Shipping DICtionary



* EAD

EAD is the abbreviation of export accompanying document. When sending goods to a non-EU country, you must make an export declaration with a value of 1,000. The application consists of several forms that must be submitted to the competent customs office.

* PICK-UP SCAN

Once your shipment is picked up, it is processed with the pick-up scan. The shipment tracking can be found both on our homepage and in the archive.

* PICK-UP

Pick-up means that the shipment will be picked up at a previously indicated pick-up address. A pick-up assumes that your shipment will not be delivered to an access point.

* TIME WINDOW - Deadline

Period during which your shipment has to be ready for carriage and picked-up for the transport according to the schedule. A pick-up time window means a period is set, for example, 9 am to 1 pm, when a shipment will be picked up. Deadline means the latest time to provide the goods to the carrier.

* PROOF OF DELIVERY

See also: POD. The proof of delivery shall be issued by transport service providers; this is acknowledged by the recipient upon delivery of the goods. Furthermore, obvious defects in the goods have to be listed by the recipient at the time of delivery on the proof of delivery, for possible claims to the shipper. You can request proof of delivery from our Customer Service.

* ACCESS POINT

See also: POD. The proof of delivery shall be issued by transport service providers; this is acknowledged by the recipient upon delivery of the goods. Furthermore, obvious defects in the goods have to be listed by the recipient at the time of delivery on the proof of delivery, for possible claims to the shipper. You can request proof of delivery from our Customer Service.

* AIR WAY BILL (AWB)

See also: Waybill. A freight bill is a document issued by the service provider that is attached to the goods to make them clearly recognizable.

* ACTIVE USERS

The main CargoHub account administrator can differentiate different users, each of which can create a username and password and then they can book as different users (Freight forwarder, Airline, Trucker, etc.). The advantage here is that each booking can be identified and managed with the individual needs.

* ATLAS

ATLAS stands for “automated tariff and local customs processing system”. It is a software certified by customs, with which written declarations are replaced by electronic messages. Many companies use ATLAS to make their electronic export declarations.

* COPY OFFER

CargoHub allows you to reactivate recurring offers from the past from the archive.

* CANCEL OFFER

You have the option to cancel offers. This function is available in the archive. After cancelling, the offer will no longer be published.

* OFFER NUMBER

For your offer a seven-digit CargoHub offer number will be generated.

* EXPORT DECLARATION

Goods valued at over EUR 1,000, must be shipped with an export declaration if they are being transported to a non-EU country. The application consists of several forms that must be submitted to the competent customs office.

* REMOTE AREA SURCHARGE

The Remote Area Surcharge is an additional cost, which is calculated for the pickup of shipments in remote areas. Remote areas may be areas which are remote or with less traffic. You can see from the shipment details if your shipment will incur an island surcharge.

* NOTIFICATION

A notification shortly Avis, is the announcement of a published offer, a pick-up or a delivery.

* AWB NUMBER

See also: Waybill number. Each shipping document is assigned a separate waybill number. The transportation service provider can thus assign jobs better. The waybill number will be provided by the carrier.

* BARCODE

A barcode is a digitized code consisting of bars. The bar code can be found on your waybills and contains information such as the pick-up and delivery address.

* BILLED WEIGHT

The weight, which is billed (whichever is higher). A distinction is made between weighed weight and volume weight. Depending on the mode of transport, this ratio can be different.

* CONFIRMATION OFFER

After each publishing of offer you will receive a confirmation email in which all the details of your offer are summarized.

* CNPJ

“Cadastro Nacional da Pessoa Jurídica”. This is a kind of Chamber of Commerce number of the recipient, which is required for shipping to Brasil. Specifying this number makes the customs process easier. When this number is not specified, it causes delays.

* CR NUMBER

“Customs Reference”, the customs number of the receiver, which must be specified correctly when shipping to China to facilitate and accelerate the customs process.

* DDP COSTS

DDP cost is the value of goods and the related customs clearance charges in the receiving country, which are passed to us and which we then bill you for.

* DEPOT

A depot is a warehouse that the packet service uses for collecting and distributing shipments.

* DIRECT pick-up / DELIVERY

Direct pick-up / delivery is the transport of goods between pick-up and delivery address when the means of transport is not changed. As no other shipments are loaded, direct cargo transportation can be carried out according to individual specifications without loss of time.

CargoHub provides this option by providing an additional pick-up address. Direct transport is especially advised for shipments with special shipping requirements, such as a same day delivery or bulky items that need to be delivered quickly.

