun-18 14:46	HAZ_NO_INGATE	Unit	PHA	

6. Highlight the Active hold and click the  button.

Actions

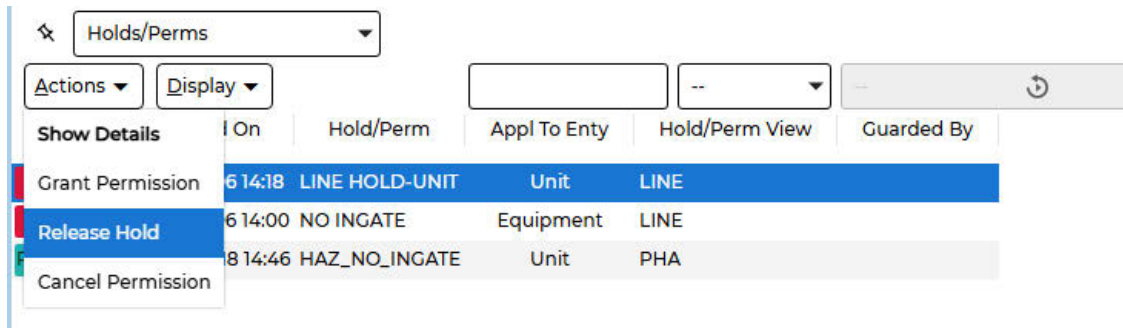
Actions Display

Status	Applied On	Hold/Perm	Appl To Enty	Hold/Perm View	Guarded By
ACTIVE	12-Apr-24 1045	LINE HOLD	Unit	LINE	

[All Equipment](#)
[Bills of Lading](#)
[Contents](#)
[Data Sources](#)
[Guarantees](#)
[History, Events](#)
[Holds/Perms](#)
[Itinerary](#)

Continue instructions on next page

7. Click Release Hold.



8. The Release Hold screen will appear. The Reference ID field and Note field are optional. Click OK.

The 'Release Hold' dialog box is shown. It contains the following fields and options:

- Action:** Release Hold
- Hold/Permission:** LINE HOLD-UNIT
- Description:** Line Hold for Units
- Guarded By Entity:**
- Guarded By:**
 - ☐ Has Unique Reference Id
 - ☐ Reference Id Required
- Reference ID:** (empty text field)
- Note:** (empty text area)
- Release Thru Date:** (calendar icon and empty date field)
- Buttons:** OK, Close, Help

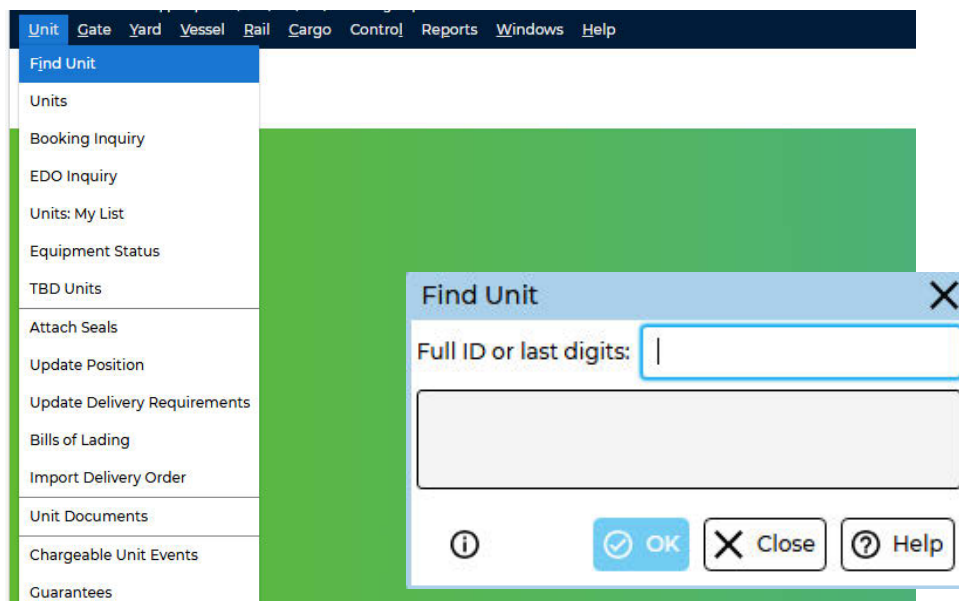
9. The status of the unit now shows Released.

