



CTOSXML

User Manual

Introduction

This manual outlines the connection process for accessing the CtosXML application (URL: <https://ctosxml.thpa.gr>) and includes instructions for performing the desired actions.

Registration

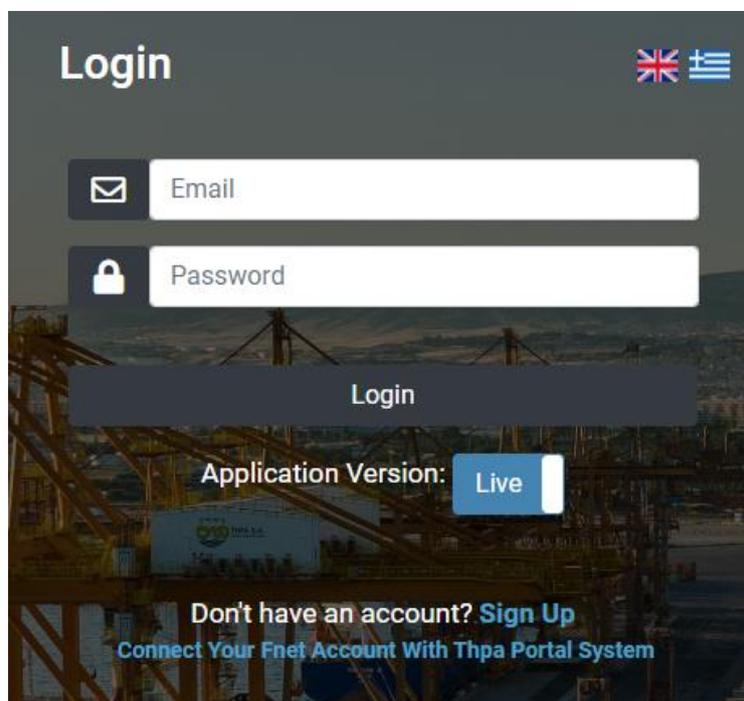
To access the application, it is necessary to have an account on the Webportal.

- Webportal Registration link: <https://webportal.thpa.gr/registration>
- Instructions for registration can be found in the user manual of the Webportal.

Once you register, or if you already have an account on the Webportal, you will need to link it with CtosXML. This can be done either with your Fnet account (if available) or by creating a new account on CtosXML.

Registration for users that have an account on Fnet

To link your Fnet account with the Webportal system, you need to visit the login page via URL <https://ctosxml.thpa.gr>. There, you should click on the **Connect your Fnet Account with ThPA Portal System** option.



Alternatively, you can directly access the corresponding page via URL <https://ctosxml.thpa.gr/views/accountsync.php>.

Accounts Connection  

Connect

[Back to login page](#)

You must enter the Webportal credentials and the **Fnet** ones you used at the old system. After that, you must press the **Connect** Button. If you do it successfully, you receive a success message, that informs you that the accounts are connected. Otherwise, you will receive an alert message which informs you that the credentials are invalid.

After successfully linking the accounts, you need to navigate to the login page by clicking on the **Back to login page** link located at the bottom of the form.

In order to log in successfully, you must enter the email and password you used to Webportal registration and press the **Login** button. If the credentials you entered are wrong, you will receive an alert message and the login will fail.

Registration for new Users

If someone doesn't have an account on **Fnet**, it is mandatory to register on CtosXML. From the link <https://ctosxml.thpa.gr>, select **Register**.

