

## Glossary

**Accessorial Charges:** Services performed in addition to the normal transportation service. Common accessorial charges include, but are not limited to: Wait Time, 2 Man, Inside, Lift-gate, Residential, and Storage Fees.

**Account Number:** An identifying number issued by corporate office to identify a shipper, a consignee or a third party payer. This number ensures accurate invoicing procedures and customer traffic activity.

**Aircraft Pallet:** The use of a platform or pallet upon which a unitized shipment rests or on which goods are assembled and secured before being loaded as a unit onto the aircraft. Palletization results in more efficient use of space aboard freighter aircraft and better cargo handling, particularly when used as part of a mechanized systems employing such other advances as pallet loaders and pallet transporters.

**Air Express:** A term used to describe expedited handling of airfreight service.

**Air Freight:** A service provided for the transportation of goods in any volume.

**Air Freight (or Airfreight) Forwarder:** Serves a dual role. The airfreight forwarders are, to the shipper, an indirect carrier because they receive freight from shippers under their own tariff - usually consolidating it into larger units - which is tendered to the airlines. To the airlines, the airfreight forwarder is a shipper. An airfreight forwarder is ordinarily classed as an indirect air carrier; however, many airfreight forwarders operate their own aircraft.

**AFA – Airforwarders Association:** As the voice of the airfreight forwarding industry, this organization serves to safeguard and further the interests of all forwarders. They promote the industry's concerns by working with Congress, the Dept of Homeland Security, the Transportation Security Administration, and by bringing the major forwarders together to present a united front.

**ATA - Air Transport Association of America:** A trade organization of the principal U.S. Airlines. It has played a pivotal role in major government decisions regarding aviation, including but not limited to: the creation of the Civil Aeronautics Board, the creation of the air traffic control system, and airline deregulation.

**Air Waybill (Airbill):** Shipping document used for the transportation of airfreight. It is a contract for carriage that includes carrier conditions of carriage including such items as limits of liability and claims procedures. The air waybill also contains shipping instructions to airlines, a description of the commodity, and applicable transportation charges. Air waybills may be used by truck companies as 'through documents' for coordinated air/truck service. Air waybills are not negotiable. The airline industry has



adopted a standard formatted air waybill that accommodates both domestic and international traffic. The standard document was designed to enhance the application of modern computerized systems to airfreight processing for both the carrier and the shipper.

**Airline Tariff Publishing Company (ATPCO):** Publisher of airline industry tariffs setting forth rates and rules applicable to air freight as well as fares for passengers. Tariffs are available on a subscription basis.

**Automated Export System (AES):** The US Government's system of allowing shipper's and/or forwarders to file Shipper's Export Declarations online at [www.aesdirect.gov](http://www.aesdirect.gov)

**Bill of Lading:** A document by which a carrier receipts for goods and contracts to move them. In airfreight, the air waybill is a form of bill of lading and is the contract for carriage.

**Bonded Terminal:** An airline terminal approved by the U.S. Treasury Dept. for storage of goods until Customs duties are paid or the goods are otherwise released.

**Bonded Warehouse:** A warehouse authorized by Customs authorities for storage of goods on which payment of duties is deferred until the goods are removed.

**Branch Office:** An individually owned company with whom Team Worldwide holds an agreement for the movement of freight into and out of a particular airport city.

**Branch Owner:** The legal owner(s) of the company, and signatory(s) of the agreement with Team Worldwide.

**Breakbulk:** Disassembling of a consolidated shipment for delivery or re-consignment.

**Broker (Customs):** A person or firm licensed by the U.S. Treasury Dept. to transact business with Customs on behalf of importers.

**Cargo Agent:** An agent appointed by an airline to solicit and process international airfreight for shipments. Cargo agents are paid commissions by the airline.

**Cargo Network Services (CNS):** A subsidiary of the International Air Transport Association, CNS was founded to serve the needs of the air cargo industry in the United States.

