

# Receiving & Export Process.

Requirements for booking, delivery, packaging, labeling and U.S. export compliance when shipping cargo through PressEx Logistics.

**Dear Customer,** Thank you for nominating **PressEx Logistics** as your freight forwarder for cargo originating in the United States. The following process must be observed by your supplier (the shipper / vendor) on every cargo prepared under the related Purchase Order, to ensure smooth pickup, accurate receipt, on-time loading and full U.S. export compliance.

**ACTION REQUIRED · PLEASE FORWARD TO YOUR SUPPLIER**

Share this document with your supplier **before** they prepare or release any cargo. We remain available to clarify any of the points below directly with them at [exports.mia@pressex.co](mailto:exports.mia@pressex.co).

## 01 Booking Requirements

Follow these steps when arranging delivery to PressEx Logistics, Miami:

- 1** Contact PressEx Logistics by phone or email **before dispatching the trucker** and provide: PO number, trucker (delivering carrier), tracking number (Pro #), ETA for appointment approval, number of pieces, cargo weight, and final customer name & destination.
- 2** Include the PressEx **booking number** on the truck bill and, whenever possible, on the cargo labeling, so the cargo can be quickly identified at receipt.

**APPOINTMENT REQUIRED**

Oversize / overweight cargo, full truckloads, or shipments above 10 pallets or high-piece-count loose cargo require an appointment — otherwise cargo may be refused and PressEx assumes no responsibility for additional charges or delays. Trucks should be suitable for high-dock warehouses (48"H).

## 02 Receiving & Office Hours

DAY	RECEIVING	OFFICE
Monday · Tuesday · Friday	8:45 AM – 12:00 M · 1:00 PM – 4:45 PM	8:30 AM – 5:30 PM
Wednesday · Thursday	10:45 AM – 12:00 M · 1:00 PM – 4:45 PM	8:30 AM – 5:30 PM

### 03 Truck Bill Requirements

To ensure timely and accurate receipt of cargo, the truck bill must include the PressEx booking number and must be consigned exactly as follows:

SHIP TO	<b>Customer Name &amp; Destination Country</b>
C/O	<b>PressEx Logistics, LLC.</b>
ADDRESS	<b>2020 NW 129th Ave, Ste. 201 · Miami, FL 33182</b>
ATTN.	<b>Air or Ocean Export Department</b>
REFERENCE	<b>PressEx Logistics Services BK # _____</b>

Suppliers must mark cargo per the above "Ship To" instructions. Cargo not properly identified or consigned to PressEx will delay identification of the final customer — and therefore delay reporting and dispatching.

### 04 Cargo Labeling

Each pallet or piece must be clearly labeled on at least two sides with:

- **PressEx booking number (BK #)**
- **Purchase Order number**
- **Final customer name** and destination country
- **Piece count** (e.g. "1 of 5")
- **Net & gross weight**
- **Item description**
- **"DO NOT STACK"** if applicable (mandatory for LCL non-stackable cargo)
- **Hazmat / DG labels** if applicable

#### WHY LABELING MATTERS

When cargo arrives without proper marking, PressEx cannot identify the final customer or apply the correct booking — which directly translates to delays in reporting, dispatching, and ultimately in the customer receiving the cargo.

### 05 Hazardous Cargo & Unmarked Pallets

All hazardous cargo must be accompanied by a **Material Safety Data Sheet (MSDS)** and a **Dangerous Goods Declaration** upon receipt at PressEx. Proper DG declaration is mandatory for both air and ocean cargo.

#### HAZMAT WITHOUT DOCUMENTATION

PressEx reserves the right to refuse any hazardous cargo upon delivery if MSDS and DG Declaration are not provided.

#### BLACK SHRINK-WRAPPED PALLETS

Any black shrink-wrapped pallets received without shipping documents (Commercial Invoice and/or Packing List) will be inspected and rewrapped — the rewrapping charge will be assessed to the party paying the freight.

## 06 Packaging by Mode of Transport

Packaging requirements vary by mode. Suppliers should prepare cargo according to the mode booked for the shipment. When in doubt, confirm the mode with PressEx before palletizing.

<b>Ocean FCL</b> FULL CONTAINER	<b>Ocean LCL</b> CONSOLIDATED	<b>Air Freight</b> BY AIR
<ul style="list-style-type: none"> <li>● <b>Pallets:</b> ISPM-15 heat-treated wood or plastic. <b>No untreated wood.</b></li> <li>● <b>Dimensions:</b> 48"×40" (1200×1000 mm) preferred.</li> <li>● <b>Stack height:</b> 86" max for double-stack in 8'6" container.</li> <li>● Flat top required; if not stackable, mark "<b>DO NOT STACK</b>".</li> <li>● <b>Weight:</b> 2,200 lbs (1,000 kg) max per pallet.</li> <li>● <b>Securing:</b> Stretch wrap + banding + corner boards.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Pallets:</b> ISPM-15 or plastic. <b>No untreated wood.</b></li> <li>● <b>Footprint:</b> 48"×40" preferred. Notify oversize.</li> <li>● <b>Height:</b> 78" max preferred (rack &amp; CFS).</li> <li>● "<b>DO NOT STACK</b>" labeling critical — co-loaded with other shippers.</li> <li>● <b>Weight:</b> 1,500 lbs (680 kg) max preferred for CFS.</li> <li>● <b>Volumetric:</b> 1 CBM = 1,000 kg; rate uses the greater.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Packaging:</b> ISPM-15 if wood used; sturdy sealed cartons.</li> <li>● <b>ULD-friendly:</b> Max 62" height (lower-deck); notify oversize.</li> <li>● <b>Weight:</b> ≤150 kg/piece preferred for lower-deck.</li> <li>● <b>Volumetric:</b> max(actual, L×W×H cm ÷ 6,000).</li> <li>● <b>Hazmat (DGR):</b> DG Declaration &amp; IATA-trained packing.</li> <li>● <b>Lithium / aerosols / magnets:</b> notify PressEx before booking.</li> </ul>

