
Shipping Manual for 2019 World Rowing Junior Championship

1st Edition
March, 29th, 2019



YAMATO GLOBAL LOGISTICS JAPAN CO., LTD.

Rowing Support Team



Yamato Global Logistics Japan Co.,Ltd. (YGL) has been appointed by 2019 World Rowing Junior Championships Organizing Committee (the "Committee") to supervise customs clearance in the preparation period and during the tournament for the 2019 World Rowing Junior Championships (the "Championships") , as well as delivery to and grounding at the Sea Forest Waterway (the "venue").

This will enable YGL to provide a one-stop service of customs clearance, from import clearance to re-exportation.

Contact details are as follows. If you have any questions about the transportation of tournament-related goods or delivery to and grounding at the venue, please do not hesitate to contact us.

Yamato Global Logistics Japan Co.,Ltd.
Rowing Support Team
1-10-14, Shinkawa, Chuo-ku, Tokyo, 104-0033 Japan

Email : Kosuke Nomura (Mr)
Keitaro Matsumoto (Mr)
Yoshiaki Hamano (Mr) Head of Department

Address : rowing.yamato@y-logi.com

Link : <http://www.y-logi.com/ygl/english/index.html>



- Carnet customs clearance

The procedure for sending cargo using a ATA Carnet is as follows. For more details, refer to the Forwarding guide, "5.2 ATA Carnet".

- If using an SOC container

If using a SOC container, you must record the container information (container number, weight, value, place of origin) in the ATA Carnet. Refer to the below sample for details of the recording method. (EXAMPLE: Sailing ATA-carnet)

A.T.A. CARNET		GENERAL LIST / 総合物品表				A
Item No./ 品目番号	Trade description of goods and marks and numbers, if any/ 品名並びにもしあれば記号及び番号	Number of Pieces/ 個数	Weight or Volume/ 重量又は 数量	Value*/ 価額*	** Country of Origin/ **原産国	
1	2	3	KG	YEN.	6	
1	470 CLASS RACING YACHT WITH STANDARD ACCESSORIES MAKE: MACKAY BOATS NO. 33774	1 SET	110	1,000,000	NZ	
2	470 BOAT CARRY MAKE: MACKAY BOATS ALM	1	10	10,000	NZ	
3-4	MASTS FOR 470 CLASS RACING YACHT MAKE: SUPERSPAR	2	20	200,000	GB	
5	TOOL BOX (PLASTIC BOX - BLACK, GREY)	1 SET	20	50,000	JP	
6	Container 40ft #ONEU00576645G1	1	2250	50,000	CH	

- If entrusting import clearance to YGL

(i) Input the necessary items in the Application Form (ORDER FORM) «Excel file» and send it to us.

(ii) After confirming the content, we send a "Power of Attorney for the ATA Carnet" form.

(iii) After dispatch, send the below documents to rowing.yamato@y-logi.com.

(1) ATA Carnet (photocopy of the front page and goods list)

⇒ Please sign every signature line in the ATA Carnet

(2) BL (Copy)

(i) Ensure the weight in the BL, ATA Carnet and INV is the same.

(ii) Record the gross weight in the BL, taking into account the weight of the container.

(3) Power of Attorney for ATA-carnet

⇒ The signature must be signed by the person who signed the ATA Carnet.

(4) Container Loading plan

- Addressee for the ATA Carnet

The original ATA Carnet should be sent to the following address by courier. Please inform us of the tracking number once you send the ATA Carnet.

Yamato Global Logistics Japan Co.,Ltd.
 Rowing Support Team
 1-10-14, Shinkawa, Chuo-ku, Tokyo 104-0033 Japan

Email address: rowing.yamato@y-logi.com

- Goods to be re-exported after the Championships

The goods will be exempt from duty by completing the required procedures. For more details, refer to the Forwarding guide, "5.3 Duty Exemption on Re-Exportation".

- If entrusting import clearance to YGL

(i) Input the necessary items in Application Form(ORDER FORM) and Cargo List(Excel file) and send them to us.

