

## BRIEFING ABOUT YILPORT GEBZE TERMINAL COMMUNICATION AND OPERATIONS

### CONTAINER AND GENERAL CARGO OPERATIONS:

#### Procedures That Agencies Need to Follow for Discharging and Loading Operations

- 1) For discharging and loading operations which are going to be made in our port; it is a must to forward container, general cargo and subsequently related vessel request form to [berth@yilport.com](mailto:berth@yilport.com) via e-mail. In addition, vessel ETAs have to be updated and changes must be indicated.
- 2) In container vessels, container export gate in must be forwarded to [gate@yilport.com](mailto:gate@yilport.com) after the vessel has been entered into the system. This should be made before the container arrives to the gate.
- 3) The discharging and loading lists for vessels should be forwarded to the address of [gebze.planning@yilport.com](mailto:gebze.planning@yilport.com), [glc.edi@yilport.com](mailto:glc.edi@yilport.com) and [ticaret@yilport.com](mailto:ticaret@yilport.com) before discharging and loading operations.
- 4) Manifest list of the cargo to be discharged should be transmitted to the Commercial Department [trgeb.ticaret@yilport.com](mailto:trgeb.ticaret@yilport.com) by e-mail before discharging operations have been started up.
- 5) The documents required for the vessels' berthing to our port are listed below:
  - a) Discharging/loading permission (the original one), discharging loading lists
  - b) Overtime petition and receipt if operations will be made out of working hours
  - c) Loading declarations
  - d) Loading manifest
  - e) 2 copies of import summary declaration (1 original, 1 photocopy) after discharging is over
  - f) 1 copy of import and export summary declaration after loading is over.
  - g) Special cargo forms (IMCO, OOG, FL, Reefer Cont.) must be submitted by the agency to [gebze.planning@yilport.com](mailto:gebze.planning@yilport.com) for the discharging / loading planning list.

E-mail address for summary declaration is: [trgeb.ticaret@yilport.com](mailto:trgeb.ticaret@yilport.com) (vessel manifest, discharging/loading lists, berthing permissions and clearance outwards can be added).

#### Necessary Documents for Container Inspection, Full Inspection, Sampling Procedures:

##### Import

- 1) Customs agent or company representative should make a request to the address of [musterihizmetleri@yilport.com](mailto:musterihizmetleri@yilport.com) with CFS procedures request form one day before import inspection, sample and full inspection procedures.
- 2) As the request form sent to Customer Services by customs agent or company representative will be used as the procedure record as well, these documents must be brought to CFS yard on the day procedures to be carried out.

##### Export

The request should be made to Commercial Department via [trgeb.ticaret@yilport.com](mailto:trgeb.ticaret@yilport.com) Calculation is made for the day requested and the price is determined. This price should be paid for the request to be taken. As long as a contrary notification is not made, procedure will be taken to the date requested after the payment.

### Import Regime Stripping Processes

- 1) Procedure starts up when customs agent or company representative completed all necessary documents for stripping and transmitted them to Commercial Department.
- 2) Together with stripping request form and packing list, customs agent or company representative should make a request to the Customer Services Department via an e-mail. Thereby, Customer Services Department will have taken the request for the related reservation.
- 3) After the request is taken by the Commercial Department, price calculation is made according to the contents of the procedure to be made. The amount is deposited to the bank account of Yilport. Stripping operations start up after the payment is received.

### Important Notes:

- Without completing customs procedures, the request sent to the Customer Services Department cannot be registered.
- Stripping operations of the containers whose charges haven't been paid cannot be made.
- The requests for stripping in the transit and warehouse regime starts up after receiving of reservation date request via e-mail in Customer Services Department by stating that the related procedure will be in transit or warehouse regime. Operations will be carried out after the payment is made to the Commercial Department. Gate out of the vehicles is allowed when the customs documents are delivered to the Commercial Department.

### Export Full Gate in Request and Contact

The stamped covenant with wet signature which will be given to the containers to gate in should be sent to [gate@yilport.com](mailto:gate@yilport.com). It is required that covenant should be transmitted to the address of [gate@yilport.com](mailto:gate@yilport.com) before containers' gate in, on the gate in day and a day later at most. For the gate out of empty containers, 'empty container gate in list' will be given to Customs Office by us.

### Necessary Documents for Full Container Gate Out Procedures

- 1) It is required for customs agent or company representative to have completed the related procedure about the freight.
- 2) All related documents should be completed and application has to be made to the Commercial Department together with these documents. All port charges will be calculated by the Commercial Department when documents are delivered.
- 3) After the payment of the related charges, the necessary holds are removed in the system and gate in of vehicles and loading is allowed. During the gate in, vehicle registration is completed in pre-gate. The info about the area where container will be taken is given to the driver and he is directed to the area for loading.
- 4) For full container gateout calculations, e-mail can be sent to [trgeb.ticaret@yilport.com](mailto:trgeb.ticaret@yilport.com) or through our Online Services on our website (<https://www.yilport.com/service/detay/Online-Services/355/804/0>) Gebze / Commercial Calculation steps can be followed. For all transactions, the details of the payment receipts must be submitted to [trgeb.ticaret@yilport.com](mailto:trgeb.ticaret@yilport.com) and [muhasebe@yilport.com](mailto:muhasebe@yilport.com)
- 5) With the electronic gate out system, vehicle registration is made via e-mail and the vehicles which will take import container gate in to the port without stopping by pre-gate area.
- 6) In the full gate out procedures of transit regime; (as container has to be loaded over vehicle for completing documents) approved by the customs official for vehicle gate in, request should be made to the Commercial Department with a statement vehicle gate in to the port.
- 7) In the full gate out procedures of warehouse regime; for the documents to be completed, primarily the vehicles are needed to be loaded. Thus, for vehicle gate in either warehouse manifesto can be forwarded to the Commercial Department via e-mail or can be directly applied to the bank.
- 8) After the loading of vehicles, customs documents are prepared and applied to Commercial Department for container gate out. Meanwhile, verification for the documents will be completed by the Commercial Department and if there's no problem, ultimate

