

INSTRUCTIONS FOR VISITING STEVECO OY'S VUOSAARI TERMINAL

VUOSAARI TERMINAL uses reference numbers or PIN codes for receiving or releasing containers. Releasing import and transit containers requires customs documents before the container-specific PIN codes can be produced. The reference number/PIN code for import and transit containers is produced at Steveco Oy's Service Center and for export containers at Steveco's forwarding department, and delivered to the client by email. The purpose of using reference numbers and PIN codes is to minimize errors and to cut service time for container trucks.

An access control system is in use in Vuosaari to improve security and to simplify the visits for container trucks at the terminal.

All trucks transporting containers to and from the terminal need a temporary access permit of Steveco Oy. Container tasks for each truck are connected to the access permit. The access permit can be obtained at Steveco's Service Center or at the self service kiosk in the Gatehouse entrance hall or by using the truck check Net web application.

The Service Center is open Monday – Friday 07:00 – 19:00. Outside these hours check in at truck check In self service kiosk in the Gatehouse entrance hall or by using the truck check Net application.

Please note that the hauliers and trucks they are using shall register as truck check Net users. If you wish to register, please contact Steveco's telephone exchange, phone +358 5 23231 or email steveco.vaihde@steveco.fi. When you contact our telephone exchange, you will be sent by email a registration form and asked to fill in and return back to Steveco.

1. DEPOT CONTAINERS

Delivery to terminal:

Depot containers are received at the terminal only with reference number delivered in advance by the Container Carrier, Agent or its representative to the Depot Reporting.

On arrival at Steveco Service Center the trucker shall give the container number and/or the reference number delivered in advance or feed the container number and the container ISO code at the self service kiosk or using the web application.

Release from terminal:

Containers are released only against the Line's or Agent's reference number delivered in advance. The trucker shall give the reference number at Steveco Service Center or feed the reference number at the self service kiosk or use the web application.

2. EMPTY TERMINAL CONTAINERS

Delivery to terminal:

A completed Container Terminal Advice shall be delivered to the Service Center in advance. On the basis of the data given in the Terminal Advice the Service Center produces the reference number for the container and the container can be received with container number. Use of self service kiosk and web application as per depot containers.

Release from terminal:

A completed Container Terminal Advice shall be delivered to the Service Center, where the reference number shall be produced for the container. The reference number will be (faxed or) emailed to the client. Upon arrival at the Service Center the trucker shall give only the reference number and the truck registration number. Use of self service kiosk and web application as by depot containers.

3. FULL CONTAINERS

Delivery to terminal:

For full export containers the forwarder shall email in advance the Ocean Line's reference number and a fully completed Container Terminal Advice to address mrn.vtc@steveco.fi. In receipt the forwarder shall have a confirmation including the user name and password for the eWaybill service. The Terminal Advice shall include the total number of containers in the parcel and other mandatory data: Container line, Feeder, (Ocean vessel if known), Port of Destination, description of goods, total weight of the parcel (by sawn wood goods cbm) and payer details.

Upon arrival at the Service Center the trucker shall give, by presenting the Terminal Advice or Waybill, the Ocean line's reference number, containers, truck registration number and other data required.

The haulier / trucker can check in also at the self service kiosk or by using the web application.

Attention!

Precondition for check in of a full container at the self service kiosk or by using the web application is that we have in advance received the Waybill as EDI message or the waybill data has been fed to our system by the customer through the eWaybill service. (User name and password for the eWaybill service in receipt of the reference confirmation, see above).

Release from terminal:

Prior to releasing an import or transit container the forwarder must deliver the following documents to the Service Center (Cargo Release): Power of Attorney, fully completed Container Terminal Advice and Customs Document confirmed by the Customs. Only a TIR-carnet document will be accepted without the Customs' confirmation. The PIN code shall be produced on the basis of these documents. PIN code shall be emailed (or faxed) to the Forwarder. In case any of these documents is missing or is incomplete, no PIN code can be produced and delivered to the Customer.

At the Service Center the trucker shall give the PIN code and the container number. Furthermore, the trucker shall present the required transport documents for releasing the container. The haulier / trucker can also check in with container number and PIN code at the self service kiosk or using the web application.

4. CONTACT DETAILS:

Cargo coordinators (Gatehouse, Komentosilta 1)

Tel: +358-44-232 3633, +358-44-232 3684, +358-44-232 3649

Fax: +358-9-753 0775

Email: luovutus.vct@steveco.fi

Forwarding (Gatehouse, Komentosilta 1)

Tel: +358-44-232 3656, +358-44-232 3678, +358-44-232 3769

Fax: +358-9-753 0775

Email: huolinta.vct@steveco.fi

Production Manager

Petteri Lautamies, tel. +358-44-232 3743

Production Control

Tel: +358-44-232 3754 (Container Coordinator)

Fax: +358-9-753 0690

Control Point

Tel: +358-44-232 3755

5. ADDITIONAL INFORMATION

Steveco Oy Customer Service Point and Forwarding Department are situated in the entrance hall of the Gatehouse building. **The Service Point is open on working days 7:00 a.m. to 7:00 p.m.**

When delivering or releasing containers on working days between 11.00 p.m. and 6.00 a.m. a separate night lift order form must be delivered in advance at 6:00 p.m. at the latest. For containers to be delivered or released during a weekend the form must be delivered on Friday or on the day before a mid-week holiday at 6:00 p.m. at the latest. The advance data can be sent by e-mail to luovutus.vct@steveco.fi or by fax to +358-9-753 0775.

NOTE! ALL FORMS FOR ADVANCE INFORMATION CAN BE FOUND ON OUR WEBSITE: www.steveco.fi/Forms and Guidelines

Objects on the map:

- 1) Road tunnel
- 2) Gate A
- 3) Gatehouse,
Steveco's Customer Service
(= Cargo Coordinators,
Forwarding Department)
- 4) Steveco's Terminal Gate
(= Control Point)
- 5) Container operations
- 6) RoRo operations
- 7) Depot services
- 8) Logistics area
- 9) Vuosaari Service Center
- Production Management



Blue route = Passenger traffic

Red route = Truck traffic