

How to Pre-Advise an Export or Outbound Coastal Container using Community Access Portal (CAP)

GETTING STARTED

WHAT IS SPARCS N4?

SPARCS N4 is the Terminal's container management system. It can be used by shipping lines, MPI and large transport companies to manage Containers and Units in and out of the Port.

*Note: the words **Container** and **Unit** are used interchangeably in the system.*

WHAT IS COMMUNITY ACCESS PORTAL?

The N4 Community Access Portal (CAP) provides an HTML-based user interface with access to some basic functionality in SPARCS N4. Authorised parties can use CAP for web-based access to information related to the containers and vessels, and to Pre-Advise export containers.

WHAT IS PRE-ADVISE?

Pre-Advise is electronic notification given by an exporter or their authorised agent that a unit which is booked to travel on a vessel will be arriving at LPC's Terminal Gate.

A **booking number** will be required during the Pre-Advise process. This is created by the Shipping Line when a shipper or their agent makes a booking with them.

The Pre-Advise process saves time and trouble for the truck or train arriving at the Terminal Gate. All issues with containers regarding VGM, hazards, holds and the like are addressed when the booking is made with the Shipping Line and before the unit arrives at the Terminal Gate.

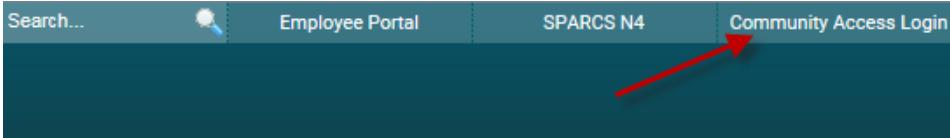
During the process of pre-advising, the shipper or their agent assigns a container to the booking and completes all the container details prior to the truck or train arriving at the Terminal Gate.

For a unit to be pre-advised there must be an existing **booking number** in the Terminal system. The booking is transmitted electronically by the Shipping Line directly into the Terminal's N4 system.

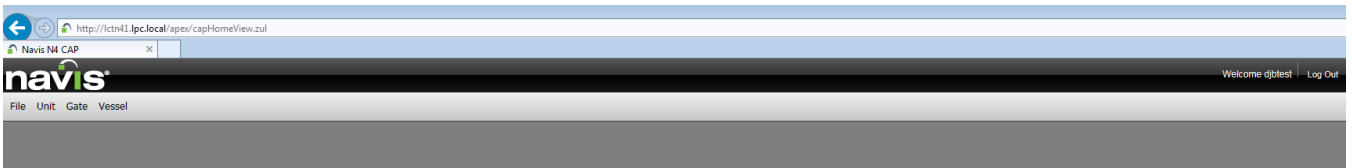
Trucks carrying pre-advised containers may be able to use the **KIOSK** to process their drop offs and pickups.

START COMMUNITY ACCESS PORTAL

1. Navigate to the LPC web page www.lpc.co.nz
2. Click on Community Access Login (top right corner)



3. **Login** using your username and password
4. The following window is displayed

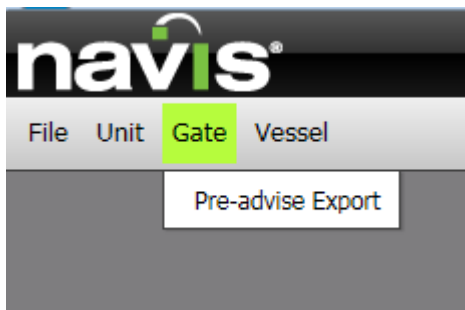


5. This main window contains **File, Unit, Gate and Vessel** menu options

PRE-ADVISE AN EXPORT OR OUTBOUND COASTAL CONTAINER

Important! All export and outbound coastal containers can be Pre-Advised. Pre-Advising allows your truck to deliver using our automated KIOSK's day or night. Exceptions to KIOSK gate-in are Reefer, Hazardous or Out of Gauge which must currently be delivered via our Road Reception during staffed hours.

1. Click **Gate** on the menu bar and select **Pre-advise Export**



2. The Pre-advise Export screen will now be displayed as follows...

Basics

Equipment Number: Equipment Type:

Gross Weight (kg): Operator:

VGM Weight (kg): VGM Verifier:

Carrier Mode: Line Operator:

Booking Number: Carrier Id:

Seal Number 1: Seal Number 2:

Seal Number 3: Seal Number 4:

Trucking Company:

Unit Notes:

Routing

Vessel Visit:

Port of Load:

Port of Discharge:

Second Port of Discharge:

Origin:

Destination:

Contents **Reefer** **Out-of-Gauge**

Freight Kind:

Commodity Code:

Shipper:

Consignee:

Hazards:

****TIP:**

Use **TAB** button or mouse-click to advance to next field.

