



Container Checks Portal User Manual



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Logging On

Initial Log on

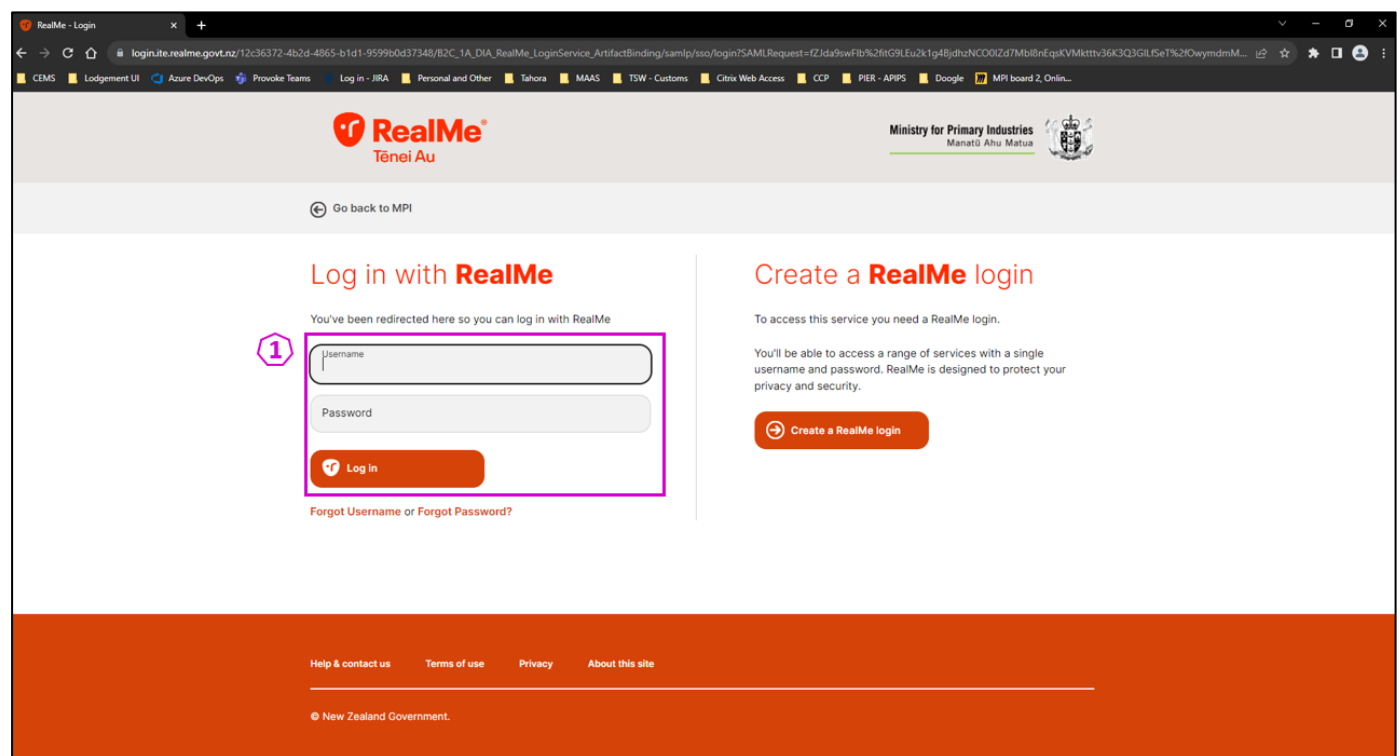
- When an AP is first approved a link will be sent to allow registration via RealMe
- The AP will need to follow the link which will take them to RealMe to set up a new login there or use an existing one. The RealMe website does all the guidance through that process but we have provided a 'How to' guide that can be found on [Container Checks](#).
- This only needs to be completed on the first login to the new system.

Normal Log on

Follow the link from the webpage here: [Container Checks](#)

Or directly via this link: <https://containercheckportal.mpi.govt.nz/>

This will open the RealMe log in page where you can enter your previously set up login details at number 1 below.



