GENERAL CARGO
EXPORT

START

1

Vessel Agent send Cargo Acceptance Email to Port Operations via email

1. Packing List
2. Port Operation confirmation

2

Upon receiving conformation from Port, Cargo Agent submits transportation details via email

Obtain Port Operations NOC to access yard.

3

Cargo Agent creates Service request for delivering cargo to GC Terminal via email

1. Gang Request
2. Equipment & Gear Request

4

Cargo Agent attends delivery site and presents documents in-person

1. Packing List
2. Delivery note

5

Vessel Agent creates voyage declaration online via ATLP

1. Pre-Arrival Documents
2. Crane & Lifting appliance certificates
3. Manifest & Load list

6

Vessel Agents and/or Cargo Agent attend pre-arrival meeting with Terminal operations online/ in-person

1. Pre-Arrival meeting form
2. Stowage plan
3. Operations plan & Requirements (If any)
4. Service Request via ATP

7

Cargo Agent appoints Surveyor (if required) in-person

1. Cargo inspection & survey
2. Acknowledgement of cargo condition (If any remark) report

8

Cargo Agent uploads cargo documents online via ATLP

1. Export BOE
2. Packing List

9

Cargo Agent processes online payment for PHC online via ATLP. Shipment loaded on the vessel

1. Process the PHC Payment

10

Vessel Agent settle stevedore service payment - online payment

1. Vessel Report Verification
2. Receive Finance Invoice
3. Process the payment

FINISH

*The Customer can be a Vessel Agent, Cargo Agent and Trucking Company.

AD PORTS GROUP

Shipping Line/Vessel Agent · GC Terminal · Trucking Company · Cargo Agent