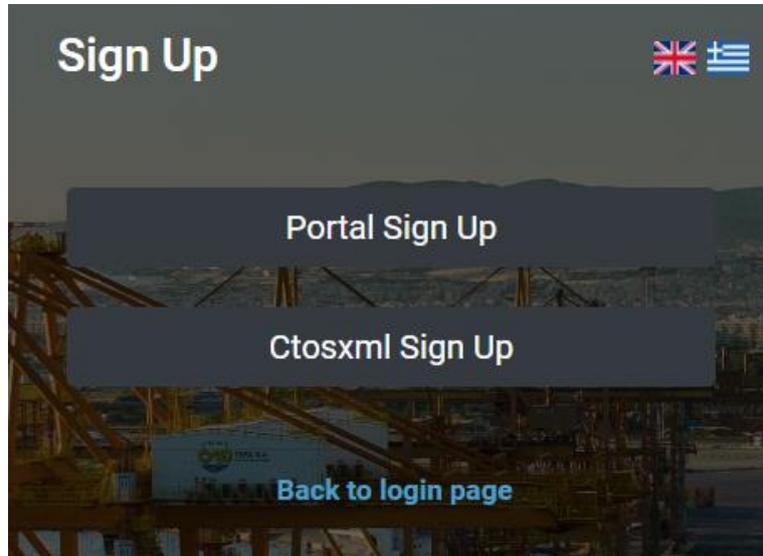
Login  

Login

Application Version: **Live**

Don't have an account? [Sign Up](#)
Connect Your Fnet Account With Thpa Portal System

Next, select **Ctosxml Sign Up**.



There, you must fill all the fields with the right information, agree with terms and conditions and press the **Sign Up** button. If something goes wrong, you will receive an alert message, and the register will fail.

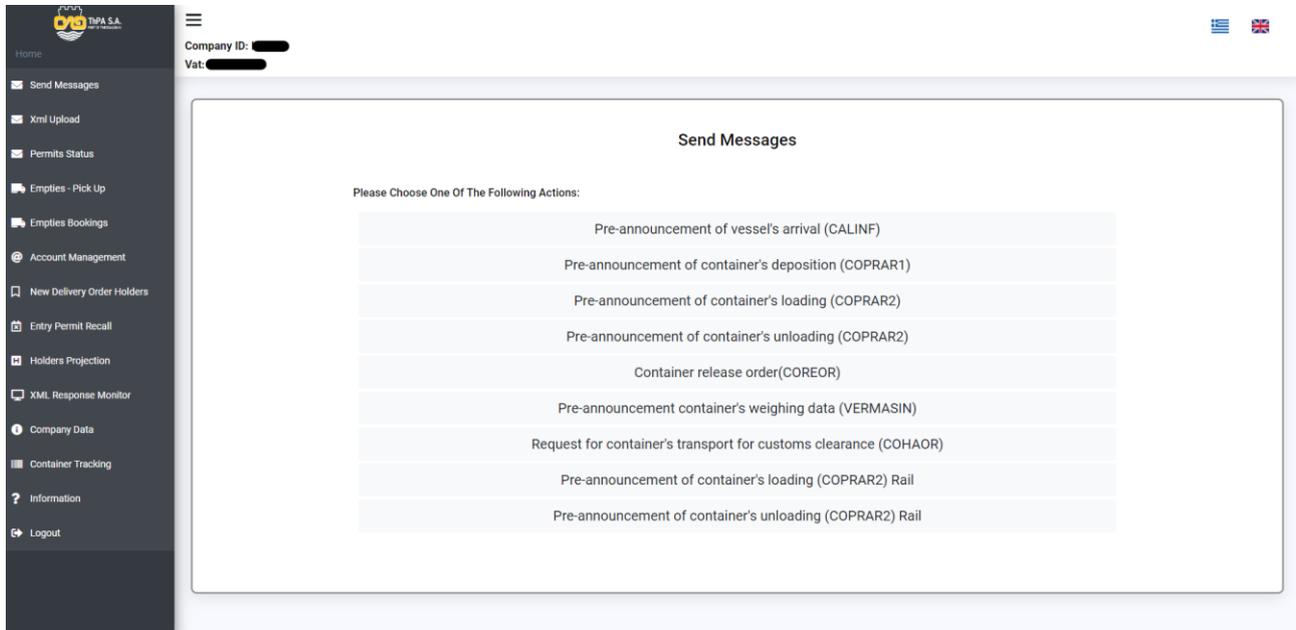
A screenshot of the "Ctosxml Sign up" form. At the top right, there are the UK and Greek flags. Below the title, there is a light blue alert box with two instructions: "1. Portal register is obligatory." and "2. In order to transfer the recipients from the BTX system, in the corporate VAT field you must state the VAT that you have declared during the registration in the BTX system." The form contains several input fields: "Please enter a valid portal email" (with an envelope icon), "Portal Password" (with a person icon), "Please enter a valid company email" (with an envelope icon), "Company Vat" (with a person icon), a file upload field labeled "Choose File" with "No file chosen" (with a document icon), and a dropdown menu for "Agent" (with a person icon). Below these fields, there is a section for terms and conditions: "Fill in the document below with the original signature and upload it in pdf format. [Statement.pdf](#)" followed by three checkboxes: "Information on articles 12, 13, 14 GDPR", "I agree to Personal Data Protection Policy of ThPA S.A.", and "I agree to Terms of Use of www.thpa.gr". At the bottom of the form, there is a "Sign Up" button and a link: "Already have an account? [Login](#)".

