

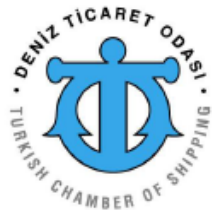


Shipping 101

**Freight Shipping Tips &
Resources**

User Guide

PARTNERSHIPS & CERTIFICATIONS



Class A Freight Forwarder, China

CONTENTS

PARTNERSHIPS & CERTIFICATIONS	1
INCOTERMS	3
Group E – Departure.....	3
Group F – Main carriage unpaid.....	3
Group C – Main carriage paid.....	3
Group D – Arrival.....	4
CONTAINER SIZES	5
PALLET DIMENSIONS	8
ISO pallets.....	8
European pallets.....	9
Phytosanitary compliance.....	9
SHIPPING TERMS & GLOSSARY	10
INTERNATIONAL ABBREVIATIONS.....	10

INCOTERMS

Incoterms or international commercial terms are a series of international sales terms, published by International Chamber of Commerce (ICC) and widely used in international commercial transactions. They are used to divide transaction costs and responsibilities between buyer and seller and reflect state-of-the-art transportation practices. They closely correspond to the U.N. Convention on Contracts for the International Sale of Goods. The first version was introduced in 1936 and the present dates from 2000.

Below are most commonly used INCOTERMS.

GROUP E – DEPARTURE

EXW – Ex Works (named place)

The seller makes the goods available at his premises. The buyer is responsible for all charges.

GROUP F – MAIN CARRIAGE UNPAID

FCA – FREE CARRIER (NAMED PLACE)

The seller hands over the goods, cleared for export, into the custody of the first carrier (named by the buyer) at the named place. This term is suitable for all modes of transport, including carriage by air, rail, road, and containerized / multi-modal transport.

FAS – FREE ALONGSIDE SHIP (NAMED LOADING PORT)

The seller must place the goods alongside the ship at the named port. The seller must clear the goods for export; this changed in the 2000 version of the Incoterms. Suitable for maritime transport only.

FOB – FREE ON BOARD (NAMED LOADING PORT)

The classic maritime trade term. The seller must load the goods on board the ship nominated by the buyer, cost and risk being divided at ship's rail. The seller must clear the goods for export. Maritime transport only.

GROUP C – MAIN CARRIAGE PAID

CFR – COST AND FREIGHT (NAMED DESTINATION PORT)

Seller must pay the costs and freight to bring the goods to the port of destination. However, risk is transferred to the buyer once the goods have crossed the ship's rail. Maritime transport only.

CIF – COST, INSURANCE AND FREIGHT (NAMED DESTINATION PORT)

Exactly the same as CFR except that the seller must in addition procure and pay for insurance for the buyer. Maritime transport only.

CPT – CARRIAGE PAID TO (NAMED PLACE OF DESTINATION)

The general/containerized/multimodal equivalent of CFR. The seller pays for carriage to the named point of destination, but risk passes when the goods are handed over to the first carrier.

CIP – CARRIAGE AND INSURANCE PAID (To) (NAMED PLACE OF DESTINATION)

The containerized transport/multimodal equivalent of CIF. Seller pays for carriage and insurance to the named destination point, but risk passes when the goods are handed over to the first carrier.



GROUP D – ARRIVAL

DAF – DELIVERED AT FRONTIER (NAMED PLACE)

This term can be used when the goods are transported by rail and road. The seller pays for transportation to the named place of delivery at the frontier. The buyer arranges for customs clearance and pays for transportation from the frontier to his factory. The passing of risk occurs at the frontier.

DES – DELIVERED EX SHIP (NAMED PORT)

Where goods are delivered ex ship, the passing of risk does not occur until the ship has arrived at the named port of destination and the goods made available for unloading to the buyer. The seller pays the same freight and insurance costs as he would under a CIF arrangement. Unlike CFR and CIF terms, the seller has agreed to bear not just cost, but also Risk and Title up to the arrival of the vessel at the named port. Costs for unloading the goods and any duties, taxes, etc... are for the Buyer. A commonly used term in shipping bulk commodities, such as coal, grain, dry chemicals—and where the seller either owns or has chartered, their own vessel.

DEQ – DELIVERED EX QUAY (NAMED PORT)

This is similar to DES, but the passing of risk does not occur until the goods have been unloaded at the port of destination.

