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INFORMATION TECHNOLOGY DEPARTMENT

Container Control Payment Advice Portal User Manual



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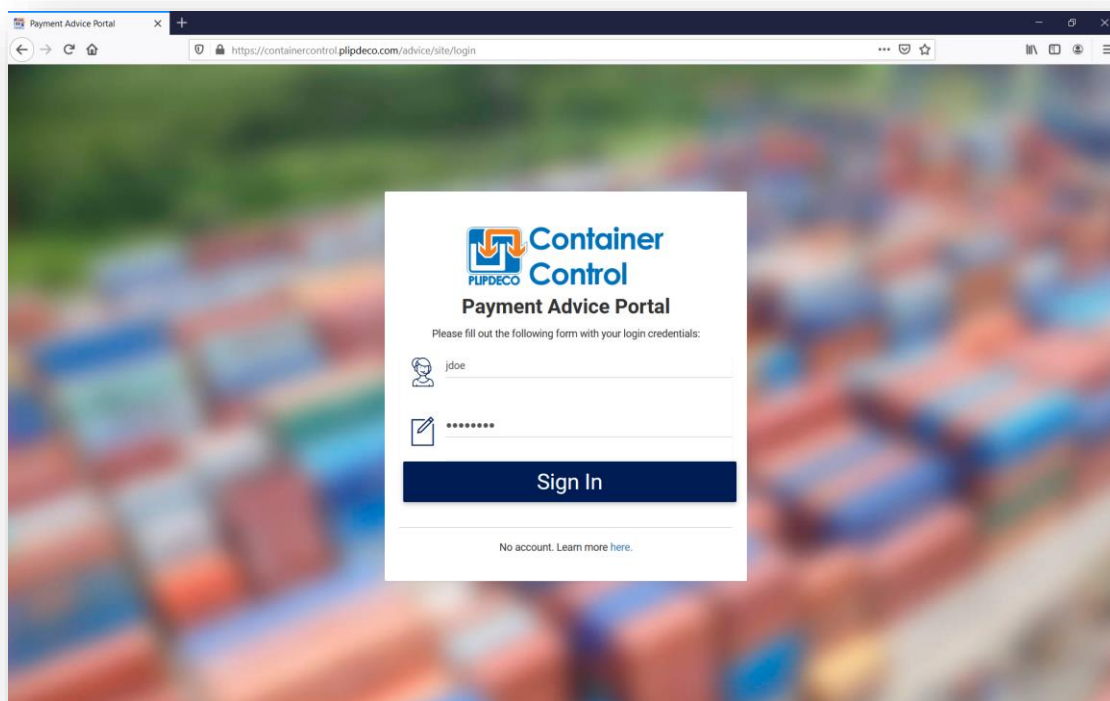
1. ABOUT THE PAYMENT ADVICE PORTAL

The Container Control Payment Advice Portal is an online system that allows customers/users to view the demurrage and detention charges incurred daily. It contains advanced information on amounts to be paid.

2. ACCESSING THE PAYMENT ADVICE PORTAL

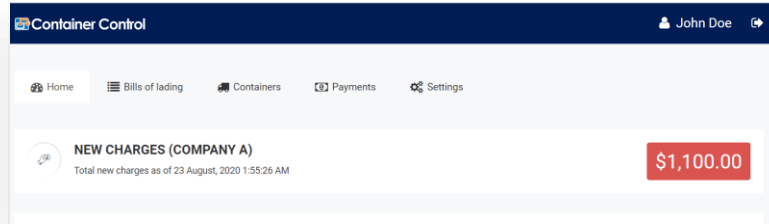
To access the Payment Advice Portal follow the steps below:

1. Navigate to <http://plipdeco.com/paymentadvice> from your web browser.
2. Enter your assigned **Username** and **Password** → Click **Sign In**.



3. LOGGING OUT

To log out, click the *sign-out button*  (located next to your username).