When the registration is successful, you receive a success message, and you must wait till your request is approved. When your request is approved you will receive an email.

Once your registration has been accepted, you can log in to CtosXML using the email and password you use on the Webportal.

Dashboard – Send Messages

After a successful login, you will be redirected to the CtosXML **Dashboard**, which is the **Send Messages** page. This page consists of a list of message categories for which you can create and send XML messages.



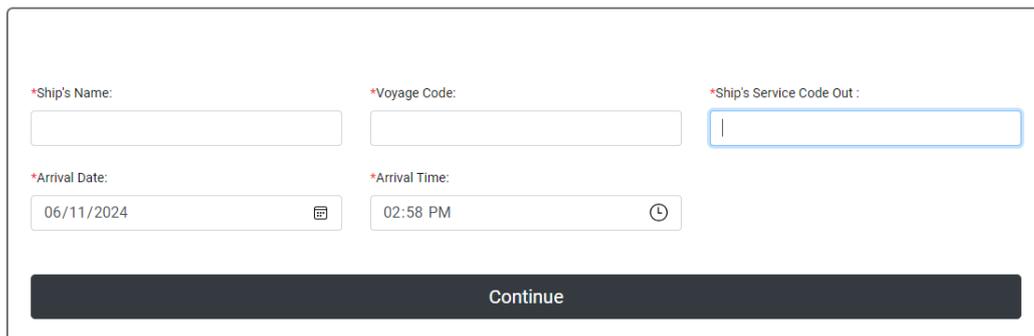
The screenshot shows the 'Send Messages' dashboard. On the left is a navigation menu with items like 'Send Messages', 'Xml Upload', 'Permits Status', etc. The main content area is titled 'Send Messages' and contains a list of actions to choose from:

- Pre-announcement of vessel's arrival (CALINF)
- Pre-announcement of container's deposition (COPRAR1)
- Pre-announcement of container's loading (COPRAR2)
- Pre-announcement of container's unloading (COPRAR2)
- Container release order (COREOR)
- Pre-announcement container's weighing data (VERMASIN)
- Request for container's transport for customs clearance (COHAOR)
- Pre-announcement of container's loading (COPRAR2) Rail
- Pre-announcement of container's unloading (COPRAR2) Rail

Select the type of message you want by clicking the corresponding button. In the example, the category **Pre-announcement of container's deposition (COPRAR1)** is used.