Important points when filling in the Cargo List

Cargo List													Authorization number		Total Page : 1	
Case No.	Dimensions (cm)			m3	Weight (kg)		HS Code	Description (model number)	Serial No.	Origin	Qty	CIF		USD		Uses after Import
	L	W	H		Gross	Net						Unit Price	Amount			
1	520	400	100	20.800	200.0	220.0	890310	Nacra boat with equipment	JPN1	JPN	1	30,000.00	30,000.00	R		
2	520	400	100	20.800	200.0	220.0	890310	Nacra boat with equipment	JPN2	JPN	1	30,000.00	30,000.00	R		
3	520	400	100	20.800	200.0	220.0	890310	Nacra boat complete with equipment	JPN3	JPN	1	30,000.00	30,000.00	R		
4	200	200	130	5.200	90.0	100.0	940310	Silver Frames	JPN4	JPN	1	250.00	250.00	R		
5	180	50	40	0.360	8.0	9.0	871200	Bicycle (PINARELLO DOGMAK10 ABC14570870)	JPN5	ITA	5	1,000.00	5,000.00	R		
6	1200	230	280	77.280	2250.0	2250.0	860900	Container 40R SOC #ABCD1234567	N/A	CHN	1	500.00	500.00	R		
7	50	40	30	0.060	10.0	10.0	820590	Tool box	JPN6	CHN	1	50.00	50.00	R		

Write down the model and serial number when import bicycle

Please write down serial number

Tool box will be taxed regardless of contents

Please write down the container which your team use SOC container. Do not forget to write down the container number.

Please write down HS code and origin

Typical HS codes

Item	HS CODE
Bicycle	8712.00
Bouy	8907.90
ToolBox	8205.90
Trolley	8716.40
Container	8609.00

(ii) After confirming the content, we send a file containing tentative invoice , etc.

*The following procedure is also required for first-time customs application only.

We send the three necessary documents which required for the procedure of the [Attorney for the Customs Procedures]. Please sign these and send back the scanned data.

For more information about Attorney for the Customs Procedures, refer to "4.5 Importer and Attorney for the Customs Procedures" in the Forwarding guide.

(iii) After leaving port, send the below documents to rowing.yamato@y-logi.com.

(There is no need to send the original document by courier)

(1) BL (Copy)

(i) Ensure the weight in the BL and INV is the same.

(ii) Record the gross weight in the BL, taking into account the weight of the container.

(2) Invoice & Cargo List (Excel file)

(3) Container Loading Plan

- If you do not entrust to YGL

Please confirm the procedures with your agent.



- If entrusting import clearance to YGL

Please refer to "[Import] General Customs Clearance" as well.

(i) If you DO NOT have importers in Japan

Please write the following in the Consignee and Notify sections of the BL:

1) CONSIGNEE OF B/L, AWB
NAME OF TEAM
2) NOTIFY PARTY OF B/L, AWB
2019 WORLD ROWING JUNIOR CHAMPIONSHIPS C/O: YAMATO GLOBAL LOGISTICS JAPAN CO.,LTD. 1-10-14, FORECAST KAYABACHO 3F, SHINKAWA, CHUO-KU, TOKYO 104-0033 JAPAN TEL: +81-3-6757-0096

(ii) If you have importers in Japan

If you have an importer in Japan, the BL shall be filled in as follows.

1) CONSIGNEE OF B/L, AWB
IMPORTER OF RECORD
2) NOTIFY PARTY OF B/L, AWB
2019 WORLD ROWING JUNIOR CHAMPIONSHIPS C/O: YAMATO GLOBAL LOGISTICS JAPAN CO.,LTD. 1-10-14, FORECAST KAYABACHO 3F, SHINKAWA, CHUO-KU, TOKYO 104-0033 JAPAN TEL: +81-3-6757-0096

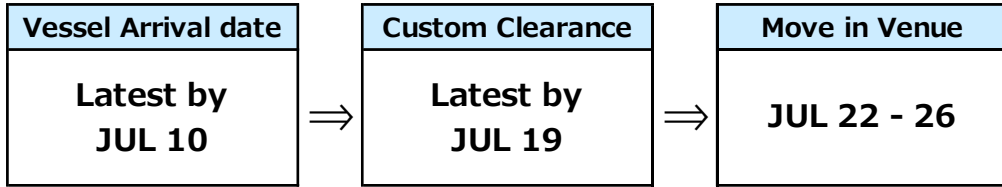
- If you do not entrust to YGL

Please confirm the procedures with your agent.