Once your details are entered – you will be routed back to the Container Check Home screen.



Home Page Navigation

Home

4
5
6

1
2
3

7

Items per page: 10
1 - 10 of 50

1
2
3

ADD SEA
ADD AIR
DOWNLOAD

7

Items per page: 10
1 - 10 of 50

8
Submission History

Container ID	TSW Ref No ↑	Consignment Ref No	Inspection Date	Contaminant	Date Submitted	9 Actions
MRSU4429160	64039820	C2023/100031	10/11/2023	Yes	12/11/2023	✎ ✕
DSZU8004422	311101638	C2023/500087	10/11/2023	No	10/11/2023	✎ ✕
FCBU8639760	311101638	C2023/500087	10/11/2023	No	10/11/2023	✎ ✕
asdwsdqdsd	CEMS26	C2023/800009	10/11/2023	No	10/11/2023	✎ ✕
AIRCANTEST1	CEMS25	C2023/800008	10/11/2023	Yes	10/11/2023	✎ ✕
AIRCANTEST4	CEMS25	C2023/800008	10/11/2023	No	10/11/2023	✎ ✕
AIRCANTEST3	CEMS25	C2023/800008	10/11/2023	No	10/11/2023	✎ ✕
AIRCANTEST2	CEMS25	C2023/800008	10/11/2023	No	10/11/2023	✎ ✕
HASU4598134	64039820	C2023/100031	03/11/2023	No	10/11/2023	✎ ✕
MRSU3885572	64039820	C2023/100031	03/11/2023	No	10/11/2023	✎ ✕

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Navigation of the home page

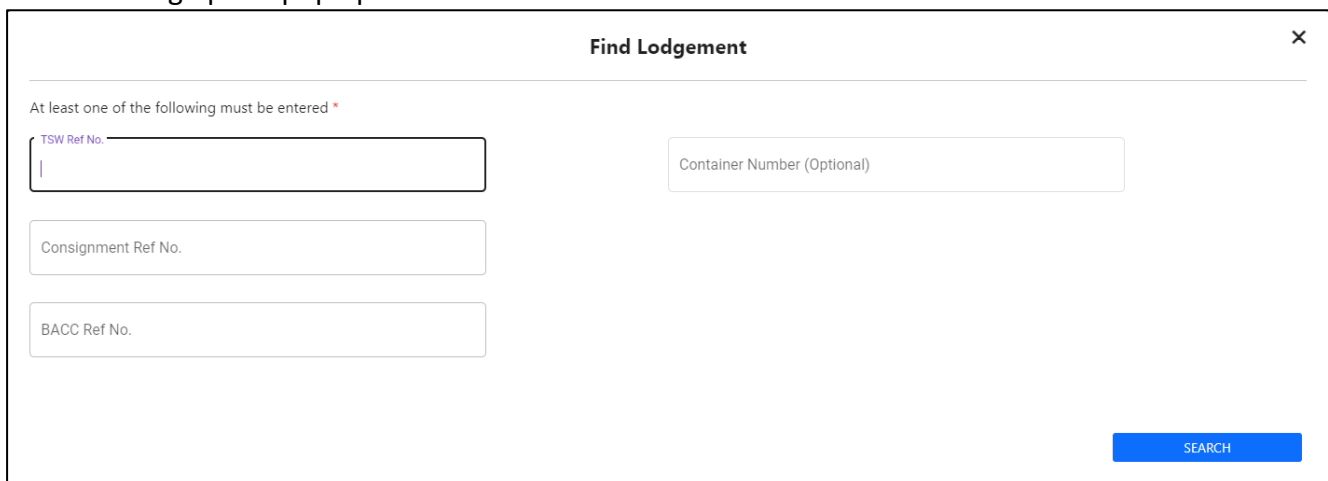
1	This is to begin the process of submitting sea container results
2	This is to begin the process of submitting air container results
3	This is where a submission history can be downloaded
4	This is a search function to find a sea container submission. Air containers can't be found in this search. It will only accept Consignment reference number (e.g. C2023/123456) or TSW Id to search.
5	This is to view the user details and add new Transitional Facilities if relevant
6	This provides a link back to the information and instructions on the MPI webpage
7	The search function will search the table below the field The pagination allows you to navigate through the screens on the table below
8	This table is the submission history of the user. It is capped at the last 50 records submitted. If you need more detail – the whole submission history can be downloaded within a few seconds by using the Download button
9	The Actions column will allow viewing of previously entered submissions or deletions

