

FILLING INSTRUCTIONS FOR IMPORT TERMINAL ADVISE (Mandatory information in **bold**)

**PICKING UP A UNIT FROM TERMINAL**

- 1. CONSIGNEE** – Party mentioned in the manifest to whom unit can be released
- 2. DESTINATION** – Place or terminal where unit will be transported to
- 3. TRANSPORT COMPANY** – Name on transport company picking up the unit
- 4. REGISTRATION NUMBER** – License plate of the truck picking up the unit
- 5. VESSEL** – Name of the vessel on which the unit has arrived
- 6. DATE OF ENTRY** – Date of unit arrival to port
7. FORWARDER – Name of the forwarding company
8. FORWARDER'S REMARKS – Possible forwarder's own remarks
- 9. FULL/EMPTY** – Give status
- 10. LIFT AND TERMINAL FEE PAID BY** – Name and customer number of the party paying charge
11. REF – possible payer reference
- 12. FIELD RENT PAID BY** – Name and customer number of the party paying charge
13. REF – possible payer reference
- 14. 14A PORT DUES PAID BY** - Name and customer number of the party paying charge
15. REF – possible payer reference
  
- 14B. AREX FEES PAID BY** - Name and customer number of the party paying charge
- 15B REF – possible payer reference
- 16. UNIT NO** – Give container number, or trailer license plate. In case same terminal advice applies to several units, please mark total no. of containers, for example 54 x 40'
- 17. SIZE** – Give unit length. Containers in feet, trailers in meters
- 18. TYPE** – Give unit type. Containers for example HC, DC, trailers ST
- 19. GROSS WEIGHT** – Give the weight of the goods loaded in the unit (cargo weight including packaging)
- 20. UNIT POSSESSOR** – Give name of the party owning the unit
- 21. CARGO FEE CLASS** – Give cargo fee class as classified by the port of Helsinki (mandatory only in Helsinki)
- 22. TARE** – Give unit tare weight of the empty unit
23. DELIVERY OF THE EMPTY UNIT/REMARKS  
ADDRESS – Give depot or terminal where empty unit will be returned  
ALLOTMENT- Give customer number to which allotment unit is returned  
REMARKS – Possible additional information regarding return
  
- 45. TERMINAL ADVICDE SIGNED BY** – Party responsible for issuing the terminal advise **46. SIGNATURE IN PRINT** – Signature and print name of the person filling the terminal advise **47. TELEPHONE** – Telephone number in case additional information is required by the terminal

PLEASE NOTE: Party filling the terminal advise is responsible that the information given is correct. In case invoices need to be corrected due to wrong information in the advice, additional costs will be charged from the responsible party.

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