

STEPS TO RAISE INVOICE, MAKE PAYMENT& PRINT RECEIPT AND APPLY FOR REFUND

1. Launch the url (<http://termview.apmterminals.com>)
2. Click on [New User Request Page](#).
3. Fill the form. Ensure you update valid e-mail address as log in details will be sent to the email address provided.
 - i. in the box for [List of Desired Terminals](#), update APM terminals Apapa
 - ii. In the box for [Job Function](#), update Raise Invoice

CHANGE PASSWORD.

4. Go to Admin, select manage self to change your password.

CONTAINER AVAILABILITY

5. Go to import, select availability to check status of container with container or Bill of Laden number.
6. Go to Equipment and select Equipment enquiry, type container number and search.

RAISE INVOICE

7. Go to import on the options and select raise invoice
8. Type in the BL number and shipping line and search
9. Select Pay Through Date
10. Update consignee / agent name
11. Check in the box against containers to be billed, remember to do the same on the other page(s) if the BL contains more than 5 units
12. Click on raise invoice
13. Select group code , select **None** if service has been paid for previously
14. Click on Proceed
15. Click on raise invoice, then OK
16. Click on view invoice
17. Select download
18. Select download report
19. Print invoice.

MAKING PAYMENT

20. Go to Import
21. Select view / pay invoice
22. Input container number AND search
23. Click on view/pay unpaid invoice
24. Click on pay
25. Click on proceed to payment

26. Select mode of payment
27. Fill in card / bank details
28. Make payment
29. Print transaction status detail

PRINT RECEIPT

29. Go to Import
30. Select View / Pay invoice
31. Input container number AND search
32. Check if invoice status for a given draft ID shows PAID
33. Click on view/print
34. Print displayed page.

BANK – ZENITH BANK PLC

ACCOUNT NAME – APM TERMINALS APAPA LTD / BANK SORT CODE - 057150013

ACCOUNT NO. (NUBAN) – **1011123450**

E-REFUND

35. Go to Import
36. Select 'Request Refund'
37. Enter the Most Recent Invoice No. on each Bill of Lading
38. Click Search
39. Enter your Consignee name as it appears on the Bank Cheque
40. Enter your Bill of lading
41. Click Search to call up Consignee details
42. Tick Box
43. Click Proceed to process
44. Click Ok
45. Repeat Steps 35-38 to Print Credit note