

4.1.2023

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.

Steveco Vuosaari Gatehouse Service Center is open Monday – Friday from 7 am to 5 pm. Documentary cargo release by e-mail is possible until 7 pm.

Truck check in after 5 pm is carried out with Truck Check In or Truck Check Net -applications. In case truck check in fails, please contact terminal foreman tel. +358 44 2323 754 or depot foreman +358 44 2323 752.

Please note that the hauliers 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](#).

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 Steveco Oy. 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.

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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 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 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 driver needs to present T1-document or unloading permit on T1 received in advance from customs, at Steveco Service center at Vuosaari Gatehouse.

Steveco Service Center at Gatehouse will apply for unloading permission from customs on weekdays from 7 to 16.30.

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. 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.

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Container will be released against PIN code.

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.

4. Contact Information

Service center (Gatehouse, Komentosilta 1)

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

open on working days from 7.00 am to 5.00 pm

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, depot.ktk@steveco.fi