



# TAS

User Manual

[icts@thpa.gr](mailto:icts@thpa.gr)

## Introduction

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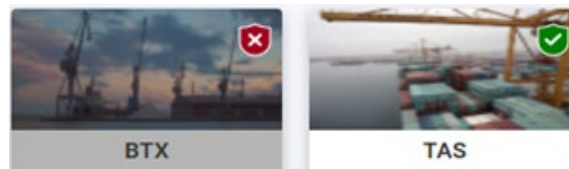
TAS (Truck Appointment System) is an advanced logistics tool designed to optimize and facilitate the scheduling and management of truck arrivals and departures at the facilities of the Port of Thessaloniki. This system allows carriers to book appointments for loading and unloading activities, ensuring that resources and personnel are adequately prepared for incoming and outgoing operations, improving coordination and reducing the likelihood of delays.

URL: <https://tas.thpa.gr>

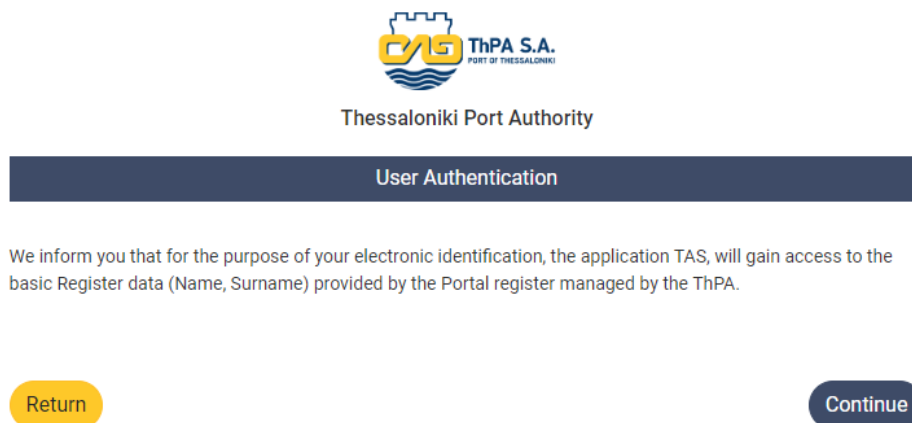
## Registration

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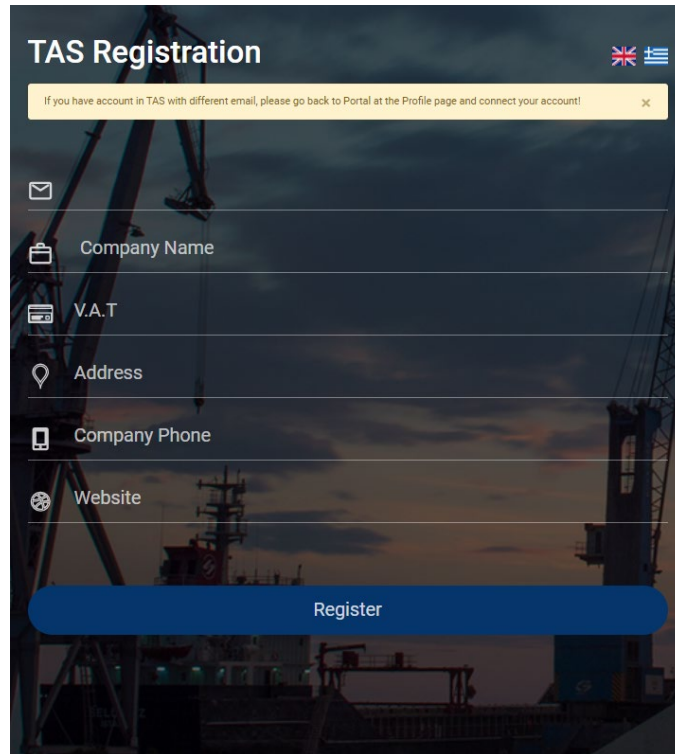
To register a user in TAS, an existing Webportal account (<https://webportal.thpa.gr>) is required. Please register or log in at <https://webportal.thpa.gr> and click on the TAS icon.



The following page will appear.