Pre-announcement of container's deposition (COPRAR1)

Insert new message:



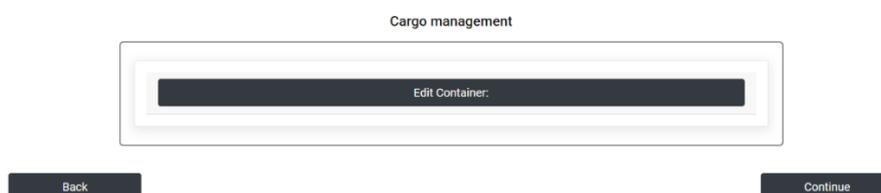
The form contains the following fields:

- *Ship's Name:
- *Voyage Code:
- *Ship's Service Code Out:
- *Arrival Date:
- *Arrival Time:

A 'Continue' button is located at the bottom of the form.

Fields marked with a red asterisk (*) are mandatory and cannot be left blank. The other fields are optional. If the mandatory fields are left blank, you will receive an error message.

Clicking the **Continue** button will take you to the **Cargo Management** page.



The screenshot shows the 'Cargo management' page with an 'Edit Container:' button highlighted. Below the page are 'Back' and 'Continue' buttons.

By selecting **Edit Container**, a page with another form will appear. Again, fields marked with a red asterisk (*) are mandatory and cannot be left blank, and fields with blue search buttons work in the same way as previously mentioned.

Each field with a blue search button has a specific function. First, type the entire word (or the first letter of it) and then click the search button. Next, type the word (or the first letter) again, and a search bar will appear from which you can select the desired item.

The fields at the end of the form pertain to customs documents

The user needs to fill in the fields and click the blue "+" button. If they make a mistake, they can click the red button next to the blue one and start the process again.

If you want to add multiple cargo containers, click the **Next Container** button and follow the same process. If you want to delete a cargo container, click the **Delete** button. When all the required fields are filled in for the selected cargo containers, click the **Continue** button, located on the right at the bottom of the page. With this action, the XML is sent to the system, and you are transferred to the download page.

The message was received by the system , please wait 15 minutes and then check the XML Response monitor or your email to find out if it passed successfully the validation

Message code:wdqJunn6693db569cc6

Download the Xml File

Empty Containers

For the collection of empty containers, it is necessary to declare them via the URL: <https://ctosxml.thpa.gr/views/empties.php> or by selecting "Empties – Pick Up" from the side menu. This process will generate a PDF file with QR codes at the end.

Empties – Pick Up

Empty Container Collection

1)If you check the 'Two 20' containers per ticket' check box then the tickets that will be created will have two containers per ticket.
This option only works for size 20 containers.
If you book odd number of containers the last ticket will have only one container.
2)You can state the desired delivery order number in the corresponding field, otherwise one is declared automatically by the system.

Booking Number:

+ Add Container

Two 20' containers per ticket

	Voyage	Quantity	ISO Code	Box Operator	Number	Size	Type	Height	Delete
1	All Voyages ▾	<input type="text"/>	- ▾	 ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Submit

Press the **Add Container** button for each different type (based on ISO) of container you want to collect, and the same number of rows with fields will be generated.

CAUTION: Only containers of the same type, size, and height are allowed within the same booking.

In the **Quantity** field, enter how many identical containers you want to collect. In the **Box Operator** field, select from the list of operators (the list is generated based on the available empty containers in the yard). In the **ISO Code** field, select the code of the containers. When you enter the **ISO code**, the **Type**, **Size**, and **Height** fields will be filled in by default. In the **Number** field, enter the number of a specific container you want to collect. When you enter the container number, you don't need to enter the ISO code.

If you want to delete a row, press the **Delete** button. Once the form is filled out, press the **Submit** button. There is also an option to print two 20' containers per ticket, with the same QR code, by selecting the checkbox on the right.

If an error occurs, you will receive an error notification such as:

- Inputs are wrong, or a specific container (or more) are not in the yard.
- One or more of the containers are already booked.
- The container is not empty.

Otherwise, you will be redirected to another page where there is a success message and a button to download the QR code in PDF format.

