

MUST READ: Instruction - How to fill up OOG request form correctly.

OOG REQUEST FORM V1.6																																		
Rows Highlighted in Blue are compulsory	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Service name of mother vessel</td> <td style="width: 5%;">:</td> <td style="width: 35%; border-bottom: 1px solid black;"></td> </tr> <tr> <td>1st vessel name/Voyage (if any)</td> <td>:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Mother vessel name/ Voyage</td> <td>:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Expected Loading Date/Week</td> <td>:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Port of Loading (POL)</td> <td>:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Transshipment ports</td> <td>:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Port of Discharge (POD)</td> <td>:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Contract Holder Name & Code (VIP/SCT code)</td> <td>:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Shipper Name</td> <td>:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Commodity</td> <td>:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Commodity Value</td> <td>:</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	Service name of mother vessel	:		1st vessel name/Voyage (if any)	:		Mother vessel name/ Voyage	:		Expected Loading Date/Week	:		Port of Loading (POL)	:		Transshipment ports	:		Port of Discharge (POD)	:		Contract Holder Name & Code (VIP/SCT code)	:		Shipper Name	:		Commodity	:		Commodity Value	:	
Service name of mother vessel	:																																	
1st vessel name/Voyage (if any)	:																																	
Mother vessel name/ Voyage	:																																	
Expected Loading Date/Week	:																																	
Port of Loading (POL)	:																																	
Transshipment ports	:																																	
Port of Discharge (POD)	:																																	
Contract Holder Name & Code (VIP/SCT code)	:																																	
Shipper Name	:																																	
Commodity	:																																	
Commodity Value	:																																	
Container 1:																																		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Weight (Tonnes) exclude tare</td> <td style="width: 5%;">:</td> <td style="width: 30%; border-bottom: 1px solid black;"></td> <td style="width: 5%;">Tonnes</td> </tr> </table>	Weight (Tonnes) exclude tare	:		Tonnes																													
Weight (Tonnes) exclude tare	:		Tonnes																															
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4" style="color: #e91e63;">Actual Dimensions (Meters)</td> </tr> <tr> <td style="width: 60%;">Length</td> <td style="width: 5%;">:</td> <td style="width: 30%; border-bottom: 1px solid black;"></td> <td style="width: 5%;">Meter</td> </tr> <tr> <td>Width</td> <td>:</td> <td style="border-bottom: 1px solid black;"></td> <td>Meter</td> </tr> <tr> <td>Height</td> <td>:</td> <td style="border-bottom: 1px solid black;"></td> <td>Meter</td> </tr> </table>	Actual Dimensions (Meters)				Length	:		Meter	Width	:		Meter	Height	:		Meter																	
Actual Dimensions (Meters)																																		
Length	:		Meter																															
Width	:		Meter																															
Height	:		Meter																															
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4" style="color: #e91e63;">Exceeded Dimensions (Centimeter)</td> </tr> <tr> <td style="width: 60%;">Over Length</td> <td style="width: 5%;">:</td> <td style="width: 30%; border-bottom: 1px solid black;"></td> <td style="width: 5%;">CM</td> </tr> <tr> <td>Over Width</td> <td>:</td> <td style="border-bottom: 1px solid black;">(left)_____CM, (right)_____CM</td> <td></td> </tr> <tr> <td>Over Height</td> <td>:</td> <td style="border-bottom: 1px solid black;"></td> <td>CM</td> </tr> <tr> <td>Equipment Required</td> <td>:</td> <td style="border-bottom: 1px solid black;"></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: right; font-size: small;">(20'Flat Rack/40'Flat Rack/20'Open Top/40'Open Top)</td> </tr> </table>	Exceeded Dimensions (Centimeter)				Over Length	:		CM	Over Width	:	(left)_____CM, (right)_____CM		Over Height	:		CM	Equipment Required	:			(20'Flat Rack/40'Flat Rack/20'Open Top/40'Open Top)												
Exceeded Dimensions (Centimeter)																																		
Over Length	:		CM																															
Over Width	:	(left)_____CM, (right)_____CM																																
Over Height	:		CM																															
Equipment Required	:																																	
(20'Flat Rack/40'Flat Rack/20'Open Top/40'Open Top)																																		
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Number of containers</td> <td style="width: 5%;">:</td> <td style="width: 35%; border-bottom: 1px solid black;"></td> </tr> </table>	Number of containers	:																															
Number of containers	:																																	
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">SOC(Shippers owned) or MSC/Leased</td> <td style="width: 5%;">:</td> <td style="width: 35%; border-bottom: 1px solid black;"></td> </tr> </table>	SOC(Shippers owned) or MSC/Leased	:																															
SOC(Shippers owned) or MSC/Leased	:																																	
***** Kindly assist to add rows if more than one container required.																																		

