

## BRIEFING ABOUT YILPORT GEMLIK TERMINAL COMMUNICATION AND OPERATIONS

### 1. 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.tr](mailto:berth@yilport.com.tr) via e-mail. In addition, vessel ETAs have to be updated and changes must be indicated
- 2) The customs gate in petition should be registered by Gempport Customs Office for container export gate in and 1 copy should be submitted to the supervision authority, 1 copy to the Customhouse Guard Authority and the other copy to the Customer Services Department. The gate in petition that is submitted to the Customer Services Department is registered to the system and port gate in confirmation is allowed.
- 3) Vessel Discharging and Loading lists should be transmitted to the address of [gempport.planning@yilport.com](mailto:gempport.planning@yilport.com) and [glc.edi@yilport.com](mailto:glc.edi@yilport.com) before discharging and loading operations.
- 4) Before vessel discharging operations the manifest list of the cargo to be discharged should be forwarded to Commercial Department.
- 5) The documents that are needed for the vessels to be berthed at our port are as follow:
  - a) Discharging/loading permission (original), discharging/loading lists.
  - b) Overtime petition if procedures are performed outside of the working hours and receipt.
  - c) Loading Declarations.
  - d) Loading manifest.
  - e) After discharging operations are finished 2 copies of import summary declaration (1 pcs original, 1 pcs photocopy).
  - f) After loading 1 copy of import and export summary declaration.
  - g) Special cargo forms for creating vessel discharging/loading planning lists (IMCO, OOG, FL, Reefer Container) should be transmitted to the address of [operasyon.planlama@gempport.com.tr](mailto:operasyon.planlama@gempport.com.tr) and [gempport.planning@yilport.com](mailto:gempport.planning@yilport.com) by agent.

For summary declaration e-mail address is [ticaret@gempport.com.tr](mailto:ticaret@gempport.com.tr); [tahakkuk@gempport.com.tr](mailto:tahakkuk@gempport.com.tr); [ticaret.sundurma@gempport.com.tr](mailto:ticaret.sundurma@gempport.com.tr) (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 Customer Services Department with the original bill of lading the day before import procedures and full inspection.
- 2) Customs agent and company representative is given the request form (full inspection and inspection) in relation with the service requested by the Customer Services Department and the form is made signed by the company representative to the customs surveillance officer. The request form that is made signed is given to the Customer Services Department by the company representative and planning is made by the Customer Services Department according to the request form.

- 3) CFS together with the request form (as the same form is also used as procedure/record) should come to our yard on the day procedures are performed by the customs agent or the company representative.

### Export

- 1) Export inspection, full inspection, x-ray, freight addition and decrease container quantity applications are primarily made to the Commercial Department ([ticaret@gempport.com.tr](mailto:ticaret@gempport.com.tr)). Afterwards request is made for procedure starting by contacting request department. Application is made to the Customer Services Department together with the permission letter received from customs office and operations start up.
- 2) As work cash in hand is a principle for the procedures for full inspection, X-ray, goods addition and decrease container quantity, primarily payments should be made to the Commercial Department.

### Import Regime Stripping Procedures

- 1) Customs agent or company representative complete all documents necessary for the stripping and transmit it to the Commercial Department and holds are removed related to the document after charges are collected.
- 2) After removing the holds the company representative fills stripping request form for the reservation date and gives it to the Customer Services Department. According to the reservation date at the stripping request form planning is made by the Customer Services Department and the containers lay over the yard.

### Important Notes:

- The request submitted to the Customer Services Department is not registered without finishing of customs procedures.
- Stripping procedures are not made for the containers for which charges are not paid.
- Your stripping procedures in the transit and warehouse regime shall be continuous as in existing system.

### Necessary Documents for Full Container Gate Out Procedures

- 1) It is required that representative of customs or company has finished the customs procedures.
- 2) It must be applied to the Commercial Department with these documents. All port charges will be calculated by the Commercial Department after the documents have been submitted.
- 3) Based on payment of related charges, the necessary holds are removed on the system and vehicle gate in and loading is allowed. During gate in vehicle registration is made at the point of pre-gate. The address information is given to the driver and the driver is directed to the area for loading.
- 4) For the full container gate out calculations e-mail may be sent to the address of [ticaret@gempport.com.tr](mailto:ticaret@gempport.com.tr) or *Yilport Gemlik / Storage Calculations* steps can be tracked by the address of (<http://www.yilport.com/sayfa.asp?mdl=sayfalar&id=34>). For all procedures the details of payment receipt should be transmitted to the address of [muhasebe.gempport@yilport.com](mailto:muhasebe.gempport@yilport.com).

