

Missionary Expeditors

International Freight Forwarders
FMC License 268

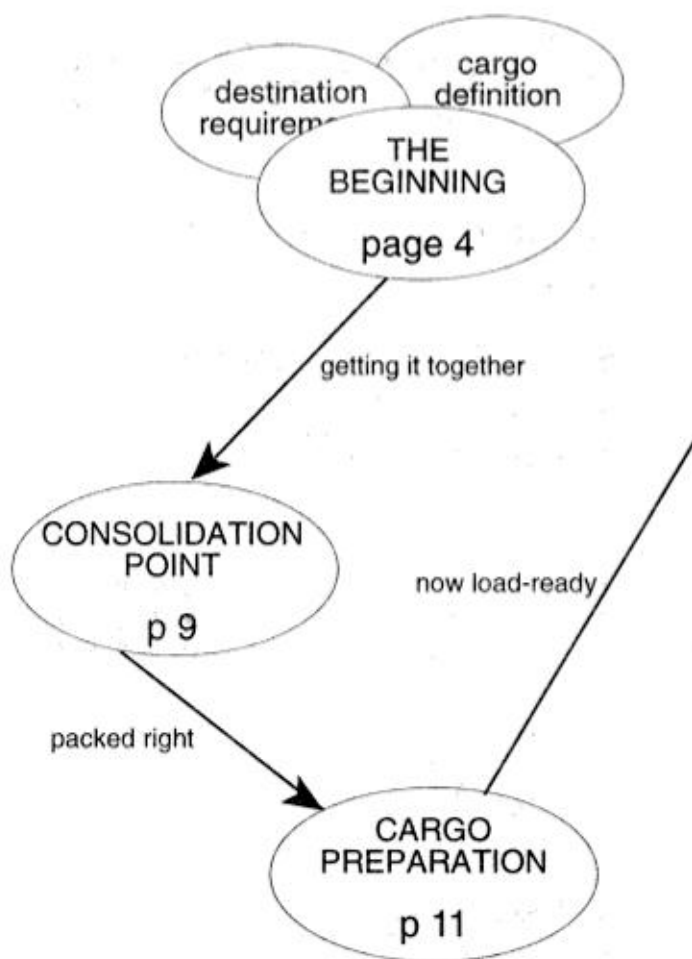
Serving those who serve Him,
for over 40 years,
throughout the USA

