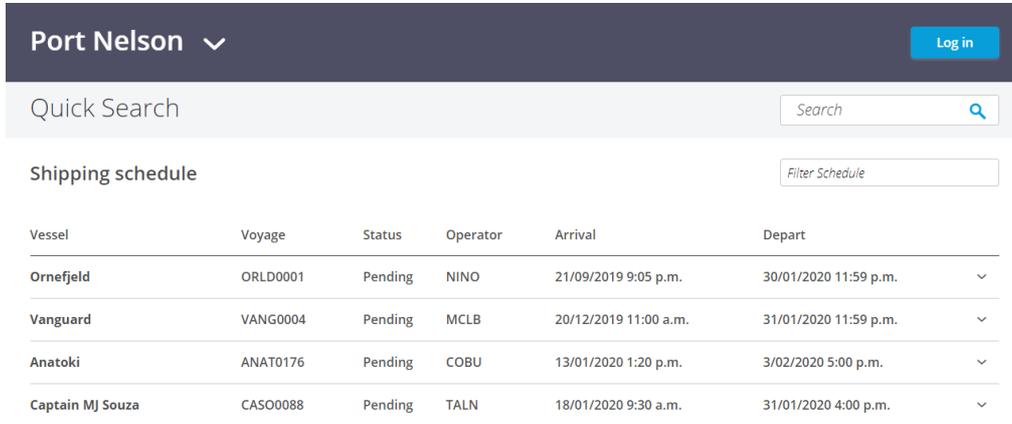


PRE-NOTING EXPORT CONTAINERS

- Use the link <https://cargo.portnelson.co.nz/WebPortal/> to login

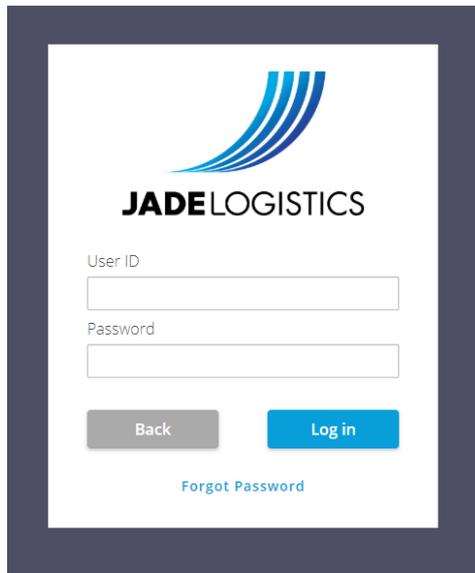


Port Nelson ▼ Log in

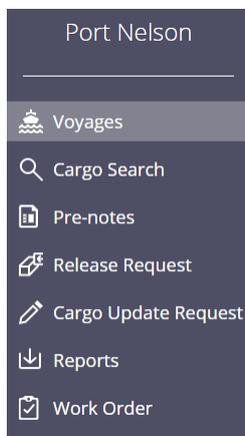
Quick Search 🔍

Shipping schedule

Vessel	Voyage	Status	Operator	Arrival	Depart	
Ornefeld	ORLD0001	Pending	NINO	21/09/2019 9:05 p.m.	30/01/2020 11:59 p.m.	▼
Vanguard	VANG0004	Pending	MCLB	20/12/2019 11:00 a.m.	31/01/2020 11:59 p.m.	▼
Anatoki	ANAT0176	Pending	COBU	13/01/2020 1:20 p.m.	3/02/2020 5:00 p.m.	▼
Captain MJ Souza	CASO0088	Pending	TALN	18/01/2020 9:30 a.m.	31/01/2020 4:00 p.m.	▼



- Use the Pre-Notes section of the Navigator



Pre-notes

Pre-notes search

Reset

1 Main Details Hide ^

Booking ID

Cargo ID * Cargo Type * ISO Type *

Commodity Total Weight * kg

Tare Weight kg Cargo Weight kg

Expected Arrival Date Expected Arrival Time

Transport Mode * Alternative ID

2 Voyage Details Hide ^

IMEX *

- Enter the Booking ID then hit the 'Tab' key, if the booking has been sent through to Port Nelson from the shipping line, most details will auto-populate for you (it may take a moment to load). If the details do not populate, you have two options, either contact the shipping line to send them to us, or, populate all the required fields yourself. **If the information populated is wrong, please contact the shipping line to update our Cargo Reception before you save the prenote.**
- Ensure the following fields in yellow have all been filled in (this is just an example, please do not copy):

1 Main Details Hide ^

Booking ID Booking Items

Cargo ID * Cargo Type * **ISO Type ***

Commodity **Total Weight *** kg

Tare Weight kg Cargo Weight kg

Expected Arrival Date Expected Arrival Time

Transport Mode * Alternative ID

Is Weight Certified?

Is Weight Certified?

Weight Certifying Authority *

Weight Certifying Person *

2 Voyage Details

Hide ^

IMEX *

Export

Voyage *

MOCH4171 - Moana Chief

Operator *

HSD - Hamburg Sud

Destination

LVRIX - RIX (LV) Riga-Latvia

Discharge Port *

NZTRG - TRG (NZ) Tauranga

Select Optional Discharge Ports

Consignor

Consignee

Freight Forwarder

Carrier

3 Reefer Details

Hide ^

Carriage Temperature

15 °C

Allowable Time Off Power (min)

Expiry Date

dd/mm/yyyy

CO2 (%)

-1

O2 (%)

-1

Curtains In

Humidity (%)

