



# **THE PLIPDECO LESS THAN CONTAINER LOAD (LCL) EXPORT INITIATIVE USING DEDICATED WAREHOUSE**

## **PROCEDURE**

**The procedure/guidelines for PLIPDECO's Less than Container Load (LCL) Export Initiative is as follows:**

### **1. CHARGES/ASSOCIATED COSTS**

The necessary charges shall be in accordance with PLIPDECO's published LCL Export Tariff and is applicable to the respective Shipping Agent based on the number of containers expected to be stuffed and shipped at the LCL Export Warehouse. Once the number of containers for stuffing is confirmed, the stuffing charges shall be paid at the LCL Warehouse.

### **2. RECEIVING AND STORAGE OF EXPORT CARGO**

The Trucker/Shipper would arrive at the LCL Export Warehouse with the cargo for export and provide PLIPDECO's personnel with the following documents:

- Delivery Advice (provided by the Shipping Agent and it must indicate any special handling requirements)
- Material Safety Data Sheet (MSDS) where required

The maximum allowable weight per package is three (3) metric tonnes or less.

PLIPDECO's personnel would verify; the Truck Operator/Driver's license/permit and the company's identification badge, the truck and trailer's registration number and the relevant export cargo data/records information. This would be verified with the documented information the Shipping Line would have previously provided to the LCL Warehouse.

The truck would then be directed to the designated offloading area. Upon arrival of the truck with the cargo to the offloading area, the Warehouse Clerk would complete the following:

- Review the cargo for markings in accordance with the stuffing list from the Shipping Agents.
- Ensures the integrity of the packaging of the cargo meets the required established standards.

The Warehouse personnel would instruct the Forklift Operator and Warehouse Attendants to offload the cargo. The cargo is then weighed and measured for accuracy and stored in the warehouse. The Warehouse personnel would then prepare the Cargo Receipt Document (which would include the weights **Kg** and cubic measurements **CBM** of each package) to acknowledge receipt of the cargo.

When the cargo has been offloaded, the Truck Operator/ Shipping Representative would be required to affix his signature to the Cargo Receipt Document to certify the quantity and condition of the cargo received.

All cargo to be stuffed on flat Racks would be conducted at the Port of Point Lisas. The cargo would be delivered to the Port instead of the LCL Export Warehouse. A stuffing letter (which includes the cargo to be stuffed and the flat rack number) approved by Customs would be presented to the Planning Office by the Agent and would be used to carry out the stuffing operation. A tally of the cargo (inclusive of weights and measurements) would be generated and forwarded to the Agent and Invoicing department.

### **3. STUFFING AND DELIVERY**

PLIPDECO would arrange for the Shipping Agent's empty container (as identified from the stuffing letter) to be transferred from the Port of Point Lisas to the LCL Export Warehouse for stuffing.

#### **DELIVERY OF EMPTY CONTAINERS TO WAREHOUSE**

- (i)** The Ship's Agents creates an Equipment Delivery Order (EDO) via web access of the Terminal Operating System stating the number of empty containers required. An authorization letter is also prepared by the agent and must include the container number/s. The authorization letter will be given to the Truck Driver for loading.

The truck proceeds to the empty container yard where the yard foreman will direct the truck to load the empty container. After loading the empty container, the truck proceeds to the Out-gate

- (ii)** At the Out-Gate, the Truck Driver presents the Agent's authorization letter to the Survey Clerk. An inspection of the container for damages and verification of the container number will be done and recorded in the Terminal Operating System (TOS) via a handheld computer. The container is also checked to ensure it is empty.
- (iii)** When the inspection is completed the Truck Driver presents the Agent's authorization letter to the Customs Guard, who checks the container and stamps the letter, authorizing delivery. The letter is then taken by the Truck

Driver to the Out-Gate Clerk, who processes the container out and issues a Container Delivery Note.

- (iv) The truck proceeds to the Security Officer and presents the Container Delivery Note for verification and signature by the Security Officer. One copy is given to the truck driver and the other is retained by the Security Officer.
- (v) The truck exits the port with the signed delivery note and proceeds to the LCL Export Warehouse.

