

**PORTDEPARTURES Quick User Guide (best in Internet Explorer 9 or higher, Google Chrome or Mozilla Firefox):**

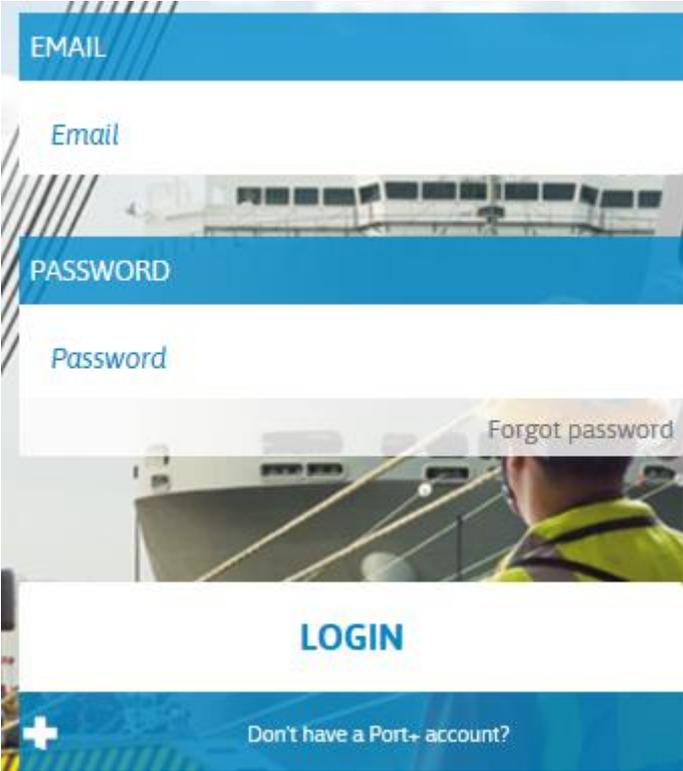
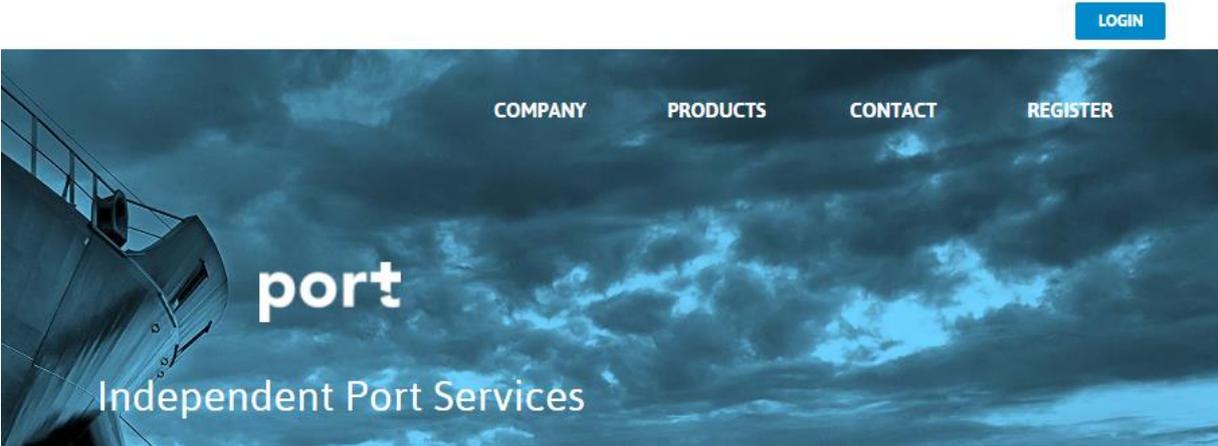
[WWW.PORTDEPARTURES.COM](http://WWW.PORTDEPARTURES.COM)

[WWW.PORTDEPARTURES.BE](http://WWW.PORTDEPARTURES.BE)

[WWW.PORTARRIVALS.E](http://WWW.PORTARRIVALS.E)

or [WWW.PORTPLUS.BE](http://WWW.PORTPLUS.BE)

You can login with your email address and your Portal password, via the LOGIN button in the right top corner of the website.