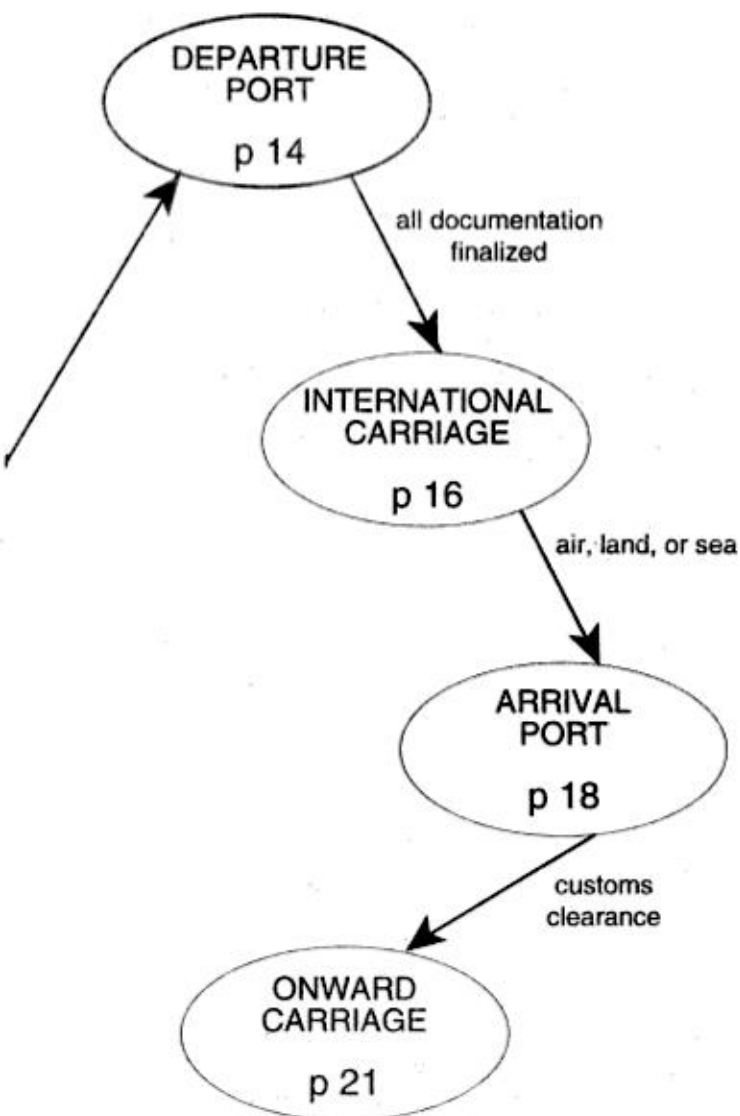


How to Plan Your Shipment ©

And how shall they preach unless they are sent? ...
ROM 10:15

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forms...
p 24

THE BEGINNING

1 *Plan Ahead by Working Backwards*

... *Documentation Requirements*

Don't be
intimidated
by all this;
call us
now, if
you wish

By starting at the destination and **working backwards**, you can identify what you need to do at the beginning here in the USA, and create a schedule of schedule of deadlines by which to accomplish these tasks.

As one begins to define a shipment, it would be wise to become familiar with customs clearance procedures... **ask** fellow missionaries, find a customs agent, go to the customs house. Call the consul or embassy, but probably the best source of information will be from fellow staff in the same country. Many answers will depend on the consignee's status in the destination country. As you make these contacts, inquire into the following issues.

What name is best to receive the shipment... the **Consignee** designation? What entity has the optimal legal status, name value, duty and tax free status. Spell it right, and indicate the full address, phone/fax numbers.

What is the best **cargo description** to use on the shipping documentation, to minimize duties and taxes, and to afford speedy customs clearance?

Are there any **specific clauses** that need to be attached to the description? E.g., "imported under duty exemption franchise number 123"; "Donation for humanitarian aid"; "Not for Resale"; etc..

Do you recommend a particular **customs value** that most likely will be acceptable, and will minimize the basis of taxes and duties, if exemptions are not obtained or are voided?

Does the consignee have the appropriate **import permits**, if required?

What **specific documents** need to be provided from the sender to expedite clearance? (Original Bills of Lading, Declaration of Value, Packing Lists, Letter of Donation, Certificates of Origin, Phyto-Sanitary Certificates, Fumigation Certificates, Purity Statements, etc.)

Does the consignee have a **customs agent**, and / or, "contact" in the customs house with whom he has become acquainted?

The consignee should think about physical considerations, actually touching the stuff.

What is the desired **package form** for physically handling the cargo?

Estimate the **cubic footage** of your shipment, which will help determine the mode of shipping.

What **warehouse** (even if it's a home) is anticipated for receiving the cargo? (indicate full address, phone/fax numbers, square footage, height, ingress, egress)

Is the warehouse **equipped** to do the necessary cargo handling, i.e., to unload and move in the cargo in a secure and timely manner? (fork lifts, dollies, hand trucks, manpower, security.)

What is the **requested time of arrival**? Why?

As one considers the Logistics and the Customs considerations, does the consignee have appropriate **budget for the typical local charges**, including but not limited to: port charges,

...

Physical Considerations

...

A Local Budget

2 Start

Put It In
Writing

customs agent, duties and taxes, local delivery to the final door (from the place of customs clearance, a rail terminal, discharge port, border crossing, etc.), and cargo handling at the warehouse (unloading and stowage)?

Now that you have considered your shipment from the perspective at the destination, make your plans in the USA accordingly (documentation, contents, packaging, budget, etc.).

Take action, gather and procure the cargo, applying the guidelines of this booklet. And, **write out** a "working plan".

