

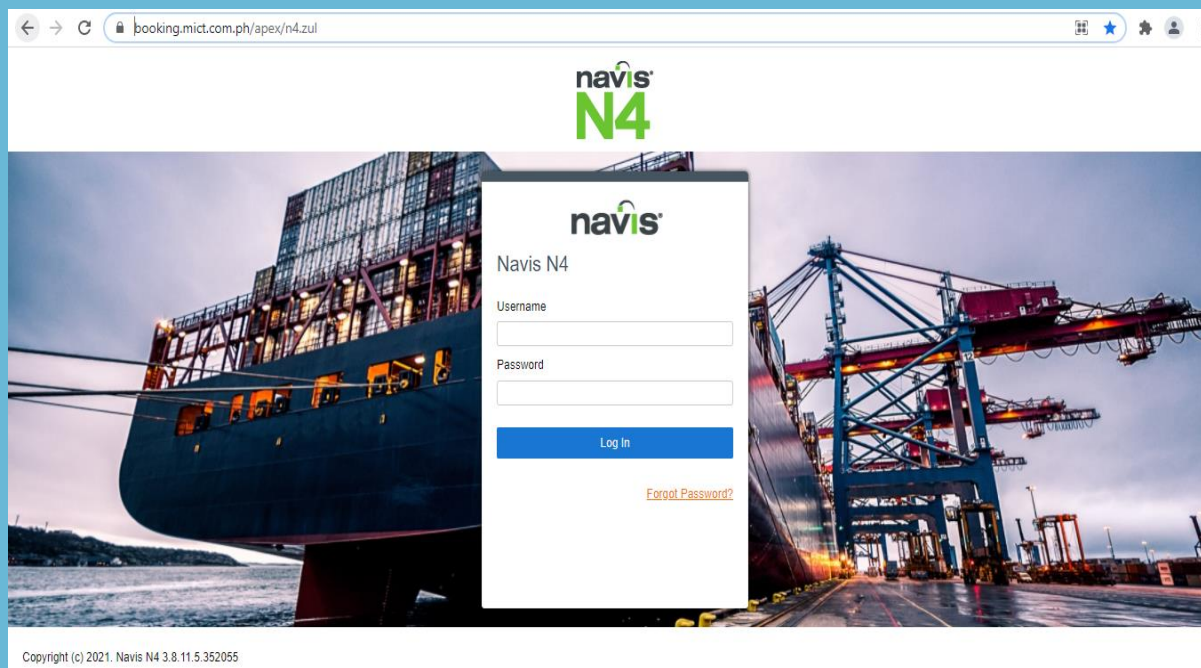
# NAVIS IMPEDIMENTS REPORT GUIDELINES

*MAERSK CUSTOMER EXPERIENCE AND SERVICE TEAM*



# System and Access Requirement

