

VISITING INSTRUCTIONS FOR STEVECO OY'S VUOSAARI TERMINAL

VUOSAARI TERMINAL uses owner's reference numbers for receiving containers and PIN codes for releasing them. **Releasing import and transit containers** requires customs documents before container-specific PIN codes can be assigned. The PIN assignment **for import and transit containers** is conducted **at Steveco Oy's Service Center in the lobby of the Gatehouse**, and the number/code will then be delivered to the client by fax or email. Export containers require the delivery of a complete Container Terminal Advice to **the Service Center**.

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

All trucks transporting containers to and from the terminal require a temporary access permit from Steveco Oy, which can be obtained from **the Gatehouse Service Center**. The access permit is automatically generated after the client has delivered the truck registration number and all the information mentioned in sections 1-3 to the Service Center, or when the driver gives the information mentioned in sections 1-3 upon arrival to the Service Center. Container actions for each truck are connected to the access permit.

Lift operations for terminal containers and laden containers are activated by showing the bar code slip at the interchange area scanner. The slip is obtained from Steveco Terminal Gate.

If a truck has several simultaneous actions, they must always be reported to the **Service Point** by the driver or the carrier.

- Only one work entity (=access permit) can be issued to a truck at a time.

1. DEPOT CONTAINERS

Delivery to terminal:

- Depot containers are received at the terminal only with a reference number supplied by the container carrier, agent or its representative.
- The client shall deliver the truck registration number and a reference number or a container number for the container being delivered in advance to **the Service Center** thus allowing the driver to go straight to **the Terminal Gate**, or the driver shall give the reference or container number upon arrival to the Service Center.
- The type/size of the container being delivered must be stated.

Release from terminal:

- Containers are released only against the reference number.
- The client shall deliver the truck registration number and a reference number or a container number for the container being released in advance to **the Service Center** thus allowing the driver to go straight to **the Terminal Gate**, or the driver shall give the reference number and the truck registration number upon arrival to the Service Center.
- The type/size of the container being received must be stated.

2. EMPTY TERMINAL CONTAINERS

Delivery to terminal:

- A filled-in Container Terminal Advice shall be delivered to the Service Center, which then assigns the container with a reference number.
- Containers are received with a reference number or a correctly filled-in **Container Terminal Advice**.

- The client shall deliver the truck registration number and a reference number or a container number for the container being delivered in advance to **the Service Center** thus allowing the driver to go straight to **the Terminal Gate**, or the driver shall give the reference number, container number or correctly filled-in Container Terminal Advice upon arrival to the Service Center.

Release from terminal:

- Filled-in Container Terminal Advice shall be delivered to the Service Center, which then assigns the container with a reference number.
- The reference number will be delivered to the client by fax or email.
- Containers are released only against a reference number.
- The client shall deliver the truck registration number and a reference number or a container number for the container being released in advance to **the Service Center** thus allowing the driver to go straight to **the Terminal Gate**, or the driver shall give the reference number and the truck registration number upon arrival to the Service Center.

3. LADEN CONTAINERS

Delivery to terminal:

- The client shall deliver in advance a Container Terminal Advice including the truck registration number, the **OWNER'S REFERENCE NUMBER** and the container code/codes to **the Service Center** thus allowing the driver to go straight to **the Terminal Gate**, or the driver shall give the truck registration number, **OWNER'S REFERENCE NUMBER** and the container code/codes upon arrival to the Service Center. The Container Terminal Advice must also include the payer's details, tare weight of the container, seal number, weight of the lot of goods and the number of parcels.

Release from terminal:

- Prior to releasing an import or transit container the forwarder must deliver the following documents to **the Service Center**: the power of attorney, completed Container Terminal Advice and the customs document confirmed by the customs. Only a TIR-carnet document will be accepted without the customs' confirmation.
- Each container shall be assigned a unique PIN code according to the documents mentioned above. The container-specific PIN code will be faxed or emailed to the forwarder. **If all documents are not delivered or the information is incomplete, a PIN code cannot be assigned nor delivered to the forwarder.**
- The client shall deliver the truck registration number, the container-specific 7-number PIN code and the container code in advance to **the Service Center** thus allowing the driver to go straight to **the Terminal Gate**, or the driver shall give the container-specific 7-number PIN code and the container code when releasing a container.

4. CONTACT INFORMATION:

Gatehouse Service Center Cargo coordinators

Tel: +358-44-2323633, +358-44-2323649, +358-44-232367, +358-44-2323684

Fax: +358-9-7530775

Email: luovutus.vct@steveco.fi

Address: Komentosilta 1

Forwarding

Tel: +358-44-2323656, +358-44-2323678

Fax: +358-9-7530775

Email: luovutus.vct@steveco.fi

Address: Komentosilta 1

Production Control

Tel: +358-44-2323655

Fax: +358-9-7530690

Terminal Gate

Tel: +358-44-2323755

Fax: +358-9-34876008

5. ADDITIONAL INFORMATION

Both Steveco Oy Customer Service Point and Forwarding are situated in the lobby of the Gatehouse building. The Service Point is open Mon-Fri 7.00 a.m. to 10.30 p.m., Sat 7.00 a.m. to 3.00 p.m., Sun closed.

When delivering or releasing containers Mon-Fri between 11.00 p.m. and 6.00 a.m. a separate **night lift order form** must be delivered in advance at 8.00 p.m. at the latest. For containers delivered or released during the weekend the form must be delivered on Friday or on the day before a mid-week holiday at 8.00 p.m. at the latest. The advance information can be sent by e-mail to luovutus.vct@steveco.fi or by fax to +358-9-7530775.

NOTE! ALL ADVANCE FORMS CAN BE FOUND ON OUR WEBSITE:

www.steveco.fi/Forms and Guidelines

Spots on map:

- 1) Tunnel
 - 2) Gate A
 - 3) GateHouse, Steveco Service Center
(=cargo coordinators and forwarding)
 - 4) Steveco Terminal Gate
 - 5) Steveco Container Terminal Operations
 - 6) Steveco RoRo Terminal Operations
 - 7) Depot Services
 - 8) Logistic Area
 - 9) Vuosaari Service Center
(Production Management)
- Red Line = Cargo Traffic
Blue Line = Passenger Traffic

