

Standard Operating Procedure

Imports – Shuttle only

Booking Cut-offs	<p>Bookings are required a minimum of 48 working hours (excluding public holidays and weekends) prior to vessel arrival.</p> <p>Daily cut off of 1pm for accepting of bookings (any received after 1pm will be processed next business day).</p> <p>All bookings must be sent to customer.services@nexuslogistics.nz</p>
Booking Documentation	<p>Minimum requirements for import bookings:</p> <ul style="list-style-type: none"> - Container Number(s) - ISO Type (Size) - VGM - Vessel & Voyage - Discharge Port - Shipping Line - PIN/Random/ECN where applicable - Detention Period
Rail from Port to SAFH	<p>Containers are deemed to be available once the booking is lodged with Nexus, containers are physically discharged from vessel and are free of all holds – whichever occurs last.</p> <p>Containers will be transferred to SAFH within 48 working hours (excluding public holidays and weekends) of availability. At times of peak demand delivery lead time may increase up to 24 hours.</p> <p>Bookings received after containers are available will be transferred to SAFH within 48 working hours (excluding public holidays and weekends) of availability.</p>
Scheduling of container collection from SAFH	<p>Customer will be provided with a daily report of containers that have arrived at SAFH and are available for collection.</p> <p>Collections may be requested for any given date for either dayshift or nightshift, subject to the SAFH operating hours listed below. Collection requests must specify specific container numbers.</p> <p>Collection requests must meet the following booking cut off times;</p> <ul style="list-style-type: none"> - 11:00am cut off for night-shift collection - 1:00pm cut off for next day collection <p>SAFH operating hours</p> <ul style="list-style-type: none"> - Monday to Friday – 24 hours - Saturday & Sunday – 7am to 2pm <p>All collection requests must be sent to customer.services@nexuslogistics.nz</p>