

## US Export Terminal Receiving Guidelines and Definitions

Vehicle acceptance rules for most US ports on East Coast for Vehicles:

1. Appropriate dock receipt presented.
  - a. Unit VIN & markings verified to be accurate.
  - b. Consignee name, address or "to order" with notify name and address.
  - c. Other documents as required such as title & SED as instructed.
  - d. Booking number, vessel and voyage.
2. Cargo is subject to security search.
3. Proper documents for dangerous cargo present if applicable.
4. No leaking fluids.
5. Self propelled H/H (over 3 MT) must be drivable.
6. Non-self propelled H/H must have original designed towage capability
7. No conditions that threaten life or property.
8. No wrecked units—see definitions below.
9. No welded or other inaccessible area; all compartments must be unlocked.
10. No personal effects; only spare parts originally equipped with the cargo.

Wrecked units defined as follows:

1. Restricted vision such as but not restricted to a shattered windshield.
2. Presence of any broken glass.
3. Protruding units such as but not limited to:
  - a. Fenders
  - b. Bumpers
  - c. Outside rear vision mirror brackets.
  - d. Hood and rear deck lids.
4. Human remains such as blood or tissue matter.
5. Inoperable driver door.
6. Deployed air bag remaining in vehicle.
7. Flat tires and tires that fail to hold air.
8. Any other condition resulting in unsafe RO-RO condition.

Requirements for Key safeguarding:

1. All motor homes, LIMO, Conversion Vans, Travel trailers, Hummers to be locked and keys to be in care of Terminal Operator.
2. Key tags applied to each key.
3. Deliver to Stevedore for loading.

**Notice:** No work by shipper or shipper's representatives shall be permitted once cargo is accepted on port authority property. If work or repairs are required in order to continue shipment, the Terminal may set hourly labor, parts and material rates approved by the Port Authority, and contract directly with the shipper for repairs.

Document current as of November 1, 2003

Page 2 of 2

---

Requirements for cargo entry:

1. VIN—request running VIN on any POV.
2. Valid booking number.
3. Shipper from D/R.
4. Forwarder from D/R—if any.
5. Port of discharge, Vessel, Voyage number.
6. Unit type per appropriate classification.
7. Customs clearance status.
8. Comments (dangerous cargo, special handling/ technical instructions ect.
9. Dimensions and weights.
10. Clearly listed exceptions; IE, dent fender, cracked window, scratch on RR door ECT.

These guidelines point out requirements of the steamship lines, ports authority and our own observations that if followed generally insure a smooth process. As a transportation broker in the United States, rates and space commitments are based on our representations to the lines. We must have accurate information from you the shipper. If there are any guidelines that present a problem, it is always best if you bring these exceptions to our attention so we can address these concerns at the time we are in negotiations for space and rates on your behalf.

Non-Compliance with these guidelines and requirements can be costly. These costs are the responsibility of the shipper.

Rate Negotiations: Our firm has its own US Inland Transportation Department. We always ship inland through this division. We negotiate on your behalf with steam lines for ocean freight. We get this rate *flat rated*, meaning the best rate possible without a commission structure for our services. Once we get the best rate, we will then add our logistics fee to the ocean freight. We do not add a commission fee on US inland freight nor documentation charges. US Inland charges must always be prepaid. We prefer to ship ocean charges collect when allowed by the lines. However many space charters will require a deposit at booking and full prepayment once loaded on the vessel. Your final quotation would be a total price and would include:

***US Inland+Ocean+STL Fee+Documentation+Port Charges+Terminal Charges***

You will be responsible for any charges and documentation on the receiving side.

We require your acknowledgement that you have received, reviewed and understand these guidelines. From time to time and from ship lines to ship lines, terms may vary without notice. We will do our best to keep you informed but we cannot be responsible for changes beyond our control.

Received reviewed and signed by shipper on this date, \_\_\_\_\_

Company name \_\_\_\_\_ Signed by \_\_\_\_\_