DDU – DELIVERED DUTY UNPAID (NAMED DESTINATION PLACE)

This term means that the seller delivers the goods to the buyer to the named place of destination in the contract of sale. The goods are not cleared for import or unloaded from any form of transport at the place of destination. The buyer is responsible for the costs and risks for the unloading, duty and any subsequent delivery beyond the place of destination. However, if the buyer wishes the seller to bear cost and risks associated with the import clearance, duty, unloading and subsequent delivery beyond the place of destination, then this all needs to be explicitly agreed upon in the contract of sale.

DDP – DELIVERED DUTY PAID (NAMED DESTINATION PLACE)

This term means that the seller pays for all transportation costs and bears all risk until the goods have been delivered and pays the duty. Also used interchangeably with the term "Free Domicile". The most comprehensive term for the buyer.

	Load to truck	Export-duty payment	Transport to exporter's port	Unload from truck at the origin's port	Landing charges at origin's port	Transport to import's port	Landing charges at importer's port	Unload onto trucks from the importers' port	Transport to destination	Insurance	Entry - Customs clearance	Entry - Duties and Taxes
EXW	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer
FCA	Seller	Seller	Seller	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer
FAS	Seller	Seller	Seller	Seller	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer
FOB	Seller	Seller	Seller	Seller	Seller	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer
CFR	Seller	Seller	Seller	Seller	Seller	Seller	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer
CIF	Seller	Seller	Seller	Seller	Seller	Seller	Buyer	Buyer	Buyer	Seller	Buyer	Buyer
CPT	Seller	Seller	Seller	Seller	Seller	Seller	Buyer	Buyer	Buyer	Buyer	Buyer	Buyer
CIP	Seller	Seller	Seller	Seller	Seller	Seller	Buyer	Buyer	Buyer	Seller	Buyer	Buyer
DAT	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Buyer	Buyer	Seller	Buyer	Buyer
DAP	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Buyer	Buyer
DDP	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller	Seller

CONTAINER SIZES



Standard 20'

	Metric	English
INSIDE LENGTH	5.900 m	19'4"
INSIDE WIDTH	2.33 m	7'8"
INSIDE HEIGHT	2.38 m	7'10"
DOOR WIDTH	2.33 m	7'8"
DOOR HEIGHT	2.28 m	7'6"
CAPACITY	33.2 m ³	1,140 ft ³
TARE WEIGHT	2,230 Kgs	4,916 lbs.
MAX CARGO WEIGHT	21,770 Kgs	47,711 lbs.



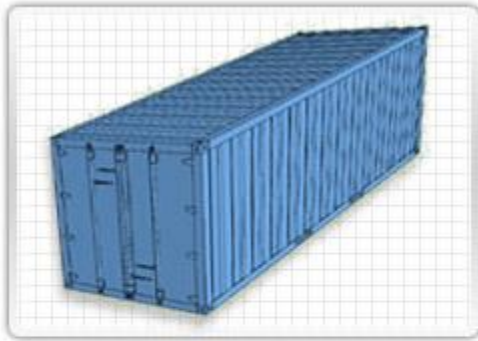
Standard 40'

	Metric	English
INSIDE LENGTH	12.01 m	39'5"
INSIDE WIDTH	2.33 m	7'8"
INSIDE HEIGHT	2.38 m	7'10"
DOOR WIDTH	2.33 m	7'8"
DOOR HEIGHT	2.28 m	7'6"
CAPACITY	67.7 m ³	2,390 ft ³
TARE WEIGHT	3,700 Kgs	8,160 lbs.
MAX CARGO WEIGHT	26,780 Kgs	59,040 lbs.



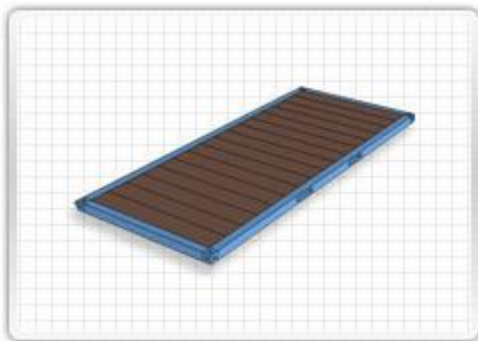
Reefer 20'