* DOKUMENTENVERSAND

Beim Versand über die Applikation www.letmeship.ch wird zwischen Paket- und Dokumentenversand unterschieden. Bitte beachten Sie, dass es sich bei Dokumentenversand ausschließlich um wertloses Blattwerk handeln darf. Bereits Ordner, Hüllen, CDs oder USB-Sticks haben einen Warenwert und Ihre Sendung müsste somit als Ware deklariert werden.

* DOMESTIC

Domestic shipping always refers to shipments that are transported within Switzerland.

* THIRD COUNTRY SHIPPING

A shipment that is booked in the first country, picked up in the second country and delivered in the third country. Thus, a shipment that is neither from nor to Switzerland. Also: “Third Country”.

* IMPORT TAX

This is charged when shipping goods from third countries to Switzerland. This is a tax that is payable when a product is transferred from one community area to another community area. The import tax depends on the country to which the goods are delivered.

* DISPOSABLE PALLET

Disposable pallets are intended for single transport and, unlike Euro pallets, are discarded after delivery by the recipient. Disposable pallets are made of wood, corrugated cardboard or plastic. There are different sizes, for example 80 x 60 cm or 120 x 80 cm.

* EMBARGO SURCHARGE

For dutiable shipments in a receiving country subject to a restriction of the UN Security Council, an embargo surcharge is due. You can see the amount of this surcharge by comparing the price in the price details.

* EORI NUMBER

The EORI number (Economic Operators’ Registration and Identification) is the successor to the customs number at European level. It serves to identify economic operators and to facilitate automated customs clearance. In Germany and Austria, EORI numbers are assigned through customs. The EORI number can contain up to 17 characters. It starts with the two-letter prefix (ISO 3166) of the respective Member State, followed by up to 15 characters. In certain cases other countries’ prefixes can be included.

* EURO PALLET

A Euro pallet is a standardized multi-pallet of 120 cm x 80 cm. It consists mostly of wood and can be identified by the euro symbol brand.

* EX WORKS

CargoHub offers the option of sending shipments ex works with additional address options.

* EXPORT CUSTOMS

Paid customs process, which is carried out when the goods leave the country of origin and will not be used within the EU.

* EXPRESS PALLET

A shipment is considered a pallet when it is packed on a pallet. From an organizational point of view, a pallet means the carrier must use a loading aid and/or a particular vehicle when picking up your shipment. A distinction is made between stackable and non-stackable pallets – please take note of that when booking!

* EXPRESS SHIPPING

Express shipping means a short delivery time, i.e. fast delivery. Furthermore, Express is very reliable. Within the EU, the service is often done on the next working day – other options are often available.

* CARGO

Cargo refers to the load to be transported. Depending on the means of transport, there is a distinction between land transport, air cargo and sea cargo. Moreover, the term cargo also means payment, so the cost of transportation.

* WAYBILL

The bill of lading, also called document accompanying the goods, is a document issued by the consignor or delivery service document accompanying the cargo.

* FRANKING / Incoterms

Franking defines who bears the costs for the transport (incl. duties and taxes). The franking is part of your contract.

* FREE HOUSE

From the legal point of view, this is a free home delivery, in which the seller bears the cost of transportation to the location of the customer. Often the term free house is also used when the client ships the goods to the first locked door.

* DANGEROUS GOODS

Dangerous goods means objects and substances that may pose risks during transportation. These include, for example, corrosive chemicals or flammable gases.

* ARRIVAL CONFIRMATION

In order to avoid payment of VAT when shipping to another EU country, companies must demonstrate by means of a confirmation of arrival that the shipment has been delivered within the internal market.

* COMMUNITY GOODS

Goods that are sent within the Community. A community area can be e.g. Switzerland, or the European Union. For intra-community goods, there are far fewer barriers to trade.

* PROVISION

Notification to the customs authorities that the goods are located at the customs office or at a location authorized by the customs authorities.

* GIRTH

The girth is the measure by which the maximum size of packets is specified.

It is calculated using the formula: 1 x longest side + 2 x width + 2 x height.

* CIS

The “Commonwealth of Independent States” is a confederation of republics of the former Soviet Union. These include Armenia, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine and Uzbekistan.

* COMMERCIAL INVOICE

A commercial invoice is required when exporting goods to countries that are not members of the EU or Switzerland. It is used for customs clearance in the importing country and includes for example the address of the invoice recipient, the description of the products and their value.

* HS CODE

A commercial invoice is required when exporting goods to countries that are not members of the EU and Switzerland. It is used for customs clearance in the importing country and includes for example the address of the invoice recipient, the description of the products and their value.

