

03.11.2020 AN/es

INSTRUCTIONS FOR VISITING STEVECO MUSSALO CONTAINER TERMINAL

Mussalo Terminal uses Container line reference numbers or PIN codes for receiving or releasing containers. This minimizes errors and shortens service time for container trucks.

Mussalo Terminal Kotka uses an access permit system and all trucks transporting containers to and from the terminal need a temporary access permit from Steveco. Container tasks for each truck are connected to the access permit.

The permit can be obtained at our Truck Service Point in the entrance hall of the office building Merituuli. **The Truck Service Point is open Monday to Friday 06 – 22.** Alternatively the driver can use the self service kiosk located in the ground floor of Merituuli or the Truck Check Net Service.

Please note that the hauliers need to register their trucks first before using the Truck Check Net Service. The form can be found at [Steveco digital services](#) . Send the filled form to steveco.vaihde@steveco.fi.

Terminal's Vehicle license plate recognition cameras will monitor the movements of the trucks. Access permits indicate the driving routes.

Attention! Entry to Steveco Terminal is located next to the Service Center, Siikasaarentie 130.

1. Depot containers

Delivery of containers to terminal:

Depot containers are received at the terminal only with the Container line's or its representative's reference number delivered to the Depot Reporting in advance. The driver shall give the container number and/or the reference number on the arrival at Steveco Truck Service Point or feed the container number and the container ISO code in the self service kiosk or the Truck Check Net application.

Pick-up of containers from the terminal:

The containers are released from the terminal only against the Container line's or its representative's release reference number supplied in advance (this applies also to stuffing in the port). The driver shall give the reference number on the arrival at Steveco Truck Service Point or feed the release reference number in the self service kiosk or the Truck Check Net application

2. Empty terminal containers

Delivery of containers to the terminal:

A completed Container Terminal Advice form should be submitted to depot.ktk@steveco.fi for receiving a reference number. Use of self service kiosk or truck Check Net application as by depot containers.

Pick-up of containers from the terminal:

A completed Container Terminal Advice form should be submitted depot.ktk@steveco.fi for receiving the release reference number. The reference number will be emailed to the forwarder or the haulier. At the Truck Service Point the driver informs the reference number and the truck's license number. Use of self service kiosk or truck Check Net application as by depot containers.

3. Full containersDelivery of containers to the terminal:

The booking details for full export containers must be informed in advance via Aviso -service. The service is available 24/7. The VGM weighing can be ordered via Aviso as well:

<https://www.steveco.fi/en/index/epalvelut.html>. Aviso chat service is open Monday to Friday 8-16.

The customer will receive eWaybill-id after submitting the booking details. eWaybill service is used for delivering containers to the terminal.

Detailed container information must be given via eWaybill service in advance. They can also be given at the Truck Service Point upon arrival. The trucker has to present the Terminal Advice or Waybill including the Ocean line's reference number, container details, truck registration number and other required data.

Connecting orders for export reefer units should be made via Aviso-service before the arrival of the container. More information

https://www.steveco.fi/material/attachments/iAPcLhRum/vientierien_bookkaustietojen_ilmoittaminen_sahkoisesti_2020.pdf

Customers can apply for Aviso -user id and password with Aviso-form:

steveco.vaihde@steveco.fi . The Aviso-form: <https://www.steveco.fi/fi/index/epalvelut.html>

Attention! The self-service kiosk or the web application can be used for full container check in only after EDI-waybill is sent to Steveco or the waybill data has been given via eWaybill service. (User name and password for the eWaybill service is received in the reference confirmation, see above).

Pick-up of containers from the terminal:

Before pick up of an import or transit container, the forwarder has to deliver the following documents to Cargo Release Point (luovutus.ktl@steveco.fi) : Power of Attorney, completed Container Terminal Advice and the customs document confirmed by the Customs. Only TIR carnet and T1 -documents are accepted without confirmation by the Customs. On the basis of the above mentioned documents, each container is given a PIN code that will be sent to the forwarder by email. In case any of these documents is missing or is insufficient, the PIN cannot be given or sent to the customer.

The driver shall give the truck license plate number and the PIN code on arrival at Steveco Truck Service Point. It is possible for the driver also to use the self service kiosk or the truck Check Net application for check-in by using the container number and the PIN code.

In case of eventual claims, please contact Steveco's container coordinator, phone +358 44 2323 526.

4. Access permits for trucks carrying general cargo

Temporary access permits for temporary single visits shall be granted by the company, which the customers shall visit. In Mussalo Container Terminal the permit shall be applied in advance on workdays between 6 – 21:30 at the Truck Service Point service desk in Merituuli building or by email at autovastaanotto.mussalo@steveco.fi. Outside these hours permits can be applied by calling phone number +358 44 2323 526. Please note that Steveco Oy does not grant long-term access permits to the terminal.

5. Contact information

Truck Service Point

044 2323 469

autovastaanotto.mussalo@steveco.fi

Terminal Manager

Niko Arola 044 2323 675

Container coordinator

044 2323 526

5vuoro.mussalo@steveco.fi

Container depot

Foreman 044 2323 501

depotj.mussalo@steveco.fi

Depot reporting 044 2323 448 / 444 / 455 / 546 / 627

depot.ktk@steveco.fi

Cargo release

open on workdays from 07.30 to 19.00

044 2323 357 / 453 / 493 / 625 / 629 / 632 / 784,

luovutus.ktk@steveco.fi