*Heavy loose items not on pallets / not forklift-handleable may be refused at receipt.*

## 07 U.S. Export Compliance (EEI / AES)

**Compliance is the #1 priority at PressEx.** Below are the responsibilities of each party in U.S. export transactions per **15 CFR §30.3**. All exports from the U.S. require an EEI filing in AES under **§30.4**.

### a Responsibilities in an Export Transaction · §30.3(e)

#### U.S. Principal Party in Interest (USPPI)

- Act on his own behalf and file the EEI, *or*
- Appoint an authorized U.S. agent to prepare and file the EEI on its behalf.
- Provide a Power of Attorney or written authorization to the authorized U.S. agent.
- Make a License Determination.
- Retain documentation.

#### Authorized U.S. Agent

- Obtain the authorization from the USPPI.
- Provide transportation data.
- Upon request, provide the USPPI with the export information submitted through AES.
- Retain documentation.

### b Routed Export Transaction · §30.3(e)(1)

A routed export transaction is one in which the FPPI authorizes a U.S. agent to prepare and file the EEI. While the FPPI selects the U.S. agent, it may also authorize the USPPI to file the EEI. Separate responsibilities apply to each party:

#### U.S. Principal Party in Interest (USPPI)

- File on behalf of the Foreign Principal Party in Interest (FPPI), if a POA or written authorization is received.
- Provide the FPPI's authorized U.S. agent with specific export and licensing information.
- Upon request, may receive a copy of the export information submitted to the authorized U.S. agent.
- Obtain a writing from the FPPI (see EAR §758.3).
- Retain documentation.

#### Authorized Agent

##### IF AUTHORIZED BY THE FPPI

- Obtain a POA or written authorization from the FPPI.
- Upon request, provide the USPPI with a copy of the POA or written authorization provided by the FPPI.
- Prepare and file the EEI record.
- Upon request, provide the USPPI with a copy of the data elements provided by the USPPI.

##### IF AUTHORIZED BY THE USPPI

- Obtain a POA or written authorization from the USPPI.
- Prepare and file the EEI record.
- Upon request, provide the USPPI with a copy of the data elements provided by the USPPI.
- Maintain documentation.

### c Bonded Cargo

Bonded status alone does *not* determine whether an EEI is required — it depends on the type of bonded movement:

#### Bonded — imported for storage

*Bonded Warehouse, FTZ, T&E for later export.*

**EEI is required** at export under FTR §30.2 thresholds (value > USD 2,500 per HTS, licensed items, sanctioned destinations).

#### Bonded — In-Transit (IT)

*Foreign-to-foreign movement where the U.S. is only a transit point.*

**EEI is NOT required.** Only the bonded movement documentation applies (CBP Form 7512, in-bond entry).

#### WHY COMPLIANCE MATTERS

Ocean carriers require the ITN on Shipping Instructions (typically 48–72 hours before vessel departure). Air carriers require it before tendering cargo to the airline. Terminals will not accept a container — and airlines will not accept a shipment — without an ITN on file. Late filings expose all parties to CBP penalties and operational delays.

## 08 Documentation

Submit to PressEx **before the trucker arrives**, preferably the same day the trucker is dispatched. Processing may take up to one (1) full day.

- Commercial Invoice
- Packing List
- Consent to Search (air cargo)
- Power of Attorney (POA) and/or SLI\*
- MSDS & IMO Declaration (hazmat)
- Certificates of compliance (if any)

*\* Low Value (< USD 2,500 per HTS): exporter must still provide a license number or NLR statement ("No license required") in the invoice, SLI or EEL.*

## 09 Conditions for Refusal

PressEx reserves the right to refuse cargo under any of the following conditions:

- Not properly packed for international export.
- Heavy loose items not on pallets / not forklift-handleable.
- No courier ID / customer number (courier cargo).
- Cargo consigned to a natural person, not a company (regular cargo).
- Cargo consigned to PressEx (or former Express) with only carrier BOL and no documents.
- Dangerous cargo received without proper documentation.

*Any additional charges, storage or services arising from refusal or unidentified cargo will be the supplier's or customer's responsibility.*

## Acknowledged by Supplier

By signing below, the supplier confirms understanding and acceptance of the requirements above for each shipment prepared under the related PO.

\_\_\_\_\_  
Signature · Name · Date

### HEADQUARTERS

**PressEx Logistics LLC**

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### EXPORTS - MIAMI

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### STATUS

**NVOCC Neutral · Freight Forwarder**

Issued under PO \_\_\_\_\_