

Operations manual



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Revision History

Revision	Description
VS 04/08/2025	Updated Version: New Contacts Updated, New Cut off updated, New Late arrival procedure, OOG / BB Policy

Revision Status

Revision	Description	Issue Date	Prepared By	Checked By	Approved By

1 Introduction

This Document is a comprehensive operations guideline for container traffic and integrating part of VADO Gateway (Container Terminal and Reefer Terminal), standard terms and conditions as well as Appendix to any contract signed.

Any request or instructions received by the Customer, his agents or subcontractors, will be considered by the Terminal operators as orders, unless clearly specifies who is authorized to send requests or instructions. Requests and instructions must be submitted via EDI or email messages in compliance with the requested data interchange requirements. In case of verbally instructions exceptionally accepted, the Terminal operator cannot be held responsible for any consequences derived from the absence of the written request.

The Terminal Operators shall not assume any liability on containers handled with respect to any wrong cargo declaration, hidden container or cargo defects.

2 Objective

Objective of this document is to set the service expectations for external and internal parties involved in container handling activities in VADO Gateway

3 Scope

The operations manual includes VADO Gateway services definitions covering for both Landside and Seaside activities as follows:

- Gate & Rail
- Vessel related operations
- Extended services

Terminal works on the base of orders then authorized subject needs to be identified

The Terminal Operator is not responsible to match info from different sources or in different moment (i.e. weight on booking, on Truck Appointment System, or on loading list). The Terminal will not be responsible for double checking or identifying discrepancies in between the various information.

4.12 Equipment Interchange Receipt (EIR)

Upon terminal gate-in EIR will be printed out and released to the truck driver by our Gate as evidence of container delivery. Then the truck will go through a portal which will take pictures of the actual status of the container. The EIR will be available on the gate out event.

4.13 Containers Customs Clearance

The Vado Gateway TOS (Terminal Operating System), receives information for containers clearance both for import and/or export via EDI directly from Terminal Customs System (TCS) connected to AIDA. To enable the information flow to our integrated systems, all containers to be loaded/discharged to/from the vessels, must be included in related load/discharge cargo manifest.

Export containers

- Custom Broker must insert MRN number on PCS latest within Customs Cut-Off ([Vessel call / cut-offs 6.4](#))6.4
- After Customs Cut Off Port Agent is then enabled to transmit Loading Manifest
- Terminal Operator checks the Customs loading authorization received by AIDA platform
- Data provided by Customs Broker must match with Customs data from AIDA; if positive, loading on-board is authorized, eventual discrepancies are communicated to Port Agent and/or Shipping Lines

6.2 Long term monthly schedule.

Once the berth window and the proforma moves of the service have been agreed, the vessel operator shall provide the long term monthly schedule. It shall include:

- Service / Vessel Name and Voyage nbr
- Proforma window agreed (day/time)
- Proforma move count
- Frequency (weekly, bi-weekly, etc)

See:

-  Vessel details [Appendix C](#)
-  Contact List [Appendix H](#)

6.3 Short term schedule (weekly)

The Vessel Operator shall provide a weekly schedule reporting:

- Service Name
- Vessel Name
- Voyage in/out number
- ETA – ETD
- Indications on call move count (load/discharge/restows)
- Indications reefers load/discharge/restows
- Indications on crane split

The vessel operator shall be responsible for providing a timely and total accurate forecast including co-loaders cargo.

If short-term schedule data doesn't match with long-term schedule (ETA –expected moves), the Terminal Operator and Vessel Operator must communicate between parties to evaluate variations vs proforma and adjusting plans to mutual satisfaction.

See:

-  Vessel details [Appendix C](#)
-  Contact List [Appendix H](#)

6.5 72 hrs before vessel ETA

On top of the basic info (Service/Vessel Name/Voy), the Vessel Operator shall confirm in writing:

- ETA update (if any)
- Details on expected full/empty/specials to be moved
- Expected Number of load/discharge/restows
- Expected Crane Split

See:

 [Contact List Appendix H](#)

6.6 48 hrs before vessel ETA

Vessel Operator shall provide

- Arrival BAPLIE (in case of vessel arriving from a port with a short transit time BAPLIE from previous port will be acceptable)
- MOVINS instructions with expected crane intensity
- Final empty load instructions (by quantity and type)
- Special cargo details
- Restows list

See:

 [Contact List Appendix H](#)

6.7 24 hrs before vessel ETA

Vessel Operator shall provide

- ETA confirmation
- Final Loading list
- Discharging List by modality (truck, rail)
- Reefer cargo details (separate lists for load, discharge and restows including settings and cargo)
- IMO cargo details
- OOG details
- Break-bulk information (if any expected to be loaded/discharged)
- Shifting and/or restows

All information shall be sent via EDI (COPRAR)

The Vessel Agent shall confirm in writing the Official vessel ETA at Pilot Station and expected vessel draft on arrival latest 24 hrs before actual vessel arrival. The Terminal will confirm operations as requested by the Line or revert with best alternative.

Additional data to be provided in writing to the same address within 24 hrs before vessel ETA:

- Import bay plan (based on Baplie file)
- Updated export stowage plan for specific call on a bay/row/tyre base with all the information needed by Terminal Operator to prepare the loading plan
- Special loading requirements

See:

 [Vessel call / cut-offs 6.4](#)
 [Data Interchange Appendix E](#)
 [EDI Appendix F](#)
 [Contact List Appendix H](#)

Appendix F

EDI

EDI messages exchange

SHIP PLANNING		
Name	Function	Version
BAPLIE	Bayplan	2.2
Movins	Stowage instructions	1.5-2.0

CONTAINER MESSAGES		
Name	Function	Version
Codeco	Gate in/out report	1.6
Coreor	Release order	1.2-1.4
Coarri	Load/Discharge Report	1.6
Coprar	Load/Discharge order	1.6
Coparn	Pre arrival notification (booking)	1.6
VERMAS	Verifier gross mass message	1

