# GUIDANCE TO SHIPPING INSTRUCTIONS TEMPLATE

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 [CGRsouthbound@cgrailway.com](mailto:CGRsouthbound@cgrailway.com). For general inquiries please email to [cgrcommercial@cgrailway.com](mailto:cgrcommercial@cgrailway.com).

## CUSTOMER – RAIL DESTINATION 1

|  |  |
| --- | --- |
| **Rail Destination:** |  |
| **Freight Terms:** |  |
| **Price Authority / Price Document:** |  |
| **Route:** | *DEPENDS ON ORIGIN* -MOBIL – **CGR** – COTZS – **FSRR** |
| **STCC:** |  |
| **Payor of Freight:** | **CIF**  **CUSTOMER** ADDRESS1 ADDRESS2 CITY\*STATE\*ZIP CODE\*COUNTRY  PHONE NUMBER WITH INTERNATIONAL CODE |
| **Other Rule 11 Freight Payor:** | **CIF**  **CUSTOMER** ADDRESS1 ADDRESS2 CITY\*STATE\*ZIP CODE\*COUNTRY  PHONE NUMBER WITH INTERNATIONAL CODE |
| **Consignee / Importer:** | **CIF**  **CUSTOMER** ADDRESS1 ADDRESS2 CITY\*STATE\*ZIP CODE\*COUNTRY  PHONE NUMBER WITH INTERNATIONAL CODE |
| **Care of Party / Cargo Unloading:** | **CIF**  **CUSTOMER** ADDRESS1 ADDRESS2 CITY\*STATE\*ZIP CODE\*COUNTRY  PHONE NUMBER WITH INTERNATIONAL CODE |
| **U.S. Freight Forwarder:** | **CIF**  **CUSTOMER** ADDRESS1 ADDRESS2 CITY\*STATE\*ZIP CODE\*COUNTRY  PHONE NUMBER WITH INTERNATIONAL CODE |
| **MX Customs Broker:** | **CIF**  **CUSTOMER** ADDRESS1 ADDRESS2 CITY\*STATE\*ZIP CODE\*COUNTRY  PHONE NUMBER WITH INTERNATIONAL CODE |
| **Comments:** |  |

## CUSTOMER – RAIL DESTINATION 2

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| --- | --- |
| **Rail Destination:** |  |
| **Freight Terms:** |  |
| **Price Authority / Price Document:** |  |
| **Route:** | *DEPENDS ON ORIGIN* -MOBIL – **CGR** – COTZS – **FSRR** |
| **STCC:** |  |
| **Payor of Freight:** | **CIF**  **CUSTOMER** ADDRESS1 ADDRESS2 CITY\*STATE\*ZIP CODE\*COUNTRY  PHONE NUMBER WITH INTERNATIONAL CODE |
| **Other Rule 11 Freight Payor:** | **CIF**  **CUSTOMER** ADDRESS1 ADDRESS2 CITY\*STATE\*ZIP CODE\*COUNTRY  PHONE NUMBER WITH INTERNATIONAL CODE |
| **Consignee / Importer:** | **CIF**  **CUSTOMER** ADDRESS1 ADDRESS2 CITY\*STATE\*ZIP CODE\*COUNTRY  PHONE NUMBER WITH INTERNATIONAL CODE |
| **Care of Party / Cargo Unloading:** | **CIF**  **CUSTOMER** ADDRESS1 ADDRESS2 CITY\*STATE\*ZIP CODE\*COUNTRY  PHONE NUMBER WITH INTERNATIONAL CODE |
| **U.S. Freight Forwarder:** | **CIF**  **CUSTOMER** ADDRESS1 ADDRESS2 CITY\*STATE\*ZIP CODE\*COUNTRY  PHONE NUMBER WITH INTERNATIONAL CODE |
| **MX Customs Broker:** | **CIF**  **CUSTOMER** ADDRESS1 ADDRESS2 CITY\*STATE\*ZIP CODE\*COUNTRY  PHONE NUMBER WITH INTERNATIONAL CODE |
| **Comments:** |  |

# CGR E-MAIL DISTRIBUTION LIST

## PARAMETERS

**PAYOR OF FREIGHT: CUSTOMER**

**CONSIGNEE / SHIPPER: All**

**ORIGIN / DESTINATION: All**

**STCC: All**

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 [CGRsouthbound@cgrailway.com](mailto:CGRsouthbound@cgrailway.com).

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| --- | --- | --- | --- |
| CGR PRE-SALING, DEPARTURE AND ARRIVAL NOTIFICATIONS RELATED TO THIS TRAFFIC. | | | |
| **Name / Role** |  | **Email** |  |
| SHIPPER / |  |  |  |
| CONSIGNEE / |  |  |  |
| CONSIGNEE / |  |  |  |
| CARE OF PARTY / |  |  |  |
| U.S. COMPLIANCE / |  |  |  |
| MX CUSTOMS BROKER / |  |  |  |
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| INVOICING INSTRUCTIONS TO CGR |  |  |  |
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