











ŚWINOUJŚCIE CHECK-IN PROCEDURE FOR FREIGHT

Address: Terminal Promowy ul. Dworcowa 1, PL-72-600 Świnoujście






Procedure Accompanied Units

-  Truck drivers park at the outer parking area and proceed to the office for Check-In.
-  After Check-In at the office, driver gets a boarding card.
-  Driver proceeds to the pre-stow area as informed by Check-In and wait till the loading process start.

Procedure Unaccompanied Units-Deliverys

-  Truck drivers park at the outer parking area and proceed to the office for Check-In.
-  Drivers have to fill export form and receive completed terminal forms at the check-in desk.
-  Driver receives boarding card and proceeds to the stevedores' office, located at trailer parking lot inside terminal.
-  Stevedores are taking boarding card and forms from driver and advising location of spot where trailer should be dropped-off.
-  After dropping off the unit, driver leaves terminal through the gate.

Procedure Unaccompanied Units - Pick up

-  Driver shall receive TIN – code from his dispatcher or shipper.
-  Drivers gives TIN code to the Check-In staffs (the only way of verification)
Terminal form (order for trailer pick-up) will be given to the driver to pick up transport unit from the terminal.
-  When storage exceeds 12 hours, the driver or driver's company must cover storage fees to terminal.
-  Once payment is confirmed, Driver can proceed to stevedores' office to complete rest of documents and pick up the transport unit.
-  After picking up the unit, driver leaves terminal through the gate.



Trailer parking lot



Terminal Exit Gate