

# **Instructions for Submission of Cargo Documentation for Container Vessels**

**This document is issued by APM Terminals Poti (JSC Poti Sea Port Corporation) on July 22, 2024.**

## **PURPOSE**

These instructions provide clear guidelines for the timely submission of Cargo Documentation by agents/shipping lines for container vessels. Adhering to these instructions is crucial for the smooth and efficient operation of APM Terminals Poti, ensuring that all parties involved can meet their operational and commercial objectives while avoiding delays and penalties.

## **SCOPE**

These instructions apply to all agents/shipping lines responsible for submitting the Cargo Documentation (Schedule of Handling Works, Cargo Manifests, Discharge and Loading Lists, CSV File, Cargo Stowage Plan, Vessel Certificates) for containerized cargo to be loaded or unloaded at APM Terminals Poti.

## **RESPONSIBILITIES**

Agents/shipping lines must adhere to the submission deadlines and requirements outlined in these instructions to ensure compliance with operational and regulatory standards.

## **SUBMISSION REQUIREMENTS**

### **1. Documentation Submission**

- **Cut-off Deadline:** All required documentation, including the Schedule of Handling Works, Cargo Manifests, Discharge and Loading Lists, Cargo Stowage Plan, and Vessel Certificates, must be submitted no later **than 24 hours prior to the container vessel arrival.**
- **Documents Required:**

**Schedule of Handling Works:** Outlines planned loading and unloading activities for the cargo.

**Cargo Manifests:** Lists all cargo on the vessel, including descriptions and quantities.

**Discharge List:** Details containers to be unloaded, including numbers, types and weights.

**Loading List:** Details containers to be loaded, including numbers, types and weights.

**CSV File:** to complete customs formalities and prepare for the pre-stacking

**Cargo Stowage Plan:** Shows the stowage arrangement of cargo on the vessel.

**Vessel Certificates:** Includes required certificates for vessel operation and cargo handling.

- **Amendment Period Exception:** In the following circumstances, an amendment period applies:

- **36-Hour Amendment Period:** For container vessels, agents/shipping lines are permitted to submit or amend **the Loading and Discharge Lists and Cargo Manifests** up to **36 hours before the vessel's Actual Time of Berthing (ATB)**.
- The ATB is noted on the twice-daily Berth Schedule issued by APM Terminals Poti and the Statement of Facts.
- **Earlier ATB Consideration:** If the vessel's ATB occurs earlier than the final declared Estimated Time of Berthing (ETB) as per the Berth Schedule, the final declared ETB will serve as the deadline for determining the timely submission of the documentation.
- **Flexibility:** This 36-hour Amendment Period allows agents/ shipping lines to make necessary amendments without incurring penalties, ensuring compliance and accuracy.

## 2. Submission Procedures

- **Electronic Submission:** All documentation must be submitted electronically to the following addresses: [apmtpotiplanners@apmterminals.com](mailto:apmtpotiplanners@apmterminals.com) / [anna.shainidze@apmterminals.com](mailto:anna.shainidze@apmterminals.com)

## COMPLIANCE AND ENFORCEMENT

### Timely Submission:

- Failure to submit the required documentation within the specified cut-off times may result in operational delays, potential denial of berthing, or additional charges.
- APM Terminals Poti reserves the right to impose penalties for late submissions **outside the 36 Hours Amendment Period**, as per APM Terminals Poti's Tariff schedule.

**Accuracy of Information:** It is imperative that the information provided in Cargo Documentation is accurate and complete. Inaccurate or incomplete documentation may result in delays, additional charges, and potential legal consequences.

## CONTACT INFORMATION

For any questions or assistance regarding the submission of documentation, please contact Anna Shainidze at:

Email: [anna.shainidze@apmterminals.com](mailto:anna.shainidze@apmterminals.com)

Phone: +995 599 887 909

Emergency Contact: +995 599 887 791

## REVIEW AND AMENDMENTS

These Instructions are subject to periodic review and may be amended as necessary to align with operational and regulatory changes. All parties will be notified of any amendments in a timely manner.

## EFFECTIVE DATE

These instructions shall enter into force for all vessels with an ATB on or after 12.00am on Wednesday 24<sup>th</sup> July.

## ACKNOWLEDGMENT

By submitting the required documentation, the submitting agent/shipping line acknowledges and agrees to comply with the terms outlined in these Instructions.