

**FILLING INSTRUCTION OF TERMINAL ADVICE FOR EXPORT MACHINES AND VEHICLES
(it is compulsory to submit the information indicated in boldface)**

Please send terminal advice to mrn.firau@euroports.fi
liikenteenohjauspiste.firau@euroports.fi

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.

UNIT DETAILS:

1. **VEHICLE ID:** vehicle's /machine's brand/type and serial number.
2. **MEASUREMENTS:** unit's external dimensions in metres.
3. **VEHICLE WEIGHT:** gross weight of the unit.
4. **UNIT POSSESSOR/OWNER:** name of the party involved.
5. **CARGO FEE CLASS:** Give the cargo fee class.
6. **DESCRIPTION OF GOODS:** Describe the goods as accurately as possible.
7. **CONTACT DETAILS IN CASE VEHICLE DOES NOT START:** contact details (name & phone) of a party that can instruct Euroports in case vehicle does not start.
8. **MRN:** Give the MRN number of the export declaration, re-export declaration or exit summary declaration for the port operator's customs declarations.

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

9. **ORDER NO/REF:** Give the reference number of the export consignment if necessary.
10. **VESSEL:** Give the name of the ship to which the unit is loaded.
11. **LOCAL CARRIER REF NO:** Give the booking reference number of the local carrier.
12. **SHIPPED ON (DATE):** Give the assumed (given) date of departure of the ship.
13. **PORT OF DESTINATION:** Give the port where the unit will be unloaded from the above ship.
14. **TERMINAL:** Give the quay or terminal where the unit will be unloaded from the above ship.
15. **TRANSPORT COMPANY:** Give the details of the truck delivering the unit to the port.
16. **FORWARDER'S REMARKS:** Give potential in-house remarks concerning the assignment.

PAYER DETAILS:

17. **RECEIVING FEE PAID BY:** Give the full name of the payer of the fee.
18. **REF:** Give the potential own reference number of the payer of the above fee.
19. **PORT DUES PAID BY:** Give the full name of the payer of the fee.
20. **REF:** Give the potential own reference number of the payer of the above fee.

DETAILS OF PERSON ISSUING THE EXPORT TERMINAL ADVICE:

21. **TERMINAL ADVICE SIGNED BY:** Give the name and/or stamp of the company issuing the terminal advice.
22. **SIGNATURE AND IN PRINT:** type your name in print.
23. **TELEPHONE:** Give the telephone number of the person signing the terminal advice so that further information can be requested from the number.