

## **TERMINAL ADVICE**

(all information in bold face type must be given)

As far as unit cargo is concerned, the Terminal Advice is the most important source of transport data for the port operator. On the basis of data submitted through the Terminal Advice, the port operator controls the handling of the unit from the gate of the terminal to the vessel and from the vessel to the gate of the terminal. In most cases, insufficient information causes extra work and costs. This instruction is meant to assist our customers in the completion of the Terminal Advice. The numbers used in this instruction refer to the corresponding items on the Terminal Advice form.

### ***Use of Terminal Advice for export control by customs authorities***

The Terminal Advice is also used for providing customs authorities with information for export control purposes. The signer of the Terminal Advice is responsible for the correctness of the data supplied and for presenting the customs documents specified in the Terminal Advice to customs authorities. In the case of CAP products, collective shipment goods, or goods followed by a T-5 customs document, the goods must not be loaded onto the vessel before the goods and the related documents have been presented to customs authorities at the port and customs authorities have given permission to load the goods. If incorrect information is given in the Terminal Advice or if the information required is not given, customs authorities have the right to impose a punishment on the party submitting the Terminal Advice. **Information required by customs authorities is given in items 31, 34, 35, 36, 37, 38, 45, 46 and 47 of the Terminal Advice.**

The goods shall be brought to the port and cleared through the export clearance procedure before the closing time at the port so that the goods can be loaded onto the intended vessel in time. If customs authorities have decided to inspect a certain consignment of goods, the possessor of the goods (the party submitting the Terminal Advice) is responsible for the extra costs thus incurred.

## **UNIT DETAILS**

The unit details are given in the centre section of the form under items 16-23 with both import and export units:

16. **UNIT NUMBER**: The customer shall give the code of the container or similar unit or the registration number of the semitrailer.
17. **UNIT POSSESSOR**: The customer shall give the name or customer number of the possessor of the container or similar unit (meaning the possessor of the empty container or other unit).
18. **SIZE**: The customer shall give the length of the unit in feet (semitrailers in metres).
19. **TYPE**: The customer shall give the type of the unit (e.g. HC, DC; semitrailers=ST).
20. **CARGO FEE CLASS**: The customer shall give the cargo fee class (used in Helsinki only).
21. **GROSS WEIGHT**: The customer shall give the gross weight of the goods contained in the unit (weight of goods with packaging).
22. **TARE**: The customer shall give the weight of the unit alone.
23. **DELIVERY OF EMPTY UNIT/REMARKS**  
Under item Address, the customer shall specify the depot or terminal to which the empty unit is to be returned.  
Under item Allotment, the customer shall specify the customer allotment to which the empty unit is to be returned.  
Under item Remarks, the customer can give special information on the unit.

## **RELEASE FROM TERMINAL** (release of import unit from the terminal to the customer)

1. **CONSIGNEE**: The customer shall give the name of the consignee conforming to the cargo manifest.
2. **DESTINATION**: The customer shall give the place and/or ground traffic terminal to which the unit is transported from the port.
3. **TRANSPORT COMPANY**: The customer shall give the name of the transport company collecting the unit from the terminal.
4. **REGISTRATION NUMBER**: The customer shall give the name of the vehicle or the number of the railway waggon collecting the unit from the terminal.
5. **VESSEL**: The customer shall give the vessel which has brought the unit to the terminal.

6. **DATE OF ENTRY:** The customer shall give the date on which the unit came into the country.
7. **FORWARDER:** The customer shall give the name or customer number of the forwarding company.
8. **FORWARDER'S REMARKS:** The customer shall give his remarks concerning the assignment.
9. **The customer shall tick that box which describes the status of the unit (nature of the cargo).**
10. **LIFT AND TERMINAL FEE PAID BY:** The customer shall give the name or customer number of the payer of the fee.
11. **REFERENCE:** The customer shall give the potential reference used by the above payer.
12. **FIELD RENT PAID BY:** The customer shall give the name or customer number of the payer.
13. **REFERENCE:** The customer shall give the potential reference used by the above payer.
14. **PORT DUES PAID BY:** The customer shall give the name or customer number of the payer.
15. **REFERENCE:** The customer shall give the potential reference used by the above payer.

