

MARKS AND SYMBOLS

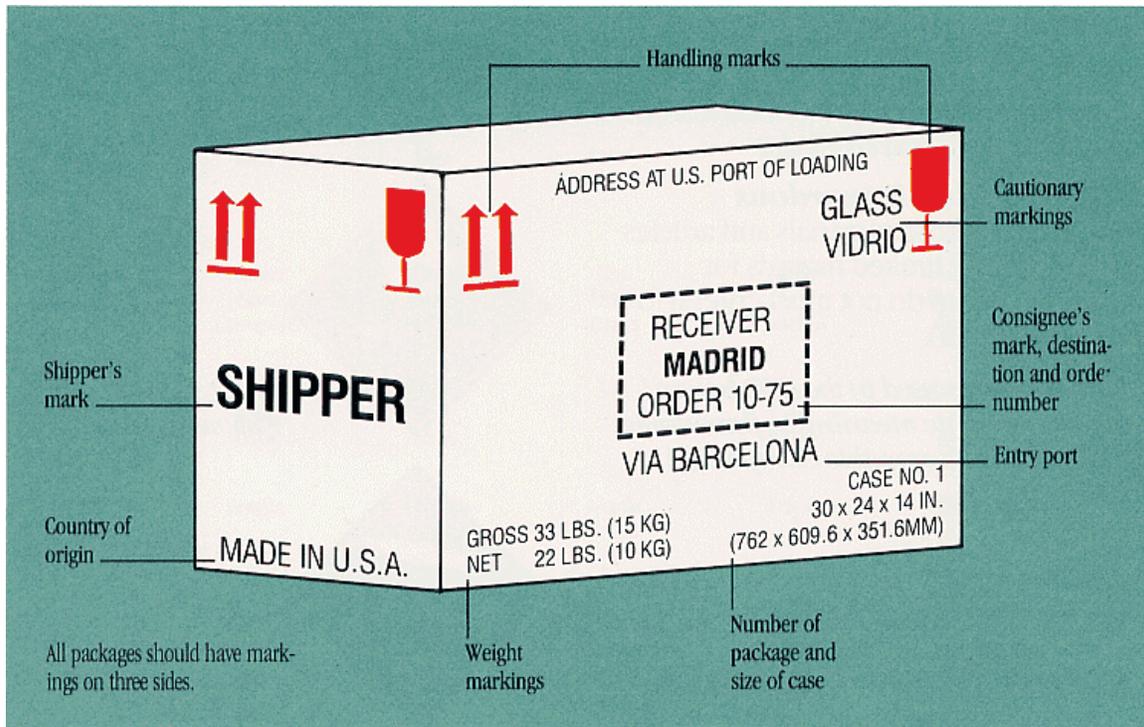
MARKS

The primary purpose of marking is the identification of the shipment, enabling the carrier to forward it to the ultimate consignee. Old marks, advertising and other extraneous information only serve to confuse this primary function for cargo handlers and carriers. Follow these fundamental marking rules:

1. Unless local regulations prohibit, use coded marks; particularly where goods are susceptible to pilferage. Change them periodically to avoid familiarity by cargo handlers. Trade names should be avoided as they may indicate the nature of the contents.
2. Consignee (identification) marks and port marks showing destination and transfer points should be large, clear and applied by stencil with waterproof ink. They should be applied on three faces of the package, preferably side, and/or ends and top.
3. If commodities require special handling or stowage, the shipping package should be so marked, and this information should also appear on the bill of lading.
4. Cautionary and handling markings must be permanent and easy to read (use the languages of both the origin and destination countries). The use of stencils is recommended for legibility—do not use crayon, tags, or cards. An example of marking on an export pack is illustrated.

NON-HAZARDOUS PICTORIAL MARKINGS

It is recommended that handling instructions be printed on the exterior pack in the language of the destination country. It is not unusual for a shipment to be handled by another country along the transport path or by cargo handlers that cannot read. These potential problems can best be overcome by pictorial markings. The international symbols depicted represent markings that have been accepted as standards.



HAZARDOUS MATERIALS

Unilateral state regulation of international commerce is impractical in today's interdependent world. Procedures that are acceptable in one country and forsaken in another inhibit world trade through embargo or unacceptable delay in cargo reaching its ultimate destination. The labels shown on these pages are the hazardous material (dangerous goods) identification adopted by all IMO and ICAO member countries to smooth the flow of these type materials in waterborne and air commerce. The color coding, symbol and class number (when displayed) are universal.

