

	Customer Access Manual			Sida 1 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0	
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11		



Customer Access Manual

 HELSINGBORGS HAMN PORT OF HELSINGBORG	Customer Access Manual			Sida 2 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0	
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11		

Table of contents

1. EXTERNAL LOGIN	3
2. MAIN MENU	4
3. USER SETTINGS	4
4. UNIT	6
Units	6
Add columns in Units	7
Search function Units.....	8
Unit Inspector.....	9
Filter function Units	9
Add Lineoperator Hold (shipping block).....	12
Import Release.....	14
5. GATE	16
Bookings (export)	16
Create export bookning.....	17
Add Hazard (ADR).....	18
Edit export bookning.....	21
Inspect export bookning.....	21
Equipment Delivery Orders (EDO).....	22
Equipment Receive Orders (ERO)	25
6. VESSEL	28
Vessel Visits.....	29

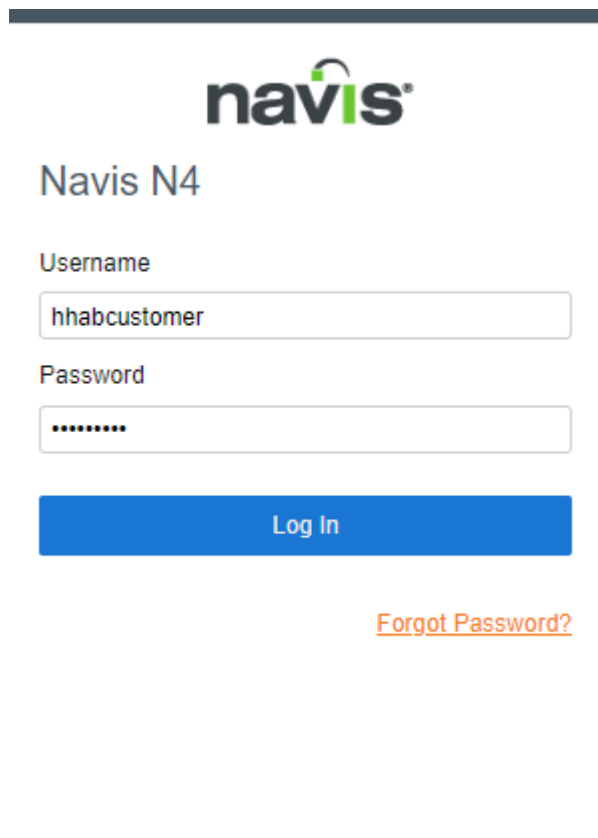
	Customer Access Manual			Sida 3 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0	
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11		

1. External login

1. Go to the link <https://n4.port.helsingborg.se/apex/n4.zul>

Note that a certificate is required to be able to access the page. This needs to be installed on the device used to work towards the page.

See the separate manual "Instructions to install the client certificate that is necessary to gain access to HHAB's N4 system" which was sent with your login details.

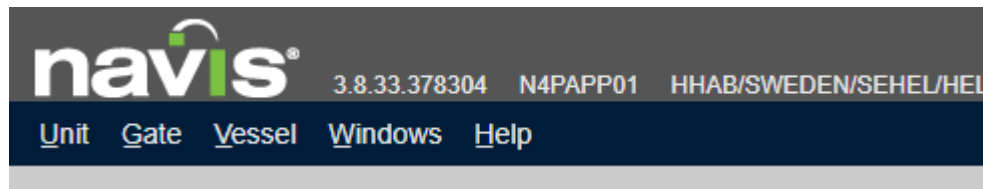


1. Enter the username and password assigned to you, then press log in.

	Customer Access Manual		Sida 4 av 30
Uttärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11	

2. Main menu

This is the main menu that will be available to you as a user at login.



Unit – In this option you will be able to book a VGM weighing by unit number and overview all your units that are booked and linked to your account.

Gate – In this option you will be able to book a VGM weighing on your booking number and overview all your VGM bookings that are linked to your account.

Vessel – In this option you will have access to an overview of all vessel calls in the port.

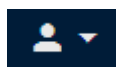
Windows – In this option you are able to manage the various windows you have open in the system.

Help – In this option you find Navis help center.

All menu options and their functions will be presented starting in Chapter 4 Unit.

3. User settings

At login the following icon will be available to you at the top right of the screen.



By clicking this icon you get access to a range of user settings.



Night Mode On

User Settings

Edit Password

Log Out

Night Mode On – Enable/disable dark mode

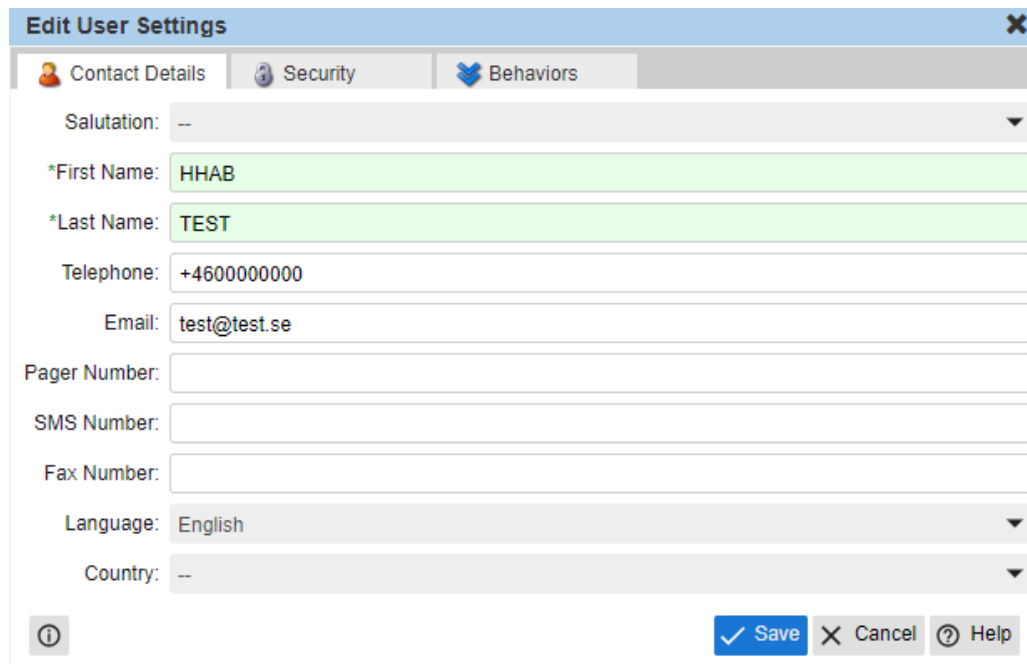
User Settings – Enter/edit user settings

	Customer Access Manual		Sida 5 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11	

Edit Password – Change password

Log Out – Log out from Navis

By clicking **User Settings** the following window opens up.

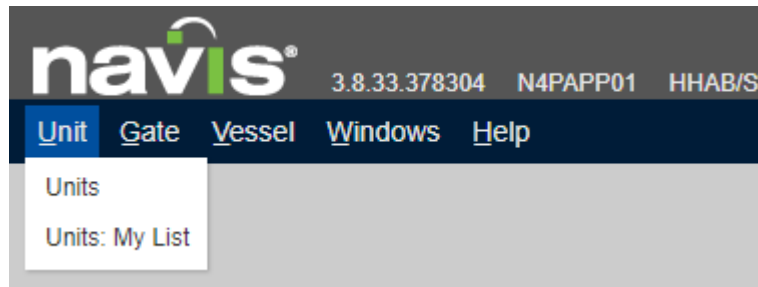


Enter your contact details so that we can easily reach you..

	Customer Access Manual		Sida 6 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11	

4. Unit

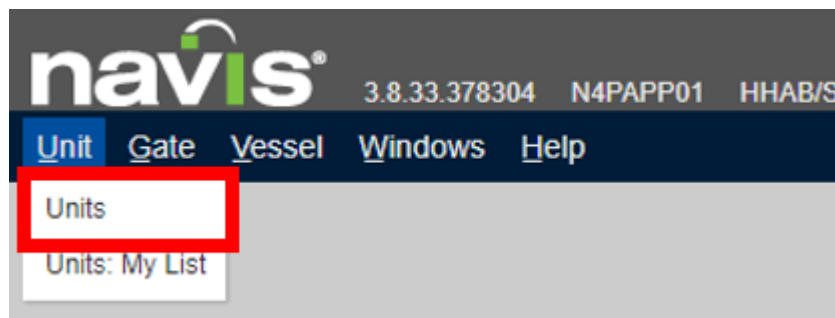
By clicking **Unit** a drop down menu with two alternatives will show up.



Units – In this view you will get access to information about your units as well as the possibility to create different filters for quick access to specific information.

Units: My List – In this view you are able to save specific units in a list from the Units view, for example to keep an extra eye on.

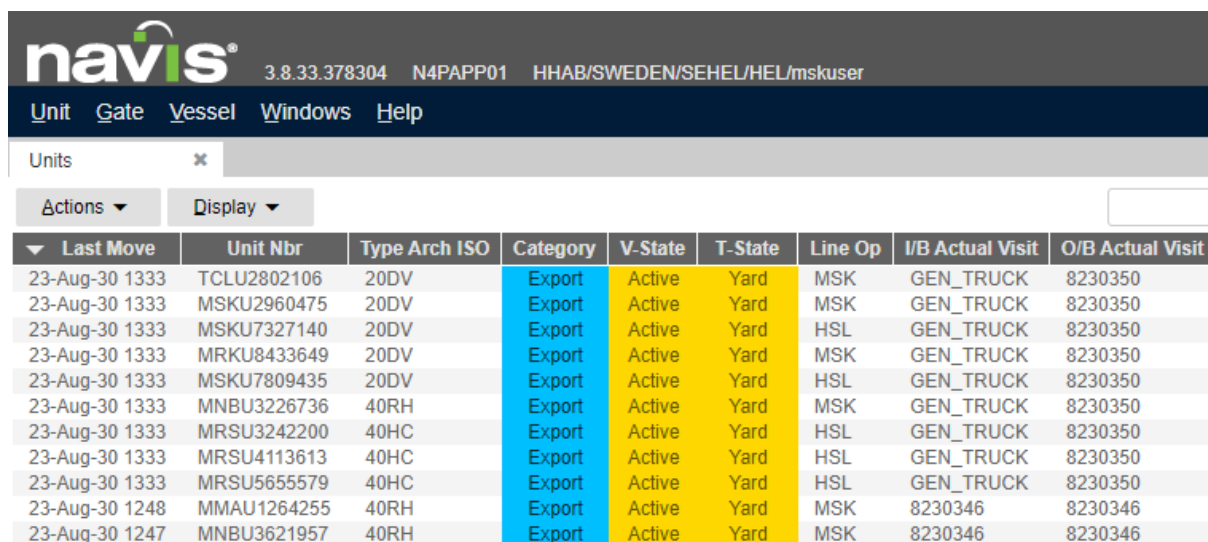
Units



1. Click on **Units** i the menu

 HELSINGBORGS HAMN PORT OF HELSINGBORG	Customer Access Manual			Sida 7 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0	
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11		

The following tab will open up.



The screenshot shows the 'navis' web application interface. At the top, there's a header with the logo and user information: '3.8.33.378304 N4PAPP01 HHAB/SWEDEN/SEHEL/HEL/mskuser'. Below the header is a navigation bar with links: 'Unit', 'Gate', 'Vessel', 'Windows', and 'Help'. The 'Unit' link is selected. Below the navigation bar, there's a search bar with 'Units' entered. Below the search bar, there are two buttons: 'Actions' and 'Display'. Below these buttons is a table with the following columns: 'Last Move', 'Unit Nbr', 'Type Arch ISO', 'Category', 'V-State', 'T-State', 'Line Op', 'I/B Actual Visit', and 'O/B Actual Visit'. The table contains 12 rows of data, all showing 'Export' as the category and 'Active' as the V-State.