## Import Container X-ray Requests

The representative of company or customs agent has to apply to the Customer Services Department with the scanning envelope they took from the Customs Office for x-ray request for their containers. The Customer Services Department makes the necessary registrations and prepares the dispatch registrations to the x-ray for the containers.

## 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. For the containers whose shipping agency made a weighing request and for the ones whose stuffing operation is completed, there will automatically appear a warning on the website and customers' request for VGM won't be accepted. The weighing results of such containers can be received from our website without any further request.
- 2) **Weighing before stripping or import inspection:** It is required that for the import purpose weighing request agent or company representative applies to the Customer Services Department with the original bill of lading and makes a request. Weighing procedure is made before containers are laying on the CFS yard.
- 3) **Weighing from the import stowage area:** It is required that for the import purpose weighing request agent of company representative applies to the Customer Services Department. Weighing tags related to the containers are provided from the weighing machine officer after the weighing is made.
- 4) **Weighing of export containers for the second time:** Company should make a request to the Customer Services Department with a petition registered in customs after it paid the charge to the Commercial Department. After the request, the container is weighed.

## Container Additional Stuffing Procedures

Agency informs Customer Services Department about the procedures that have been made for export additional procedure and afterwards the procedure to be made is transmitted to the customs office by the representative of company and he applies to the Customers Service Department with the petition that is registered in customs. Container lays over the yard in surveillance of customs official and stuffing procedures are completed by seal cutting.

### Procedure about Stuffing:

- 1) The agency should forward the information about the number of containers to be stuffed to the related e-mail addresses the day before the stuffing operation
- 2) When there are enough containers in CFS yard, containers will be laid on the stuffing yard until the morning and by enumerating them according to companies, the process will cease until the confirmation at 08.45 at the latest in the morning.
- 3) After the related approval stuffing will be started.
- 4) With regard to intraday cancels and additions it must be corresponded with the Customer Services Department and if the conditions are favorable the additional containers can be laid for stuffing
- 5) The details related to the containers whose stuffing and lashing/seal mounting procedures are finished will be transmitted to you in the end of day together with seal information.

### Container Port Stuffing & Container Outer Yard and Mine Stuffing

- 1) Stuffing operations at the Outer CFS yard: The related agencies shall send the booking (reservation) numbers and loading details to the related e-mail addresses together with port stuffing form at least a day ago until 17.00 pm. According to the booking numbers, containers are laid on the operation day. If stuffing and stripping operations are requested to be carried out in closed yard it is required to give information 2 days before
- 2) For stuffing request statements of the cargo which is stored in the mine yard it is required to give information 2 days before.
- 3) The containers that completed stuffing operations in the external CFS yard are taken to the port yard at the same say evening.

### The Procedures for Mine Storing Operation

For the planning of the operations; companies are obliged to notify the types, tons, information of the receiving company and the number of vehicles (which will come to the storage area) 3 days before. Notifications shall be sent to the address of [maden.ortak@gempport.com.tr](mailto:maden.ortak@gempport.com.tr). Companies must contact with Yilport directly (without Line) in order to take the goods out of the mining yard.

### Container Lashing Procedures

For the lashing request during stuffing operation, lashing type and the company information to which lashing invoice will be issued should be written on the lashing request. Before stuffing operation, an e-mail for lashing request should be sent to the Customer Services Department and CFS offices [cfsortak@gempport.com.tr](mailto:cfsortak@gempport.com.tr).

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

For any kind of damages that occurred in operations Insurance and Damage Department must be informed. When our customers notice any damage they must contact with Insurance and Damage Department immediately. This is necessary in order to keep relations between Yilport Holding and insurers and guarantee damages. All stages of compensation for the damage is followed by the Insurance and Damage Department and concluded.

## 2. RO-RO OPERATIONS:

- 1) It is required to forward the related vessel request form to the address of [berth@yilport.com.tr](mailto:berth@yilport.com.tr) for your loading and discharging operations at our port. On the other hand, it is necessary to keep vessels' ETA's updated and to notify the changes to the address of [roro@gempport.com.tr](mailto:roro@gempport.com.tr).
- 2) The documents to be requested from the vessels berthing to our port:
  - a) Agency discharging/loading lists and permission
  - b) Informing on operations with overtime
  - c) Loading manifest
  - d) After discharging is completed import summary declaration 2 copies (1 pcs original, 1 pcs photocopy)
  - e) After loading is completed import and export summary declaration 1 copy
  - f) Reports on vessels' current berths

## Ro-Ro Operation Export Procedures

The companies which are going to make loading must transmit their dispatch planning and vehicle lists to the port at least 24 hours before current vessel ETA.

