TAS

User Manual

Introduction

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

URL: https://tas.thpa.gr

Registration

*Registration for users that have an active account on old TAS*

Users who already have an active account in the old TAS must have an account in the Webportal and link it with their TAS account:

- Webportal registration link: https://webportal.thpa.gr/registration

After the registration, or if you already have an account on the Webportal, log in at https://webportal.thpa.gr/login and then go to https://webportal.thpa.gr/user-profile#connectApps. Select TAS and enter the username, password, and company VAT number that you have registered in the old TAS.

A success message will appear if the information is correct.
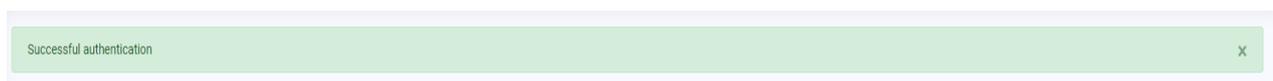
Registration for new Users

New users must have account on Webportal. Register or log in at https://webportal.thpa.gr and click on the TAS icon.

The following page will appear.
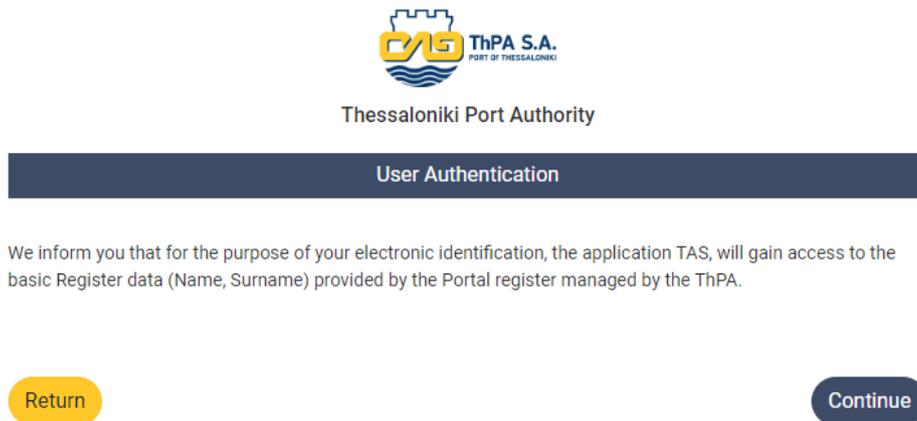
Select **Continue**, and it will take you to the Registration page, where you will need to fill out the form and click **Register**.
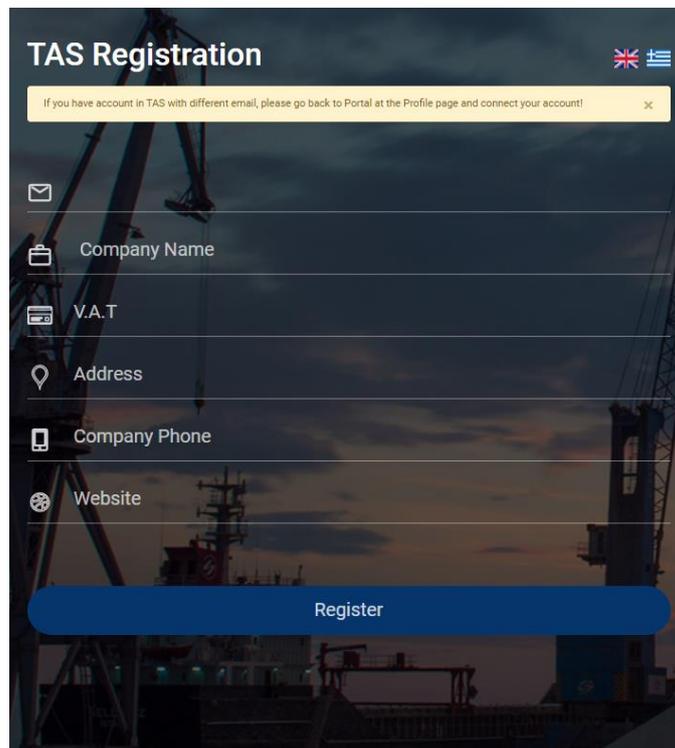
You can now log in with your Webportal account credentials at https://tas.thpa.gr/login. Alternatively, you can click on the TAS icon on the Webportal **Dashboard**.

