Import cargo management

11 Discharge List

The procedure is generic. You will find terminal-specific information in the table

	System Interface	✗
	Web Interface	✓

➤ The Port Community System (PCS) is unavailable

What to do during a malfunction?

The terminal will fall back on the stowage plan during a malfunction to the PCS as a first course of action. During an extended malfunction, we recommend you submit your discharge list to the terminal by e-mail or via the Excel upload functionality on the terminal's website. Please note that you will have to wait for a malfunction to be resolved when dealing with terminals that do not offer these alternatives.

What to do after the malfunction has been resolved?

New discharge lists can be submitted using the standard procedure. Please contact the Portbase Service Desk if you have any doubts about the processing of your discharge list.

➤ The terminal system is unavailable

What to do during a malfunction?

The terminal will fall back on the stowage plan during a malfunction to the terminal system as a first course of action.

You can download the discharge list from the PCS or from your own system and send it to the terminal by e-mail. You can also submit the discharge list via the Excel upload functionality on the terminal's website if this option is available. Please note that you will have to wait for a malfunction to be resolved when dealing with terminals that do not offer these alternatives.

What to do after the malfunction has been resolved?

New discharge lists can be submitted using the standard procedure. Please contact the Portbase Service Desk if you have any doubts about the processing of your discharge list.

Contact

If you have any questions, please feel free to contact our Service Desk.

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✉ servicedesk@portbase.com

Legend

📞	Telephone
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🌐	Website
📄	Excel upload

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home of logistics intelligence

Back-up procedure

Import cargo management

Terminal-specific information

Terminal	Submitting pre-notifications for discharge lists via*
APM Terminals Rotterdam	✉
APM Terminals Maasvlakte 2	✉
ECT City Terminal	📊↗
ECT Delta Terminal	📊↗
Euromax terminals Rotterdam	📊↗
Rotterdam World Gateway	✉ **
Uniport	✉

* The contents of this list should be identical to discharge list you usually submit via Portbase.

** Only during a PCS malfunction, this cannot be done during a terminal system malfunction.

▶ Contact information

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