Last Move	Unit Nbr	Type Arch ISO	Category	V-State	T-State	Line Op	I/B Actual Visit	O/B Actual Visit
23-Aug-30 1333	TCLU2802106	20DV	Export	Active	Yard	MSK	GEN_TRUCK	8230350
23-Aug-30 1333	MSKU2960475	20DV	Export	Active	Yard	MSK	GEN_TRUCK	8230350
23-Aug-30 1333	MSKU7327140	20DV	Export	Active	Yard	HSL	GEN_TRUCK	8230350
23-Aug-30 1333	MRKU8433649	20DV	Export	Active	Yard	MSK	GEN_TRUCK	8230350
23-Aug-30 1333	MSKU7809435	20DV	Export	Active	Yard	HSL	GEN_TRUCK	8230350
23-Aug-30 1333	MNBU3226736	40RH	Export	Active	Yard	MSK	GEN_TRUCK	8230350
23-Aug-30 1333	MRSU3242200	40HC	Export	Active	Yard	HSL	GEN_TRUCK	8230350
23-Aug-30 1333	MRSU4113613	40HC	Export	Active	Yard	HSL	GEN_TRUCK	8230350
23-Aug-30 1333	MRSU5655579	40HC	Export	Active	Yard	HSL	GEN_TRUCK	8230350
23-Aug-30 1248	MMAU1264255	40RH	Export	Active	Yard	MSK	8230346	8230346
23-Aug-30 1247	MNBU3621957	40RH	Export	Active	Yard	MSK	8230346	8230346

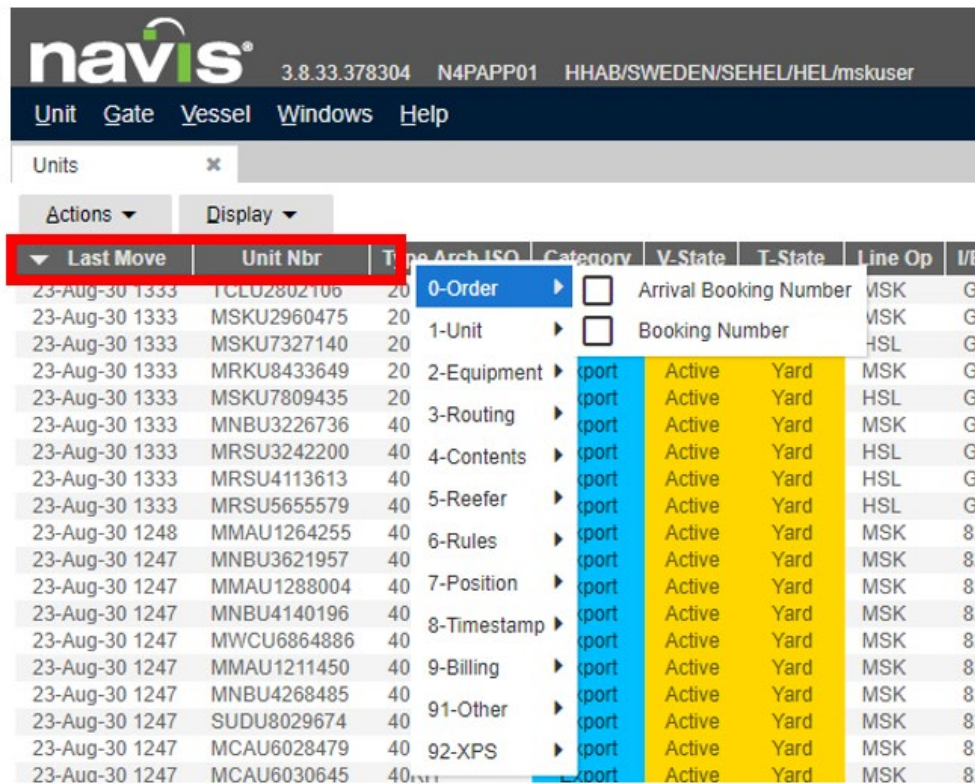
In this tab you will access all your units, linked to your organization, which is either in the port or in some way notified to arrive at the port via vessel, rail or truck.

In different columns, you will have access to a large amount of information about each specific unit. The columns can be moved around and sorted as pleased by drag and drop.

Add columns in Units

Add additional columns by doing the following:

	Customer Access Manual		Sida 8 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11	



Last Move	Unit Nbr	Type Arch ISO	Category	V-State	T-State	Line Op	I/B
23-Aug-30 1333	TCLU2802106	20	0-Order			Arrival Booking Number	MSK GI
23-Aug-30 1333	MSKU2960475	20	1-Unit			Booking Number	MSK GI
23-Aug-30 1333	MSKU7327140	20					HSL GI
23-Aug-30 1333	MRKU8433649	20	2-Equipment	Export	Active	Yard	MSK GI
23-Aug-30 1333	MSKU7809435	20		Export	Active	Yard	HSL GI
23-Aug-30 1333	MNBU3226736	40	3-Routing	Export	Active	Yard	MSK GI
23-Aug-30 1333	MRSU3242200	40	4-Contents	Export	Active	Yard	HSL GI
23-Aug-30 1333	MRSU4113613	40		Export	Active	Yard	HSL GI
23-Aug-30 1333	MRSU5655579	40	5-Reefer	Export	Active	Yard	HSL GI
23-Aug-30 1248	MMAU1264255	40	6-Rules	Export	Active	Yard	MSK 82
23-Aug-30 1247	MNBU3621957	40		Export	Active	Yard	MSK 82
23-Aug-30 1247	MMAU1288004	40	7-Position	Export	Active	Yard	MSK 82
23-Aug-30 1247	MNBU4140196	40	8-Timestamp	Export	Active	Yard	MSK 82
23-Aug-30 1247	MWCU6864886	40		Export	Active	Yard	MSK 82
23-Aug-30 1247	MMAU1211450	40	9-Billing	Export	Active	Yard	MSK 82
23-Aug-30 1247	MNBU4268485	40		Export	Active	Yard	MSK 82
23-Aug-30 1247	SUDU8029674	40	91-Other	Export	Active	Yard	MSK 82
23-Aug-30 1247	MCAU6028479	40	92-XPS	Export	Active	Yard	MSK 82
23-Aug-30 1247	MCAU6030645	40		Export	Active	Yard	MSK 82

1. Right click the column field (marked in red above)
2. Select one of the information categories that appears after you right click (in this case 0-Order).
3. Choose which column to add to the view by ticking the desired column (e.g. Booking Number).
4. The selected column should now appear the view along with the others.

Search function Units

To search for a specifik unit do the following:



Last Move	Unit Nbr	Type Arch ISO	Category	V-State	T-State	Line Op	I/B Actual Visit	O/B Actual Visit	O/B Actual Carrier Name	I/B Actual Carrier Na
23-Aug-30 1247	MCAU6034300	40RH	Export	Active	Yard	MSK	8230346	8230346	MARJA	MARJA

1. Enter the unit number in the search field in the Units view (marked in red above)
2. Make sure that Unit Nbr is selected in the search option box (marked in blue above)

Note that in the search option box is possible to choose from different options. If you want to search by unit number, Unit Nbr must be selected.

	Customer Access Manual			Sida 9 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0	
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11		

Unit Inspector

By double clicking on any entry in the list of units, the Unit Inspector will appear. This view provides a even more information for a specific unit.

Unit Inspector for TCLU2446561



Unit Nbr: [TCLU2446561](#)
Type ISO: 22GP
EqRole: Primary

Status

T-State: Yard
Last Move: 23-Aug-30 1144
Complex Position: Y-HEL-GRK63A.1
Planned Position:
Frgh Kind: FCL
Line Op: HSL
VGM Weight (kg): 27,320
VGM Verifier:
VGM Updated Date: 23-Aug-30 0827
Gross Weight Source: EDI
Weight (kg): 27,320
Stow:
Stow 2:
Stow 3:
Customs:
BL Nbr: [7661547C6](#)
Goods Loc Code: BJS 23-350

Transit

Category: Import
POD: Helsingborg (SEHEL)
I/B Carrier: [V-8230350 \(UFE\)](#)
O/B Carrier (intended): T-GEN_TRUCK
Time In: 23-Aug-30 1144
O/B Intend ETD:
Appt Time:

▼

Actions ▼

📄

⚙️

🔄

ℹ️

❓

Filter function Units

By default, you will be given access to a number of filters, but it is also possible to create filters yourself based on your own needs.


3.8.33.378304 N4PAPP01 HHAB/SWEDEN/SEHEL/HEL/mskuser

Unit Gate Vessel Windows Help

Units

Actions ▼

Display ▼

Unit Nbr

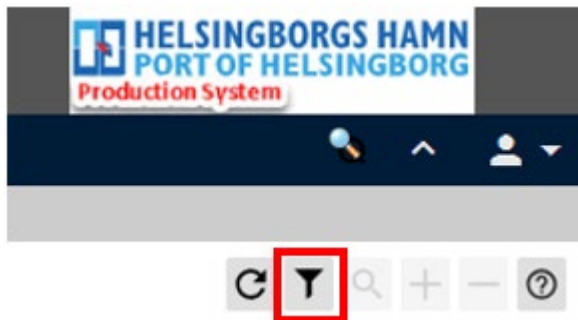
▼

Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	I/B Actual Visit	O/B Actual Visit	O/B Actual Carrier Name	I/B Actual Carrier Name	POD
23-Aug-31 1123	BRICK1	20DV	Storage	Active	Yard	Y-HEL-SIA31J.1	MSK	GEN_TRUCK	GEN_CARRIER			
23-Aug-31 0952	TCLU2802106	22GP	Export	Departed	Departed	V-8230350-130504	MSK	GEN_TRUCK	8230350	BIANCA RAMBOW		DEEGH
23-Aug-31 0952	MSKU7809435	22GP	Export	Departed	Departed	V-8230350-110506	HSL	GEN_TRUCK	8230350	BIANCA RAMBOW		DEEGH
23-Aug-31 0952	MSKU7327140	22GP	Export	Departed	Departed	V-8230350-130502	HSL	GEN_TRUCK	8230350	BIANCA RAMBOW		DEEGH
23-Aug-31 0952	MSKU2960475	22GP	Export	Departed	Departed	V-8230350-110504	MSK	GEN_TRUCK	8230350	BIANCA RAMBOW		DEEGH
23-Aug-31 0952	MRSU5655579	45GP	Export	Departed	Departed	V-8230350-120512	HSL	GEN_TRUCK	8230350	BIANCA RAMBOW		DEEGH
23-Aug-31 0952	MSKU14412843	45GP	Export	Departed	Departed	V-8230350-120510	HSL	GEN_TRUCK	8230350	BIANCA RAMBOW		DEEGH

1. Click in the filter menu to access available filters or your own saved filters.

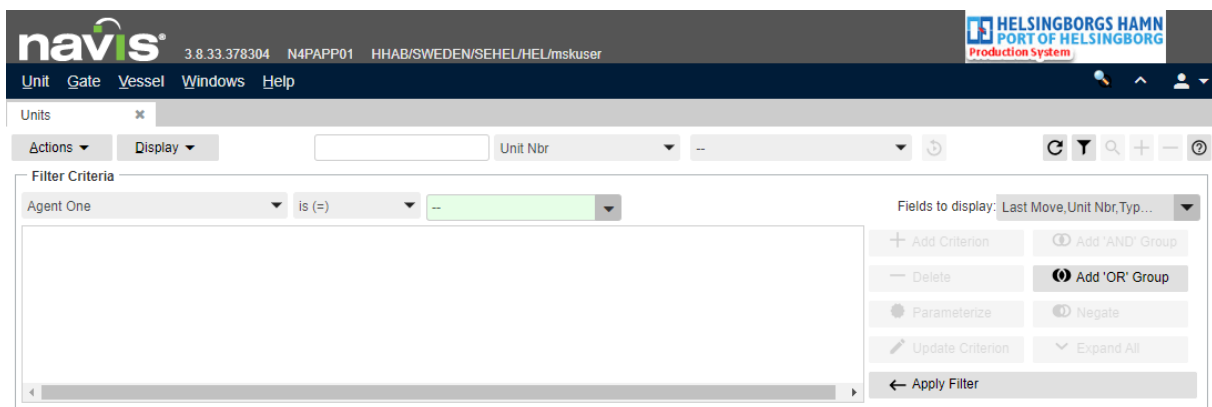
To create a filter do the following:

	Customer Access Manual		Sida 10 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11	

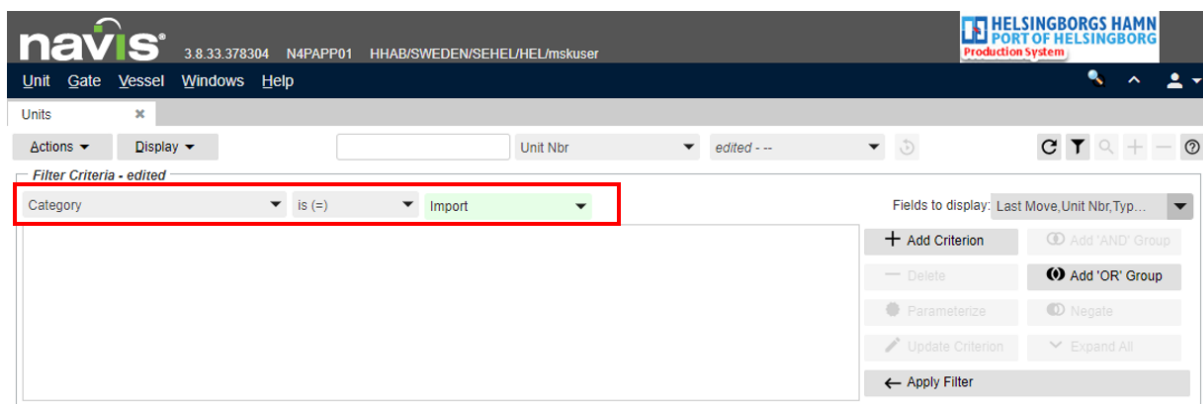


1. Click on the filter icon, at the top right, to open the filter menu.

Följande meny dyker upp:



A filter is built on different criteria that you can create in the following way (in this case a criteria to display all import units in the yard):

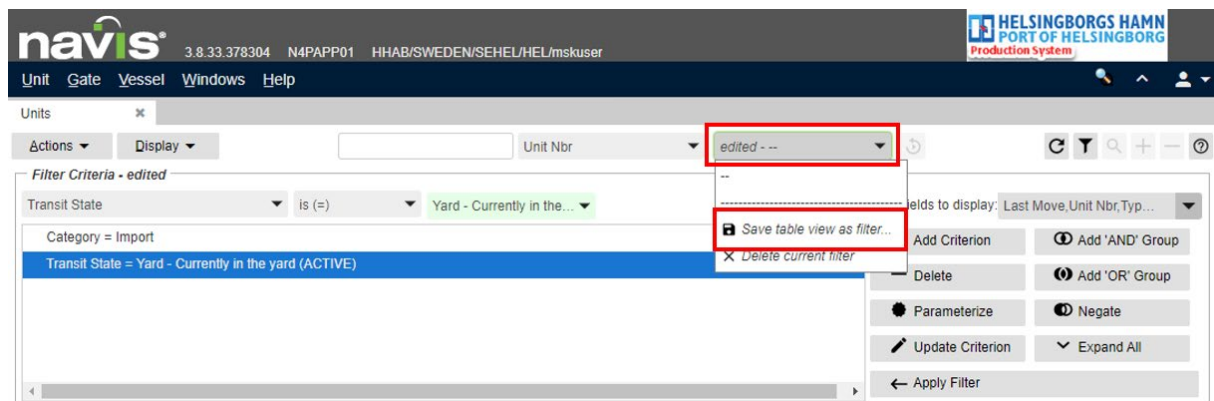


1. Fill in the desired criteria in the red marked boxed above.
Category = Import, to only display import units.
T-State = Yard, to only show units in the yard.
2. Click on **Add Criterion** to add the criteria to the filter.

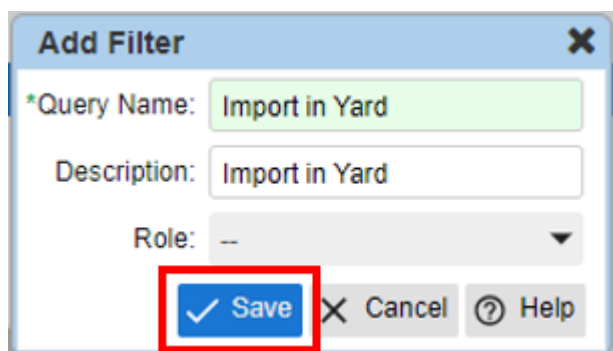
	Customer Access Manual		Sida 11 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11	

3. Test the criteria by clicking **Apply Filter**

The list will change to only show units that that match the criteria you entered.



1. Click on the filter menu above (the box where you see edited-- in the picture)
2. Click on **Save table view as filter** in the drop down menu



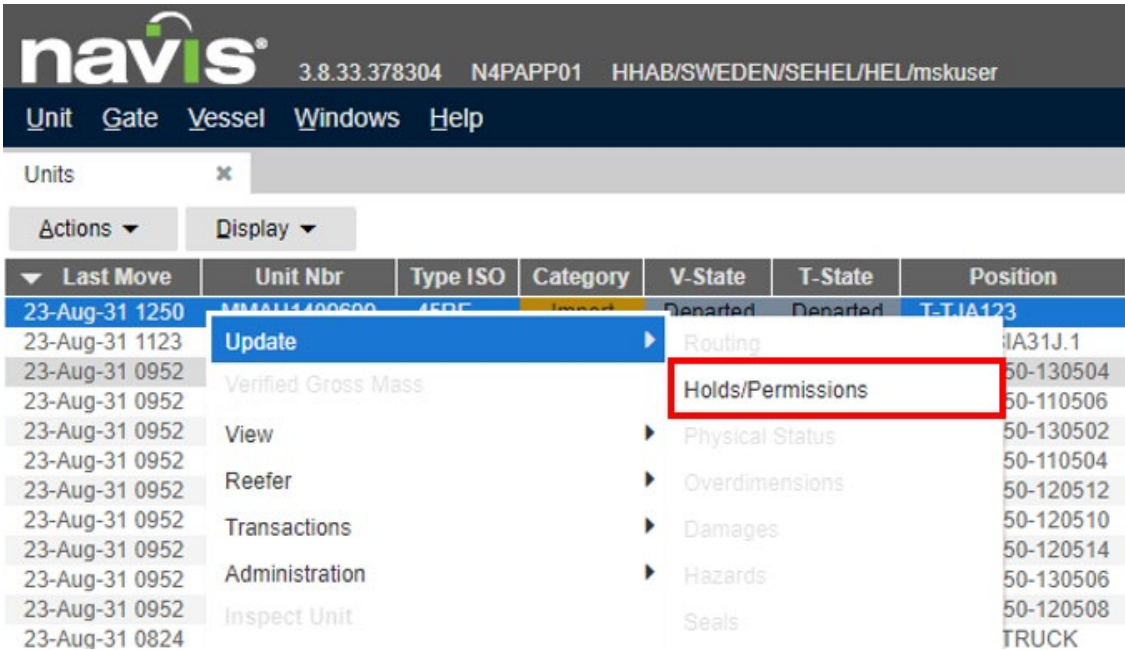
1. Enter Query Name and Description.
2. Click on Save

The filter will now be available in the filter menu above.

 HELSINGBORGS HAMN PORT OF HELSINGBORG	Customer Access Manual			Sida 12 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0	
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11		

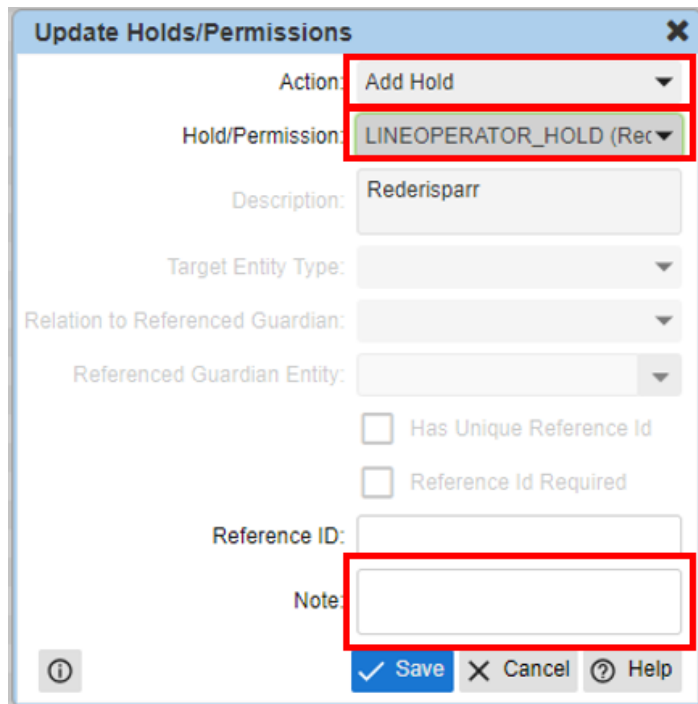
Add Lineoperator Hold (shipping block)

You will have the opportunity to place a Lineoperator_Hold which constitutes a block for the port to handle a unit.



1. Mark the unit(s) you wish to place a lineoperator hold on.
2. Right click on the unit(s).
3. Select Update in the drop down menu.
4. Select Holds/Permissions

 HELSINGBORGS HAMN PORT OF HELSINGBORG	Customer Access Manual		Sida 13 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11	



Update Holds/Permissions

Action: Add Hold

Hold/Permission: LINEOPERATOR_HOLD (Rederisparr)

Description: Rederisparr

Target Entity Type:

Relation to Referenced Guardian:

Referenced Guardian Entity:

☐ Has Unique Reference Id

☐ Reference Id Required

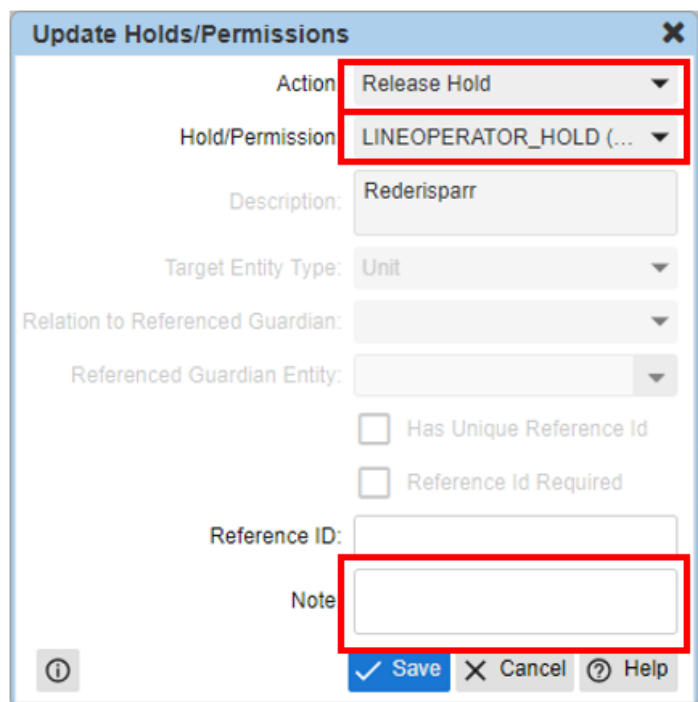
Reference ID:

Note:

Save Cancel Help

1. Under Action select Add Hold.
2. Under Hold/Permission select LINEOPERATOR_HOLD(Rederisparr).
3. Enter a Note.

To release the hold select **Release Hold** under Actions and enter a note.



