ePortal

Reporting

→ provides the possibility to request specific reports via e-portal.
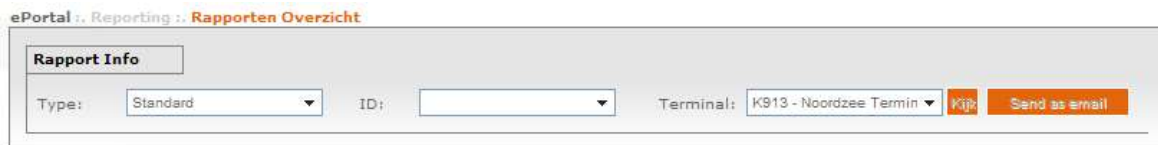
Currently, below LCT-lists are provided:

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

Reports can be retrieved via REPORTING – overview :

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

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

ID: Select the list you wish to retrieve.

TERMINAL: choose terminal

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

→ 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...

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'.