



ePortal

Reporting

→ provides the possibility to request specific reports via e-portal.

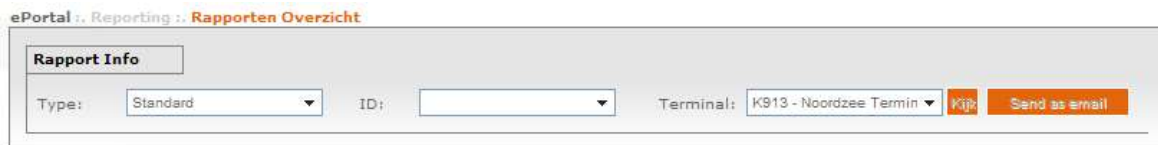
Currently, below LCT-lists are provided:

- LCT162 – Stack List FULL containers
- LCT178 - Discharge VESSEL
- LCT194 - Status Import Container
- LCT209 – Daily moves
- LCT219 - Loaded on VESSEL
- LCT261 - Stocklist EMPTY containers
- LCT370 – Customs loading list
- LCT440 – Dangerous goods
- LCT769 - Final Loading List VESSEL

Reports can be retrieved via REPORTING – overview :



When selecting the 'report overview', a summary screen will appear:

A screenshot of a web application interface titled 'ePortal : Reporting : Rapporten Overzicht'. It contains a 'Rapport Info' section with three dropdown menus: 'Type' (set to 'Standard'), 'ID' (empty), and 'Terminal' (set to 'K913 - Noordzee Termin'). To the right of the 'Terminal' dropdown are two buttons: 'Kijk' and 'Send as email'.

TYPE: is to be kept 'standard'. (ePortal and Customs are not available).

ID: Select the list you wish to retrieve.

TERMINAL: choose terminal



ePortal :: Reporting :: **Reporting Overview**

Reporting Info

Type: Standard ID: Terminal: K913 - Noordzee Terminal **View** **Send as email**

Code	Description
LCT162	Stacklist full
LCT178	Discharged from vessel
LCT194	Status import containers
LCT209	Daily moves
LCT219	Loaded on vessel
LCT261	Stock empty containers

After selecting the list you wish to retrieve, system will collect all information. Some extra selection options will appear:

ePortal :: Reporting :: **Reporting Overview**

Reporting Info

Type: Standard ID: LCT194 Terminal: K913 - Noordzee Terminal **View** **Send as email**

Basic parameters

Transport Vessel/Voyage: ... Alt.Voy.: ... **General** Line: ...

Extended parameters

- Select preferred selections
- Provide the preferred selections
- By clicking on **Extended parameters** extra selections can be added

The default selections are similar to the list you will receive via email...



INSTRUCTIES - PSA ANTWERP - GUIDELINES

Click the button **View** if you wish to consult the list via ePortal

Or **Send as email** if you wish to the list to be sent in PDF to your email account...

If 'view' was selected, the field EXPORT (with a drop down menu) will appear. You can now retrieve the report in the desired format (Word, Excel,...). Afterwards you can receive this list in your email account when clicking 'send as email'.