**Carnet:** A customs document permitting the holder to carry or send merchandise temporarily into certain foreign countries (for display, demonstration or similar purposes) without paying duties or posting bonds.

**Carrier:** Any airline, consolidator, truck line, rail carrier, charter service, ocean line, or subcontractor for the above, to whom we contract with for the major carriage of a shipment – from point A to point B.



**Cartage:** Any service involved in getting a shipment picked up, transferred, readied for transport, or delivered.

**Cartage Agent:** Ground service operator who provides pickup and delivery services.

**Certificate of Origin:** A document required by U.S. Customs and certain other countries for tariff purposes certifying as to the country of origin of specified goods.

**Chargeable Weight:** The weight of the shipment used in determining freight charges. The chargeable weight may be the dimensional weight or on container shipments, the gross weight of the shipment less the tare weight of the container.

**Charges Collect:** Transportation charges may include pickup and/or delivery and are entered on the air waybill to be collected from the consignee. Equivalent terms are “freight collect” or “charges forward”.

**Charter Service:** The temporary hiring of an aircraft; usually on a trip basis, for the movement of cargo or passengers.

**Check Digit Number:** A single digit of the air waybill number used to insure that the air waybill number is correctly entered into a computer system.

**Collect Charges:** The transportation practice under which the receiver of the goods pays the charges.

**Collect on Delivery (COD):** A transportation service under which the purchase price of the goods is collected by the carrier from the receiver at the time of delivery, and subsequently, payment is transmitted by the carrier to the shipper. There are no credit provisions in COD service – payment is due upon delivery.

**Commercial Bill of Lading (CBL) (government):** Government Bill of Lading. Bill of Lading issued by a Government institution with details for all aspects of a shipment. These must be handled by the government’s precise instructions in order to receive payment. See ARD regarding payment procedures.

**Commercial Invoice:** The invoice from the seller to the buyer billing for the goods, with full names/addresses, as well as full and detailed description of the goods. Should also reflect the terms of sale (commercial terms).

**Commodity Code:** A system for identifying a given commodity by a number as means of facilitation for a commodity driven rating system.

**Conditions of Contract:** The terms and conditions established by the carrier for the carriage of goods. These conditions are printed on the air waybill and include but are not limited to such items as limits of liability, claims limitations, and indemnity.

**Consignee:** A person named as the receiver of a shipment – one to whom shipment is consigned.

**Consignment:** Shipment of one or more pieces of property, accepted by the carrier from one shipper at one time, receipted for in one lot, and moving on one air waybill.

**Consignor:** One who designates the person to whom goods are to be sent. The consignor is usually the shipper.

**Consolidator:** An entity that provides service also provided by an air carrier, independent from the carrier, and derives income from package consolidation of others for tender to an air carrier.

**Consular Declaration:** A formal statement made to the consul of a foreign country describing goods to be shipped.

**Containerization:** The practice or technique of using a boxlike device in which a number of packages are stored, protected and handled as a single unit in transit.

**Country of Exportation:** Usually, but not necessarily, the country in which merchandise was manufactured or produced and from which it was first exported. For example, merchandise made in Switzerland and shipped to the U.S. through Frankfurt, Germany, has the country of exportation, Switzerland.

**Courier:** (1) Attendant who accompanies shipment(s). (2) Also, some courier companies provide a full transportation function, with accompanying attendants, offering door-to-door air service for the time sensitive documents or small packages in a same day or next day basis. (3) Also, a person and/or company that picks up and delivers “documents only” to or from the Team Branch, the carrier, customs, and/or customs brokers within the local airport city.

**Credit Arrangements:** A series of programs under which carriers extend credit to shippers and consignees for the payment of charges.

**Cross Declare:** The act of placing a lesser amount (usually a percentage) of the amount of declared value (dom) or insurance (intl) that the customer has requested on the carrier’s air waybill. This enables subrogation and recovery of some of the loss in the event of a claim.

**Customs:** A government authority designated to regulate the flow of goods to/from a country and to collect duties levied by a country on imports and exports. The term also applies to the procedures involved in such collection.

