

## **LOADING INSTRUCTIONS TALLINN**

### **1. Warehouse address.**

Unless otherwise indicated, Kominox is using the following warehouse:

ESTMA TERMINAALI OÜ, Paemurru 6, 74114 Maardu, Estonia

Working hours: 08.00 – 12.00 and 13.00 – 16.30

### **2. Delivery terms.**

2.1. Our standard delivery terms are FCA Tallinn, INCOTERMS 2010. The responsibility for the goods passes from Kominox to the buyer at our warehouse.

2.2. Should the customer make an additional change of ownership at ESTMA TERMINAALI OÜ warehouse, Kominox will not fill in any documents on behalf of the new owner of the material.

### **3. Means of transport.**

3.1. The standard loading method at our warehouse is into a tent trailer from the side. If requested by warehouse staff, the driver must provide access to the trailer from both sides.

3.2. Should the customer wish to collect the goods with other means of transport (rail wagon, sea container, a truck which can only be loaded from back, etc), then approval from Kominox must be received in advance. Special conditions and extra loading charges may apply.

### **4. Booking request deadline.**

4.1. In case of standard loading method (see p. 3), a booking request must be sent to Kominox logistics department latest at 3.00 pm (Estonian time, i.e GMT + 3 hours), on the working day before the desired loading date.

4.2. The booking request must contain:

- Information about which products (bundles, coils, etc.) you wish to load;
- Reference to Kominox order number(s);
- Desired loading date;
- Truck/trailer plate numbers;
- Instructions for filling in standard documents (invoice, CMR, TIR Carnet, Certificate of Origin)
- Instructions about special documents required (e.g. some specific letters for Customs), if any

4.3. Upon expiry of the booking request deadline as stated in p. 4.1 above, Kominox is not obliged to accept any changes in the loading instructions.

4.4. Before sending a truck for loading, confirmation must be received from Kominox logistics department. I.e. Kominox leaves the right to decline booking request, made for a specific day (e.g. if there were already many loadings booked for the desired day). In that case, another loading date must be agreed between Kominox and the buyer.

**5. Loading time and final docs instructions deadline.**

- 5.1. A truck must be ready for loading (i.e. tent must be opened) at our warehouse at 03.00 p.m. at the latest. For trucks arriving later, same day loading is not guaranteed. If you plan to load 2 full trucks on the same day, the 1st truck must be ready for loading latest at 01.00 p.m. FYI: Average loading time is 2.5 hours for a full truck.
- 5.2. Final document instructions must be received by kominox latest 02.00 pm. If these conditions are not fulfilled, Kominox will not guarantee loading / customs clearance on the same day.

**6. KOMINOX logistics department contact details.**

- 6.1. For shipments to Russia and other CIS countries:

Daniela Miller, tel +372 6645814, mob. +372 53439322  
e-mail: [dana@kominox.com](mailto:dana@kominox.com)

- 6.2. For shipments to EU countries and Norway:

Karin Juhani, tel. +372 6645821, mob. +372 53329238  
e-mail: [karin@kominox.com](mailto:karin@kominox.com)