



LESS THAN CONTAINER LOAD (LCL) EXPORT SERVICE
OPERATIONAL PROCEDURE

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1.0 INTRODUCTION

The Point Lisas Industrial Port Development Corporation Limited (PLIPDECO) Less Than Container Load (LCL) Export Service is a containerised cargo export service developed to create market opportunities for businesses within the region and to build a customer-centric logistical solution, enabling the export of consolidated cargo to regional destinations.

The benefits to be derived include:

- Facilitation of a cost-effective mode of transportation of cargo;
- Secure and convenient warehouse ideally located four (4) kilometres from the Port of Point Lisas and has a covered area of 7,000 square feet which is secured and has a full complement of utilities and office space available for rent;
- Seven (7) free calendar days of cargo storage prior to stuffing of the container;
- Receipt of cargo with bookings from Monday to Friday, 7:00 a.m. to 3:00 p/m with **no handling charges**;
- Delivery of the empty container from the Port of Point Lisas to the warehouse and delivery of the full container back to the Port at **no charge to the shipper**; and
- Professional and experienced cargo handling services.

2.0 CARGO TYPES

The LCL Export Service is currently provided for an array of cargo types such as consumer goods, crated cargo, equipment, industrial products, palletised cargo, project cargo, personal items and small packages.

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

- (i) Freight which could possibly contaminate or otherwise damage containers or cargo for example, liquefied cargo;
- (ii) Live animals, for example, poultry - domestic and/or wild;
- (iii) Wet and or damaged cargo;
- (iv) Monetary Items: bank bills, coins or currency, property deeds, drafts, notes or valuable correspondence;
- (v) 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; and



(vi) Packaged cargo which could not be identified, for example, cargo wrapped in black cellophane material (shrink/plastic wrap).

2.1 Unregistered Cargo

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

2.2 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.

3.0 CUSTOMER REQUIREMENTS

The following are required by the Shipper/Exporter utilising the service:

- (i) Make a booking with a Shipping Line/Agent/Non-Vessel Operating Common Carrier (NVOCC);**
 - The Shipper shall liaise with their chosen Shipping Line/Agent/NVOCC to make a booking for the shipment of export cargo to the desired destination.
- (ii) Prepare/provide approved Customs and Excise Declaration Form (C82); and**



(iii) Deliver cargo to PLIPDECO Warehouse Services at least three (3) business days in advance of the stuffing date.

4.0 RECEIPT AND STORAGE OF EXPORT CARGO

The Shipping Line/Agent/NVOCC makes a booking for the service via e-mail to lclexport@plipdeco.com. The booking details include the following:

- Name of Shipper;
- Name of Consignee;
- Booking number;
- Port of discharge;
- Commodity;
- Number of pieces of cargo;
- Expected sail date/week; and

The expected delivery date of cargo to the Warehouse is also provided.

The Shipper shall proceed to deliver the cargo to the Warehouse at **least three (3) business days** in advance of the stuffing date. Upon arrival at Warehouse, the Shipper's Representative or delivery personnel shall provide PLIPDECO's personnel with the following documents:

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

The cargo must be clearly marked and secured for shipping. The **maximum** allowable weight per package is three (3) metric tonnes or less.

PLIPDECO's personnel would verify; the Delivery Driver's license/permit and the company's identification badge, vehicle registration number and the relevant export cargo data/records information. This data is verified with the documented information the Shipping Line/Agent/NVOCC would have previously provided to the Warehouse.

The delivery vehicle 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 Line/Agent/NVOCC; and



- 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 Receiving Record (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 Delivery Driver/ Shipping Representative would be required to affix his signature to the Cargo Receiving Record to certify the quantity and condition of the cargo received. The Cargo Receiving Record is forwarded to the Shipping Line/Agent/NVOCC via e-mail.

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 Warehouse. A stuffing letter (which includes the cargo to be stuffed and the flat rack number) approved by Customs and Excise 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.

