

Standard Operating Procedure

Exports – Shuttle only

Booking Cut-offs	<p>Release details are required by 1pm Thursday for the following week.</p> <p>All bookings must be sent to customer.services@nexuslogistics.nz</p>
Booking Documentation	<p>Minimum requirements for the initial export booking:</p> <ul style="list-style-type: none"> - Release Number - Equipment type & quantity - Vessel & Voyage - Load Port - Shipping Line - Planned delivery date to SAFH - Carrier providing delivery to SAFH - Port cut off <p>Details to be updated after containers are loaded:</p> <ul style="list-style-type: none"> - Container number - VGM weight - Carters note <p>These details must be provided to Nexus between 6am and 6pm, Monday to Friday <u>and must be provided to Nexus before containers physically arrive at SAFH gatehouse.</u></p> <p>All booking updates must be sent to customer.services@nexuslogistics.nz</p>
Preadvice	<p>If Nexus is required to undertake Preadvice, this requirement must be specified with the initial booking</p>
Delivery Instructions	<p>Delivery instructions must meet the booking cut-off times noted above.</p> <p>All delivery instructions must be sent to customer.services@nexuslogistics.nz</p>
Delivery Service Levels	<p>FCL delivery to SAFH:</p> <ul style="list-style-type: none"> - Containers are required to be delivered to SAFH a minimum of 48 working hours prior to vessel cut off at port - Delivery vehicle must provide a copy of the carters note upon arrival at SAFH - Containers will be rejected that have not been correctly booked, in particular where the specific container number or VGM weight has not been supplied or updated prior to container physical arrival at SAFH <p>FCL rail to port:</p> <ul style="list-style-type: none"> - Where port receival window is open, containers will be transferred to port to meet the vessel cut off - Where port receival window is not yet open, containers will be held at South Auckland Freight Hub until the receival window opens and containers will be transferred to port to meet the vessel cut off <p>Please note – it is the customers responsibility to ensure all export containers are sealed prior to delivery to SAFH. Export containers that are not sealed will not be accepted.</p>