Submitting Data

Submitting Sea container results

You can start this process by clicking the 'Add Sea' button.

This will bring up the pop up here:



The screenshot shows a pop-up window titled "Find Lodgement" with a close button (X) in the top right corner. Below the title, there is a note: "At least one of the following must be entered *". The form contains four input fields: "TSW Ref No." (with a blue cursor), "Container Number (Optional)", "Consignment Ref No.", and "BACC Ref No.". A blue "SEARCH" button is located in the bottom right corner of the form.

Enter one of the following:

- TSW Ref No
- Consignment Ref No
- BACC Ref No

You can also enter a specific container number as well as one of the above.

Then click 'Search' and the system will find the relevant details.

NB: Alternatively you can find the relevant containers by entering your TSW Ref No. OR your Consignment Ref No. into the search box in the banner (4 above).

Single Entry

If there are any contaminants to enter then a single entry will be needed.

Once the list of containers is showing on the screen choose the + button in the actions column for the correct container.

Consignment Number	Line ID	Container Number	Inspection Date	Transitional Facility	Seal Intact?	Wood Packaging?	Contaminant(s)	Accredited Person	Actions
C2023/13327	CTS1								+
C2023/13327	CTS2								+
C2023/13327	CTS3								+
C2023/13327	CTS4								+

This will take the user to a new screen like this

1	This field will default to the TF the user is associated with. It can be changed there is more than one TF association NB: New TF associations need to be added via the User Details function
2	This field will default to the logged in user but it can be updated to another AP at the same TF if the data entry is being done on behalf of someone else
3	This inspection date will default to the current date but it can be amended
4	You can tick 'Seal Intact?' and 'Wood packaging?' if they are relevant to your inspection. They can also be left blank
5	This Add Contaminant button will bring up a pop-up described next.
6	You will need to click 'Save' to record the data or 'Cancel' to reverse any data entry completed. There is no second submission step needed – once save is chosen the details are saved. They can be updated if you have made an error as well

If there has been a contaminant found – choose the ‘Add Contaminant’ button. This will trigger this screen to show:

The screenshot shows a form titled "Add Contamination 1 of 1" with a close button (X) in the top right corner. The form is divided into several sections, each highlighted with a pink box and a numbered callout (1-6):

- 1:** The top section containing "Type *" (dropdown), "Vital Signs *" (dropdown), a "Clear" button, and a "Description / Disease Symptoms" text area.
- 2:** The "Contaminant Location *" section with checkboxes for "Interior", "Exterior Top", "Exterior Bottom", and "Exterior Other".
- 3:** The "Risk Status *" section with radio buttons for "Low Risk" and "High Risk".
- 4:** The "Actions Taken" section with checkboxes for "MPI Notified", "Swept", "Sprayed", and "Fumigated", and a "Details" text area below.
- 5:** The "ADD ANOTHER" button.
- 6:** The "DONE" button.

At the bottom of the form, there is a red alert message: "ALERT!! If you have found certain high or live contaminant please contact MPI on 0800 809 966 if you have not already contacted MPI by other means. Thank you."