4. INTERFACE OVERVIEW

The screenshot shows the 'Container Control' web application interface. At the top, a dark blue header contains the logo and the text 'Container Control'. On the right of the header, a user profile 'John Doe' is shown with a logout icon. Below the header is a navigation menu with five items: 'Home', 'Bills of lading', 'Containers', 'Payments', and 'Settings'. A 'NEW CHARGES (COMPANY A)' section displays the total new charges as of 23 August, 2020, with a red box showing '\$1,100.00'. Below this is a 'Recent Containers' table with columns: #BL, Container, Discharged, Picked Up, Returned, Last Free Day, Charges, and Status. The table lists several containers with their respective dates and statuses (No Charges, Paid). A search bar is located to the right of the table.

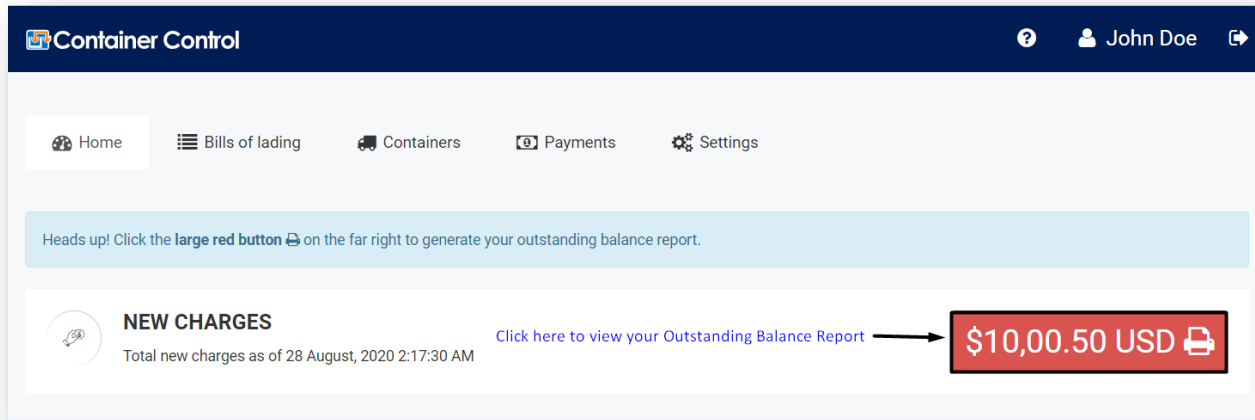
#BL	Container	Discharged	Picked Up	Returned	Last Free Day	Charges	Status
# 005577993	KKBC4848820	2020-07-15	2020-07-22	N/A	2020-08-05	\$0.00	No Charges
# 0055939	KKBC9891465	2020-07-15	2020-07-22	N/A	2020-08-05	\$0.00	No Charges
# 00557993	KKBC850957	2020-07-15	2020-07-22	2020-07-28	2020-08-05	\$0.00	No Charges
# 12220055	KKBC847070	2016-10-27	2016-11-01	2016-11-09	2016-11-09	\$0.00	Paid
# 12005531	KKBC9760640	2016-10-27	2016-11-01	2016-11-09	2016-11-09	\$0.00	Paid
# 12005531	KKBC9489625	2016-10-27	2016-11-01	2016-11-08	2016-11-09	\$0.00	Paid
# 00551231	KKBC9488439	2016-10-27	2016-11-01	2016-11-08	2016-11-09	\$0.00	Paid
# 10055231	KKBC489841	2016-10-27	2016-11-01	2016-11-08	2016-11-09	\$0.00	Paid

1. *Logout button* – Click the logout button to exit the portal.
2. *Username* – To gain access to your profile, click on your username. You can change your password within this section.
3. *Menu options* – You have access to five (5) main views.
4. *Company name* – Name of your company.
5. *Last Record Update* – Records are updated daily.
6. *New Charges* – Click here to view your Outstanding Balance Report.
7. *Filter Records* – You can filter your records by paid and unpaid BL's.
8. *Search/Filter* – Search for container numbers and BL's.
9. *#BL* – This will navigate you to the BL details page.
10. *Charges* – Charges incurred on equipment.
11. *Status* – Status of BL such as Partial Payment, Paid, Not Paid, and No Charges.