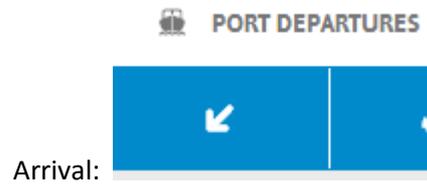


You can log out with this button in the right top corner:

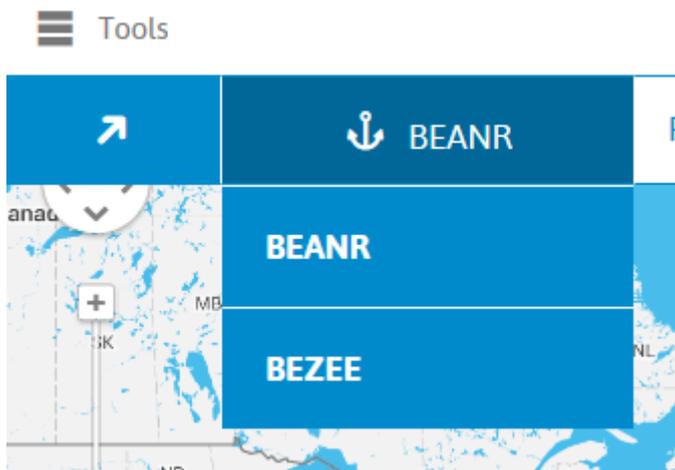


**1) Search by Port, Service, Carrier**

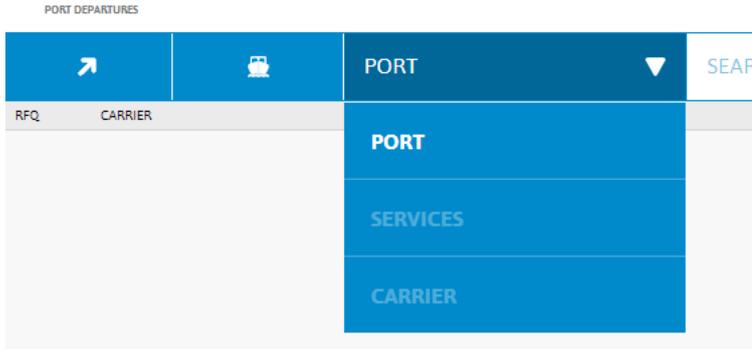
- Select Arrival/Departure (left top arrow to switch between Arrival/Departure)



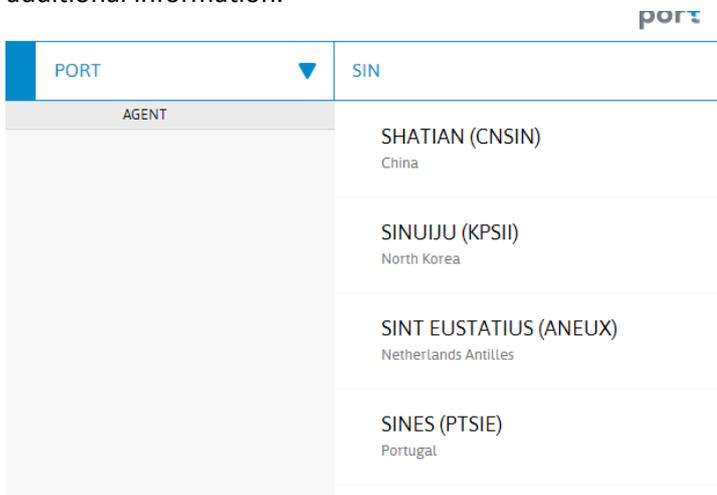
- Select your Departure Port (or Arrival Port for import): BEANR or BEZEE



- Start by selecting at least one Destination Port (or port of origin for import).