These labels provide an important identification of packaged dangerous goods in transport. They will alert cargo handlers to special stowage and segregation needs along the transport path. Dangerous goods regulations almost always require special documentation and packing under strict criteria. These shipments should be booked in advance with the carrier so that applicable restrictions can be determined prior to actual shipment.

IMPORTANT—Do not assume that compliance with domestic regulations will automatically qualify a shipment for passage through enroute countries and the destination port. Requirements that are not met can easily be the difference between profit and loss.

If the material may be hazardous, then, in addition to all known required markings and labels, furnish pertinent chemical or physical data.

All international air and ocean shipments must meet UN performance packaging standards, effective January 1991. There are, however, some exceptions such as limited quantity shipments.

Shippers will be permitted to continue to use the Code of Federal Regulations (CFR), Title 49 for all domestic shipments. However, the new ICAO Regulations are

MANDATORY for all international ship-ments originating, terminating or in transit through the United States.

Hazard Classes

1. **Explosive** -(Class 1.1,1.2,1.3,1.4,1.5 and 1.6). Articles bearing Explosives labels shown and falling in Divisions 1.1,1.2,1.3 (with a few exceptions), 1.4F and 1.5 are normally forbidden for air transport.

2. **Gases** -(non-flammable, flammable* and toxic).

3. **Flammable Liquids**.

4. **flammable Solids, Spontaneously Combustible Substances and Water Reactive ("Dangerous when wet") Substances**.

5. **Oxidizing Materials** -(oxidizing matter and/or organic peroxides).

6. **Poisonous Substances** (liquids and solids) **and Infectious Substances**.

7. **Radioactive Materials** -{White I, Yellow II or Yellow III).

8. **Corrosive Materials** -(acids, corro sive liquids/solids and alkalines).

9. **Miscellaneous Hazardous Materials** -(those materials and articles that may present limited hazards for transportation but do not meet criteria for Class 1 through 8).

** Inflammable as used in the IMO loazard labels has the same meaning as flammable. IMO uses Non-Flammable Compressed Gas wording*

Note:

(A) Except for Radioactive and Handling Labels, text indicating the nature of risk on the label is optional.

(B) When secondary or tertiary hazards are present, the appropriate label must be used. The omission of the hazard class or division number indicates the risk is subsidiary.



*Class 1
Explosives*



*Class 3
Flammable Liquid*



*Class 1
Explosives*



*Classes 4.1
Flammable Solid*



*Class 1
Explosives*



*Class 4.2
Spontaneously Combustible
Substances*



*Class 2.1
Flammable Gases*



*Class 4.3
Water Reactive
Substances*



*Class 2.2
Non-Flammable Gases*



*Class 5.1
Oxidizing Agent*



*Class 2.3
Poisonous Gases*



*Class 5.2
Organic Peroxide*



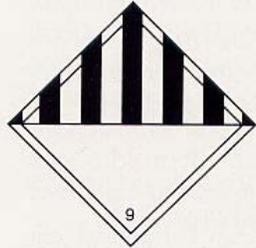
Class 6.1
Poisons (Toxicity
Groups I and II)



Class 8
Corrosive Materials



Class 6.1
Poisonous Substances
(Toxicity Group III only)



Class 9
Miscellaneous
Hazardous Materials



Class 6.2
Infectious Substance



Handling Label
(For Air Shipments Only)



Class 7
Radioactive Materials
(White I)



Handling Label
(For Air Shipments Only)



Class 7
Radioactive Materials
(Yellow II)



Class 7
Radioactive Materials
(Yellow III)



FRAGILE



HANDLE WITH CARE



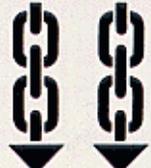
KEEP DRY



PROTECT FROM HEAT



USE NO HOOKS



SLING HERE SLING HERE



LIFT CART HERE



DO NOT STACK



DO NOT ROLL



DO NOT TUMBLE

FOTO

PHOTOGRAPHIC MATERIALS



PERISHABLE



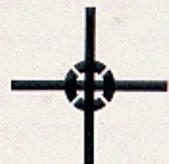
KEEP FROZEN



CLAMP HERE



DO NOT FREEZE



CENTER OF GRAVITY

LIVE ANIMALS



CONTENTS
ABC AIR LINES

Cautionary Markings (refer to previous images)