-1

Ventilation

-1 m³/hr

Pack Temperature

°C

Pack/Sender Off Power Date

dd/mm/yyyy

Pack/Sender Off Power Time

--:--

Cooling Type

Voltage Type

On Power During Transit

Transit On Power Remarks

Transit On Power Date

dd/mm/yyyy

Transit On Power Time

--:--

3 Cargo Details

Hide ^

Description

Damage details

Hazard details (1)

Seal details

MAF/Customs Seal

Operator Seal

Shippers Seal

Terminal Operator Seal

Unknown Seal

Vent Seal

Photo details

Remarks

Client Reference

Purchase Order Number

Service Order Number

Direct Delivery

Is Over Dimension

If your cargo is not refrigerated, do not put in a temperature. Enter either MAF/Custom Seal or Shippers seal. **If a Carrier is not specified, you will not receive an email with your carter's note.**

PRE-NOTING CONTROLLED ATMOSHERE UNITS

- If your cargo is CA, when entering the set temperature information, you also need to enter the O2% and CO2% fields. This is what changes the status from any other reefer to a Controlled Atmosphere unit. If a technician has already installed the curtain at your pack point, please also tick 'Curtains In'.

3 Reefer Details Hide ^

Carriage Temperature	Allowable Time Off Power (min)	Expiry Date
0.00 °C		dd/mm/yyyy
CO2 (%)	O2 (%)	<input type="checkbox"/> Curtains In
2	2	

PRE-NOTING HAZARDOUS CARGO

- If you are bringing in Hazardous Cargo, for example Fishmeal, please ensure this section is populated.

3 Cargo Details Hide ^

Description

Damage details

Hazard details (1)

Hazard class	Packing group	
9 - Miscellaneous Dangerous Substance		
Flashpoint temp	Acid/Base	Marine pollutant
<input type="checkbox"/> Limited quantity	UN dangerous goods codes	Add Hazard
	2216	

Hazard class	UN number	Packing group	Flashpoint	Acid/Base	Limited	Marine pollutant	
9 - Miscellaneous Dangerous Substance	2216	-	-	-	No	-	Delete

PRE-NOTING EMPTY CONTAINERS

- Sometimes bookings are cancelled, or a container is unpacked and needs returning to our Depot, empty. In these instances, please pre-note the container from the same place you would pre-note an export full. For these, there is no Booking ID, and nothing will ever populate – you need to fill in all the following in green:

1 Main Details Hide ^

Booking ID

Cargo ID * Cargo Type * ISO Type *

Commodity Net Weight * kg

Tare Weight kg Cargo Weight kg

Expected Arrival Date Expected Arrival Time

Transport Mode * Alternative ID

2 Voyage Details Hide ^

IMEX *

Voyage Operator * Destination

Discharge Port [Select Optional Discharge Ports](#)

Consignor Consignee

Freight Forwarder

Carrier

3 Cargo Details
Hide ^

Description

Damage details v

Hazard details v

Seal details v

Photo details v

Remarks

Client Reference

Purchase Order Number

Service Order Number

Direct Delivery

Is Over Dimension

Additional details v

- The commodity will always be 'MT' & IMEX 'Storage MT', and it can be useful if you add a remark – but this is not essential. Remarks can be to the effect of "Booking Cancelled – return unused". Total weight is the tare weight of the empty box. Please also ensure you double check the Operator, it is imperative this is correct – CMA and Hamburg Sud empty containers are to be dehiired to ANL and Maersk respectively.
- Here is a list of commonly used ISO types at Port Nelson:

20'		40'	
2210	DRY	4310	STANDARD DRY
2232	REEFER	4351	OPEN TOP
2251	OPEN TOP	4551	H/C OPEN TOP
2270	TANK	4360	FLATRACK BASE (BOTTOM)
2510	HIGH CUBE DRY	4361	FLATRACK (W. SIDES)
2532	HIGH CUBE REEFER	4510	HIGH CUBE DRY
		4532	HIGH CUBE REEFER

Schedule and First Receival Days

On the front page of our Web Portal, and on our Website, you have access to our shipping schedules. These are kept up to date during business hours only. If a Vessel ETA changes, and as a result the Cargo Cut-off is changed, please consult our Cargo Acceptance

Schedule here: <http://web.portnelson.co.nz/Webcam/CargoAcceptance.pdf>.



The screenshot shows the Port Nelson logo and tagline at the top. Below it, a heading states: "Port Nelson Container Terminal is currently accepting cargo for the following voyages:". A note indicates the data is accurate as of 27/01/2020 10:47. A table follows with five columns: ETA, Shipping Line, Voyage, Vessel, and Expected Cargo Cut Off. The table lists three voyages: ANL (Hansa Freyburg) on 29/01/2020, MSC (SPHE005R) on 02/02/2020, and PAC (MOCH4171) on 03/02/2020.

ETA	Shipping Line	Voyage	Vessel	Expected Cargo Cut Off
29/01/2020	ANL	HAFR2002	Hansa Freyburg	Tuesday 28/01/2020 17:30
02/02/2020	MSC	SPHE005R	Sphene	Friday 31/01/2020 10:00
03/02/2020	PAC	MOCH4171	Moana Chief	Friday 31/01/2020 17:30

This page also informs you when we will accept cargo for each ship. If you attempt to bring in containers before the first receival day, we will send your truck out of our yard. Early acceptance can be pre-arranged when or if we have space to store your container, and we have acceptance of applicable charges from the shipping line/shipper (depending on which shipping line you use).

Contacts for further trouble shooting.

- Bookings and cargo edits

Cargo.Reception@portnelson.co.nz 03 5393 824 or 03 5393 829.

- Empty stock or late cargo

CYard@portnelson.co.nz 03 5393 825 or 03 5393 851.

- Web Portal queries

Stacey.Gambell@portnelson.co.nz 0273317133 between 0700-1530, until May.