

Shipping Your Vehicle – Jacksonville, FL to San Juan, PR

Shipping your vehicle with us is as easy as following the steps below. If you have any questions, please contact us at 877.775.7447 Prompt 4 or email customerservicePR@totemaritime.com

Step 1: Gather Required Information

- Shipper's complete name, physical address, phone, email address and EIN# (Employer Identification Number- obtain at <http://www.irs.gov> ([Instructions on how to obtain EIN: https://www.census.gov/foreign-trade/regulations/How_to_Obtain_an_EIN_COMBINED.pdf](https://www.census.gov/foreign-trade/regulations/How_to_Obtain_an_EIN_COMBINED.pdf) or call 800.829.4933).
- Consignee's complete name, physical address, phone and email address.
- Vehicle's year, make, model, and the complete VIN #.
- Sail date from Jacksonville to San Juan (every Tuesday & Friday).

Step 1A: Policy for Shipping Electric Vehicles

- Electric Vehicles – vehicles powered by wet batteries, sodium batteries, or lithium batteries and equipment powered by wet batteries or sodium batteries that are transported with these batteries installed.
- TOTE will only accept **NEW** Electric Vehicles (Factory Delivery).
- State of Charge (SoC) should be less than 30% on the HV Battery and in no case higher than 50%.
- Final auto manifest must include vehicle propulsion type (EV) including entry on DCM provided to vessel.

Step 1B: Policy for Shipping Hybrid Electric Vehicle

- Hybrid Vehicles – vehicles that combine a conventional internal combustion engine (ICE) system with an electric propulsion system.
- TOTE will only accept **NEW** Hybrid Vehicles (new means <200 miles).
- No requirements regarding State of Charge (SoC).
- No certificates are needed regarding UN testing criteria at this time.
- Final auto manifest must include vehicle propulsion type (Hybrid, Internal Combustion, Etc.) including entry on DCM provided to vessel.

Step 2: Contact Booking Team to Make a Booking

- Call 877.775.7447 Prompt 1 or email bookingPR@totemaritime.com to make a booking.

Step 3: Send Required Documents to Documentation Team

Please email the items below to documentation@totemaritime.com or fax to 904.805.8106.

- Copy of Title, front and back (or authorization from the Financial Institution, if financed).
- Clear enlarged copy of the owners Driver's License, and if owner is not present to deliver, a signed Letter of Authorization must be granted to the party making the shipping arrangements.
- Vehicle Exportation Sheet (included in this packet p. 4)
- Insurance Acceptance or Declination Form (included in this packet p. 5)

Step 4: Drop Off Your Vehicle at the Jacksonville Port

Pre-Payment Payment should be made prior to the vehicle being dropped off at the terminal with a Money Order, Visa, Master Card or American Express. NO CASH will be accepted. The payment HOTLINE is 877-821-0055. Payment can be made on-line 24/7 using <https://pay.totemaritime.com/> Vehicles cannot be released to sail without payment.

Drop Window Drop your vehicle no earlier than 7 calendar days prior to sailing, but before the cut off (below).

Cut Offs For Tuesday Sailing, drop by **Friday at 12:00PM**
For Friday Sailing, drop by **Wednesday at 12:00PM**

Drop Hours Monday-Friday 8:00AM – 4PM

Address 5250 William Mills Street Jacksonville, Florida 32226

Phone 904.751.2110



Escort An escort with a TWIC badge is required for you to reach our Jacksonville port location. The JAXPORT Access Control Center (904.357.3344) offers courtesy escorts **up to 4:00PM** or you may pay to contract independently. In order to leave the terminal, please arrange for a TWIC endorsed taxi or have someone accompany you in their own vehicle.

Recalls Vehicles with recalls that may create a fire hazard are subject to a \$100.00 charge related to safety procedures. If the fire hazard recall is fixed prior to dropping the vehicle off at the port, you can send proof of completion to customerservicePR@totemaritime.com and avoid the \$100.00 fee. You can look up your VIN on vinrcl.safercar.gov/vin/ to see incomplete fire hazard recalls.

What to Bring Copy of Booking Confirmation, State Issued Driver's License or Passport, and a copy of the Vehicle Registration or Bill of Sale

Important Info When Dropping Off Vehicle

- * Do NOT leave documents in the vehicle
- * Additional cargo (that is not physically attached to the vehicle) is NOT permitted to remain in the vehicle. These restricted items include but are not limited to car seats, jumper cables, tool boxes, etc.
- * Vehicle must contain no more than a ¼ tank of gas (non-running vehicles are not permitted) * The Booking Confirmation does not guarantee that your vehicle will be loaded on the referenced sailing. Vessel departure and arrival times are subject to change.

Step 5: Prepare to Pick Up Your Vehicle in Puerto Rico

Track and Trace Use the track and trace tool on the TOTE Maritime Puerto Rico web portal to monitor shipment activity (included in this packet p.3). Load and discharge events as well as changes to the ETD and ETA of your shipment will be reflected on the site.

Tax Office Before attempting to pick up vehicle, please note vehicle release time is subject to Hacienda appraisal and control. TOTE is not liable for government processes that may cause a delay in cargo pickup while completing governmental release requirements.

