12.5.2025

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 on the ground floor of Merituuli or the Truck Check Net Service.

Please note that the haulers need to register their trucks first before using the Truck Check Net Service. The registration can be done by filling in the registration form at Steveco digital services.

If You need help, please contact Mrs. Nana Laitinen from Monday to Friday 07 – 15.30 nana.laitinen@steveco.fi or tel +358 44 232 3469. Other times tel. 0358 44 232 3526.

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 Steveco Oy in advance. The driver should 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 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 hauler. Use of self- service kiosk or truck Check Net application as by depot containers.

3. Full containers

Delivery of containers to the terminal:

The booking details for full export containers for shipping must be informed in advance via Aviso -service. The service is available 24/7. The VGM weighing can be ordered via Aviso as well, more information available at our website on Aviso instructions. Aviso chat service is open Monday to Friday 8-16.

Customers can apply for Aviso -user id and password by filling in the Aviso-registration form at Steveco Digital services.

Connecting orders for export reefer units should be made via Aviso-service before the arrival of the container. More information about Reefer container connecting order is also available at Aviso - instructions.

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 by terminal advise or waybill.

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).

Delivery of cargo **in customs procedure** to terminal

On arrival to terminal the driver needs to present T1-document or unloading permit on T1 received in advance from customs to luovutus.ktk@steveco.fi.

Steveco's Cargo Release Point will apply for unloading permit from customs on weekdays from 7.30 to 17.0. If driver is arriving to terminal after the Steveco Cargo Release Point working hours, the unloading permit from customs must be applied in advance from customs.

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.ktk@steveco.fi) : Power of Attorney, completed Container Terminal Advice and the customs document confirmed 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.

Container will be released against PIN-code.

The driver shall give the container number and the PIN code on arrival at 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.

The Port of HaminaKotka uses one-time permits, and each permit must contain precise information about the transport company and the vehicle driver. When reserving a vehicle handling time through Steveco's TASS system, the system automatically compiles the information required for the permit. The vehicle-specific permit starts operating at the gate of the selected terminal two hours before the selected vehicle handling time.

Please note that Steveco Oy does not grant long-term access permits to the terminal.

5. Contact information

Steveco Oy's cargo release is located in the Mussalo Container Terminal Operations Center.

Self-service kiosks are located on the 1st floor of Merituuli.

Terminal Manager
Fabrizio Ferrara 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 17.00
044 2323 357 / 453 / 493 / 625 / 629 / 784
luovutus.ktk@steveco.fi