

Sultrade - Operations Dept

From: Anna Tsapara <a.tsapara@costamare.com>
Sent: quinta-feira, 26 de março de 2026 05:16
To: noreply@da-desk.com; sultrade@sultradeagency.com;
operations@sultradeagency.com
Cc: Dry Bulk Operations; fleet-cy-purchasing2@fleetship.com; fleet-cy-
qualsafe@fleetship.com; fleet-cy-tech2@fleetship.com; fpd-cy2@fleetship.com
Subject: Re: Port agency appointment by COSTAMARE SHIPPING COMPANY S.A., ERACLE /
Brazil-Mexico / Santarem / CTH-260107-1

Good day,

With reference to subject appt, please note that the PDA should include all services arranged during the subject port call basis close estimation.

For this reason, the PDA is required only after the vessel's sailing, when all services, attendances, and related details are confirmed by the agent.

When estimated costs are missing from the PDA and later appear in the FDA—or vice versa—it creates significant fluctuations in our financial reporting. Ensuring accuracy at the PDA stage helps us avoid these discrepancies.

In addition to the above, pls **insert comments** in **PDA** / DA-DESK system advising details of services arranged, enabling us to expedite checking & approval.

For example:

Crew :

- names of crew ON / OFF,
- flight details
- boarding / disembarkation times

Technicians / Supts / Surveyors:

- Name of technician
- Company
- Scope of work
- boarding / disembarkation times

Spares

- pls note in comments AWB number (pls include copy of AWB in FDA) / pkgs / weight
- pls note in comments if items offloaded for reconditioning

Samples:

Pls always mention in comment type of sample: F.O. / L.O. / water / other

PDA needs to be submitted to DA-DESK max 10 working days after vessel's sailing along with OSRS filled in, signed & stamped by Captain

Important Note : Pls revert by e-mail with list of services finally arranged before vessel's sailing .

Thank you all for prompt actions & cooperation.

Kind regards,
Anna Tsapara
Disbursement Accounts Specialist
Costamare Shipping Company S.A.
As Agents Only
60 Zephyrou str. & Syngrou ave.
175 64, Athens - Greece
T : +30 210 94 90 156
M: +30 6982 851 841
E : a.tsapara@costamare.com / ops.dry@costamare.com

From: noreply@da-desk.com <noreply@da-desk.com>
Sent: Thursday, March 19, 2026 5:17 PM
To: sultrade@sultradeagency.com <sultrade@sultradeagency.com>
Cc: Dry Bulk Operations <ops.dry@costamare.com>; Dry Management Team <dry@costamare.com>; operations@sultradeagency.com <operations@sultradeagency.com>; fleet-cy-purchasing2@fleetship.com <fleet-cy-purchasing2@fleetship.com>; fleet-cy-qualsafe@fleetship.com <fleet-cy-qualsafe@fleetship.com>; fleet-cy-tech2@fleetship.com <fleet-cy-tech2@fleetship.com>; fpd-cy2@fleetship.com <fpd-cy2@fleetship.com>
Subject: Port agency appointment by COSTAMARE SHIPPING COMPANY S.A., ERACLE / Brazil-Mexico / Santarem / CTH-260107-1

Date 19 Mar 26
To Sul Trade Agenciamentos Maritimos Ltda t/a Sultrade Shipping Agency
Subject Port agency appointment by COSTAMARE SHIPPING COMPANY S.A., ERACLE / Brazil-Mexico / Santarem / CTH-260107-1

Dear Sir / Madam,
COSTAMARE SHIPPING COMPANY S.A. is pleased to appoint you as port agent for ERACLE, Voyage (Brazil-Mexico) calling at Santarem , ETA 24 Mar 26 , for Non-Commercial.
Click [here](#) to accept the appointment and provide your best pro-forma disbursement account quotation for the above port call using our online DA-Desk System.
For help with the DA-Desk System please contact us at cth@da-desk.com. To request a username/password please include "Request username / password" in the subject line.
For any correspondence with DA-Desk regarding this DA, kindly quote this reference no: CTH-260107-1. Kindly note, DA-Desk should be kept informed of matters related to the DA, but not on general operational communication emails. By accepting the appointment in the system both DA-Desk and the Principal will be informed. Thus email confirmation for the appointment acceptance is not required.

Please note that this is a No-Reply email address. If you wish to contact DA-Desk regarding this port call, please either use the chat facility in the DA-Desk system or contact us at cth@da-desk.com

Best regards,
DA-Desk FZE

Email : cth@da-desk.com
Phone : +971 4 3636200
PIC: COSTAMARE SHIPPING COMPANY S.A. (Attn: Antonis Priftis)

IMPORTANT

This email was sent from an address that cannot accept incoming email. Please do not reply to this message.