* HUB

A HUB is the main distribution center and also the English name for a hub, distribution center.
At this central point shipments are collected, sorted and reloaded.

* IATA

IATA stands for International Air Transport Association. As an umbrella airlines organization, IATA promotes the safe and scheduled international transportation of persons and goods by air. It provides, inter alia the Air Waybill required when exporting. IATA tries to simplify the processes of the airline business.

* IMPORT

Import means the transport of goods from abroad, for example into Switzerland.

* IMPORT CUSTOMS

Any goods that are imported from a country outside Switzerland by truck, air, boat, train or by any other means must be dealt with through customs. For this, a customs procedure application must be made at customs. Usually this is done electronically via corresponding software solutions, which have been specially created for customs purposes. Classic import customs registers the different types of goods by means of goods tariff numbers and product descriptions. Possible duties to be paid are calculated from the information given in the import notification. In addition to customs duties, these may include excise duties, if necessary, anti-dumping duties and the turnover tax on imports.

* INCOTERMS

Incoterms (International Commercial Terms) are a set of voluntary rules for the interpretation of commercial agreement formulas in international trade.

* ISLAND SURCHARGE

The island surcharge is a price supplement which is calculated for pick up or delivery of goods from/to an island. You can see from the shipment details if your shipment will incur an island surcharge.

* CEP

CEP stands for courier, express and parcel service.

* CUSTOMER NUMBER

Each CargoHub customer has a customer number. You can find this customer number in your administration settings.

* LABEL

See also: Waybill.

* DELIVERY TIME

Delivery time refers to the time between picking up the shipment from the client and delivery to the recipient.

* SUPPLIER CONNECTION

Using the “Supplier Connection” you can send other companies information

* SHIPPING RESTRICTIONS

You can find offers to all countries in the world via CargoHub – provided that none of our partners is subject to delivery restrictions. One reason for a delivery restriction may be the political situation of a country (embargoes), for example.

* DELIVERY NOTE

A delivery note provides information about the contents of a consignment and the delivery quantity. The delivery note of a shipment can be settled by the client and serves as proof that a shipment has been delivered.

* LIST PRICE

A full textual list price of the service. Discounts offered by the service provider are based on the list price.

* AIRFREIGHT

Airfreight mean the transport of cargo by air.

* REMINDER FEE

A reminder fee will be charged for every reminder.

* REMINDER

If you do not pay, your account will be blocked. Please note that a fine is payable if you receive multiple reminders.

* MASTER SUB-STRUCTURE

See also: Multi-account model. CargoHub offers you a multi-account model. You can thus implement various billing addresses in your personal account and select the function “on account of” for the respective invoice recipients.

* TOLL SURCHARGE

Toll is a fee for the use of motorways and tunnels, for example. For example, TNT charges a separate toll charge for each transport.

* MULTI-ACCOUNT MODEL

Also master sub-structure. CargoHub offers you a multi-account model. You can thus implement various billing addresses in your personal account and select the function “on account of” for the respective invoice recipients.

* RETURNABLE PALLET

A returnable pallet is not disposed of after a single transport as is normally the case with a disposable pallet. It is used more than once. A typical multi-use pallet is a Euro pallet.

* MRN

MRN stands for Movement Reference Number. This number is assigned by customs when an electronic export declaration is made. The MRN makes each transit operation identifiable.

* NEUTRAL SHIPPING

Neutral shipping means that the physical pick up address is not on the waybill.

* NOT STACKABLE

Not stackable means that 2 shipments cannot be stacked on top of each other. This category includes packages on which it is difficult or impossible to stack other packages, such as cone-shaped pallets. Such shipments prevent an efficient use of transport capacities and their handling also requires additional time. Please select “not stackable” during the booking process if this applies to your shipment.

* NON-PICK-UP

A shipment that was not picked up despite notification. A claim can only be made for a shipment once it is in the hands of a transport service. Thus no claim can be made for a shipment that is not picked up. Each service provider explicitly states in its terms and conditions that pick up is not guaranteed.

* NON-COMMUNITY GOODS

Goods which are transferred from one community area to another community area are subject to its import rules. For example, a shipment from Germany to Brasil.

* USERNAME

Your username allows you to unlock your personal discounts. A user name always requires a password.

* PACKAGE

A package is a transport unit. Several packets that are not transported individually but are rather transported on one pallet are a package. Whereas two individual packets count as two packages.

