

Instructions for entrance to the port of Kapellskär outside check-in opening hours

It is possible to both leave and pick up trailers during cargo check-in closing hours. The customer, who intends to leave and / or pick up trailer outside opening hours shall follow these instructions:

- An email must be sent to CargoCheckin.Kapellskar@tallinksilja.com with the header: “Night entry DD/MM – DD/MM” (see attachment 1: example of pre-notice).
- Email for actual night entry, shall be sent between 08:00 – 16:00 (local time). Only one email per entry (leave and / or pick up) can be accepted. No phone calls are accepted.
- The email shall contain the following details:
 - Registration number for truck.
 - The driver’s forename and surname.
 - The driver’s date of birth, defined: DDMMYYYY.
 - Booking number + trailer registration number for the unit that will be left and / or picked up.
 - Content, cargo weight for trailer left inside port (if possible, please attach CMR).
- The customer will receive an OK as a confirmation that we have received their email.
- Trailers booked with dangerous goods are not allowed to enter port outside our opening hours.

Instructions for the Drivers

- The driver drives to GATE 17 at area B within Kapellskär port (see attachment 2: map).
- The driver presses the Tallink button (see attachment 3: image touch display).
- A phone call will trigger to BTC (Port of Stockholm traffic central) and BTC will answer.
- The driver shows his ID-card under the scanner (marked ID), so BTC can compare the details with the pre-notice given by the customer.
- The driver is admitted if the details are in accordance with the pre-notification given by the customer.
- The gate opens.
- In case of problems, the Cargo check-in will assist during opening hours.

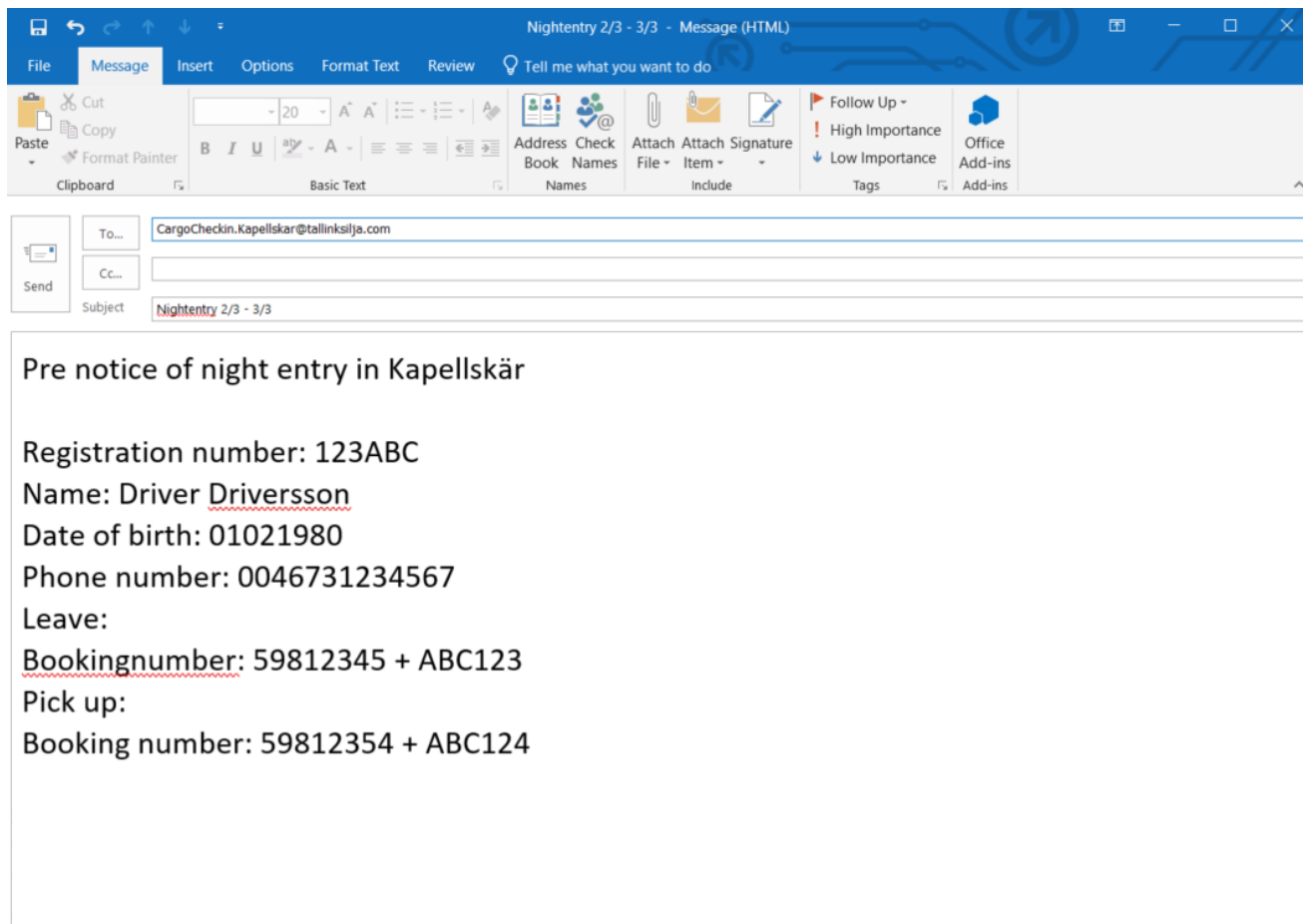
Juhised Kapellskäri sadamaalale sisenemiseks check-in'i kinniolekuaegadel