Cautionary Markings

English	French	German	Italian	Spanish	Portuguese	Swedish	Japanese	Chinese	Arabic
Handle with Care	Attention	Vorsicht	Manneggiare con Cura	Manéjese con Cuidado	Tratar Con Cuidado	Versamt	取扱注意	小心處理	بانتباه
Glass	Verre	Glas	Vetro	Vidrio	Vidro	Glas	ガラス	玻璃製品	زجاج
Use No Hooks	Manier Sans Crampons	Ohne Haken handhaben	Non Usare Ganci	No Se Usen Ganchos	Nao Empregue Grachos	Begagna inga kroka	手鉤無用	勿用鈎子	عدم استعمال خناطيف
This Side Up	Cette Face En Haut	Diese Seite oben	Alto	Este Labo Arriba	Este Lado Para Encima	Denna sida upp	天地無用	此面向上	هذه الجهة فوق
Fragile	Fragile	Zerbrechlich	Fragile	Frágil	Fragil	Omtaligt	毀物注意	易碎貨物	قابل للكسر
Keep In Cool Place	Garder En Lieu Frais	Kuehl aufbewahren	Conservare in luogo fresco	Manténgase En Lugar Fresco	Deve Ser Guardado Em Lugar Fresco	Forvaras kallt	冷暗貯蔵	保持低温	احفظ بمكان بارد
Keep Dry	Proteger Contre Humidité	Vor Naesse schuetzen	Preservare dall umidita	Manténgase Seco	Nao Deve Ser Molhado	Forvaras torrt	水気厳禁	保持乾燥	احفظ بمكان جاف
Open Here	Ouvrir Ici	Hier öffnen	Lato da Aprire	Abrase Aqui	Abra Aqui	Oppnas har	取出口	由此開啟	افتح هنا

TABLES AND GUIDES

Export Guide

Cargo moves on paper! The part you play is shown in the/allowing steps.

Shipper

1. Prepares Domestic Bill of Lading for movement of cargo to pier, and sends copy to his forwarder along with packing list.

2. Marks cargo plainly to show:

- special shipping and handling instructions
- gross and net weights
- destination

- country of origin

3. Checks Ocean/Air Bill of Lading:

- number of packages/weight
- marks and numbers
- description of cargo
- destination
- gross weights of each package shipped
- consignee

Inland Carrier

4. Accepts cargo for transit to the port/ airport.
5. Secures container interchange agreement.
6. Advises freight forwarder or shipper's local representative of cargo arrival.
7. Obtains Receipt from forwarder or other representative to accompany cargo.
8. Contacts terminal operator to make appointment for special handling or equipment, if required.

Forwarder

9. Provides Dock Receipt and special permits, if any, to delivering inland carrier.
10. Checks Dock Receipt for completeness:
 - name of shipper
 - name of vessel/airline
 - ports of loading and discharge
 - description of cargo
 - shipper's export declaration number, if required

Terminal Operator

11. Issues pass to driver at gate house.
12. Assigns driver a checker and an unloading spot.
13. Retains original of dock receipt and forwards a copy to the Ocean Carrier/Airline.

Airline/Ocean Carrier

14. Issues Bill of Lading to shipper or shipper's agent.

Import Guide

Ocean Carrier/Airline

1. Notifies consignee on arrival of shipment.
2. Provides freight release to terminal operator.

Customs Broker

3. Obtains customs release, freight release, clearances and other required documents before contacting inland carrier.
4. Forwards to inland carrier an original of the Domestic Bill of Lading and an original Delivery Order, which authorizes pickup of cargo.
5. Checks Bill of Lading for completeness.
6. Checks Delivery Order for completeness:
 - forwarder's name
 - shipper's name
 - ultimate consignee's name
 - inland carrier making pickup
 - vessel/airline
 - arrival date
 - voyage/flight number

- ocean/air bill of lading
- pier/air cargo terminal number and location
- marks and numbers
- number of packages
- description of goods
- gross weights
- legible signatures

7. Guarantees with terminal operator loading charges and demurrage.

Terminal Operator

8. Issues pass to driver at gatehouse.
9. Checks Delivery Order for completeness and legibility.
10. Assigns checker and loading spot.
11. Loads cargo. Checker notes exceptions and shortages.

