



PORT OF PORT OF SPAIN

The Cargo Handling Business Unit of the Port Authority of Trinidad and Tobago

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Bulletin # 321

21 December 2020

Dear Stakeholders,

Subject: NAVIS N4 Advance Deposit Note

The Port of Port of Spain wish to launch the new Advance Deposit Note report using NAVIS N4 system. This update facilitates Vessel and Box Operators to quickly generate Proforma Invoices for each vessel operation, ahead of vessel arrival.

Vessel operators can access this new feature via the Advance Deposit Note tab in NAVIS. This is in accordance with the **Advance Deposit Note of the Port Tariff**, page12- Invoicing of Vessels. (See attached)

As a result, customers can now proceed using the following steps to obtain the Advance Deposit Note.

1. Login to NAVIS
2. Go to **[Operations]** Menu
3. Select the **[Reports]** Tab
4. Select **[Report Definition]** from the drop down menu
5. Select **[Advance Deposit Note]** from the options available.
6. In the Advance Deposit Note window, enter **the same Vessel Visit Code** e.g. Z11_kk11k in the **[IB ID]** and **[OB ID]** fields.
7. In **[Vessel Name]** enter the Vessel Name associated with the Code above e.g. ZARIO K
8. Click **[OK]**
9. A PDF proforma invoice will be generated that can be printed.

Enter Filter Parameter values

Sort Fields

Sort Field 1: Line Operator Ascending

Sort Field 2:

Sort Field 3:

Sort Field Params

IB ID: Z11_kk11k

OB ID: Z11_kk11k

Vessel Name: ZARIO K

Report Output: Pdf (Portable Document Format)

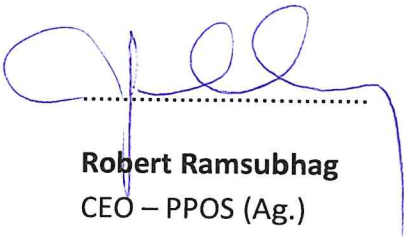
Pdf (Portable Document Format)

OK Close Help

If you have any concerns or queries regarding the Advance Deposit Note, please do not hesitate to contact Hayden Hurdle E-mail haydenh@patnt.com at 623-2901 ext. 461 or 357-1746

We look forward to your continued support and future business with us, as we work together to achieve excellence in our service to you and indeed all of our valued customers.

Respectfully,



Robert Ramsubhag
CEO – PPOS (Ag.)