



# BOOKING PROCEDURE AND STUFFING GUIDELINE FOR METAL COIL/STEEL COIL SHIPMENTS

## 卷钢类货物的订舱流程及装箱指南

Dear Customers,  
尊敬的客户，

Please carefully read below Booking Procedure as well as MSC stuffing guideline for METAL COIL/STEEL COIL shipments, and ensure the proper implementation of the Procedure and the Guideline. MSC preserves the right to take legal proceeding against liable party in the event of mis-declaration and/or improper stuffing/lashing/securing from which consequently MSC has suffered any vessel/equipment loss, legal expenses, salvage cost and any other expenses.

请您仔细阅读并严格执行卷钢类货物的订舱流程及装箱要求。如因您的错误填报、装箱/捆扎/固定方式不当，从而引起船舶、箱体损毁，导致法律费用、救助费用及其他额外费用的产生，我司将保留向您提起法律诉讼的权利。

### BOOKING PROCEDURE 订舱流程

1. Shipper/booking agent is responsible to ensure clear commodity description of metal coil / steel coil is duly stated and declared at time of booking to MSC.

发货人/订舱代理在向我司提交订舱时，务必在品名栏清晰地告知该票货物属于卷钢。

2. Shipper/booking agent is required to submit a “METAL COIL SURVEY LOI” by email after eSO is placed.

发货人/订舱代理须在订舱提交后，发送电子版的“卷钢监装保函”至 MSC。

<b>Email Subject 邮件主题</b>	Metal Coil Survey LOI – Vessel/Voyage – Booking Number
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<b>Email To 邮件发送至</b>	<a href="mailto:cn177-mscshaebooking@msc.com">cn177-mscshaebooking@msc.com</a>
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The latest format of LOI can be downloaded via Lindo website 保函下载地址：

<https://web.lindomsc.com/show.aspx?CatIDX=64&IDX=191>

3. Shipper/booking agent pick up EIR/Container once space is confirmed.

发货人/订舱代理可在舱位确认后申领设备交接单并提箱。

4. Shipper/booking agent is required to stuff, lash and secure metal/steel coils in accordance with the Guidelines, and arrange stuffing survey via one of MSC nominated survey companies, for which will be on shipper’s account.

发货人/订舱代理须按照装箱指南中的装箱方式对卷钢货物进行填充、捆扎、固定，并联系我司指定的监装公司进行监装，由此产生的监装费用由发货人/订舱代理自行承担。

5. Surveyor is required to submit survey report to MSC ([cn177-mscshaebooking@msc.com](mailto:cn177-mscshaebooking@msc.com)) before CY closing.

在船舶截港前，监装公司须将监装报告发至 MSC 订舱部指定邮箱。

6. Only qualified survey result is accepted by MSC to be allowed shipment on board. MSC reserves the right not to load onboard or to off-load the shipment in case of mis-declaration or “Failed” survey report received. Either shipper or booking agent will be liable for all responsibilities and extra cost that may arise.

我司只有在收到监装合格的报告后，才会安排卷钢类货物上船。如果卷钢品名填报不清晰、不正确，或监装报告不合格，我司将保留货物不装船或者卸货的权利。由此产生的一切责任和额外费用由发货人/订舱代理承担。

# MSC STUFFING GUIDELINE (FOR SHIPMENTS FROM SHANGHAI AND/OR YANGTZE RIVER ONLY) 装箱指南 (仅适用于从上海港或长江地区出运的卷钢类货物)

English Version 英文版:

<http://web.lindomsc.com/Manager/Public/NewsFile/20200603/20200603010355c2f7.pdf>

Chinese Version 中文版:

<http://web.lindomsc.com/Manager/Public/NewsFile/20200603/20200603010313f45d.pdf>

## MSC NOMINATED SURVEY COMPANY 指定监装公司

Here below please find the contact details of MSC nominated survey companies.

请按如下方式联系 MSC 指定的监装公司安排监装事宜。

Teamhead Surveyors & Loss Adjusters Co., Ltd. 上海泛华天衡保险公估有限公司			
Main Contact 主要联系人	Phone 电话	Fax 传真	Email 邮箱
Ms. Yan Tao	86-21-5860 5151 ext. 1060 86-21-5860 5252 ext. 1060 Cell: 86-13636468139	86-21-58605353	<a href="mailto:service@teamhead.cn">service@teamhead.cn</a>
Mr. Huang Xing	86-21-5860 5151 ext. 1044 86-21-5860 5252 ext. 1044 Cell: 86-13917214028	86-21-58605353	<a href="mailto:office@teamhead.cn">office@teamhead.cn</a>

Huatai Surveyors & Adjusters Company Shanghai Branch 北京华泰保险公估有限公司上海分公司			
Main Contact 主要联系人	Phone 电话	Fax 传真	Email 邮箱
Mr. Liu Jinsong	86-21-5836 9707 ext. 174 Cell: 86-137 6431 6251	86-21-5836 9156 86-21-5836 9709	<a href="mailto:liujinsong@huatai-serv.com">liujinsong@huatai-serv.com</a>

BUREAU VERITAS 必维国际检验集团			
Main Contact 主要联系人	Phone 电话	Fax 传真	Email 邮箱
Mr. Davis Liang	86-21-23190386 Cell: 86-18019169173		<a href="mailto:davis.liang@cn.bureauveritas.com">davis.liang@cn.bureauveritas.com</a>

Using this opportunity, we would like to express our sincere appreciation for your kind attention and cooperation. Please do not hesitate to contact us if we could be of any assistance.

感谢您对我们工作的支持和关注。如有任何帮助，请随时与我们联系。