

Trailer traffic in the port of Hietanen

All drivers must report at Steveco's truck reception point at the gate building of the Hietanen Port to obtain an access pass. Also the transport companies using permanent access passes shall report at the truck reception point. This is to secure the right location of the trailers in the terminal and the right place for collection. The truck reception point is open Mon-Fri 6:00-22:00 and Sat 6:00-11:00. Outside these service hours the drivers shall register at H2 warehouse, 5-shift foreman.

In **delivery to terminal** the driver shall present at Steveco's truck reception point at the gate building the fully completed terminal advice, waybill/CMR, and the necessary customs documents. The person working at the gate building instructs the driver to the appropriate delivery point.

In **release from terminal**, a service reference number has to be obtained from Steveco's cargo release point before an import or transit trailer is released. For obtaining the reference number, the forwarding company must deliver the following documents to the cargo release point: power of Attorney, fully completed terminal advice, and the customs document containing the confirmation by the customs. The service reference number for the trailer is issued on the basis of the above documents and sent to the forwarding company by e-mail.

After the driver has presented the service reference number at the truck reception point, he will be instructed to the appropriate collection point by the person working in the reception point.

You can find more detailed instructions and the contact information in "How to operate in the port of Hietanen" on our website: <http://www.steveco.fi/en/Forms%20and%20Instructions>.

Information on trailers arriving at the port or picked-up from the port on weekdays between 22:00 and 6:00 must be delivered in advance by e-mail not later than 18:00. Advance information on trailers arriving at the port or collected from the port on weekends must be delivered on Friday or on the eve of a public holiday not later than 18:00. The advance information including the service reference number shall be delivered by e-mail to address lastiennakot.hietanen@steveco.fi. The advance information form is available on <http://www.steveco.fi/en/Forms%20and%20Instructions>.

In order to secure the smooth traffic in Hietanen we kindly ask you to follow these instructions. Extra costs to Steveco or the customs resulted from neglecting the instructions shall be debited from the party signed the terminal advice.