Recon Reports

International Container Terminal Services, Inc.

Process		Customer	OPDOCS	Shift Manager
12 HOURS BEFORE ETB	Checking Export Load List	Start → Log In Navis N4 → Go to REPORTS / Select REPORT DEFINITIONS → Select RECON EXPORT LIST REPORT – SHIPPING LINE VGM → Click RUN REPORT / Indicate VESSEL NAME AND VOYAGE OUT PING LINE VGM → End		
6 HOURS BEFORE ETB	Checking Impediments	Start → Log In Navis N4 → Go to REPORTS / Select REPORT DEFINITIONS → Select EXPORT LATE ARRIVALS and LATE PAYMENT LISTS → Click RUN REPORT / Indicate VESSEL NAME AND VOYAGE OUT PING LINE VGM → Vessel Operator (No → Coloaders/Subcoloaders seek approval of Vessel Operator; Yes → Request tagging to OPDOCS) → Request issuance of SRN from Special Services (day shift) / OPDOCS (night shift) and settle charges in ACTS → Cargo OK for LOADING, if cleared for all impediments → End	Request Approval of Shift Manager → Tags Navis	Approves Request