

03.05.2011

## **INSTRUCTIONS FOR THOSE USING STEVECO OY'S HAMINA TERMINAL (TRAILERS, CARS, GENERAL CARGO)**

### **Arriving in Hamina**

- All drivers must report at Steveco's truck reception point at the gate building of the Port of Hamina to obtain an access pass. The truck reception point is open Mon-Fri 6.00-22.00 and Sat 6.00-11.00.

### **1. Trailers**

#### Delivery to terminal:

- The driver must report at Steveco's truck reception point at the gate building and present the fully completed terminal advice, waybill/CMR, and the necessary customs documents.
- The person working at the gate building instructs the driver to the appropriate delivery point.

#### Release from terminal:

- Before an import or transit trailer is released, the forwarding company must deliver the following documents to the cargo release point: power of attorney, fully completed terminal advice, and the customs document containing the confirmation of customs. Only in TIR Carnet and T1 transit procedures, the documents are accepted without the confirmation of customs. The service reference number for the trailer is issued on the basis of the above documents. The service reference number is reported to the forwarding company by e-mail (or fax). If any of the documents is missing or incomplete, the service reference number cannot be issued or reported to the customer.
- The driver reports at the truck reception point at the gate building and presents the service reference number for the container.
- The person working at the gate building instructs the driver to the appropriate collection point. After obtaining the trailer, the driver may leave the terminal. If there are remarks concerning the trailer, the damage report must be completed at the truck reception point.
- If the release of the trailer involves a visit to customs, the CMR/waybill remains as pledge at the truck reception point. After the driver has obtained the trailer, the driver goes to customs to clear the documents.
- After the visit to customs, the driver returns to the truck reception point to present the stamped customs documents and gets the CMR/waybill back. After this, the driver may leave the terminal.

## 2. Private cars

Release from terminal:

- The person picking-up a car must report at the release point for private cars and complete the terminal advice. (Steveco Logistics at the gate building of Port of Hamina, 1st floor).
- The forwarder verifies the power of attorney and identity together with any other necessary documents.
- The customer takes care of third party motor insurance policies, transfer permits etc. at customs. After this, the customer obtains an access pass from the release point for private cars and the customer is instructed to the appropriate collection point.

## 3. General cargo

Delivery to terminal:

- The driver must report at Steveco's truck reception point at the gate building and submit the fully completed terminal advice, waybill/CMR, and the necessary customs documents.
- The person working at the gate building instructs the driver to the appropriate unloading point.

Release from terminal:

- Before import or transit goods are released, the forwarding company must deliver the following documents to the cargo release point: power of attorney, fully completed terminal advice, and the customs document containing the confirmation of customs. Only in TIR Carnet and T1 transit procedures, the documents are accepted without the confirmation of customs. The service reference number for the cargo is issued on the basis of the above documents. The service reference number is reported to the forwarding company by e-mail (or fax). If any of the documents is missing or incomplete, the service reference number cannot be issued or reported to the customer.
- The driver must report at the truck reception point at the gate building and present the necessary customs documents, waybill and service reference number for the cargo to the person working at the gate building.
- The person working at the gate building instructs the driver to the appropriate collection point.
- If the release of the goods involves a visit to customs, the CMR/waybill remains as pledge at the truck reception point.
- After the cargo has been loaded, the driver goes to customs to clear the documents.
- After the visit to customs, the driver returns to the truck reception point to present the stamped customs documents and gets the CMR/waybill back. After this, the driver may leave the terminal.

## NOTE!

- Information on trailers arriving at the port or picked-up from the port on weekdays between 22.00 and 6.00 must be delivered in advance by e-mail no later than 18.00. Advance information on trailers arriving at the port or picked-up from the port on weekends must be delivered on Friday or on the eve of a public holiday no later than 18.00. The advance information including the service reference numbers must be delivered by e-mail to address [lastinvastaaotto.hamina@steveco.fi](mailto:lastinvastaaotto.hamina@steveco.fi).
- The advance information form is available at <http://www.steveco.fi/fi/Lomakkeet%20ja%20ohjeet>.
- The driver must bring waybill to the truck reception's mailbox at the gatebuilding.

### Cargo release

Service hours Mon-Fri 7.30-19.00

Telephone 044 2323 632 / 629 / 625 / 453 / 357 / 345 / 545 / 493  
/ 529 / 784

Fax 05 2323 346 / 474

E-mail [luovutus.ktk@steveco.fi](mailto:luovutus.ktk@steveco.fi)

### Release of private cars (Gate building of Port of Hamina, 1st floor)

Service hours Mon-Fri 9.00-15.00

Telephone 044 2323 669

Fax 05 2323 716

E-mail [anneli.jakonen@steveco.fi](mailto:anneli.jakonen@steveco.fi)

### Truck reception point at the gate building in Hamina

Service hours Mon-Fri 6.00-22.00, Sat 6.00-11.00

Truck reception/access passes

Telephone 044 2323 821

Fax 05 2323 841

E-mail [lastinvastaaotto.hamina@steveco.fi](mailto:lastinvastaaotto.hamina@steveco.fi)

### Customs at the Port of Hamina

Service hours Mon-Fri 7.00-23.00, Sat and Sun 8.00-16.00