



Please refer to the Communication Matrix below for key contact details, including departments . For additional information: phone numbers, and email addresses ,visit the terminal directory at [TAT-TERMINAL DIRECTORY 1.pdf](#)

- **President of the management board:** Nabil BOUMEZZOUGH (CFO-CHRO)
- **Vice president of the management board:** Carlos LAZO PADILLA (COO-CCO)

| Category | Sub-Category | Recommended Subject | VP | BP | YP | YS | DOC | Pregate | REEFER | Claims | CS | HSE | PSL | SM | Doc RES | EM | PM | OPM | CSR | INV |
|--|--|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---------|-------------------------------------|--------|----|-------------------------------------|-------------------------------------|----|---------|-------------------------------------|-------------------------------------|-------------------------------------|-----|-----|
| Berth | Long Term schedule | SERVICE/SHIPPING LINELL/ LTS | | <input checked="" type="checkbox"/> | | | | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Vessel coastal | SEERVICE-LOP-VESSEL NAME/VOYAGE CODE-COASTAL AGREED | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | ETA update-prospects | VESSELS BERTHING PROSPECTS //DATE | | <input checked="" type="checkbox"/> | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | | | <input checked="" type="checkbox"/> | | |
| | Feeders Daily schedule | DAILY SCHEDULE-LOP-SERVICE CODE-DATE | | <input checked="" type="checkbox"/> | | | | | | | | | <input checked="" type="checkbox"/> | | | | | <input checked="" type="checkbox"/> | | |
| | AD-HOC call Request | VESSEL NAME - ADHOC CALL TO PTM REQUEST | | <input checked="" type="checkbox"/> | | | | | | | | | <input checked="" type="checkbox"/> | | | | | <input checked="" type="checkbox"/> | | |
| | Bunkering request | BUNKERING OPERATION FEASIBILITY - VESSEL NAME/ VOYAGE CODE | | <input checked="" type="checkbox"/> | | | | | | | | | <input checked="" type="checkbox"/> | | | | | <input checked="" type="checkbox"/> | | |
| | Berth Window request | BERTH WINDOW REQUEST MW/ ANDREA / ANDR-0013W MAPTM | | <input checked="" type="checkbox"/> | | | | | | | | | <input checked="" type="checkbox"/> | | | | | <input checked="" type="checkbox"/> | | |
| | Connection feasibility request | CONNECTION FEASIBILITY REQUEST // VESSEL NAME TO VESSEL NAME | | <input checked="" type="checkbox"/> | | | | | | | | | <input checked="" type="checkbox"/> | | | | | <input checked="" type="checkbox"/> | | |
| | Vessel information upon arrival | MAPTM BERTHING VESSEL INFORMATION // VESSEL NAME | | <input checked="" type="checkbox"/> | | | | | | | | | <input checked="" type="checkbox"/> | | | | | <input checked="" type="checkbox"/> | | |
| | Request to stay alongside after cargo completion | VESSEL NAME - REMAIN ALONGSIDE REQUEST | | <input checked="" type="checkbox"/> | | | | | | | | | <input checked="" type="checkbox"/> | | | | | <input checked="" type="checkbox"/> | | |
| Cargo/Equipment | Load list submission and updates | SERVICE / VESSEL NAME VOY CODE ETA MAPTM Load List | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Discharge list and updates | SERVICE / VESSEL NAME VOY CODE ETA MAPTM Discharge List | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Empty Split | SERVICE - MAPTM - VESSEL NAME - VOY CODE// LOP EMPTY SPLIT | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Instruction related to a specific ID or IDs | SERVICE-VESSEL NAME-UNIT//REQUEST SUBJECT | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | All emails related to Reefers | SERVICE-VESSEL NAME-REEFER UNIT//REQUEST SUBJECT | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | All emails related to Damage units | SERVICE-VESSEL NAME-DAMAGE UNIT ID //REQUEST SUBJECT | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | All emails related to PTI | LOP - PTI Week NUMBER | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | CA Booking | CA BOOKINGS AMOUNT:ISO PTI REQUEST WEEK NUMBER | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Local Stock at TC3 information request | LOP //Local Stocks at TC3 Terminal | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Leaking unit information request | SERVICE-LEAKING UNIT//REQUEST SUBJECT | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Particular service requests (Bundling,repairation..) | UNIT ID-VESSEL NAME//REQUEST SUBJECT | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | IMO CLASS1 NOTIFICATION | SERVICE-VESSEL NAME-UNIT ID //IMO CLASS 1 | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Break bulk notification | SERVICE-VESSEL NAME-BREAKBULK DISCH | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | claims related to damage or malfunctions | UNIT ID //CLAIM SUBJECT | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| Claims related to any kind of service failure | CLAIM SUBJECT | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | | |
| Particular info request (Leaking,status of ctrs..) | UNIT ID-VESSEL NAME//REQUEST SUBJECT | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | | |
| SI and EDIs | Baplie and Movins submission | SERVICE / VESSEL NAME / VOY CODE // MAPTM / Stowage Instructions | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Discharge and load order submission | SERVICE / VESSEL NAME / VOY CODE // MAPTM / DISCHARGE LOAD ORDER | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Vessel particulars | SERVICE / VESSEL NAME / VESSEL PARTICULAR | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Special instruction related to a specific Ids | UNIT ID-VESSEL NAME//REQUEST SUBJECT | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | SUBMISSION OF NEW/UPDATED EDI | SERVICE / VESSEL NAME / VOY CODE // MAPTM / MOVINS VERSION NUMBER 2 | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| Gate | Gate in Request for entrance | GATE IN FULL TC3 //BKG NUMBER //CLIENT | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Gate out Empty release | GATE OUT EMPTY RELEASE //Shipment n° //CUSTOMER | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Late arrivals instructions | LATE ARRIVALS // OUTBOUND VESSEL// VOY CODE | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Special request related to GATE IN/ OUT | GATE IN/OUT// UNIT ID// SUBJECT INSTRUCTION | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| Access | All emails related to shunting | Transfer from TC 2 to TC 3 AMOUNT OF UNITS OUTBOUND VESSEL | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Access validation request | ACCESS REQUEST // REASON OF VISIT | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Request of TC3 permanent badge | TC3 - BADGE AND MACARON RENEWAL | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Access request for crew change | REQUEST ACCESS TO THE TERMINAL // VESSEL NAME// CREW CHANGE | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Access request to transfer material to vessel | REQUEST ACCESS TO THE TERMINAL // VESSEL NAME// MATERIAL TRANSFER | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| CS | Access request for all other commercial reasons | REQUEST ACCESS TO THE TERMINAL // VESSEL NAME// REASON OF VISIT | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Break bulk Quotation request | SHIPPING LINE / Break bulk Quotation request / Reference | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Inspection Request (unbalanced, leaking, damaged etc) | Inspection Request / UNIT / VESSEL NAME | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| Invoicing | EDI issues (COPARN-CODECO-COARRI-TPFPREP) | EDI ISSUE /LINE | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | TDR - Discharge & load confirmation Requests | FILE REQUESTED/ VESSEL NAME | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Invoice dispute | INV NUMBER/ LINE | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Special invoicing rules | Special invoicing rules | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |
| | Credit note request | INV NUMBER/ LINE | | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | | | | | <input checked="" type="checkbox"/> | | | | <input checked="" type="checkbox"/> | | | |