* PACKAGE SIZE

Specifying package size is absolutely required for shipping. The size allows the volume weight to be calculated. A difference is generally made between weighed weight and volume weight. You will be charged for whichever is higher.

* PACKET

A packet is a rectangular packet packed in cardboard that does not exceed a certain size and weight.

* PACKET SHOP

See also: Access Point A packet shop is a collection point for packet shipments. These shops are inside other shops, petrol stations or kiosks with attractive opening times.

* PALLET

This is purely a type of packaging. Usually there is no separate shipping service that is named “pallet” by the courier.

* PICK-UP ADDRESS

Pick-up address is address where a shipment is picked up. The waybill is issued to this address. When importing and shipping to third-countries abroad, the waybill goes to the client.

* PICK UP NUMBER

This is a special fee, which is calculated for a pickup.

* PICK UP NUMBER

A pick-up number is a reference number for the pick-up that is created by the respective service providers.

* POD

Proof of delivery, see also: Proof of delivery. The proof of delivery shall be issued by transport service providers; this is acknowledged by the recipient upon delivery of the goods. Furthermore, obvious defects in the goods have to be listed by the recipient at the time of delivery on the proof of delivery, for possible claims to the shipper. You can request proof of delivery from our Customer Service.

* PROOF OF PREFERENTIAL ORIGIN

A proof of preferential origin ensures customs preferences, such as a discount or exemption. The proof of preferential origin provides proof of where the goods originated. The European Community maintains so-called preferential agreements with different countries. When goods are exported to one of these countries with a proof of preferential origin, they benefit from lower or no duties. Find more information about the different forms of the proof of preferential origin here.

* PROACTIVE TRACKING

Email notification of the tracking status to one or more email addresses of your choice.

* PRO FORMA INVOICE

A pro forma invoice is evidence of goods which have no commercial value. For exports, the customs authorities are satisfied with a pro forma invoice value of the goods. It must have a specified value with a note such as –  “gift shipment – value for for customs purposes only”. The structure corresponds to that of the commercial invoice.

* INVOICE ADDRESS

Address to which the invoice is issued.

* INVOICING

Payment on account is the default payment method with a payment period of 30 working days. You also have the option to pay your bills by direct debit or credit card.

* REFERENCE FIELDS

You can get up to 20 reference numbers unlocked. These reference numbers can be individually named. Reference fields which can be modified and appear on the offer.

* CLAIMS

All claims must be made directly to the carrier.

* RESPONSIBLE PERSON

Main contact of a customer account, the administrator.

* RETURNS

In a return, shipments are retrieved and returned to client.

* SAMEDAY

Also known as direct delivery. Direct deliveryDirect delivery is the transport of goods between pick-up and delivery address when the means of transport is not changed. As no other shipments are loaded, direct cargo transportation can be carried out according to individual specifications without loss of time.

* SATURDAY DELIVERY

Shipments are usually delivered from Monday to Friday. Should it be necessary to deliver a shipment on Saturdays, the corresponding box should be checked under the consignment details. Then service providers offering a Saturday delivery service will be displayed. For international shipments, Saturday delivery must be requested with customer service.

* SCAN

A shipment is scanned multiple times during transport, when loading, unloading, in the hub and when it is delivered. These scans allow you to see where your shipment is.

* SELF DELIVERY

Self-delivery means that no pick up notice will be sent to the transport service; the shipment will not be registered for pickup if you want to take it to an access point, shop or depot yourself.

* SHIPMENT TRACKING

See also: Track & Trace You can track your shipments either on the freight forwarder homepage or directly on the carrier website of the service provider.

* SPECIAL SHIPPING

Bulky items that are not packaged in cuboid cardboard apply. They may be round, uneven, wrapped in cardboard, packed in wood, plastic, fabric or metal. Please note that for bulky items higher shipping costs apply than for cuboid packets packed in cardboard.

* SPECIAL SHIPPING

Special shipping means goods that have special shipping requirements. These requirements may require special transport means, such as loaders or a plan saddle, or specific handling, such as refrigeration or marking. Special shipping applies, for example, to heavy loads and hazardous goods.

* STANDARD PICK-UP ADDRESS

A pick-up address that is provided by default.

* STANDARD PALLET

Select the standard pallet service if you want to send very large, but less time-critical shipments.

A shipment is considered a pallet when it is packed on a pallet. From an organizational point of view, a pallet means the carrier must use a loading aid and/or a particular vehicle when picking up your shipment.