The screenshot shows the 'Holds/Perms' table with the same data as before, but the first row now has a status of 'RELEASED' (highlighted in green). The 'Actions' dropdown menu is open, showing the 'Release Hold' action.

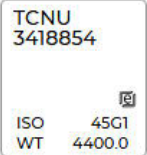
Status	Applied On	Hold/Perm	Appl To Enty	Hold/Perm View	Guarded By
RELEASED	2026-Jul-06 14:18	LINE HOLD-UNIT	Unit	LINE	
ACTIVE	2026-Jul-06 14:00	NO INGATE	Equipment	LINE	
RELEASED	2026-Jun-18 14:46	HAZ_NO_INGATE	Unit	PHA	

Create a Guarantee

1. In the N4 Menu bar, click Unit > Find One Unit. The Inspector Launcher will appear.



2. Type the unit number into the Full Number or Digits field on the Inspector Launcher.
3. Click OK. The Unit Inspector for the container number will appear.

Unit Inspector for TCNU3418854		
Container  TCNU 3418854 ISO 45G1 WT 4400.0 Unit Nbr: TCNU3418854 Type ISO: 45G1 EqRole: Primary	Status T-State: Yard Last Move: 2026-Jun-23 09:58 Complex Position: Y-BPT-6A Planned Position: Frght Kind: Empty Line Op: CMA VGM Weight (long-ton): 4.3 VGM Verifier: VGM Updated Date: 2026-Jun-15 10:42 Gross Weight Source: Weight (long-ton): 4.33 Stow: Stow 2: Stow 3: Customs:	Transit Category: Storage POD: Houston (USHOU) I/B Carrier: V-NAI-0GBFYSIMA (CHS) O/B Carrier (intended): T-GEN_TRUCK Time In: 2026-Jun-23 09:58 O/B Intend ETD: Dlv Appt Time: Recv Appt Time:

Actions

Continue instructions on next page

4. Click Actions.
5. Click Transactions.
6. Click Record Guarantee.

Unit Inspector for TCNU3418854

Container	Status	Transit
TCNU 3418854  ISO 45G1 WT 4400.0	T-State: Yard Last Move: 2026-Jun-23 09:58 Complex Position: Y-BPT-6A Planned Position: Frght Kind: Empty Line Op: CMA VGM Weight (long-ton): 4.3 VGM Verifier: VGM Updated Date: 2026-Jun-15 10:42	Category: Storage POD: Houston (USHOU) I/B Carrier: V-NAI-0GBFYS1MA (CHS) O/B Carrier (intended): T-GEN_TRUCK Time In: 2026-Jun-23 09:58 O/B Intend ETD: Dlv Appt Time: Recv Appt Time:

Unit Nbr: [TCNU3418854](#)
 Type ISO: **45G1**
 EqRole: **Primary**

Actions
 Update
 View
 Reefer
Transactions
 Administration
 Select Action...

Record Service Event
Record Guarantee
 Re Export
 Record Waiver
 Create Service Order
 Strip
 Stuff
 Transload
 Return to Storage
 Reserve Equipment
 Cancel Equipment Reservation
 Assign Booking/Rail Order
 Assign Equipment Receive Order
 Off-hire On-hire
 Extract Events
 Query Unit Charges
 Create Notice Request

7. Record Guarantee screen will appear.

Record Guarantee

Select Extract Event to Record

Extract Event Type ID:

Customer:

Guarantee Quantity:

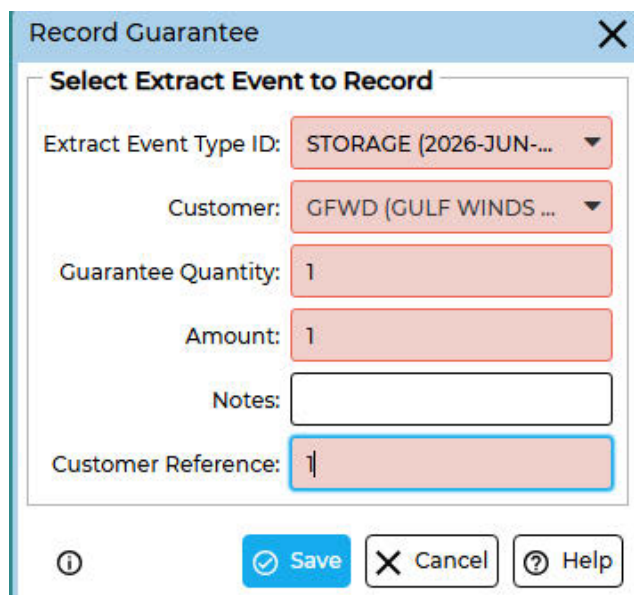
Amount:

Notes:

Customer Reference:

Continue instructions on next page

8. Using the drop down menu for Extract Event Type ID, select the event you wish to guarantee.
9. In the Customer field, use the drop down menu to choose the customer that is making the guarantee.
10. Enter Guarantee Quantity.
11. Enter Amount.
12. Enter Customer Reference.