1	Enter the type of contamination, if it's alive or dead (if relevant), and provide some extra details about it if possible
2	Enter where the contaminant was found
3	Please select 'Low' unless your facility is part of an MPI Co-management or Equivalent System
4	Complete the 'Actions Taken' on the contaminant Choosing MPI Notified will bring up a date picker which will default to the current date – but can be changed The contamination and packaging charts on the MPI website shows when to call MPI
5	If there is more than one contaminant – this can be used to add more without needing to close and reopen the pop-up
6	Click done when all contaminants are entered

Bulk Entry

If there are no contaminants found – there is the ability to do a bulk update for a number of containers

Once the list of containers is showing on the screen choose the tick box beside all the relevant containers that are ok to have data entry (or choose the top tickbox to select all containers).

Ministry for Primary Industries
Home / Lodgements: 333843

CRN: C2023/13327 TSW ID: 333843

UPDATE Enter search filter

4 of 21 selected

<input type="checkbox"/>	Consignment Number	Line ID	Container Number	Inspection Date	Transitional Facility	Seal Intact?	Wood Packaging?	Contaminant(s)	Accredited Person	Actions
<input type="checkbox"/>	C2023/13327	CTS1								+
<input type="checkbox"/>	C2023/13327	CTS2								+
<input checked="" type="checkbox"/>	C2023/13327	CTS3								+
<input checked="" type="checkbox"/>	C2023/13327	CTS4								+
<input type="checkbox"/>	C2023/13327	CTS5								+
<input type="checkbox"/>	C2023/13327	CTS6								+
<input checked="" type="checkbox"/>	C2023/13327	CTS7								+
<input type="checkbox"/>	C2023/13327	CTS8								+
<input checked="" type="checkbox"/>	C2023/13327	CTS9								+
<input type="checkbox"/>	C2023/13327	CTS10								+

This will bring up this pop-up

TSW ID: 333843

UPDATE Enter search filter

21 of 21 selected

Bulk Update - Sea Container Inspection Results

1 WARNING: containers that have contaminants must be individually updated with the details

2 Transitional Facility * 45003, \$ Dimis Ltd, FL 3 1X/22 GRM Block Office Swansea Square, Ngaio, Wellington

2 Accredited Person * 15134, Fiona Stewart

3 Inspection Date * 15/11/2023

4 Seal intact? Wood packaging?

5 Update

<input checked="" type="checkbox"/>	Consignment Number	Line ID	Container Number	Inspection Date	Transitional Facility	Seal Intact?	Wood Packaging?	Contaminant(s)	Accredited Person	Actions
<input checked="" type="checkbox"/>	C2023/13327	CTS1								+
<input checked="" type="checkbox"/>	C2023/13327	CTS2								+
<input checked="" type="checkbox"/>	C2023/13327	CTS3								+
<input checked="" type="checkbox"/>	C2023/13327	CTS4								+
<input checked="" type="checkbox"/>	C2023/13327	CTS5								+
<input checked="" type="checkbox"/>	C2023/13327	CTS6								+
<input checked="" type="checkbox"/>	C2023/13327	CTS7								+
<input checked="" type="checkbox"/>	C2023/13327	CTS8								+
<input checked="" type="checkbox"/>	C2023/13327	CTS9								+
<input checked="" type="checkbox"/>	C2023/13327	CTS10								+

- | | |
|----------|---|
| 1 | This is a reminder that any contaminant entry will need to be done separately |
| 2 | These fields will default to the TF and the logged in user. It can be changed there is more than one TF association or data entry is being done on behalf of someone else
NB: New TF associations need to be added via the User Details function |
| 3 | This inspection date will default to the current date but it can be amended |
| 4 | You can tick 'Seal Intact?' and 'Wood packaging?' if they are relevant to your inspection. They can also be left blank |
| 5 | You will need to click 'Update' to close the pop-up. This will save the details against all the relevant containers and they will now show in the submission history. |

Submitting Air container results

Air containers will need to be entered directly into the portal to submit inspection results for them.

Click the 'Add Air' button

This will bring up the pop up here:

Add Air Container(s)

Flight Number * | Arrival Date *

Transitional Facility * 45003, \$ Dimis Ltd, FL 3 1X/22 GRM Block Office Swansea Square, Ngaio, Wellington

ADD *You must enter at least one Enter search filter Items per page: 10 0 of 0

Container Number	Actions
No items found	

DONE

Enter the Flight number and Arrival Date

The Transitional facility should default to the relevant TF that the user is associated with but it can be changed if the AP has several associations.