Empties Bookings

To view active bookings for empty cargo containers, visit the URL: <https://ctosxml.thpa.gr/views/activeemptiesbookings.php> or, from the side menu of the CtosXML application, select **Empty Bookings**.

Active Empties Bookings

Booking Number:	<input type="text"/>	<input type="button" value="Search"/>
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#	Booking Number:	Box Operator	Iso Codes	Number Of Containers	Double Tickets (2x20')	Tickets
1	HWS96ZILXDW4820238241		45G1	1	<input type="checkbox"/>	
2	2V5YXJ4KM1H152202315351		45R1	1	<input type="checkbox"/>	
3	LN0LS0MYR2811202381351		22G1	2	<input type="checkbox"/>	
4	XDC2SNROCM294202383522		22G1	22	<input type="checkbox"/>	

On this page, you have the option to reprint the ticket for each existing booking.

Account Management

From the side menu, selecting **Account Management** will take you to the **Submission of Notifications Management** page. Through this page, you can declare the emails and SFTP servers from which you will receive informative messages (ANNEX, CODECO, COARRI etc).

Submission Of Notifications Management

Please Choose One Of The Following Actions:

-
-
-

By selecting **Submission To Email**, you will be taken to the following page where you can specify the type of message you wish to receive and the email address to which you want it sent. Upon clicking **Submit**, you must enter a valid email address that is not already registered with the same type; otherwise, you will receive an error notification.

Account Management

You can choose in which e-mail address-es you want to receive e-mails/XMLs. If you don't choose an address, e-mails will be send to your main address. x

Email Address CODECO Εισοδίου -Entry Submit

Email Address	Receiving	Status	Change Status	Delete
██████████	IFCSUM_DISCH	Active	Disable	Delete
██████████	ANNEX	Active	Disable	Delete

On this page, you will also find a list of all the user's declared email addresses. Each row in the table displays the type, the status of the email, and a delete button. If the email is active, the button is gray and says **Disable**. If the email is inactive, the button is green and says **Enable**. By clicking the button, you can change the email's status. If you click the **Delete** button, the respective email in the row will be deleted. If you have already deleted an email and want to retrieve it, all you need to do is re-enter it by filling out the fields in the top part of the form and clicking the **Submit** button.

For SFTP Servers, instructions at the URL: https://ctosxml.thpa.gr/static/sftp_account_management_en.pdf

New Delivery Order Holders

Adding a new Delivery Order Holder is done through the following URL <https://ctosxml.thpa.gr/views/newholders.php>.

New Delivery Order Holders

How to use the search button if you cant find the company by just typing
1)First type (Name or ID or Vat of the company).
2)Press the search button.
3)Type again (Name or ID) or double click inside the field to see the whole list of companies that where found.
4)Choose the line ([ID]Company Name) from the list. x

VAT

Company Q

Choose File No file chosen

Fill in the document below with the original signature and upload it in pdf format. [Statement.pdf](#)

Submit

When you enter all the details and press the **Submit** button, you have added a new holder. If there is something wrong with the data you filled, you will receive an alert message that informs you accordingly.

Holders Projection

To view the holders you have declared, you can select **Holders Projection** from the side menu. Additionally, you can synchronize the holders with those from the BTX, by clicking the **BTX Holders Synchronization** button.

Holders

To Synchronize your BTX Holders with CtosXML, please press the below button.
Once the button is pressed please dont close the application and wait for the synchronization to finish.
Please note that the synchronization button will exclusively perform the synchronization of BTX holders with CtosXML. However, it will not initiate synchronization in the reverse direction(CtosXML to BTX)

BTX Holders Synchronization

🔍 Search

Company Name	VAT	Company Id	File	Approved	Action
████████████████████	████████	██████	PDF	Yes	Delete
████████████████████	████████	734235	PDF	Yes	Delete
████████████████████	████████	734236	PDF	Yes	Delete
████████████████████	████████	737157	PDF	Yes	Delete

At the top of the screen, there is a search field labeled **Search by Company** and a **Search** button. You can use these to search for a specific holder by typing the company name.

