

# SHORTSEA BOOKING PROCEDURE





# WELCOME TO UNIFEEDER

We are ready to support your supply chain with sophisticated logistic solutions.

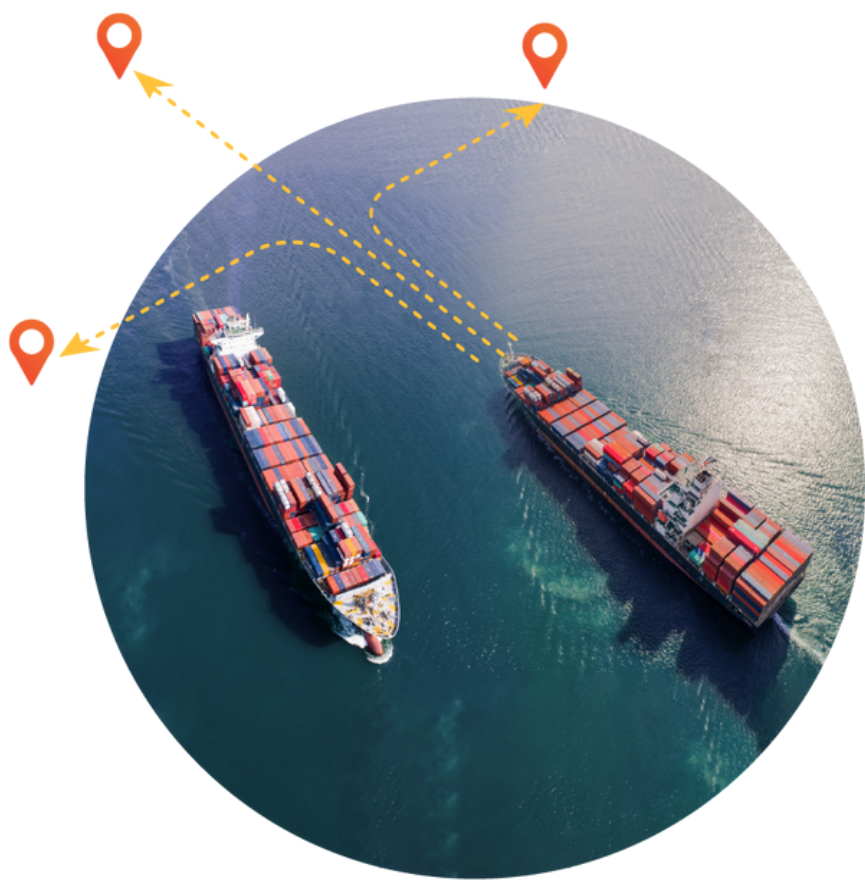
With Unifeeder as a door-to-door supplier, you will be able to scale your business and enjoy the ease of booking your containerized transports with us. Follow this guideline to learn how our booking procedure works! We will take you through 5 simple steps.

1. Booking Request
2. Booking Confirmation
3. Bill of Lading Instruction, VGM, and Customs
4. Bill of Lading and E-invoice
5. Notice of Arrival

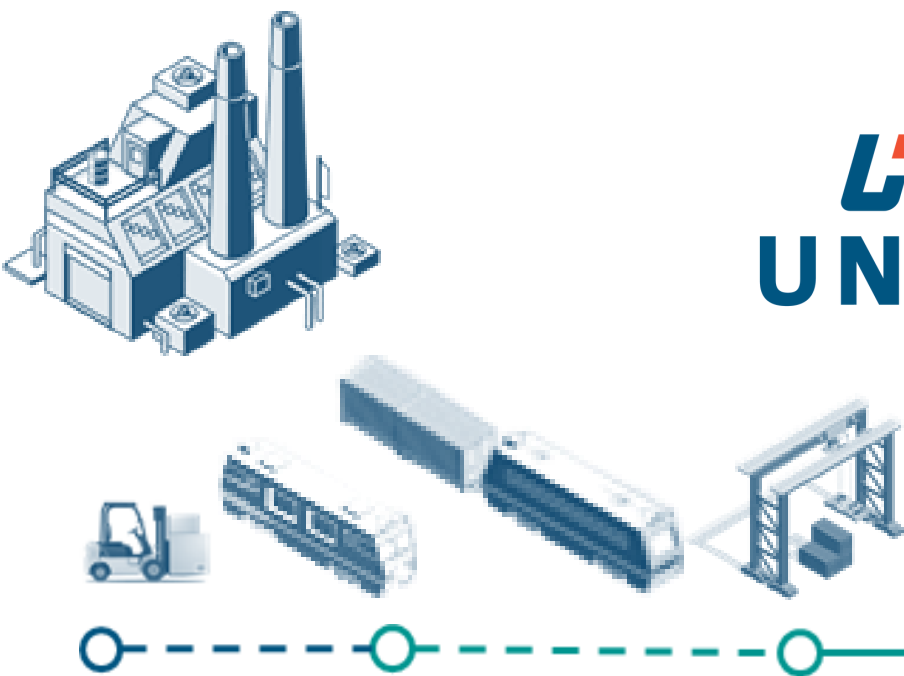
Should you have any questions, do not hesitate to reach out.