- Container transportation and crane operation schedule

YGL provide container transportations to the venue by trucks as well as crane operations at the container storage area in the venue.(Can handle 45ft containers)
If you have a desired move-in day, please make a request at least one week in advance.



We Strongly recommend you to ask your ship line to extend the free time. Otherwise, extra container storage fee should be charged.

The container transportation and move-in schedule from Tokyo Port to the venue is as stated above. Please adhere to the final vessel arrival date.

-Operating hours

Weekdays; 9:00-17:00

Weekends and public holidays; Surcharge will be applied to the regular fee.

Further information about the surcharge will be provided in the import tariff.

-Operations after July 26

Operations after July 26 we will hire crane as charter. Further information about the surcharge will be provided in the import tariff.

-Port of discharge

A port of discharge should be Tokyo Port. **Please do not send any container to Yokohama Port.**

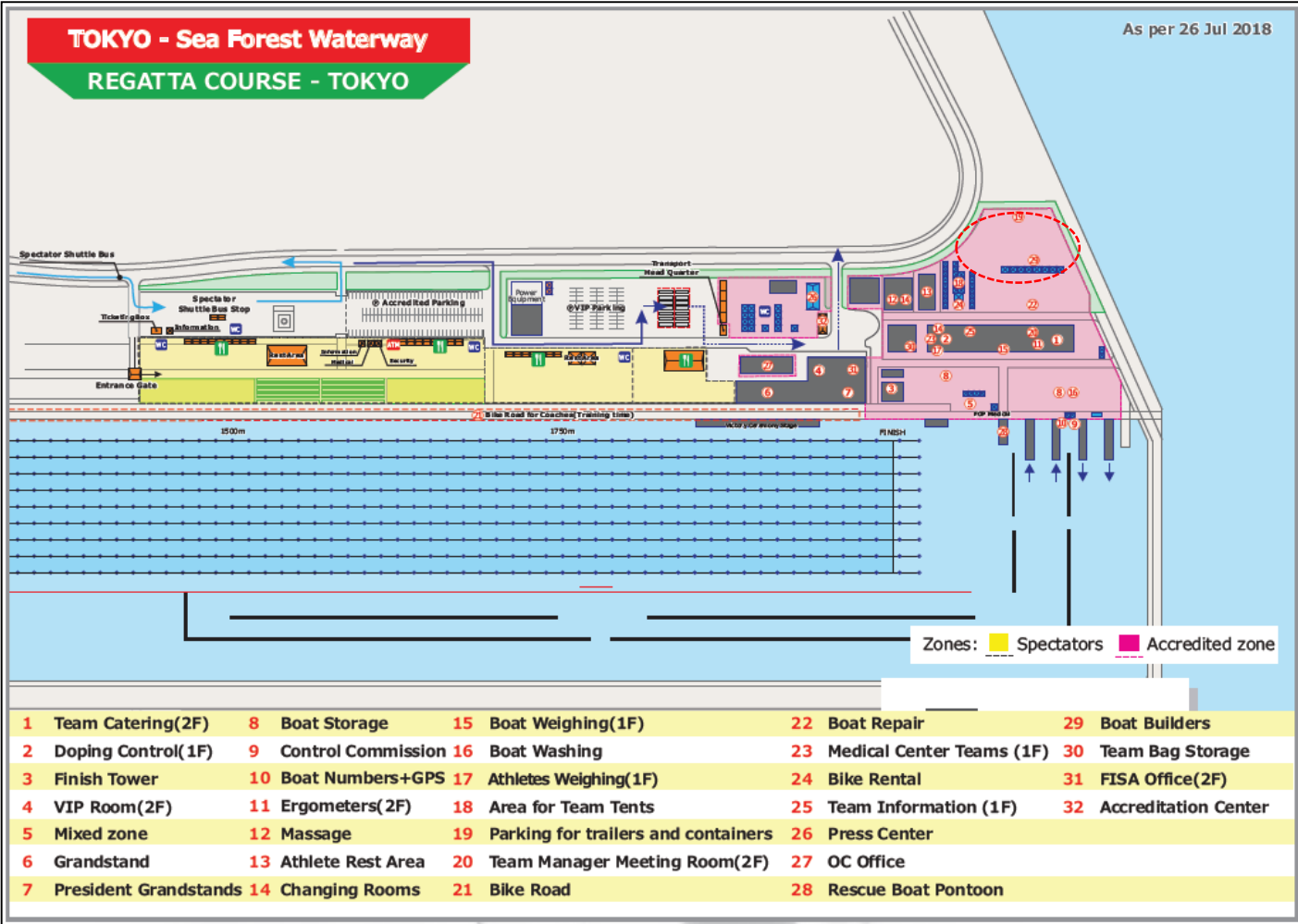
In case of importing 45` container, the port of discharge **must be "Ohi Terminal" in Tokyo Port.** Please check the graph below.