NB: to add new TF associations use the User Details section.

Next click the ADD button – this will open a table line below to allow the entry of each air container that has been inspected.

ADD *You must enter at least one Enter search filter Items per page: 10 1 - 1 of 1

Container Number	Actions
123456	Save Cancel

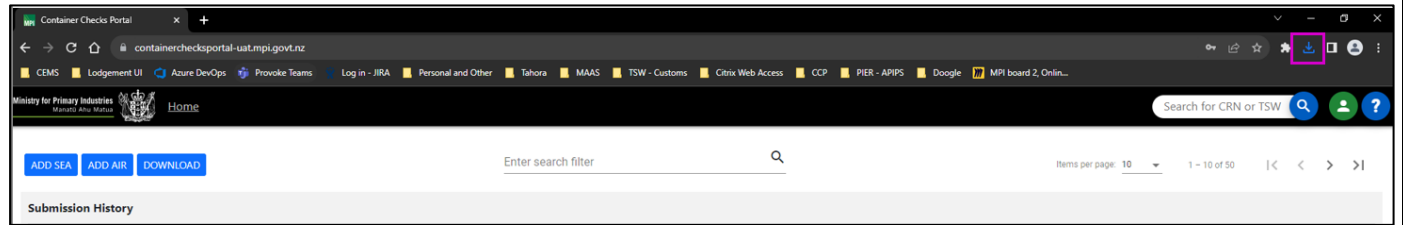
Once you have entered all the required containers click DONE

This will enter all the containers and put the user onto the same screen as described above for Sea containers. Follow all instructions for single or bulk submission in the same way.

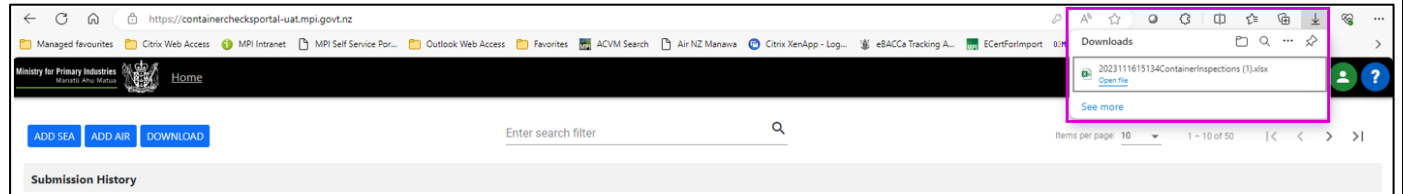
Download submission history

When the DOWNLOAD button is pressed, the system will think for a minute and then the download icon in the browser window will turn blue (in Chrome) or have a download button show (in Edge).

CHROME:



EDGE:



The downloaded document can be saved as needed.

It will look like this:

Submission History

Report Generated: 15/11/2023 11:39 AM
Report Generated By: Fiona Stewart (68131)

