



PROCEDURES RELATED TO OPERATIONS AT THE CFS WAREHOUSE

- Official opening hours of the CFS warehouse at the DCT Gdańsk terminal are 06:00am - 6:00pm Mon-Fri.
- Orders are accepted **until 12:00hrs** on weekdays. Orders are carried out on the next working day at the earliest.
- Containers can be collected on the day of order completion of all works in CFS manipulation area.
- It is possible to process loads through the CFS warehouse service on Saturdays and Sundays provided that the order is placed on Friday **before 12:00hrs** (stating the required time of completion), as well on holidays (non-working days) provided that the order is placed on the last workday before the holiday period.
- Storage Cargo Orders are only accepted using the e-mail address: containerservices@dctgdansk.com. Any other orders are accepted using the Navis N4 system. Manuals of Navis N4 system are available for clients in the Customer Service Department DCT Gdańsk (e-mail address: customerservice@dctgdansk.com; telephone contact: (58) 737 63 18)
- All type of orders, including these for closing container door only, shall contain the following details such as: bill of lading number, name and type of cargo, cargo units (like bags, pallets), number of cargo units, weight and cbm of cargo. These details should be placed in the "Notes" field. In case these details are missing an order will be automatically rejected.
- Client may alternatively submit a document containing all the above details to the e-mail address: containerservices@dctgdansk.com, which relieves him from the obligation of placing the details, in the Navis N4 system order, in the "Notes" field, as described above. In the N4 system order request is necessary to provide brief information that the document is sent by email. In the email message the order number to which this document relates must be stated.
- In the "Notes" filed should be placed any additional information such as "revision 100%", the presense of control company employee or DCT commercial offer number for stuffing/unstuffing/direct reloading/non-standard orders, etc. **If the information about 50% revision or 100% revision is not stated DCT reserves the rights to change the date of inspection.**
- After selecting the number(s) of containers/break bulk in the order, mandatory indicate the date of the order and select the order type from the available list.



- For container stuffing/unstuffing orders, including an out of gauge loads [more than 8t], a document confirming tonnage and size of load, each unit of a cargo (packing list/specification/invoice, etc.) shall be obligatory sent to containerservices@dctgdansk.com.
- The CFS personnel confirms by system the acceptance/rejection of an order and possible dates of their completion, according to the order in which they are received.
- Client may cancelled the order **no later than 16:00hrs** on the day before execution of order, otherwise client will bear the cost of container moves.
- In the case of delay, not due to DCT's fault, DCT reserves the right to charge the client a fixed fee for manning stoppage according to the tariff. Withdrawal from above is possible only in case of cancellation by the client: order scheduled between 14:00 – 18:00 **no later than 10:00hrs** on the day of order execution; or order scheduled between 6:00 – 14:00 **no later than 16:00hrs** on the day before execution of order.
- The orders for containers whose fumigation, inspection or stuffing/unstuffing was not performed (due to not DCT's fault) will be CANCELLED. Once prepared containers will be placed back in the storage block. Another system order must be created to transfer containers again from storage area for processing on some other day. The containers can not be stored (left) in the manipulation field.
- The order for moving a container to the manipulation area can be accepted if it is released by an Operator for the Customer in the Navis terminal system. Otherwise the order will be rejected.
- Request for container that is not yet at the terminal, please also enter the date of placing the container at DCT, in the field "Notes". This rule applies only to containers delivered to terminal "by road/rail".
- Requests for container which is located on ship will be only accepted, if the date of order execution will be a day after official availability of import containers. If indicated date will concern earlier date, the order will be cancelled.
- In case of order cancellation it is required to re-submit a new order.
- The Freight Forwarder or his representative verifies quantitative and quality compliance of the goods and signs mandatorily documentation confirming order performance. The absence of Freight Forwarder or his representative is equivalent to customer resignation from the opportunity to verify the quantity and quality of cargo by its representatives, which in this case is confirmed by the DCT employee and driver, who is receiving the cargo.