Type the first letters of the location/country/locode in the search bar, and click the desired location. For locations that have the same name, a province/state will be shown as additional information.

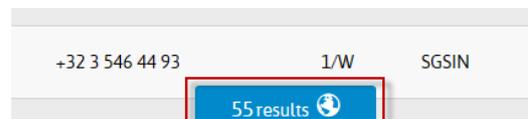


### Switch to map view:

In order to help finding locations, there is a map search too. The application always opens with the map. You can toggle between map view and results list with these buttons:



Go to results list



Go to map view

**Map search & select:**

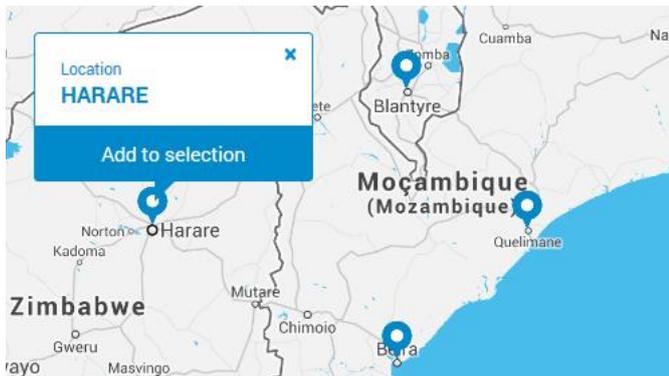
- 1) Select a region by clicking on a blue dot



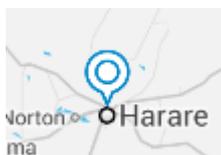
- 2) All possible destinations in this region are shown and clustered



- 3) You can drill down by clicking the numbered dots, until you get final location markers (blue dot with white dot inside). Click this to see the location name.



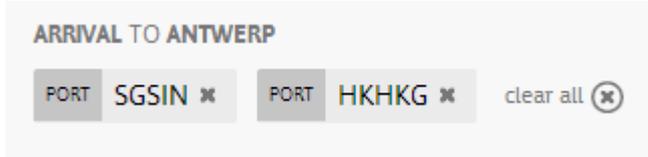
- 4) Add the location to your search, by clicking on the blue bar 'Add to selection'. A selected location will get this symbol:



5) You can now select more locations or switch to the results list here:

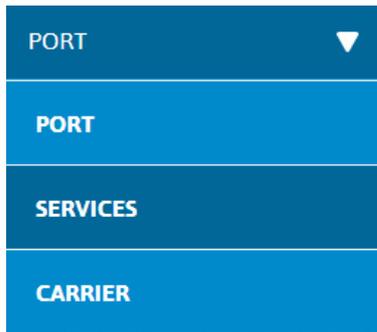


You can select multiple ports. Filters are shown in the top bar. In order to start a new search, filters can be removed by clicking on the x, or by clicking on the 'clear All'.

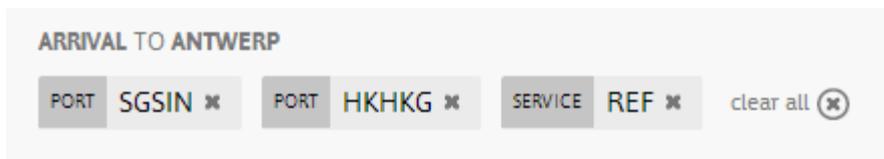


Search results show in alphabetical order on Agent. 'Agents with a logo' show on top of the results list. You can sort the columns by clicking on the column header.

- To search on **Service (or by Carrier)**, select SERVICES (or CARRIER), and type/click the desired service or carrier (Service abbreviations BB, FCL, LCL, RO, REF, SEQ, HL, ...).



Example for Reefer services arriving to Antwerp from Singapore and Hong Kong.



Your search results can be printed by clicking on the button in the right top corner. This will generate a PDF document that can easily be printed.



