



E-MAGAZINE

LOGISTICS HANDBOOK

Each of us in our business focuses on the development of our own products or services. This means that the related processes must be entrusted to professionals who will provide high quality transport services. In that way your product reaches the buyer according to your plans.

Nevertheless, you need to know the basic foundation of cargo shipping logistics. About that you can learn in this guide in logistics which we have prepared specially for you.

PLANNING OF TRANSPORTATION

See if you can answer all of the questions below

- Do you know the exact addresses with postal codes where to load and unload the cargo?
 - What is the expected volume, cargo size and other cargo specifics? | ADR, temperature level, oversized cargo |
 - Is additional loading equipment required and how these goods will be loaded on the truck trailer? (from the top, side or rear)
 - Do you require additional insurance if valuable cargo is transported?
 - Is it easy to access the place of loading and unloading. Can a truck drive in?
 - When should the goods be delivered?
 - What mode of transport will be used? | air, sea, road |
 - Will you arrange the transport yourself or hand over it to a cargo shipping company?
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CARGO PACKING

When shipping goods, the responsibility for cargo is shared between the carrier and shipper

Different products require different packaging. The cargo must be packed accordingly to its specifics. As goods often travel several thousand kilometers and are often handled in warehouses or terminals, they must be properly packed.

Cargo can be packed in boxes. A box can be secured with corners and wrapped with film. If there are several boxes, they must be secured on a pallet of appropriate size so that they do not get lost during the shipping process and are held together.

The boxes must be marked - if the load is fragile, there must be arrows indicating how the box must be held upright correctly.

The size of a pallet must be chosen according to the size of load so that it does not exceed the pallet size.

When transporting windows, they are usually placed on a pallet. For additional security, they are fixed by a wooden frame or structure. Another solution is to put them on the so-called A frame and wrap them in film.

FORMALITIES

Punctuality is one of the most important conditions to avoid unpredicted costs.

- An import or export declaration correctly filled out
- If you are transporting goods to and from countries outside the EU, you will need to undergo customs procedures
- Permits required for shipping oversized or heavy cargo, dangerous goods (ADR) or excise goods
- Do you want to insure your cargo in addition to the CMR insurance?

CARGO LOADING

Be prepared to organize this process, as it is your responsibility

- Contact the cargo shipper
| make sure the cargo is ready and specify the type of loading |
- Make sure that the amount of the loaded cargo matches documents
- Cargo securing
- Signing CRM

CARGO UNLOADING

Make sure the consignee is ready to accept the cargo

Appropriate unloading equipment. Specify the unloading area, is it possible for a large tent to drive in?

Working hours of the unloading place (when the cargo can be unloaded)

Who will inspect the cargo in the cargo unloading place

Who will sign the documents (signing the documents is performed only after the cargo unloading and inspection)

If some deficiencies are found, mark them in the CMR and make sure you keep one copy of CMR

The place of unloading and storage must correspond to the specifics of cargo, for example, if the cargo is delivered with a temperature level, then the appropriate temperature must also be present at the place of unloading.

WHY CHOOSE VERVO?

- Top quality customer service and individual approach to each customer. We will fulfill all the customer wishes and needs, including:
- We will plan the route for cargo shipping;
- Your cargo will be insured in accordance with CMR regulations. Logistics specialists will assess the need for additional insurance;
- We will prepare appropriate documentation for your cargo;
- We will choose the most appropriate type of cargo transportation and necessary technical units;
- If necessary, we will provide cargo loading and unloading service;
- If necessary, we will provide warehouse logistics, including marking and cargo delivery to the addresses specified by the customer.

Full range of transport and logistics services - You can 100% focus on the development of your business leaving all tasks regarding the cargo and warehouse logistics to us!

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ALWAYS READY TO GO AN EXTRA MILE