From the shipping perspective, the "working plan" may comprise two forms: **Shipping Instructions** (copy from page 24), and **Inventory** (page 26). Following are some guidelines for completing the forms:

3 Shipping Instructions

Names,
Addresses,
&
Numbers

For the **Shipping Instructions**, gather together and enter the names, addresses, telephone and fax numbers of:

- Shipper, the exporter of record
- Consolidation Point, where cargo is gathered and made load ready
- Consignee, receiving party at destination)
- Notify Party, if any (agent, organization, or associate who may represent the consignee at the destination)
- Billing Party, who pays (in USA only)

Be precise. Avoid nicknames and abbreviations, as this information will appear on the

shipping documentation.

The next most important information is your estimated **cargo dimensions**. Visualize your cargo, in sealed cartons, stacked in a dense cube. Multiply the longest length, the widest width, and the highest height. The result will be the estimated cubic footage of your cargo, which is key to estimating freight cost.

Cubic
Footage

This is the right time to establish, with one of our **Project Expeditors**, the direction of the shipment: the budget, the mode of shipping and the routing (consolidation point, cargo preparation, and carrier).

Call Us!

Expect to keep updating the **Shipping Instructions** form as things develop.

You might as well start preparing an itemized **Inventory**. Complete at least these columns:

4
**Inventory &
Values**

- Piece number, typically a carton, but also a vehicle, a ladder, a mattress and so forth. It is not a quantity within a piece.
- Contents in each piece. Do not bother to detail items less than \$50 in value; instead group these items into larger categories (e.g. say kitchen utensils rather than listing a spatula, whisk, egg beater, ladle, baster, etc.)
- Customs value for the items under Contents. This is a very low value, say "garage sale" value, showing full depreciation, obsolescence, out of style, etc.. Customs value is the basis for taxes and duties overseas.

Total,
please!

- Insurance value for the each item listed under Contents. This is whatever value you want in the event of loss (replacement, depreciated, new values, etc.).

Keep updating this Inventory, including the column totals. The finalized **Inventory** form should be sent to Missionary Expeditors, and will be used to support your insurance coverage.

Now, make **another version**. Cut off the Insurance Value column of a copy. This version then has only the lower customs values. Send this "customs" Inventory to the consignee so that he may present it to customs at the destination.

When finalized, send Missionary Expeditors three things:

- Shipping Instructions
- Inventory - with insurance values
- Inventory - with **customs values only**

There may be other things to prepare:

- If shipping a vehicle, send four copies of the title, front and back, each one notarized as "true copies" of the original.
-

Also I heard the voice of the Lord, saying: "Whom shall I send, and who will go for Us?" Then I said, "Here am I! Send me." ISA 6:8

CONSOLIDATION POINT

A place for consolidating your cargo is established because:

- Your cargo may originate from different places.
- Storage may be needed.
- Your cargo needs cargo preparation.

If these needs are minimal, you may consider your home/origin as the consolidation point. Otherwise, it may be Missionary Expeditors, a church, or another warehouse.

Cost is the main factor in establishing a consolidation point. To minimize cost, we consider the overall routing of your shipment. We also recommend minimal cargo handling.

There usually is less overall cargo handling if you consolidate your shipment where the cargo is prepared (see Cargo Preparation). For example, if you can prepare the cargo yourself at your home/origin, the cargo will not be handled again until it reaches its destination. There is less unloading and loading, and your prepared cargo can be sent directly to the nearest departure port.

For many missionaries and relief agencies, Missionary Expeditors' warehouse is economical and convenient. The warehouse is always manned and equipped; and it handles all types of cargo preparation. Also, being at a major seaport, the shipment does not have to undergo yet another long inland transit to a port.

1

Get a Place

2

Minimal Cargo Handling

3

***Maybe,
Missionary
Expeditors'
Warehouse***

Missionary Expeditors' warehouse is used because the various items being consolidated are often marked inconsistently and arrive at random times. Other warehouses consider these kind of "odd-ball" cargoes as nuisances.

4
**40% Trucking
Discount**

To ship to your consolidation point, a 40% discount is possible on various truck lines, if Missionary Expeditors is the billing party. Call for conditions and details.

