

Global service  
built around you

**North**

**How to:**  
create a bespoke  
correspondents PDF

# How to: create a bespoke correspondents PDF

You can now create your own personalised correspondents PDF which only includes the correspondent details that are relevant to you.

Please note: you still have the ability to download the full list of correspondents from the correspondents' page.

1. To create a bespoke correspondents PDF, navigate to the correspondents' area from the homepage.

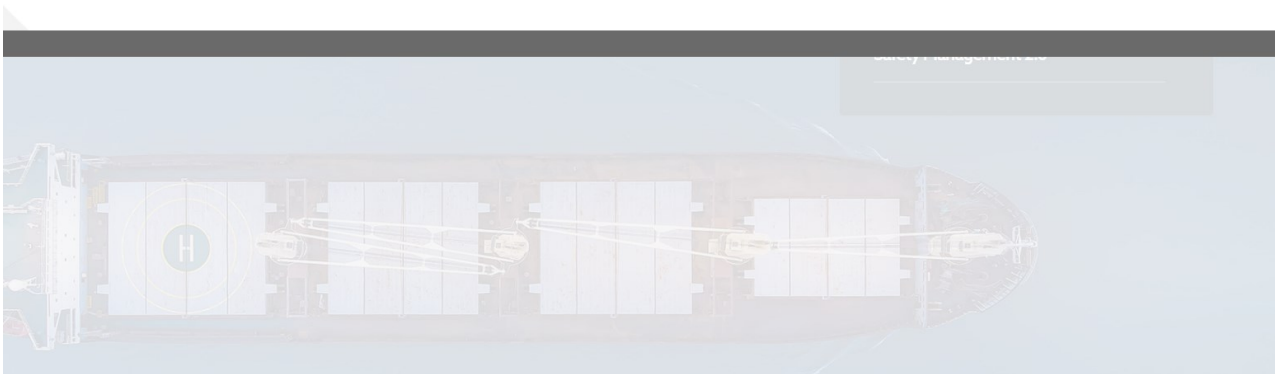


## Correspondents

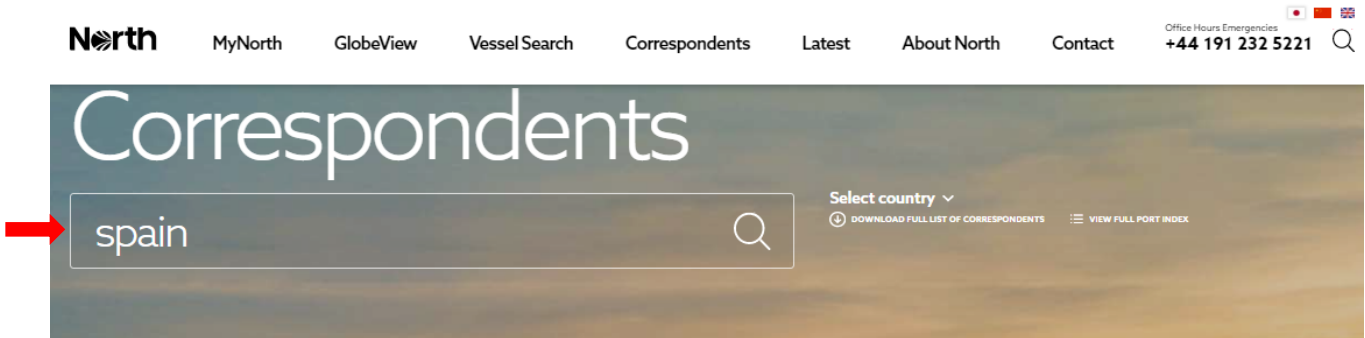
Our Correspondents

First Call

Our comprehensive network of correspondents are based in all the major ports and maritime centres around the globe.



- To add a correspondent, search for the relevant country, port or correspondent's name. You can add as many or as few correspondent companies to your list to tailor it to your needs.



