

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

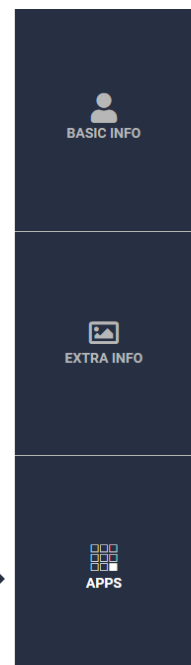
Users who already have an active account in the old TAS must have an account in the Webportal and link it with their TAS account:

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

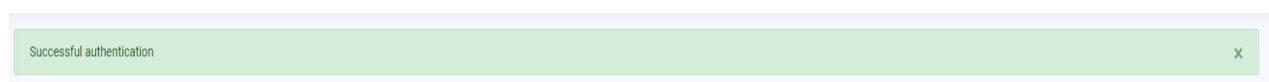
After the registration, or if you already have an account on the Webportal, log in at <https://webportal.thpa.gr/login> and then go to <https://webportal.thpa.gr/user-profile#connectApps>. Select TAS and enter the username, password, and company VAT number that you have registered in the old TAS.

Connect Portal with other App Accounts

App TAS	Email / Username test@email.com
Company VAT 123456789	Password ●●●●●●●●
<div>Save</div>	



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.



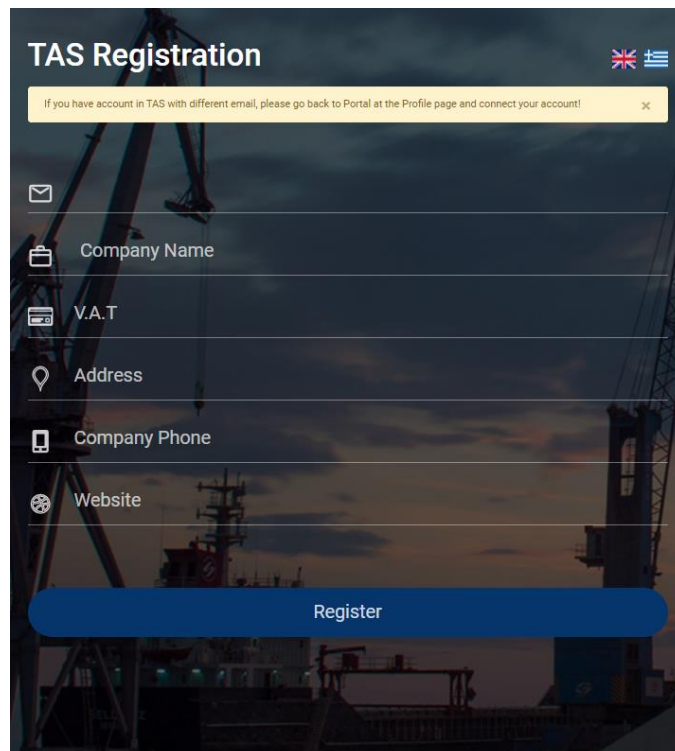
Thessaloniki Port Authority

User Authentication

We inform you that for the purpose of your electronic identification, the application TAS, will gain access to the basic Register data (Name, Surname) provided by the Portal register managed by the ThPA.

ReturnContinue

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



TAS Registration

If you have account in TAS with different email, please go back to Portal at the Profile page and connect your account!

✉

📁 Company Name

📄 V.A.T

📍 Address

📞 Company Phone

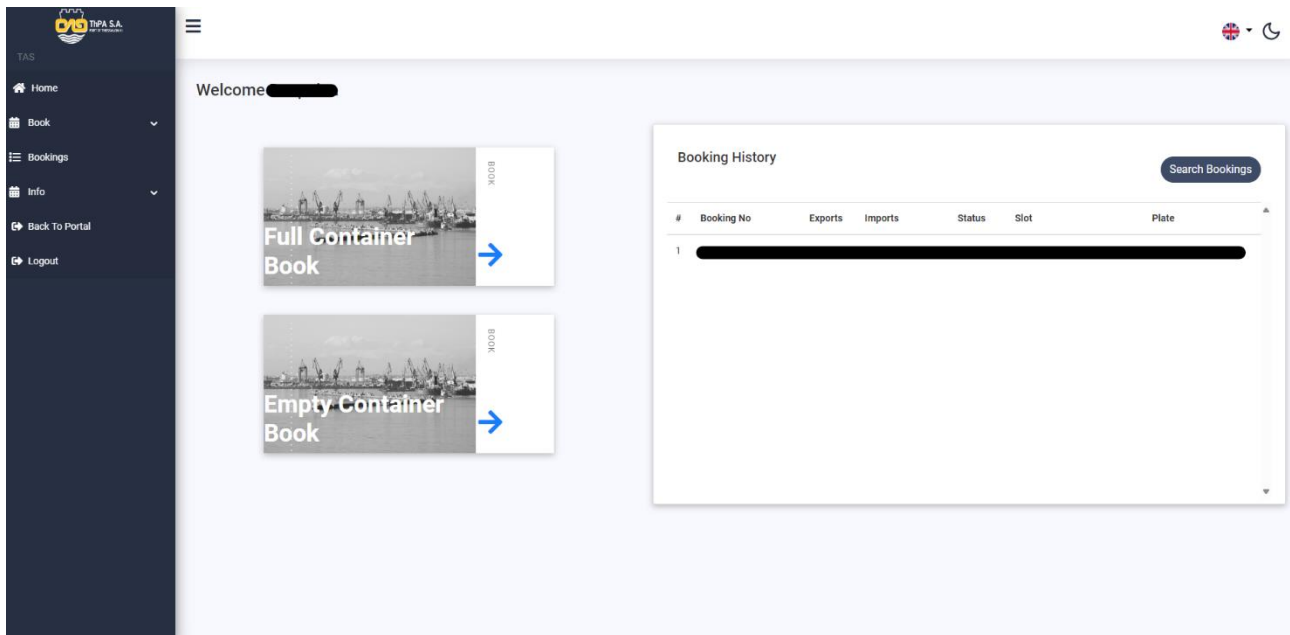
🌐 Website

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**.

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.
For combined TAS, you can declare only Full or only Empty Containers or only RORO.

Date	Slots
06/07/2024	19:00-20:00(27)
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: 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

06/07/2024

Slots

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.

TAS

Home

Book

Bookings

Info

Back To Portal

Logout

Search Bookings

From Date
06/07/2024

To Date
06/07/2024

Status

Booking No | Container

Search

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