	Metric	English
INSIDE LENGTH	5.38 m	17'8"
INSIDE WIDTH	2.26 m	7'5"
INSIDE HEIGHT	2.26 m	7'5"
DOOR WIDTH	2.26 m	7'5"
DOOR HEIGHT	2.20 m	7'3"
CAPACITY	28.31 m ³	1,000 ft ³
TARE WEIGHT	3,193 kg	7,040 lb
MAX CARGO WEIGHT	20,756 kg	45,760 lb



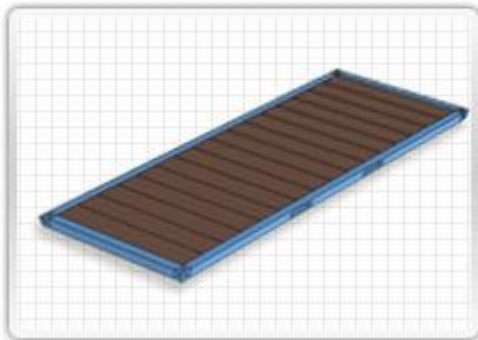
Reefer 40'

	Metric	English
INSIDE LENGTH	11.48 m	37'8"
INSIDE WIDTH	2.26 m	7'5"
INSIDE HEIGHT	2.18 m	7'2"
DOOR WIDTH	2.26 m	7'5"
DOOR HEIGHT	2.13 m	7'0"
CAPACITY	57.76 m ³	2,040 ft ³
TARE WEIGHT	4,889 kg	10,780 lb
MAX CARGO WEIGHT	25,526 kg	56,276 lb



Flat Rack 20'

	Metric	English
INSIDE LENGTH	5.61 m	18'5"
INSIDE WIDTH	2.20 m	7'3"
INSIDE HEIGHT	2.23 m	7'4"
TARE WEIGHT	2,530 kg	5,578 lb
MAX CARGO WEIGHT	21,469 kg	47,333 lb



Flat Rack 40'

	Metric	English
INSIDE LENGTH	12.06 m	39'7"
INSIDE WIDTH	2.08 m	6'10"
INSIDE HEIGHT	1.95 m	6'5"
TARE WEIGHT	5,479 kg	12,081 lb
MAX CARGO WEIGHT	38,918 kg	85,800 lb



High Cube 40'

	Metric	English
INSIDE LENGTH	12.01 m	39'5"
INSIDE WIDTH	2.33 m	7'8"
INSIDE HEIGHT	2.69 m	8'10"
DOOR WIDTH	2.33 m	7'8"
DOOR HEIGHT	2.56 m	8'5"
CAPACITY	76.28 m ³	2,694 ft ³
TARE WEIGHT	3,968 Kgs	8,750 lbs.
MAX CARGO WEIGHT	26,512 Kgs	58,450 lbs.



Open Top 20'

	Metric	English
INSIDE LENGTH	5.89 m	19'4"
INSIDE WIDTH	2.31 m	7'7"
INSIDE HEIGHT	2.33 m	7'8"
DOOR WIDTH	2.28 m	7'6"
DOOR HEIGHT	2.18 m	7'2"
CAPACITY	32.16 m ³	1,136 ft ³
TARE WEIGHT	2,394 kg	5,280 lb
MAX CARGO WEIGHT	21,600 kg	47,620 lb



Open Top 40'

	Metric	English
INSIDE LENGTH	12.01 m	39'5"
INSIDE WIDTH	2.33 m	7'8"
INSIDE HEIGHT	2.33 m	7'8"
DOOR WIDTH	2.33 m	7'8"
DOOR HEIGHT	2.26 m	7'5"
CAPACITY	66.54 m ³	2,350 ft ³
TARE WEIGHT	3,850 kg	8,490 lb
MAX CARGO WEIGHT	26,630 kg	58,710 lb

PALLET DIMENSIONS

A **pallet** (sometimes called a **skid**) is a flat transport structure that supports goods in a stable fashion while being lifted by a forklift, pallet jack, or other jacking device. While most pallets are wooden, pallets also are made of plastic, metal, and paper. Each material has advantages and disadvantages relative to the others.

Containerization for transport has spurred the use of pallets because the shipping containers have the clean, level surfaces needed for easy pallet movement. Most pallets can easily carry a load of 1,000 kg (about 2,000 lb). Today, over half a billion pallets are made each year and about two billion pallets are in use across the United States alone.

No universally accepted standards for pallet dimensions exist. Companies and organizations utilize hundreds of different pallet sizes around the globe. While no single dimensional standard governs pallet production, a few different sizes are widely used. Below are the most common ones.