Record Guarantee

Select Extract Event to Record

Extract Event Type ID: STORAGE (2026-JUN-...)

Customer: GFWD (GULF WINDS ...)

Guarantee Quantity: 1

Amount: 1

Notes:

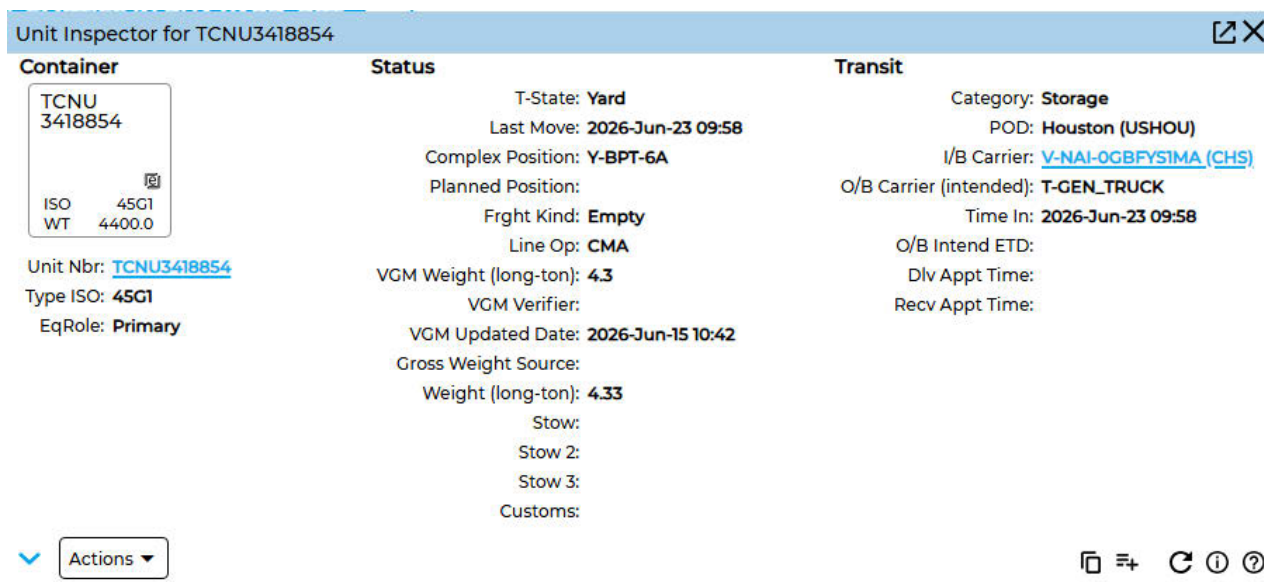
Customer Reference: 1

Buttons: Save, Cancel, Help

13. Click Save.

View Last Free Day

1. Open Units tab.
2. Open Unit Inspector for the container.



Unit Inspector for TCNU3418854

Container	Status	Transit
TCNU 3418854 ISO 45G1 WT 4400.0 Unit Nbr: TCNU3418854 Type ISO: 45G1 EqRole: Primary	T-State: Yard Last Move: 2026-Jun-23 09:58 Complex Position: Y-BPT-6A Planned Position: Frght Kind: Empty Line Op: CMA VGM Weight (long-ton): 4.3 VGM Verifier: VGM Updated Date: 2026-Jun-15 10:42 Gross Weight Source: Weight (long-ton): 4.33 Stow: Stow 2: Stow 3: Customs:	Category: Storage POD: Houston (USHOU) I/B Carrier: V-NAI-0GBFYSIMA (CHS) O/B Carrier (intended): T-GEN_TRUCK Time In: 2026-Jun-23 09:58 O/B Intend ETD: Dlv Appt Time: Recv Appt Time:

