# GENERAL CARGO
# IMPORT

**START**

## 1

**Customer* inquiry / notification of shipment via email along with the listed details:**

1. Port facility inquiry
2. Vessel schedule
3. Volume in tonnes
4. Commodity / type of cargo
5. Mode of operation
6. Trucking enquiries

## 2

**Upon receiving confirmation from the Port Vessel Agent, create voyage declaration online via ATLP**

1. Pre-arrival documents
2. Crane and lifting appliance certificates
3. Manifest and discharge list

## 3

**Customer attends pre-arrival meeting with ports operation online via Teams or in-person**

1. Pre-arrival meeting form
2. Stowage plan
3. Operations plan and requirements (if any)

## 4

**Vessel Agent creates service request online via ATLP**

1. Gang request
2. Equipment and gear request
3. Hire request
4. Vessel shifting request

## 5

**Cargo discharge and customer acknowledgement of cargo condition done in-person**

1. Of cargo (if any)
2. Damage report (signature)
3. Daily vessel report (signature)

## 6

**Vessel Agent settles stevedore service payment online**

1. Vessel report verification
2. Receive finance invoice
3. Process the payment

**FINISH**

*The customer can be a consignee or Vessel Agent and transporter

AD PORTS GROUP

**Action Party** Shipping Line/Vessel Agent · GC Terminal · ATLP · Trucking Company · Customer*