Showing 22 results for **spain**

SPAIN

**CARTAGENA, SPAIN** [Add to your personalised correspondents list](#)

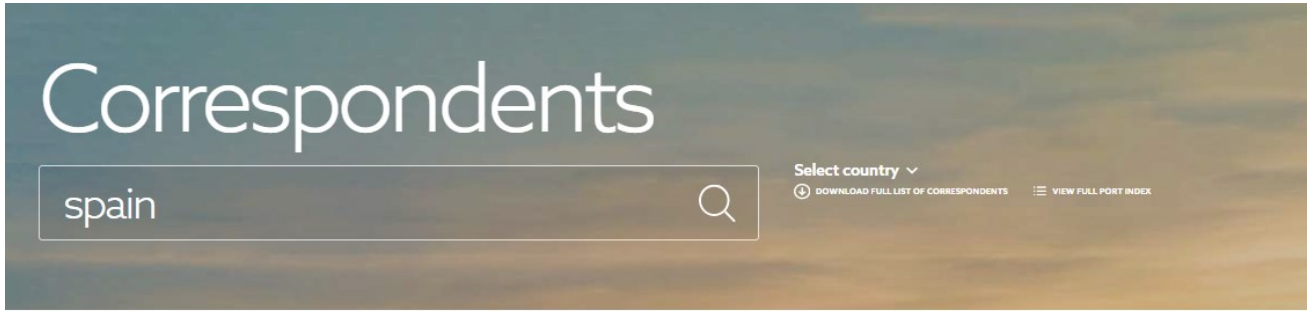
COMMERCIAL LEGAL

[View your correspondents list \(0\)](#)

<p><b>Alfaship Cartagena</b> </p> <p>Alfaship Cartagena Travesia Los Vientos 1-3 30202 Cartagena Spain SPAIN</p> <p><b>Telephone</b> (+34) 868 104438 (Office) <b>Fax</b> (+34) 968 527629 (Office) <b>Email</b> alfaship.viking@alfaship.com (General)</p> <p> ADD COMPANY TO ADDRESS BOOK</p>	
<p><b>Mrs Patricia Siljestrom</b></p> <p><b>Mob:</b> (+34) 609 081408 <b>Email:</b> patricia.siljestrom@alfaship.com</p> <p> ADD CORRESPONDENT TO ADDRESS BOOK</p>	<p><b>Mr Pablo Calderon</b></p> <p><b>Mob:</b> (+34) 619 861846</p> <p> ADD CORRESPONDENT TO ADDRESS BOOK</p>
<p><b>Mr Jose Barcelo</b></p> <p><b>Mob:</b> (+34) 609 892280</p> <p> ADD CORRESPONDENT TO ADDRESS BOOK</p>	

*Please note: Adding companies to your correspondents list is different to adding contacts to your address book. For more information on your address book, please view our 'An introduction to MyNorth' guide.*

3. Once you have completed adding correspondents to your list, select 'view your correspondents list'.



Showing 22 results for **spain**

SPAIN

CARTAGENA, SPAIN Remove from your personalised correspondents list

COMMERCIAL LEGAL View your correspondents list (1)

**Alfaship Cartagena**

Alfaship Cartagena  
Travesía Los Vientos 1-3  
30202 Cartagena  
Spain  
SPAIN

Telephone: (+34) 868 104438 (Office)  
Fax: (+34) 968 527629 (Office)  
Email: alfaship.viking@alfaship.com (General)

REMOVE FROM ADDRESS BOOK

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**Mrs Patricia Siljestrom**      **Mr Pablo Calderon**

Mob: (+34) 609 081408      Mob: (+34) 619 861846  
Email: patricia.siljestrom@alfaship.com