**Customs Declaration:** A statement, oral or written attesting to the correctness of description, quantity, value, etc, of merchandise offered for importation into the U.S.

**Customs House Broker:** A broker who is certified by the U.S. bureau of Customs to act for importers and other businesspeople in handling for them the sequence of Customs formalities and other details attendant to the legal and expeditious importing of goods. Such brokers are among the specialists who have make it easier for more businesspeople to participate successfully in international commerce.

**CWT:** Hundred (C) Weight (wt) – see Hundred Weight Pricing.

**Dangerous Goods:** Articles or substances which are capable of posing a significant risk to health, safety or property while in transport and which are classified according to the most current editions of the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air and the IATA Dangerous Goods Regulations. Dangerous goods may be transported domestically and internationally.

**Declared Value (DV):** Domestic product, as requested by the customer, to increase their coverage on shipments where the declared value of the goods exceeds our standard limits of liability. This is not insurance. This does not include freight charges. If the customer requests coverage for freight charges, the cost of the freight must be added to the shipment (goods) value and it must be noted on the HAWB.

**Declared Value for Carriage:** The value of goods declared to the carrier by the shipper for the purposes of determining charges, or of establishing the limit of the carrier's liability for loss, damage or delay.

**Declared Value for Customs:** The selling price of the contents or the replacement cost if the contents are not for resale. The amount must be equal to or greater than the declared value.

**Deferred Air Freight:** Airfreight requiring dependable, reliable service, but of less time sensitive nature, with delivery provided over a period of days.

**Delivered Duty Paid (DDP):** The seller is responsible for all charges to have the shipment cleared through customs and delivered to the buyer. This includes, but is not limited to Customs Clearance, Duties, Taxes, Transfer, and Import Handling.

**Delivered Duty Unpaid (DDU):** The seller is responsible for delivery charges only. All importation costs, including but not limited to Customs Clearance, Duties, Taxes and Import Handling are the responsibility of the buyer.

**Demurrage:** The detention of containers by shippers of receivers of freight beyond a specified grace period. The airlines tender carrier owned containers to the customer for loading and unloading of the unit. In the event the container is not returned to the carrier within a specified time frame (usually 24 – 48 hrs) a charge shall be assessed by the carrier for each 24-hour period or fraction thereof beyond the allowed time.

**Dimensional Weight (Dim Wt):** Dimensional weight refers to density, i.e. weight per cubic foot. The weight of a shipment per cubic foot is one of its most important transportation characteristics, directly involving such factors as the efficient loading of an aircraft or truck, and the economy of freight traffic movement. Some commodities, such as machinery, have a relatively high density. Others, like ladies' hats, have a relatively low density. Hence, the Dimensional Weight Rule was developed as a practice applicable to low density shipments under which the transportation charges are based on a cubic dimensional weight rather than upon actual weight. Examples: One pound for each 194 cubic inches of the shipment in the case of most domestic air freight and one pound for each 166 cubic inches of most international shipments. Some carriers will give discounts for shipments of high-density goods.

**Direct IATA:** Shipment moving on a carrier's air waybill, but with the shipper information showing the actual shipper, with the forwarder (T.A.E.) as their agent, and the ultimate consignee shown, instead of a forwarder/agent. The carrier will release the freight to the consignee or their designated Broker. There is no International Agent involved at the destination.

**Drawback:** A refund of duties paid on imported goods, which is provided at the time of their re-exportation.

**Duty:** A tax imposed in imports by the Customs authority of a country. Duties are generally based on the value of the goods (ad valorem duties), some other factor such as weight or quantity (specific duties) or a combination of value and other factors (compound duties).

**Economy Freight:** Three to five day service (business days) – date of pickup is not counted as time in transit.

**Embargo:** Temporary refusal to accept traffic for transportation at certain points or in certain routes due to emergencies, limitations of facilities or other abnormal circumstances.