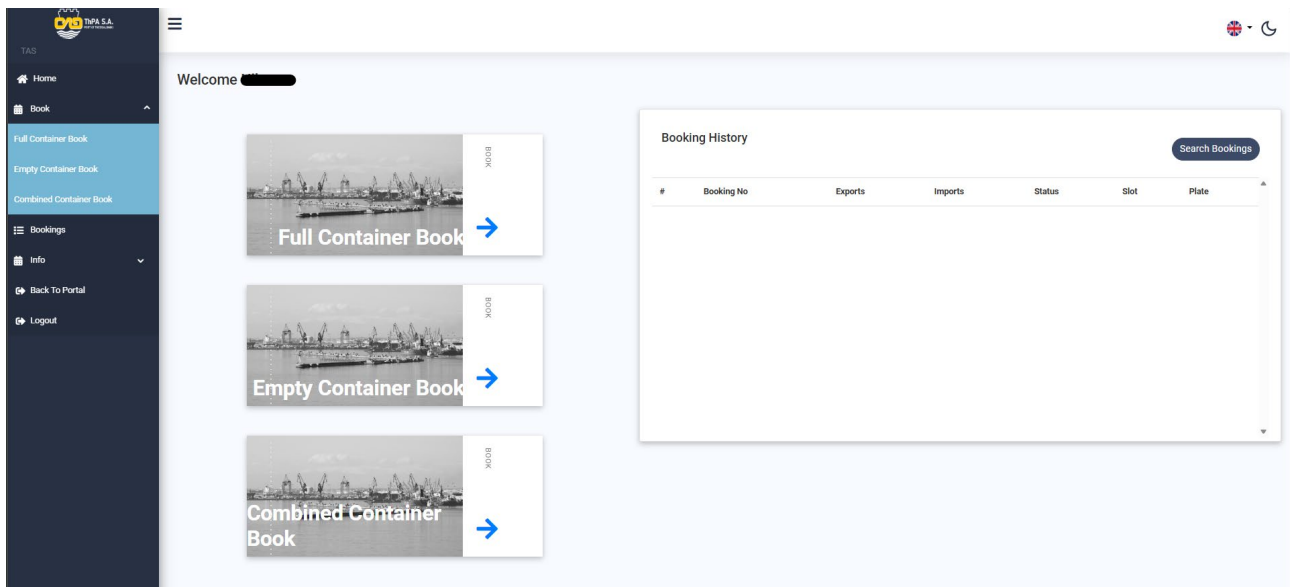
Select **Continue**, and it will take you to the Registration page, where you will need to fill out the form and click **Register**.



You can now log in with your Webportal account credentials at <https://tas.thpa.gr/login>. Alternatively, you can click on the TAS icon on the Webportal **Dashboard**.

## Dashboard

After a successful connection you are taken to the main screen.



To schedule an appointment, please select one of the following options:

- **Full Container Book**
- **Empty Container Book**
- **Combined Container Book**

## Full Container Book

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### Full Container Book

For container deposition: Enter the Container Number at the Export field.  
For container collection: Enter the Booking code(16 digit) at the Permit Number field.

Date	Slots
25/05/2026	8:00-9:00 (13)
Export Container 1	Export Container 2
Permit Number of Import 1	Permit Number of Import 2
Truck Plate	Trailer Plate

Book

#### Form Fields:

- Date: Booking date
- Slots: Available time slots
- Export Container 1: First container for export (drop-off)
- Export Container 2: Second container for export (drop-off)
- Permit Number of Import 1: 16-digit number code of the first import container (pick-up)
- Permit Number of Import 2: 16-digit number code of the second import container (pick-up)
- Truck Plate: Truck License Plate Number (required field)
- Trailer Plate: Trailer License Plate Number (required field)

Attention: The pickup or drop-off of two full containers is temporarily not supported.

## Empty Container Book

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Within the scope of an empty container booking, the drop-off of up to two (2) empty containers is permitted.

### Empty Container Book

For container deposition: Enter the Container Number at the Export field.

Date	Slots
25/05/2026	8:00-9:00 (30)
Export Container 1	Export Container 2
Truck Plate	Trailer Plate

Book

### Form Fields:

- Date: Booking date
- Slots: Available time slots
- Export Container 1: First container for export (drop-off)
- Export Container 2: Second container for export (drop-off)
- Truck Plate: Truck License Plate Number (required field)
- Trailer Plate: Trailer License Plate Number (required field)

### Combined Container Book

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When an empty container is dropped off and a full container is picked up as part of the same appointment, a combined booking must be made before the truck enters the port.