calculations will be made by the Commercial Department. After the related payment procedures, holds for the vehicle gate out will be removed on the system.

### Import Container X-ray Requests

For x-ray scanning of the containers, it is required for the company representative or customs agent to make a request to X-Ray Scanning Authority (together with the x-ray scanning form they received from the customs office) Customer Service creates requests on the system according to the e-mail which is received from the x-ray Authority in order to enable the containers to be transferred to the x-ray device.

### Export Container X-ray Requests

Applying to the Commercial Department for export container x-ray request and the payment of the charge is obligatory. After the payment of the charge, x-ray scanning form which was received from the customs office should be delivered to the X-Ray Authority. The X-Ray Authority sends the form to the Customer Services by e-mail. Customer Service creates requests on the system according to the e-mail which is received from the x-ray Authority in order to enable the containers to be transferred to the x-ray device.

### Weighing Process Steps

- 1) **Export Weighing:** Export weighing requests started to be received via [www.yilport.com/tr](http://www.yilport.com/tr) – *Online Services / Yilport Gebze / VGM & Export Weighbridge Request and Calculation* with the start of new SOLAS regulation (VGM). Requests are made via this system and pricing is done according to where the container is. Weighing results (tag) can be received from the steps of [www.yilport.com/tr](http://www.yilport.com/tr) – *Online Services / Yilport Gebze / VGM & Export Weighbridge Receipt* based on the payment.
- 2) **Weighing from Import Stowage Area:** For the containers to be weighed, it is required for customs agent or company representative to make a request to Customer Service ([musterihizmetleri@yilport.com](mailto:musterihizmetleri@yilport.com)) with the weighing request form. Weighing tags for the containers are provided by the Weighing Department or the online services section on our web site [www.yilport.com](http://www.yilport.com)

### Container Additional Stuffing Procedures

- 1) The related agents make a request to Customer Services Department for the additional stuffing procedure. In this request, it must be stated that who (customer or agent) will cover the charges. For the charges to be covered by agent, approval for payment will be given directly.
- 2) If additional stuffing charges are to be paid by customer, related prices can be learned from Commercial Department and then can be paid by the customer.
- 3) As the additional stripping procedure is performed at CFS area (within the boundaries of the port), customs permission letter is requested from the customer. After the permission letter (with the other documents) is delivered to Commercial Department by the customers agent, stuffing operations are completed after cut of the seal in company with the customs official.
- 4) Stuffing operations are carried out under the supervision of company companion or company personnel authorized by the company.

### Container Port Stuffing & Container External Area Stuffing

- 1) In stuffing operations (the ones taken place in internal stuffing area), the related agencies send booking (reservation) numbers and loading details which are created upon the requests of the companies to the address of [musterihizmetleri@yilport.com](mailto:musterihizmetleri@yilport.com) (until at least the day before operation date till 17.00 pm together with port stuffing form). Necessary planning and preparations are made for the specified reservation days.
- 2) For the stuffing operations in the port area; in addition to external stuffing request, permission letter received from the Customs Office and other documents should be submitted to Commercial and Customer Services Departments.

- 3) The containers whose stuffing operations are completed are dispatched to the port area after their VGM
- 4) The stuffing operation is carried out under the supervision of the company attendant or the company personnel authorized by the company.

### **Container PTI Estimate and Repair Requests**

For the containers at E-5 Terminal and in our port areas, the requests for PTI, Estimate, Repair & Painting are sent by the agent to the address of [musterihizmetleri@yilport.com](mailto:musterihizmetleri@yilport.com) together with container numbers.

### **Yilport E-5 Terminal**

This is a facility 10 km away from the main terminal, built on an area of 90.000 m<sup>2</sup> with the capacity of exceeding 5.000 TEU in which the services such as empty container storing, container stuffing and container washing are provided.

You can contact with [e5gate@yilport.com](mailto:e5gate@yilport.com) for Yilport E-5 Terminal storing area, you can contact with [musterihizmetleri@yilport.com](mailto:musterihizmetleri@yilport.com) for container stuffing via e-mail.

### **The Way to be Followed for Damages Occurred During Operations**

For every kind of damages that may occurred during the operations you must contact Insurance and Damage Department. When our customers spot any damage, they must contact with Insurance and Damage Department in a short time. This is necessary in terms of keeping the relations between Yilport and its insurers and to guarantee the damages. Compensations of the damages are followed and concluded by the Insurance and Damage Department.

## **CONTACT INFORMATION**

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Checking and follow up of the EDI files which are necessary for vessel operations agency and VGM processes

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