**EOV (Items of Extraordinary Value):** Commodities identified as high value items.

**Exception Ratings:** Rates set at a certain percentage above the general commodity rates because they apply to commodities that require special handling, such as live animals, human remains or automotive vehicles.

**Exclusive Use Vehicle (EUV):** Transportation of a shipment(s) necessitating the exclusive use of an entire vehicle for the sole use of one customer, from a specific origin to a specific destination. Usually this service relates to shipments being transported over significant distances.

**Export Control:** To exercise export control over exports for statistical and strategic purposes. Customs enforces the export control laws for the U.S. Dept of Commerce and other Federal agencies.



**Export License:** A government document, which permits the “licensee” to engage in the export of designated goods to certain destinations.

**Extended Designated Area:** An area(s) beyond A, B, and C that has been agreed upon between the Branch Owner and T.A.E., that are serviced the same as A, B, and C.

**FCCOD (Freight Charges Collect on Delivery):** There will be no credit offered for the freight charges. The driver must collect the freight charges upon delivery, in the form of payment designated by the controlling Branch, and remit to WNS according to SAC.

**FMCSA:** Federal Motor Carrier Safety Administration. Government entity charged with certifying, regulating, and overseeing motor carriers.

**FOB (Free on Board):** A pricing term indicating that the quoted price includes the cost of loading the goods into transport vessels at the specified place.

**Federal Aviation Administration (FAA):** Created in 1958, and charged with the responsibility of promulgating operational standards and procedures for all classes of aviation in the U.S. In 1966, the FAA became a unit within the Dept of Transportation. The FAA still promulgates certain stress standards, which must be met in the tiedown of cargo in flight, as well as the standards and procedures under which air traffic is routed and monitored.

**Foreign Trade Zone:** A port designated by the government of a country for duty-free entry of any non-prohibited goods. Merchandise may be stored, displayed, used for manufacturing, etc, within the zone and re-exported without duties being paid. Duties are imposed on the merchandise (or items manufactured from the merchandise) only when the goods pass from the zone into an area of the country that is subject to the Customs authority.

**Free Domicile:** A term used in international transportation for years, now obsolete - but still used, where the shipper pays all transportation charges and any applicable duties and/or taxes. Correct term now would be Incoterms - DDP.

**Freight:** Property, commodities of all kinds, including small package service tendered to a carrier for transportation. Does not include mail, express or passenger baggage.

**Full Container Load (FCL) or Full Truck Load (FTL):** Full container (ocean) of freight or a full truckload (ground) of freight. This is as opposed to LCL or LTL.

**General Commodity Rate (GCR):** An airfreight rate applicable on all commodities except those for which specific rates have been filed. Such rates are based on weight and distance and are published for each pair of cities an airline serves.

**General Order (GO):** Merchandise not entered within five working days after arrival of the carrier and then stored at the risk and expense of the importer.





**Government Bill of Lading (GBL):** Government Bill of Lading. Bill of Lading issued by a Government institution with details for all aspects of a shipment. These must be handled by the government's precise instructions in order to receive payment. Also see Commercial Bill of Lading (CBL). See ARD regarding payment procedures.

**Gross Weight:** Entire weight of a shipment including containers and packaging material.

**Harmonized Commodity Description and Coding System:** A multipurpose international goods classification system designed for use by manufacturers, transporters, exporters, importers, Customs, statisticians and others in classifying goods moving in international trade under a single commodity code. Developed under the auspices of the Customs Cooperation Council (CCC), an international Customs organization in Brussels, this code is a hierarchically structured product nomenclature containing approximately 5,000 headings and subheadings describing the articles moving in international trade.

**House Air Waybill (HAWB):** The Team (or Agent's on imports) AWB showing the shipper, ultimate consignee, pieces, weight, commodity, payment terms, etc of a particular shipment. Also see Air Waybill (AWB).

