STANDARD OPERATIONS PROCEDURES (SOP)

Conventional cargo/ThPA SA, Logistics warehouses & Non-commercial Cargo

A. Entrance of cargo into the Free zone by road

1. The agent/transactor, using the web portal freezone.thpa.gr, submits the notice of cargo entry using the corresponding option in the system.
2. The system automatically sends by e-mail the truck entry permit to the free zone.
3. Before the arrival of the truck at the gates of the free zone and if the truck and driver's information have not been filled in the initial notice, the transport company must enter the necessary information in the system.
4. Upon arrival of the truck at the gate, the entry permit is registered in the gate system and the notice information is checked, according to the accompanying documents.
5. After the successful check, the unique entry registration number is issued by the system and the **entry form** is delivered to the driver.
6. The driver heads to the logistics warehouse where he delivers the cargo.
7. The customs broker/agent submits the necessary documents of the cargo to the Logistics Warehouse (or to the competent department) and the Warehouse Logistics Registration Number (WLRN) is issued. When the WLRN is issued per truck, the documents must be accompanied by the entry form. The unique entry registration number and the billing details in the books of the logistics warehouse are automatically sent to the free zone system (WH01).
8. The driver with an "empty truck" goes to the exit gate of the free zone and displays the initial **entry form** at the exit gate.
9. After successfully checking and recording the truck at the exit gate, the truck exits the free zone.

B. Exit of cargo from the free zone by road

1. The agent/transactor, using the web portal freezone.thpa.gr, submits the notice of cargo collection using the corresponding option in the system.
2. The system automatically sends by email the truck entry permit to the free zone, for cargo collection.
3. Before the arrival of the truck at the gates of the free zone and if the truck and driver information have not been filled in the initial notice, the transport company must enter the necessary information in the system.
4. Upon arrival of the truck at the gate, the entry permit is registered in the gate system and the cargo collection notice information is checked, according to the accompanying documents.
5. After the successful check, the unique entry registration number is issued by the system and the **entry form** is delivered to the driver.
6. The driver heads to the logistics warehouse, from where he will receive the cargo and show the **entry form** to the competent employee/warehouseman.
7. The competent employee/warehouseman, after all the necessary documents have been issued (Customs Status Certificate, Proof of collection-customs clearance of cargo, T1), registers the cargo **delivered** for leaving the free zone, provided that there is no seizure from the customs office (rest api call). The unique entry registration number (**entry form**) and the credit details in the books of the logistics warehouse are automatically sent to the free zone system. (WH02)

8. The driver of the loaded truck heads to the exit gate of the free zone and displays the **entry form and possibly the accompanying documents**.
9. After successfully checking at the exit gate, the truck exits the free zone.

C. Entry and exit of cargo into the free zone by road (combined transport)

1. The agent/transactor, using the web portal freezone.thpa.gr, submits the notice of cargo entry using the corresponding option in the system.
2. The agent/transactor (the principal may be different from that in step 1), using the web portal freezone.thpa.gr, submits the notice of cargo collection using the corresponding option in the system.
3. The system automatically sends, by email, the truck entry **codes** to the free zone, to the agent(s)/transactor(s)/sender(s) of the notice.
4. The agent/transactor sends the **entry codes** to the cooperating transport company, along with his relevant request for cargo transfer.
5. Before the arrival of the truck at the gates of the free zone and if the truck and driver information have not been filled in the initial notice, the transport company must enter the necessary information in the system. The latter then enters the entry codes, which relate to the entry of the specific truck.
6. The system automatically sends by email the truck **entry permit** to the free zone, which includes both movements (deposition and collection).
7. Upon arrival of the truck at the gate, the entry permit is registered in the gate system and the notice information is checked, according to the accompanying documents.
8. After the successful check, the unique entry registration number is issued by the system and the entry form, including both movements, is delivered to the driver.
9. The driver heads to the logistics warehouse where he delivers the cargo.
10. The customs broker/agent submits the necessary documents of the cargo to the Logistics Warehouse/the competent department and the Warehouse Logistics Registration Number (WLRN) is issued. When the WLRN is issued per truck, the documents must be accompanied by the entry form. The unique entry registration number and the billing details in the books of the logistics warehouse are automatically sent to the free zone system (WH01).
11. The driver with an "empty truck" goes to the warehouse for cargo collection (second movement).
12. The warehouseman/competent employee, after all the necessary documents have been issued (Customs Status Certificate, Proof of collection-customs clearance of cargo, T1), registers the cargo **delivered** for leaving the free zone, provided that there is no seizure from the customs office. The unique entry registration number and the credit details in the books of the logistics warehouse, and following the issuance of the Customs Status Certificate, are automatically sent to the free zone system (WH02).
13. The driver with a "loaded truck" goes to the exit gate of the free zone and displays the initial entry form at the exit gate.
14. After successfully checking at the exit gate, the truck exits the free zone.

Note: In case of entry into the free zone of the same cargo of Greek origin and the same recipient, with more than one truck, they must have the same unique **batch no** code in the notice, so that a WLRN for the whole cargo can be issued from the logistics warehouse.

Entry and exit of cargo into the free zone by the sea or by railroad

In the case of entry/exit of cargo by ship or train, the agent/transactor must record the corresponding notices on the web portal freezone.thpa.gr.

B. Container Terminal

The preannouncements sent today to the C.T. will be used to update the free zone system automatically. For the time being, the procedures will remain unchanged.

Important clarification:

All fields related to the preannouncements must be filled and in an **accurate** manner, as this information is sent to the free zone system.

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