Update Holds/Permissions

Action: Release Hold

Hold/Permission: LINEOPERATOR_HOLD (...)

Description: Rederisparr

Target Entity Type: Unit

Relation to Referenced Guardian:

Referenced Guardian Entity:

☐ Has Unique Reference Id

☐ Reference Id Required

Reference ID:

Note:

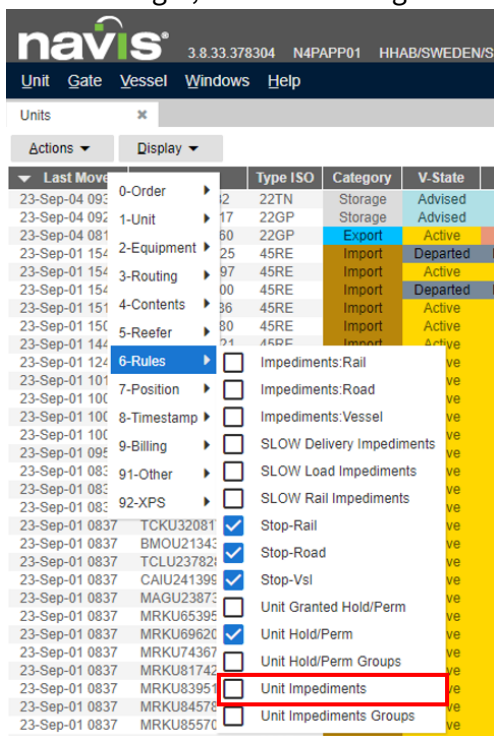
Save Cancel Help

	Customer Access Manual			Sida 14 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0	
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11		

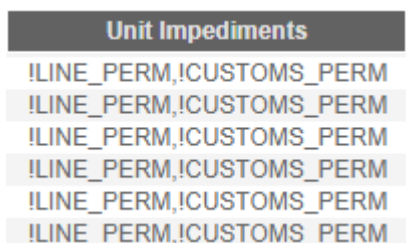
Import Release

All import units arriving at the Port of Helsingborg will receive a block called LINE_PERM. This requires a approval from you as a customer in order for the import unit to be available for delivery.

Some customers send this consent via EDI, but for those of you who previously did this via our customer login, do the following:

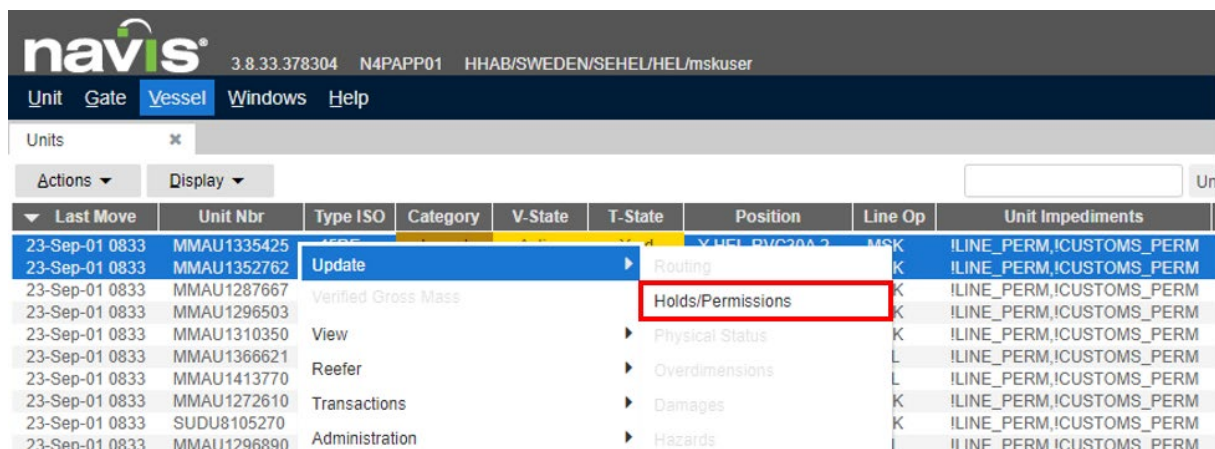


1. Select the Unit Impediments column (This will be included by default in the "Imports in yard" filter)



Unit Impediments shows if the unit has a hold linked to it. In the case above, an import release and a customs clear is needed.

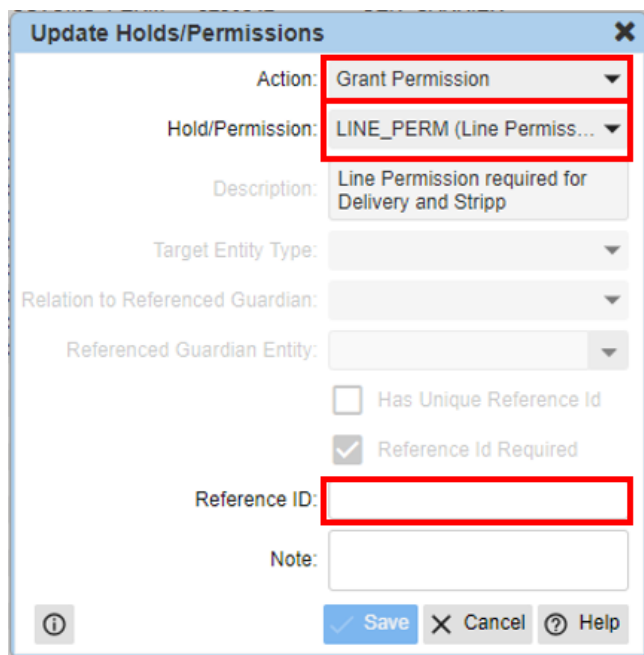
	Customer Access Manual		Sida 15 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11	



The screenshot shows the Navis software interface. At the top, there's a header with the Navis logo and user information. Below that, a menu bar includes 'Unit', 'Gate', 'Vessel', 'Windows', and 'Help'. A search bar for 'Units' is present. Below the search bar, there are 'Actions' and 'Display' dropdowns. The main area displays a table of units with columns: Last Move, Unit Nbr, Type ISO, Category, V-State, T-State, Position, Line Op, and Unit Impediments. A context menu is open over the table, with 'Update' selected, and a sub-menu is visible with 'Holds/Permissions' highlighted.

Last Move	Unit Nbr	Type ISO	Category	V-State	T-State	Position	Line Op	Unit Impediments
23-Sep-01 0833	MMAU1335425							ILINE_PERM,ICUSTOMS_PERM
23-Sep-01 0833	MMAU1352762							ILINE_PERM,ICUSTOMS_PERM
23-Sep-01 0833	MMAU1287667		Verified Gross Mass					ILINE_PERM,ICUSTOMS_PERM
23-Sep-01 0833	MMAU1296503							ILINE_PERM,ICUSTOMS_PERM
23-Sep-01 0833	MMAU1310350		View					ILINE_PERM,ICUSTOMS_PERM
23-Sep-01 0833	MMAU1366621		Reefer					ILINE_PERM,ICUSTOMS_PERM
23-Sep-01 0833	MMAU1413770							ILINE_PERM,ICUSTOMS_PERM
23-Sep-01 0833	MMAU1272610		Transactions					ILINE_PERM,ICUSTOMS_PERM
23-Sep-01 0833	SUDU8105270							ILINE_PERM,ICUSTOMS_PERM
23-Sep-01 0833	MMAU1296890		Administration					ILINE_PERM,ICUSTOMS_PERM

1. Mark the unit(s) for which you want to approve.
2. Right click the unit(s).
3. Select Update n the drop down menu.
4. Select Holds/Permissions



The screenshot shows the 'Update Holds/Permissions' dialog box. It has a title bar with a close button. The dialog contains several fields and checkboxes. The 'Action' dropdown is set to 'Grant Permission'. The 'Hold/Permission' dropdown is set to 'LINE_PERM (Line Permiss...'. The 'Description' field contains 'Line Permission required for Delivery and Stripp'. The 'Target Entity Type' dropdown is empty. The 'Relation to Referenced Guardian' dropdown is empty. The 'Referenced Guardian Entity' dropdown is empty. There are two checkboxes: 'Has Unique Reference Id' (unchecked) and 'Reference Id Required' (checked). The 'Reference ID' field is empty. The 'Note' field is empty. At the bottom, there are three buttons: 'Save', 'Cancel', and 'Help'.

1. Under Action select Grant Permisson.
2. Under Hold/Permission select LINE_PERM (Line Permission required for Delivery and Stripp).
3. Enter Reference ID. This field is mandatory and you can either fill in the desired reference or OK.

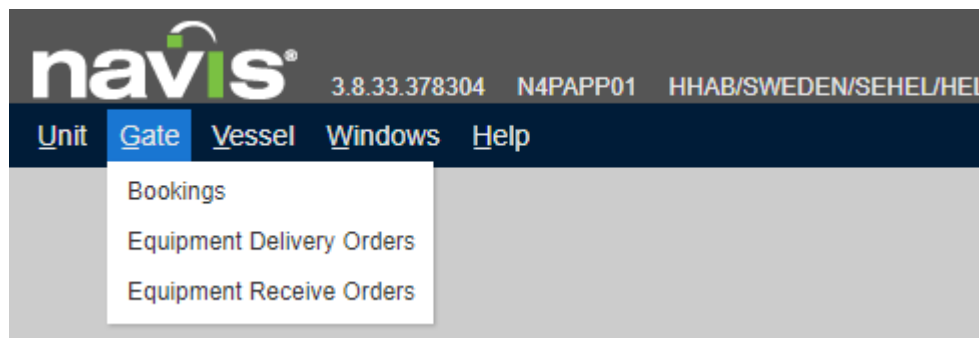
	Customer Access Manual		Sida 16 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11	

Unit Impediments
!CUSTOMS_PERM
!CUSTOMS_PERM

In the Unit Impediments column the !LINE_PERM will disappear.

5. Gate

By clicking **Gate** a drop down menu with three alternatives will show up.



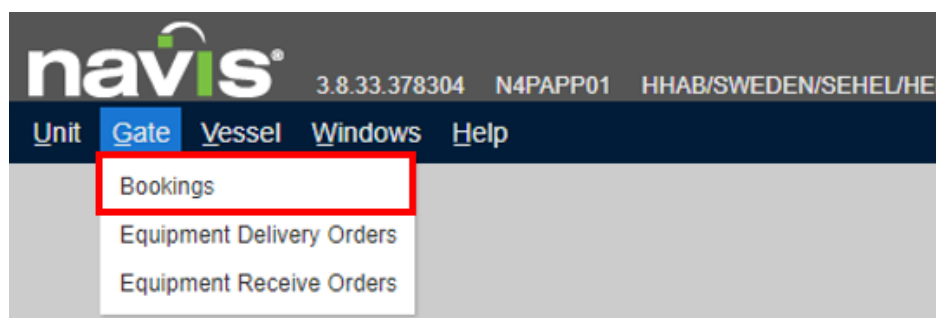
Bookings – Create, edit and inspect export bookings.

Equipment Delivery Orders – Create, edit and inspect empty release bookings.

Equipment Recieve Orders – Create, edit and inspect empty in bookings.

Note that the search- and filtering functions work the same in all N4 menus.

