Guide to Completing RateWave Rate Filing Advice Form

Found at: http://www.ratewave.com/genericRate.html

Part 1: General Filing Information

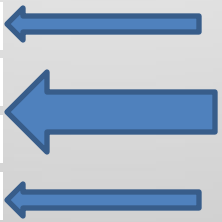
GENERAL FILING INFORMATION

Filer's Name*:

Filer's eMail*:

Filer's Phone No.*:

Filer's Company*:



Name of Agent

In case RateWave has any questions regarding your request.

Name of Company

Part 1 (Cont'd): General Filing Information

If you made a filing and then realize on the same day that you made a mistake or omitted information, please select this box to let RateWave know so that we will not file incorrect information.

Use Amendment only if changing an already existing rate. If you select New, RateWave will always check to make certain rate is really new. If rate already exists, there is no charge for sending duplicate filing instructions.

Type Of Filing:
- New
- Correction to Filing Made Today
- Amendment to Existing Tariff Rate Item

Effective Date:

Expiration Date:

Using an expiration date is highly recommended. 30-90 days is recommended for All-Inclusive Rates, so that if the underlying Steamship Line's additional charges are increased, you may not have to wait a full 30 days to make your rate increase effective. At the very least, if a rate is based on a Buy Rate in a Service Contract, make your Expiration Date match the Expiration Date of the Service Contract. Always remember that a newly established rate or rate reduction must remain in effect for at least 30 days.

Part 2: Commodity Information

Tariff Commodity Item No:
Harmonized Code Number:

- **Tariff Commodity Item No**: You may use this box to identify an existing rate item already filed in the Tariff (please see the "Rate Look Up" PowerPoint).
- **Harmonized Code Number**: If you wish, you can use this box to provide RateWave with the Harmonized Code Number. However, if you use a Harmonized Code number please also provide a brief description in the section below. The Harmonized Code number will be used as a reference point for RateWave.

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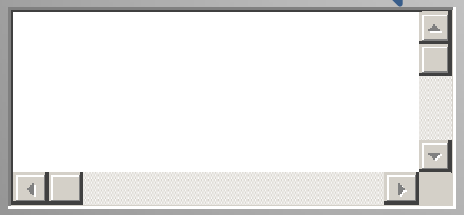
Commodity Description*



Please make the commodity description as plain, complete and specific as possible. Trade, Shipper or Company Names CANNOT be used in commodity descriptions by law (for instance, we cannot publish "IBM Computers" – we can simply list "Computers").

NOTE: If you are filing a TLI for an existing commodity, you don't need to enter a complete description.
(Just make sure your commodity number is accurate!)

☐ HAZ ☐ NHZ ☐ Refrigerated ☐ Frozen

Please double-check the hazardous status of each item. i.e., "Perfumes" can be both Hazardous and Non-Hazardous, so please specify which status is applicable when filing commodities that can fall into both categories. In such cases if you fail to specify the Hazardous status the rate will be published so as to apply on both Non-Hazardous AND Hazardous cargo.

Part 2 (Cont'd): Commodity Information

(Hints for Wording Commodity Descriptions)

- Please be aware when providing a specific commodity description, your new rate filing request will be compared against any more generic item in the Tariff. i.e. "Drilling Machinery" may be a New Item, but there may already be a rate under "MACHINERY, N.O.S." that will conflict (since the rate applies from or to the same origin/destination/vias) with your more specific commodity. If your new filing request is an increase from the more generic rate already in effect, your new rate cannot be effective for 30 days after your filing date.
- In the past the FMC has refused to allow the use of commodity descriptions that they feel are too vague or too generic to be "meaningful".
- The Terms frequently included in commodity descriptions that are NOT acceptable to the FMC and which require further clarification are:

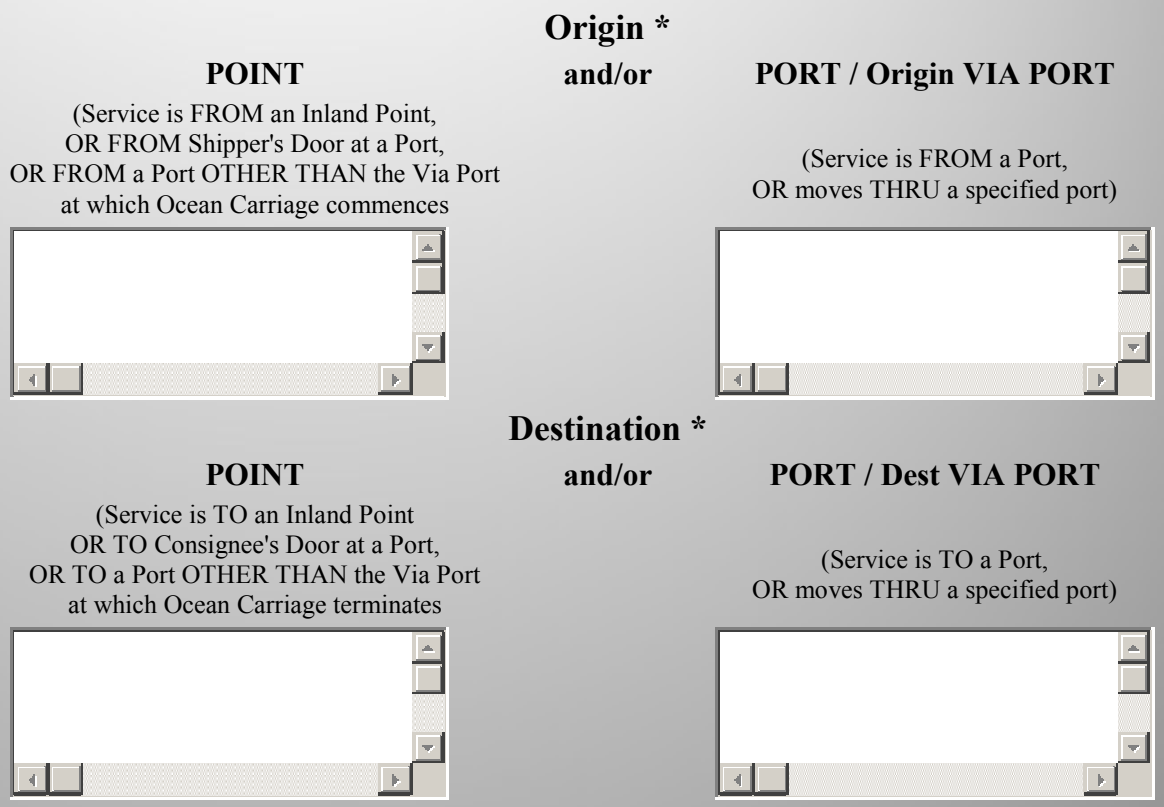
  -Products -Goods -Notions -Supplies -Merchandise -Accessories
  -Items -Equipment* -Materials (incl. 'Raw Materials used in')

*Only when used in the broadest sense; i.e. KITCHEN EQUIPMENT is NOT acceptable; EARTH MOVING EQUIPMENT is acceptable.

NOTE: If you must use the above terms, please provide a list of such Items (a VIZ list). You can be assured that if we see a commodity description that may be a problem, RateWave will contact the filer directly and ask for clarification. If you are in doubt, please feel free to contact RateWave directly. There are exceptions to every rule and space does not allow for a comprehensive listing.

Part 3: Route Information

Use the “POINT” box ONLY if the origin or destination in the NVO House B/L is an inland point. Please remember that due to a recent FMC decision we must list a POL or POD for all inland point rates.



NOTE: Please make sure that you include the CITY and STATE when listing U.S. ports or points There are multiple states with the same city name in the United States; for example, there are 14 “Springfield”s in the United States, and there are 2 “Wilmington”s both of which are ocean ports, so please be specific.

Part 4: Rate Information

Existing Tariff TLI Number (if not a new rate)

Currency ☑ USD ☐ Other

- **TLI Number**: Complete this ONLY if you are amending an existing rate AND only after you have already checked the electronic Tariff section to identify exactly which rate you wish to amend. Please see “Rate Look Up” PowerPoint for further instructions on how to do this.

- **CURRENCY**: This box identifies the currency in which the rate is stated. The default currency is “USD”. However, you may publish rates in any legal, freely convertible currency; you simply need to change the code.