(Carrier could not announce which shipping line is able to arrive to Ohi Terminal.)

Type of container	OHITERMINAL		
	NO.1-2	NO.3-4	NO.6-7
20 feet container	✓	✓	✓
40 feet container	✓	✓	✓
45 feet container	✓		✓

- Sea Forest Waterway layout

No. (19) in the attached map is the container storage area.



*Source: 2019 World Rowing Junior championships Bulletin



- Quotation

We will present our quotation to you when the import charges have been finalized. After confirming the content, please put your signature consenting to the amount. Then, send back the signed quotation to rowing.yamato@y-logi.com.

- Fares and other charges

You should pay importation charges in advance. Our bank account details are shown below. Please make payments in Japanese yen. Any transfer fees will be the responsibility of the customer. Please send a payment confirmation to rowing.yamato@y-logi.com once payment has been completed. Indicate our quotation number in the email as well.

a	Bank	SUMITOMO MITSUI BANKING LAVENDER BRANCH
b	SWIFT CODE	SMBCJPJT
c	ACCOUNT NAME	YAMATO GLOBAL LOGISTICS JAPAN,LTD.
d	ACCOUNT NUMBER	1497803 (NO NEED IBAN CODE)
e	BANK ADDRES	2-3-4 TSUKIJI,CHUO-KU,TOKYO 104-0045, JAPAN
f	Corporate number (TAX ID)	1010001066641

- Deposit

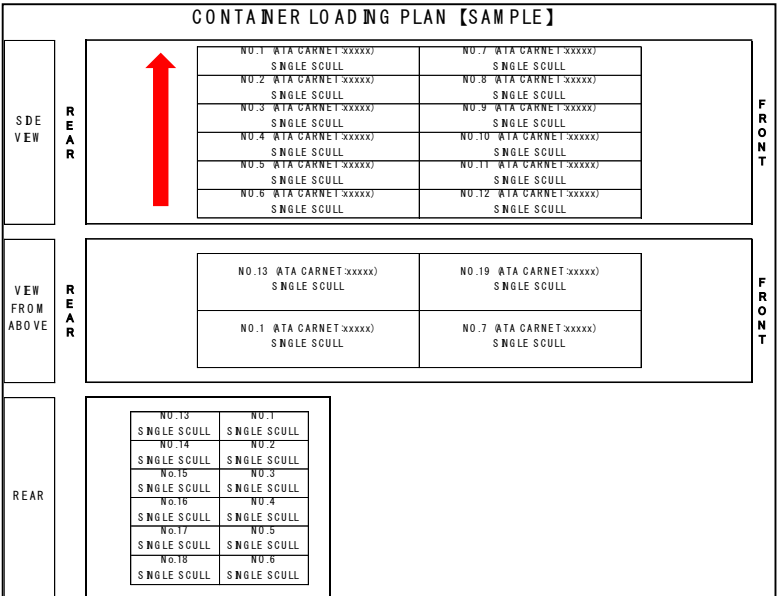
Deposit will listed on the quotation in case inspection fee occur. After the actual fee is fixed, we will refund to your account.