A distinction is made between stackable and non-stackable pallets – please take note of that

* STANDARD SHIPPING

Standard shipping is available both nationally and internationally. International standard shipments can be picked up the same day, national standard shipments are usually booked on the next business day, provided that no daily collection exists. Please note that for standard shipping no delivery time claim can be made!

* SERVICE ADJUSTMENT

A service adjustment is made if the service provider detects that the wrong type of service has been selected for an already booked shipment (for example, it is a parcel not a document).

* DAILY COLLECTION

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* TRACK AND TRACE

See also: Shipment tracking Tracking, and shipment tracking, refers to an IT-based system for tracking shipments. With the tracking number, you track your shipment to determine its current status.

* TRANSPORT INSURANCE

Shipments or goods in transport are insured with transport insurance. It provides financial protection against damage or loss.

* FUEL SURCHARGE

Diesel surcharge, also called fuel surcharge, are additional costs for fuel passed on to customers. The level of the fuel surcharge is dependent on the oil price. The surcharge was introduced due to price developments in the energy market in recent years.

* DECLARATION OF ORIGIN

The declaration of origin is part of the proof of origin. To import goods up to a value of 6000 Euros, the customs authorities of certain countries require a declaration of origin. When exporting to countries for which there is a preferential agreement, a declaration of origin secures lower or no duties.

* COUNTRY OF ORIGIN

The country of origin is the country that has been instrumental in making the product. The information is important for export to certain countries and the import tax can depend on origin.

* PROOF OF ORIGIN

Proof of origin forms part of the preferential proof of origin. When exporting to specific countries, if the value exceeds that allowed for free entry, a certificate of origin must be provided. When exporting to countries for which there is a preferential agreement, a proof of origin secures lower or no duties.

* CERTIFICATE OF ORIGIN

Document that reveals where a product was made. If several countries were involved in the production, the country that provided the “finishing touches” to the goods (or the country that was instrumental in their manufacture) should be stated.

* VAT NO.

The VAT number of the recipient, which must be specified in the appropriate input box when shipping to Russia, so that the customs procedure can take place.

* SHIPPING COST CALCULATOR

The shipping cost calculator on www.letmeship.ch allows you to calculate the cargo costs for your shipment within seconds. You will receive one hundred percent price transparency and an overview of all the surcharges or any additional costs.

* CLIENT

The one who used the online platform. He will get the offer confirmation. The client can be a freight forwarder, a carrier or a shipper.

* CUSTOMS CLEARANCE

Customs clearance means the costs incurred for clearing customs: staff costs, fees at customs and costs for preparing the import tax documents.

* VALUE OF GOODS

This amount can be insured and must correspond to the value of goods on the pro forma or commercial invoice.

* WORKING DAYS

Only the weekdays from Monday to Friday are counted as working days. The exception is the Saturday pickup and delivery service in express shipping.

* CUSTOMS

The Swiss customs authorities, customs for short, is an agency of the Federal Ministry of Finance and as such responsible for the monitoring of cross-border movement of goods. Customs also refers to the charges made by the customs administration for importing (import duty) or exporting (export duty) designated goods. The cross-border delivery of parcels is also subject to customs regulations.

* CUSTOMS DECLARATION

The customs declaration shall be lodged at the customs office, where the goods are placed. In this declaration, all relevant information must be given for the selected customs procedure and the customs handling. In addition, all the necessary documents (e.g. invoices and transport documents) must accompany the declaration. The person making the declaration is referred to as the applicant. They accept the legal consequences of the declaration. A written description of the goods must accompany a customs declaration. The corresponding number of items, the customs value and the origin of goods are also required.

* CUSTOMS EXAMINATION

Customs inspection is a physical examination of goods through customs. It serves as a means of checking an accepted customs declaration and is a measure of the customs examination. The inspection is usually carried out at a customs office or a dispatch office. It is carried out by handling agents of the responsible country. The goods are examined for quantity and / or condition. After the presentation, this does not have to be checked physically, but the customs office has the right to. One distinguishes between partial and full inspection. The customs inspection is ordered for the following reasons: Doubts about the accuracy of the customs declaration or sampling due to surveillance.

* CUSTOMS ROADS

Goods may only be brought into or leave the customs area of the community on specified traffic routes.

* DELIVERY HUB

A delivery hub is the store from which the delivery of the shipment takes place.

* DELIVERY OPTIONS

Generally, the delivery of a shipment depends on the country, city and postal code.

For international express shipments, the delivery time of the shipment will be displayed during the booking process. Additional handling is a supplement which is calculated as an additional charge by some service providers if a shipment is particularly large or bulky.