

HOW TO OPERATE IN THE STEVECO CITY TERMINAL

Arriving at the Steveco City Terminal

- **All the drivers shall report at the control point of Steveco between warehouses I-4 and I-5. The control point is serving from Mondays to Fridays at 6-22.**
- If the driver doesn't have a permanent pass to the port area If the driver doesn't have a permanent pass to the port area.
 - From Mondays to Fridays at 7.30 – 19 he will get it at the gate building E-7 (2nd floor) in City Terminal.
 - From Mondays to Fridays at 6 – 7.30 and 19 – 22 he must call +358 44 2323644
 - At nights and weekends he must call tel. +358 44 2323317.
- To get a permanent pass to the port area please contact The Port of Kotka.
- The service reference numbers are given by Steveco's cargo control point (Mussalo)

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

- The driver shall report at Steveco's control point in City Terminal with the completed documents and present the customs documents, the acknowledged waybill and Steveco's service reference number.
- After receiving the container or semitrailer, the driver shall go to the customs office in Hietanen or Mussalo for customs clearance.
- If the container or semitrailer gives cause for remarks, the driver shall fill in a damage report at the control point.

2. General cargo from the port requiring customs clearance

- The driver shall report at Steveco's control point in City terminal with the completed documents and present the customs documents, the acknowledged waybill and Steveco's service reference number.
- The CMR/waybill will be held at the control point until customs procedure, and the driver will be instructed to the loading place.
- After the loading the driver shall go to the customs office in Hietanen or Mussalo for customs clearance.

3. Transit car from the port

- The release formalities and payments must be settled at Mussalo cargo control point before arriving at the City Terminal. 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 control point in City Terminal and when all documents are ok, the driver will be instructed to the car field.
- After having received the car the driver may leave the terminal.

4. Full transit container, semitrailer or general cargo to the terminal

- **TIR-Carnet:** Before arriving at the City Terminal the driver must get discharging permission from the customs office.
- **T1:** The driver shall report at the gate building E-7 (2nd floor) in City Terminal where he will get the discharging permission and the pass to the port area if needed.
- The driver shall report at Steveco's control point and leave the copy of discharging permission and the acknowledged bill of carriage.

5. Empty container or semitrailer to the terminal

- The driver shall report at Steveco's control point and give a correctly filled-in Terminal Advice
- The driver will be instructed to the lifting site or to the semitrailer field.

All the exceptional service needs by appointment.**Contact information****Shift foremen**

Mondays – Fridays	at 6.00 – 16.00	+358 44 232 3675
	at 16.00 - 22.00	+358 44 232 3246
Fax		+358 5 232 3420

Control point

	in City Terminal
Service time	Mondays – Fridays at 6.00 – 22.00
Tel	+358 44 232 3644
Nights and weekends	+358 44 2323 317
Fax	+358 5 2323 267

E-7 foremen	+358 44 232 3643
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Customs terminal of Steveco in Hietanen

Service time	Mondays – Fridays at 6.00 – 22.00
Tel	+358 44 2323 417
Fax	+358 5 2323 513
E-mail	tulliterminaali@steveco.fi

Cargo control point

	in the entry of Merituuli-building in Mussalo
Service time	Mondays – Fridays at 8.00 – 18.30
Tel	+358 44 2323 357 / 547 / 345 / 545 / 529 / 453 / 493 / 632 / 629
Fax	+358 5 2323 474 / 463
E-mail	luovutus.ktk@steveco.fi

Gates

	www.portofkotka.fi
Mussalo Gate	
- check in	+358 5 226 8056
- fax	+358 5 226 8057

Customs offices

	www.tulli.fi
Hietanen	+358 20 492 7631, fax +358 20 492 7635
Mussalo	+358 20 492 5200, fax +358 20 492 5246