Use **SHIFT-TAB** or mouse-click to reverse back to previous field.

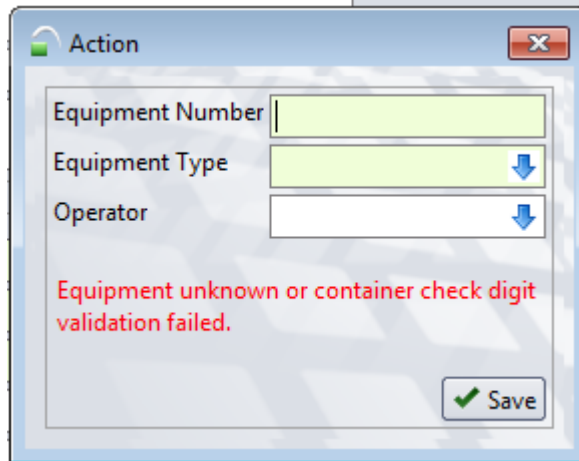
Use **CTRL-TAB** or mouse-click to advance from Unit Notes field.

3. **Tab or Click** between the fields and complete the required **Details** (pale yellow shading identifies mandatory fields)

4. Type in the...

- a) **Equipment Number:** this is the container or flatrack number

NOTE: if you have made an error keying in the unit number or if it's the 1st time the equipment has come through LYT you will get the following message...



Please check you have the number correct, if it is then go ahead and add the unit information to our system and click Save

- b) **Equipment Type (ISO):** you **must** type in the correct type. You can find this 4-character number on the container itself, usually underneath the container number – type these numbers and characters into this field
- c) **Gross Weight:** type in the VGM weight (note if a different weight is typed into the VGM Weight field below this Gross Weight field will be overwritten)
- d) **Operator:** this is the Shipping Line the container is booked with, make sure the correct one is selected to avoid system errors
- e) **VGM Weight:** type in the Verified Gross Mass weight as required under SOLAS regulations
- f) **VGM Verifier:** type in the name of the person authorised to supply the VGM weight
- g) **Carrier Mode:** this is transport method to port, select either Truck or Train from the dropdown
- h) **Line Operator:** this is the Shipping Line the container is booked with, make sure to select the correct one to avoid system errors (note the system will default to the last record which may not be the correct Line Operator for this voyage)

NOTE: the data you key in is compared with the Booking information in the Terminal system, if there is a discrepancy the Booking Number yet to be keyed in will not be recognised

- j) **Booking Number:** the number issued to you by the Shipping Line when the booking was made, make sure you enter the number/letters correctly
- k) **Seal Number/s:** key in the container seal/s used
- l) **Vessel Visit, Temperature (where applicable), Hazard information, Port of Load and Port of Discharge** will self populate once Booking number entered – **always check these details are correct**

DO NOT proceed if there are any discrepancies; contact the Shipping Line immediately

- m) **Freight Kind:** select FCL
- n) **Commodity Code:** obtain available codes from one of the lists at the bottom of the page on our website at: <http://www.lpc.co.nz/our-services/container-terminal/>

Once you have found the correct code, begin typing it into the commodity code field

- o) **Shipper:** company name should pre-populate from the booking

5. **For Hazardous Goods:** Click **Add Hazard** and complete hazard details
6. **For Reefers:** Click Reefer, type in Vent and Humidity settings (if relevant) and check the temperature is correct – if the temperature is not correct, contact the Shipping Line immediately to have this amended
7. **For Out-of-Gauge:** Click the Out of Gauge Tab and check the details are recorded correctly in centimetres (data will have self-populated once Booking Number was keyed in) – if the dimensions are incorrect, contact the Shipping Line immediately to have this amended
8. Click **Save** to finish

PRE-ADVISE CHANGES:

As long as the container has not yet gated-in you can change VGM Weight, VGM Verifier, Seal Number, Commodity Code and Vent or Humidity settings by logging in and pre-advicing the same container again. If you need to change the container to another booking or vessel, please contact the Shipping Line then ask the Terminal Gate to cancel the Pre-Advise: **Phone:** (03) 328 7816 or **Email:** gate@lpc.co.nz