Part 4 (Cont'd): Rate Information

(1) Rate*	(2) Rate Basis*	(3) Service provided at NVOCC B/L ORIGIN	(3) Service provided at NVOCC B/L DESTINATION	Ctr Type	Ctr Size	Via Carrier	Control No*
	Select One	Select One	Select One	Optional - FCL	Optional - FCL		
	Select One	Select One	Select One	Optional - FCL	Optional - FCL		
	Select One	Select One	Select One	Optional - FCL	Optional - FCL		
	Select One	Select One	Select One	Optional - FCL	Optional - FCL		
	Select One	Select One	Select One	Optional - FCL	Optional - FCL		

(1) RATE: If using U.S. currency please use dollars and cents, so that we can be certain of the exact rate to be filed.

(2) RATE BASIS: The drop down menu lists the common Rate Basis options:
- -per Ctr used for rates based on a single container (you will be able to specify container type and size in boxes to the right)
- -M: used for rates based only on cubic volume (cbm)
- -W: used for rates based only on weight (kg, lbs)
- -W/M: used for rates based on either weight or volume, whichever produces the greater revenue
- -Each: used for big items, such as Trucks, Cars, Boats, etc.
- -Lumpsum: used for rates based on a total amount for an entire shipment. When using "Lumpsum" RateWave MUST have a max volume and/or weight or other size limitation in order to file a legal rate. (If no maximum is included, the rate will apply to <u>any size</u> shipment).

(3) ORIGIN & DESTINATION SERVICE: Please provide a service code for BOTH the origin and destination; this information must match the origin and destination service specified in the NVO House Bill of Lading, options include:
- -Breakbulk (K)
- -Carrier loads container (CFS)
- -Shipper loads container (CY)
- -NVOCC B/L applies from Shipper's DOOR (D)
- -Roll-on at Pier (Q)
- -Rail Yard (R)

AGAIN, YOU WILL NEED TO PROVIDE A SERVICE FOR BOTH THE ORIGIN ***<u>AND</u>*** DESTINATION; THE SYSTEM WILL NOT SEND A FILING TO RATEWAVE UNTIL THESE ARE INCLUDED.

Part 4 (Cont'd): Rate Information

Rate*	Rate Basis*	Service provided at NVOCC B/L ORIGIN	Service provided at NVOCC B/L DESTINATION	(4) Ctr Type	(5) Ctr Size	(6) Via Carrier	(7) Control No*
	Select One	Select One	Select One	Optional - FCL	Optional - FCL		
	Select One	Select One	Select One	Optional - FCL	Optional - FCL		
	Select One	Select One	Select One	Optional - FCL	Optional - FCL		
	Select One	Select One	Select One	Optional - FCL	Optional - FCL		
	Select One	Select One	Select One	Optional - FCL	Optional - FCL		

When filing a "per container" rate, you may specify the Type and Size of container applicable to the rate listed from the available codes in the drop down menus under each column. If you do not see the container type or size you need listed please add additional explanations in the miscellaneous notes section.

(4) CONTAINER TYPE: Container Types include dry, flat racks, high cube, open tops, etc.

(5) CONTAINER SIZE: Use to qualify different rates for different container sizes. You can file more than one container rate at a time, (i.e. PC20, PC40, PC40B, etc.) by simply using additional lines

(6) VIA CARRIER: This column can be used to identify the steamship line service to which the rate applies. This can be extremely useful since NVOCCs are permitted to file different rate levels for movements via different steamship lines. The same is true when co-loading with different NVOCCs. Please note that RateWave always checks to make sure the Carrier listed is a legally established VOCC or NVOCC with the FMC. If not, we will return the filing to you for clarification.

(7) CONTROL NO.: You can use this field to specify a control number that will allow you to track your filings. Control numbers will be placed in the filed tariff so you will be able to search for your control number once it has been posted in the tariff. At the present time the control number must be limited to no more than 5 numeric values.

Part 5: Charge Applications

All Inclusive? (Includes ACS, BAF, CAF, CUC, CSC, IFA, ISPS, LSFS, PCS, THC):

Yes ○ No ◉

OR

IF ANY OF THE CHARGES LISTED BELOW APPLY, PLEASE SELECT ONE OF THE 3 OPTIONS

IF YOU DO NOT SELECT ANY OF THE OPTIONS WE ASSUME THIS CHARGE DOES NOT APPLY!

