



## PORT OF ADRIA HANDBOOK

Kako poslovati sa nama?

- I. Dostaviti pismeni upit Port of Adria Sektoru komercijale na [sales@portofadria.me](mailto:sales@portofadria.me), uključujući:
  - i. Naziv tereta / vrsta robe
  - ii. Fizičke karakteristike tereta - dimenzije, težina, vrsta pakovanja i PL (paking lista)
  - iii. Slike tereta
  - iv. Ukupna planirana količina pretovara / lotovi
  - v. Dinamika dopreme ili otpreme tereta
  - vi. Željene usluge pretovara (manipulacija) i posebni zahtjevi
  - vii. Eventualne usluge skladištenja tereta
  - viii. Karakteristike broda i datum/vrijeme dolaska u luku
  - ix. Zemlja uvoza i izvoza
  - x. IMO teret (potrebna dostava MSDS)
  - xi. Novi partneri su u obavezi predati registraciona dokumenta Kompanije
  
- II. Predati Dispoziciju u Port of Adria Sektor operative - Sluzba dispozicije, uključujući:
  - i. Dokument Bez zapreke (original, koji izdaje Agent) sa pečatom Carine
  - ii. B/L (kopija)
  - iii. PL (paking lista)
  
- III. Predati Dnevni nalog u Port of Adria Sektor operative - Služba planiranja na [planning@portofadria.me](mailto:planning@portofadria.me), uključujući:
  - i. Dnevni nalog u elektronskoj formi, sa punim nazivom i potpisom ovalšćenog špeditera
  - ii. Kargo plan broda
  - iii. Manifest
  - iv. Karakteristike broda
  
- IV. Potpisati posvjedočenje, zavisno od izvršene usluge:
  - Posvjedočenje o ukrcaju / iskrcaju
  - Posvjedočenje o izvršenoj terminalskoj manipulaciji
  - Posvjedočenje o dostavi vode
  - Posvjedočenje o upotrebi obale u neoperativne svrhe
  - Itd.



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How to do business with us?

- I. Submit written Inquiry to Port of Adria Commercial Department at [sales@portofadria.me](mailto:sales@portofadria.me), and include:
  - i. Cargo name / type
  - ii. Cargo specifications - dimensions, weight, packaging and PL
  - iii. Cargo images
  - iv. Total volumes, quantities planned / lots
  - v. Dynamics of cargo transshipment
  - vi. Requested handling activities and special requests
  - vii. Warehouse requirements
  - viii. Vessel characteristics and date/time of arrival
  - ix. Country of export and import
  - x. IMCO class (MSDS form is required)
  - xi. New partners are obliged to submit Company Registration documents
  
- II. Submit Disposition to Port of Adria Operations Department, Disposition Sector and include:
  - i. Delivery Order form (original D/O form, issued by Cargo Agent) with Custom stamp
  - ii. B/L (copy)
  - iii. Packing List
  
- III. Submit Job Order to Port of Adria Operations Department, Planning Sector at [planning@portofadria.me](mailto:planning@portofadria.me), and include:
  - i. Electronic Job Order form, with full name of Authorized Forwarder and signature
  - ii. Vessel Cargo Plan
  - iii. Cargo Manifest
  - iv. Vessel particularities
  
- IV. Sign Certificate, depending on completed job:
  - Certificate for discharge / loading
  - Certificate for terminal handling operation
  - Certificate for fresh water supply
  - Certificate for use of quay in non-commercial operations
  - Etc.