

HOW TO OPERATE IN THE PORT OF HIETANEN

Arriving at the gate of Hietanen

- All the drivers shall report at the gate office of Steveco. The gate office is serving from Mondays to Fridays at 6-22.
- At other times as at nights and weekends the driver shall report at H2-warehouse, tel. +358 44 2323317.
- At nights and weekends the Mussalo gate office will help if the driver doesn't have the permanent pass to the port area.

1. Transit container or semitrailer leaving from the port and requiring customs clearance

- The driver shall report at Steveco's gate office (Monday – Friday at 7 - 15) with the completed documents and present the customs documents and the acknowledged bill of carriage to the person working at the gate office.
- The CMR/bill of carriage will remain as a pledge at the gate office, and the person working at the gate office will instruct the driver to the lifting site or to the semitrailer field.
- After receiving the container or semitrailer, the driver shall go to the customs office for customs clearance.
- After customs, the driver shall return to Steveco's gate office and present the stamped customs documents, and the driver will obtain the pledged CMR/bill of carriage. After this, the driver may leave the terminal.
- If the container or semitrailer gives cause for remarks, the driver shall fill in a damage report at the gate office.

2. Transit car from the port

- The release formalities and payments must be managed at Mussalo cargo control point before arriving at Hietanen. Also the insurances, transfer plates etc. must be carried out at the customs office beforehand.
- Forwarding of the transit cars will be carried out by Steveco International Logistics in Mussalo at the same building as the cargo control point.
- The driver shall report at Steveco's gate office and the person working at the gate office will instruct the driver to the customs terminal.
- The driver shall show the completed documents at the customs terminal and when everything is ok, they will instruct the driver to the car field. After having received the car the driver may leave the terminal.

3. General cargo from the port requiring customs clearance

- The driver shall report at Steveco's gate office (Monday – Friday at 7-15) with the completed documents and present the customs documents and the acknowledged bill of carriage to the person working at the gate office.
- The person working at the gate office will instruct the driver to the customs terminal
- After the loading the driver shall go to the customs office for customs clearance.
- After customs, the driver shall return to Steveco's gate office and present the stamped customs documents. After this, the driver may leave the terminal.

Contact information
Shift foremen

Mondays – Fridays at 6.00 – 22.00
 Tel +358 5 2323 246
 Fax +358 5 2323 420

Steveco's gate office

Mondays – Fridays at 6.00 – 22.00
 Tel +358 5 2323 437
 Fax +358 5 2323 452
 H2-warehouse +358 44 2323 317 (nights and weekends)

Customs terminal

Mondays – Fridays at 6.00 – 22.00
 Tel +358 5 2323 427
 Fax +358 5 2323 513
 E-mail tulliterminaali@steveco.fi

Cargo control point

Mondays – Fridays at 8.00 – 18.30
 Tel +358 5 2323 345 / 357 / 453 / 493 / 529 / 545 / 632 / 629
 Fax +358 5 2323 474 / 463
 E-mail luovutus.ktk@steveco.fi

Hietanen customs office

Service time Mondays – Fridays at 8.00 – 22.00

Gates

www.portofkotka.fi

Mussalo Gate

- check in +358 5 226 8056
 - fax +358 5 226 8057

