

Title Account: How and when to rebook an appointment in ICTSI NaviGate

PROCEDURE:

a. Rebooking due to a missed appointment

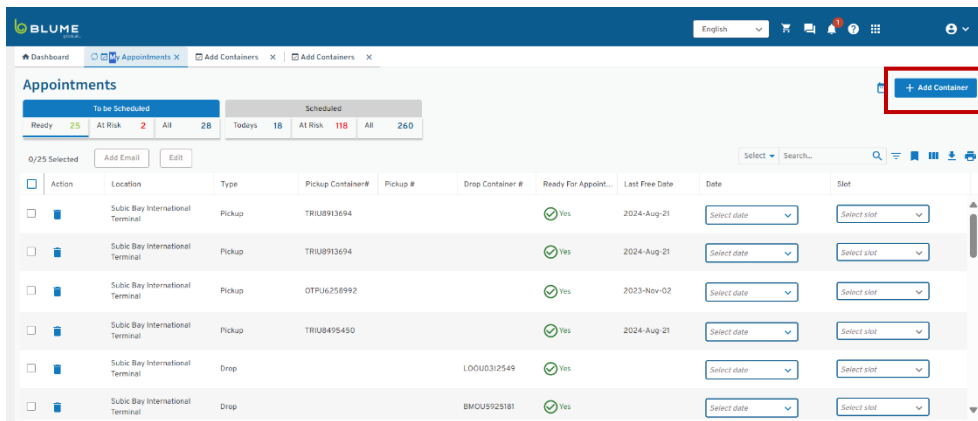
Wait until your initially booked appointment has a **missed** status before booking another one.

b. Rebooking due to cancellation of the original appointment.

Wait 10 minutes after cancelling an appointment before rebooking the container.

4 EASY STEPS TO REBOOK A CONTAINER

1. On the upper right-hand corner of the screen, click **ADD CONTAINER**.



2. Choose your appointment **Date** and **Time**.



3. Select a Motor Carrier from the drop-down list, then click on **SUBMIT**.

Book appointment

Location

Subic Bay International Terminal

Type

Drop

Move Type

Export Empty

Booking #

LDN04155

Container number

MSCU1234567

Date

2024-Aug-15

Duration

0h 55m

Start Time

16:00

End Time

16:59

Motor Carrier

Speedy Trucking—Oak Brook

Nile Motor Carrier01—Oak

Nile Motor Carrier02—SJC

Origin Location

Search

Cancel

Submit

4. Proceed to **PAYMENT** by clicking on **GET FEE** to generate the invoice, then **ADD TO CART** to settle the charges

