HOW TO PRE-ADVISE AN EXPORT OR OUTBOUND COASTAL CONTAINER

WHAT IS PRE-ADVISE?

Pre-Advise is an electronic notification from a shipper or their authorised agent to the port. Replacing the paper based Carters Note used in the past, its purpose is to provide all the necessary details of each container booked to travel on a ship so it can be handled and stowed appropriately. It must be completed prior to delivering a container to port and can be done either online via a (CAP) login to the SPARCS N4 port system or via B2B EDI.

Pre-Advise is compulsory; without it a container being delivered to port by truck or train cannot be gated-in on its arrival at the Terminal. And for a truck to be able to take a container to port they must first book an appointment in the port Vehicle Booking System (VBS); in order to confirm an appointment the Pre-Advise must have been done first.

A Booking is required first in order to Pre-Advise. When a shipper or their agent books a container load with the Shipping Line, the Shipping Line will create a booking, release an empty container for packing the cargo into and respond with a booking number. The Shipping Line will then electronically transmit the booking directly into the port system. For a shipper or their agent to successfully Pre-Advise, the port needs to have received the booking from the Shipping Line, it must provide accurate details for handling the cargo being shipped and the Pre-Advisor will need the correct booking number.

Pre-Advise requires detail and accuracy. During the process of pre-advising, the shipper or their agent is assigning a loaded container to the booking, providing all the details unknown at the time of making the booking and checking that all the details contained in the booking are correct – anything incorrect must be addressed first with the Shipping Line by the Pre-Advisor before attempting to complete the Pre-Advise. Once Pre-Advise has been completed and the container gated-in at the Terminal, the port system will electronically transmit required data back to the Shipping Line.

Pre-Advising clears the way for the truck or train arriving at the Terminal Gate. Any errors in the booking are resolved so that accurate information specific to individual containers such as destination, commodity, VGM, Class/UN data, reefer temperature/vent/humidity requirements and the like, are provided to the port before the unit physically arrives at the Terminal Gate. This enables truck drivers to quickly gate-in containers day or night using LPC's automated KIOSK's and for port to plan container placement in the Terminal yard in accordance with when and where they will physically load onto the ship.

For more information about Bookings and Pre-Advise refer to the LPC Customer Information Sheets:

- Export Bookings & Customer Pre-Advise
- Pre-Advise & Container Equipment Types
- DG Guidelines for Customers
- OMAR Requirements

WHAT IS CAP?

The Community Access Portal (CAP) provides an HTML-based online interface with SPARCS N4. Authorised parties can obtain a login and use CAP to access basic information relating to containers and vessels, and to Pre-Advise export and outbound coastal containers.

WHAT IS SPARCS N4?

