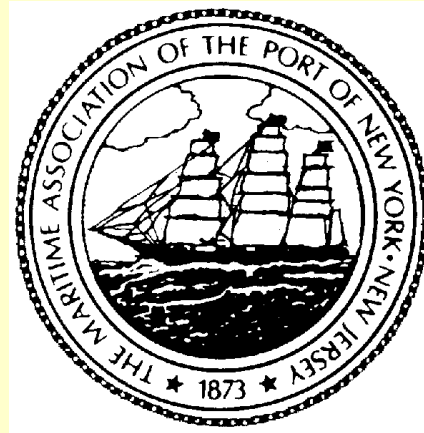
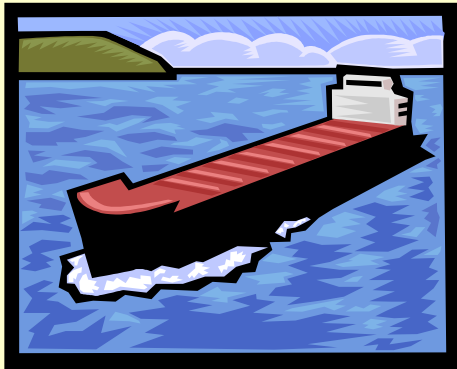


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## SHIPPING 101 COURSE

- Course is brought to you by the Maritime Association of the Port of NY/NJ
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- 32-Hour course awarded 3.2  
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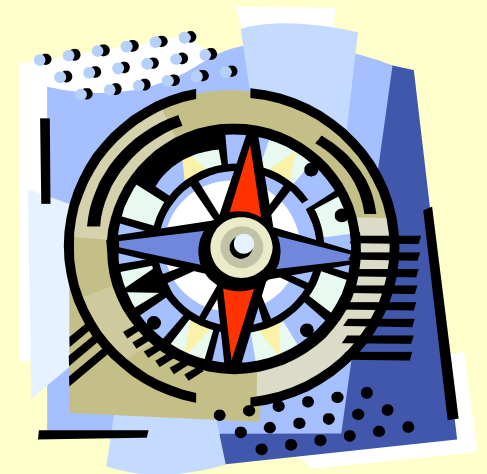


Maritime Association  
of the  
Port of NY/NJ

Serving the Port  
Since 1873



# TRAINING AND STAFFING SERVICES



The Artemus Group  
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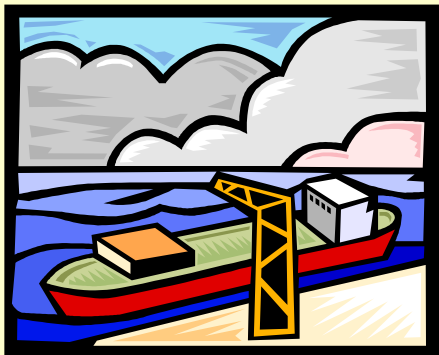
Phone: 866-744-7101  
Fax: 866-744-7102  
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Since 1873 the Maritime Association of the Port of NY/NJ has worked to serve the needs of our maritime community.

We are proud to partner with The Artemus Group to offer our “Shipping 101” course.

We thank the New York Shipping Association, Inc. for allowing us to use their training facilities in Elizabeth, NJ.



This comprehensive course reviews the entire ocean shipping process. “Shipping 101” is an interactive course that includes actual shipping work process execution in a live environment. Competency testing is given on the last day of the course to ensure retention of knowledge. The course also includes a port tour.

- **The Shipping Cycle** - an overview of the export and import process. Initiating a shipment - covers terms of sale, making the booking and documentation issued at the load port. Also lists many key terms used throughout the shipping process.
- **Geography** - covers major shipping ports and countries, time zones.
- **Customer Service/Booking Department** - This section covers booking details and various departments that use this information, conferences, the FMC, rate quotation and pricing requirements, key terms used, and an exercise in making an export booking.
- **Equipment Control** - This section that covers types of containers and their uses, chassis variations, the goal of the equipment control department, the container cycle, demurrage and per diem, equipment operations (advantages and disadvantages of each), equipment pools, maintenance & repair (how to determine who’s responsible for damages), the interchange agreement, owning versus leasing equipment and key terms used.
- **Intermodal Transportation** - a review of truck, rail and barge and how to determine which type to use, key terms and their meanings, how trucking rates are computed, the alternate port service, micro-bridge terms and meanings, mini-land bridge and land bridge, the railway structure and how containers are moved, weight guidelines and cost control measures. An exercise on determining modes of transportation.
- **Export Documentation** - students cover the export process and people involved, outbound procedures at the load port, functions of the freight forwarder, documentation requirements, the shipper’s export declaration, bills of lading and the various types issued, U.S. Customs requirements, terminal requirements, special cargo requirements and their documentation, the letter of credit, examples of types of documentation issued at the load port, key terms used and an exercise in issuing bill of lading instructions.
- **Terminal/Marine Operations** - this section starts with the gate complex and job functions handled there, container yard operations, the container freight station and types of breakbulk cargo handled, marine operations and stowage process, safety on the terminal, types of equipment used on a terminal, personnel and labor at a terminal.
- **Inbound Documentation** - the final area reviews the import process and people involved, shipping documents used at the discharge port, types of customs entries, quotas, inbound procedures at the discharge port, U.S. Customs requirements, other government agencies and requirements, terminal requirements, key terms used, and examples of documentation issued at the discharge port.