4.1 Storage

Cargo that is stored in excess of **seven (7) business days** from the date of delivery shall attract storage rent charges as per the LCL Export Warehouse Tariff **available on PLIPDECO's website at www.plipdeco.com**

5.0 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 Warehouse for stuffing.

5.1 Delivery of Empty Container/s to the Warehouse

- (i) The Shipping Line/Agent creates booking number via access to the Port's Terminal Operating System (Navis N4) stating the number of empty containers required. An authorization letter is also prepared by the agent and must include the container number/s; and
- (ii) The authorization letter will be used by PLIPDECO to deliver the empty container to the Warehouse as per the standard Port procedure for the delivery of an empty container.



5.2 Stuffing of Empty Containers

- (i) Upon arrival of the container at the Warehouse, the Warehouse Personnel would commence stuffing operations in the presence of the Shipping Line/Agent/NVOCC.
- (ii) The cargo would be stuffed in accordance to the pre-advised documents (stuffing list). The stuffing process would include the insertion of the cargo weights and measurements/dimensions from the Cargo Receiving Records onto the Tally Sheets/Records. Upon completion of the stuffing exercise, the Cargo Representative/Cargo Reporter would be notified by PLIPDECO's Warehouse Supervisor or designate and the container is sealed (seal to be provided by Shipping Line/Agent/NVOCC).
- (iii) After the container has been sealed by the Shipping Line/Agent/NVOCC, a Delivery Note would be prepared and the container would be transported firstly to the Weighbridge and then to Port of Point Lisas for export.
- (iv) 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 stuffing charges.

5.3 Delivery of Full Export Container to the Port

- (i) The Agent must get "ok to ship" on the Shipping Bill (C82) from Customs and Excise at the Port and provide same to PLIPDECO.
- (ii) PLIPDECO's Truck Driver presents a copy of the Shipping Bill (C82) with a Customs and Excise stamp and the weighbridge receipt firstly to the Customs and Excise Guard at the In-Gate who will log the entry and verify the Customs approved C82. The driver then proceeds to the In-Gate where the standard procedure for the receipt of full containers by the Port of Point Lisas would take effect thereafter.

See Appendix I for simplified LCL Export Service Process



6.0 PAYMENT

All payments are to be made in accordance with PLIPDECO's published tariff. The tariff charges are separated into stuffing charges and loading charges.

After a container is stuffed, the tallies are forwarded to Warehouse Accounts Clerk who calculates the final stuffing charges and these charges are invoiced to the Shipping Line/Agent/NVOCC.

The loading charges will be invoiced to the Shipping Line/Agent by the Cargo Handling Invoicing Department.

Refer to PLIPDECO's website: www.plipdeco.com for LCL Export Warehouse Tariff.

7.0 WAREHOUSE DETAILS

7.1 Operating Hours

The Warehouse opening hours are from **7:00 a.m. to 3:00 p.m. on Monday to Friday.**

7.2 Contact Information

The Warehouse contact information is:

PLIPDECO Warehouse Services

Amazon Drive,

Point Lisas Industrial Estate

Couva

Telephone: (868) - 679-2935, 388-4988/5124

E-mail: lclexport@plipdeco.com

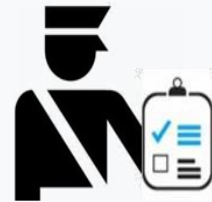
Website: www.plipdeco.com/lclexport

APPENDIX I- LESS THAN CONTAINER LOAD (LCL) EXPORT SERVICE PROCESS

PLIPDECO's LCL EXPORT PROCESS



Exporter makes booking with shipping agent



Exporter prepares **C82** and obtains Customs approval



Exporter delivers cargo to PLIPDECO's LCL Export Warehouse



Container will be delivered to Port prior to loading onto vessel for export



Cargo will be packed into shipping container
[approved C82 required before packing exporter goods into container]



Cargo will be tallied against Agent's listing, weighed at LCL Export Warehouse and receipt issued