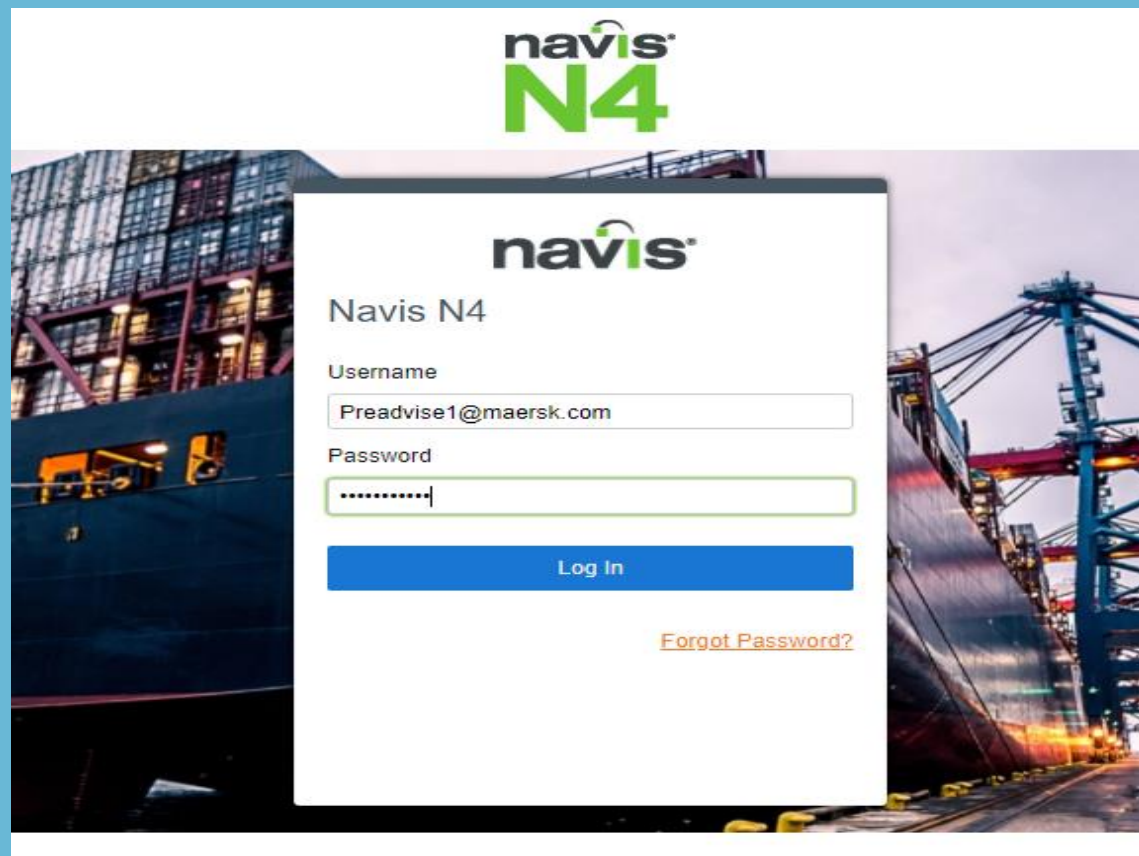
## Manila Pre Advise



Copy below link to your browser:

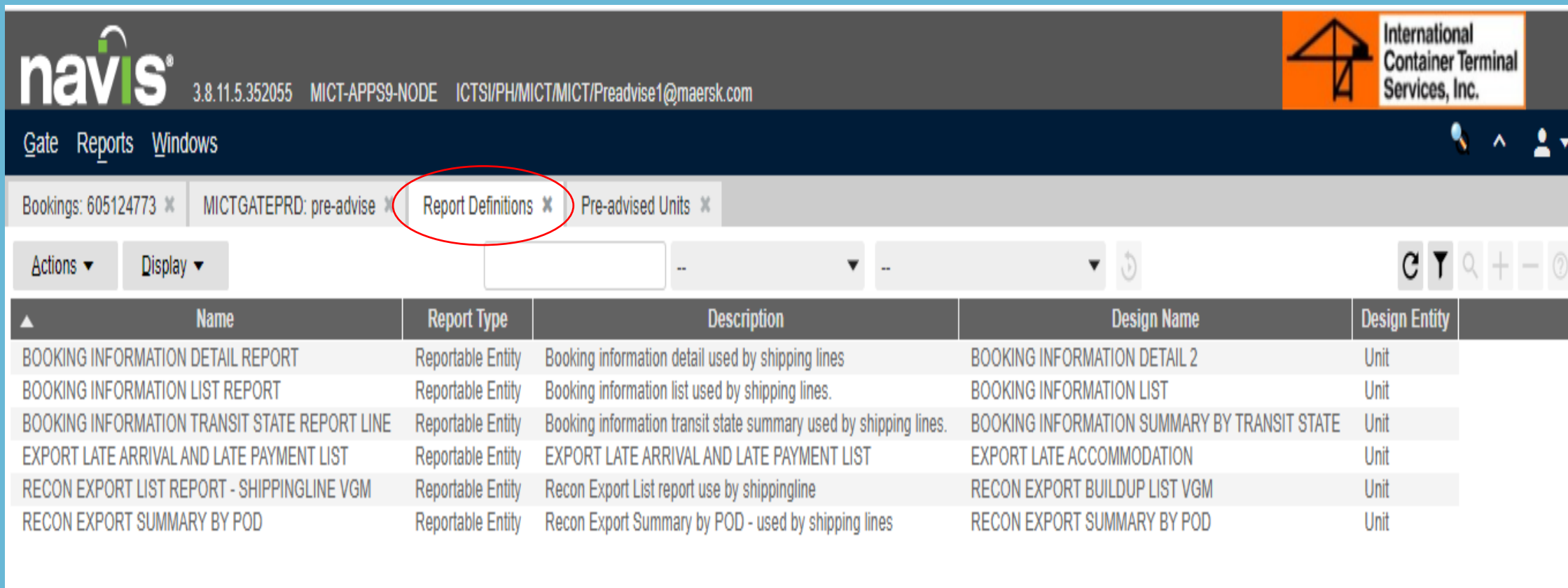
- <https://booking.mict.com.ph/apex/n4.zul>

