

# Guide to Completing RateWave Rate Filing Advice Form

Found at: <http://www.ratewave.com/AEI/aeirate.html>  
(Password required)

# Part 1 : General Filing Information

**\*\*Please use the “How to Check Existing Tariff Rates” hyperlink on the bottom of the Danmar main page; this will take you to a Powerpoint explaining how to use our website to check for existing commodities/rates\*\***

Even 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 Filing
- Amendment to Existing Tariff Rate
- Correction to Previous Filing

A diagram consisting of three blue arrows. One arrow starts at the top left and points down and then right towards the 'New Filing' option. A second arrow starts at the top right and points left towards the 'Amendment to Existing Tariff Rate' option. A third arrow starts at the bottom and points up towards the 'Correction to Previous Filing' option.

Use Amendment only if changing an already existing rate, that you have verified is in the Tariff.

If you made a filing and then realize on the same day that you made a mistake or omitted information, please select this box so that RateWave will know a correction is to be made before rate is uploaded to the site.

# Part 1 (Cont'd): General Filing Information

**Branch/Co**  < How Danzas Identifies the Branch/Company

**Name\*:**

**Danmar Branch**  < Danzas 3-letter unique office code

**Code\*:**

**(3 Letter Code)**

**Addr1\*:**

**Addr2:**

**City\*:**

**Country\*:**

**Name\*:**

**eMail\*:**

**Phone\*:**

**Expiration**

**Date\*:**



Minimum 30 Days -  
Maximum Allowable 1 year

Please provide us with all information, in case RateWave has any questions about your filing

Using an expiration date is now MANDATORY. 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.

## Part 2: Commodity Information

(1) Rate Tariff Commodity Number

(2) HTS - Harmonized Code Number:  (Minimum 4 digits)

**(1) Rate Tariff Commodity Number:** You may use this box to identify an existing rate item already filed in the Tariff (please see the “How To Check Existing Tariff Rates” PowerPoint).

**(2) Harmonized Code Number:** If you wish, you can use this box to provide RateWave with the Harmonized Code Number. Please remember that you **MUST** still provide RateWave with a valid commodity description; The Harmonized Code number will only be used as an explanatory reference by RateWave.

# Part 2 (Cont'd): Commodity Information

## Commodity Description\*

(Must be in English)

Use Generic Description

No Part Numbers or Reference Numbers

**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 simply list “Computers”).

NOTE: If you are filing an amendment to an existing rate, you don't need to enter a complete description.

**(Just make sure your commodity number is accurate!)**

- Hazardous?
- Non-Hazardous?

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. If rate covers both Hazardous and Non-Hazardous please select **BOTH** boxes. 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 until 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 should not be considered acceptable 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: Rate Information

Existing Web Tariff Rate Page Number   
(if not a new rate)

Currency  USD  Other

•**Existing Web Tariff Rate Page Number (if not a new rate)**: 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 “How To Check Existing Tariff Rates” PowerPoint for further instructions on how to do this. At the top left hand side of each RateWave Rate page you will see a 14 digit number. The first 6 plus 4 digits compromise the commodity description. The last 4 digits are the web Tariff Rate Page Number (i.e., 0001, 0002, etc).

•**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 specify the currency code.

# Part 3 (Cont'd): Rate Information

(1) Rate* (Sell Rate ONLY)	(2) Rate Basis*	(3) Service provided at Danmar B/L ORIGIN*	(3) Service provided at Danmar B/L DESTINATION*	Container Type	Container Size	Via Carrier
<input type="text"/>	Select One	Select One	Select One	Select if FCL	Select if FCL	<input type="text"/>
<input type="text"/>	Select One	Select One	Select One	Select if FCL	Select if FCL	<input type="text"/>
<input type="text"/>	Select One	Select One	Select One	Select if FCL	Select if FCL	<input type="text"/>

(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 container: used for rates based on a single container (you will be able to specify container type and size later)
- per cbm: used for rates based on cubic volume (cbm) ONLY
- per 1000 kgs: used for rates based on weight ONLY
- W/M: used for rates based on either weight or volume, whichever produces the greater revenue
- per CFT: used for rates based on volume in cubic feet
- per CWT: used for rates based on weight per 100 pounds
- per CFT/CWT: used for rates based on either weight or volume, whichever produces the greater revenue
- Each: used when rate applies per single unit other than per container (i.e. Trucks, Cars, Buses, Machinery Pieces, etc).
- Lumpsum: used for rates based on a total charge for an entire shipment. For Lump Sum, a Maximum per shipment is Mandatory. Please list the Maximum Amount in the Notes Section.

(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 Danmar House Bill of Lading, options include:

- CFS – for LCL cargo
- CY – for FCL cargo
- Door (Shipper's)
- Rail Ramp
- Roll-On at Pier
- Breakbulk (cargo not loaded into or on a container)

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

# Part 3 (Cont'd): Rate Information

Rate* (Sell Rate ONLY)	Rate Basis*	Service provided at Danmar B/L ORIGIN*	Service provided at Danmar B/L DESTINATION*	(4) Container Type	(5) Container Size	(6) Via Carrier
	Select One	Select One	Select One	Select if FCL	Select if FCL	
	Select One	Select One	Select One	Select if FCL	Select if FCL	
	Select One	Select One	Select One	Select if FCL	Select if FCL	

When filing a "per container" rate, you should also 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 (this is HC40), etc.) by simply using additional lines

(6) VIA CARRIER: This column can be used to identify the steamship line or NVOCC 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 FMC registered VOCC or NVOCC with the FMC. If not, we will return the filing to you for clarification.

# Part 4: Route Information

(Please Enter Data in CITY, STATE, COUNTRY format.)

**Place of Acceptance (P.O.A.)\***  
Mirror Logis Ocean BLD Screen



**POL (Port of Loading)\***  
(Specific Port or Group of Ports such as US West Coast)



**Place of Delivery\***  
Mirror Logis Ocean BLD Screen



**POD (Port of Discharge)\***  
(Specific Port or Group of Ports such as US West Coast)



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 5: Charge Applications

**All Inclusive? :**

Yes  No

OR

FOR EACH NORMALLY APPLIED CHARGE BELOW, APPLY ONE OF THE 3 OPTIONS

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- 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 in the Tariff, with the exception of AMS, ISPS and CFS-F, if rate is inclusive of these charges you must separately specify they are included in the section below.

**-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 section.

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

FOR EACH NORMALLY APPLIED CHARGE BELOW, APPLY ONE OF THE 3 OPTIONS

Charge Name	(1) Rate is <b>SUBJ TO</b> Standard Tariff Charge	(2) Rate is <b>NOT SUBJ TO</b> Standard Tariff Charge	(3) Apply <b>EXCEPTION TO</b> Standard Tariff Charge	(3) Exception's Applicable Charge Basis
Alameda Corridor: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text" value="Select One"/>
AMS: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text" value="Select One"/>
BAF: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text" value="Select One"/>
B/L Documentation Fee: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text" value="Select One"/>
CAF: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text" value="Select One"/>

(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.

(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. 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). Please specify how the Surcharge will be assessed in the last column. 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 - but will be SUBJECT TO future GRIs
- (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:

A screenshot of a text input field. The field is empty and has a light gray border. On the right side, there is a vertical scroll bar with a small upward-pointing arrow at the top and a downward-pointing arrow at the bottom. At the bottom of the field, there are two small square buttons: one on the left with a left-pointing arrow and one on the right with a right-pointing arrow.

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 not providing enough information resulting in the request being sent back for clarification. Keep in mind that the box will expand as needed.