

Viawest Oy has a EU controlled customs warehouse for transit goods to Russia. Please note that Viawest Oy is a forwarding agent, not a buyer or an owner of the goods.

**Packing and marking the goods**

Kindly make sure the goods are well packed for the journey. Also make sure the cartons are marked for Viawest Oy, Mestarintie 7, 45200 Kouvola, Finland / transit to Russia. This way the goods will arrive to us safely and without delay.

**The waybill (CMR, Bill of Lading, Airwaybill)**

On the waybill you should mention the concrete number and weight gross of the packages. Also quote that the shipment is TRANSIT TO RUSSIA. The delivery address of the goods MUST BE (mark the packages):

Viawest Oy  
Mestarintie 7  
45200 Kouvola  
Finland

On AWB airport of destination must be - Helsinki, Finland, Viawest Oy must be mentioned as a Consignee and the Russian end client as a Notify Party. As for ocean freight - LCL we ask you to send to the port of Helsinki, FCL - to the port of Kotka, Finland. On the Bill of Lading you should also put Viawest Oy as a Consignee and the Russian end client as a Notify Party. Please post the BL directly to our address (above) by courier or arrange telex release to us. Email us a copy of the telex release as well.

**The invoice and/or packing list**

It is most important to mention the customs tariff codes and net weight and value for each tariff code on the invoice/packing list. There should also be exact full names and addresses of Consignor and Consignee. Exact description of contents is also required. When available mention also serial numbers. The invoice/packing list should be made in English and attached to the shipping papers.

**ONLY EU COUNTRIES**

**Customs declaration** (EAD, also known as EXA, SAD-3, C-88, ED61)

According to EU regulations export shipments from EU countries to non-EC countries (Russia) must be declared in the country of departure. The exporter of the goods is obliged to raise the customs declaration EAD in the country of departure. Only when the total value of the shipment is less than 22 EUR, EAD is not needed. Please note that the shipments cannot be sent to Russia without a valid customs declaration.

Please attach EAD to the goods with other shipping papers (CMR, packing list and invoice) and email us a copy to the address [info@viawest.fi](mailto:info@viawest.fi).

Export from an EU country to Russia is VAT zero-rated if you can prove the export out of EU with the EAD document. Please notice that the EAD electronically closed by the exit customs office - Finnish customs, is the only proof of the export from EU and thus for VAT zero-rated goods or VAT return.

Also note that though you ship the goods to Finland, it is considered export to Russia.

By following these instructions you will help us to send your shipments to the Russian buyer as soon as possible. Should you have any questions, please email to [info@viawest.fi](mailto:info@viawest.fi). We will be happy to help.

VIAWEST OY  
Mestarintie 7 (PO BOX 235)  
45200 Kouvola (45101 Kouvola)  
Finland  
tel. +358 5 88 666 00  
fax +358 5 36 015 56  
[www.viawest.fi](http://www.viawest.fi)

EORI number	FI-10301421
Office of exit for EAD	FI499300 Vaalimaa
Bonded warehouse ID number	FI1030142-1 R0001
Office of destination for T1	FI452000 Kouvola

[info@viawest.fi](mailto:info@viawest.fi)