- In the event of damage occurrence in the warehouse the document “Declaration confirming incident_CFS” shall be filled in by CFS manager and submitted for signature to the parts involved. This form confirms the incident and is mandatory document for the customer to return with the claim.
- According to the technological instruction approved by Maritime Authority to execute orders concerning all classes of dangerous goods (except for Class 7), Freight Forwarder must provide the following documents: The Declaration of dangerous cargo, together with Safety Data Sheet and Packing List.
- Acceptance and execution of order concerning dangerous goods is dependent on the characteristics of the goods. DCT reserves the right to reject any order in the case of risk of injury to health or life of the employees.
- CFS warehouse does not store hazardous materials. In case of manipulation or revision of hazardous goods in class I the presence of Fire Brigade is mandatory. Its arrival is arranged by DCT and cost is borne by client.
- In case of non-standard orders, e.g. handling of boats, handling of other oversized loads or loads that require special storage conditions or unstuffing, please contact the Commercial Department of DCT by e-mail or phone:
(58) 737 -91-64; (58) 737 -90-61;

Notes that apply to individual types of orders as a part of CFS warehouse service:

1. **INSPECTIONS/REVISIONS** (Customs Office, WIORIN, WIJHARS, etc.) - All containers for inspection are placed in the manipulation area by the CFS warehouse.
Freight forwarder or his representative is obliged to report to the CFS office, before proceeding to manipulation area, in order to obtain the confirmation, which is the basis to proceed with order. Containers are sealed High Security Seals. After completion of order Freight Forwarder or his representative again reports to the CFS office to sign the relevant documentation confirming the execution of the order and quantity and quality compliance of the goods – in the case of his presence, signature is required obligatory.
2. The exception to the above are **veterinary inspections** – carried out at the Border Veterinary Point GPKW. In addition to the standard order in system, the obligation of forwarder is to obtain an system approval for inspection from Veterinary Inspectors. The approval from GPKW Inspector is essential for CFS staff to accept an order for inspection.
Veterinary Inspections of Containers on External Vehicles can be handled only with prior client agreement with Veterinary Station (GPKW) and only if procedural requirements of DCT are met – for details please see *enclosure 2.1*.



3. **Orders for closing the container doors** are performed upon the standard order for inspection (compulsorily containing the information of cargo type inside the container). If there is a necessity to remove the seal, freight forwarder is obliged to deliver a new one. Containers are sealed High Security Seals. Additionally, if goods have been already declared for customs clearance, the assent of Customs Authorities has to be delivered to CFS office or alternatively the presence of Customs Officer is required (arranged by freight forwarder).
4. **UNSTUFFING/STUFFING** (container-warehouse-yard/warehouse-container-yard) – provision of the following details is compulsory: Bill of Lading number, name and type of cargo, the type of packaging (e.g. cartons, pallets), weight, quantity, volume and dimensions of cargo. These details should be placed in the Navis N4 system order, in the “Notes” field. If any of the data described above is missing, the order will be rejected automatically. Client may alternatively submit a document containing all required details to the e-mail address: containerservices@dctgdansk.com.

For **unstuffing** of container with customs stop the Customs Authorities assent must be delivered to CFS office. Applications to Customs Office can be sent by e-mail or delivered as a paper copy.

The e-mail address'es to Customs Office are as follows: transit, karnet Tir, exports: oc-322080-dozor@gdy.mofnet.gov.pl; imports: oc-322080@gdy.mofnet.gov.pl.

Order for container **stuffing** has to obligatory contain the details of Port of Discharge, Voyage or only booking number. Freight forwarder responsibility is to deliver the seal, prior performance of order, which shall be attached on container door. Containers are sealed High Security Seals.