Ka check-in'i kinniolekuaegadel on võimalik haagiseid sadamasse tuua/sadamast ära viia. Selleks tuleb kliendil järgida järgnevaid juhiseid:

- Check-in'i mailile CargoCheckin.Kapellskar@tallinksilja.com tuleb saata e-mail pealkirjaga "Night entry DD/MM – DD/MM" (vaata lisa 1).
- E-mail tuleb saata ajavahemikus 08.00-16.00 (kohalik aeg). Ühe sisenemise jaoks tuleb saata üks e-mail (kui viiakse haagis sadamasse ja ka tuuakse haagis sadamast, siis on vajalik vaid üks sisenemine). Telefoni teel ei aktsepteerita väravaloataotlusi.
- E-maili tuleb lisada järgnev info:
 - 1) sõiduki registrinumber;
 - 2) juhi ees- ja perekonnanimi;
 - 3) juhi sünniaeg (PPKKAAAA);
 - 4) broneeringu number + haagise number, mis tuuakse sadamasse või viiakse ära.;
 - 5) kauba nimetus ja kauba kaal ning võimalusel lisada CMR.
 - Klient saab kinnituskirja e-maili kättesaamise kohta.
 - Ohtliku veosega haagised ei ole sadama territooriumile lubatud check-in'i kinniolekuaegadel.

Juhised juhile

- 6) Juht sõidab väravasse GATE 17 territooriumil B (vaata lisa 2: kaart)
- 7) Juht vajutab Tallinki nuppu (vaata lisa 3).
- 8) Rakendub kõne BTC keskusesse ja BTC vastab.
- 9) Juht näitab oma ID-kaarti skänneri all (mäрге ID) nii, et BTC saab võrrelda andmeid varem e-mailiga saadetud andmetega.
- 10) Kui andmed on õiged, pääseb juht territooriumile.
- 11) Check-in'i lahtiolekuaegadel saab abi check-in'ist.



The screenshot shows an Outlook window titled "Nightentry 2/3 - 3/3 - Message (HTML)". The ribbon includes "File", "Message", "Insert", "Options", "Format Text", and "Review". The "Message" tab is active, showing options like "Cut", "Copy", "Paste", "Format Painter", "Basic Text", "Names", "Include", "Tags", and "Add-ins". The email header shows "To: CargoCheckin.Kapellskar@tallinksilja.com", "Cc:", and "Subject: Nightentry 2/3 - 3/3". The main body of the email contains the following text:

Pre notice of night entry in Kapellskär

Registration number: 123ABC
Name: Driver Driversson
Date of birth: 01021980
Phone number: 0046731234567
Leave:
Bookingnumber: 59812345 + ABC123
Pick up:
Booking number: 59812354 + ABC124

Attachment 2: Map