**Hazardous Materials:** A substance or material which has been determined by the U.S. Secretary of Transportation to be capable of posing an unreasonable risk to health, safety and property when transported in commerce and which has been so designated, Title 49, Code of Federal Regulations (U.S.) Transportation – Parts 100-199, govern the transportation of hazardous materials. Hazardous materials may be transported domestically, but they may be classified as Dangerous Goods when transported internationally by air. Also see RESTRICTED ARTICLES and DANGEROUS GOODS.

**Hold for Pickup:** Freight to be held at the carrier's destination location for pickup by the recipient.

**Hundred Weight Pricing:** Special pricing for multiple-piece shipments traveling to one destination, which are rated on the total weight of the shipment (usually over 100 pounds) as opposed to rating on a per package basis.

**IAC Security:** Indirect Air Carrier Security is a program administered by the Transportation Security Administration (TSA), per the guidelines set forth by the Transportation Security Regulations.

**IATA (International Air Transport Association):** The trade and service organization for airlines of more than 100 countries serving international routes. IATA activities on behalf of shippers in international airfreight include development of containerization programs, freight handling techniques and, for some airlines, uniform rates and rules.



**ISO (International Organization for Standardization):** A worldwide federation of national standards bodies. The work of preparing Intl Standards is normally carried out through ISO technical committees.

**Immediate Delivery:** A procedure allowing more rapid release to importers of imports flown into the United States each year. Under the immediate delivery program, an importer can take delivery almost immediately of virtually all of an incoming shipment. Customs retains a sample for the purposes of appraisal. On the basis of this appraisal the importer is billed later for payment of duties.

**Import License:** A document required and issued by some national governments authorizing the importation of goods into their individual countries.

**In Bond:** As applied to air freight coming into the United States, the term “In Bond” designates a procedure under U.S Customs clearance of cargo is postponed until the cargo reaches an inland Customs point rather than subjecting the cargo to clearance procedures at the first United States gateway airport where the process might be more time consuming. The procedure is so named because the cargo moves under the carrier’s bond (Financial liability assured by the carrier) from the gateway airport and remains “In Bond” until Customs releases the cargo at the inland Customs point (airport).

**Incoterms:** The official ICC (International Chamber of Commerce) rules for the interpretation of trade terms, established in 1936, to facilitate the conduct of international trade. The current standard are Incoterms 2000. These terms define the buyer’s and seller’s responsibilities concerning a particular transaction – thus dictating the terms of shipment.

**Indirect Air Carrier (IAC):** Anyone engaged indirectly in the air transportation of property on passenger aircraft.

**Informal Entry:** A simplified import entry procedure accepted at the option of Customs for any noncommercial shipment (baggage) and any commercial shipment not over \$1,000 in value.

**Insurance (International Shipments):** Coverage requested by the customer to T.A.E. for the value of goods (and freight & insurance charges, if requested). This is all-risk coverage.

**Joint Rate:** A single through-rate on cargo moving via two or more air carriers on air and surface carriers.

**Known Shipper:** Per the security regulations administered by TSA, there are certain rules by which a shipper can be certified as a known shipper, thus allowing their freight to be placed on passenger aircraft. The freight of Unknown Shippers that have not undergone this scrutiny must ride on cargo aircraft only.

**Lay Order:** The period during which the imported merchandise may remain at the place of unloading without some action being taken for its disposition, i.e., beyond the five-day General order period.

**Length & Girth:** Some airlines' may apply this limitation on shipments. The equation used to calculate length and girth:  $\text{Length} + (2X \text{ width}) + (2X \text{ height})$ . The largest measurement will always be used as the length in the equation.

**Line Haul:** Transportation of freight, by truck, between point A and point B, not within a particular city's local area. A line haul can be within a state or across country.

**Letter of Credit (L/C):** A document issued by the bank per instructions by a buyer of goods authorizing the seller to draw a specified sum of money under specified terms, usually the receipt by the bank of certain shipping documents, within a given time.

**Lot Labels:** Labels attached to each piece of a multiple lot shipment for identification purposes.

**Lower Deck Containers:** Carrier owned containers specifically designed as an integral part of the aircraft to fit in the cargo compartments (lower deck) of the wide body aircraft.