-This may be the most difficult area of the filing form to complete.

-The first option is to select whether or not the rate is *All-Inclusive*; check “Yes” or “No”. Please note default on rate form is “No”

-If you select All-Inclusive – YES:

RateWave assumes that all the rates on the filing form are NOT Subject to and INCLUDE all additional charges listed on the form following “All Inclusive”

-If you select All-Inclusive – NO:

RateWave assumes that all the rates on the submitted rate filing form ARE Subject to and do NOT include all the additional charges listed in the Tariff, which have been listed below on the form.

OR

You can use the list below the All-Inclusive selection (as shown on the next screen) to indicate which charges are, or are not, included in the rate, or you will be able to indicate an exception charge amount.

Part 5 (Cont'd): Charge Applications

(1) By marking (X) in this column, you are indicating that the rate is subject to the current (and future) Surcharge amount found in the current Tariff Rule.

(2) By marking (X) in this column, you are indicating that the rate is inclusive of, and NOT subject to, the current (and future) Surcharge amount found in the current Tariff Rule.

	(1) Rate is **SUBJECT TO** the the Charge Named in Tariff	(2) Rate is **INCLUSIVE OF (NOT SUBJ TO)** this Charge	(3) Rate is **SUBJECT TO** the Charge Specified Below
ACS - Alameda Corridor (FCL Only):	☐	☐	
AES - US Customs Export Declaration (Per B/L):	☐	☐	
AMS - US Customs Declaration (Per B/L):	☐	☐	
BAF - Bunker/Ocean Fuel:	☐	☐	
CAF - Currency Adjustment:	☐	☐	
CUC- Chassis Usage Charge:	☐	☐	
HAZF - Hazardous Cargo Fee:	☐	☐	
etc.			

(3) By filling in an amount (both numeric amount and currency) in this column, you are indicating that the rate is subject to that specific amount for the named Surcharge, which is an exception to the amount found in the Tariff Rule. You can check on "View Current" (**only if this option is available on your form**) to see the current Surcharge amount effective in the Tariff Rule. Please remember that if you specify a specific Surcharge amount, that Surcharge amount will remain fixed until it is changed by re-filing the rate with the new Surcharge amount (i.e. the amount cannot automatically float, if the amount changes the rate Item must be re-filed). Also when specifying an exception Surcharge amount for multiple containers, please list them from smallest container size to largest container size separated by a slash (i.e. 100/200 would mean $100 PC20 ad $200 PC40).

Part 5 (cont'd): Charge Applications

GRI: Should the GRI amount (if any) published in the tariff be added to this Rate?

(1) ○ Yes: Rate is SUBJECT to the currently effective GRI
○ No: Rate is NOT SUBJECT to the currently effective GRI

(2) (optional) ☐ Rate is NOT to be SUBJECT to the pending* GRI
*amount established in Tariff, but not yet effective.

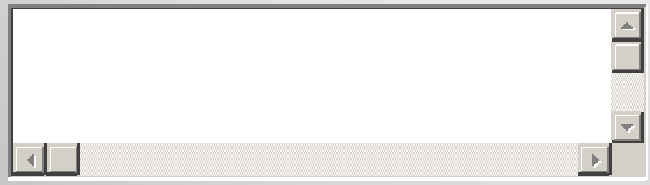
(1) The rate is either SUBJECT or NOT SUBJECT to the currently effective GRI, please choose one or the other.

(2) If you do not specify that a rate is NOT SUBJECT to a pending GRI in your tariff (i.e. filed but not yet effective), RateWave will publish the rate as SUBJECT to that GRI.

Part 6: Misc.

Refer To Any Other Charges or Conditions in the Notes Below

Miscellaneous Notes and Conditions that Apply:



Finally, in the “Miscellaneous Notes and Conditions that Apply” box please add any special instructions (“to be filed immediately” for instance), other surcharges not listed above, or explanations that help clarify the rate, origin, destination, commodity description, etc. RateWave would prefer you provide us with too much information, rather than having to send the request back for clarification.