# OVERVIEW OF BOOKING PROCESS

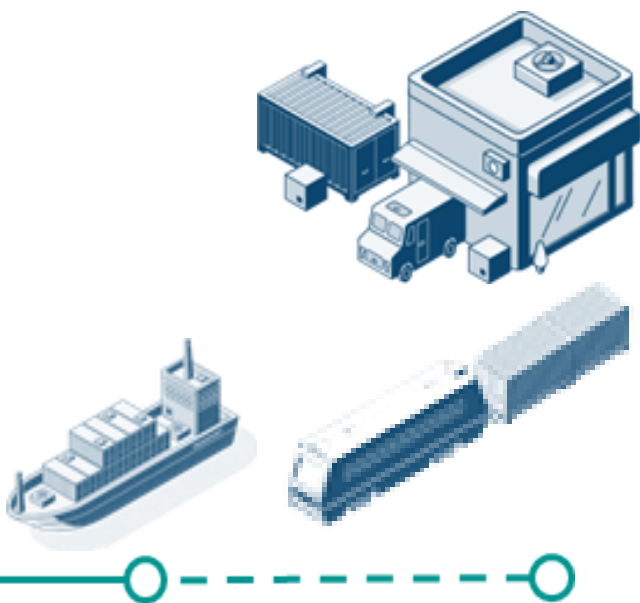


Shipper



**UNIFEEDER**

Consignee



Origin

Port

Port

Destination

Send  
booking  
request

1

Receive  
booking  
confirmation

2

Send Bill of  
Lading  
Instruction,  
VGM,  
Customs

3

Receive Bill  
of Lading  
and e-  
invoice

4

Receive  
Notice of  
Arrival

5

# 1) SEND BOOKING REQUEST

To secure a smooth handling of your shipment your booking request must be sent latest 48 hours before stuffing and contain following mandatory information.

**1. Quote number**

**2. Container details**

→ Quantity, size, and type

**3. Cargo details**

→ Description, gross weight, IMO details

**4. Information about customs status**

**5. Document receivers**

→ Booking confirmation, B/L, arrival notice

**6. Chassis bookings**

→ Arrival date at POL terminal, equipment collection date

**7. Loading Reference**

**8. Door collection details**

→ Expected collection date, place of collection (address, company name), contact details of loading place

**9. Door delivery details**

→ Expected delivery date, place of delivery (address, company name), contact details of unloading place

**10. Reefer Containers**

→ Reefer temperature

**11. Shippers own container**

→ Return details (depot, return reference)

**12. Reference number for booking**





## 2) RECEIVE BOOKING CONFIRMATION

**You will receive the booking confirmation latest 24 hrs after you have submitted the booking request. Please make notice of the following.**



**The booking confirmation contains planned shipment details.**



**Once we have received Your booking request, following operational arrangements will be organized by us where possible:**

- Collection date and time will be agreed with exporter, if not already agreed**
- Haulage capacity will be confirmed, and haulage will be booked**
- Your booking is assigned to intended vessel**



**After finalizing arrangements above, You will receive a booking confirmation from us latest after 24 hours.**



## 3) SEND BILL OF LADING INSTRUCTION AND VGM

In order to secure a proper transportation of your shipment you are requested to provide us following information right after stuffing and latest prior local documentation cut off

(For cut off and closing date and time always contact your local Unifeeder office):

### 1. Address details

→ full address details for:  
Shipper, Consignee, notify

### 2. Container number

### 3. Seal number

### 4. Invoice reference

→ Whenever for further invoice processing any reference number is needed, please send it to us together with BL instruction

### 5. VGM

→ VGM - [for more details, please read more here](#). If you are not able to deliver those data, You can always purchase weighting service from Unifeeder.

### 6. Cargo details

→ Description of goods

- Cargo gross weight
- Type and quantity of packages
- HS code (only for RU)
- IMO details

(IMO details including Dangerous Goods Declaration (DGD) and

Packaging certification.

Applicable for all Dangerous Goods classified by IMDG Code, All documentation must meet requirements laid down by this code)

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**7. Reefer temperature**

→ Only for goods shipped in controlled temperature

**8. Export documentation**

→ MRN number(s) together with applicable Customs Documentation

→ For all goods shipped from EU to non-EU countries (RU/GB/NO etc.) and from GB to EU/non-EU countries Export Declaration is requested or T1 for non-EU cargo from EU country to other EU or non-EUR country

**7. Export order number**

→ Only for exports from Russia

**8. SOC**

→ SOC tare weight

→ Only for door delivery in Port of Discharge (return reference, depot)

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## 3) CUSTOMS

**Please make notice of the following.**



Where and when applicable, relevant customs documents and MRN numbers must be supplied before local deadlines. Your operational contact will be in close dialogue with you in this regard.



It is the responsibility of exporters and importers to secure a proper customs-documentation of their cargo. Should it be desired, we are glad to assist.



**Please be aware:**

- Without customs release, containers cannot be shipped.
- Without import clearance, containers cannot be delivered.



## **4) RECEIVE BILL OF LADING AND E- INVOICE**



The Bill of Lading is your proof of shipment.  
The e-invoice will be sent as a PDF file with all  
payment details.



The Bill of Lading will be sent via email after vessel  
departure.  
The e-invoice is issued 48 hours after vessel departure.



Please make sure that email addresses of receivers for  
Bill of Lading and e-invoices are correct.



## 5) RECEIVE NOTICE OF ARRIVAL



The Notice of Arrival advises you when the container is arriving and available in the Port of Discharge.



The Notice of Arrival will be sent to the consignee prior vessel arrival at the Port of Discharge. After discharge from vessel, containers will be released for pick-up. For door delivery, the container will be delivered according to agreement.

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The Consignee must confirm the container delivery date & time if not already pre-defined.

Offered free times for port storage and container demurrage are to be observed.

If import clearance is applicable, delivery cannot be arranged until cargo has been released by national customs authorities.



# CONTACT US

Do not hesitate to reach out to your OKAM  
in case you have any questions or queries.