1. Service name of the mother vessel is a MUST.
2. If not able to provide intended vessel, you must provide Expected loading week and check Schedule for the mother vessel name. Please fill up based on what you can find on the schedule. Indicate 1st vessel/voyage if it's not direct call.
3. For those VSA strings, if you only know the service name but have no idea which week they wish to load, quotation will be provided based on MSC vessel only.
4. For any OOG to be loaded on non-MSC vessels, vessel name/voyage number must be provided.

8		
9	Port of Loading (POL)	:
10	Transshipment ports	:
11	Port of Discharge (POD)	:

5. Indicate correctly the POL, POD and transshipment ports. If transshipment ports are not stated, OOG quotation will NOT take any transshipment cost into consideration. If transshipment cost incurred, the extra cost will be paid by your client.

19		
20	Weight (Tonnes) exclude tare	:
21		:

6. Cargo weight: please indicate in Tonnes.

22	Actual Dimensions (Meters)	
23	Length	:
24	Width	:
25	Height	:

7. Actual dimension: cargo length, width and height shall be all provided, no matter in-gauge or out-of-gauge. Dimension shall be stated in METER.

49	Exceeded Dimensions (Centimeter)	
50	Over Length	:
51	Over Width	:
52	Over Height	:
53	Equipment Required	:
54		
55		

8. Exceeded dimension: must be filled up in CENTIMETER. Quotation will be based on the exceeded dimension that you provided. If actual situation differs and extra cost incur, client need bear the extra cost.

	Equipment Required	:
		:

9. Equipment type: the most common ones are 20'OT, 20'FR, 40'OT, and 40'FR.

If you have more than one OOG containers need to be shipped under the same port pair, you may wish to add more container details as per below shows. Do NOT separate into different tabs.

OOG REQUEST FORM V1.6

Rows
Highlighted in
Blue are
compulsory

Service name of mother vessel	:	<input style="width: 95%;" type="text"/>
1st vessel name/Voyage (if any)	:	<input style="width: 95%;" type="text"/>
Mother vessel name/ Voyage	:	<input style="width: 95%;" type="text"/>
Expected Loading Date/Week	:	<input style="width: 95%;" type="text"/>
Port of Loading (POL)	:	<input style="width: 95%;" type="text"/>
Transshipment ports	:	<input style="width: 95%;" type="text"/>
Port of Discharge (POD)	:	<input style="width: 95%;" type="text"/>
Contract Holder Name & Code (VIP/SCT code)	:	<input style="width: 95%;" type="text"/>
Shipper Name	:	<input style="width: 95%;" type="text"/>
Commodity	:	<input style="width: 95%;" type="text"/>
Commodity Value	:	<input style="width: 95%;" type="text"/>

Container 1:

Weight (Tonnes) exclude tare	:	<input style="width: 95%;" type="text"/> Tonnes
Actual Dimensions (Meters)		
Length	:	<input style="width: 95%;" type="text"/> Meter
Width	:	<input style="width: 95%;" type="text"/> Meter
Height	:	<input style="width: 95%;" type="text"/> Meter
Exceeded Dimensions (Centimeter)		
Over Length	:	<input style="width: 95%;" type="text"/> CM
Over Width	:	(left) <input style="width: 95%;" type="text"/> CM, (right) <input style="width: 95%;" type="text"/> CM
Over Height	:	<input style="width: 95%;" type="text"/> CM
Equipment Required	:	<input style="width: 95%;" type="text"/>
(20' Flat Rack/40' Flat Rack/20' Open Top/40' Open Top)		
Number of containers	:	<input style="width: 95%;" type="text"/>
SOC(Shippers owned) or MSC/Leased	:	<input style="width: 95%;" type="text"/>

***** Kindly assist to add rows if more than one container required.

Container 2:

Weight exclude tare	:	<input style="width: 95%;" type="text"/> Tonnes
Actual Dimensions (Meters)		
Length	:	<input style="width: 95%;" type="text"/> Meter
Width	:	<input style="width: 95%;" type="text"/> Meter
Height	:	<input style="width: 95%;" type="text"/> Meter
Exceeded Dimensions (Centimeter)		
Over Length	:	<input style="width: 95%;" type="text"/> CM
Over Width	:	(left) <input style="width: 95%;" type="text"/> CM, (right) <input style="width: 95%;" type="text"/> CM
Over Height	:	<input style="width: 95%;" type="text"/> CM
Equipment Required	:	<input style="width: 95%;" type="text"/>
(20' Flat Rack/40' Flat Rack/20' Open Top/40' Open Top)		
Number of containers	:	<input style="width: 95%;" type="text"/>
SOC(Shippers owned) or MSC/Leased	:	<input style="width: 95%;" type="text"/>

***** Kindly assist to add rows if more than one container required.

If you have more than one OOG containers but they are not under the same port pair, fill up one OOG form for each port pair and send each OOG form in individual email with correct port pair stated in email title.