#### **STUFFING OF EMPTY CONTAINERS**

- (i) Upon arrival of the container to the LCL Export Warehouse, the Warehouse Personnel would commence stuffing operations.
- (ii) The cargo would be stuffed in accordance to the pre-advised documents (stuffing list). The stuffing process would include acquiring the weight of the cargo and obtaining the cargo's measurements/dimensions to be inserted on the Tally Sheets/Records. Upon completion of the stuffing exercise, the Cargo Representative/Cargo Reporter would be notified by PLIPDECO's LCL Export Warehouse Supervisor or designate and the container is sealed (seal to be provided by Agent).
- (iii) After the container has been sealed, a Delivery Note would be prepared and the container would be transported firstly to the weigh bridge and then to Port of Point Lisas for export. The standard procedure for the receipt of full containers by the Port of Point Lisas would take effect thereafter.

The combined weights **Kg** and combined cubic measurements **CBM** of the cargo stuffed into each container will be compared and the unit of measurement that is greater would be used for the billing of the loaded container.

#### **DELIVERY OF LCL EXPORT CONTAINERS TO PORT**

- (i) The Agent must get "ok to ship" on the Shipping Bill (C82) from Customs at the Port and provide same to the Truck Driver. The Truck Driver presents a copy of the Shipping Bill (C82) with a Customs stamp and the weighbridge receipt firstly to the Customs Guard at the in-gate who will log the entry and verify the customs approved C82.

The truck then proceeds to the In-Gate lane where the container would be surveyed by the survey clerk, inspected by the Security Officer and the relevant information entered into the Terminal Operating System by the In-Gate clerk. A Container Receipt will have the yard positions and it will be signed by the Terminal Clerk, the Truck Driver and the Security.

- (ii) If the Truck Driver does not have a Shipping Bill or a Customs stamp on the Shipping Bill or a weighbridge slip, the truck will not be allowed entry into the port by the In-Gate Clerk.
- (iii) The Truck Driver proceeds to the yard area as displayed on the Container Receipt for offloading of the container.

#### **4. RESTRICTED CARGO**

The following items would **NOT** be accepted for shipment, except when prior arrangements have been confirmed with the Carrier/ Agent:

- Freight which could possibly contaminate or otherwise damage containers or cargo for example, liquefied cargo
- Live animals, for example, poultry - domestic and/or wild
- Wet and or damaged cargo
- Monetary Items: bank bills, coins or currency, property deeds, drafts, notes or valuable correspondence
- Jewellery (novelty or fake), affixed postage stamps, precious metals or articles manufactured there from, precious stones, revenue stamps, works of art, antiques or other related or unrelated antiques, rare or precious articles of extraordinary value
- Packaged cargo which could not be identified, for example, cargo wrapped in black cellophane material (shrink/plastic wrap)

#### **5. UNREGISTERED CARGO**

The shipper bears all risk associated with failure to declare cargo or cargo presented that is not approved by the agent.

#### **6. HAZARDOUS CARGO**

- a. Shipments of Dangerous Articles or Hazardous Materials will not be accepted for transportation on an origin or interline basis except where:
  - i. Certifications as required by law have been properly annotated on the Bill of Lading, Shipping Order or Receipt where the Carrier takes possession of the shipment under the provision of this procedure.
  - ii. Annotation on the "Transfer Shipping where shipment is tendered to Carrier by interline or connecting carriers.
- b. The following is a list of hazardous cargo that will **NOT** be accepted for transportation by Carrier/ Agent:
  - i. Explosives
  - ii. Blasting Agents

- iii. Infectious Substances
- iv. Radioactive Materials
- v. Hazardous Waste Materials
- vi. Gasoline except Kerosene, Ave gas, Diesel
- vii. Ammunition

c. The shipper must ensure that the cargo has proper markings, labels and placards.

## **7. PAYMENT OF SHIPPING CHARGES**

All payments are to be made in accordance with PLIPDECO's published tariff.

After a container is stuffed the Shipping Agent would be billed for the stuffing operation utilizing the stuffing tallies. Payments would be made at the LCL Warehouse under the established process used for un-stuffing.

All stuffing tallies (inclusive of weights and measurements for each package) would be forwarded to the Cargo handling Invoicing Department, where the weights and measurements for each container will be compared to determine which is greater to be used as the loading charge to generate the invoice.

## **8. TRANSHIPMENT CARGO**

In instances where there would be Transshipment cargo, the stuffing of this cargo would be conducted at the LCL Warehouse under customs supervision. This would entail the transfer of the container from the LCL Export Warehouse to the LCL warehouse.