## Ro-Ro Operations Import Procedures

Full list of the vehicles (chassis and port information) to be discharged must be forwarded to the port by the agent 24 hours before vessel arrives at the port.

## Information that vehicles to gate in must forward (Vehicle List) :

- a) VIN (Vehicle Identification Number)
- b) Mark / Model
- c) Company/ agent
- d) Market place
- e) Port
- f) Vessel name
- g) Pieces

In Ro-Ro operations; [roro@gempport.com.tr](mailto:roro@gempport.com.tr) is used.

## CONTACT INFORMATION

### Sales & Marketing – Sales

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### Sales & Marketing – Customer Relations

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## Operation

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After the relevant vessel's berthing; responsible with whom can be kept in touch for some reasons (i.e. learning whether the demands were met or not, containers gate in / gate out, stuffing -related operational information etc.) are listed below;

**Port Shift Supervisors** : The ones who can be primarily accessed between 16.00-24.00 and 24.00-08.00 and at the weekends are;

Çetin ÇERİ

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Şeref Tümer

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## Global Logistics Center

### YGLC Planning Chief: Ali EVCİME

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### YGLC Planning Team Leader: Zafer SÖNMEZ

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### Chief: Ali VURGUNLU

Phone: 0224 524 88 31 - 226

Mobile: 0554 888 14 98

E-mail : [ali.vurgunlu@gempport.com.tr](mailto:ali.vurgunlu@gempport.com.tr)

**Planning Responsible & Specialists:** In accordance with the 24 hours working principle, in every shift there are always staffs in charge.

Phone: 0224 524 88 31 / 114 - 164

Mobile: 0554 789 49 35

Group Mail Address: [operasyon.planlama@gempport.com.tr](mailto:operasyon.planlama@gempport.com.tr)

The ones with whom to be contacted and the addresses to be reached in case of any change, cancel/additional conditions in plans or lists are;

**Ali Vurgunlu** [ali.vurgunlu@gempport.com.tr](mailto:ali.vurgunlu@gempport.com.tr)

**Planning Specialists / Planning Department** (0224 524 88 31 int: 226/ 164/ 189)

[gempport.planning@yilport.com](mailto:gempport.planning@yilport.com)

[glc.edi@yilport.com](mailto:glc.edi@yilport.com)

The responsible that can be reached to learn instantaneous operation information, the unit of remaining discharging/charging records, retrospective records related to vessel damages, the latest situations etc.:

**Ali Vurgunlu** [ali.vurgunlu@gempport.com.tr](mailto:ali.vurgunlu@gempport.com.tr)

**Port Shift Chiefs** (0552 282 65 28)

## Customer Services

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### Vessel Calculations / Bills

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### Import Container Calculations / Bills

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## Accounting

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### Insurance and Damage

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### Eti Logistics

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**Operation Chief:** Emre GEDİK  
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## DETAILS RELATED TO CORRESPONDENCE AND FILE SHARING

Addresses to which Daily Vessel ETA program will be sent:

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[liman.isletme@gempport.com.tr](mailto:liman.isletme@gempport.com.tr)

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[operasyon.planlama@gempport.com.tr](mailto:operasyon.planlama@gempport.com.tr)

Addresses to which Vessel Discharge-Loading Lists and Plans will be sent:

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[ali.vurgunlu@gempport.com.tr](mailto:ali.vurgunlu@gempport.com.tr)

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[glc.edi@yilport.com](mailto:glc.edi@yilport.com)

[gempport.planning@yilport.com](mailto:gempport.planning@yilport.com)

Addresses to which commercial demands i.e. water / waste will be sent:

[liman.isletme@gempport.com.tr](mailto:liman.isletme@gempport.com.tr)

[serdar.kara@gempport.com.tr](mailto:serdar.kara@gempport.com.tr)

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[ebru.calar@gempport.com.tr](mailto:ebru.calar@gempport.com.tr)

Addresses to which slip of papers related to export container gate in and empty container gate out will be sent:

[talep@gempport.com.tr](mailto:talep@gempport.com.tr)

Addresses to which stuffing-related requests will be sent:

It's highly important to forward all stuffing-related requests (CFS yard/port/reefer) one day before till 18.00 at the latest for a quicker and complete operation to be provided.

[talep@gempport.com.tr](mailto:talep@gempport.com.tr)

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PS: Our port works with the 24-hours working system and staffs 7/24 in charge of Operation and Planning are available.