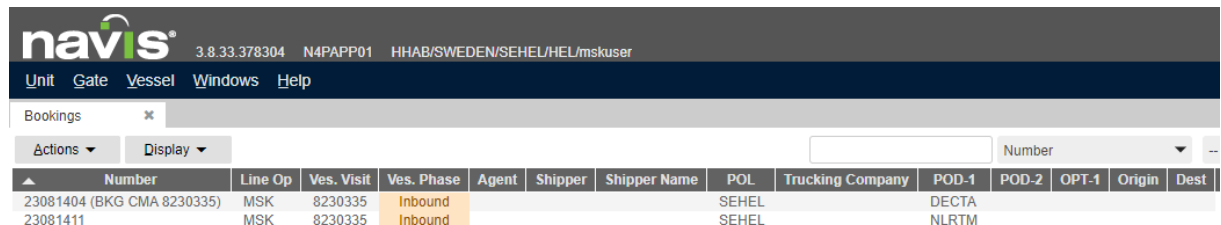
Bookings (export)



1. Select Gate in the main menu
2. Click on Bookings

	Customer Access Manual			Sida 17 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0	
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11		

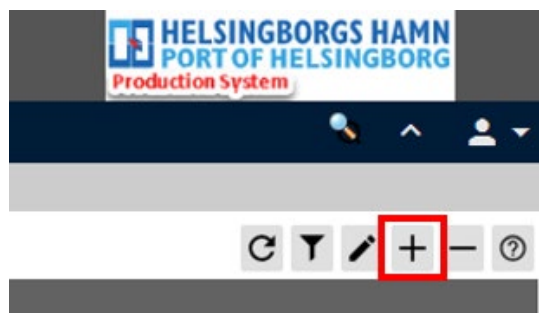
The tab Bookings will open up



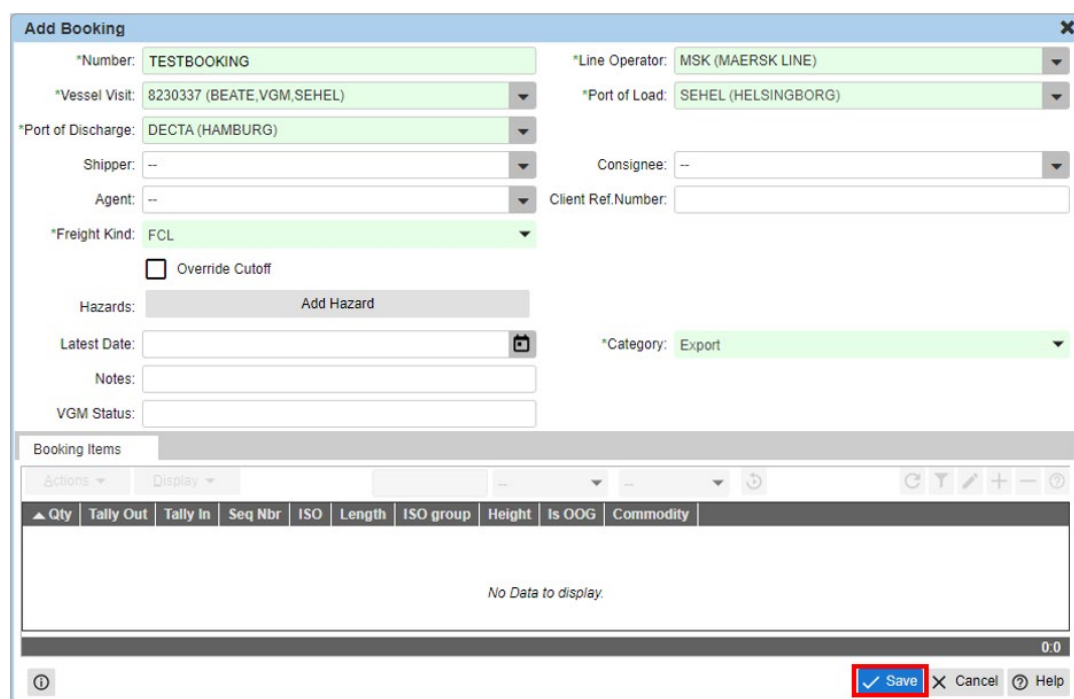
Number	Line Op	Ves. Visit	Ves. Phase	Agent	Shipper	Shipper Name	POL	Trucking Company	POD-1	POD-2	OPT-1	Origin	Dest
23081404 (BKG CMA 8230335)	MSK	8230335	Inbound				SEHEL		DECTA				
23081411	MSK	8230335	Inbound				SEHEL		NLRTM				

Create export booking

Create a export booking by clicking + in the top right corner



A new window Add Booking will open up



Add Booking

*Number: TESTBOOKING

*Line Operator: MSK (MAERSK LINE)

*Vessel Visit: 8230337 (BEATE,VGM,SEHEL)

*Port of Load: SEHEL (HELSINGBORG)

*Port of Discharge: DECTA (HAMBURG)

Shipper: --

Consignee: --

Agent: --

Client Ref. Number:

*Freight Kind: FCL

☐ Override Cutoff

Hazards: Add Hazard

Latest Date:

*Category: Export

Notes:

VGM Status:

Booking Items

Qty	Tally Out	Tally In	Seq Nbr	ISO	Length	ISO group	Height	Is OOG	Commodity
No Data to display.									

0:0

	Customer Access Manual			Sida 18 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0	
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11		

1. Enter Number, Vessel Visit, Port of Discharge, Freight Kind, Line Operator and Port of Load.
2. Add Hazard (ADR) if necessary (see below)
3. Select Save.

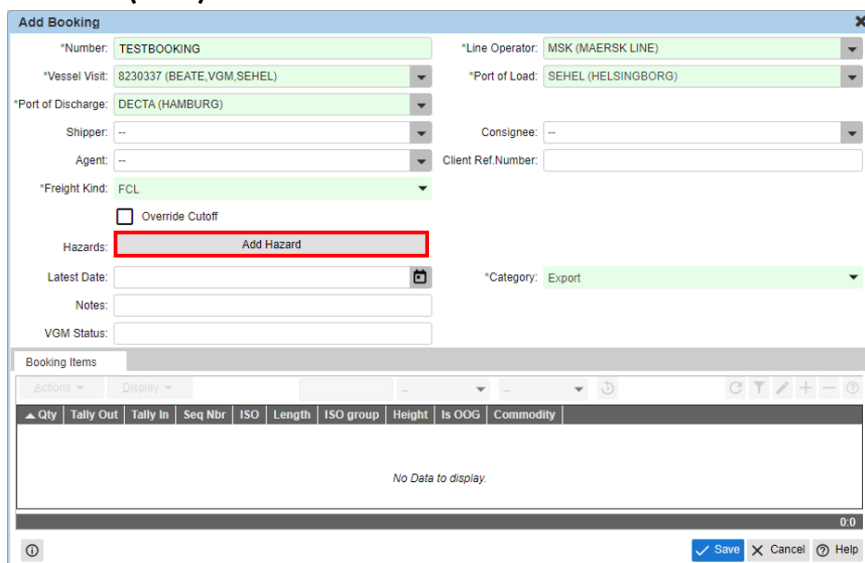
Vessel Visit – Export bookinging linked to Vessel Visit

Port of Discharge – POD linked to Vessel Visit is shown

Freight kind – FCL = Loaded, Empty = Empty

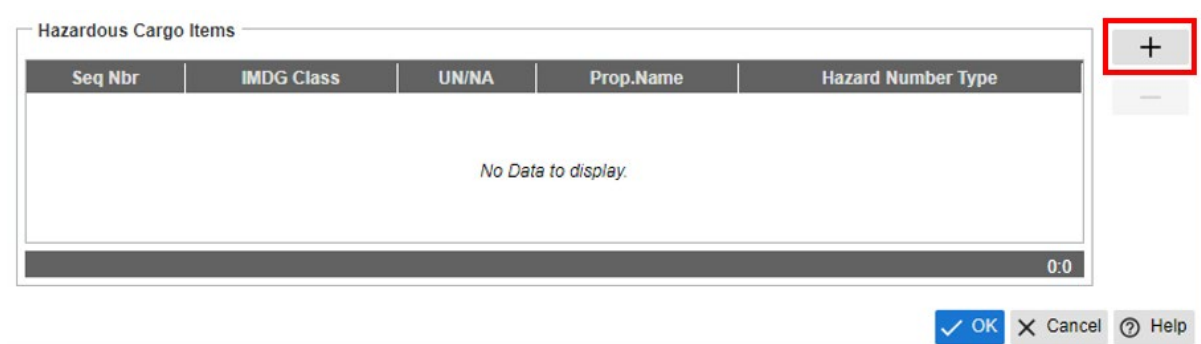
Category – Export = Vessel, Domestic = Domestic, e.g. rail

Add Hazard (ADR)



The screenshot shows the 'Add Booking' form with various fields for booking details. The 'Add Hazard' button is highlighted with a red rectangle.

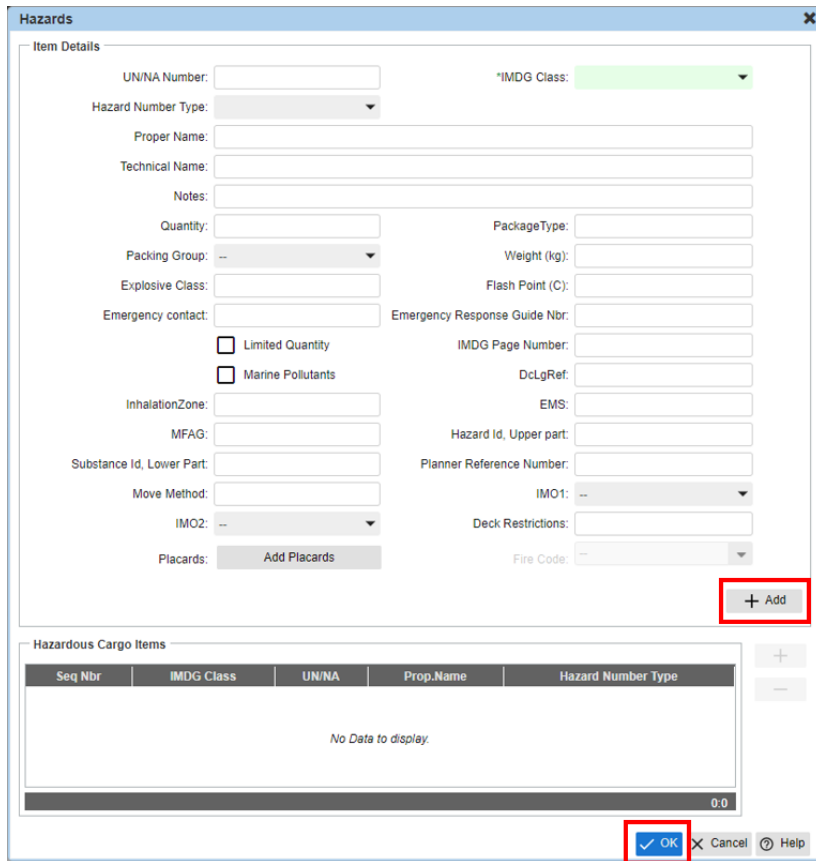
1. Click on Add Hazard



The screenshot shows the 'Hazardous Cargo Items' dialog box. The '+' button is highlighted with a red rectangle.