TF No.	AP No.	I.E. No.	Discharge Port	Ship Name	Voyage Number	Consignment No.	Container No.	Inspection Date	Seal Intact	Wood Packaging	Contaminated	Type	Description	Vital S
2	15134	511101638	NZLYT	SAGITTA	6	C2023/500087	DSZU8004422	10/11/2023	N	N	N			
2	15134	511101638	NZLYT	SAGITTA	6	C2023/500087	FCBU8639760	10/11/2023	N	N	N			
45003	15134	CEMS26	NZAKL	dqwdww		C2023/800009	asdwdsqdsd	10/11/2023	N	N	N			
45003	15134	CEMS25	NZAKL	QSZNT123142		C2023/800008	AIRCANTEST1	10/11/2023	Y	N	Y	ants	angry as	alive
45003	15134	CEMS25	NZAKL	QSZNT123142		C2023/800008	AIRCANTEST4	10/11/2023	Y	N	N			
45003	15134	CEMS25	NZAKL	QSZNT123142		C2023/800008	AIRCANTEST3	10/11/2023	Y	N	N			
45003	15134	CEMS25	NZAKL	QSZNT123142		C2023/800008	AIRCANTEST2	10/11/2023	Y	N	N			
45003	15124	64039820	NZPOE	OLGA MAERSK	343N	C2023/100031	MRSU4429160	10/11/2023	Y	N	Y	ants	angru	alive
45003	15124	64039820	NZPOE	OLGA MAERSK	343N	C2023/100031	MRSU4429160	10/11/2023	Y	N	Y	soil		n/a
45003	15124	64039820	NZPOE	OLGA MAERSK	343N	C2023/100031	MRSU4598134	3/11/2023	Y	N	N			
45003	15124	64039820	NZPOE	OLGA MAERSK	343N	C2023/100031	MRSU388572	3/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	BBUJ2407975	1/11/2023	Y	N	Y	ants	asdasd	dead
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	BBUJ2407975	1/11/2023	Y	N	Y	soil	TEST	n/a
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	ZZZ8004382	2/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	DSZU8004382	2/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	BBUJ3815502	2/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	BBUJ3815349	2/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	KFXU1805362	2/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	BBUJ3814933	2/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	BBUJ3815689	2/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	KFXU1805378	2/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	DSZU8004253	2/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	FXLU1797111	2/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	FAMUJ2735743	2/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	SKYU2288331	2/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	DSZU8004401	2/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	KFXU1805341	2/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	BBUJ3815375	2/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	BBUJ3815380	2/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	CPWU2223642	2/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	FCBU8639941	2/11/2023	Y	N	N			
45003	1099	511091637	NZLYT	SAGITTA	6	C2023/500028	FCBU8639820	2/11/2023	Y	N	N			

User Details

Navigation

This screen will show after clicking the User Details button.

User Details ✕

AP Number
15134

Email
fiona.stewart@mpi.govt.nz

Approval Expiry Date
27 November 2026

First Name
Fiona

Last Name
Stewart

Phone
021 999 9999

Address
17 MAURICE WILSON AVENUE, AUCKLAND

My Transitional Facilities

TF Code ↑	Name	Address	City	Actions
45003	\$ Dimis Ltd	FL 3 1X/22 GRM Block Office Swansea Square	Wellington	✕

1 - 1 of 1 | < > >>

ADD

Sign-out

DONE

- | | |
|----------|--|
| 1 | These are uneditable fields to provide information about what is held in our system for a user. The facility approvals team can be contacted if any of this information needs to be updated. |
| 2 | All transitional facilities associated with the user will be listed here. Associated TFs can be removed by clicking the x button under the Actions column |
| 3 | Click 'Add' to add more transitional facilities to the list above |
| 4 | The 'Done' button (or the cross at the top of the screen) will return the user to the home screen. |
| 5 | This will allow the user to 'Sign-out' completely. This is useful if you are using a shared computer |

Clicking the Add button above will bring up this TF search wizard.
 The name, TF code or address can be typed into the search field and the list will adjust accordingly.
 Click Done to add the TF to the table.

Select a Transitional Facility ✕

Transitional Facility Select Option ^

1 - 5 of 5129 | < > >> | Enter search 🔍

TF Code	Name	Address	City
<input type="checkbox"/> 2	Barlows Freight & Logistics - WLG	B/31 Bell Road South Road, Gracefield	Lower Hutt
<input type="checkbox"/> 15	John Jacobson Limited	107 Hutt Park Road, Gracefield	Lower Hutt
<input type="checkbox"/> 19	Pengellys Limited	8 Kingsford Smith Street, Rongotai	Wellington
<input type="checkbox"/> 22	Trafalgar Storage Ltd	1 Tinley Street, Auckland Central	Auckland
<input type="checkbox"/> 23	Toll Networks (NZ) Limited	6 Aotea Quay, Pipitea	Wellington

DONE