

How to operate in the port of Hietanen

Arriving at Hietanen gate

- All drivers shall report at Steveco's truck reception point at the gate of the Hietanen port. The reception point is open Monday - Friday 06:00-22:00.
- Outside these service hours (at nights and on weekends) the driver shall report at Rekkacenter, 5-shift foreman, tel. +358 44 2323317.
- [The Truck Appointment System, TASS](#) is used for time slot reservation for unloading and loading of trucks.
 - TASS-reservation concerns trucks picking up or delivering piece goods
- **Containers can no longer be picked up or brought to the Hietanen terminal during night shifts (from 22-06) and will no longer be lifted into/from trucks during night (also during public holidays).**
- Transit or full containers in foreign transportation are **lifted only on weekdays (Monday-Friday 06–22).**
- **The truck service for domestic containers and empty containers returning from foreign transportation, operates on a limited basis on Saturdays and Sundays.** These containers are lifted from 06:00 to 08:00 and from 14:00 to 16:00 (providing that the advance information has been given in advance on Friday not later than 18:00).
- It is possible to pick up trailers also in the night and on weekends, providing that the advance information has been given.
 - Information on trailers arriving at the port or picked-up from the port on weekdays between 22:00 - 6:00 shall be delivered in advance by e-mail not later than 18:00. Advance information on trailers arriving at the port or picked up from the port on weekends shall be delivered on Friday or on the eve of a public holiday not later than 18:00
 - The advance information including the pickup reference numbers shall be delivered by e-mail to following addresses: lastiennakot.hietanen@steveco.fi and 5vuoro.hietanen@steveco.fi
 - The advance information form is available on Steveco's website under Forms and Guidelines.
 - The release of import goods like cars, trucks, drivable machines and caravans etc. takes place in Hietanen only on weekdays from 06.00 to 13.30 by the Customs Terminal.
- VGM Weighing
 - VGM weighing shall be ordered by terminal advise. Terminal advise with vgm weighing order shall be sent to Steveco on weekdays during 8-15 and in good time before delivering the container to terminal.
 - Container will be weighed for VGM on arrival to terminal
 - Weighing result will be sent to e-mail address informed on terminal advise

1. Container or trailer leaving the port

1. The driver shall report at Steveco's truck reception point and present the service reference number and possible waybill.
2. The gate personnel shall instruct the driver to the lifting / collection point.
3. When the driver has received the unit, he can leave the terminal.

2. Depot or terminal container leaving the port

4. The depot containers are released against the release reference number provided by the shipping line or agent in advance.
5. Empty terminal containers are released against terminal advice.

3. Pick up general cargo from the port

- a. The driver shall report at Steveco's truck reception point and present the release reference number and possible waybill.
- b. The gate personnel shall instruct the driver to the loading place.

4. Picking up container / trailer or general cargo in customs procedure from the port

- a. To obtain service reference number for cargo in customs procedure customer must deliver customs document to Steveco cargo release point.
- b. T1 document is to be delivered to cargo release point before pick up.
- c. MRN/web- reference is not accepted as release documents.
- d. TIR Carnet is not accepted as release document in Steveco Hietanen terminal.
- e. The driver shall report at Steveco's truck reception point and present the release reference number and way bill to the gate personnel.
- f. The gate personnel shall instruct the driver to the lifting / pick up point.

5. Full export container / trailer or general cargo to the port

- a. The driver shall report at Steveco's truck reception point, submit the fully completed terminal advice and waybill to the gate personnel
- b. Container will be accepted to terminal also based on pre-advice from shipping line or agent.
- c. The gate personnel instruct the driver to the appropriate unloading point.

6. Empty terminal container or trailer to the port

- a. The driver shall report at Steveco's truck reception point, submit the fully completed terminal advice for the container / trailer he is carrying.
- b. Container will be accepted to terminal also based on pre-advice from shipping line or agent.
- c. The gate personnel instruct the driver to the appropriate lifting / drop off point.

7. Depot container to the port

- a. The driver shall report at Steveco's truck reception point, submit the container number and the reference number for return the empty container he has received from the shipping line.

8. Container / trailer or general cargo in customs procedure to the port

- a. The driver shall report at Steveco's truck reception point and submit the fully completed terminal advice, possibly copy of the unloading permit and the CRM /waybill.
- b. For cargo in TIR customs procedure, an unloading permit has to be applied at the customs in advance.
- c. For cargo in T1 procedure, Steveco shall apply the unloading permit at the customs during the service hours of the cargo release point. Outside these service hours, the driver shall apply the permit at the customs.
- d. The gate personnel instruct the driver to the appropriate unloading point.

9. Applications for single access permits

Temporary access permits for single visits are granted by the company, which the customers shall visit. In Hietanen port, the permit shall be applied on weekdays 06:00-21:30 at Hietanen gate. The trucks (or a spare truck) arriving on weekdays after 21:30, the access permit has to be applied in advance by sending an email (autovastaanotto.hietanen@steveco.fi) the cargo details and the truck license number. In case the truck shall arrive to the port on weekend, the access permit has to be applied in advance by email by Friday 21:00.

10. General instructions for visitors in the port

Access permits

Steveco uses in Hietanen the Port of HaminaKotka's access control system based on identification of license plate.

Advice and documents needed

Terminal advice is available on Steveco's website under Forms and Guidelines.

Security

Information concerning transports of dangerous materials and other security items is available on Port of HaminaKotka website.

Contact information

Shift foremen

Tel
E-mail

Monday – Friday 6:00 – 22:00
044 2323 246
vuoro.mestarit@steveco.fi

Line operators

Tel
E-mail

Monday – Friday 6:00 – 22:00
044 2323 425
linjanhoito.hietanen@steveco.fi

Truck reception point

Tel
E-mail
Rekkacenter

Monday – Friday 6:00 – 22:00
044 2323 437
autovastaanotto.hietanen@steveco.fi
044 2323 317 (nights and weekends)

Foremen,5-shift

Tel 044 2323 317
E-mail 5vuoro.hietanen@steveco.fi

Customs terminal

Monday – Friday 6:00 – 14:00
Tel 044 2323 427
E-mail tulliterminaali.hietanen@steveco.fi

Export contacts

Monday – Friday 8:00 – 16:00
Tel 044 2323 764/548/262/433/422
E-mail firstname.lastname@steveco.fi

Cargo release point (Mussalo/Merituuli)

Monday – Friday 07:30 – 19:00
Tel 044 2323 357/453/493/625/629/784
E-mail luovutus.ktk@steveco.fi

Depot reporting

Monday – Friday 8:00 – 16:00
Tel 044 2323 448/444/455/546/627/677
E-mail depot.ktk@steveco.fi

Kotka customs, Mussalo

Monday - Saturday 7:00 - 22.00, Sunday 8:00–16:00

Gates (Securitas)

Tel (05) 226 8056