1. Click on the + Hazardous Cargo Items down in the menu window that appears

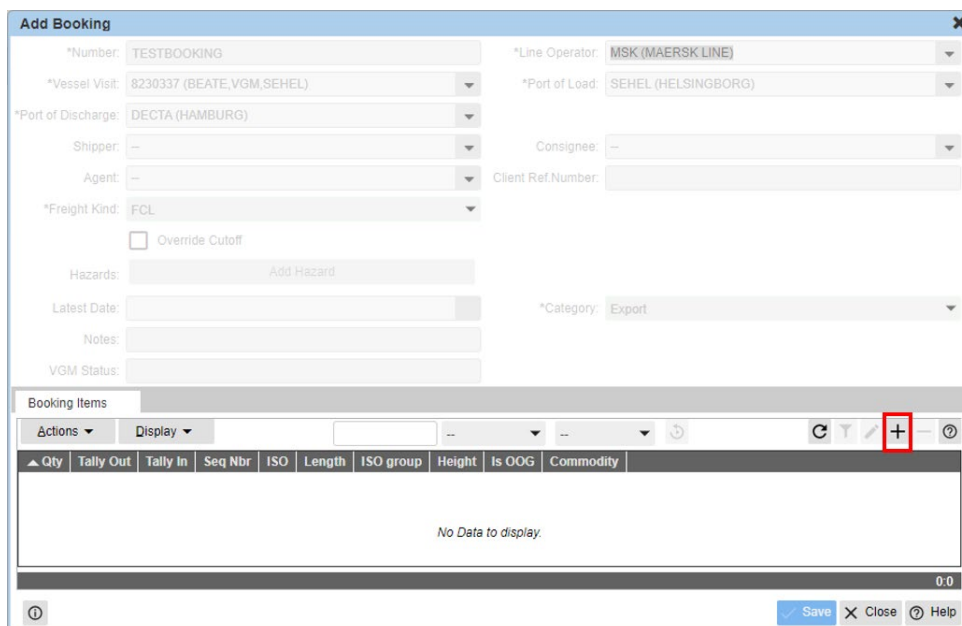
	Customer Access Manual			Sida 19 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0	
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11		



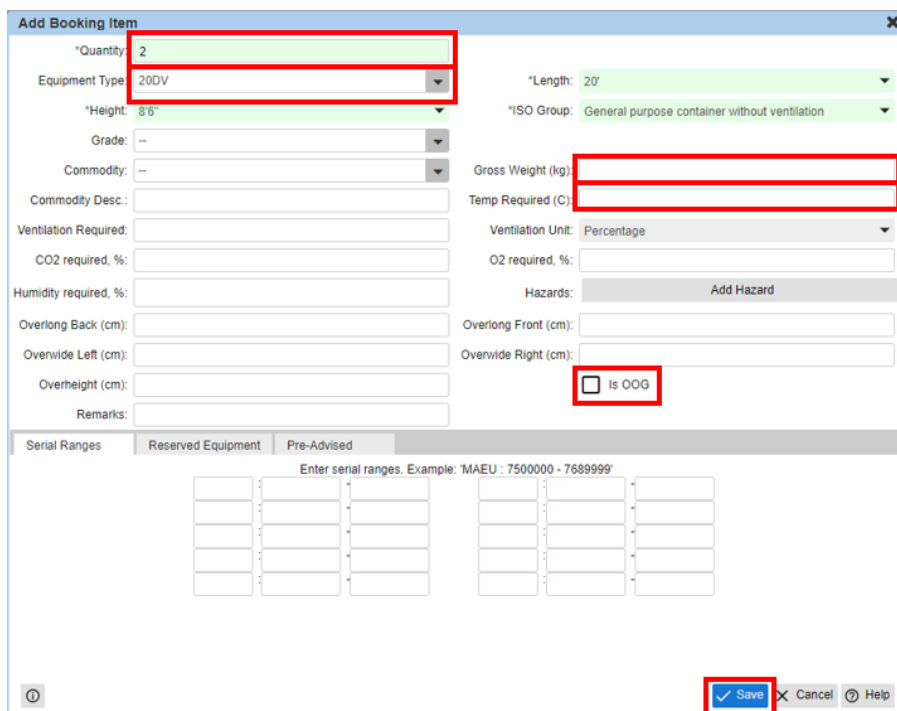
1. Enter UN/NA Number (Hazard Number Type, Proper Name and IMDG Class will automatically filled in)
2. Click on +Add
3. Click on OK

After saving in the previous section, the option to add a booking item is available.
Click on Booking Items.

	Customer Access Manual		Sida 20 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11	



1. Click on the + which is selectable



1. Enter Quantity
2. Select Equipment Type (Height, Length, ISO Group will automatically be filled in)
3. Enter Grossweight
4. Click on Save
5. Click on Close (replaces Cancel after Save)

	Customer Access Manual			Sida 21 av 30
Uttärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0	
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11		

Enter Temp Required (C) and/or Is OOG as well as measurements if this is relevant to the booking you are creating.

Under Booking Items you will now see your added items. If needed click on refresh (as seen below). Add more if a booking contains different types on the same reference.

Booking Items

Actions ▾

Display ▾

-- ▾

-- ▾

⌂

↺

⌂

✎

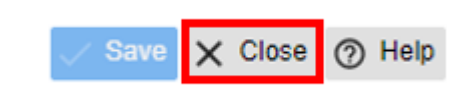
+

−

⌂

▲ Qty	Tally Out	Tally In	Seq Nbr	ISO	Length	ISO group	Height	Is OOG	Commodity
2	0	0		20DV	20'	General purpose container without ventilation	8'6"		

0:1



1. Click on Close to close the booking you just created.

Edit export bookinging

To edit a export bookinging do the following:

navis 3.8.33.378304 N4PAPP01 HHAB/				
Unit Gate Vessel Windows Help				
Bookings				
Actions		Display		
Number	Line Op	Ves. Visit	Ves. Ph	
VGMTSTMSK	MSK	8230337	Inbou	
TESTBOOKING	MSK	8230337	Inbou	
BOOKINGNR2		8230343	Depar	
23082401		8230335	Inbou	
23081420		8230335	Inbou	
23081419		8230335	Inbou	
23081418		8230335	Inbou	

1. Right click on the booking you want to edit
2. Click on Edit in the drop down menu

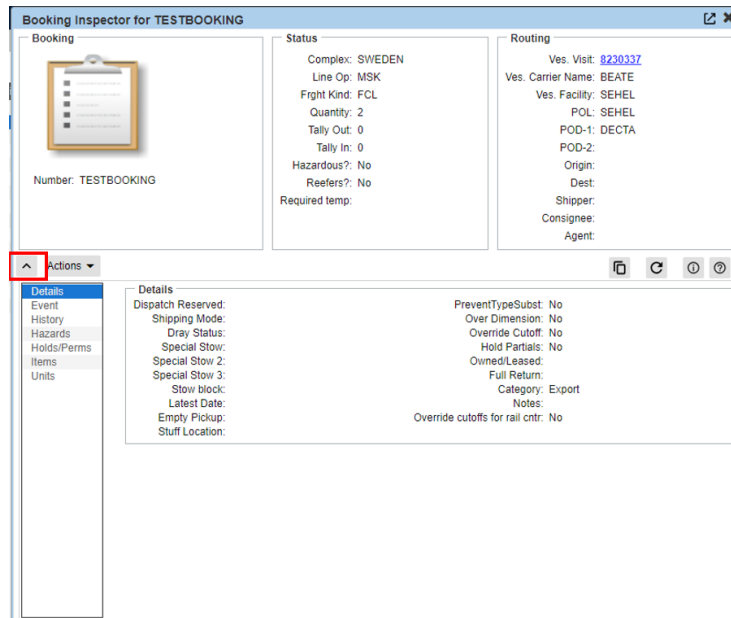
The same window will appear as when creating a booking. You now have the option to edit the information.

Inspect export bookinging

Just like the Unit Inspector for units, there is a Booking Inspector for bookings.

	Customer Access Manual			Sida 22 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0	
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11		

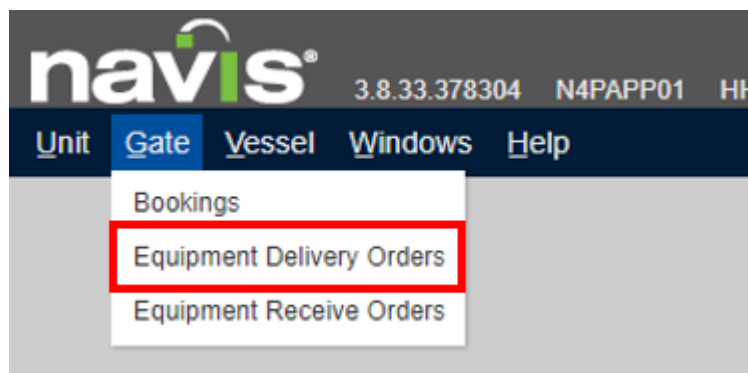
Double click on a desired booking to open it up.



Note that you are able to use the arrow (marked in red) to tab out or in the lower part of the inspection window.

Equipment Delivery Orders (EDO)

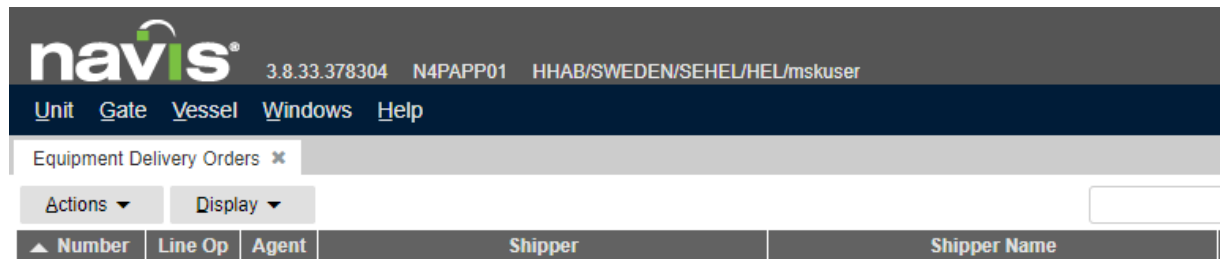
Equipment Delivery Orders is the required reference to pick up empty units in the port.



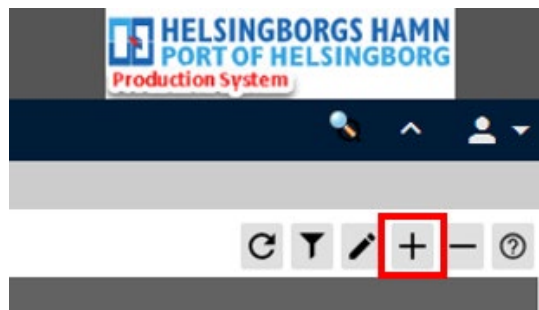
1. Select Gate in the main menu
2. Select Equipment Delivery Orders

The tab Equipment Delivery Orders will open up

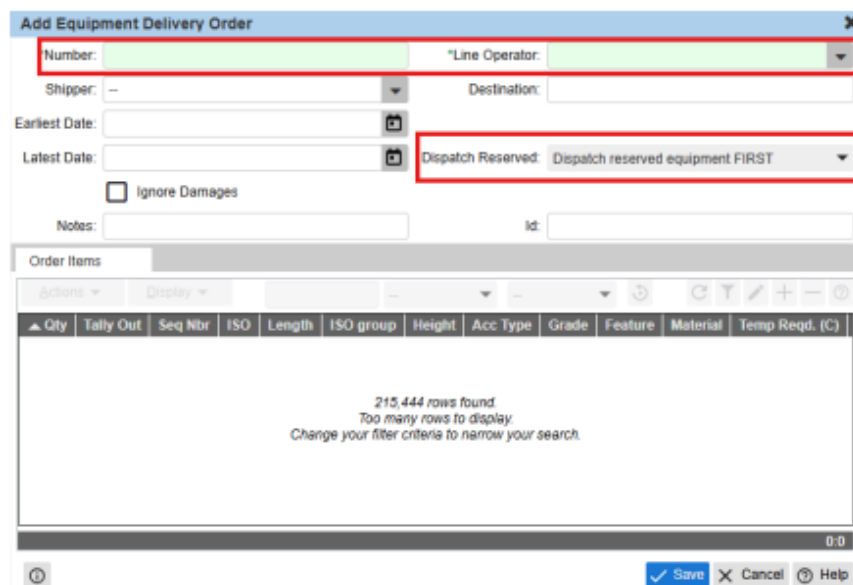
	Customer Access Manual			Sida 23 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0	
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11		



Create a new Equipment Delivery Order by pressing the + in the upper right corner.



