≋EUROPORTS

External
Instructions for export terminal
advice

FILLING INSTRUCTIONS FOR EXPORT TERMINAL ADVICE (it is compulsory to submit a information indicated in boldface) Please send terminal advice to
mrn.firau@euroports.com
depotoperator.firau@euroports.com

1) Goods information:
The terminal advice is the most important source of transport data for the port operator in unit traffic. The terminal operator uses the data stated in the terminal advice to control the movement of the unit from the gate of the terminal to the ship. The unit details must be reported to the reception of trucks no later than when the truck arrives at the terminal.

2) MRN:
By stating the MRN numbers 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 Euroports Rauma Oy within the closing time of the ship using the terminal advice by e-mailing mrn.firau@euroports.com The heading in the e-mail message must be the container number and/or the reference of the shipping company.

3)Verified Gross Mass (VGM):
VGM information has to be submitted by using terminal advice (field 4.d) or shipper can request Euroports to weight the container. 'VGM WEIGHING REQUIRED AT PORT' fields A + B have to be filled in.

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.

<u>**VGM WEIGHING REQUIRED AT PORT**</u>:

A. VGM WEIGHING PAID BY: Give the name of the payer and possible reference.
B. EMAIL ADDRESS OF VGM INFO RECIPIENT: Give the e-mail address of VGM info recipient (max. 3 addresses).

<u>**UNIT DETAILS:**</u>

1. UNIT NO: Give the number of the container or other transport unit; registration number of a semitrailer.
2. SIZE: Give the length of the unit in feet (semitrailers in metres).
3. TYPE: Give the type of the unit (for example HC, DC; semitrailers = ST).
4. a CARGO GROSS WEIGHT: Give the gross weight of the goods laden in the unit (weight of goods with packaging).
4. b. TARE: Give the tare weight.
4. c. ESTIMATED GROSS WEIGHT: If the VGM is not known yet, give the estimated gross weight (estimated cargo gross weight + tare weight)
4. d VGM: Give the verified gross mass.

5. UNIT POSSESSOR: Give the name of the possessor of the container or other transport unit (owner of empty container/trailer).

6. CARGO FEE CLASS: Give the cargo fee class.

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 laden in the unit.

If the unit is a grouped consignment, in other words if several consignments of goods are sent in the unit, type "*yhteislähetys*" here.

9. IMDG CLASS/UN NUMBER: Give the class of potential dangerous goods.

10. OVERSIZE: Give the oversizes of the cargo or unit (overlength, overwidth, overheight and overweight).

11. MRN: Give the MRN number 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 numbers if the unit has several MRN numbers. Enclose a list of the MRN numbers in a format that can be copied.

Euroports Rauma Oy will send an Arrival at exit message of all delivered MRN numbers of export consignments so 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 NO/REF: Give the reference number of the export consignment if necessary.

14. VESSEL: Give the name of the ship to which the unit is loaded.

15. LOCAL CARRIER REF NO: Give the booking reference number of the local carrier.

16. OCEAN CARRIER REF NO: Give the ocean carrier's reference number.

17. SHIPPED ON (DATE): Give the assumed (given) date of departure of the ship.

18. PORT OF DESTINATION: Give the port where the unit will be unloaded from the above ship.

19. TERMINAL: Give the quay or terminal where the unit will be unloaded from the above ship.

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

21. FORWARDER'S REMARKS: Give potential in-house remarks concerning the assignment.

PAYER DETAILS:

22. LIFT, TERMINAL AND AREX FEE PAID BY: Give the name of the payer of the fee.

23. REF: Give the potential own reference number of the payer of the above fee.

24. FIELD RENT PAID BY: Give the name of the payer of the fee.

25. REF: Give the potential own reference number of the payer of the above fee.

26. PORT DUES PAID BY: Give the name of the payer of the fee.

27. REF: Give the potential own reference number of the payer of the above fee.

DETAILS OF PERSON ISSUING THE EXPORT TERMINAL ADVICE:

28. TERMINAL ADVICE SIGNED BY: Give the name and/or stamp of the company issuing the terminal advice.

29. SIGNATURE AND IN PRINT: type your name in print.

30. TELEPHONE: Give the telephone number of the person signing the terminal advice so that further information can be requested from the number.