

INSTRUCTIONS FOR VISITING STEVECO VUOSAARI TERMINAL

Vuosaari terminal uses reference numbers or PIN codes for receiving or releasing containers. The purpose of using reference numbers and PIN codes is to minimize errors and to cut service time for container trucks.

An access permit system is in use in Vuosaari to improve security and to simplify the visits for container trucks at the terminal.

All trucks transporting containers to and from the terminal need a temporary access permit of Steveco Oy. Container tasks for each truck are connected to the access permit. The access permit can be obtained at Steveco's Service Center or at the self-service kiosk in the Gatehouse entrance hall or by using the truck check Net web application.

The Service Center is open Monday – Friday 07:00 – 19:00. Outside these hours check in at truck check In self-service kiosk in the Gatehouse entrance hall or by using the truck check Net application.

Please note that the hauliers and trucks they are using shall register as truck check Net users. If you wish to register, please fill in the registration form and send it to steveco.vaihde@steveco.fi. The form can be found at [Steveco eServices](#)

Attention! Entry to Steveco Terminal is through Steveco Gate only.

1. Depot containers

Delivery of containers to the terminal:

Depot containers are received at the terminal only with the container line's or its representative's reference number delivered in advance to the Depot Reporting. On arrival at Steveco Service Center the trucker shall give the container number and/or the reference number delivered in advance or feed the container number and the container ISO code at the self-service kiosk or using the web application.

Pick-up of containers from the terminal:

Containers are released only against the container line's or its representative's reference number delivered in advance. The trucker shall give the reference number at Steveco Service Center or feed the reference number at the self-service kiosk or use the web application.

2. Empty terminal containers

Delivery of containers to the terminal:

A completed Container Terminal Advice shall be delivered to the Service Center in advance. On the basis of the data given in the Terminal Advice the Service Center produces the reference number for the container and the container can be received with container number. Use of self-service kiosk and web application as per depot containers.

Pick-up of containers from the terminal:

A completed Container Terminal Advice shall be delivered to the Service Center, where the reference number shall be produced for the container. The reference number will be emailed to the client. Upon

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arrival at the Service Center the trucker shall give only the reference number and the truck registration number. Use of self service kiosk and web application as by depot containers.

3. Full containers

Delivery of containers to the terminal:

The booking details 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 terminal.

Details about full containers are to be given via eWaybill service in advance. They can also be given at the Service center upon arrival. The trucker has to present the Terminal Advice or Waybill including the Ocean line's reference number, containers, truck registration number and other data required.

The haulier / trucker can check in also at the self-service kiosk or by using the web application.

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

<https://www.steveco.fi/fi/index/epalvelut.html>

The connecting order for each export reefer container has to be sent by e-mail to reefer.hct@steveco.fi before the container arrives in the terminal. The connecting order can be found on the link <https://www.steveco.fi/material/attachments/RI5sQH9cy/kytkentatilaushct2017.pdf>.

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 the Service Center (Cargo Release): Power of Attorney, completed Container Terminal Advice and Customs Document confirmed by the Customs. Only a TIR-carnet and T1 - document will be accepted without the Customs' confirmation. The opening of the TIR Carnet must be ordered from Customs:

<https://tulli.fi/en/about-us/contact-information/offices-that-offer-services-only-by-prior-appointment> 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 incomplete, the PIN code cannot be given or sent to the Customer.

At the Service Center the trucker shall give the PIN code and the container number.

The haulier / trucker can also check in with container number and PIN code at the self-service kiosk or using the web application.

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4. Contact Information

Service center (Gatehouse, Komentosilta 1)

+358 44 2323 823 / 633 / 671 / 684, luovutus.hct@steveco.fi

open on working days from 7.00 a.m. to 7.00. p.m.

Terminal Manager

Jani Ylämäki + 358 44 232 3758

Production coordinator

+358 44 232 3754 (Container Coordinator), terminal.hct@steveco.fi

Container depot

Foreman +358 44 2323 732, depot.hct@steveco.fi

Depot reporting +358 44 2323 448 / 444 / 455 / 546 / 627 / 677, depot.ktk@steveco.fi