

CVI

# CONTAINER VIRTUAL INSPECTION


User Manual for Guest



TS-LINES



**A** Input a valid Container number to process



Container # \* :

Container Type \* :

- HQ
- GP
- RF
- OT

## DESKTOP VIEW

D

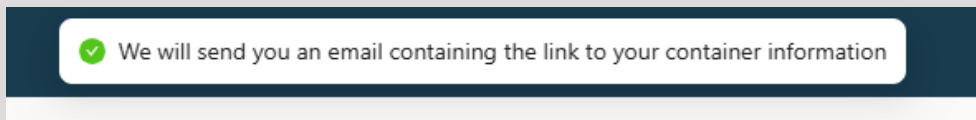
Enter valid email to received updates from container

E

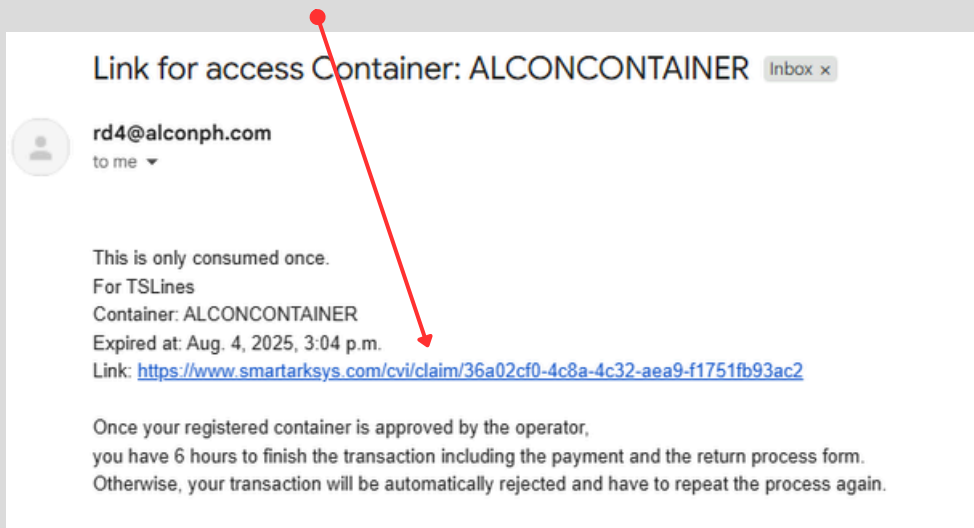
Press 'Send' button to submit your request.



If all done will show the alert message



## 2 Step 2 Click the link sent to your email.



E

After clicking the link, one of two things will happen: if the provided Container number is already paid, you will proceed to upload the documents; otherwise, you will be redirected to PayMaya for payment. There is a one-time payment of **₱165** for the Container number.



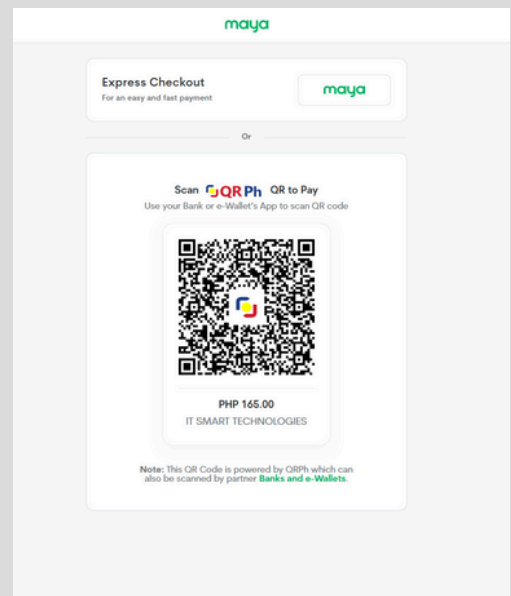
## 15 minutes to finish the payment

Paid

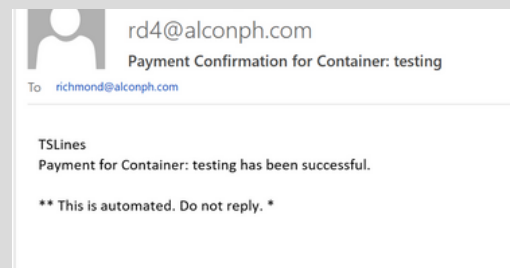


Refer to section E.1 for continuation.

Not Paid



Email Payment Confirmation



## 6 Hours to finish the uploading of container photos



## DESKTOP VIEW

E.1

This step is important for maintaining accurate records and helps prevent disputes or delays during inspection. If possible, avoid glare or obstructions that might cover important details.

Once the photo is taken, you'll have a chance to review it before submitting. If the image is unclear, you can retake it.

Take Photo : CORD\_PLUG\_AND\_DRAIN\_PLUGS \*optional

Take Photo : EXTERIOR\_L\_SIDE\_PANEL \*required

Comments :

Take Photo : EXTERIOR\_FRONT\_WALL \*required

Comments :

Submit

E.1

Upload the documents to their respective drop boxes

F

After submitting, a confirmation message will appear if successful.