- Prohibited and/or restricted goods

There are goods which are prohibited and/or restricted to import to Japan.
 For more details, refer to the Forwarding guide;
 For prohibited goods: "4.2 Important Control and Requirements"
 For Restricted goods: "9. Bringing Specified Items into Japan"

- Container Loading Plan

Please create a Container Loading Plan for each team. This will be required by customs. Be careful when creating this in the case of multiple Carnets in one container.



- Insurance coverage

Insurance will be the responsibility of each team, so please ensure that your shipment are covered.

- Container storage at the venue

The container storage area at the venue can accommodate all previously mentioned container sizes (20'40'45'). As the space in this storage area is limited, containers will be allocated on a first come first serve basis. Any additional containers will be stored in the backup area for an extra fee. Please confirm any matters regarding container storage with the Organising Committee.

- Application form (ORDER FORM)

The Application Form(ORDER FORM) will be uploaded on the web site of the 2019 World Rowing Junior Championships. Please fill out the necessary sections and send it to rowing.yamato@y-logi.com.
 The submission deadline is **JUNE 2**. Please include a signature for consent to the Application form. Teams that have not responded will be delayed in preparations.

- Import tariff

We will provide information about import charges individually. The release of the import tariff is scheduled for April 2019.



- Carnet customs clearance

The procedure for exporting cargo using a ATA Carnet is as follows:
For more details, refer to the Forwarding guide, "10.Export Clearance".

- Matters regarding ATA Carnet customs clearance

Re-exportation is necessary for goods recorded in the ATA Carnet list.

In Japan it is not possible to store ATA Carnet item for more than one year. Please re-export the items within a year . Also if there are any difference of number of item in ATA carnet with import and export, they will be subject to duty and VAT.

- Pre-advice documents for ATA Carnet customs clearance

(i) Input the necessary items in the Order Form (Excel file) and send it to us.

(ii) Send the following documents to rowing.yamato@y-logi.com

(1) Container Loading Plan

- Sending the ATA carnet

After customs clearance, we will send the ATA Carnet by courier to the designated place. Please enter the address in the Order Sheet. Delivery will cost a flat rate of 10,000 JPY.

- Matters regarding re-exportation

Re-exportation is a condition of importing goods exempt from duty, so it is necessary that the goods are re-exported.

*If goods are imported exempt from duty and not re-exported, the exempted tax will be collected.

- Necessary documents for re-exportation

- (i) Input the necessary items in the Order Form (Excel file) and send it to us.
- (ii) Send the following documents to rowing.yamato@y-logi.com:
 - (1) BL (Copy)
 - (i) Ensure the weight in the BL and INV is the same.
 - (ii) Record the gross weight in the BL, taking into account the weight of the container.
 - (2) Invoice & Cargo List (Excel file)
 - (3) Container Loading plan

If there are any goods that will not be re-exported or goods to be newly added for import, please use the Cargo List from the time of import and add the applicable goods to the list in red.

If it is difficult to verify the imported goods and re-exported goods (e.g., you used a different format), it will take time to receive export permission.

