



**PROCEDURES FOR DISPATCHING AND ACCEPTING TASKS ASSOCIATED WITH CFS
WAREHOUSE SERVICE**

- Official opening hours of the CFS warehouse at the DCT Gdańsk terminal are 06:00am - 10:00pm Mon-Fri.
- Orders are accepted until 5:00pm on weekdays. Orders are carried out on the next working day at the earliest.
- Containers can be collected on the day of order completion after CFS warehouse working hours, that is after 10:00pm.
- It is possible to process loads through the CFS warehouse service on Saturdays and Sundays provided that the order is placed on Friday before 5:00pm (stating the required time of completion), as well on holidays (non-working days) provided that the order is placed before 5:00pm on the last workday before the holiday period.
- Orders are only accepted using the *Container Service (Serwis Kontenerowy)* of the JADE system.
- After selecting the type of order, the following information should be entered: number(s) of containers in the order, date and time of the order.
- Each time enter your e-mail address and contact number in the "*Special instructions*" field. Also, enter any additional information in this field, e.g. "revision 100%", quantity, weight, type of packaging, breakbulk load dimensions, etc.
- For container stuffing/unstuffing orders, including an out of gauge loads, a document confirming tonnage and size of load (packing list/specification/invoice, etc.) shall be obligatory sent to deptcfs@dctgdansk.com.
- The CFS warehouse personnel confirms the acceptance/rejection of an order and possible dates of their completion by e-mail according to the order in which they are received.
- 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 with a specific number to the manipulation area can be accepted if it is released by an Operator for the Customer in the JADE terminal



system. Any orders for containers that are not released to the Customer by the container's Operator (no Freight Forwarder code in the container card in the field: "Freight Forwarder") will be automatically CANCELLED.

- Request for container that is not yet at the terminal, please also enter the date of placing the container at DCT, in the field "Special instructions". This rule applies only to containers delivered to terminal "by road/rail".
- Requests for container in status "on ship" will not be accepted. Request shall sent after container discharge from ship.
- In case of non-standard orders, e.g. handling of oversized loads or loads that require special storage conditions or unstuffing, please contact the Sales & Marketing 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. **MANIPULATIONS** – before visiting the manipulation area, the Freight Forwarder must go to the CFS warehouse office.
2. **INSPECTIONS/REVISIONS** (Customs Office, WIORIN, WIJHARS, veterinary etc.) - All containers for inspection are placed in the manipulation area by the warehouse. 100% revisions and inspections with the presentation of product shall be marked in the order in the "Special instructions" field.

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. **UNSTUFFING/STUFFING** (container-warehouse/warehouse-container) – please enter: the type of packaging (e.g. cartons, pallets), weight, quantity, volume and dimensions of cargo or send the cargo specification to deptcfs@dctgdansk.com. If any of the data described above are missing, the order will be cancelled automatically. Official permission of the Customs Office for unstuffing container is required.
4. **DIRECT RELOADING** (container-vehicle) – the product ID number is created in the container card by CFS personnel and then stated in the e-mail order confirmation.

To enable the collection of product by the driver, please send an e-mail notification to pregate@dctgdansk.com. It is vital to include the following information in the notification: cargo ID, collecting date, driver's details and vehicle registration number.



In the case of direct reloading on to the vehicle under "TIR" customs procedure, Client/Forwarder has to supply Customs Office with already filled-in customs documents. This will reduce time required for the customs procedure and will make service time at DCT as short as possible.

CFS personnel will start direct reloading only when all conditions required for this kind of Customs Procedure are fulfilled which is subject to confirmation from Customs Office.

5. **COLLECTING THE PRODUCT FROM THE WAREHOUSE (import)** – apart from sending a system order, a JADE system notification about the collecting the cargo from the warehouse shall be sent, i.e. *Release Request*, (edit the cargo ID in the JADE system and then add the driver's details and vehicle registration number in the applicable field).
6. **PLACING THE PRODUCT IN THE WAREHOUSE (export)** – apart from sending a system order, a JADE system notification about the delivering the cargo to the warehouse shall be sent, i.e. *Pre-note*, (create the cargo ID in the JADE system, input cargo data and then add the driver's details and vehicle registration number in the applicable field).

If you have any additional questions, feel free to write to the CFS warehouse at: deptcfs@dctgdansk.com.

Telephone contact with the CFS warehouse personnel: - (58) 737 – 63 - 21; (58) 737 – 90 – 69; (58) 737 – 98 – 55.

Authorized by:

Date: 02/11/2011



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 container service 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.