ISO PALLETS

The International Organization for Standardization (ISO) sanctions six pallet dimensions, detailed in ISO Standard 6780.

Dimensions, mm (W x L)	Dimensions, in (W x L)	Wasted floor, ISO container	Region most used in
1219 x 1016	48.00 x 40.00	3.7%	North America
1000 x 1200	39.37 x 47.24	6.7%	Europe, Asia; similar to 48x40".
1165 x 1165	44.88 x 44.88	8.1%	Australia
1067 x 1067	42.00 x 42.00	11.5%	North America, Europe, Asia
1100 x 1100	43.30 x 43.30	14%	Asia
800 x 1200	31.50 x 47.24	15.2%	Europe; fits many doorways

EUROPEAN PALLETS

In Europe, the EURO pallet, also called a CEN pallet, is widely used in many industries. It measures 800 by 1200 by 120 mm. Manufacturers of EURO pallets must be sanctioned by the European Pallet Association (EPAL), which governs the smallest details, even which types of nails and lumber may be used. The four common sizes of EURO pallets are:

EURO pallet type	Dimensions, mm (W x L)	ISO pallet alternative
EUR, EUR 1	800 x 1200	ISO1, same size as EUR
EUR 2	1200 x 1000	ISO2
EUR 3	1000 x 1200	
EUR 6	800 x 600	ISO0, half the size of EUR
	600 x 400	quarter the size of EUR
	400 x 300	one-eighth the size of EUR

PHYTOSANITARY COMPLIANCE

Due to the International Plant Protection Convention (IPPC), most pallets shipped across national borders must be made of materials that are incapable of being a carrier of invasive species of insects and plant diseases. The standards for these pallets are specified in ISPM 15. The seal of compliance for ISPM 15 is colloquially known as the "bug stamp." Below is a sample seal for this standard.

Pallets made of raw, untreated wood are not compliant with ISPM 15. To be compliant the pallets must be treated by either of the following means under the supervision of an approved agency.

Heat treatment

The wood must be heated to achieve a minimum core temperature of 56°C for at least 30 minutes. Pallets treated via this method bear the initials HT near the IPPC logo.

Chemical fumigation

The wood must be fumigated with methyl bromide. Pallets treated via this method bear the initials MB near the IPPC logo.

Pallets made of non-wood materials such as steel, aluminum, plastic, or engineered wood products, such as plywood, oriented strand board, or cardboard do not need IPPC approval

SHIPPING TERMS & GLOSSARY

INTERNATIONAL ABBREVIATIONS

Abbreviation

A.A.	Always Afloat
a.d.	Ante diem/before date
A.F.	Advance Freight
A.H.	After Hatch
A.P.	Additional Premium
a/c	Account
A/C	Account current
A/d	After date
a/s (economics)	At sight
A/S (sea freight)	Alongside
A/S (trade)	Account Sale
A/S (banking)	Account Sales/After sight
A/V	Ad valorem
Acc	Accepted,Acceptance
ad/advt	Advocate
Afft.	Affidavit
aft.	Afloat
AI	First class
Alt.	Alternate
amt.	Amount
an.	Anno
Anch.	Anchorage
arbtn./ arbtror	Arbitration/Arbitrator
art.	Article
assd.	Assessed
Assigt.	Assignment

Assn.	Association
Att. Gen.	Attorney General
att.At./ Atty.	Attorney
Awb	Airwaybill
B.B.	Bill Book
B.B.B.	Before Breaking Bulk
b.d. (banking)	Bills discounted/Bank draft
B.D.	Bar Draught
B.D.I	Both Dates Inclusive
B.E	Both ends, at both load/ discharge ports
B.O.T.	Board of Trade
b.p.	By procuration (power of attorney)
B.U.	Buyer's option
B/C	Bills for collection
B/Ch.	Bristol Channel
b/d	Broughtdown
B/E	Bill of Exchange
B/G	Bonded goods
B/H	Bil1 of Health/Bulkhead
B/N	Banknote
B/P (banking)	Bills payable
B/P (trade)	Bill payable
B/R	Bills receivable
B/S (sea freight)	Bill of Sale
B/T	Berth terms
B/S (b.s) (banking)	Bill of Sale/Balance Sheet
bal.	Balance
Bd.	Bond
Bds.	Boards
bkpt.	Bankrupt