Container Images Successfully Submitted.

### Take a Photo of the Container

Note: Photos or images from gallery is **not allowed**. Only live photos taken on the spot will be accepted for inspection.

Before completing the return process, please capture a clear photo of the container. This image will be used for verification and record-keeping purposes. Make sure the entire container is visible in the frame, including the container number and any visible damages or markings. Good lighting and a steady hand will help ensure the photo is clear and usable.

This step is important for maintaining accurate records and helps prevent disputes or delays during inspection. If possible, avoid glare or obstructions that might cover important details.

Once the photo is taken, you'll have a chance to review it before submitting. If the image is unclear, you can retake it.

✓

Thank you for submitting all the required container images. Please wait for an email from the operator/surveyor for the next steps or response.

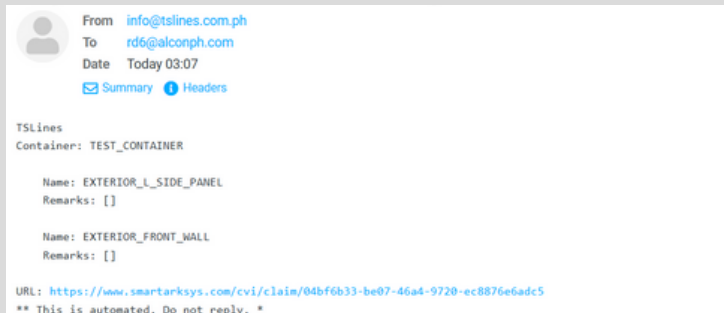
Take Photo : CORD\_PLUG\_AND\_DRAIN\_PLUGS \*optional

Submit

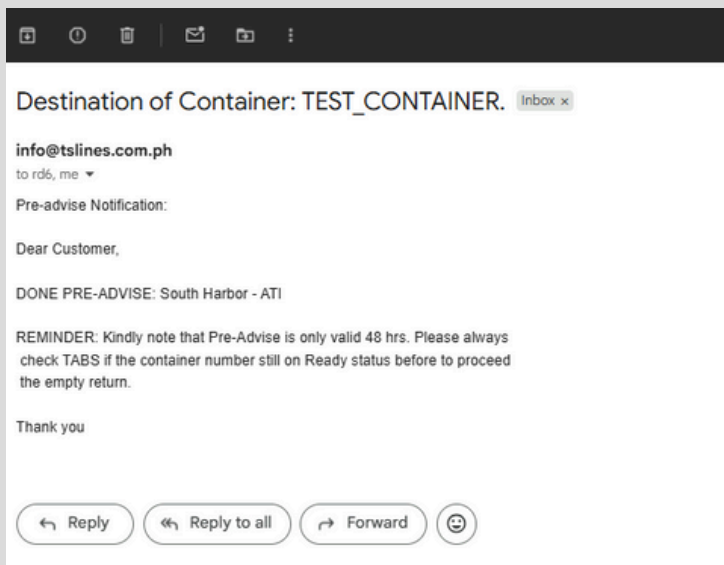


## Step 3

# Wait for an email regarding the status of your container processing.



For a rejection email, you will receive a link to upload only the rejected document.



For an approval, you will receive an email.

## Step 4

# If approved the Transactions, Finished



# 1 Step 1 Request for Processing

## SMARTARKSYS

### Enter Container Information to proceed

We need to verify the container in our system before continuing with the return process.

Container # \* :

Container Type \* :

Container Size \* :

Email \* :

➤ Send

If you already paid and can't access the return process form, follow these steps.

A

B

C


D

E

## MOBILE VIEW

**A** Input a valid Container number to process

**B** Select the type of Container



**SMARTARKSYS**


**Enter Container Information to proceed**  
We need to verify the container in our system before continuing with the return process.

Container # \* :

Container Type \* :

HQ  
GP  
RF  
OT  
FR  
RH

**C** Select Container size



**SMARTARKSYS**

**Enter Container Information to proceed**  
We need to verify the container in our system before continuing with the return process.

Container # \* :

Container Type \* :

Container Size \* :

20  
40  
60

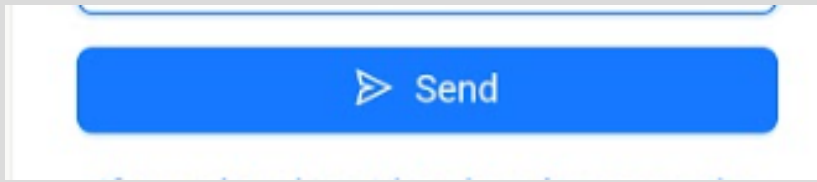
[If you already paid and can't access the return process form, follow these steps.](#)