A Navis software product, SPARCS N4 is the Terminal's container management system. It is accessed by Shipping Lines, NZ Customs, 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.*
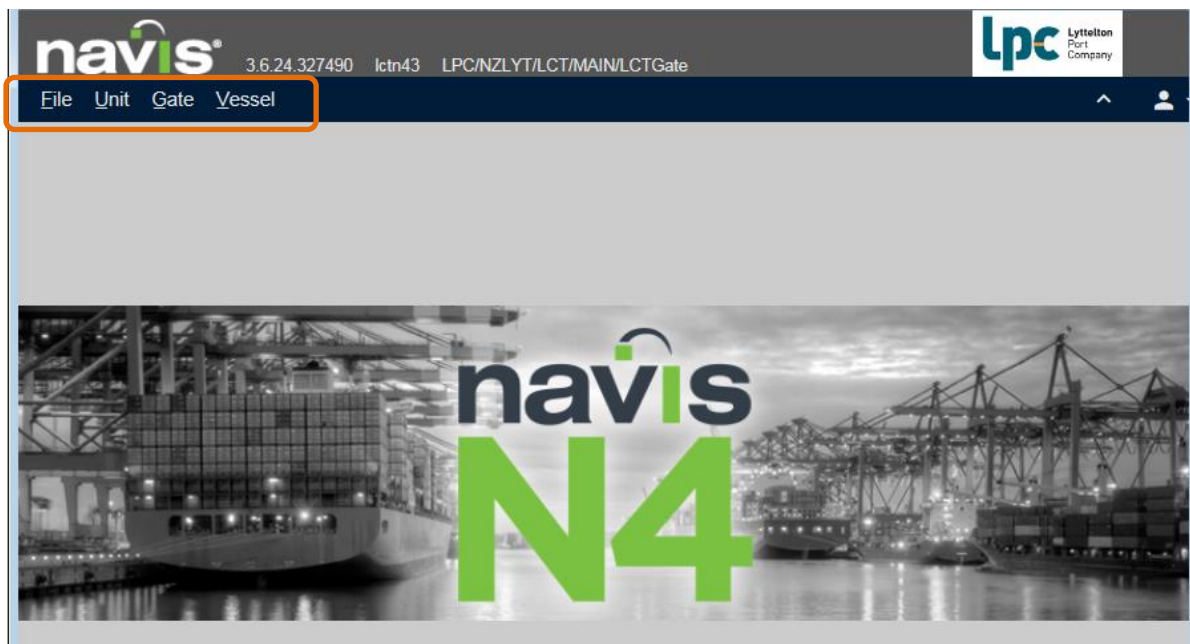
HOW TO LOGIN

1. Click on Community Access Login (top right corner) from the LPC website at: www.lpc.co.nz
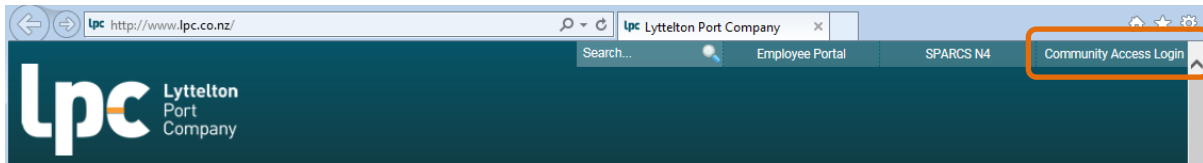
2. **Login** using your username and password

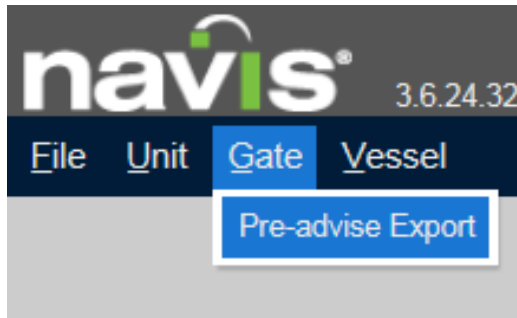3. The following window is displayed

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

Note: *if the* **Gate** *option is missing from your screen you will be unable to Pre-Advise - please contact the LPC Customer Services Unit to request your login be amended to provide the Pre-Advise feature*

LPC Contact Details: **Customer Services**
Phone: +64 3 328 7987
customerservices@lpc.co.nz

PRE-ADVISE AN EXPORT OR OUTBOUND COASTAL CONTAINER

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

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

**TIP:

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

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

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

3. Complete the online form by typing in the following:

   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 is the first time the equipment has come through LYT the following message will appear:*

   First check the equipment number is correct, if it is, continue to add the unit number, type and (Line) Operator to the system then click [✓ Save]

   b) **Equipment Type (ISO):** type in the correct type**.** You can find this 4-character identifier on the container itself (usually underneath the container number) – type these alphanumeric 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:** The Shipping Line the container is booked with. Ensure selection of the correct shipping line to avoid system errors; a list of Line Operator codes can be found in the Related Documents section online at http://www.lpc.co.nz/customer-portal/container-terminal/

   e) **VGM Weight:** type in the Verified Gross Mass weight as legally required under SOLAS regulations

   f) **VGM Verifier:** type in the name of the person authorised to supply the VGM weight

   g) **Carrier Mode:** the 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, ensure selection of the correct one to avoid system errors; a list of Line Operator codes can be found in the Related Documents section online at http://www.lpc.co.nz/customer-portal/container-terminal/ – be aware the system will default to the last record which may not be the correct Line Operator for this voyage