bre.	Barrel
Bs/c	Bills of collection
c	Currency/Cents/Case/
C and D	Collection and Delivery
C. B.	Cash Credit
C. div.	Cumulative dividend
C.a.D.	Cash against documents
C.b.d.	Cash before delivery
c.d.	Cash discount/Certificate of deposit
C.F.	Cost and Freight
C.G.	Coast Guard
C.G.A.	Cargo's proportion of General Average
C.H.	Custom House
C.i.a.	Cash in advance
C.I.F.	Cost, Insurance, Freight
C.I.F.c.and I	Cost insurance, Freight, Commission and Interest
C.L	Carload Lot
C.O.D.	Cash on Delivery
C.O.P.	Custom of the Port
C.o.S.	Cash on shipment
C.P.D.	Charterers Pay Dues
c.r.	Current rate
c.r.m.	Cash by return mail/Cash on receipt of merchandise
c.r.s.	Cash by return steamer
c.w.o.	Cash with order
C/A	Capital account
c/f	Carried forward
C/H	Clearing House
c/m	Certificate of manufacture
C/n	Certificate of Origin

C/N (trade)	Credit Note
C/N (banking)	Credit Note
c/o	Care of/Cash order
C/P	Charter Party
Carr.pd. (cge.pd.)	Carriage paid
cash b/I	Cash against bill of lading
Cash.	Cashier
cd. Sl	Conditional sale
ch.ppd.	Charges prepaid
chq.	Cheque
cl.b/l	Clean bill of lading
clد.	Cleared
Coll.	Collect/collection
Conf.	Confirm/confirmed
Cons.cert.	Consular certificate
ctf.	Certified/certificate
Ctge.	Cartage
curr.	Current/Currency
D / D	Demand Draft
D / N	Debit Note
D.1/2 D.	Despatch half Demurrage
D.a. (banking)	Documents against acceptance
D.a.d.	Documents against discretion of collecting bank
D.A. (trade)	Deposit account
D.A.F.	Delivery at Frontier
d.b.k.	Drawback
d.d.o.	Despatch Discharging only
D.F.	Dead Freight
D.L.O.	Despatch Loading Only
D.P.B.	Deposit pass-book

d.s.	Days after sight
D.W.	Dead Weight
D.W.C.C.C.	Dead Weight Cargo Carry Capacity
d/a	Days after acceptance
D/A (trade)	Documents against Acceptance
D/D	Demand draft
D/N	Debit note
D/O	Delivery Order
D/P	Documents against Payment
D/r	Deposit receipt
D/y	Delivery
deb.	Debit
Decl.	Declaration/Declared
Def.	Defendant
Depr.	Depreciation
dft.	Draft
dft/a.	Draft attached
dft/c	Clean draft
Dis.	Discount
Distr.	Distribute/Distributor
Div.	Dividend/Division
do	Ditto
Dr.	Drawer
ds dft	Sight draft/Date draft
e.and o.e	Errors and omissions excepted
e.e.	Errors excepted
E.P.D.	Excess Profit Duty
E.T. A.	Expected Time of Arrival
E.T.D.	Expected Time of Departure
ea	Each

encl.	Enclosure
end.	Endorsed/endorsement
ex.	Exchange
Ex. int.	Ex interest
Ex.d.(ex.div.)	Ex dividend (um)
exl.	Exclusive, excluding
EXQ	Ex Quay
EXW	Ex Works
F.A.C.	Fast As Can
F.a.q.	Fair average quality
F.A.S.	Free Alongside Ship
F.and.D.	Freight and Demurrage
f.b.	Freight bill
F.d.	Free discharge
F.g	Fully good
f.i.a.	Full interest admitted
f.i.b.	Free into bunkers
F.I.O.	Free In and Out
F.I.O.S.	Free In and Out, Stowed
F.I.O.S.T.	Free In and Out, Stowed and Trimmed
f.o.c.	Free of charge
f.o.l	Free of interest
F.O.	Firm Offer
F.O.B.	Free On Board
F.O.R.	Free On Rail
F.O.T.	Free On Truck
f. p.	Fully paid
F.P.	Floating (open) policy
F.T. (sea freight)	Freight ton
F.T. (sea freight)	Free of Turn