**Less Than Container Load (LCL) or Less Than Truck Load (LTL):** Less than a container (ocean) of freight or less than a truckload (ground) of freight. This is as opposed to FCL or FTL

**Marks:** Information placed on outer surface of shipping containers or packages such as address labels, box specifications, caution, or directional warnings.

**Master Air Waybill (MAWB):** The carrier's air waybill for a particular shipment, showing the forwarder/agent as the shipper and the forwarder/agent as the consignee. Pieces, weight, dimensions, etc are still shown. Also see Air Waybill (AWB).

**Minimum Charge:** The lowest rate applicable on each type of air cargo service no matter how small the shipment.

**N.E.S.:** The abbreviation (not elsewhere specified) often appears in airfreight tariffs. For example: "advertising matter, N.E.S.," "printed matter, N.E.S.," indicating that the rate stated in the tariff applies to all commodities within the commodity group except those appearing under their own rate. The abbreviation N.E.S., as used in airfreight tariffs, is comparable to the abbreviation N.O.I.B.N. (not otherwise indexed by number) and N.O.S. (not otherwise specified) which appears in tariffs published by the surface models.

**Neutral Air Waybill:** A standard air waybill without identification of issuing carrier.

**Non-document Surcharge:** Surcharges on exported commodities classified as dutiable in the foreign destination.

**Nonstructural Container:** A unit load device composed of a bottomless rigid shell used in combination with a pallet and net assembly. NOTE: The expression “Nonstructural Container: is also used to refer to the shell part of the device.

**Packing List:** List for a shipment giving specific detail (kinds and quantities) for all items contained in the shipment. Also should details as to the type of packing.

**Pallet:** A platform with a flat metal-framed undersurface on which goods are assembled and secured by nets and straps.

**Pickup & Delivery Service (PU & D):** An optional service for the surface transport of shipments from shipper’s door to originating air terminal and from the air terminal of destination to receiver’s door. Pickup service, at an additional charge, is provided upon shipper’s request. The air carrier, at an additional charge, provides delivery service automatically unless the shipper requests otherwise. PU&D service is provided between all airports and all local points of such airports.

**Port of Entry:** Any space designed by act of U.S. Congress executive order of the President of the United States, or order of the U.S. Secretary of Treasury, at which a U.S. Customs officer is assigned with authority to accept entries of merchandise, to collect duties, and to enforce the various provisions of the U.S. Customs laws.

**Port of Origin Air Cargo Clearance:** For the convenience of exporters moving goods by air from inland U.S. cities, certain U.S. Customs formalities can now be handled at the originating airport city. This avoids delaying such procedures until the export reaches a gateway point sometimes hundreds of miles from the exporter’s business.

**Prepaid Charges:** The transportation trade practice under which the shipper pays transportation charges.

**Primary Accounts:** Accounts that have met the criteria set forth in SAC and have been approved by T.A.E. Primary Account revisions with all necessary information for handling shipments will be distributed from ADM, when a Primary Account is approved.

**Priority Air Freight:** Reserved airfreight or Air Express service wherein shipments have a priority after mail and the small package services. Any size or weight allowed within airfreight service limits is acceptable. Advanced reservations are permitted for movement on a given flight and in some cases a partial refund is paid the shipper if the shipment is not moved on the flight specified.

**Proforma:** When coupled with the title of another document (proforma invoice, proforma manifest), it means an informal document presented in advance of the arrival or preparation of the required document in order to satisfy a Customs requirement.



**Proof of Delivery (POD):** Information provided to payer, containing name of person who signed for the package with the date and time of delivery.

**Quality Assurance Report (QAR):** A system of reporting instances when a carrier's, agent's, Branch's, International Agent's or Winnsboro's service is not acceptable. There are many types of situations that should be reported via the QAR system. Even if there is no "monetary gain" by reporting the problem incurred, T.A.E. will have that information on file for evaluation purposes.