5
Cargo Handling

The consolidation point involves these services:

- Unvaning (unloading the truck and fork lifting into the warehouse)
- Cargo preparation (see Cargo Preparation)
- Storage
- Vanning (pulling out of warehouse and loading the truck/container)

And we urge you, brethren, to recognize those who labor among you, and are over you in the Lord and admonish you, and to esteem them very highly in love for their work's sake. Be at peace among yourselves.
1TH 5:12-13

CARGO PREPARATION

The type of cargo preparation that is necessary depends on the mode of shipping. According to your estimated cubic footage, weight, and schedule, Missionary Expeditors will recommend the best mode of shipping:

- Air
- Ocean in containers (20' or 40' units)
- Ocean in less than containers (wood boxes, drums)

Your shipment must be prepared for the carrier's acceptance. At the consolidation point, the cargo is either palletized & wrapped, boxed (wood boxes), placed in steel drums, loaded into containers, etc..

If you chose to prepare the cargo yourself, the first step is to pack all items in sealed cartons (large pieces may be wrapped). This may also involve reconditioning new appliances (to look used), labelling, sorting items, knocking down bulky items, wrapping brittle things, etc..

Do not pack hazardous or dangerous goods -- items that are corrosive, flammable, explosive, poisonous, toxic, etc.. Call for advice.

For all packing and stuffing, apply common sense. Heavy items on the bottom, light items on top. Stack pieces tightly to avoid sliding, rattling, shifting and rocking. Avoid "packing" empty air space.

To load a container, expect to lift your cargo 4' off the ground. Under "**driver wait**" trucking, you must load it within the free time allowed,

1 *Depending on the Mode of Shipping*

2 *Common Sense in Packing*

...
a container

usually two hours. To have the driver come back a day or two later, a "**drop & pick**" may be arranged but the extra trip may cost more.

Therefore, preplan the stowage. The cross section of a container is 90" x 90". A 20' unit is 234" long (1100 cubic feet). A 40' unit is 474" long (2200 cubic feet). Plan to distribute your entire cargo evenly over the entire floor area of the container. Thus, if your cargo cubic footage is 70% of the container's capacity, stack the cargo at 70% of the container's height. In this way, the cargo is self-bracing; otherwise, higher cargo will fall down on lower cargo.

To load a vehicle into a container, do so from a dock. Do not try to build a ramp. Disconnect the batteries; empty the gas tank; chock the wheels. Leave the keys in ignition to avoid losing them.

Lock the container (we recommend a Master No. 1 lock) and record the **lock number** and **container number**.

...
wood boxes

If you make your own wood box, use proper materials and construction. An ideal size is 87"L x 44"W x 87"H, inclusive of 4"x4" runners underneath. To minimize the overall cargo cubic footage, you should reduce from these dimensions and avoid exceeding them. Record the **final dimensions**, in inches, of each finished wood box, and the estimated gross **total weight**. Stencil the consignee address on each box.

Plan to **fork lift** the boxes onto a truck.

...
air freight

For air freight we recommend sturdy cartons, the size being about as large as a person can carry. (Boxes that are too small can "fall through the cracks". Boxes that are too big can

be dropped or mangled by a fork lift.)

Cost is based on the greater of actual weight or "dimensional weight" (cubic inches divided by 166). So, light cargo will be rated on "dimensional weight" if greater than actual weight.

So pack very tightly, as well as safely. Avoid, if possible, steel drums which are heavy, and pallets, which exaggerate cubic inches. Label each piece (consignee, ↑ arrows, piece number).

Record actual weights, dimensions in inches, and cubic inches of each piece on the **Inventory** form. Call in with the **totals**.

Total,
please!

Now, the cargo is load ready. Send the final, updated **Shipping Instructions** and **Inventory** forms to Missionary Expeditors.

3
To the
Departure Port

If a container, the driver delivering the container will return it. If wood boxes, discounted trucking can be arranged. If air freight, door pickup service is normally available. Sometimes the shipper moves the cargo himself.

In any of these cases Missionary Expeditors will make the appropriate arrangements and prepare the forms necessary to forward the finished cargo to the departure port. When the cargo is turned over to the trucker or terminal, be sure to get the **recipient's signature** on the forms to acknowledge receipt.