The window Add Equipment Delivery Order will open up

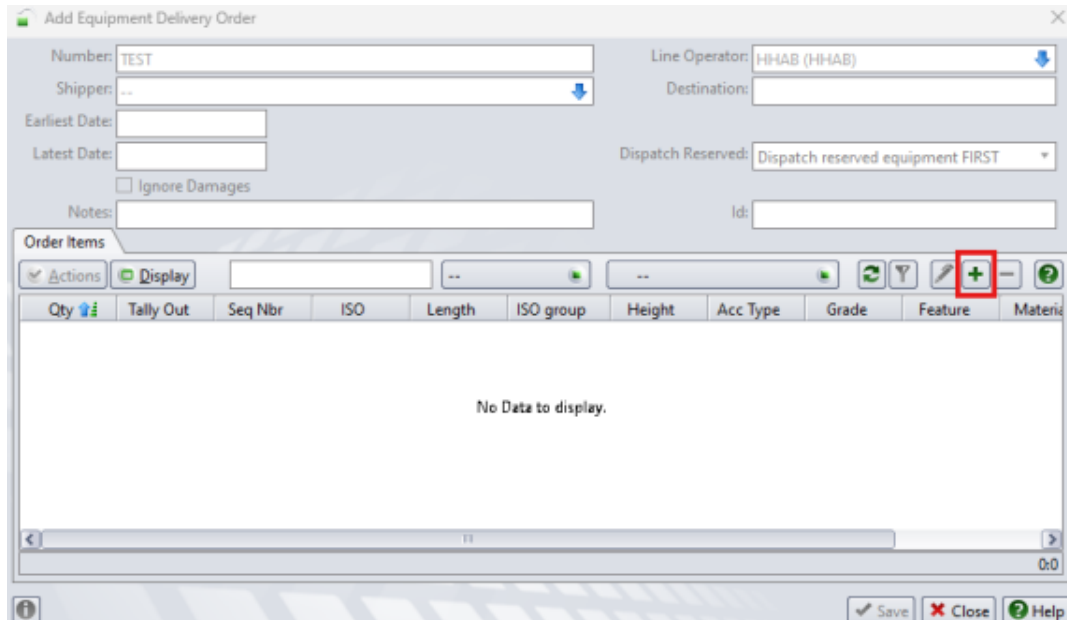


1. Enter Number, Line Operator and Dispatch Reserved.
2. Click on Save.

Dispatch Reserved Equipment FIRST – Containers linked to the EDO must be used first if they are easily accessible. If they are not accessible, the Reach Stacker may instead choose another container that matches your booking and is better positioned.

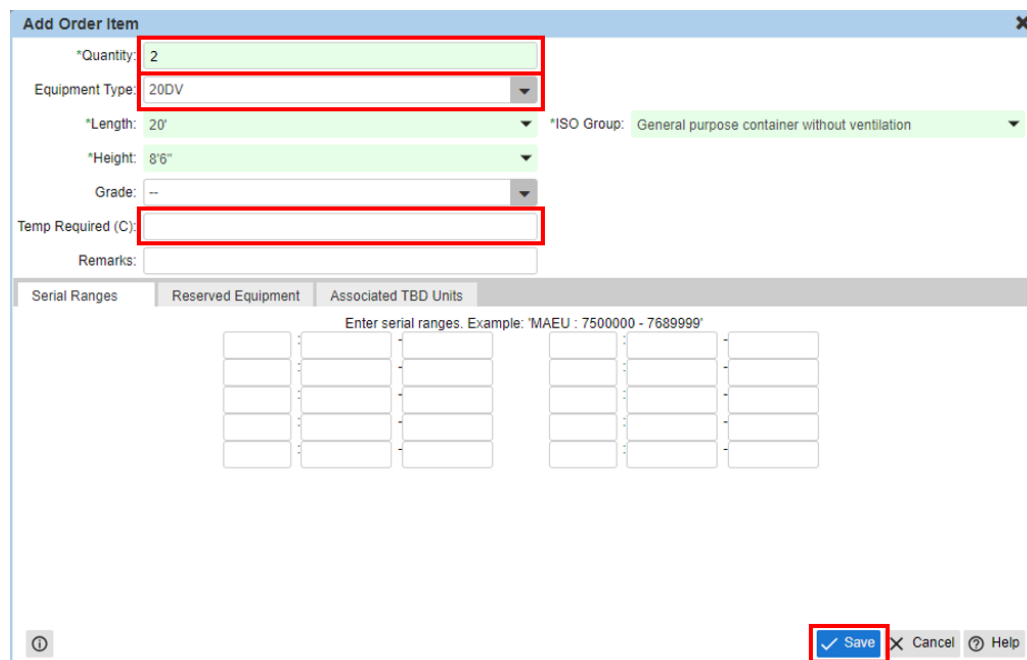
Dispatch Reserved Equipment ONLY – Only the containers linked to the EDO may be collected, regardless of how they are positioned or accessible. No other containers may be used or substitute these.

 HELSINGBORGS HAMN PORT OF HELSINGBORG	Customer Access Manual			Sida 24 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0	
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11		



1. Click on the + which is selectable

The window Add Order Item will open up.



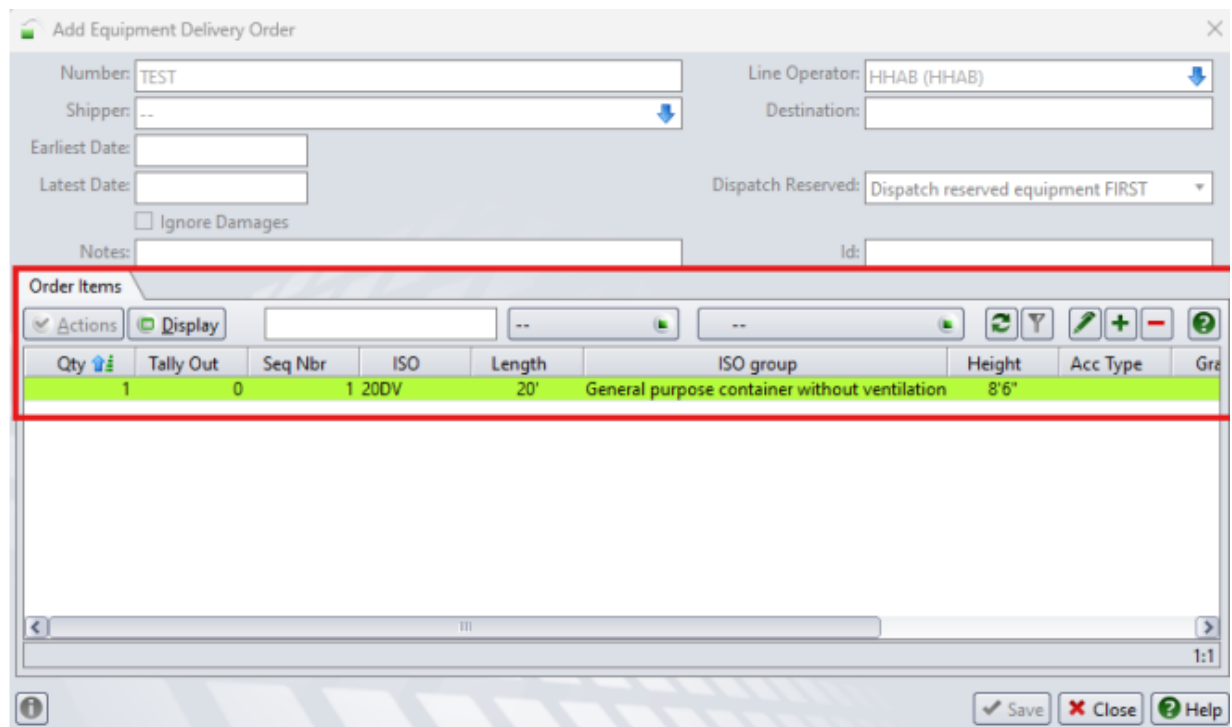
1. Enter Quantity
2. Select Equipment Type (Length, Height, ISO Group will automatically be filled in)
3. Click on Save

Enter Temp Required (C) and/or Is OOG as well as measurements if this is relevant to the booking you are creating.

	Customer Access Manual			Sida 25 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0	
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11		

4. Click on Close to close Add Order Item.

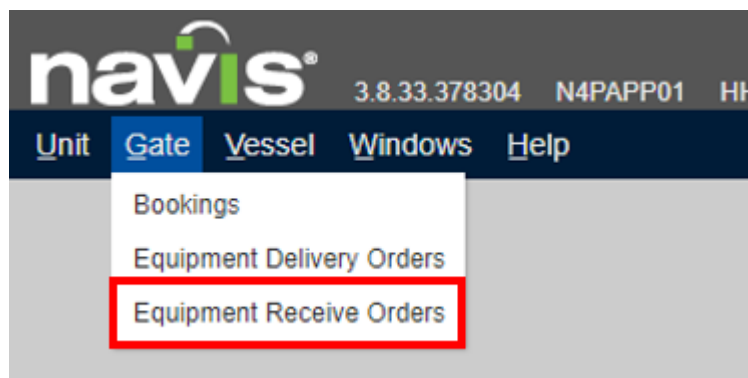
The new order line will be visible on the EDO.



Equipment Receive Orders (ERO)

Equipment Receive Orders (ERO) are required to hand in empty units in the future in the Port of Helsingborg. It will no longer be possible to submit to the depot without a reference for submission.

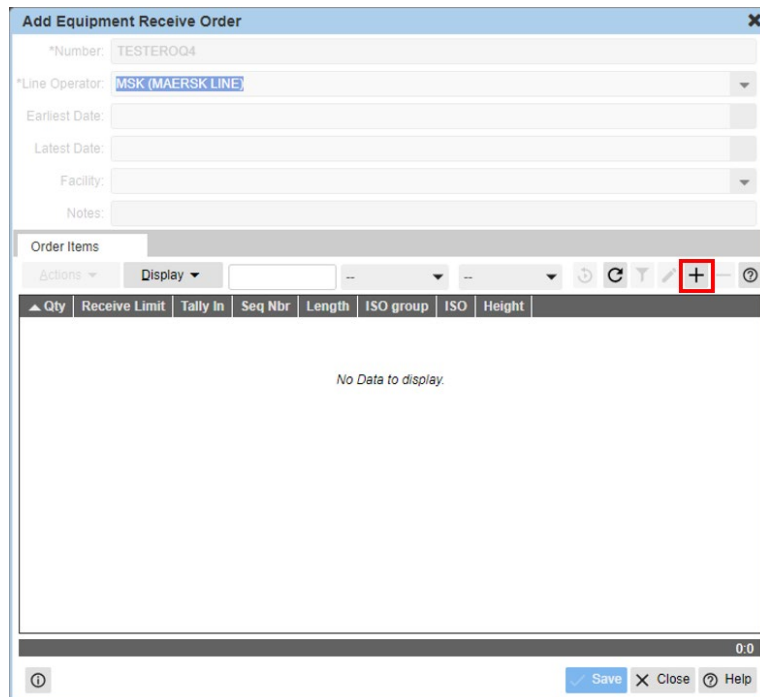
It is suggested that you post a reference on a monthly or quarterly basis.



