



PORT OF PORT OF SPAIN

The Cargo Handling Business Unit of The Port Authority of Trinidad and Tobago

Administration Building, Dock Road, Port of Spain, Trinidad, West Indies.
Tel: (868) 623 2901/5 | www.patnt.com | Instagram | Facebook: @patt.ppos

Bulletin 378

July 28, 2023

Dear Stakeholder,

PROCEDURE FOR MAKING APPOINTMENTS AT PPOS TRANSIT SHEDS

The Port of Port of Spain wishes to inform of the following procedure for the scheduling of appointments for the delivery of cargo from Shed 4 and Shed 10:

- Appointments are created in NAVIS by Agents and/or Customs Brokers/Clerks
- When making an appointment, users are required to specify which of the two transit sheds the appointment is being created for:
 - Select the **Gate** field option 'PATT_CFS_SH4' for Shed 4 appointments
 - Select the **Gate** field option 'PATT_CFS' for Shed 10 appointments

NOTE: If an appointment is created using an incorrect gate, the customer will not be facilitated and will be required to create a new appointment using the correct gate.

See below images for ease of reference.

Screenshot of Appointment Screen 1: PATT_CFS_SH4 (for Shed 4 Appointments)

Add Appointment [X]

Basics

Appointment Nbr: _____

Gate:

Transaction Type:

Line Operator:

Trucking Company:

Truck License Nbr:

Wharf Pass ID#:

Reference Nbr: _____

Unit Information

Cargo Bill Of Lading:

Cargo BL Item:

Cargo Item Quantity: _____

Cargo Appointment Qty: _____

Consignee:

Unit Id: _____

DESTINATION:

Screenshot of Appointment Screen 2: PATT_CFS (for Shed 10 Appointments)

Add Appointment X

Basics

Appointment Nbr:		Transaction Type:	Pick Up Break-Bulk
Gate:	PATT_CFS	Trucking Company:	NA (NOT APPLICABLE)
Line Operator:	--	Wharf Pass ID#:	NA
Truck License Nbr:	NA		
Reference Nbr:			

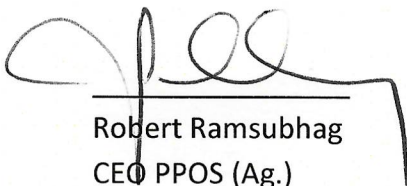
Unit Information

Cargo Bill Of Lading:	--	Cargo BL Item:	--
Cargo Item Quantity:		Cargo Appointment Qty:	
Consignee:	--	Unit Id:	
DESTINATION:	SHED10		

- As per the Port Authority Act, Chapter 51:01, imported goods shall be eligible for a free storage period of five (5) working days following the date of un-stuffing and exclusive of weekends and public holidays. Store rent charges become applicable immediately thereafter.
- **The Agent Release must be completed prior to the customer's arrival at the Facility on the appointed date and time.** If this release is not completed, the customer will not be able to clear the cargo until the agent has completed a release for the cargo.
- Agents are to issue the appointment number, date and time to the customer. The customer is required to provide the issued appointment number to the port CSR at the specified transit shed on the date and time provided by the agent.

If any further information is required, please do not hesitate to contact Patricia Persad at patriciap@patnt.com or 623-2901 ext. 257 or our IT team at itmanifeststaff@patnt.com or 623-2901 ext. 245/235.

Respectfully,


Robert Ramsubhag
CEO PPOS (Ag.)