How to use our LAR Portal

Step 1

Access the LAR Portal through the link below, the same one used for Empty Pickup Portal.
(*) www.portalagendamentos.com.br
If you already have an account on our Empty Pickup Portal, you can use the same one for LAR Portal Access.
If you don't have an account, you can sign up after March 11th through the steps below.

Access the website and click "Cadastre-se" (Sign up):

Step 2

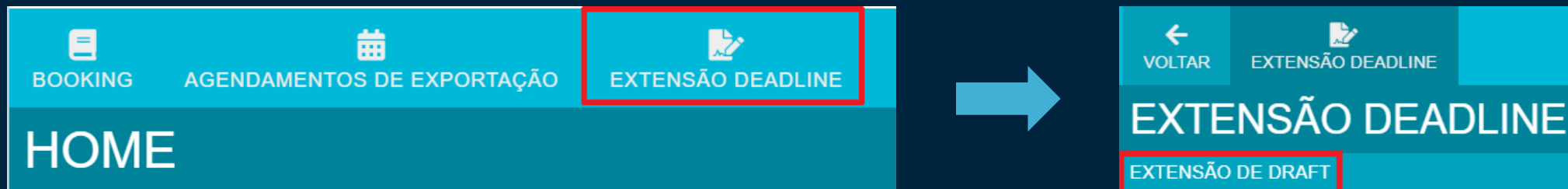Sign up with the company information, and then the account information.

Step 3

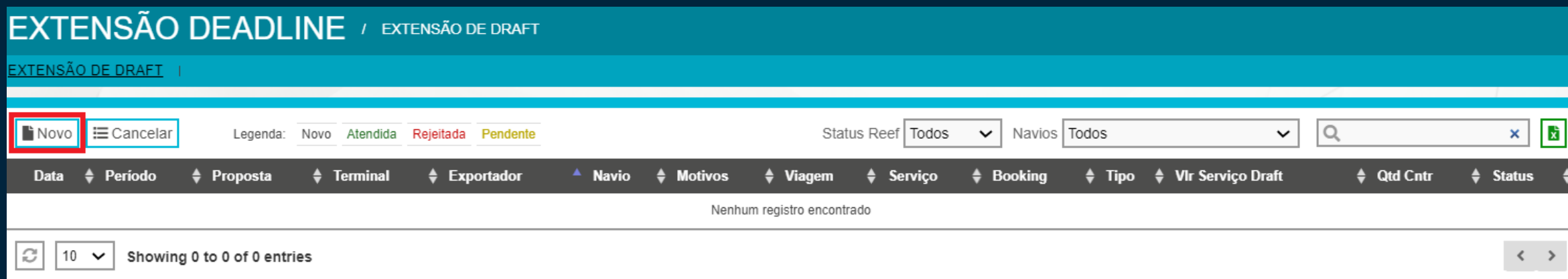After making your account, now you can access the website with your login and password.

Click on "Extensão Deadline" and then "Extensão de Draft"

Step 4

You will be redirected to a new screen where all of your requests will appear for consult.

To make a new request, click in "Novo".

EXTENSÃO DEADLINE / EXTENSÃO DE DRAFT

EXTENSÃO DE DRAFT |

Novo | Cancelar   Legenda: Novo Atendida Rejeitada Pendente   Status Reef Todos   Navios Todos

Data	Período	Proposta	Terminal	Exportador	Navio	Motivos	Viagem	Serviço	Booking	Tipo	Vlr Serviço Draft	Qtd Cntr	Status
					Nenhum registro encontrado								

10 Showing 0 to 0 of 0 entries

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Step 5

Type or paste your booking on the field below and click "Pesquisar"

Nova Solicitação Draft

Digite o Número do Booking para Pesquisar

609881808

PESQUISAR

VOLTAR

MAERSK

Step 6

Afterwards, fill the fields below: <u>Motivo (Reason)</u>, <u>Data(Date)</u>, <u>Período(Time)</u> e <u>Descrever o Motivo(Details)</u> (optional). After filling, check the box accepting the possibility of costs, and click "Salvar".

Step 7

Your request will be registered and analyzed by one of our analysts!
After it is analyzed, the status will change accordingly!

Step 8

After the status is updated, you will also receive an email with the return of your request status.
The E-mail will come from sender lar.msk@eprofessionalti.com
And subject "Extensão de DeadLine - Draft, Booking: XXXXXXXXX"

All Done!
You have now made a new request in your website and received your response from our team!

If you need any further help, feel free to contact us through one of our channels below.

✉ br.export@maersk.com

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