

## TRACS – Stow Plan Module

The stow plan module has been designed as an addition to the TRACS manifest in order to help reduce redundant data entry. As such, the system will allow you to enter stowage information for existing containers on your manifest. From the existing TRACS Manifest Management screen, you can access the new module by clicking on the Stow Plan menu button. All existing containers from the manifest will be listed on the Stow Plan Management screen. Some of the key features of the system are:

### Data Entry

To enter or import stow data, click the Stow Plan from the Manifest Management screen of the vessel. The vessel name, voyage number, IMO number and carrier name/code will be populated from the manifest data. You must enter the Last Foreign Port code, name, and departure date/time. The IMO number field is editable to change or add an IMO number.

To add stowage information, simply click on a container record in the summary grid on the Stow Plan Management screen. You will be taken to the Stow Plan Entry screen for that container. Enter the following information and click the Save button:

- **Container Size (mandatory):** Select a container size from the drop down or manually enter the four-digit IMO container size code.
- **Stow Type (mandatory):** Select the type of stow plan from the drop down list.
- **Stow Location (mandatory):** Enter the stowage location of the container. The availability of the Deck field will be based on the stow Type selected.
- **Operator Code (mandatory):** Enter the four character SCAC code of the Container Operator. You may search for a SCAC code that exists with TRACS or manually enter one that is not in our system.
- **Operator Name (optional):** If the Operator Code (SCAC) exists within the TRACS system, the Operator Name will be displayed in this field. If you manually enter an Operator Code that is not in the TRACS system, leave this field blank.
- **Bundled With (optional):** If multiple containers exist within the same stowage location, you may group them using this option. Enter the first container's stowage information without any information in the Bundled With field. Select this container's number from the drop down list for all subsequent containers in the group.
- **HAZMAT (conditional):** Add hazardous material records in the grid below the data entry section if they exist for the container. You will be required to enter UN# and IMDG Code.

After you have entered and saved your record, you may use the Back button to return to the summary or use the navigation buttons to move to the next container record.

## **Import**

If you have an existing BAPLIE file for the vessel, you may choose to import it by clicking on the Import Stow Plan option. You will be prompted to select and process a file from your PC or network. You may receive warnings that the vessel name, voyage number, or other information in the BAPLIE file does not match that of the manifest.

In all cases, the manifest information will always be preserved – the BAPLIE vessel name, voyage number, etc. will never overwrite the manifest data. The only information that will be imported will be the stowage specific information for containers. Containers that are included in the BAPLIE but do not exist in the manifest will **NOT** be imported. You will receive a prompt to view any import errors or discrepancies.

## **Submission**

To transmit a stow plan to CBP, click on the Transmit SP button on the Stow Plan Management screen. The system will record and display the last date/time the stow plan was sent to CBP. To re-transmit modifications of your stow plan, make the necessary changes in the system and click on the Transmit SP button again. Be aware that you must initiate any and all stow plan transmissions to CBP – the system will not automatically send stow plan updates. When you send updates, the stow plan will be re-transmitted in its entirety as a replacement to CBP.

When submitted, the Status of the stow plan will be changed to “Pending.” After receiving a response from CBP, the Status will change to Accepted, Accepted With Warnings or Rejected. If the Status is Accepted With Warnings or Rejected, click the Stow Status tab on the grid to view remarks from CBP and correct if necessary.

If you have any questions, or need assistance, please contact the Operations staff at 215-925-2615 or [ops@mxops.org](mailto:ops@mxops.org).