   Note: some of the data keyed in will be compared with the Booking information in the Terminal system, if there is a discrepancy the Booking Number keyed in next will not be recognised

   i) **Booking Number:** the number issued to you by the Shipping Line when the booking was made, make sure the numbers/letters are entered correctly

   j) **Seal Number(s):** key in the container seal number/s

   k) **Vessel Visit, Port of Load & Port of Discharge** will self populate once the Booking number is entered – check this information is correct before proceeding any further

   l) **Temperature** (where applicable under the Reefer section) will self populate – check that the temperature being displayed is correct or type in the correct temperature if it is not - refer to step 5 following

m) **Dangerous Goods Hazard information** (where applicable), check the Class and UN number/s are correct before proceeding any further and refer to step 4 following

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

n) **Freight Kind:** select FCL (full container) or Empty

o) **Commodity Code:** obtain the correct code for the contents from the Commodity Codes for Pre-Advising list available in the Related Documents section online at: http://www.lpc.co.nz/customer-portal/container-terminal/ - page 1 is for Reefer Cargo, page 2 is for Dry Cargo (including Hazardous). Once the correct code has been found, begin typing it into the commodity code field

p) **Shipper:** shipper name should pre-populate from the booking if that detail has been supplied to the port

4. **For Hazardous Goods**: check the IMDG Class/es are correct and where multiple UN numbers are in the booking, delete those that **do not** apply to the specific container you are pre-advising;
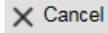
5. **For Reefers**:

   a) Click the Reefer tab, type in Vent and Humidity settings (where applicable) and check the temperature is correct – if the temperature displayed is not correct, key in the correct temperature

   b) For commodities requiring OMAR Back on Power time, use the slider to bring this field into view and key in the correct date and time then click ✓ Save

6. **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 before proceeding any further

7. Click ✕ Cancel at the bottom of the form if any Shipping Line amendments to the booking need to be made or ✓ Save if **all** necessary details in the Pre-Advise are correct

8. If you need to make a change to any data you have completed after you have clicked Save, please refer to page 7 following

PRE-ADVISE CHANGES

Provided the container has not yet gated-in the Pre-Advisor can change the following fields by logging in and Pre-Advising the container again…

- VGM Weight

- VGM Verifier

- Seal Number

- Commodity Code

- UN number/s (by adding/deleting those available in the booking)

- OMAR Back on Power time

- Temperature, Vent & Humidity settings

If the container has been mistakenly pre-advised against the wrong booking and has not yet gated-in, please contact LPC's Customer Services Unit to cancel the Pre-Advise – note that Change of Status charges will apply for LPC administration.

Changes to any fields in the PreAdvise *after* gate-in need to be done by LPC Customer Services. Request a change in writing by completing the "Application to Change Export & Outbound Container details" form available from the Related Documents section online at http://www.lpc.co.nz/customer-portal/container-terminal/ – note that charges will apply for LPC administration along with any other fees triggered as a result of a change to commodity, ISO, vessel or port of discharge, etc

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HAVING TECHNICAL PROBLEMS?

Depending on your internal IT setup you may find using one internet browser over another may work better - try switching between Internet Explorer or Chrome to see what works best for you.

If you're unable to see all the fields on the Pre-Advise form try holding the Ctrl button while scrolling the mouse to zoom in/out – alternatively if there have been any recent IT updates, try a cache clearance to reload your CAP login....

Google

clear cache

clear cache
clear cache **chrome**
clear cache **on samsung**
clear cache **google chrome**
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