Important points when filling in the Cargo List

Cargo List													Authorization number		
Case No.	Dimensions (cm)			m3	Weight (kg)		HS code *****	Discription (model number)	Serial No.	Origin	Qty	CIF		USD	Uses after Import
	L	W	H		Gross	Net						Unit Price	Amount		
1	520	400	100	20.800	200.0	220.0	890310	Nacra boat complete with equipment	JPN1	JPN	1	30,000.00	30,000.00	R	
2	520	400	100	20.800	200.0	220.0	890310	Nacra boat complete with equipment	JPN2	JPN	1	30,000.00	30,000.00	R	
3	520	400	100	20.800	200.0	220.0	890310	Nacra boat complete with equipment	JPN3	JPN	1	30,000.00	30,000.00	R	
4	200	200	130	5.200	90.0	100.0	940310	Silver Frames	JPN4	JPN	1	250.00	250.00	R	
5	180	50	40	0.360	8.0	9.0	871200	Bicylce (PINARELLO DOGMAK10 ABC14570870)	JPN5	ITA	5	1,000.00	5,000.00	R	
6	1200	230	280	77.280	2250.0	2250.0	860900	Container 40ft SOC #ABCD1234567	N/A	CHN	1	500.00	500.00	R	
7	50	40	30	0.060	10.0	10.0	820590	Tool box	JPN6	CHN	1	50.00	50.00	R	
8	500	400	96	19.200	90.0	95.0	89039190	Complete 49er FX dinghy with equipment	JPN7	JPN	1	30,000.00	30,000.00	R	

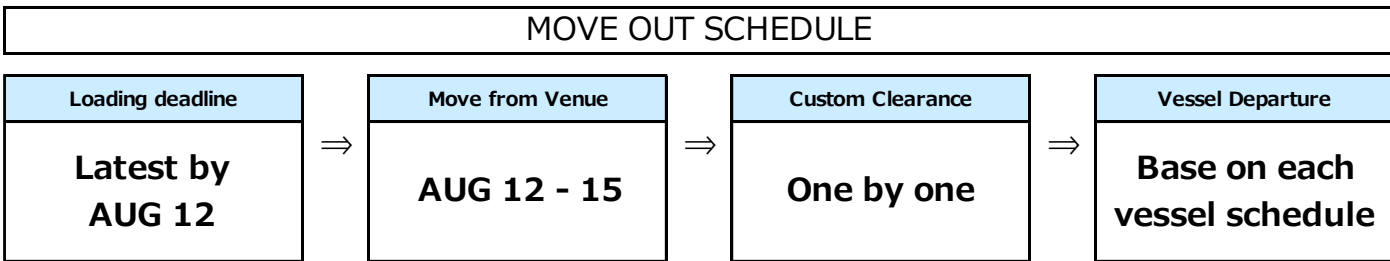
Please write down serial number

Please black out when the cargo does not export

Please write down cargo information in red if you add to the cargo.



- Container move-out schedule



Ensure to finish loading the boats in the container by August 12. If using a SOC container, please lock the container seal. If there is no container seal, we will provide a high-security seal for 2,000 JPY each.
 YGL will arrange container seal when arranging booking for team or boat builder.

- Operation hours

Weekdays; 9:00-17:00

Weekends and public holidays; Surcharge will be applied to the regular fee.

Further information about surcharge will be provided in the export tariff.

- Container Delivery from backup area to the venue

Empty containers that have been stored in the backup area will be delivered to the container storage area at the venue.

- Container Delivery from venue to Tokyo Port

The containers that have been loading by August 12 will be delivered to the Tokyo Port Container Yard by August 15.

- Export customs clearance at Tokyo Port

Containers that have been delivered to the Tokyo Port Container Yard by August 12 and proceed clearance one by one.

- Leaving port

We will make arrangements for the ship to depart for its requested destination as per the schedule.

**- Quotation**

We will present our quotation to you when the export charges have been finalized. After confirming the content, please put your signature consenting to the amount. Then, send back the signed quotation to rowing.yamato@y-logi.com.

- Fares and other charges

You should pay exportation charges in advance. Our bank account details are shown below. Please make payments in Japanese yen. Any transfer fees will be the responsibility of the customer. Please send a payment confirmation to rowing.yamato@y-logi.com once payment has been completed. Indicate our quotation number in the email as well.

a	Bank	SUMITOMO MITSUI BANKING LAVENDER BRANCH
b	SWIFT CODE	SMBCJPJT
c	ACCOUNT NAME	YAMATO GLOBAL LOGISTICS JAPAN,LTD.
d	ACCOUNT NUMBER	1497803 (NO NEED IBAN CODE)
e	BANK ADDRES	2-3-4 TSUKIJI,CHUO-KU,TOKYO 104-0045, JAPAN
f	Corporate number (TAX ID)	1010001066641



- Container Loading Plan

Please create a Container Loading Plan for each team. This will be required by customs.