F.T. (sea freight)	Full Terms
F.T.W.	Free Trade Wharf
f.x.	Foreign exchange
fr.fwrld.	Freight forward
frt. coll.	Freight collect
frt.pp.	Freight prepaid
FRT.	Freight
gr.	Gross
G.M.B.	Good merchantable brand
G.R.T.	Gross Register Tonnage
gr. wt.	Gross weight
Gtee.	Guarantee
Gtee.(gtd).	Guarantee/Guaranteed
H.O.	Head Office
H.P.	Horse Power
H.W.M.	High Water Mark
hrs.	Hours
i. B.	Invoice Book
IO.U.	I owe you
I/c	In charge of
I/F	Insufficient funds
i/F	Insufficient funds
I/I	Indorsement irregular
Incl.	Included, inclusive
Inst.	Instant (present month)
Ir.	Irredeemable
j.a.	Joint account
La.	Letter of advice
Lb.	Long bill
L.B.	Life Boat

L.C.D.	Telegram Country Destination
L.C.O.	Telegram Country Origin
Lh.	Letter of hypothecation
LH.	Lower Hold
L.O.A.	Length Overall
L/C	Letter of Credit
L/D	Letter of deposit
Led.	Ledger
Liq.	Liquidation, liquidated/liquid
Ltd.	Limited
m.d.	Months date/months after date
M.I.P.	Marine Insurance Policy
M.O.	Money Order
M.O.L.O.O.	More or Less In Owner's Option
m.p.	Months after payment
m.s.	Months after sight, months sight
M/R	Mate's Receipt Ordino
Marg	Margin
mat.	Maturity
Mem.	Memorandum
mtg (mort).	Mortgage
mth.	Month
N.A.A.	Not Always Afloat
n.d.	Not dated
N.O.R.	Notice of Readiness
n.o.s.	Not otherwise stated, not otherwise specified
n.p.	Net proceeds
N.R.T.	Net. Register Tonnage
n/a	No account
n/e.	Not exceeding

n/f.	no funds
natl.	National
neg.	Negotiable
Net Terms	Free of Charterer's commission
o.d.	on demand/overdraft
o.p.	Open policy
O.R.	Owner's Risk
o.s.	Outstanding
O.S.D.	Open Shelter Decker
O.S.P.	One Safe Port
O/a.	On acceptance/ On account
o/c.	Overcharge
O/o.	Order of
on cons.	On consignment
o.p.o	One price only
opt.	Option, optional
P.A.	Power of Attorney/ Private account
p.and l.	Profit and loss
P.B.	Pass Book
P.O.C.	Port of Call
P.O.R.	Port of Refuge
P/N (p.n.)	Promissory note
pchs.	Purchase
per.pro.	Per procuration
prem.	Premium
Q.O.O.	Quantity in Owner's Option
R.d. (sea freight)	Running days
r/a. (R.A.)	Refer to acceptor
R/C	Re-credited
r/d (banking)	Refer to drawer

r/e	Refer to endorser
rem.	Remit, remittance
rept.(recpt.)	Receipt
Rev.	Revision
Rev. A /C .	Revenue account
s, p.	Supra under protest
S.B.	Sales Book
S.C.	Salvage charges
S.F.	Stowage Factor
S.H.E.X.	Sundays and Holidays Excepted
S.H.I.N.C.	Sundays and Holidays Included
S.O.L	Shipowner's Liability
S.P.A.	Sundry Persons' account
S.W.	Shipper's Weights
s/a .	Subject to approval
s/d b/ L	Sight draft with bill of lading attached
S/N	Shipping Note
Supt.	Superintendent
Sy. Drs.	Sundry debtors
Sy.Crs.	Sundry Creditors
T.B.	Trial Balance
T.D.	Tweendeck
t.m.o.	Telegraphic money order
T.O.	Turnover
t.r.	Trust receipt
t.t.	Telegraphic transfer
T/C	Time Charter
tar.	Tariff
ult.	Ultimo, last month
V.o.p.	Value as in original policy

V/A	Voucher attached
W.A.	With Average
W.B.	Water Ballast
W.I.B.O.N.	Whether in Berth or Not
W.S.(RED)	Rates, Extras and Demurrage per World Scale
W.V.N.S.	With Vessels Natural Segregations
W.W.D.	Weather Working Days
w/m	Without margin
w/w	Warehouse warrant
whf.	Wharf
wholes.	Wholesale
x.in.	Ex interest