# Step 1: Log-in using below credentials



Username: Preadvise1@maersk.com  
Password: Preadvise\_1

## Step 2: Go to Report Definitions



The screenshot shows the navis web application interface. The top navigation bar includes the navis logo, version information (3.8.11.5.352055), and user information (MICT-APPS9-NODE ICTSI/PH/MICT/MICT/Preadvise1@maersk.com). The International Container Terminal Services, Inc. logo is also present. The main navigation bar shows 'Gate Reports Windows' and a search icon. Below this, a tabbed interface is visible with tabs for 'Bookings: 605124773', 'MICTGATEPRD: pre-advise', 'Report Definitions' (highlighted with a red circle), and 'Pre-advised Units'. The 'Report Definitions' tab is active, displaying a table of report definitions. The table has columns for Name, Report Type, Description, Design Name, and Design Entity. The table lists several report types, all of which are 'Reportable Entity' and have a 'Unit' design entity.

Name	Report Type	Description	Design Name	Design Entity
BOOKING INFORMATION DETAIL REPORT	Reportable Entity	Booking information detail used by shipping lines	BOOKING INFORMATION DETAIL 2	Unit
BOOKING INFORMATION LIST REPORT	Reportable Entity	Booking information list used by shipping lines.	BOOKING INFORMATION LIST	Unit
BOOKING INFORMATION TRANSIT STATE REPORT LINE	Reportable Entity	Booking information transit state summary used by shipping lines.	BOOKING INFORMATION SUMMARY BY TRANSIT STATE	Unit
EXPORT LATE ARRIVAL AND LATE PAYMENT LIST	Reportable Entity	EXPORT LATE ARRIVAL AND LATE PAYMENT LIST	EXPORT LATE ACCOMMODATION	Unit
RECON EXPORT LIST REPORT - SHIPPINGLINE VGM	Reportable Entity	Recon Export List report use by shippingline	RECON EXPORT BUILDUP LIST VGM	Unit
RECON EXPORT SUMMARY BY POD	Reportable Entity	Recon Export Summary by POD - used by shipping lines	RECON EXPORT SUMMARY BY POD	Unit

- Click "Report Definitions"

# Step 3: Run Report

The screenshot shows the Navis software interface. The top bar includes the Navis logo, version 3.8.11.5.352055, and user information: MICT-APPS9-NODE ICTSI/PH/MICT/MICT/Preadvise1@maersk.com. The International Container Terminal Services, Inc. logo is also present. The main window displays a list of report definitions. The 'Report Definitions' tab is active and circled in red. The 'EXPORT LATE ARRIVAL AND LATE PAYMENT LIST' report is selected and highlighted in blue, with a red oval around it. A context menu is open over this report, with 'Run Report' circled in red.

Name	Report Type	Description	Design Name	Design Entity
BOOKING INFORMATION DETAIL REPORT	Reportable Entity	Booking information detail used by shipping lines	BOOKING INFORMATION DETAIL 2	Unit
BOOKING INFORMATION LIST REPORT	Reportable Entity	Booking information list used by shipping lines.	BOOKING INFORMATION LIST	Unit
BOOKING INFORMATION TRANSIT STATE REPORT LINE	Reportable Entity	Booking information transit state summary used by shipping lines.	BOOKING INFORMATION SUMMARY BY TRANSIT STATE	Unit
<b>EXPORT LATE ARRIVAL AND LATE PAYMENT LIST</b>	Reportable Entity	<b>EXPORT LATE ARRIVAL</b>	<b>EXPORT LATE ACCOMMODATION</b>	Unit
RECON EXPORT LIST REPORT - SHIPPINGLINE VGM	Reportable Entity	Recon Export List report u	RECON EXPORT BUILDUP LIST VGM	Unit
RECON EXPORT SUMMARY BY POD	Reportable Entity	Recon Export Summary b	RECON EXPORT SUMMARY BY POD	Unit

- Click "Export Late Arrival and Late Payment List", then press right click
- Click "Run Report"

# Step 4: Enter Parameter Values

Report Definitions x

### Enter Filter Parameter values

Sort Fields

Sort Field 1:	Port of Discha...	Ascending
Sort Field 2:		Ascending
Sort Field 3:	Unit Nbr	Ascending

