

New Instructions valid from 1.3.2021

Regarding entrance to Kapellskär during non-opening hours

Also outside our opening hours (see below), it is possible to both leave and pick up trailers. The customer, which intends to leave and / or pick up trailer outside opening hours shall follow the following instructions:

- An e-mail must be sent to CargoCheckin.Kapellskar@tallinksilja.com with the header: "Night entry DD/MM – DD/MM" (see attachment 1, example of pre-notice).
"Day entry "DD/MM" (see attachment 2, example of pre-notice).
- E-mail for actual day or night entry, shall be sent between 07:00 – 17:00 (local time). Only one e-mail per entry (leave and / or pick up) can be accepted. No phone calls are accepted.
- The e-mail shall contain the following details:
 - Registration number for truck.
 - The driver's forename and surname.
 - The driver's date of birth, defined: DDMMYYYY.
 - The driver's phone number, defined: 00467XXXXXXXX (county code depending on which nationality the phone operator belongs to).
 - Booking number + trailer registration number for the unit that will be left and / or picked up.
- The customer will receive an OK as a confirmation that we have received their e-mail.
- Trailers booked with dangerous goods are not allowed to enter port outside our opening hours.

How to do for the Drivers

- The driver drives to GATE 17 at area B within Kapellskär port.
- The driver press "Tallink" button on the black touch display (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.

Ordinary Opening hours

Kapellskär

Monday - Tuesday, Thursday: 07:00 - 16:30
Wednesday, Friday: 07:30 - 10:30, 15:00 - 21:00
Saturday: Closed
Sunday: 06:30 - 12:30

Stockholm

Monday – Sunday:
05:45 – 20:00

Contact details

Cargo Kapellskär

CargoCheckin.Kapellskar@tallinksilja.com

+46 (0)8 666 60 30

Cargo Stockholm

CargoCheckin.Stockholm@tallinksilja.com

+46 (0)8 666 33 31

Uued juhised Kapellskäri sadamaale sisenemiseks check-in'i kinniolekuaegadel alates 1.03.2021

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" (näidis 1).
- E-mail tuleb saata ajavahemikus 07.00-17.00 (kohalik aeg). Ühe sisenemise jaoks üks e-mail (kui viiakse haagis sadamasse ja ka võetakse haagis sadamast, siis on vaja ainult ühte sisenemist). Telefoni teel ei aktsepteerita väravaloataotlusi.
- E-maili tuleb lisada järgnev info:
 - 1) Auto registrinumbr;
 - 2) Juhi ees- ja perekonnanimi;
 - 3) Juhi sünniaeg (PPKAAAA);
 - 4) Juhi telefoninumber (00372XXXXXXX);
 - 5) Broneeringu number + haagise number (kui nii tuuakse kui viiakse ära haagis, siis mõlema haagise broneeringu number ja reg number).
- Klient saab check-in'ist kinnituskirja e-maili kättesaamise kohta.
- Ohtliku veosega haagiseid ei lasta territooriumile check-in'i kinniolekuaegadel.

Juhised juhile

- Juht sõidab väravasse GATE 17 territooriumil B.
- Juht vajutab kuvaril rohelisele "TALLINK" klahvile (näidis 3).
- Rakendub kõne BTC keskusesse ja BTC vastab.
- Juht näitab oma ID-kaarti skänneri all (märke ID), nii et BTC saab võrrelda andmeid varem e-mailiga saadetud andmetega.
- Kui andmed klappivad, pääseb juht territooriumile.
- Check-in'i lahtiolekuaegadel saab check-in'ist abi ja infot paluda.