#### Combined move: empty drop-off and loaded pick-up

Use only for combined empty drop-off and loaded pick-up. ✕

Book date 25/05/2026 <span style="float: right;">📅</span>	Slots 8:00-9:00 (E:30 /F: 4) <span style="float: right;">▼</span>
Export Container 1	
Permit Number of Import 1	
Truck Plate	Trailer Plate

Book

### Form Fields:

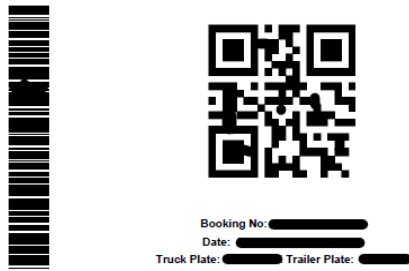
- Book date: Booking date
- Slots: Available time slots
- Export Container 1: Container for export (drop-off)
- Permit Number of Import 1: 16-digit number code of import container (pick-up)
- Truck Plate: Truck License Plate Number (required field)
- Trailer Plate: Trailer License Plate Number (required field)

### Booking Tickets

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If the booking is successfully completed, a ticket will be created and will be send to your email.

## PREGATE 16 TICKET



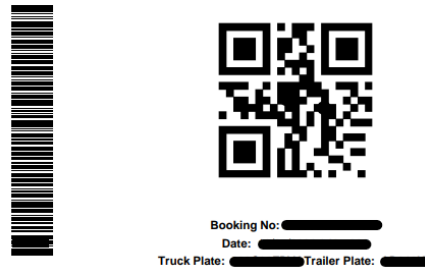
Export Containers

Import Containers

1) Number : [REDACTED]  
Size : [REDACTED]  
Weight : [REDACTED]  
IsoCode : [REDACTED]  
OOG : [REDACTED]  
Seal : [REDACTED]  
Empty/Full : [REDACTED]  
Damage : [REDACTED]  
Permit Number : [REDACTED]  
Valid Date : [REDACTED]

Figure 1. Full Container Booking Ticket

## Combine



Export Containers

Import Containers

1) Number : [REDACTED]  
Size : [REDACTED]  
Weight : [REDACTED]  
IsoCode : [REDACTED]  
OOG : [REDACTED]  
Damage : [REDACTED]  
Empty/Full : EMPTY

1) Number : [REDACTED]  
Size : [REDACTED]  
Weight : [REDACTED]  
IsoCode : [REDACTED]  
OOG : [REDACTED]  
Empty/Full : FULL  
Damage : [REDACTED]  
Permit Number : [REDACTED]  
Valid Date : [REDACTED]

Figure 2. Combined Container Booking Ticket

### Procedure to Enter Container Terminal

1. Scan the QRcode on Gate 16. You will receive the Entry ticket from Gate 16.
2. Scan the Entry ticket QRcode on Container Terminal Gates.

**CAUTION: Change in reservation cannot be made after the Truck pass GATE 16.**

## Bookings

From the side menu, select **Bookings** to view the bookings you have made, check their status, edit them, or reprint the entry ticket.

#	Booking No	Container Exp	Container Imp	Status	Slot	Truck / Trailer plate	PDF	Cancel Booking
1	[REDACTED]	[REDACTED]	[REDACTED]	Pending	2024-06-07 11:00 - 12:00	[REDACTED] [REDACTED]	[PDF Icon]	<input type="checkbox"/> Check All
2	[REDACTED]	[REDACTED]	[REDACTED]	Pending	2024-06-07 16:00 - 17:00	[REDACTED] [REDACTED]	[PDF Icon]	<input type="checkbox"/> Check to cancel

### Cancel Booking

To cancel a booking, check the checkbox and click **Cancel booking**. You can select multiple appointments or choose all of them by clicking on **Select All**.

On Success, a message with the booking number of appointment that cancelled will be displayed.

Bookings 876781245458195 canceled successfully!

## Edit Booking

### Edit Booking

800790555150672

#### Containers

Container Import 1

#### Slot

Date

06/07/2024



Time

16:00-17:00 (0)



Update

#### Truck / Trailer Plate

Truck Plate

Trailer Plate

Update

You can change the date or/and the time of an appointment. Choose new date and time and press **Update**. You can also change the license plates by clicking the corresponding **Update** button.