Actions

3. Click the  and choose Storage. In the Calculation section, you will see the Last Free Day.

Unit Inspector for TCNU3418854

Container	Status	Transit
TCNU 3418854  ISO 45G1 WT 4400.0 Unit Nbr: TCNU3418854 Type ISO: 45G1 EqRole: Primary	T-State: Yard Last Move: 2026-Jun-23 09:58 Complex Position: Y-BPT-6A Planned Position: Frght Kind: Empty Line Op: CMA VGM Weight (long-ton): 4.3 VGM Verifier: VGM Updated Date: 2026-Jun-15 10:42 Gross Weight Source: Weight (long-ton): 4.33 Stow: Stow 2: Stow 3: Customs:	Category: Storage POD: Houston (USHOU) I/B Carrier: V-NAI-OGBFYSIMA (CHS) O/B Carrier (intended): T-GEN_TRUCK Time In: 2026-Jun-23 09:58 O/B Intend ETD: Dlv Appt Time: Recv Appt Time:

Actions

All Equipment

Guarantees

History, Events

History, Move

Holds/Perms

Itinerary

Line Storage

Observed Placards

Primary Equip.

Routing

Storage

Notice Requests

Damage Severity

Eq Hold/Perm

0:1

Storage

Is Free Time Charged If Exceeded: **No** Rule Calendar:

Dwell Time

Time In: **2026-Jun-23 09:58** Time Out:

Dwell: **10**

Calculation

Calculation Start Time: **n/a** Free Days Allowed: **n/a**

Last Free Day: n/a Calculation End Time: **2026-Jul-03 15:39**

Storage Days Total: **0**

Owed

Guarantee Through Day: -- Guarantee Party: --

Storage Paid Through Day: -- Storage Days Paid: **0**

Storage Days Owed: **n/a** Special Note: **No Calculation Rule is defined for this Unit.**

VESSELS

View a Specific Vessel

1. In Operations mode, open the Vessel tab.
2. Click Vessel Visit.
3. Enter the Vessel ID or the Voyage followed by % (Wild Card) in the blank search field near the top right of the screen.
4. Choose Visit or (--) from the list of values in the next field to the right.

5. Press Enter.
6. All matches will populate the screen below.

AGA-GN534W BPT	MSC	MSC AGAMEMNON 9315381
AGA-GN547W BPT	MSC	MSC AGAMEMNON 9315381
AGA-GN608W BPT	MSC	MSC AGAMEMNON 9315381
AGA-MG628E BPT	MSC	MSC AGAMEMNON 9315381

7. You may also search by:

- a. Facility
- b. Next Facility
- c. Line
- d. Vessel Name
- e. I/B Voyage
- f. O/B Voyage
- g. Export Manifest Number
- h. Import Manifest Number
- i. Phase
- j. Service

Vessel Inspector

1. In Operations mode, open Vessel tab.
2. Click Vessel Visits.
3. Find the Vessel Visit you want to view.
4. Double click on it to open the Vessel Inspector.

Vessel Inspector for AGA-GN547W 🔗 ✕

Vessel	Visit	Status
Vessel Name: MSC AGAMEMNON O/B Vyg: GN547W 	Visit: AGA-GN547W Next Carrier Visit: Service: LONESTAR Line: MSC I/B Vyg: 541E O/B Vyg: GN547W Import Mnft Date: 2025-Dec-03 00:00 Import Mnft Nbr: 492623 Agent: MSC Layberth: N Export not Recv: Stevedore: HOUT Berth App Received: N Line Operator to Bill: Berth: T2 Invoice VVB or Update Billing Param: ZIM has been invoiced. Tug/Barge: PSA: VPSA: 2025-Nov-26 07:30 PETA: DepartedFlag: 2025-Dec-03 06:25 Work Times Updated: Line Release Thru Date:	Visit Phase: Closed Facility: BPT Act. Time of Arrival: 2025-Nov-30 10:36 Act. Time of Depart.: 2025-Dec-03 23:40 Classification: Deepsea