Sort Field Params

*VESSEL NAME	SEAG (SEASPAN GUAYAQUIL)
*VOYAGE	118W
*Report Output	CSV (Comma Separated Value File)

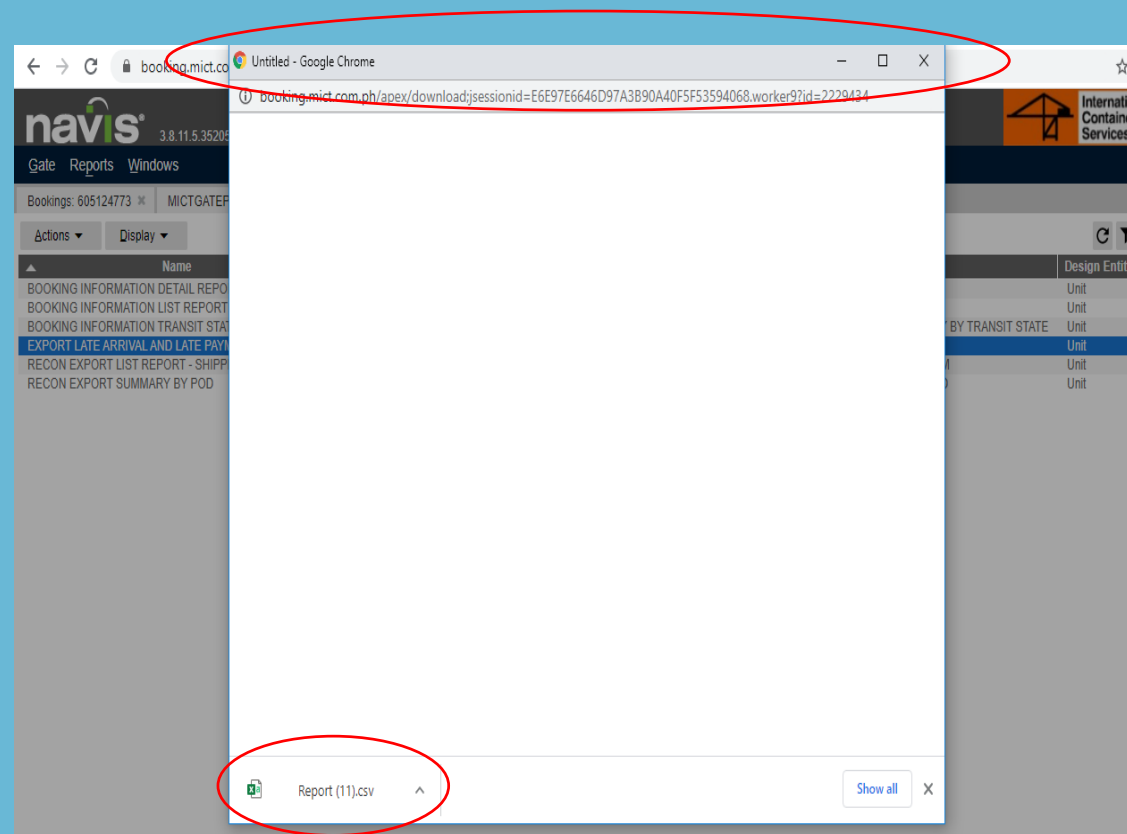
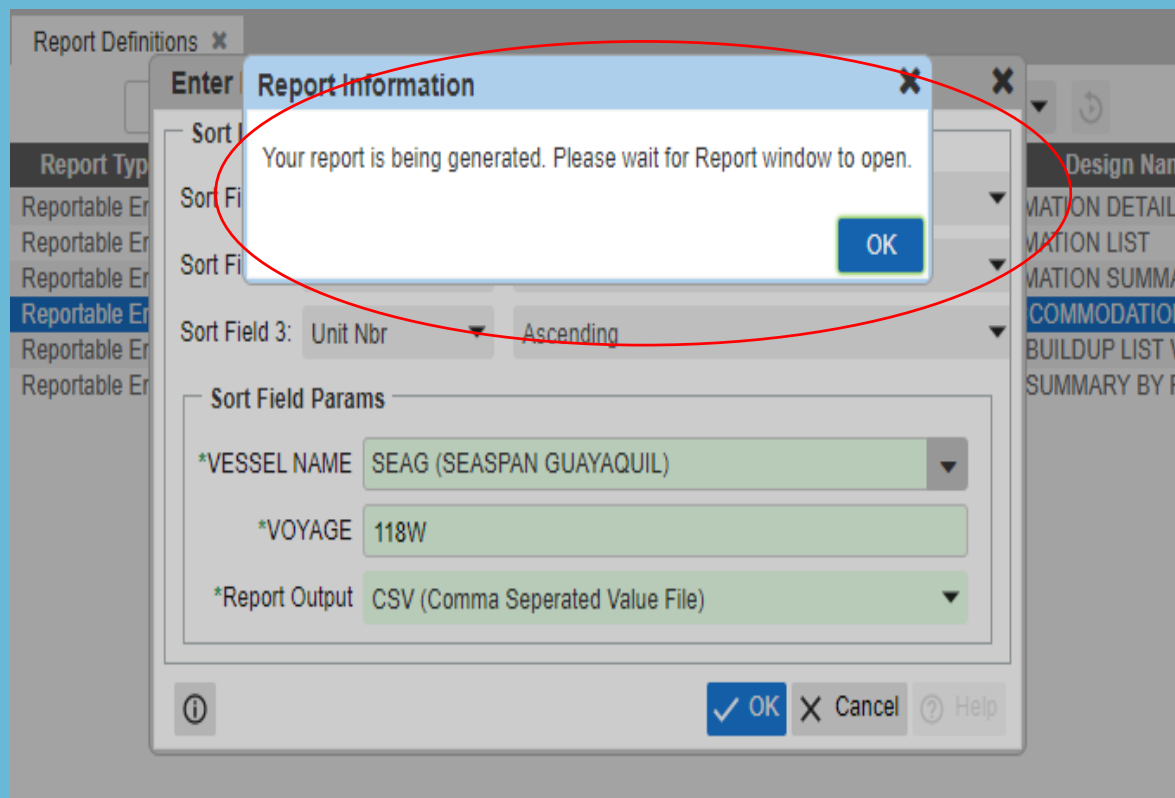
OK Cancel Help

