# 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. For general inquiries please email to cgrcommercial@cgrailway.com.

## CUSTOMER – RAIL DESTINATION 1

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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**ADDRESS1ADDRESS2CITY\*STATE\*ZIP CODE\*COUNTRYPHONE NUMBER WITH INTERNATIONAL CODE |
| **Other Rule 11 Freight Payor:** | **CIF** **CUSTOMER**ADDRESS1ADDRESS2CITY\*STATE\*ZIP CODE\*COUNTRYPHONE NUMBER WITH INTERNATIONAL CODE |
| **Consignee / Importer:** | **CIF** **CUSTOMER**ADDRESS1ADDRESS2CITY\*STATE\*ZIP CODE\*COUNTRYPHONE NUMBER WITH INTERNATIONAL CODE |
| **Care of Party / Cargo Unloading:** | **CIF** **CUSTOMER**ADDRESS1ADDRESS2CITY\*STATE\*ZIP CODE\*COUNTRYPHONE NUMBER WITH INTERNATIONAL CODE |
| **U.S. Freight Forwarder:** | **CIF** **CUSTOMER**ADDRESS1ADDRESS2CITY\*STATE\*ZIP CODE\*COUNTRYPHONE NUMBER WITH INTERNATIONAL CODE |
| **MX Customs Broker:** | **CIF** **CUSTOMER**ADDRESS1ADDRESS2CITY\*STATE\*ZIP CODE\*COUNTRYPHONE 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**ADDRESS1ADDRESS2CITY\*STATE\*ZIP CODE\*COUNTRYPHONE NUMBER WITH INTERNATIONAL CODE |
| **Other Rule 11 Freight Payor:** | **CIF** **CUSTOMER**ADDRESS1ADDRESS2CITY\*STATE\*ZIP CODE\*COUNTRYPHONE NUMBER WITH INTERNATIONAL CODE |
| **Consignee / Importer:** | **CIF** **CUSTOMER**ADDRESS1ADDRESS2CITY\*STATE\*ZIP CODE\*COUNTRYPHONE NUMBER WITH INTERNATIONAL CODE |
| **Care of Party / Cargo Unloading:** | **CIF** **CUSTOMER**ADDRESS1ADDRESS2CITY\*STATE\*ZIP CODE\*COUNTRYPHONE NUMBER WITH INTERNATIONAL CODE |
| **U.S. Freight Forwarder:** | **CIF** **CUSTOMER**ADDRESS1ADDRESS2CITY\*STATE\*ZIP CODE\*COUNTRYPHONE NUMBER WITH INTERNATIONAL CODE |
| **MX Customs Broker:** | **CIF** **CUSTOMER**ADDRESS1ADDRESS2CITY\*STATE\*ZIP CODE\*COUNTRYPHONE 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.

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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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