1. Select Gate in the main menu
2. Click on Equipment Recieve Orders

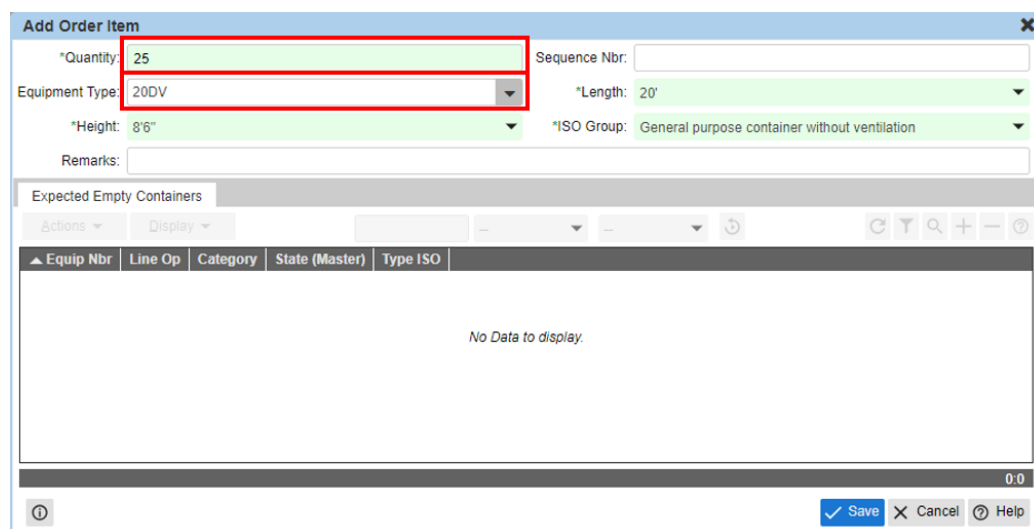
	Customer Access Manual		Sida 27 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11	

1. Enter Number.
2. Enter Line Operator.
3. Click on Save.



1. Click on the + which is selectable

The window Add Order Item will open up

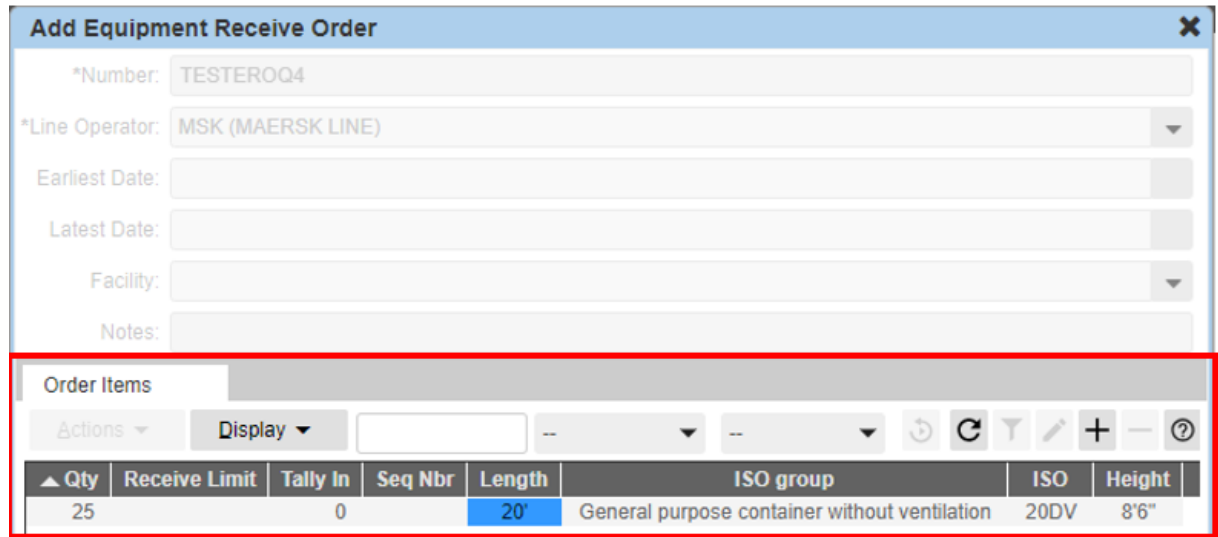


1. Enter Quantity
2. Enter Equipment Type (Height, Length, ISO Group will automatically be filled in)
3. Click on Save

 HELSINGBORGS HAMN PORT OF HELSINGBORG	Customer Access Manual			Sida 28 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0	
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11		

4. Click on Close to close the window.

The new order line will be visible on the EDO.

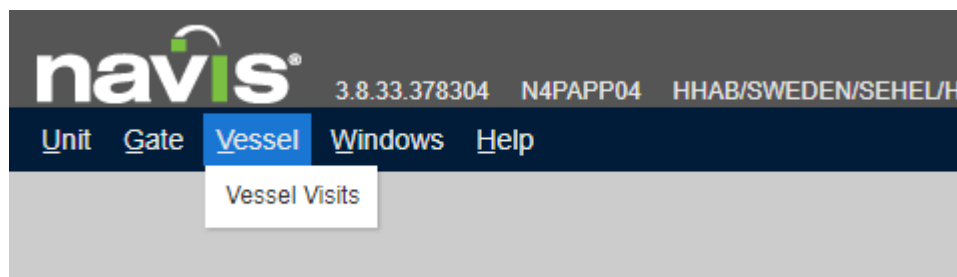


Qty	Receive Limit	Tally In	Seq Nbr	Length	ISO group	ISO	Height
25		0		20'	General purpose container without ventilation	20DV	8'6"

Note that you can choose whether you want to post several lines on the same reference for different equipment types or if you want to manage these on separate references

6. Vessel

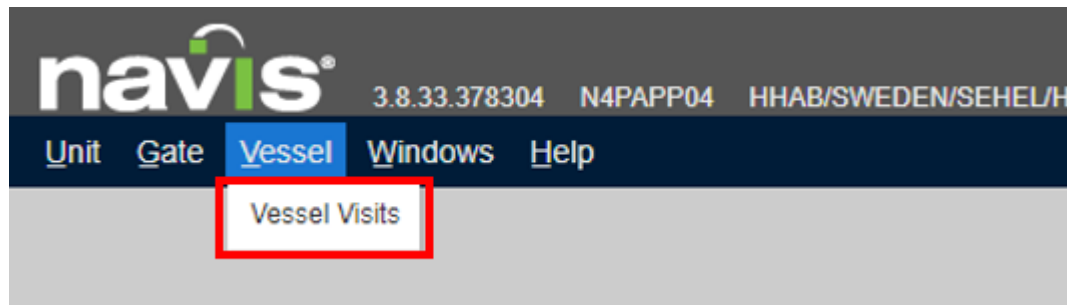
By clicking **Vessle** a drop down menu with one alternative will show up.



Vessel Visits – A overview and possibility to inspect vessel calls linked to the Port of Helsingborg.

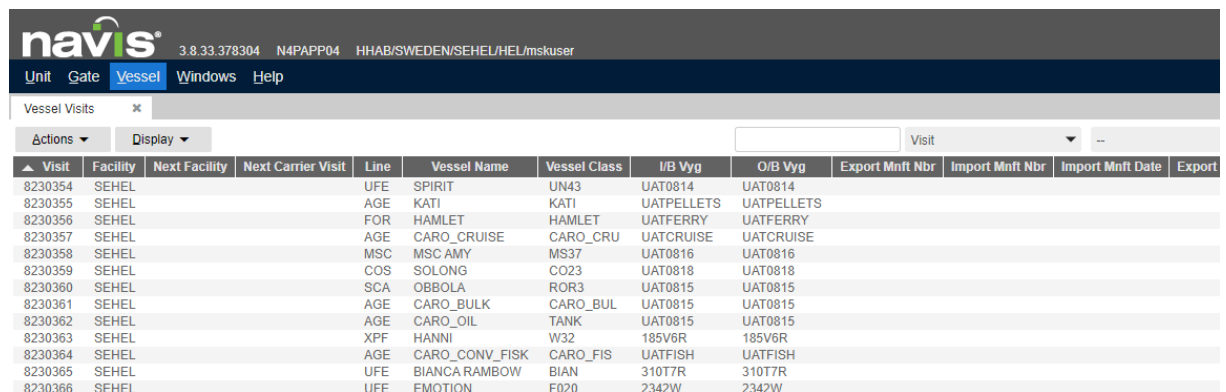
	Customer Access Manual			Sida 29 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0	
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11		

Vessel Visits



1. Go to Vessel i the main menu
2. Click on Vessel Visits

The tab Vessel Visits opens up



Visit	Facility	Next Facility	Next Carrier Visit	Line	Vessel Name	Vessel Class	I/B Vyg	O/B Vyg	Export Mnit Nbr	Import Mnit Nbr	Import Mnit Date	Export
8230354	SEHEL			UFE	SPIRIT	UN43	UAT0814	UAT0814				
8230355	SEHEL			AGE	KATI	KATI	UATPELLETS	UATPELLETS				
8230356	SEHEL			FOR	HAMLET	HAMLET	UATFERRY	UATFERRY				
8230357	SEHEL			AGE	CARO_CRUISE	CARO_CRU	UATCRUISE	UATCRUISE				
8230358	SEHEL			MSC	MSC AMY	MS37	UAT0816	UAT0816				
8230359	SEHEL			COS	SOLONG	CO23	UAT0818	UAT0818				
8230360	SEHEL			SCA	OBOLA	ROR3	UAT0815	UAT0815				
8230361	SEHEL			AGE	CARO_BULK	CARO_BUL	UAT0815	UAT0815				
8230362	SEHEL			AGE	CARO_OIL	TANK	UAT0815	UAT0815				
8230363	SEHEL			XPF	HANNI	W32	185V6R	185V6R				
8230364	SEHEL			AGE	CARO_CONV_FISK	CARO_FIS	UATFISH	UATFISH				
8230365	SEHEL			UFE	BIANCA RAMBOW	BIAN	310T7R	310T7R				
8230366	SEHEL			UFE	EMOTION	F020	2342W	2342W				

You now have access to information about all vessel calls and the possibility to filter – just like in the tabs for Units and Bookings. Filtering and optional columns work in the same way as in the other tabs as well.

		Customer Access Manual		Sida 30 av 30
Utfärdat av HHAB-JN	Dokumentnamn Manual: Kundmanual Kundlogin	Datum 2023-08-01	Version 1.0	
Uppdaterad av HHAB-AB	Kommentar Translated to eng	Uppdaterad datum 2023-09-11		

Just like the Unit Inspector for units and Booking Inspector for bookings, there is a Vessel Inspector for vessel calls.

Double click on a desired vessel call to open it up.

Vessel Inspector for 8230354

Vessel

Vessel Name: SPIRIT
O/B Vyg: UAT0814


Visit

Visit: 8230354
Next Carrier Visit:
Service: UFE
Line: UFE
I/B Vyg: UAT0814
O/B Vyg: UAT0814
Goods Loc Code: BJS
Billing visit Type: VSL-OPEN SEA
Billing Vessel Segment: LOLO
Previous Port: DEHAM
Next Port: NLRTM
Vessel Agent: AGE
Commodity Grp:

Status

Visit Phase: Departed
Facility: SEHEL
Act. Time of Arrival: 23-Aug-14 0844
Act. Time of Depart.: 23-Aug-14 1621
Classification: Feeder

Actions

Berthings

Bkg
Discrepancies
Details
History, Events
Holds/Perms
Late Arrivals
Lines
Load List
TBD Units
On-Board
On-Board Chart
Port Rotation
Timetable

Actions

Display

Seq	Quay	Berth Exit	Side To	Berth ETA	Berth ETD
1	904		Starboard	23-Aug-14 0836	23-Aug-14 0844