# GUIDANCE TO NB SHIPPING INSTRUCTIONS

CGR is providing the below guidance for proper documentation to ship via our Rail Ferry service. For any issues on setting up the template or submitting the waybill please send copy of the issue to [CGRnorthbound@cgrailway.com](mailto:CGRnorthbound@cgrailway.com). For general inquiries please email to [cgrcommercial@cgrailway.com](mailto:cgrcommercial@cgrailway.com).

## CUSTOMER – ORIGIN / DESTINATION

|  |  |
| --- | --- |
| **Rail Destination:** |  |
| **Rail Origin:** |  |
| **Freight Terms:** | **PREPAID** |
| **Price Authority / Price Document (available):** |  |
| **Route:** |  |
| **STCC (available):** |  |
| **Payor of Freight:** | **CIF**  **COMPANY LEGAL NAME** ADDRESS1 ADDRESS2 CITY\*ST\*ZIP\*COUNTRY  +NN(AREA) NUMBER |
| **Shipper:** | **CIF**  **COMPANY LEGAL NAME** ADDRESS1 ADDRESS2 CITY\*ST\*ZIP\*COUNTRY  +NN(AREA) NUMBER |
| **Consignee / Importer of Freight:** | **CIF**  **COMPANY LEGAL NAME** ADDRESS1 ADDRESS2 CITY\*ST\*ZIP\*COUNTRY  +NN(AREA) NUMBER |
| **Care of Party:** | **CIF**  **COMPANY LEGAL NAME** ADDRESS1 ADDRESS2 CITY\*ST\*ZIP\*COUNTRY  +NN(AREA) NUMBER |
| **MX Customs Broker:** | **CIF**  **COMPANY LEGAL NAME** ADDRESS1 ADDRESS2 CITY\*ST\*ZIP\*COUNTRY  +NN(AREA) NUMBER |
| **U.S. Customs Broker:** | **CIF**  **COMPANY LEGAL NAME** ADDRESS1 ADDRESS2 CITY\*ST\*ZIP\*COUNTRY  +NN(AREA) NUMBER |
| **Other Rule 11 Freight Payor:** | **CIF N/A**  To be used only if another party will be paying for a portion of the route’s freight. |

For any change of address or business name change please reach out to your Account Manager or [cgrcommercial@cgrailway.com](mailto:cgrcommercial@cgrailway.com) with a notice or request to update name or address along with a proof of new address or name.

## ROUTE SPECIFIC:

**PAYOR OF FREIGHT: CUSTOMER**

**CONSIGNEE / SHIPPER: All**

**ORIGIN / DESTINATION: All**

**STCC: All**

## CGR E-MAIL DISTRIBUTION LIST

To make any changes: Add, Remove contacts for CGR sailings notifications, please submit an email with details of you request to your Account Manager or [CGRnorthbound@cgrailway.com](mailto:CGRnorthbound@cgrailway.com).

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| CGR PRE-SALING, DEPARTURE AND ARRIVAL NOTIFICATIONS RELATED TO THIS TRAFFIC. | | | |
| **Name / Role** |  | **Email** |  |
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| INVOICING INSTRUCTIONS |  |  |  |
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