Transshipment Declaration Manual

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ThPA S.A.
CTOS Department

Email Submission Instructions

The transshipment template must be submitted via email to the following email addresses:

Primary Recipients:

- listvessel@thpa.gr
- ctyardplanning@thpa.gr
- ctplanning@thpa.gr

Carbon Copy (cc):

- ctshiftmanager@thpa.gr

Field Requirements Overview

Field	Mandatory / Optional
I/B Vessel	Mandatory
I/B Voyage	Mandatory
Container ID	Optional – see below
O/B Vessel	Mandatory
O/B Voyage	Mandatory
POD	Mandatory

Declaration Options

Option 1: Bulk Declaration for Same Vessel and POD

If all transshipment containers unloaded from a vessel are to be loaded onto the same outbound vessel with the same POD, customers can submit the transshipment declaration by providing only the Inbound Vessel, Outbound Vessel, and POD information. It is not necessary to declare each container individually, as transshipment containers are already declared in the COPRAR2 unloading XML with the field Origin_Code="1".

Required Fields for Option 1:

I/B Vessel	I/B Voyage	Container ID	O/B Vessel	O/B Voyage	POD
Mandatory	Mandatory	Optional	Mandatory	Mandatory	Mandatory

Option 2: Detailed Declaration for Multiple Vessels/PODs

If transshipment containers unloaded from a vessel are to be loaded onto multiple outbound vessels or have different PODs, customers must declare each container individually.

Required Fields for Option 2:

I/B Vessel	I/B Voyage	Container ID	O/B Vessel	O/B Voyage	POD
Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory

Transshipment Template Upload Rejection Scenarios

The CTOS system will reject the transshipment Excel upload under the following conditions:

- The Vessel/Voyage is not open.
  (error message: The schedule cannot be found.)
- POD is not added to the vessel.
  (error message: The POD is not among the port calls.)
- Container included in the template is not declared as transshipment in COPRAR2 Unloading.
  (error message: Container --- is not transshipment)
- For full containers, all transshipment units must still be on board
  (error message: Container --- is in yard).