5. VIEWING / PRINTING YOUR OUTSTANDING BALANCE REPORT

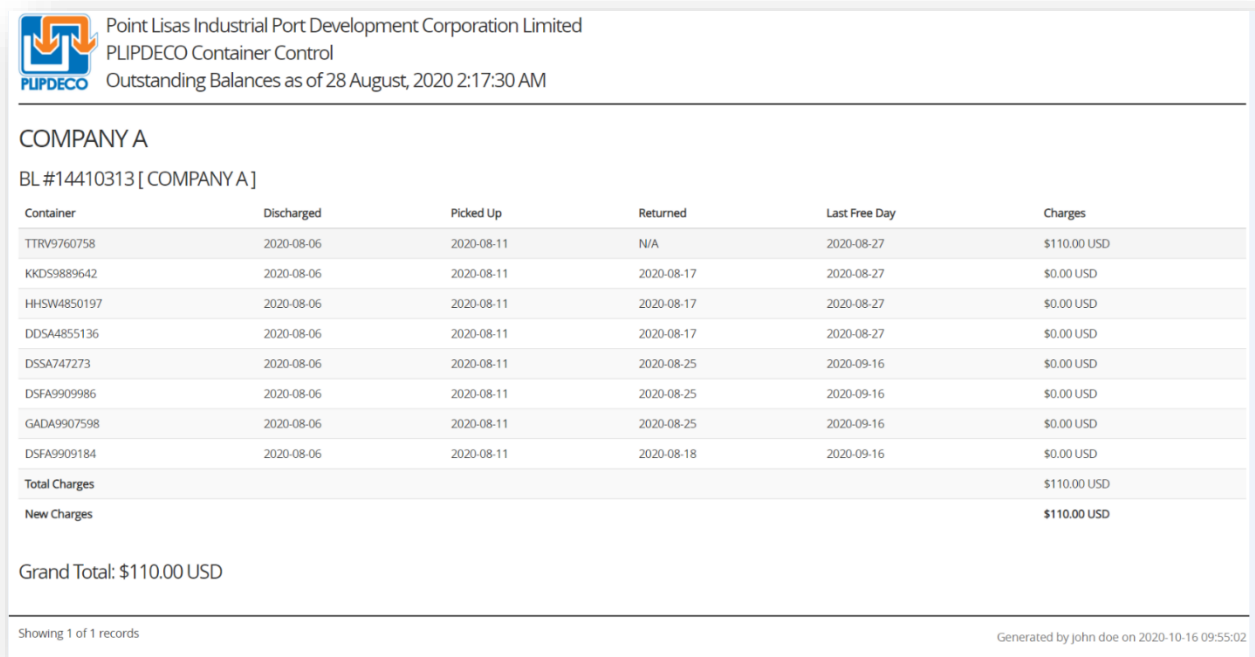
To view and print your *Outstanding Balance Report*, refer to the steps listed below:

Step one Click on the **Red** button, as seen below.



The screenshot shows the 'Container Control' dashboard. At the top, there's a navigation bar with 'Home', 'Bills of lading', 'Containers', 'Payments', and 'Settings'. Below this, a light blue banner says: 'Heads up! Click the large red button on the far right to generate your outstanding balance report.' In the main content area, there's a 'NEW CHARGES' section with a bell icon and the text 'Total new charges as of 28 August, 2020 2:17:30 AM'. To the right of this section is a red button with the text '\$10,00.50 USD' and a printer icon. An arrow points from the text 'Click here to view your Outstanding Balance Report' to this red button.

A screen displaying all the *Outstanding Balances* will appear.



The screenshot shows the 'Outstanding Balances' report for 'COMPANY A'. The report is titled 'Point Lisas Industrial Port Development Corporation Limited PLIPDECO Container Control Outstanding Balances as of 28 August, 2020 2:17:30 AM'. Below the title, it says 'COMPANY A' and 'BL #14410313 [COMPANY A]'. The main part of the report is a table with the following columns: Container, Discharged, Picked Up, Returned, Last Free Day, and Charges. The table lists several containers with their respective dates and charges. At the bottom of the table, it shows 'Total Charges' as \$110.00 USD and 'New Charges' as \$110.00 USD. Below the table, it says 'Grand Total: \$110.00 USD'. At the very bottom, it says 'Showing 1 of 1 records' and 'Generated by john doe on 2020-10-16 09:55:02'.