5. **DIRECT RELOADING** (container-vehicle) – Freight forwarder is obliged to generate two orders: Service Order for reloading of selected container, and Delivery Order for collecting of selected break bulk, which is also a form of driver advise. ID number is created in the system by CFS personnel, based on information contained in the Service Order and accessible to the customer at the time of acceptance. To enable collection of product by the driver, freight forwarder is obliget to generate Delivery Order for the indicate ID of Break Bulk and obligatory include the following information in the “Notes” field: cargo ID, collecting date, driver's details and vehicle registration number. The driver collecting cargo from the terminal, must know Delivery Order number, under which enters the terminal.
6. **Direct reloading on to the vehicle under Karnet TIR or T1 customes procedure** – In the event of cargo reloading dfrom container to the truck under transit procedur Karnet



TIR or T1 the Client /Freight Forwarder has to supply Customs Office with partially filled-in customs documents. On this basis the UC employee applies the relevant Customs Hold in the system. The driver entrance to the terminal is possible only after the application of this Hold. CFS personnel will start direct reloading only when the assent of Customs Office is delivered by freight forwarder to the CFS office (written or e-mail).

7. **COLLECTING THE PRODUCT FROM THE WAREHOUSE (import)** – Freight Forwarder is obliged to generate Delivery Order for selected ID of break bulk, which is also a form of driver advise. Order obligatory should include the following information in the “Notes” field: collecting date, driver's details and vehicle registration number. The driver collecting cargo from the terminal, must know Delivery Order number, under which enters the terminal.
8. **PLACING THE PRODUCT IN THE WAREHOUSE (export)** – Freight Forwarder is obliged to send an e-mail order on e-mail address: containerservices@dctgdansk.com. Order obligatory should include: Bill of Lading number, name and type of cargo, the type of packaging (e.g. cartons, pallets), weight, quantity, volume and dimensions of cargo. If any of the data described above is missing, the order will be rejected automatically. ID number of break bulk is created in the system by CFS personnel, based on information contained in the e-mail order. The driver placing the product in the terminal, must know Bill of Lading number, under which enters the terminal. There is no need for driver pre-advise.

In the case of a non-standard goods, it is necessary to include the offer number to the e-mail address.

If you have any additional questions, feel free to write to the following address'es:

- CFS team deptcfs@dctgdansk.com or
- CFS schedule planner containerservices@dctgdansk.com

Telephone contact with the CFS warehouse personnel:

(58) 737 – 63 – 21; (58) 737 – 98 – 55.

Authorized by:

Release date: 15/12/2015



Enclosure 2.1

Detailed conditions for acceptance to handle Veterinary Inspection on External Vehicles:

- DCT can accept order only with confirmation of client agreement with Veterinary Station (GPKW) and if all requirements specified by GPKW will be met by client. These requirements are for example:
 - a) Ensuring that power generator is serviceable on the vehicle to keep appropriate temperature for cargo which requires transportation in the low temperature (refrigerate/frozen cargo)
 - b) Client acceptance for coverage of any costs incurred in case of damage of Veterinary Station premises in a fault of external vehicle driver (container shall not be released unless all formalities are completed)

Upon confirmation that all requirements of Veterinary Station are met, client is also obliged to comply with the following:

- Order for veterinary inspection of container shall be send through system with clear information that inspection shall be handeld on external vehicle and with specified time of container arrival for inspection. In conformity with Veterinary Station requirements container for inspection shall arrive within working hours of station but no later than 14:00hrs.
- Pre-note for a collection of container shall contain exact details of truck driver in the terminal system and additional information "**VET Inspection**".
- External vehicles drivers shall comply with safety regulations of DCT terminal and ensure they wear PPE (helmet and hi-vest) while being outside of the vehicle awaiting decision of Veterinary Station on the terminal premises and release of cargo by Customs, and shall follow all instructions given by DCT Shift Manager or another executive on terminal, for instance designation of location for vehicle stopover after inspection.
- Client shall contact the Sales and Marketing Department of DCT to agree on commercial aspects of inspection handling.