And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God the Father through Him. COL 3:17

DEPARTURE PORT

1 *Carrier Accepts the Cargo*

By its choice of routing and choice of carrier, Missionary Expeditors will have determined the departure port, which can be:

- Seaport, like Long Beach, Seattle, New York, New Orleans, Charleston, Baltimore, Miami
- Inland terminal, like Chicago, Atlanta, Dallas. Door service is increasingly available from small cities, too.
- Airport

The departure port is the place where the international carrier takes responsibility of the cargo.

2 *Delivery Receipt*

When delivering the cargo to the departure port, the truck driver should present the proper documentation to further direct the cargo's movement. Missionary Expeditors will provide the driver with this paperwork.

Pier Charges

Besides the trucking costs, there may be a pier delivery charge and a lift charge, depending on the departure port.

Before the cargo can be loaded on board the vessel, the shipper should have provided to Missionary Expeditors the **final details** in the Shipping Instructions and Inventory (both versions); i.e., all the previously listed information: the inventory, values, piece counts, the cargo dimensions and weight, container numbers, lock and seal numbers, addresses, special instructions, etc..

Missionary Expeditors will execute the export documentation: Shippers Export Declaration, bills of lading, insurance policy, letters of credit, drafts, customs invoices, packing lists, consular forms, etc..

Please note that the carrier earns the freight at this point ("freight prepaid"). It is normal and customary that the freight is payable at the departure port, not at the end of the voyage.

If not paid, the carrier will stop the cargo wherever it chooses. The consequences of late payment, transit delay, high costs (demurrage and storage), and possible cargo loss, should be avoided.

And finding a ship sailing over to Phoenicia, we went aboard and set sail. ACT 21:2

3
Export
Documentation

4
Freight
Prepaid

INTERNATIONAL CARRIAGE

1 *Freight, the main cost*

Carriage is the most visible leg of the journey, and the major cost is the freight. For simplification of terms, we consider the myriad of cost items like bunker fuel surcharge, currency adjustment factor, terminal handling charge, wharfage, port congestion charge, security charge, in addition to the freight rate itself, as "freight".

2 *Routing for the Lowest Overall Cost*

Missionary Expeditors "**shops around**" regularly to know the best combination of freight, schedule and service. These are considered with the USA inland routing (the choice of consolidation point and the cargo preparation) and foreign inland routing to provide the lowest bottom line cost to the destination.

3 *Billing*

Just after the cargo is "on board" the vessel, the carrier sends their invoice to Missionary Expeditors, who will in turn invoice the billing party for the freight and all the other associated charges (insurance, export documentation and traffic management services, trucking, etc.). These charges cover the movement to the arrival port. From the arrival port, further charges are normally paid by the consignee.

4 *Pay Right Away*

The invoice is **payable immediately**. This is customary. Indeed, for the reasons indicated next, we encourage advance payment.

consignee
needs the
OBLs
A S A P

If not paid, the carrier will not release the **Original Bill of Lading**, the necessary document with which the consignee claims the cargo. If the consignee cannot claim the cargo, the consignee will then incur storage and demurrage costs at the place of stoppage, and these costs are extremely high.

For voyages with short transits, Missionary Expeditors will often need advance payment of a cost estimate to allow an immediate release of the Original Bill of Lading.

Maybe
Pay in
Advance

Upon release of the Original Bill of Lading, Missionary Expeditors will put together a package of it and other documents deemed necessary for a smooth clearance process at the arrival port. For donated relief cargoes, for example, a letter of donation, a cargo invoice, packing list and other documents like phyto-sanitary certificates, fumigation certificates, certificate of origin, etc. may be included.

Missionary Expeditors typically uses DHL air courier for sending the consignee package to the consignee.

The consignee will combine this package with documents he may already have (import permits, customs forms, etc.. At the least for personal effects, there should be an inventory list, a declaration of value, passport, and visa).

5 The Consignee Package

*Those who go down to the sea in ships, Who do
business on great waters, they see the works of the
LORD, And His wonders in the deep. PSA 107:23-24*

ARRIVAL PORT

1 *Voyage Completes*

This is where the international carrier completes its responsibility. This is a normally a seaport, but under a through bill of lading, this may be an inland point.

The arrival port and the carrier will give the consignee only so many days to take his cargo away. Thereafter, **storage and demurrage** charges accrue. They are high.