Container	Discharged	Picked Up	Returned	Last Free Day	Charges
TTRV9760758	2020-08-06	2020-08-11	N/A	2020-08-27	\$110.00 USD
KKDS9889642	2020-08-06	2020-08-11	2020-08-17	2020-08-27	\$0.00 USD
HH5W4850197	2020-08-06	2020-08-11	2020-08-17	2020-08-27	\$0.00 USD
DDSA4855136	2020-08-06	2020-08-11	2020-08-17	2020-08-27	\$0.00 USD
DSSA747273	2020-08-06	2020-08-11	2020-08-25	2020-09-16	\$0.00 USD
DSFA9909986	2020-08-06	2020-08-11	2020-08-25	2020-09-16	\$0.00 USD
GADA9907598	2020-08-06	2020-08-11	2020-08-25	2020-09-16	\$0.00 USD
DSFA9909184	2020-08-06	2020-08-11	2020-08-18	2020-09-16	\$0.00 USD
Total Charges					\$110.00 USD
New Charges					\$110.00 USD

Grand Total: \$110.00 USD

Showing 1 of 1 records

Generated by john doe on 2020-10-16 09:55:02

Step two Right-click → Select **Print** (refer to the following screenshot).



Point Lisas Industrial Port Development Corporation Limited
PLIPDECO Container Control
Outstanding Balances as of 28 August, 2020 2:17:30 AM

COMPANY A

BL #1234567 [COMPANY A]

Container	Discharged	Arrived	Last Free Day	Charges
BBD4U4845312	2019-08-13		2019-08-25	\$330.00 USD
Total Charges				\$330.00 USD
New Charges				\$330.00 USD

BL #87654321 [COMPANY A]

Click here to Print

Back

Forward

Reload

Save as...

Print

Cast...

Translate to English

Save To Pocket

View page source

Inspect

Alt+Left Arrow

Alt+Right Arrow

Ctrl+R

Ctrl+S

Ctrl+P

Ctrl+U

Ctrl+Shift+I

5. CHANGING YOUR PASSWORD

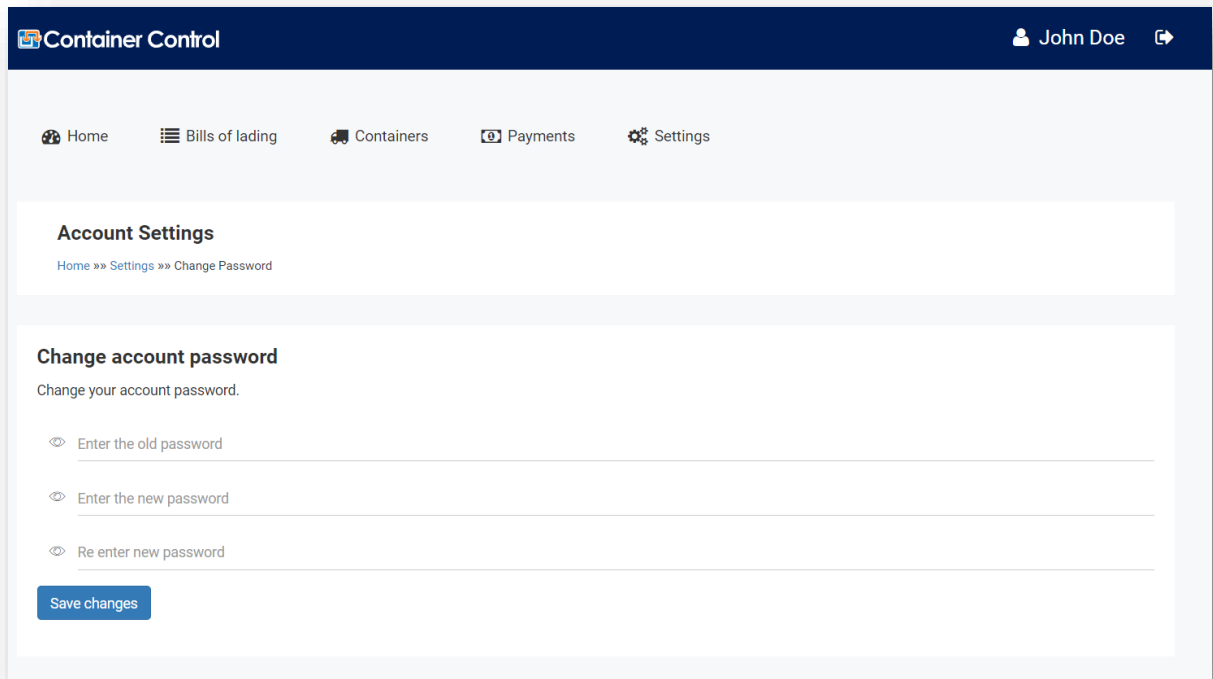
You can change your password by selecting one of the two options listed below:

1. *Settings*
2. *Username*

Follow the steps listed below to change your password:

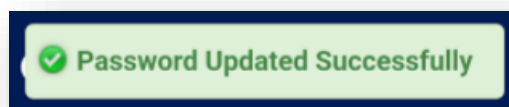
Step one Select the **Change Password** option → Enter your **old password** → Enter your **new password** → Re-enter your **new password**.

Step two Click the **Save changes** button (refer to the following screenshot).



The screenshot shows the 'Container Control' web application interface. At the top, there is a dark blue header with the logo and the user's name 'John Doe'. Below the header is a navigation bar with icons and labels for 'Home', 'Bills of lading', 'Containers', 'Payments', and 'Settings'. The main content area is titled 'Account Settings' and includes a breadcrumb trail: 'Home » Settings » Change Password'. The primary section is 'Change account password', which instructs the user to 'Change your account password.' It contains three input fields with eye icons for toggling visibility: 'Enter the old password', 'Enter the new password', and 'Re enter new password'. A blue 'Save changes' button is positioned at the bottom left of the form.

1. The following message will be displayed when your password is successfully changed.



6. VIEWING A BL

To view the details of a BL, click on the BL number. You can access the details page by selecting any one of the following tabs:

- *Home*
- *Bills of Lading*
- *Containers*
- *Payments*

The information listed below is displayed:

- Company Name
- Total New Charges
- Payments applied to the BL
- Equipment's & Charges

The screenshot displays the 'Container Control' web application interface. At the top, there is a dark blue header with the logo and the user's name 'John Doe'. Below the header is a navigation bar with tabs: Home, Bills of Lading (selected), Containers, Payments, and Settings. The main content area shows the details for BL #12233551. It includes a breadcrumb trail: Home » Bills of Lading » BL #12233551. Below this, the company name 'COMPANY A' is displayed. A section titled 'TOTAL NEW CHARGES' shows a total of \$0.00 as of 23 August, 2020 1:55:26 AM. The 'Payments for #BL12233551' section shows a single payment entry with a total amount of \$35.00. The 'Equipments & Charges for BL #12233551' section shows a table of equipment charges.