Dashboard

After a successful connection you are taken to the main screen.
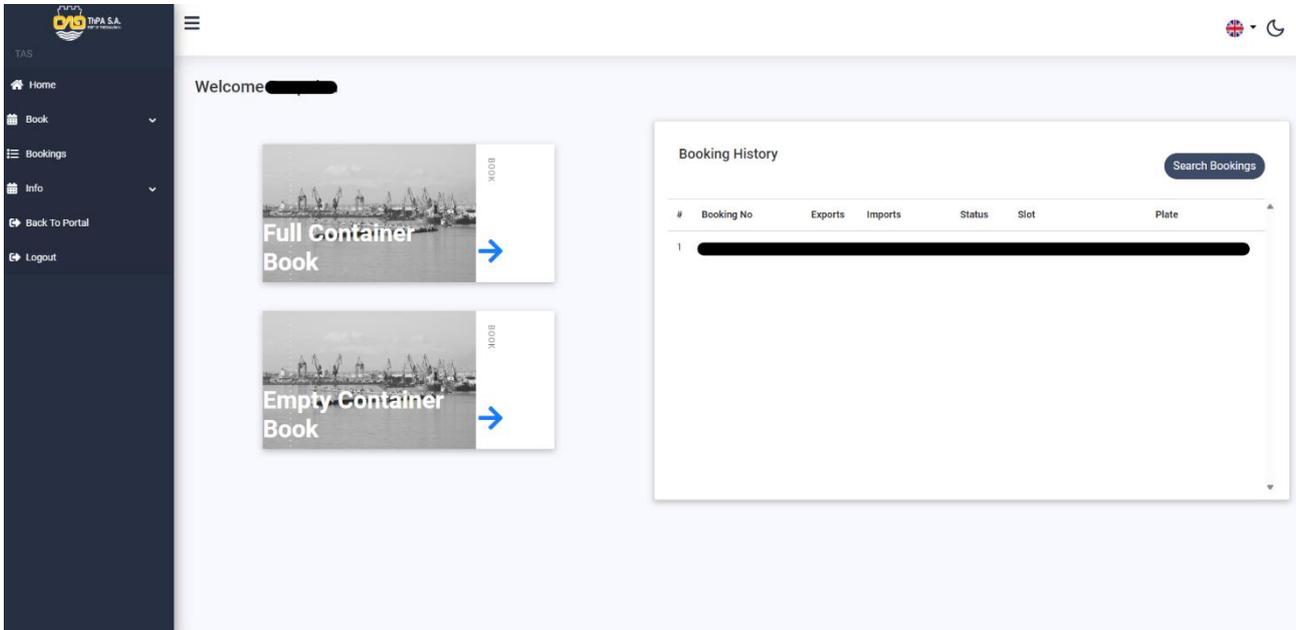
To book an appointment, select **Full Container Book** or **Empty Container Book**.

Form Fields:

- Date: Booking date
- Slots: Available time slots
- Export Container 1: Container for Deposition
- Export Container 2: Second container for Deposition
- Permit Number of Import 1: 16-digit number code of container to receive
- Permit Number of Import 2: 16-digit number code of the second container to receive
- Truck Plate: Truck plate is required
- Trailer Plate: Trailer plate is required

Empty Container Book

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

Date	Slots
06/07/2024 🗓	13:00-14:00(18) ⌄

| Export Container 1 | Export Container 2 |

| Truck Plate | Trailer Plate |

Book

Form Fields:

- Date: Booking date
- Slots: Available time slots
- Export Container 1: Container for Deposition
- Export Container 2: Second container for Deposition
- Truck Plate: Truck plate is required
- Trailer Plate: Trailer plate is required

On Success, a ticket will be created and will be send to your email.

PREGATE 16 TICKET

Booking No: ▮▮▮▮▮▮
Date: ▮▮▮▮▮
Truck Plate: ▮▮▮▮▮ **Trailer Plate:** ▮▮▮▮

Export Containers

Import Containers

1) **Number :** ▮▮▮▮▮
   Size : ▮
   Weight : ▮▮
   IsoCode : ▮▮
   OOG : ▮
   Seal : ▮▮
   Empty/Full : ▮▮
   Damage : ▮
   Permit Number : ▮▮▮▮▮
   Valid Date : ▮▮▮▮

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.
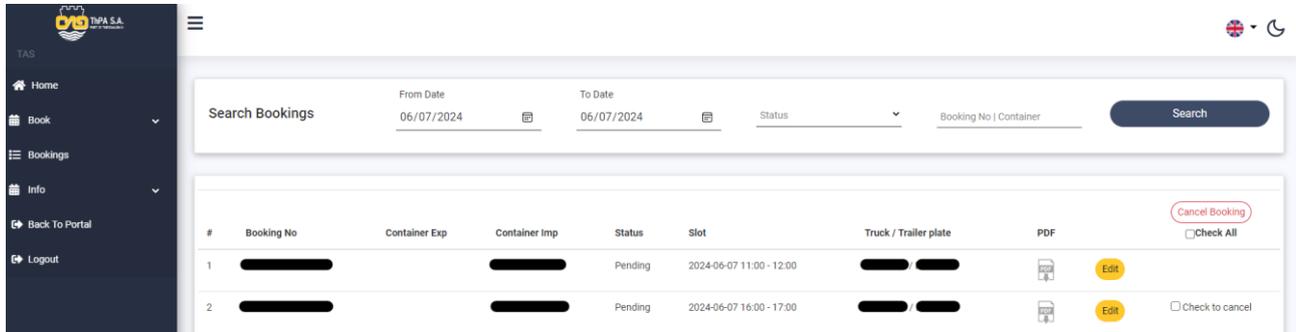
Cancel Booking

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.