2 *An Inbound Agent*

Claiming and clearing the cargo at the arrival port is the responsibility of the consignee, who usually delegates this to an inbound clearing agent. The agent is knowledgeable of the carrier personnel, customs forms and practices, labor union rules, and local trucking firms.

Missionary Expeditors may be able to assist in finding an inbound agent, but we believe it best that the consignee, who is at the site, meet the agent and check the services and fees first hand.

3 *Three Main Steps*

From the arrival port, the consignee is responsible for three main steps:

- Claim the cargo from the carrier
- Clear the cargo through customs
- Transport the cargo to the final door

The consignee should seek to go through all this without a "snag" (it is hard to unsnag).

4

***Release from
Carrier***

To claim the cargo from the carrier, the consignee/agent should **"chase" after the cargo**, rather than just wait for the carrier to send a **"notice of arrival"** to the consignee. (The carrier is not liable if the consignee is not notified.)

On ocean freight shipments, the consignee/agent should already have received the "Original Bill of Lading" in the "consignee package", by which to claim his cargo. If the consignee/agent has not, he should notify Missionary Expeditors immediately.

(This is why immediate payment of Missionary Expeditors' invoice is so important; so that we can obtain the Original Bill of Lading and forward it to the consignee.)

To clear the cargo through customs, the consignee should be prepared with the duties and documentation requirements (including the consignee package) that were defined at the very beginning.

In customs clearance, flexibility and patience is key. In spite of whatever regulations there may be, it often gets down to the individual customs inspector. Be nice.

After release by the carrier and customs, a local trucking firm is enlisted to make the final delivery of the cargo to the door. If a container, the consignee only has a few "free days" to unload and return the container. Be sure the trucker returns the empty container to the terminal on time to avoid demurrage charges.

If the final door is in a city different than the arrival port, this leg of the journey can

5

***Customs
Clearance***

6

Port to Door

sometimes be regarded as Onward Carriage, discussed in the next section.

7
Noting
Exceptions

The consignee/agent should note any "exceptions" on the condition of the cargo (broken locks, crushed boxes, dents, twisted doors, etc.), as the cargo is given over and received from party to party. These exceptions should be recorded on the accompanying documentation (delivery tickets, dock receipts, bills of lading) and **signed and dated** by both the receiver and the receivee to acknowledge these exceptions. These documents will help process any claims later on.

If the consignee/agent judges the damage significant enough, a cargo surveyor may be enlisted to validate the losses and damages. This cost will be covered by the marine insurance.

8
More Costs to
Plan On

The charges for these activities, from the arrival port onward, are almost always "**collect**", i.e. paid by the consignee (against the "local budget", mentioned in The Beginning).

Let every soul be subject to the governing authorities. ...Therefore you must be subject, not only because of wrath but also for conscience' sake. For because of this you also pay taxes, for they are God's ministers attending continually to this very thing. Render therefore to all their due: taxes to whom taxes are due, customs to whom customs, fear to whom fear, honor to whom honor. ROM 13:1,5-7

ONWARD CARRIAGE

This leg of the journey occurs when the final destination is a different city other than the arrival port. The consignee/agent arranges and pays for this transit. If a container, the consignee/agent must return the empty container promptly to avoid demurrage charges.

The international carrier may be responsible for the transit under a "through bill of lading", where the freight for the inland move is included in the overall freight that was prepaid.

Carriers will offer this service if they carry regular cargoes to certain inland points. If customs clearance can be conducted at these inland points, the same discussion under Arrival Port on customs clearance would apply here.

In some cases, even under a "through bill of lading", customs clearance must still be done at the sea port. The consignee/agent would complete that process there, and then the carrier would then be responsible to deliver the cargo to the onward carriage point.

The international carrier, under a "through bill of lading", sometimes must conduct customs procedures to transit the cargo across one country to get to the onward carriage point. The consignee then is obliged to provide requested documentation (normally inventory and customs values) to the carrier so that the carrier can perform those customs procedures.

1 *Inland Transit Overseas*

2 *Through Bill of Lading*

3 *Maybe Transshipment Customs*

4
Cleanup

The consignee usually makes his own arrangements to unpack the cargo, move the cargo in, and clean up.

