

WFP Shipping Service

Summary of booking, loading, and discharge procedures

1 Booking request
User submits to WFPSS via email, fax or in hard copy to the WFPSS office

2 Scheduling of movement
WFPSS informs user by email or telephone of cargo shipment schedule

3 Changes to cargo
User informs WFPSS of changes to movement request. Load times are important to maintain fluidity of WFPSS operations

4 Positioning of cargo
User delivers cargo to loading port

5 Loading of cargo
WFPSS loads vessel

6 Preparation for sailing

7 Discharge
Cargo is offloaded and released to the user at destination

WFP SHIPPING SERVICE, BANDA ACEH									
CARGO MOVEMENT FORM									
For agency use									
1 Please send this form duly completed to: wfpss.booking@wfp.org								For WFPSS use only	
								Date: _____	
								Mov/Req No: _____	
One form per destination									
Agency Name _____									
Consignor (Sender)					Consignee (Receiver)				
Contact Person					Contact Person				
Title					Title				
Telephone					Telephone				
Mobile					Mobile				
E-mail					E-mail				
					FROM				
					TO				
					Date of readiness of the cargo				
If you need to request movement for more than the lines available, please use several forms, do not add lines to this spreadsheet									
Item	Quantity	Units	Description of Load	Total Weight - In MT	Length (m)	Width - (m)	Height - (m)	Volume (M ³) dot for decimal	use
1									
2									
3									
4									
5									
6									
7									
TOTAL				T O T A L		Total square			
Cost recovery fee to be paid by agency					US Dollars per Sq. meter or per MT, whichever is higher				US Dollars
Comments and/or Dangerous Goods Information (if nothing write nil. - If not space enough attach an extra letter)									
<p>Dangerous Goods cargo will only be carried subject to IMO & operators regulations. The comments box above should list the UN ID number for any & all dangerous goods. Dangerous goods can include a wide variety of items: gases (such as compressed / flammable / non-flammable / refrigerated / poisonous), corrosives such as acids / alkalis / wet batteries, flammable liquids & solids (fuel / heating oil / matches / lighters), oxidizing materials (such as bleach powder), explosives (such as ammunition / fireworks / flares), medical supplies oxygen / carbon dioxide & oxygen cylinders / thermometers). If you are in any doubt about the nature of your cargo please consult with WFPSS staff.</p> <p>All customs / governmental / taxation / shipping issues should be complete and the cargo available at the Port of Lading as requested by the WFPSS/Port Captain at the Port of Lading. Please note that WFPSS cannot be held liable for any damage or loss of any goods.</p> <p>I hereby certify that the above cargo either contains no dangerous goods or that all applicable details are entered and that the cargo is packed in accordance with IMO regulations, that the details above are complete and correct and that the cargo and required documentation will be ready to be transported on the date entered above.</p>									
Date	Name of sender				Signature, if sent by e-mail N/A				
For WFPSS use only									
2 Port of Lading		date and time for delivery			ETD		Notice to		
Voyage & voyage							By email / phone / fax		
Port of discharge		ETA					Notice to consignee		
Date	Name WFPSS Person				Signature				
For Consignee use and/or WFPSS in Discharge port									
Vessel	ATA								
Port of discharge	Date and time for receipt of cargo								
Remarks									
Date	Name of Receiver				Signature				
Date	Name of WFPSS				Signature				