**DELIVERY TO TERMINAL** (release of export unit to the terminal operator)

24. **ORDER NUMBER/REFERENCE:** If necessary, the customer shall give the reference number of the export consignment.
25. **LOCAL CARRIER REFERENCE NUMBER:** The customer shall give the booking reference number of the local carrier.
26. **OCEAN CARRIER REFERENCE NUMBER:** The customer shall give the potential reference number of the ocean carrier.
27. **VESSEL:** The customer shall give the name of the vessel onto which the unit is loaded.
28. **SHIPPED ON (DATE):** The customer shall give the estimated (given) date of departure of the vessel.
29. **PORT OF DESTINATION:** The customer shall give the port where the unit is unloaded from the above vessel.
30. **TERMINAL:** The customer shall give the quay or terminal where the unit is unloaded from the above vessel.
31. **EXPORTER:** The party in whose name the export declaration has been made shall be given as the exporter. If the export declaration is made only after the goods have arrived at the port, the intended exporter of the goods shall be given here.
32. **FORWARDER'S REMARKS:** The customer shall give potential remarks concerning his assignment.
33. **IMDG CLASS:** The customer shall give potential classification data on dangerous substances.

34. **TRADE WITHIN EU**

Tick box **EU goods** if intra-community goods are delivered to another EU country.

Tick box **Non EU goods** if other than intra-community goods are delivered to another EU country.

35. **EXPORT FROM EU**

Tick box **EU goods** if intra-community goods are exported to a third country (other than EU countries). Export clearance must always be carried out before the goods leave Finland.

Tick box **Non EU goods** if other than intra-community goods are exported to a third country (other than EU countries).

Tick box **Customs procedure/export** if the goods contained in the unit have been subjected to the export clearance procedure upon arrival at the terminal. In this case, item Exporter must also be filled in.

Item **Place of exit** must be filled in when the goods leave Finland via a Finnish port with a customs office. For instance, the customs office at the Port of Helsinki is Meritulli. The customs office at the port is the place of exit when carrying goods by sea directly to a third country or when carrying goods by virtue of a sea carriage agreement beginning in Finland via another EU country to a third country.

**36. ADDITIONAL INFORMATION FOR CUSTOMS**

Give the type of customs document and the potential customs identification. Examples of customs documents are export SAD, T2L, T1 and T-5.

*Agricultural CAP products* must be provided with statement "export subsidy".

If the shipment contains several unit cargoes from the customs procedure point of view (the customs document concerns several units), this item shall be provided with statement *Shipment of several units* and the number of units must be given.

**37. DESCRIPTION OF GOODS**

Describe the goods as accurately as possible.

If several consignments of goods are shipped in the same unit, this item shall be provided with statement *Collective shipment*.

**38. NUMBER OF PACKAGES:** The customer shall give the number of packages contained in the unit.

**39. LIFT AND TERMINAL FEE PAID BY:** The customer shall give the name or customer number of the payer of the fee.

40. REFERENCE: The customer shall give the potential reference used by the above payer.

**41. FIELD RENT PAID BY:** The customer shall give the name or customer number of the payer.

42. REFERENCE: The customer shall give the potential reference used by the above payer.

**43. PORT DUES PAID BY:** The customer shall give the name or customer number of the payer.

44. REFERENCE: The customer shall give the potential reference used by the above payer.

**45. TERMINAL ADVICE SIGNED BY:** The customer shall give the name and/or stamp of the party signing the Terminal Advice.

**46. SIGNATURE AND IN PRINT:** The customer shall sign the Terminal Advice and write his/her name in block letters.

**47. TELEPHONE:** The customer shall give the signer's telephone number at which further information will be supplied.

**Note!** The signer of the Terminal Advice is responsible for the correctness of the information supplied. Costs incurred as a result of rectification invoicing and re-invoicing will be invoiced to the signer of the Terminal Advice.