Check-in'i lahtiolekuajad

Esmaspäev – Teispäeval, Neljapäeval:	07:00 - 16:30
Kolmapäeval, Reedel:	07:30 - 10:30, 15:00 - 21:00
Laupäeval:	Suletud
Pühapäev:	06:30 – 12:30

Contact details

Cargo Kapellskär

CargoCheckin.Kapellskar@tallinksilja.com

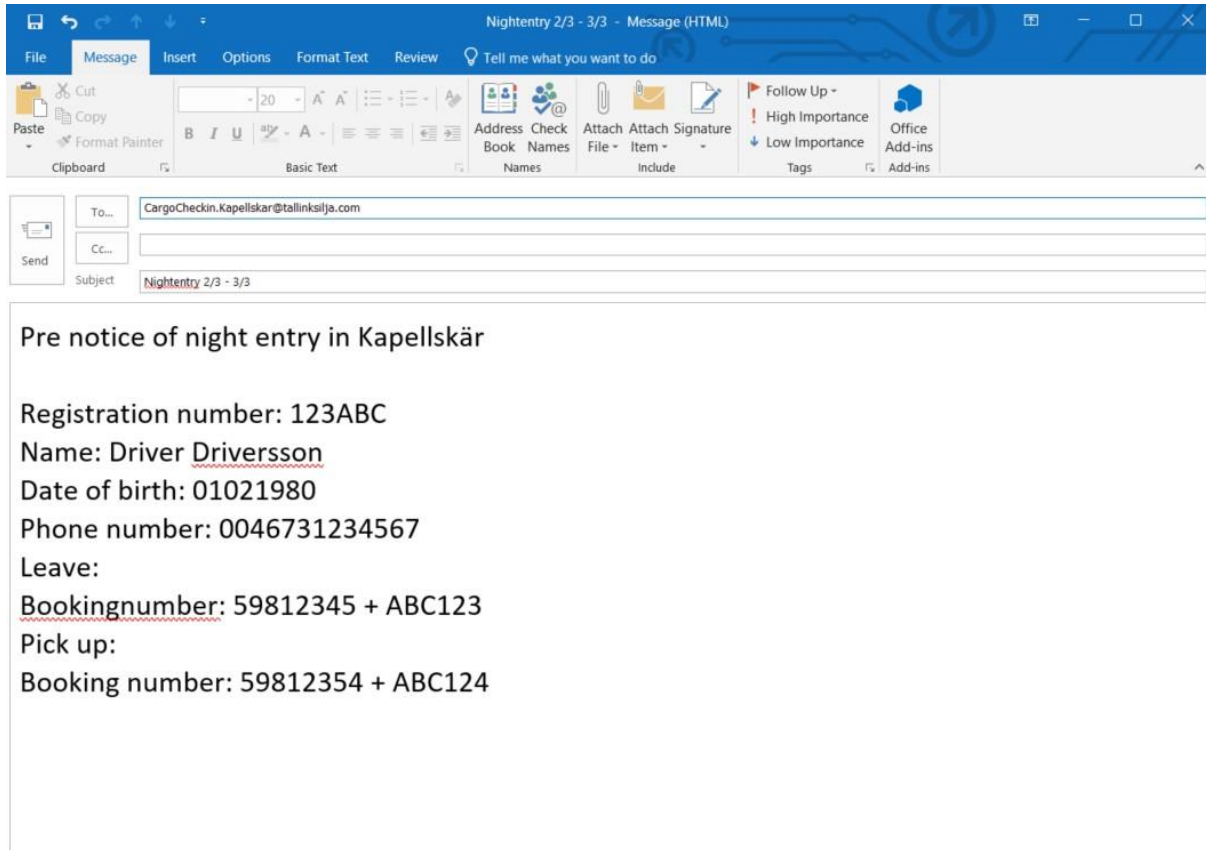
+46 (0)8 666 60 30

Cargo Stockholm

CargoCheckin.Stockholm@tallinksilja.com

+46 (0)8 666 33 31

Attachment 1: Example of pre-notice

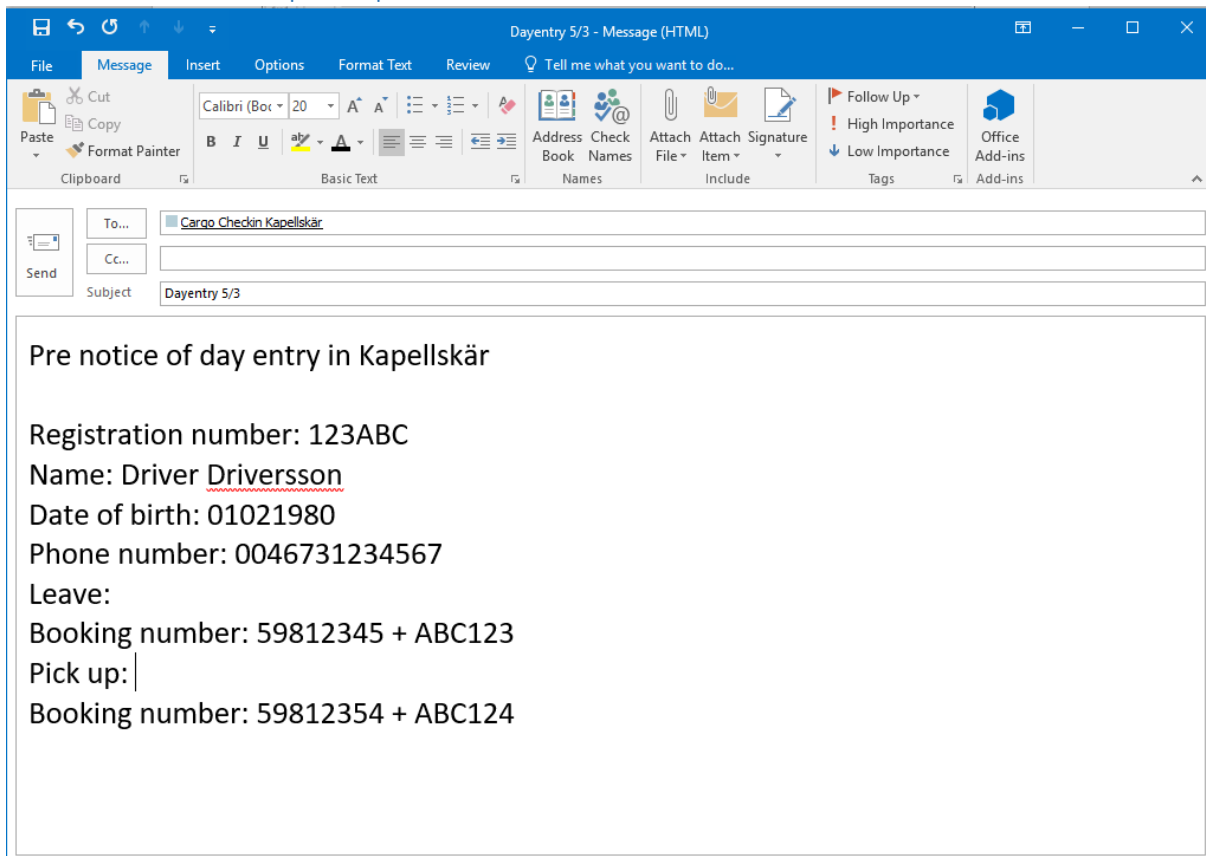


The screenshot shows an email window titled "Nightentry 2/3 - 3/3 - Message (HTML)". The recipient is "CargoCheckin.Kapellskär@tallinksilja.com" and the subject is "Nightentry 2/3 - 3/3". The email content is as follows:

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: Example of pre-notice



The screenshot shows an email window titled "Dayentry 5/3 - Message (HTML)". The recipient is "Cargo Checkin Kapellskär" and the subject is "Dayentry 5/3". The email content is as follows:

Pre notice of day entry in Kapellskär

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

Attachment 3: Image touchdisplay

