



**DGD Transport Warehouse Policies and  
Procedures**

**Implementation  
January 1st,  
2012**

**DGD Transport LLC**



## DGD Transport Warehouse Policies (Cont)

Implementation  
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### 1. DGD Transport working hours:

- a. Monday through Friday from 9:00 a.m. to 5:00 p.m.
- b. DGD Transport facilities will be closed on Federal holidays and special company days, for more information please call our office or visit our website. DGD Transport Operations will send notification of closings at least 1 week prior to any expected holiday informing the hours of operation during those days.
- c. If a customer requires work to be performed outside of working hours or during a holiday, they must call DGD Transport customer service to inform (create an appointment) . In the days prior to a Holiday, there will be increased volume of cargo and as such, DGD Transport will require advanced notice of work requirements as well.

### 2. Warehouse security

- a. No guest is allowed to go inside the warehouse without DGD TRANSPORT LLC escort. Customers with a Badge issued with their photograph may enter warehouse to inspect their own goods.
- b. With no exceptions, once the cargo is received by DGD TRANSPORT LLC the customer is NOT allowed to handle the merchandise without a previous Work Order Request authorization and supervision of personnel.
- c. When a customer is inside DGD TRANSPORT LLC facilities, they should always observe personnel indications and posted signs, including yellow line demarcations indicating DGD TRANSPORT LLC Personnel only.
- d. If any complaint arises please contact Customer Service Representative. on compliance could result in an automatic contract lease termination. As you may know TSA, FAA & CBP are constantly monitoring our facilities (as well as others) and have made repeated comments for us to put a stop to this practice. Please help us comply.

### 3. WAREHOUSE SERVICES: All Warehouse services should be scheduled according to the following indications:

**3.1 Unloading and Loading of containers (Flat racks, Lowboys, etc.):** Containers should be booked with all the necessary documentation (packing list, Container #, Booking #, etc.) and shipping information (Container Size, Bonded, Domestic, Floor loaded, palletized, shrink wrap, segregation, etc.) at least 24 hrs in advance per container. If the information is not provided before the container arrives at DGD Transport, might not be able to identify who the container belongs to; therefore, there will be a charge of 25.00 for the time spent investigating who is the consignee of the container.

- a. All cargo received at DGD Transport should be consigned (Consignee) to the customer and Care of (C/O) DGD Transport
- b. Customers may supervise the Unloading or Loading of Containers but must be properly identified with a DGD Transport ID badge in advance of work commencement.

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- a. DGD Transport will create two truck parking slots in receiving for Booked LTL Cargo. These arrivals will be received at the time we committed to receive them as per the booking information. To ensure fast receipt, please make certain truck and driver are available at the time of booking. Failure to arrive on time will cause the booking to be voided and truck will be received on a “first come first serve” basis.
- b. Over 10 pallets or oversized skids should be booked at least 24 hrs in advance.
- c. Less than 10 pallets could be booked at least 4 hrs in advance, this will eliminate the order of arrival rule and will give priority to the driver delivering the cargo.
- d. If special works (i.e. segregation, palletizing, labeling, etc.) are needed we require at least 24 hours in advance Work Order Request to have the necessary staff to support your needs.
- e. When the customer does not know when the cargo will arrive, and therefore not able to book the cargo reception, then the cargo will be received on order of arrival (with no exceptions). DGD Transport suggest customers to include a note of “Notify 24 hrs before arrival” on the truck bill. This will allow customers to have the necessary information to create appointments and therefore have a faster service.
- f. When expedited service is required customer should make a request and according to availability.
- g. All cargo received at DGD Transport should be consigned (Consignee) to the customer and Care of (C/O) DGD Transport
- h. DGD Transport will generate all Warehouse Receipts within 4 business hours of receiving the cargo. These will be e-mailed to the e-mail address indicated on the Warehouse Agreement and will also be available on our Online System.
- i. Truck Lanes will be held exclusively for Booked LTL Cargo. These lanes will be maintained open for those trucks with appointments that arrive on time.

### 3.3 Storage:

- Storage time and therefore storage fees will begin 30 days from when cargo is received; storage after 30 days is prorated, so if storage charges are applied they are at 30 days.
- a. Storage time and therefore storage fees will begin 30 days from when cargo is received; storage after 30 days is prorated, so if storage charges are applied they are at 30 days.
  - b. If a container remains at DGD Transport facilities for more than one day, the consignee will be charged with the corresponding container overnight storage fee.
  - c. DGD Transport will receive containers outside of the appointment time; however, DGD Transport will not be responsible of the conveyance until the appointment time.
  - d. DGD Transport should be informed at least 24 hrs in advance, when a customer requires special security to guard a loaded container. If DGD Transport is not properly informed (in writing), DGD Transport will not be responsible for such container.



## DGD Transport Warehouse Policies(Cont)

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- a. All Cargo Releases shall be created through DGD Transport Online system interface or releases via email. All Cargo Releases generated by DGD Transport personnel.
  - b. Releases of more than 10 pallets or oversized skids should be with all the documentation and shipping instructions, at least 24 hrs in advance.
  - c. Less than 10 pallets should be booked with all the documentation and shipping instructions, at least 4 hrs in advance.
  - d. If special works (floor loading, labeling, etc.) are needed, we require at least 24 Hr. advance Work Order Request to have the necessary staff to support your needs.
  - e. All Pick & Pack requirements should be scheduled (e-mail for scheduling)
  - f. For Bonded cargo all the documentation should be received before the processing time begins (allow at least 24 hrs over 10 pallets and 4 hrs less than 10 pallets).
  - g. When expedited service is required customer should make a request and according to availability a 50% surcharge over normal rates will be assessed.
4. **Cancellations:** Cancellations are allowed until 24 hrs before arrivals of containers and 2 hr before LCL works. After this time if any work has been performed to prepare for the cargo reception or the cargo release, the customer will be billed accordingly.
  5. **Transportation Late arrival:** We understand there might be traffic and congestion in the area, and as such, when transportation arrives within one hour of initial appointment, the work will still be performed without any consequences. However, if transportation arrives after this time, work will be postponed for next open time frame. If the remaining of the day and the following day are completely booked, then the customer will decide if work is performed with approved over-time rates or until a time frame is available.
  6. **E-mail contacts:** warehouse@dgdeclaration.com , luis.lopez@dgdeclaration.com , info@dgdeclaration.com  
**Phone: 888-219-4544 Fax: 786-999-8893**