And when he had come into the house, Jesus anticipated him, saying, "What do you think, Simon? From whom do the kings of the earth take customs or taxes, from their own sons or from strangers?" Peter said to Him, "From strangers." Jesus said to him, "Then the sons are free. Nevertheless, lest we offend them, go to the sea, cast in a hook, and take the fish that comes up first. And when you have opened its mouth, you will find a piece of money; take that and give it to them for Me and you." MAT 17:25-27

notes

If you extend your soul to the hungry and satisfy the afflicted soul, then your light shall dawn in the darkness, and your darkness shall be as the noonday. The LORD will guide you continually, and satisfy your soul in drought, and strengthen your bones; you shall be like a watered garden, and like a spring of water, whose waters do not fail. ISA 58:10-11

SHIPPING INSTRUCTIONS

ENTER WHAT YOU CAN AND WE'LL UPDATE IT
AS THE PLAN DEVELOPS.

MISSIONARY EXPEDITERS, INC.

International freight forwarders • fmc 268
CALL 504 891 6300 • FAX 504 891 6365

1

THE NAMES & ADDRESSES

ENTER IN FULL, LEGAL FORM. AVOID ABBREVIATIONS.

SHIPPER	
PHONE	FAX
PLACE OF LOADING (IF OTHER THAN SHIPPER)	
PHONE	FAX
BILLING PARTY (USA ONLY)	
PHONE	FAX
CONSIGNEE (RECIPIENT)	

3

SPECIAL INSTRUCTIONS

4

THE ROUTING

PLACES & DATES

BEGINNING (ORIGINS)

CONSOLIDATION POINT
(WHERE GATHERED)

CARGO PREPARATION
(WHO DOES?)

CIRCLE THE
DOCUMENTS
REQUIRED:

PHONE

FAX

NOTIFY PARTY

PHONE

FAX

DECLARATION OF VALUE, INVOICE
(CUSTOMS VALUES)

INVENTORY / PACK LIST

LETTER OF DONATION
CERTIFICATE OF ORIGINFUMIGATION CTF
PHYTO-SANITARY CTF
DANGEROUS GOODS STATEMENT

NOTARIZED COPIES VEHICLE TITLE

IMPORT PERMITS / LICENSES

DEPARTURE PORT

CARRIAGE

ARRIVAL PORT

ONWARD CARRIAGE TO
(FINAL DESTINATION)IS THIS WHEN
YOU WANT IT? 

SHIPPER'S SIGNATURE

DATE

SHIPPER'S NO.

REFERENCE NO.
MISSIONARY EXPEDITORS**2 THE CARGO: a broad description of the load-ready packages.**

Match to the details & totals of the contents on the Inventory form.

NO. • PACKAGE	*PROPER* CARGO DESCRIPTION	WEIGHT • DIMENSIONS (CUBIC FEET)	VALUES FOR:
			EXPORT: \$ _____
			INSURANCE: \$ _____
			IMPORT CUSTOMS: \$ _____
<i>key to the plan</i>			
FINALIZE WHEN CARGO PREPARATION IS COMPLETED			

INVENTORY (Packing List)

& DECLARATION OF VALUE

Required,
send to →

Missionary Expeditors, Inc.
International Freight Forwarders • tmc 266
(504)891-6300 • fax (504)891-6365

*make a
Customs
version of
this... copy
without this
column,
✂*

Shipper:		Consignee, Destination		Date
phone:	fax:	phone:	fax:	Reference No.
Piece Number	Contents	L x W x H (inches)	Cubic Inches	Weight
		<div style="border: 1px dashed black; padding: 5px; display: inline-block;"> for Air Freight only </div>		
				Customs Value
				Insurance Value

Missionary Expeditors,
providing you the best in full
service international freight
forwarding...

by

smart routing

air,

reliable carriers

land,

minimal cargo handling

or

timely transits

sea

economical

• • •

Missionary Expeditors hopes that we
have earned your confidence and trust
in handling your shipment. Thank
you!

Won't you please recommend us to
your fellow staff and friends? Ask
them to call us, and we'll be happy to
send this booklet to them free of
charge.

800-299-6363

