**WI. How to place a ticket to SPP as a plant, carrier and supplier.**

Choose:

* Packaging
* Packaging orders
* Other
* Special
* Country
* Subject

Submit your request. e.g. V-EMB 6016

, A screenshot of a computer

Description automatically generated

Enter your request. e.g. as below.

You can add before you submit:

* Add attachment
* Add CC
* Then submit.

A screenshot of a email

Description automatically generated

**WI. How to place a ticket to SPP as a Terminal/Depots**

Choose:

* Packaging
* Terminal operations
* Other
* Responsible department: Packaging operations
* Material type: Special
* Terminal number
* Subject

A screenshot of a form

Description automatically generated

A screenshot of a computer

Description automatically generated

Submit your request.

Enter your request. e.g. as below.

You can add before you submit:

* Add attachment.
* Add CC.

A screenshot of a computer

Description automatically generated