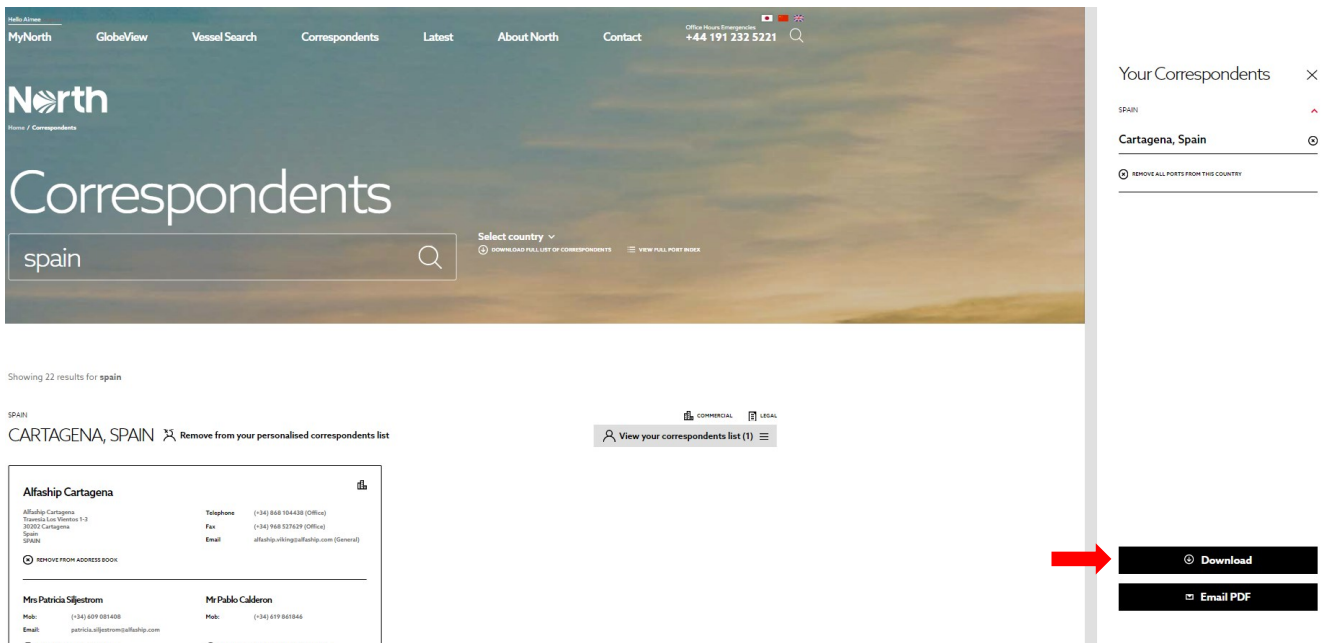
REMOVE FROM ADDRESS BOOK      ADD CORRESPONDENT TO ADDRESS BOOK

**Mr Jose Barcelo**

Mob: (+34) 609 892280

ADD CORRESPONDENT TO ADDRESS BOOK

a. From here, you can download a version of your correspondents list which includes the North branded front and back covers, alongside key North office and staff contact details.



- You can also email a PDF version of your correspondents list by selecting 'email PDF', inserting the email you wish to send the list to and confirming you agree to our terms and conditions.

The screenshot shows the North website interface. At the top, there are navigation links: MyNorth, GlobeView, Vessel Search, Correspondents, Latest, About North, and Contact. A search bar contains the text 'spain'. Below the search bar, it says 'Showing 22 results for spain'. The main content area displays 'CARTAGENA, SPAIN' with a link to 'Remove from your personalised correspondents list'. Below this, there are two contact cards: 'Alfaship Cartagena' and 'Mr Pablo Calderon'. On the right side, a sidebar titled 'Your Correspondents' shows 'SPAIN' and 'Cartagena, Spain'. At the bottom of the sidebar, there is a 'Download' button and an 'Email PDF' option. The 'Email PDF' option includes a text input field with the email 'craig.robinson@nepia.com', a checked checkbox for terms and conditions, and an 'EMAIL PDF' button. Three red arrows point to the 'Email PDF' button, the email input field, and the terms and conditions checkbox.

## Further information

For any questions on creating a correspondents lists, please contact Katie Scott.

Created: 25 September 2019

# Connect

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