



BOOKING PROCEDURE AND STUFFING GUIDELINE FOR METAL COIL/STEEL COIL SHIPMENTS

卷钢类货物的订舱流程及装箱指南

Dear Customers,

尊敬的客户，

Please carefully read below Booking Procedure for METAL COIL/STEEL COIL shipments, and ensure the proper implementation of the Procedure and the Guideline. OVP preserves the right to take legal proceeding against liable party in the event of mis-declaration and/or improper stuffing/lashing/securing from which consequently OVP has suffered any vessel/equipment loss, legal expenses, salvage cost and any other expenses.

请您仔细阅读并严格执行卷钢类货物的订舱流程及装箱要求。

如因您的错误填报、装箱/捆扎/固定方式不当，从而引起船舶、箱体损毁，导致法律费用、救助费用及其他额外费用的产生，我司将保留向您提起法律诉讼的权利。

BOOKING PROCEDURE 订舱流程

1. Shipper/booking agent is responsible to ensure clear commodity description of metal coil / steel coil is duly

stated and declared at time of booking to OVP.

发货人/订舱代理在向我司提交订舱时，务必在品名栏清晰地告知该票货物属于卷钢。

2. Shipper/booking agent is required to submit a “METAL COIL SURVEY LOI” by email after eSO is placed.

发货人/订舱代理须在订舱提交后，发送电子版的“卷钢监装保函”至OVP。

Email Subject 邮件主题	Metal Coil Survey LOI – Vessel/Voyage – Booking Number
Email To 邮件发送至	dgmng@ovpshipping.com/shipmng@ovpshipping.com

3. Shipper/booking agent pick up Container once space is confirmed.

发货人/订舱代理可在舱位确认后申领提箱单并提箱。

4. Shipper/booking agent is required to stuff, lash and secure metal/steel coils in accordance with the Guidelines,

and arrange stuffing survey via one of OVP nominated survey companies, for which will be on shipper's account.

发货人/订舱代理须按照装箱指南中的装箱方式对卷钢货物进行填充、捆扎、固定，并联系我司指定的监

装公司进行监装，由此产生的监装费用由发货人/订舱代理自行承担。

5. Surveyor is required to submit survey report to

OVP(dgmng@ovpshipping.com/shipmng@ovpshipping.com)

before CY closing.在船舶截港前，监装公司须将监装报告发至OVP 订舱部指定邮箱。

6. Only qualified survey result is accepted by OVP to be allowed shipment on board. OVP reserves the right not to load onboard or to off-load the shipment in case of mis-declaration or “Failed” survey report received. Either shipper or booking agent will be liable for all responsibilities and extra cost that may arise.

我司只有在收到监装合格的报告后，才会安排卷钢类货物上船。如果卷钢品名填报不清晰、不正确，或监装报告不合格，我司将保留货物不装船或者卸货的权利。由此产生的一切责任和额外费用由发货人/订舱代理承担。

OVP NOMINATED SURVEY COMPANY 指定监装公司

Here below please find the contact details of OVP nominated survey companies.
请按如下方式联系OVP 指定的监装公司安排监装事宜。

上海东方天祥检验服务有限公司			
Main Contact 主要联系人	Phone 电话	Fax 传真	Email 邮箱
Ms. Chen	+86 592 6027736 Cell: +86 13806001640		sunny.qx.chen@intertek.com