• Fill in below required details:

1. Sort Field 1 – Port of Discharge
2. Sort Field 2 – Blank
3. Sort Field 3 – Unit Nbr
4. Vessel Name – the code name of your respective vessel in Navis
5. Voyage – the voyage number of your respective vessel
6. Report Output – CSV (Comma Separated Value File)

• Click "Ok"

# Step 4: Enter Parameter Values



- Afterwards, there will be a confirmation that report is being generated, then click "OK"
- A new browser will pop-in containing your report
- Save and open the report in your desktop

# Step 5: Check your Container/s

POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format. Don't show again Save As...

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05/05/2021 4:23 PM

INTERNATIONAL CONTAINER TERMINAL SERVICES INC  
EXPORT LATE ARRIVAL AND LATE PAMENT REPORT

Vessel Name : SEASPAN  
Line Operator :  
Voyage : 118W  
Freight Kind : F

Cont Size : 40

CONT NO	HEIGHT	TYPE	VGM	PORT	IMDG	GAUGE	IMPEDIMENTS
1	96	GP	25,440.00	CNSGH		---	!PAID_ARI LATE PAYMENT / LATE
HASU5028732	96	GP	18,360.00	CNSGH		---	!PAID_ARI LATE PAYMENT /
MRKU2797221	96	GP	17,950.00	CNSGH		---	!PAID_ARI LATE PAYMENT / LATE
MRKU4216162	96	GP	18,800.00	CNSGH		---	!PAID_ARI LATE PAYMENT / LATE
MRKU5006406	96	GP	21,100.00	CNSGH		---	!PAID_ARI LATE PAYMENT /
MRKU5080213	96	GP	21,950.00	CNSGH		---	!PAID_ARI LATE PAYMENT /
MRSU3559160	96	GP	23,780.00	CNSGH		---	!PAID_ARI LATE PAYMENT /
MSKU1530459	96	GP	19,110.00	CNSGH		---	!PAID_ARI LATE PAYMENT /

- All containers included in the excel file has an impediments
- Please do the needful to remove your container in the list to ensure loading of units
  - Paid Arrastre – settle the port charges in ACTS. If charges will be settled beyond LCT, it will incur shut out fee for late payment
  - Tabs Hold– container has not been gated-in yet. If unit will be gated-in beyond LCT, it will incur shut out fee for late arrival
  - Late Payment – if unit is already tagged for late payment, shut out fee shall be applied
  - Late Arrival – if unit is already tagged for late arrival, shut out fee shall be applied if unit will be gated-in via TRK