**Recap:** The detail reporting, by the Branch, of each and every shipment that they control and/or are billing. Recaps are grouped and paid to the Branch Office by date. Once the shipments are recapped and processed in WNS, customer payments can be posted, or statements generated, and vendors can be paid.

**Remittance Following Collection:** In instances when the shipper has performed services incident to the transportation of goods an airline will collect payment for these services from the receiver and remit such payment to the shipper. Carriers charge nominal fees for this service.

**Reserved Freight Space:** A service by some airlines enabling shippers to reserve freight space on designated flights.

**Restricted Articles:** An airline term meaning a hazardous material as delivered by Title 49, Code of Federal Regulations (U.S.) and Air Transport Restricted Articles Circular 6-D. Restricted articles may be transported domestically and be classified dangerous goods when transported internationally by air

**Service Commitments:** Pickup and/or delivery commitments agreed to by air carrier and shipper.

**Shipment Costs:** All costs associated with a particular shipment, whether for carriage by air or truck, pickup, delivery, DV or insurance, errors and omissions cost, courier of documents, packing, crating, unpacking, etc. This does NOT include profit items, such as handling or documentation, nor salesmen commissions.

**Shipment Profit:** Shipment Profit is defined as the amount remaining after shipment costs AND accounting fees have been deducted. Same as Net Profit

**Shipper's Export Declaration (S.E.D.):** Form required for all U.S. exports with declared value for U.S. Customs greater than \$2,500. Also required for shipments requiring a U.S. Department of Commerce validated export license or U.S. Department of State license regardless of value of goods. Prepared by a shipper indicating value, weight, destination, and other basic information about the shipment.

**Shipper's Letter of Instructions (SLI):** A form used by a shipper to authorize an airline to issue an air waybill on the shipper's behalf. The form contains all details of shipment and authorizes the airline to sign the air waybill in the name of the shipper.

**Signature Service:** A service designed to provide continuous responsibility for the custody of shipments in transit, so named because a signature is required from each person handling the shipment at each stage of its transit from origin to destination.

**Small Package Service:** A specialized service to guarantee the delivery of small parcels within specified express time limits, e.g. same day or next day. This traffic is subject to size & weight limitations. Passenger carriers will accept these packages at the airport ticket counters with delivery at destination baggage claim area. Many carriers provide door-to-door service on a 24-hour basis.

**Special Drawing Right (SDR):** With reference to Intl Limits of Liability (17 SDRs), as defined by the International Monetary Fund (IMF). The USD equivalent fluctuates daily. To determine the current rate – see [SDR Valuation](http://www.imf.org/external/np/fin/data/rms_sdrv.aspx) [http://www.imf.org/external/np/fin/data/rms\\_sdrv.aspx](http://www.imf.org/external/np/fin/data/rms_sdrv.aspx) Multiply the current value of 1 SDR by 17 to find the current Intl Limit of Liability, as per the latest IATA Resolution 600(b) effective March 17, 2008.

**Special Rates:** Rates that apply to traffic under special conditions and usually at a limited number of cities. Examples of such rates are container rates, exception ratings, surface-air rates, and import rates.

**Specific Commodity Rates (SCR):** Rate applicable to certain classes of commodities, usually commodities moving in volume shipments. Hence, SCRs are usually lower than the general commodity rate between the same pair of cities.

**Standard Carrier Alpha Code (SCAC):** Standard Carrier Alpha Code – assigned by the NMFTA (National Motor Freight Traffic Association). Team Air Express, Inc's SCAC Code is TAIF.

**T & E (Transportation and Exportation):** An entry filed to control the movement of merchandise being transported through the United States for exportation.

**Tare Weight:** The weight of the container before loading of goods being shipped: the actual weight of the container when empty.

**Tariff:** A document setting forth applicable rules, rates, and charges for the movement of goods. A tariff sets forth a contract of carriage for the shipper, the consignee, and the carrier. In addition to the domestic tariffs published by the Airline Tariff Publishing Company some airlines also publish their own tariffs covering special services. The U.S. flag carriers publish international tariffs containing freight rates of the U.S. international carriers.