Inland Carrier

12. Secures container interchange agreement.
13. Ascertains expiration of free time and availability of cargo for pickup.
14. Provides driver with original and copy of Delivery Order.
15. Contacts terminal operator to make appointment, if required.
16. Dispatches trucker to the terminal.
17. Signs tally and loading ticket. Exceptions and shortages noted.
18. Advises broker of completion of cargo pickup.

Consignee

19. Upon receipt of shipment, checks quantity and condition against documentation.

20. If loss or damage is discovered, makes appropriate notation on delivery receipt. Follows recommendations contained in the "How to File a Cargo Claim" section.

Export Documents

1. Bill of Lading

A receipt for the cargo and a contract for transportation between a shipper and the carrier. It may also be used as an instrument of ownership.

2. Dock Receipt

Used to transfer accountability for the cargo between domestic and international carriers at the terminal.

3. Delivery Instructions

Provides specific information to the inland carrier concerning the arrangement made by the forwarder to deliver the cargo.

4. Export Declaration

Required by the U.S. Department of Commerce to control exports and acts as a source document for export statistics.

5. Letter of Credit

A financial document issued by a bank at the request of the consignee guaranteeing payment to the shipper for cargo if certain terms and conditions are fulfilled.

6. Commercial Invoice

A bill for the goods from the seller to the buyer. It is often used by governments to determine the true value of goods for the assessment of customs duties.

7. Certificate of Origin

A document that is used to assure for the buying country precisely in which country the goods were produced.

8. Insurance Certificate

Assures the consignee that insurance is provided to cover loss or damage to the cargo while in transit.

9. Transmittal Letter

A list of the particulars of the shipment and a record of the documents being transmitted together with instructions for disposition of documents.

Import Documents

1. Arrival Notice

Sent by the carrier, it informs the "notify party" of the estimated arrival date of the shipment.

2. Customs Entry

Required by U.S. Customs for entering goods into the United States. The form contains information as to the origin of the cargo, a description of the merchandise and estimated duties applicable to the particular commodity. Estimated duties must be paid when the entry is filed. Associated documents include:

- Entry Summary (for certain "trade sensitive" imports).
- Delivery Authorized Document (DAD) —A form prepared by the Customs broker, and lodged with the carrier as evidence of Customs release.
- Immediate Transportation (IT) Entry-Allows the cargo to be moved to an inland destination via a bonded carrier.
- Transportation and Exportation Entry-Allows goods to enter the U.S. for the purpose of transshipment to a third country.

3. Carriers Certificate and Release Order

Used to advise Customs of the details of the shipment, its ownership and port of loading.

4. Delivery Order

Issued by the consignee or consignee's Customs broker to the carrier as authority to release the cargo to the inland carrier.

5. Freight Release

Evidence that the freight charges for the cargo have been paid.

Foreign Trade Contracts

As we have tried to demonstrate, shipping goods internationally can be risky. Aside from physical loss or damage, cargo delivery may not take place due to other reasons, and

erodes the climate of confidence between the buyer and seller. However, if when drawing up their contracts, the parties can agree on terms of sale, they have gone a long way toward delineating respective responsibilities and precluding misunderstandings and subsequent formal disputes.

The International Chamber of Commerce publishes their Incoterms to provide a set of international rules for the interpretation of the terms commonly used in foreign trade transactions for those who prefer the certainty of uniformity over the varied interpretations of different countries and jurisdictions. Another source is the National Foreign Trade Council's Revised American Trade Definitions.

Typical Transactions

<u>Terms of Sale</u>	<u>International Code</u>	<u>Risk Transfer Point (Seller to Buyer)</u>
Ex Works (Factory/Warehouse/etc.)	EXW	Seller's Factory, Warehouse, etc.
Free Carrier (named point)	FCA	Depot, Country of Origin
Free Alongside Ship	FAS	Upon Effective Delivery Alongside Vessel
Free On Board (named port of shipment)	FOB	On Board Vessel, Port of Shipment
Cost and Freight (C&F)	CFR	On Board Vessel, Port of Shipment
Cost, Insurance and Freight	CIF	On Board Vessel, Port of Shipment
Delivered at Frontier	DAF	At named point at frontier but before Customs Border of adjoining country
Delivered Ex Quay (Duty Paid)	DEQ	On Quay/wharf, Port of Destination
Delivered Ex Ship	DES	On Board Vessel, Port of Destination