## 2) RFQ

It is possible to send multiple RFQ's at once, by selecting the desired search result on the left (column 'RFQ') and clicking 'Send RFQ' in the right top corner. The RFQ mail automatically takes your search criteria as information. The mail body and subject line can still be edited. You can attach files to RFQ's, e.g. pictures, PDF, excels, etc. You can simply drag and drop them into the message field. You can mark a checkbox in order to send the RFQ mail to yourself too, for follow-up.

You selected <b>4 agents</b> to request a quotation.								SEND RFQ
RFQ	CARRIER	AGENT	TELEPHONE AGENT	FREQ	PORT	SERVICE	MORE	
<input checked="" type="checkbox"/>	SAFMAR MPV	CORNELDER	+32 3 221 42 00	2/M	AOLAD	FCL, BB, HL, REF, RO, SEQ	>	
<input checked="" type="checkbox"/>	ECULINE	ECULINE	+32 3 544 47 26	3/M	AOLAD	LCL, FCL, BB, RO	>	
<input checked="" type="checkbox"/>	GRIMAL-WAC	GRIMALDI	+32 3 545 88 10	3/M	AOLAD	BB, FCL, REF, SEQ	>	
<input checked="" type="checkbox"/>	MAERSK	MAERSK	+32 3 205 15 15	1/W	AOLAD	FCL	>	

In this case, the RFQ goes to 3 companies.

### REQUEST FOR QUOTES

YOU'LL BE CONTACTING THE FOLLOWING AGENTS FOR A QUOTE.  
CLICK ON THE AGENT'S NAME FOR MORE DETAILS.

**Im** **Nile\_Dutch** **Rulewave**

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**SERVICES FROM:**  
**Antwerp**

**CARRIER:**  
**Im**

**EMAIL:**  
**Sales@Im-Shipping.com**

**SUBJECT:**

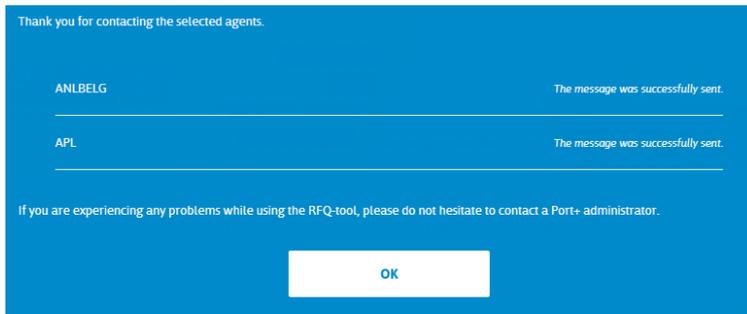
**CARGO SPECIFICATION / ADDITIONAL INFO:**

Drag files here to add them as attachments

**SERVICES TO:**  
**LUANDA**

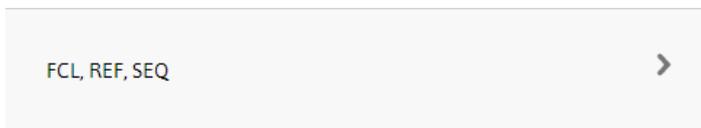
**TYPE OF CARGO:**  
**FCL, BB, HL, REF, RO, SEQ**

Confirmation screen:



### 3) Detail Page

For more detail about a specific search result, you can navigate to the Detail Page, by clicking the arrow on the right hand side or clicking the Agent or Carrier name.



A star on this line means that the agent is a PORT+ Premium partner. In this case the detail page will contain extra, personalized information.

SERVICE	MORE
FCL, BB, HL, REF, RO, SEQ	★>
FCL, REF, SEQ	★>

### 4) Responsive/iDevices

The [www.portdepartures.com](http://www.portdepartures.com) is responsive to be used on mobile devices, such as smartphones and tablets.

### 5) FAQ

Our FAQ is updated regularly: <http://www.portplus.be/en/company/faq/>