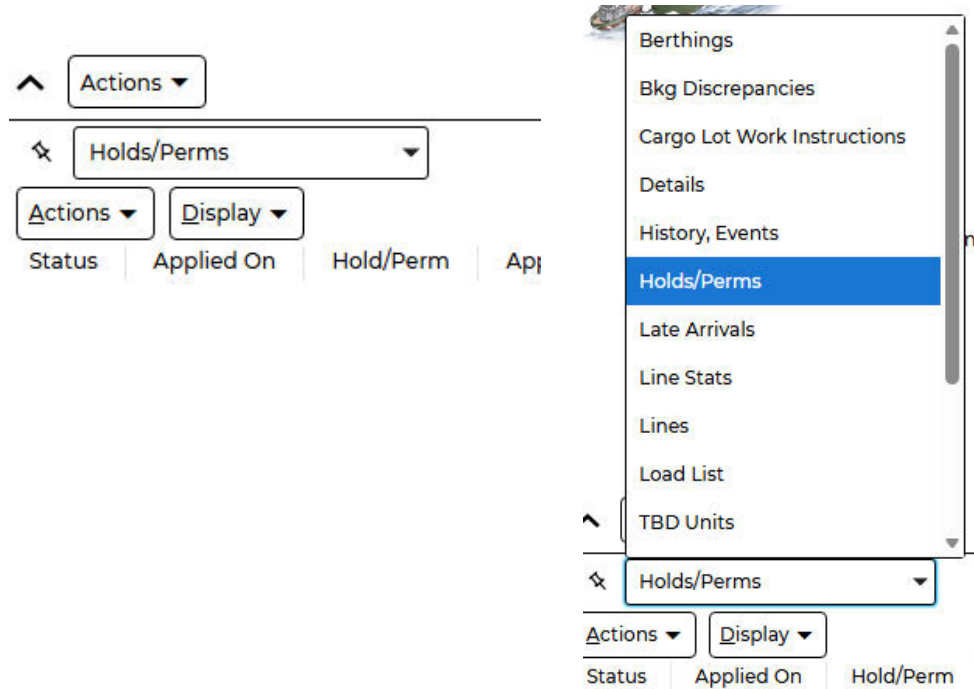
▼

Actions ▼

📄 ↺ ℹ ?

Continue instructions on next page

5. Click on the down arrow to the left of the Actions button.
6. The list of things you may browse include:
 - a. Berthings
 - b. Booking Discrepancies
 - c. Cargo Lots
 - d. Cranes
 - e. Details
 - f. History, Events



- g. Holds/Perms
- h. Inbound EDI
- i. Late Arrivals
- j. Line Stats
- k. Lines
- l. Load List
- m. On-Board
- n. On-Board Chart
- o. Outbound EDI
- p. Port Rotation
- q. Timetable

Cargo Times (Receive/Cutoff)

1. In Operations mode, open the Vessel tab.
2. Choose Vessel Visits.
3. Double click on the Vessel Visit to open the Vessel Inspector.
4. Click on the down arrow near the bottom left.

Vessel Inspector for CBO-616E

Vessel	Visit	Status
Vessel Name: CHACABUCO O/B Vyg: 6116E	Visit: CBO-616E Next Carrier Visit: Service: MCX Line: HLC I/B Vyg: 613W O/B Vyg: 6116E Agent: HLC Layberth: N Export not Recv: Stevedore: TSS Berth App Received: Line Operator to Bill: Berth: C1 Invoice VVB or Update Billing Param: Tug/Barge: PSA: VPSA: PETA: DepartedFlag: Work Times Updated: Line Release Thru Date:	Visit Phase: Inbound Facility: BCT Est. Time of Arrival: 2026-Apr-24 07:00 Est. Time of Depart: 2026-Apr-25 18:00 Classification: Deepsea

Actions

Berthings

Seq Quays Berth Exit Side To Berth ETA Berth ETD Start Work Time Stop Work Time Terminal

1 C1 Starboard 2026-Apr-24 07:00 2026-Apr-25 18:00

5. Select Timetable and all times attached to the vessel will be displayed.

Vessel Inspector for AL2301-260308

Vessel	Visit	Status
Vessel Name: AL 2301 O/B Vyg: 260308	Visit: AL2301-260308 Next Carrier Visit: Service: LTR Line: LTR I/B Vyg: 260308 O/B Vyg: 260308 Agent: ISSS Layberth: N Export not Recv: Stevedore: Berth App Received: Y Line Operator to Bill: Berth: 19 Invoice VVB or Update Billing Param: Tug/Barge: PSA: VPSA: PETA: DepartedFlag: Work Times Updated: Line Release Thru Date:	Visit Phase: Inbound Facility: TBT Est. Time of Arrival: 2026-Mar-10 19:00 Est. Time of Depart: 2026-Mar-11 12:00 Classification: Barge

Actions

Timetable

PETA: 2026-Mar-10 19:00
PETD: 2026-Mar-11 12:00

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Click on any Topic to be Taken to that Topic

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