XML Upload

Through the option **XML Upload** from the side menu, you will be taken to a page where you can upload XML files to the system. Instructions on formatting these files can be found at https://www.thpa.gr/files/sempo/newtos/THPA_msg_system_v34_20240310.7z.

XML Upload

Please select the XML file that you want to upload and press the submit button.

- 1) Only Coprar1/Coprar2 XML messages are accepted.
- 2) After the submission of the file you will receive a success message or the appropriate error message.
- 3) If you receive an error message, please correct the error and submit the file again.
- 4) If you receive a success message, please wait 15 minutes and then check the XML Response Monitor or your email to find out if it passed successfully the validation by CTOS.
- 5) If you encounter some kind of technical issue, please contact the support team at tos@thpa.gr.

Choose File No file chosen

Submit

XML Response Monitor

To monitor the status of the XML messages you have sent, click on **XML Response Monitor** from the side menu.

XML Response Monitor

Please insert data in all or some of the fields.

Date	Type	Message Code	Voyage	Message
2024-06-12 13:30:16.077	COPRAR1	██████████	CB423N24	Success
2024-06-12 11:35:26.020	COPRAR1	██████████	CB423N24	Success
2024-06-12 10:30:12.130	COPRAR1	██████████	CB423N24	Success
2024-06-12 09:30:13.867	COPRAR1	██████████	CB423N24	Success

At the top of the screen, there are fields for **XML Code** and **Voyage**, a dropdown field for **Type**, and a **Search** button. By entering one or more pieces of information in these fields and clicking the search button, you can search for a specific message.

If there is no message matching the information you entered, or if you click the **Search** button without entering any information, the table will be empty.

To view the error message of an XML, you need to click the **Show Error Message** button.

2024-05-20 10:30:26.270	COPRAR1	██████████	CB421N24	Show Error Message
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Entry Permit Recall

If you wish to recall an entry permit, navigate from the menu to the **Entry Permits Recall** page.

Entry Permits Recall

Select All ▾

Container Number	Company Id	Voyage (Out)	Select All
██████████	██████	CB423S	<input type="checkbox"/>
██████████	██████	CB423S	<input type="checkbox"/>

This page features a list of all entry permits. You can choose either to view all entry permits or to specifically select containers. By clicking the **By One Container** button, a field for entering the container number appears. Alternatively, if you select the **By Multiple Containers** button, a field is displayed where you can input the container numbers separated by commas.

Select the entry permit you wish to delete by clicking on the corresponding checkbox. You can choose multiple, or all permits by clicking the **Select All** button. In the example below, it was chosen to delete all permits, so the **Select All** button was clicked.

Container Number	Company Id	Voyage (Out)	Select All
██████████	██████	CB423S	<input checked="" type="checkbox"/>
██████████	██████	CB423S	<input checked="" type="checkbox"/>

After making your selection, click the **Recall** button at the bottom of the page, and it will automatically refresh. The new list will contain all the items you did not select previously. If something goes wrong during the process, you will receive a notification informing you of the issue.

Company Data

At the top of the screen, there is a search field labeled **Search By VAT** and a **Search** button. By entering the **VAT** and clicking the **Search** button, you can search for company-related information. If you enter a valid **VAT**, you will receive all the information related to the company. Conversely, if there is no data for the **VAT** you entered, you will receive an error notification.

Στοιχεία Εταιριών

Για τις αμφοβλοϊκές εταιρίες που δεν έχουν ελληνικό Α.Φ.Μ. παρακαλούμε στείλτε με e-mail το όνομα, διεύθυνση και το αφμ της εταιρίας για να σας αποστείλουμε τον κωδικό της. ✕

Search By VAT

Search

ΑΦΜ

Κωδικός εταιρείας για τα XML μηνύματα