# BL	# INV	Date	Amount
#BL12233551	INV #D0005560	2020-11-28	\$35.00

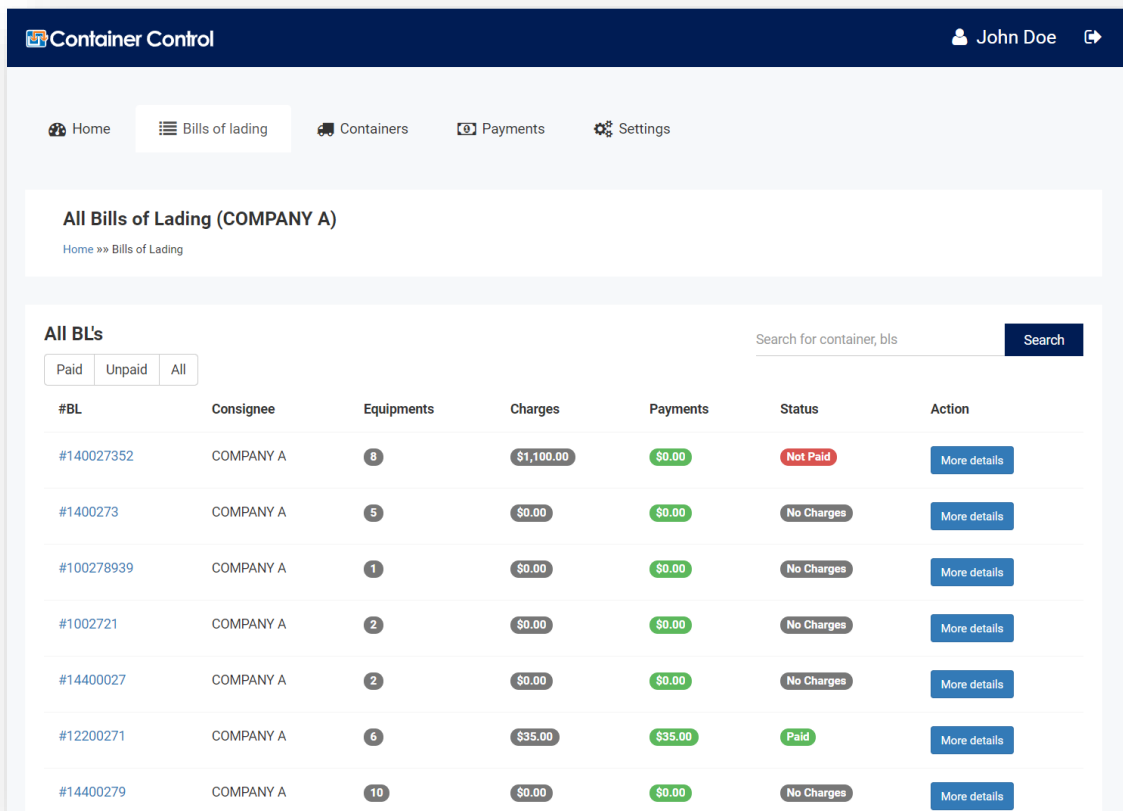
#BL	Container	Discharged	Picked Up	Returned	Last Free Day	Charges
12233551	BDDSS9761163	2016-10-27	2016-11-01	2016-11-10	2016-11-09	\$35.00
12233551	BDDSS489841	2016-10-27	2016-11-01	2016-11-08	2016-11-09	\$0.00

7. ADDITIONAL VIEWS

7.1 BILLS OF LADING VIEW

In the **Bills of Lading** view, you can access all the BL's for your company that is on the system. You can view the following details:

1. View charges
2. View payments
3. View the status of your payments (you can also filter by paid and unpaid BL's).

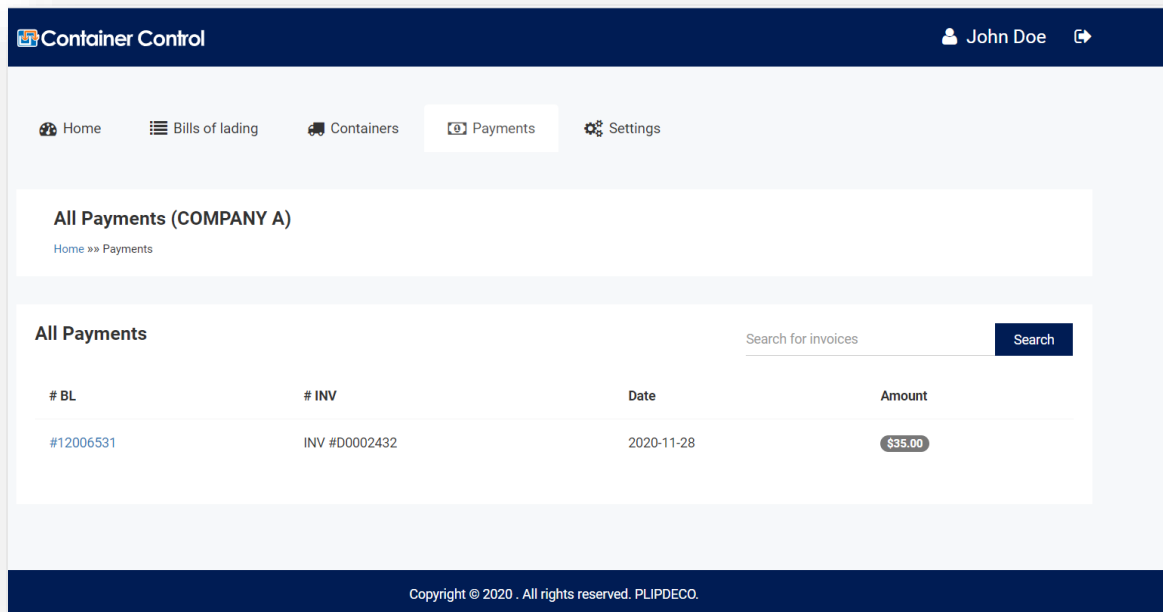


The screenshot shows the 'Container Control' application interface. The top navigation bar includes 'Home', 'Bills of lading', 'Containers', 'Payments', and 'Settings'. The 'Bills of lading' section is active, displaying 'All Bills of Lading (COMPANY A)'. Below this, there is a search bar and a table of bills. The table has columns for #BL, Consignee, Equipments, Charges, Payments, Status, and Action. The data rows show various bills with their respective charges and payment statuses.

#BL	Consignee	Equipments	Charges	Payments	Status	Action
#140027352	COMPANY A	8	\$1,100.00	\$0.00	Not Paid	More details
#1400273	COMPANY A	5	\$0.00	\$0.00	No Charges	More details
#100278939	COMPANY A	1	\$0.00	\$0.00	No Charges	More details
#1002721	COMPANY A	2	\$0.00	\$0.00	No Charges	More details
#14400027	COMPANY A	2	\$0.00	\$0.00	No Charges	More details
#12200271	COMPANY A	6	\$35.00	\$35.00	Paid	More details
#14400279	COMPANY A	10	\$0.00	\$0.00	No Charges	More details

7.2 PAYMENTS VIEW

In the **Payments** view, all paid invoices applied to BL's are accessible.



The screenshot displays the 'Container Control' application interface. At the top, a dark blue header bar contains the application name 'Container Control' on the left and a user profile 'John Doe' with a logout icon on the right. Below the header, a navigation menu includes 'Home', 'Bills of lading', 'Containers', 'Payments' (which is highlighted), and 'Settings'. The main content area is titled 'All Payments (COMPANY A)' with a breadcrumb trail 'Home » Payments'. Below this, there is a section titled 'All Payments' with a search bar labeled 'Search for invoices' and a 'Search' button. A table lists payment details with columns: '# BL', '# INV', 'Date', and 'Amount'. One payment is shown: BL #12006531, INV #D0002432, dated 2020-11-28, with an amount of \$35.00. The footer of the application shows the copyright notice: 'Copyright © 2020 . All rights reserved. PLIPDECO.'

# BL	# INV	Date	Amount
#12006531	INV #D0002432	2020-11-28	\$35.00

8. TROUBLESHOOTING

For help and assistance, [contact us here](#).

Unable to Login	Ensure that you have entered your username and password correctly. Note that these items are case sensitive. If you require a password reset, please contact us .
Cannot see Container or BL	Please contact us for assistance. Ensure that you entered the container number or BL with your query.
Duplicate BL's	Please contact us for assistance. Please ensure that you enter the BL# with your query.
Logging in takes too long	Refresh the page and try again.
Incorrect Information	Please contact us for assistance to resolve this.
Other Issues	Please contact us for assistance, including any error messages you have received.