

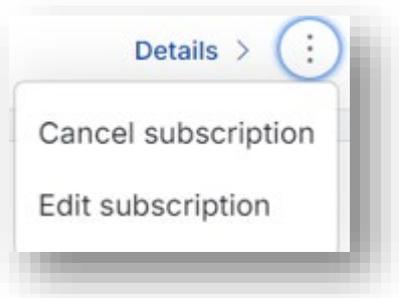
Inland Port Dues Portal Instructions

CHANGE OR CANCEL STATEMENT

To change or cancel a statement after it has been sent, click on the **three dots** to the right of **Details** on the statement line in question

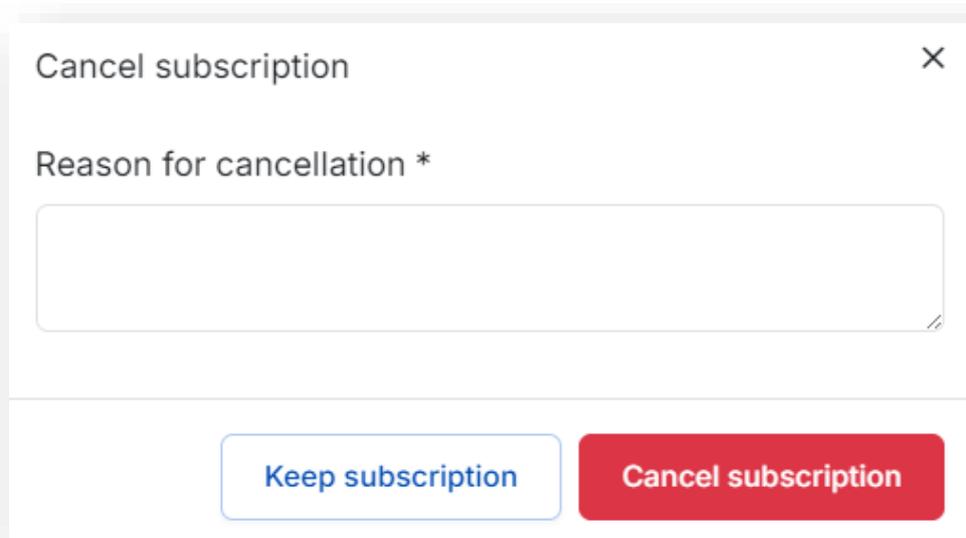
	EXAMPLE Ship	12121212 ENI	01-10-2024 Start	01-01-2025 12:00 End	Quarter Type	 Processed	Details > 
---	-----------------	-----------------	---------------------	-------------------------	-----------------	---	---

Then select Cancel Subscription or Edit Subscription



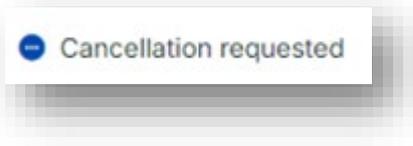
Cancel Subscription

When you select **Cancel Subscription**, the screen below appears, requiring you to provide a reason for cancellation.



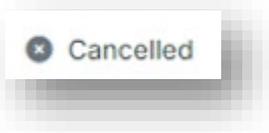
A screenshot of a dialog box titled 'Cancel subscription' with a close button (X) in the top right corner. Below the title is a label 'Reason for cancellation *' followed by a large, empty text input field. At the bottom of the dialog, there are two buttons: a blue button labeled 'Keep subscription' and a red button labeled 'Cancel subscription'.

After you click **Cancel Subscription**, the status of the statement changes to:



You will receive email confirmation and the application will be processed by an Inland Port Dues employee.

Once the application is approved, you will receive a confirmation email and the status of the statement is changed to:



If the application is rejected, you will receive a confirmation email stating the reason for rejection. The status of the statement is changed to:



Edit Subscription

When you choose **Edit Subscription**, the screen below appears and allows you to change the Subscription form (validity period) and/or the effective date of the statement. You must include a reason for the change.

Note! If you have submitted a statement for the wrong ship, you must select a subscription cancellation request and then submit a statement for the correct ship.

A screenshot of a web form for editing a subscription. The form is white with a light blue border and contains several sections. At the top, there is a table with five columns: Name, ENI-number, Type, Category, and Draught. Below the table, there are two rows of input fields: "7 days" for Type and "13-11-2024" for Start. The "Requested modification" section includes a "Subscription type *" dropdown menu set to "7 days", a "Start date *" field set to "14-11-2024" with a calendar icon, a "Payment method *" dropdown menu set to "Manually", and a "Reason for modification *" text area. A blue "Send" button is located at the bottom right of the form.

Name	ENI-number	Type	Category	Draught
TEST RICK	22334455	Freight	C.5	6

7 days
Type

13-11-2024
Start

Requested modification

Subscription type *
7 days

Start date *
14-11-2024

Payment method *
Manually

Reason for modification *

Send

After you click **Submit**, the status of the statement changes to:

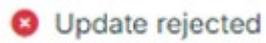
A white rectangular notification box with a blue circular icon containing a white document symbol on the left. To the right of the icon, the text "Update requested" is displayed in a dark blue font.

You will receive an email confirmation and the change request will be processed by an Inland Port Dues employee.

Once the application is approved, you will receive a confirmation email and the status of the statement is changed to:

A white rectangular notification box with a green circular icon containing a white checkmark on the left. To the right of the icon, the text "Update accepted" is displayed in a dark green font.

If the application is rejected, you will receive a confirmation email stating the reason for rejection. The status of the statement is changed to:

A white rectangular notification box with a red circular icon containing a white 'x' on the left. To the right of the icon, the text "Update rejected" is displayed in a dark red font.