

## NOTICE:

# EXPORT RECEIVAL ADVICE (ERA) must be SIGNED

(Effective 18<sup>th</sup> September 2020)

Effective immediately **ALL Export Receival Advices (ERA)** must be fully completed and **signed** by Packer who is verifying that all details in the ERA are correct (and that the actual weight of the unit being received is the **correct weight** on the ERA).

Our R&D office is no longer accepting paperwork from transport. Our preference is that all export documentation (ERA & Used Vehicle/Machinery Checklist, if applicable) is **emailed to [clerks.fi@aaterminals.com.au](mailto:clerks.fi@aaterminals.com.au)** (Subject: ERA – Vessel/Voyage). There is scanning facility if documentation is unable to be emailed.

### Requirements at R&D:

- **Export Receival Advice (ERA) MUST be CORRECT, SIGNED & completed with:**
  - Shipping Line, Vessel and Voyage
  - Booking Reference Number
  - Port of Discharge
  - Cargo Description and Identifying Marks, i.e. VIN / Serial Number etc
  - **Actual Weight** & Dimensions (Length, Width, Height)
  - Australian Border Force ICS EDN/CRN
  - **Name & Signature of Packer and Date**
  - **Cargo being delivered must match ERA**
- **“Used Vehicle / Machinery Checklist”** must be completed for used vehicles or machinery:
  - <https://www.aaterminals.com.au/wp-content/uploads/document//Certification%20of%20Use%20Mobile%20Machinery.pdf>
- **Cargo Marking Sheet** – cargo must be clearly marked with:
  - Vessel Name & Voyage Number
  - Booking Reference
  - Port of Discharge (POD)
  - Cargo Identification / Cargo Marks
  - Actual Weight and Dimensions (Length, Width, Height) of cargo
  - Used Vehicles & Machinery MUST also have starting and stopping instructions in unit
- **Condition of Cargo:**
  - ALL used vehicles and machinery must be mechanically sound, free of any mud, soil or leaking oil/grease. Dirty or leaking cargo WILL NOT be received.
  - Caravans MUST remove gas cylinders as they are NOT allowed to be exported & special tow attachments must be notified when cargo is being received.