

RECEIVAL OF EXPORT CARGO

Hours of Operation: Monday to Friday 0700hrs to 1400hrs

Method of Receival: Cargo & Export Receival Advice is to be presented to R&D Office, located outside the terminal. Cargo is then to be driven into terminal to location specified by R&D Office. All cargo received into terminal is to be self-unloaded (drivable) or **suitably gluttred for forklift to unload**. For cargo that is required to be crane lifted, this must be pre-arranged at least 24hrs prior to arrival by contacting Operations on 07 3909 3027 and operations.fi@aaterminals.com.au, lifting fee to apply.

Requirements at R&D:

- Cargo Markings – **cargo must be clearly marked with:** Vessel Name, Voyage Number, Booking Reference, Cargo ID, Destination Port, Gross Weight, and Dimensions (Length, Width, Height) of cargo
- “Export Receival Advice (ERA)” completed with:
 - Booking Reference Number
 - Vessel and Voyage
 - Port of Load
 - Port of Discharge
 - Identifying Marks, i.e. VIN / Serial Number etc
 - Actual Weight & Dimensions (Length, Width, Height)
 - Customs’ EDN/CRN
 - **Cargo on truck must match ERA**

“Used Vehicle / Machinery Checklist” must be completed – <https://www.aaterminals.com.au/wp-content/uploads/document/Certification%20of%20Use%20Mobile%20Machinery.pdf>

- Used Vehicles Machinery **MUST** also have starting and stopping instructions in the vehicle
- ALL used vehicles and machinery must be mechanically sound, free of any mud, soil or leaking oil/grease. **Dirty or leaking cargo WILL NOT be accepted**
- Caravans **MUST** remove Gas cylinders as they are NOT allowed to be exported

Requirements to enter terminal: Cargo is driven into terminal by Transport, for terminal access all transport **MUST** have:

- Completed AAT’s Site Induction – <http://www.inductee.com.au/aat/login.php>
- Be compliant in AAT’s Contractor Management System (Rapid) – email contractors.fi@aaterminals.com.au to request an invitation link to Rapid.
- Valid MSIC displayed
 - Please note: Transport without a MSIC can pre-arrange an MSIC escort from AAT by contacting 07 3909 3013 or clerks.fi@aaterminals.com.au. A fee of \$110.25+GST is payable prior to cargo being received into terminal. *****NB***** This only applies to Cars and Trucks. NO BBLK or Excavators/Wheel loader etc.
 - Please note: AAT can drive in used motor vehicles if required by Transport. This must be pre-arranged by contacting 07 3909 3013 or clerks.fi@aaterminals.com.au. A fee of \$49.61+GST is payable prior to cargo being received into terminal

Late Receival: Cargo that is not received prior to vessel cut-off **must be approved** for Late Receival by **Shipping Line/Stevedores**. For all Late Receival Requests please contact your Shipping Line.