

4.1.2023

**FILLING INSTRUCTIONS FOR IMPORT TERMINAL ADVICE**

The terminal advice is the most important source of transport data for the port operator in unit traffic. Import containers are released against terminal advice, power of attorney from shipping line and customs document.

Insufficient information causes extra work and costs in most cases. These instructions intend to assist clients in drawing up the terminal advice. The numbers in this instruction refer to the corresponding items in the terminal advice.

It is compulsory to submit all information indicated in boldface.

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

1. **ADDRESS OF CONSIGNEE**, Give the address of consignee informed in manuedi-/web-T1.
2. **CUSTOMS OF DESTINATION**, Give the code or name of customs point/authorized consignee who will conclude the T1-document
3. **TRANSPORT COMPANY**: Give the name of Transport Company picking up the unit from the terminal.
4. **REGISTRATION NUMBER**: Give the registration or the railway wagon number picking up the unit from the terminal.
5. **VESSEL**: Give the vessel which has brought the unit to the terminal.
6. **DATE OF ENTRY**: Give the date on which the unit entered the country.
7. **FORWARDER**: Give the name of the forwarding company.
8. **FORWARDER'S REMARKS**: Give possible remarks concerning the assignment.
9. **EMPTY/LOADED UNIT**: Tick the box which describes the status of the unit.

**PAYER DETAILS:**

10. **LIFT AND TERMINAL FEE PAID BY**: Give the name of the payer of the fee or Steveco's client number.
11. **REF**: Give the potential own reference number of the payer of the above fee.
12. **FIELD RENT PAID BY**: Give the name of the payer of the fee or Steveco's client number.
13. **REF**: Give the potential own reference number of the payer of the above fee.
14. **PORT DUES AND AREX FEE PAID BY**: Give the name of the payer of the fee or Steveco's client number.
15. **REF**: Give the potential own reference number of the payer of the above fee.

**UNIT DETAILS:**

16. **UNIT NO**: Give the number of the container or other transport unit; registration number of a semitrailer.
17. **SIZE**: Give the length of the unit in feet (semitrailers in metres).
18. **TYPE**: Give the type of the unit (for example HC, DC; semitrailers = ST).
19. **GROSS WEIGHT**: Give the gross weight of the goods laden in the unit (weight of goods

4.1.2023

with packaging).

20. UNIT POSSESSOR: Give the name of the possessor of the container or other transport unit (owner of empty container/trailer).

21. **CARGO FEE CLASS:** Give the cargo fee class (**compulsory only in Helsinki**).

22. TARE: Give the weight of the unit.

23. DELIVERY OF THE EMPTY UNIT / REMARKS:

Address: Give depot or terminal to which the empty unit is to be returned.

Allotment: Give the customer allotment to which the empty unit is to be returned.

Remarks: Give possible special information on the unit.

**DETAILS OF PERSON ISSUING THE IMPORT TERMINAL ADVICE:**

24. **TERMINAL ADVICE ISSUED BY (COMPANY):** Give the name of the company issuing the terminal advice.

25. **TERMINAL ADVICE ISSUED BY (PERSON'S NAME):** Give the name of the person issuing the terminal advice.

26. **TELEPHONE or E-MAIL:** Give the telephone number or e-mail of the person issuing the terminal advice.

Note! The person issuing the terminal advice is responsible for the correctness of the information. Costs caused by correction invoicing or re-invoicing are charged from the person signing the terminal advice

Releasing from customs warehousing procedure: In case information given in the terminal advice differs from the final T1-document, Steveco Oy has the right to charge customs duties, VAT or other due in full from the customer who signed the terminal advice. In addition Steveco Oy reserves the right to charge EUR 250 as compensation in the event like that.