

STEPS TO RAISE **EXPORT INVOICE**, MAKE PAYMENT & PRINT RECEIPT ON TERMVIEW

1. Launch the url (<https://termview.apmterminals.com>)
2. Click **New User Request Page**
3. Fill the form (enter '**Export Invoice**' under Job Function), ensure you update valid e-mail address as log in details will be sent to the email address provided.

CHANGE PASSWORD

4. Click **Admin**, Select **Manage Self** - change your password.

RAISE EXPORT INVOICE

5. Enter username and password- click **Login**
6. Go to **Exports** tab and click **View Booking**.
7. Enter Booking Number and click **Search**.
8. Click **Invoices**
9. Fill in **Agent Name** and **Shipper Name**.
10. Check boxes against Container numbers to be invoiced (Click **Next Page** if the Booking contains more than 5 units)
11. Click **Raise Invoice**
12. Select group code of service to be rendered- VGM, Positioning etc.
13. Select '**None**'- if service has been paid for previously, or no service required.
14. Click **Proceed**
15. Click **Raise Invoice**
16. Click **OK**
17. Click **View Invoice**
18. Click **Download**
19. Click **Download Report**
20. Print Invoice.

MAKING PAYMENT

21. Go to **Exports**
22. Click **View Booking**
23. Type in your Booking Number and click **Search**
24. Click **Invoices**
25. Click on the Unpaid Invoice/Draft Number you wish to make payment on

26. Click **Pay**
27. Cross check that all payment details are correct
28. Click **Proceed to Payment**
29. Click **OK**
30. Select Card Type – Visa, Mastercard or Verve
31. Click **Make Payment**
32. Fill in Card details
33. Click **Pay**
34. Print Payment Advise

PRINT RECEIPT

35. Go to **Exports**
36. Click **View Booking**
37. Type in your Booking Number and click **Search**
38. Click **Invoices**
39. Ensure Invoice Status shows **PAID**
40. Click on the Invoice Number
41. Click **View/Print**
42. Click **Download**
43. Click **Download Report**
44. Print Receipt

******* BANK – ZENITH BANK PLC
ACCOUNT NAME – APM TERMINALS APAPA LTD
BANK SORT CODE - 057150013
ACCOUNT NO. (NUBAN) – 1011123450