Be careful when creating this in the case of multiple Carnets in one container.

CONTAINER LOADING PLAN [SAMPLE]																
SIDE VIEW	REAR		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">NO.1 (ATA CARNET :xxxxx) SNGLE SCULL</td> <td style="width: 50%;">NO.7 (ATA CARNET :xxxxx) SNGLE SCULL</td> </tr> <tr> <td>NO.2 (ATA CARNET :xxxxx) SNGLE SCULL</td> <td>NO.8 (ATA CARNET :xxxxx) SNGLE SCULL</td> </tr> <tr> <td>NO.3 (ATA CARNET :xxxxx) SNGLE SCULL</td> <td>NO.9 (ATA CARNET :xxxxx) SNGLE SCULL</td> </tr> <tr> <td>NO.4 (ATA CARNET :xxxxx) SNGLE SCULL</td> <td>NO.10 (ATA CARNET :xxxxx) SNGLE SCULL</td> </tr> <tr> <td>NO.5 (ATA CARNET :xxxxx) SNGLE SCULL</td> <td>NO.11 (ATA CARNET :xxxxx) SNGLE SCULL</td> </tr> <tr> <td>NO.6 (ATA CARNET :xxxxx) SNGLE SCULL</td> <td>NO.12 (ATA CARNET :xxxxx) SNGLE SCULL</td> </tr> </table>	NO.1 (ATA CARNET :xxxxx) SNGLE SCULL	NO.7 (ATA CARNET :xxxxx) SNGLE SCULL	NO.2 (ATA CARNET :xxxxx) SNGLE SCULL	NO.8 (ATA CARNET :xxxxx) SNGLE SCULL	NO.3 (ATA CARNET :xxxxx) SNGLE SCULL	NO.9 (ATA CARNET :xxxxx) SNGLE SCULL	NO.4 (ATA CARNET :xxxxx) SNGLE SCULL	NO.10 (ATA CARNET :xxxxx) SNGLE SCULL	NO.5 (ATA CARNET :xxxxx) SNGLE SCULL	NO.11 (ATA CARNET :xxxxx) SNGLE SCULL	NO.6 (ATA CARNET :xxxxx) SNGLE SCULL	NO.12 (ATA CARNET :xxxxx) SNGLE SCULL	FRONT
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	NO.16 SNGLE SCULL	NO.4 SNGLE SCULL														
	NO.17 SNGLE SCULL	NO.5 SNGLE SCULL														
NO.18 SNGLE SCULL	NO.6 SNGLE SCULL															

- Insurance coverage

If insurance is necessary for exportation, we are able to insure the goods. If you require more information about insurance, we will distribute handouts individually.

- Export Order Form

The Order Form will be uploaded on the website of the 2019 World Rowing Junior Championships. Please fill out the necessary sections and send it to rowing.yamato@y-logi.com.

The submission deadline is **JUNE 30**. Please include a signature for consent to the Order Form. Teams that have not responded will be delayed in preparations.

- Export tariff

We will provide information about export charges individually. Information about sea freight for re-exportation to each country will be provided mid-April.



There is a possibility of unforeseen accidents occurring while handling the containers at the container storage area in the venue.

Therefore, you must **strictly adhere** to the following points:

- In the container area

- (i) Keep away from the crane when it is in operation.**
- (ii) Do not walk under the containers.**
- (iii) Do not do anything that will interfere with the work of the workers.**
- (iv) Do not use the blocks, etc. in the container area without permission.**
- (v) Do not leave cargo inside the container area.**



- Container seal cutter

We will prepare a container seal cutter at the venue from August 1.

