

Service reference numbers and access permits in the container terminal in Mussalo

Steveco uses the practice of service reference numbers in Hietanen terminal and in the Mussalo container terminal. This means that containers can only be taken into and out of Mussalo with the service reference numbers. There will be only one amendment: for import and transit containers there must be customs documents before the reference numbers can be given.

The service reference numbers are drawn up on the basis of necessary pre-supplied data by Steveco's cargo control point, from where the numbers are faxed or emailed to the forwarder. By using the reference numbers we are trying to avoid mistakes and to further shorten the service times of container trucks. Below is a description of the procedure in various situations.

In order to improve the security and simplify the visits of container trucks in the terminal there is an access control system in operation in Mussalo. All the trucks that visit our terminal need a temporary access permit of Steveco. All the actions of containers are included into the permit. The drivers receive the permits at our truck service point in the office building Merituuli. Trucks entrance to the terminal will be controlled with cameras, recognizing the licence plate. Access permit will be delivered at the checking shed. The drivers have to follow the advised route in the terminal area.

1. Depot containers

Delivery of containers to the terminal:

Depot containers are only received at the terminal under carrier's reference number which is supplied by the container carrier or its representative or agent. The driver shall give the carrier's reference number or the code of the container as he arrives at the Steveco truck service point.

Release of containers from the terminal:

Depot containers are only released against the carrier's reference number supplied in advance by the carrier or its agent (this also concerns stuffing taking place at the port).

2. Empty terminal containers

Delivery of containers to the terminal:

Containers are only received at the terminal under a correctly filled-in Container Terminal Advice. The Container Terminal Advice can be delivered in advance to the cargo control point, whereby the container obtains the carrier's reference number and it can be received on the basis of the code of the container.

Release of containers from the terminal:

The completed Container Terminal Advice shall be delivered to the cargo control point, which gives a service reference number for the container. This reference number is faxed or emailed to the forwarder or transport company. At the truck service point the driver only needs to give the reference number and the registration number of his truck. The release of the container is activated on the basis of these.

3. Laden containers

Delivery of containers to the terminal:

The procedure concerning containers controlled by Steveco and used for the exports of the Finnish wood-processing industry remains unchanged. As far as other laden export containers are concerned, the forwarder shall deliver in advance a written assignment or Container Terminal Advice to the cargo control point, where a shipping lot is created. Moreover, the cargo control point will give the service reference number; the containers are received at the terminal on the basis of this reference number. When arriving at the truck service point the driver shall present the reference number and the registration number of his truck, and the receiving of the container is activated on the basis of these.

The written assignment or Container Terminal Advice shall indicate the number of containers in the entire lot plus the compulsory data in the Container Terminal Advice: owner of containers, vessel, on-carriage vessel, port of destination, description of goods, total weight of lot (cubic metres of sawn goods), payer data and the information demanded by the customs.

If the codes of the containers are not known when the service reference number is being made, these codes shall be reported at the truck service point by means of a waybill or Container Terminal Advice. In addition to the codes of the containers, the driver shall give the tare weight of the container, weight of the lot of goods, and the number of packages.

Release of containers from the terminal:

Before the release of an import or transit container, the forwarder has to deliver the following documents to the cargo control point: the power of attorney, the completed Container Terminal Advice and the customs document confirmed by the customs. Only when using TIR-carnet or T1 the documents will be accepted without the confirmation of the customs. The cargo control point gives the service reference number according to the above mentioned documents and it will be faxed or emailed to the forwarder. **If some of the documents is missing or the information is incomplete, the reference number can not be given.** The Container Terminal Advice must always indicate the registration number of the truck picking up the container, or if it is not possible to give, the forwarder can at his own responsibility accept any truck providing transport services for the forwarder.

The cargo control point maintains a registration number data base in accordance with an assignment from the forwarder. In other words, the forwarder can inform cargo control of all transport companies used by the forwarder and the registration numbers of trucks owned by these transport companies. The forwarder submitting this information is responsible for its correctness and validity.

If the forwarder does not wish to specify the truck picking up a container in the Container Terminal Advice, the forwarder can only give the name of the transport company or accept any truck reported to the register. If item "Registration number" in the Container Terminal Advice is left blank but the name of the transport company has been specified, Steveco regards that all that transport company's trucks whose registration numbers have been reported by the forwarder to the data base are entitled to pick up the container specified in the Container Terminal Advice. If item "Transport company" is also left blank, Steveco regards that all trucks found in the data base are entitled to pick up the container specified in the Container Terminal Advice. If the registration number of the truck picking up the container has been specified in the Container Terminal Advice, Steveco will release the container only to that truck.

At the truck service point the driver shall give the service reference number and the registration number of his truck. If both of these match, the pick-up can be activated. The driver shall also present the transport documents that are used to pick up the container. In this phase the waybill should be undersigned to avoid further visits at the Steveco truck service point and at the same time to shorten the service time of the truck. If there is something to comment about the container, the driver can do it to the employee at the checking shed.

4. Other information

The cargo control point, depot and the truck service point are situated in the entry of Merituuli-building in Mussalo. Cargo Control Point is open from Monday to Friday from 7.30 to 19.00.

If You wish to obtain the service reference numbers by email, please deliver your email address to the cargo control point.

If You wish to start using the registration number data base, please deliver signed data on the transport companies used by You and the registration numbers of their trucks to the cargo control point.

5. Contact data

Cargo control

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Depot:

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Additional information:

Cargo control point and depot: Auli Nyman +358 44 232 3401.