**Temporary Importation Under Bond (TIB):** Temporary admission into the United States under a conditional bond for articles not imported for sale or for sale on approval.

**The Air Cargo Tariff (TACT):** In a format of three manuals (Rules, Rates-North America & Rates-Worldwide), obtainable by subscription, TACT is the most comprehensive source for rules, regulations, procedures, rates and charges. With airline, aircraft, and specific country information, this is a most professional tool for day-to-day air cargo transactions. These rates have limited application.

**Third Party Billing:** Neither the shipper, nor the consignee listed on a specific shipment is paying the freight charges. A third party, for example a logistics company or a freight payment plan will pay the invoiced amount.

**Through Bill of Lading:** A single bill of lading covering both the domestic and international carriage of an export shipment. An air waybill, for instance, is essentially a through bill of lading used for air shipments. Many ocean shipments require two separate documents: an inland bill of lading for domestic carriage and an ocean bill of lading for international carriage. Through bill of lading, therefore, cannot be used.

**Time Definite Delivery:** The range of service performance standards offered by air freight carriers which permit the customer to select a specific time frame for delivery based on requirement for service and economy. These service standards provide door-to-door (pickup and delivery) schedule patterns based on the same day, next day, second or third day delivery needs.

**Tracking / Tracing:** - A carrier's system of recording movement intervals of shipments from origin to destination.

**Transit Air Cargo Manifest (TACM):** Procedures under which air cargo imports move through the gateway city to city of final U.S. Customs destination for the collection of duty and other import processing, thereby expediting shipment movements, reducing gateway congestion, and saving expense for importers, the Customs Bureau, and the airlines.

**Transportation Security Agency (TSA):** Under the auspices of the US Department of Homeland Security and the Department of Transportation, the TSA is charged with administering all laws, regulations, and procedures to ensure safety in all areas – air, land, and sea (passenger and cargo).

**Truck / Air Service:** The surface movement of airfreight to and from airports and origin and destination points beyond the terminal area of pickup and delivery service. Directory listing cities served is available through your local airline service.

**Truck Brokerage:** The process of acting as an intermediary who, for compensation, arranges or offers to arrange the transportation of freight by an authorized FMCSA motor carrier.



**Unit Load Device (U.L.D.):** Term commonly used when referring to containers and pallets.

**Unitization:** The practice or technique of consolidating many small pieces of freight into a single unit.

**Unknown Shipper:** Any shipper that has not met the criteria to enable them to be listed as a “Known Shipper”, thus specifying that their freight can only be moved via cargo aircraft or truck.

**Valuation Charges:** Transportation charges assessed shippers who declare a value of goods higher than the value of carriers’ limits of liability.

**Vendor:** Any company that renders services, for a fee, for the express purpose of moving freight, or enabling a shipment to move. (i.e. pickup/delivery agents, carriers, packing/crating companies, document legalization companies, courier companies, etc)

**Warsaw Convention:** An international multilateral treaty, which regulates, in a manner, the conditions of international transportation by air. Among other things, it establishes the international liability of air carriers and establishes the international liability of air carriers and establishes the monetary limits for loss, damage and delay.

**Weight Break:** Levels at which the air freight rate per 100 pounds decreases because of substantial increases in the weight of the shipment. Examples of levels at which weight breaks occur (in pounds) are 100, 500, 1,000, 3,000, 5,000 and 10,000.

**White Glove Delivery:** Delivery inside the location, per customer request, with unpacking, set up of product, and removal of debris. White Glove can include any and/or all of the above, as determined by customer requirements.

**Yield:** The air transport revenue derived per unit of traffic carried in air transportation. Examples: Revenue per freight ton-mile and revenue per passenger mile flown.

**Zone:** Any one of a number of sections or districts of the United States used for the purpose of establishing proper rates for parcels, mail, and pickup and delivery.