

**FILLING INSTRUCTIONS FOR EXPORT TERMINAL ADVICE
(it is compulsory to submit all information indicated in boldface)**

VGM weight

VGM weight can be given at item 4 a. if available. The party signing the terminal advise is responsible for the correctness of the information. Unit will be accepted in the port if booking exists even if no VGM weight has been given or weighing at port requested

VGM weighing at port

Finnsteve will, by request, weigh units delivered to port. Weighing can be requested by checking item VGM WEIGHING REQUESTED AT PORT in the terminal advise. If weighing is requested, also items A and C must be filled. Party paying the weighing must have Finnsteve customer number. VGM information will be sent to email address given in item C.

Goods information:

The Terminal Advice is the most important source of transport data for the port operator in unit traffic. On the basis of data submitted through it Finnsteve Oy controls the handling of the unit from the terminal gate to the vessel.

MRN

By stating the MRN information of the export consignments, you make sure that you will obtain an exit confirmation for your export terminal advice. The MRN must be reported to Finnsteve Oy Ab within the closing time of the ship using the terminal advice by e-mail to the addresses given in the terminal advice. The advice must be in format that can be copied. The heading in the e-mail message must be the container number and/or the reference of the shipping company.

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.

UNIT DETAILS

1. UNIT NUMBER: The customer shall give the identification number of the container or other unit or the registration number of the semitrailer.

If there are several containers under the same consignment, give the total number of containers, for example 5 x 20.

2. SIZE: Give the length of the unit in feet (semitrailers in meters).

3. TYPE: Give the type of the unit (e.g. DC = normal container, RC = reefer container, BC = bulk container, TC = tank container, HP = Huckepack, FL = flat, ST = semitrailer, LKW = truck/lorry.

4. GROSS WEIGHT: Give the gross weight of the goods contained in the unit (weight of goods with packaging).

4 a. VGM WEIGHT: Give VGM weight obtained according to SOLAS rules

4 b. TARE: Give the tare of the unit

5. UNIT POSSESSOR: Give the name or customer number of the possessor of the container or other unit (meaning the possessor of the empty container or other unit).

6. CARGO FEE CLASS: Give the cargo fee class (compulsory in Helsinki)

7. SEAL: Give the number(s) of the seal(s) of the unit.

8. DESCRIPTION OF GOODS: Describe the goods as accurately as possible.

NUMBER OF PACKAGES: Give the number of packages contained in the unit.

If several consignments of goods are shipped in the same unit, this item shall be provided with statement *Collective shipment*.

30. DESTINATION OF EXPORT GOODS Export inside EU/ Export outside EU Select the right target of destination.

9. IMDG CLASS/UN NUMBER: Give both potential IMDG class and UN number of dangerous goods.

10. OVERSIZE Client should report the oversize dimensions of cargo unit (excess length, width, height, total weight). Excess length, width expressed per side. Excess length, or width, height, with regard to unit of measurement to centimeters.

11. MRN: Give the MRN of the export declaration, re-export declaration or exit summary declaration for the port operator's customs declarations.

12. SEVERAL MRN NUMBERS AS ENCLOSURES: Give the quantity of the MRN's if the unit has several. Enclose a list of the MRNs in a format that can be copied.

Finnsteve will send an Arrival at exit- message of all delivered MRN numbers of export consignments so that it can be ensured that a loading permit is obtained from the customs.

DELIVERY TO TERMINAL (delivery of export unit to the terminal operator)

13. ORDER NUMBER/REFERENCE: If necessary, give the reference number of the export consignment.

14. VESSEL: Give the name of the vessel onto which the unit is loaded. Or name the local carrier.

15. LOCAL CARRIER REFERENCE NUMBER: Give the booking reference number of the local carrier.

16. OCEAN CARRIER REFERENCE NUMBER: Give the potential reference number of the ocean carrier.

17. SHIPPED ON (DATE): Give the estimated (given) date of departure of the vessel.

18. PORT OF DESTINATION: Give the port where the unit is unloaded from the above vessel.

19. TERMINAL: Give the quay or terminal where the unit is unloaded from the above vessel.

20. TRANSPORT COMPANY: Give the details of the truck delivering the unit to the port.

21. FORWARDER'S REMARKS: Give possible remarks concerning the assignment.

VGM WEIGHING REQUIRED AT PORT: Check box if weighing required

A. VGM WEIGHING PAID BY: Give payer name or Finnsteve customer number. Must be given if weighing at port is requested

B. REF: Give possible payer reference information

C. EMAIL OF VGM INFO RECIPIENT: Give email address where VGM information after weighing will be sent. Must be given if weighing at port is requested

PAYER DETAILS:

22. LIFT AND TERMINAL PAID BY: Give the name or Finnsteve's customer number of the payer of the fees.

23. REFERENCE: Give the potential reference used by the above payer.

24. FIELD RENT PAID BY: Give the name or customer number of the payer.

25. REFERENCE: Give the potential reference used by the above payer.

26. PORT DUES PAID BY: Give the name or customer number of the payer.

27. REFERENCE: Give the potential reference used by the above payer.

28. AREX FEE PAID BY: Give the name or customer number of the payer.

29. REFERENCE: Give the potential reference used by the above payer.

DETAILS OF PERSON ISSUING THE EXPORT TERMINAL ADVICE:

30. NAME OF TERMINAL ADVICE COMPANY AND PERSON:

31. TELEPHONE: The customer shall give the telephone number at which further information will be supplied.

32. DESTINATION OF EXPORT GOODS Export inside EU/ Export outside EU Select the right target of destination.

Note! The party signing the terminal advice is responsible for the correctness of the information. Costs of invoice correction or re-invoicing are charged from the party giving the terminal advice.

For further information, please contact

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