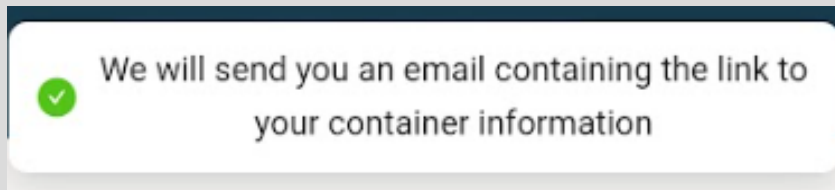
## MOBILE VIEW

**D** Enter valid email to received updates from container

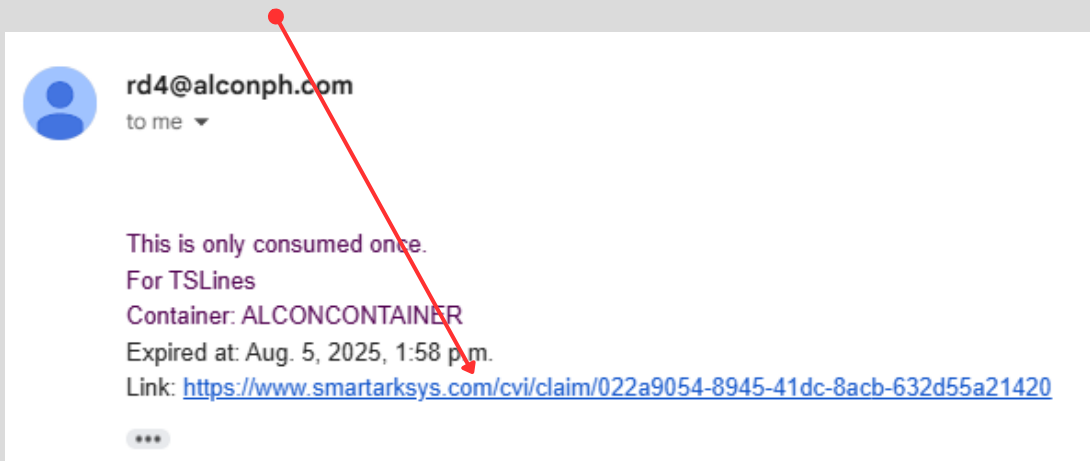
**E** Press 'Send' button to submit your request.



If all done will show the alert message



## 2 Step 2 Click the link sent to your email.



**E** After clicking the link, one of two things will happen: if the provided Container number is already paid, you will proceed to upload the documents; otherwise, you will be redirected to PayMaya for payment. There is a one-time payment of **₱165** for the Container number.



## 15 minutes to finish the payment



Refer to section E.1 for continuation.

Not Paid



The image shows the Maya mobile app login screen. At the top is the 'maya' logo in green. Below it are two input fields: 'Mobile number' and 'Password'. The password field has a small eye icon to toggle visibility. Below the password field is a green link that says 'Forgot your password?'. At the bottom is a large green button labeled 'Log in'. At the very bottom, in small grey text, it says 'Copyright © 2022 Maya. All rights reserved.'



Email Payment Confirmation

The image shows an email payment confirmation screen. At the top left is a grey silhouette of a person. To its right is the email address 'rd4@alconph.com'. Below the email address is the subject line 'Payment Confirmation for Container: testing'. Below that is the 'To' field with the address 'richmond@alconph.com'. The main body of the email contains the text 'TSLines' followed by 'Payment for Container: testing has been successful.' At the bottom, in smaller text, it says '\*\* This is automated. Do not reply. \*'

## 6 Hours to finish the uploading of container photos



## MOBILE VIEW

E.1

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Comments :

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Comments :

Submit

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Thank you for submitting all the required container images. Please wait for an email from the operator/surveyor for the next steps or response.

Take Photo : CORD\_PLUG\_AND\_DRAIN\_PLUGS \*optional

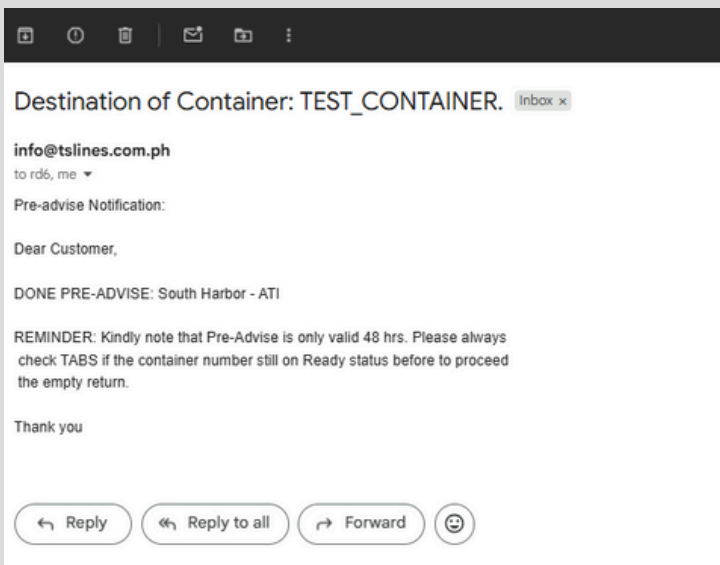
Submit



## 3 Step 3 Wait for an email regarding the status of your container processing.



For a rejection email, you will receive a link to upload only the rejected document.



For an approval, you will receive an email.

## 4 Step 4 If approved the Transactions, Finished

