

BRIEFING ABOUT YILPORT GEBZE TERMINAL COMMUNICATION AND OPERATIONS

CONTAINER & GENERAL CARGO OPERATIONS:

Procedures That Agencies Need to Follow for Discharging and Loading Operations

- 1) For discharging and loading operations in our port; it is a must to forward container, general cargo and related vessel request form to following e-mail address: berth@yilport.com.tr. Additionally, vessel ETAs have to be updated and terminal should be informed accordingly.
- 2) In container vessel operations, container export gate in info should be forwarded to gate@yilport.com.tr after berthing notice of the related vessel. Discharging and loading lists should be forwarded to following addresses: gebze.planning@yilport.com, glc.edi@yilport.com and ticaret@yilport.com.tr before discharging and loading operations.
- 3) Discharging and loading lists should be transmitted to Commerce Department via e-mail before the start of discharging operations.
- 4) Prior to vessel operations, bill of lading (in the excel format) including cargo details such as title of the importer company, number of containers/packages and cargo manifest number should be sent to following address: trgeb.ticaret@yilport.com for each container to be discharged.
- 5) Required documents for each vessel to berth at our port are as below:
 - a) Discharging/loading permission (the original one), discharging loading lists
 - b) Overtime petition and receipt if operations to be realized out of working hours
 - c) Loading declarations
 - d) Loading manifest
 - e) 2 copies of import summary declaration (1 original, 1 photocopy) after discharging operations are completed.
 - f) 1 copy of import and export summary declaration after loading operations are completed.
 - g) To form vessel loading/discharge lists, special cargo types i.e. IMCO, OOG, FL, Reefer Cont. should be forwarded to following e-mail address: gebze.planning@yilport.com

To submit summary declarations: trgeb.ticaret@yilport.com (BL, load/disc lists, berthing, berth permission, gate out manifests can be added.)

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

Import

- 1) Customs agent or company representative should submit a request to following address musterihizmetleri@yilport.com with CFS procedures request form one day before import inspection, sample and full inspection procedures. Please note that red line inspections and full inspections requests are sent by related personnel from Bilge System (Ministry).
- 2) As the request form sent to Customer Services by customs agent or company representative will also be used as the procedure record, these documents must be brought to CFS yard on the day procedures to be carried out.

Export

After red line inspections and full inspections requests are sent by related personnel from Bilge System, customs agent or company representative should submit CFS request form to Commerce Department via following e-mail: trgeb.ticaret@yilport.com. Calculation is completed on the same day as request is submitted and then price is determined. This price should be paid in order for the request to be put into process. Unless otherwise notified; the process will start as requested after the payment.

Import Regime Stripping Processes

- 1) Process begins after customs agent or company representative completes necessary documents for stripping and submits them to Commerce Department,
- 2) After having submitted these documents to Commerce Department, customs agent or company representative needs to make a request to Customer Services Department per e-mail with stripping request form and packing list. Related reservation
- 3) The requests for stripping in the transit and warehouse regime starts up after receiving of date request via e-mail in 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 Commerce Department. Gate out of the vehicles is allowed when the customs documents are delivered to the Commerce Department.

Important Notes:

- Without completing customs procedures, the request sent to the Customer Services Department cannot be registered.
- Stripping operations won't be realized for those containers necessary payment wasn't made.
- For stripping in the transit and warehouse regime requests; it must be stated that stating that the related procedure will be in transit or warehouse regime and request reservation date request is received via e-mail sent to Customer Services Department. Operations will be carried out after the payment is made to the Commerce Department. Gate out of the vehicles is allowed when customs documents are delivered to the Commerce 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. It is required that covenant should be transmitted to the address of gate@yilport.com before containers' gate in, on the gate in day and a day later at most. As for gate out of empty containers, 'empty container gate in list' will be forwarded to Customs Office by our party.

Necessary Documents for Full Container Gate Out Procedures

- 1) It is required for customs agent or company representative to have completed the related procedure with customs.
- 2) All related documents should be completed and application has to be made to Commerce Department together with these documents. All port charges will be calculated by the Commerce Department when documents are delivered.
- 3) After the payment of the related charges, 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 gate out calculations, e-mail can be sent to trgem.ticaret@yilport.com or online services on our website can be used for storage calculations. In all procedures, payment receipt details should be forwarded to trgeb.ticaret@yilport.com and muhasabe@yilport.com
- 5) With electronic gate out system, vehicle registration is made via e-mail and the vehicles to receive import container will gate in to the port without any need to stop in by pre-gate area.
- 6) In the full gate out procedures of warehouse 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 Commerce Department with a statement vehicle gate in to the port.

- 7) In full gate out procedures of warehouse in order to complete the documents, vehicles are needed to be loaded at first. So in order for vehicles to gate in, either warehouse manifesto should be forwarded to the Commerce Department per e-mail or an application can be directly made to the bank.
- 8) After having loaded the vehicles, customs documents are prepared and applied to Commerce Department for container gate out. Meanwhile, Commerce Department will check and verify the documents and if there's no problem, ultimate calculations will be made by the Commerce Department. After the related payment procedures, holds for the vehicle gate out will be removed on the system and gate out permissions will be given.

Import Container X-Ray Requests

For X-Ray requests, related officer creates a request on Bilge System. This request is automatically transferred to Navis. X-Ray Scanning is realized one by one according to this container order.

Export Container X-Ray Requests

Related officer creates a X-ray request on Bilge System. Our customers need to apply to Commerce Department and make necessary payments. Then a request is created on Navis and container is sent to scanning. After having given appointment dates through Bilge System, appointment date and related details can be reached via Yilport Online Services / Infinity Web Portal.

Weighing Process Steps

- 1) **Export Weighing:** With new SOLAS regulation (VGM), export weighing requests and weighing results (tag) can be received via Online Services in www.yilport.com.
- 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 with the weighing request form. Weighing tags can be reached via our web site www.yilport.com.

Container Additional Stripping Procedures

- 1) The related agents make a request to Customer Services Department for the additional stripping 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 directly be given.
- 2) If additional stripping charges are to be paid by customer, related prices can be learned from Commerce Department and then can be paid by the customer.
- 3) As the additional stripping procedure is realized 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 Commerce Department by the customers agent, stripping operations are completed after cut of the seal in company with the customs official.
- 4) In additional stripping operations, operations are realized in company with firm representative or related stuff appointed by the firm.

Container Port Stuffing & Container External Area Stuffing

- 1) In stuffing operations (the ones realized in internal stuffing area), 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 (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 Commerce and Customer Services Departments.
- 3) The containers to have stuffed are transferred to the port area after their VGM process.

4) Stuffing operations are realized in company with firm representative or related stuff appointed by the firm.

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 together with container numbers. These requests are forwarded to Repair and Estimate Department. When repair and estimates are completed, reports and visuals are transmitted to agency who made this request.

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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Berkan Özkan*


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YPH Sales & Marketing - TR Customer Relations (complaints, requests, suggestions)

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General Cargo Operation Shift Supervision

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Container Operation Shift Supervision














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

YGLC Data & Reporting Group 0262 679 76 00 – 7680 datareporting@vilport.com.tr
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To send payment receipt and/or reconciliation:

mutabakat@vilport.com**Duygu ÇELEBİ, Gamze ÖREN** 0262 679 76 00 – 7693, 7892**INFINITY**servicedesk@vilport.com

Serdar ERSOY (Container Stuffing)

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