



INSTRUCTION FOR RECEIPT OF NON-CONTAINERIZED GOODS OF „BREAK BULK” TYPE

1. In order to present and agree the commercial terms for handling and storage of non-containerized goods, the customer contacts the Sales Department of DCT Gdansk giving detailed information about the cargo. Freight rates related matters and shipping lines approval for transport should be agreed between customer and shipping line.

The information required to submit a commercial offer are as follows:

- a. Type of cargo
- b. Amount
- c. Weight of individual elements
- d. Dimensions of the elements
- e. Lift points of individual elements
- f. Center of gravity of individual elements
- g. Packaging
- h. Requirements for securing cargo
- i. Photos, drawings, etc.
- j. Method of delivery to the terminal (truck, train, barge / pontoon)
- k. Voyage / service

NOTE:

These data are necessary for the prompt and accurate estimation of handling capabilities as well as the cost of operations

2. After confirming the possibility of handling and agreeing on the commercial terms Customer is obliged to send a request to the address containerservices@dctgdansk.com , shiftmanager@dctgdansk.com at least 24 hours prior to the delivery of goods to the terminal. This request is necessary to agree the exact timing and identify any operational details on the handling of the goods.
3. The request must include the offer reference number assigned by the Sales Department of DCT Gdansk (BBK/YYYY/MM/DD/HH), confirming the terms and conditions. The request must also include the above listed details (point 1), bill of lading number and the planned date of goods delivery.
4. Order acceptance will be confirmed by e-mail. In the absence of the necessary data the order will be automatically rejected.
5. The goods ID of 'break bulk' type is generated and created in TOS by shipping line, based on information contained in the order received in the e-mail according to the following pattern:
 - BX/Y for direct load (X-booking number, Y-name/number of goods)
 - PX/Y for indirect load (X-booking number, Y-name/number of goods)
6. The driver delivering the goods of 'break bulk' type to the terminal presents the goods ID number, on the basis of which the entry to the terminal will be granted. Notification of the driver name is not required.

Approved:

Release date: 15/12/2015