Step 6: Pick Up Your Vehicle in Puerto Rico

- Once your vehicle has arrived into San Juan it will be appraised by Hacienda (Local Tax Office). Please call our Customer Service team at 877-775-7447 option 4, before coming to the terminal, to find out if the appraisal has been completed.
- After you have confirmed that the appraisal has been completed you may proceed to our terminal to receive the Appraisal Certificate and pay any taxes that may be due to Hacienda. Hacienda has a remote office at our terminal where you can pay and receive your Certificate of Tax Payment (Certificacio de Pago de Arbitrios). You will need your Social Security Number, the Appraisal Certificate (available at the terminal once the appraisal has been completed), and a copy of your Bill of Lading to make payment at Hacienda.
- Once payment has been made with Hacienda they will supply you with the Release of General Merchandise (Autorizacion de Levante de Mercancia) and the Tax Payment Certificate (Certificacion de Pago de Arbitrios).
- TOTE Maritime Puerto Rico will confirm that all info is correct & that there are no other holds.
- You will be directed to the car yard to obtain your vehicle.

Terminal Address

Puerto Nuevo Terminal
 Avenida C, Muelle "H" Zona Portuaria
 San Juan, PR 00920

Pick Up Hours

Monday-Friday 7:00AM-11:30AM, 1:00PM-3:00PM

Phone

787.721.2330

Hacienda

Remote Office located at our San Juan Terminal
 Open Monday – Friday 7:30AM – 4PM (except Holidays)

Free Time

Shipments of vehicles, not exceeding 900 cubic feet (self-propelled) will be allowed a free time period of 7 calendar days. No notification is provided upon arrival. Please call 877.775.7447 Prompt 4 with any questions.

Demurrage

Demurrage (storage) starts day 10. Demurrage charges will be collected prior to cargo being released. For Non-Contained Cargo (Including Self-Propelled Vehicles) no exceeding 900cft charges are as follows:

- Days 1 – 5 \$10.00 Per Day
- Days 6+ \$15.00 Per Day



EXPORTATION SHEET/HOJA DE EXPORTACIÓN – JACKSONVILLE, FL

BOOKING/RESERVACIÓN: VSSL _____ VOYAGE/VIAJE #: _____ PORT OF LOADING/PUERTO DE SALIDA: JAX

PLEASE CHECK AND INITIAL FINAL DESTINATION:

FINAL DESTINATION/DESTINO FINAL: ☐ SJU ☐ STT ☐ STX

MAKE/MARCA: _____ MODEL/MODELO: _____ YEAR/AÑO: _____

COLOR: _____ DOORS/PUERTAS: _____ AUT-STD WEIGHT/PESO: _____

☐ ¼ TANK OF GAS/TANQUE DE GASOLINA

*****FOR US CUSTOMS, PLEASE LIST VALUE OF YOUR VEHICLE \$ _____ *****

(For Customs purposes, provide value / Para propósitos de Aduana, provea el valor)

VIN: _____ TITLE/TÍTULO: _____ ESTADO/STATE: _____

SHIPPER'S NAME/NOMBRE DEL EXPORTADOR:

(Origin or Who is Sending / Origen o Quien lo Envía)

PHYSICAL ADDRESS / DIRECCIÓN

FÍSICA: _____
(Complete Physical Address / City / State & Zip Code / Dirección Física completa / Ciudad / Estado y Código Postal)

TELEPHONE/TELÉFONO: _____ EMAIL: _____

***** EMPLOYER IDENTIFICATION NUMBER (EIN): _____ *****

(NON-US CITIZENS, PLEASE USE PASSPORT NUM / CIUDADANOS EXTRANJEROS, FAVOR USAR NÚM DE PASAPORTE)

CONSIGNEE'S NAME/NOMBRE DEL CONSIGNATARIO:

(Who will received it at last destination / Quien lo recibe en el último destino)

PHYSICAL ADDRESS / DIRECCIÓN

FÍSICA: _____
(Complete Physical Address / City / State & Zip Code / Dirección Física completa / Ciudad / Estado y Código Postal)

TELEPHONE/TELÉFONO: _____ EMAIL: _____

Authorization to File the Electronic Export Information to the U.S. Census Bureau

In accordance with 15 CFR 30.3(f), I hereby authorize TOTE Maritime Puerto Rico, LLC. to file the required Electronic Export Information (EEI) into the government's

Automated Export System (AES) for this shipment. We understand that this filing is required by U.S. Department of Census and is being enforced by Customs and Border Protection (CBP) for all merchandise subject to statistical reporting and/or licensed merchandise. All documentation submitted will be made available to CBP upon request. I further certify that I am the person familiar with the merchandise being forwarded and release TOTE Maritime Puerto Rico, LLC. officers and employees of all claims, demands, causes of action, damages, costs, and expenses, arising out of, incident to, or resulting directly or indirectly from the Principal Party in Interest's provision of incomplete or inaccurate information or statements to TOTE Maritime Puerto Rico, LLC.

SIGNATURE/FIRMA: _____ EIN: _____ DATE/FECHA: _____

FOR VEHICLES DESTINED TO PUERTO RICO / PARA VEHÍCULOS CON DESTINO A PUERTO RICO:

- ☐ Copy of Title or authorization from the Financial Institution, if financed. / Copia de Título o Carta de Autorización de institución financiera, de estar financiado.
- ☐ Copy of Owners Driver's License/ Copia de Licencia de conducir del dueño.

FOR VEHICLES DESTINED TO U.S.V.I / PARA VEHÍCULOS CON DESTINO A U.S.V.I:

- ☐ Certified Copy of Title or authorization from the Financial Institution, if financed, and Bill of sales. / Copia Certificada de Título o Carta de Autorización de institución financiera, de estar financiado, y factura/comprobante de compra.
- ☐ Copy of Owners Driver's License/ Copia de Licencia de conducir del dueño.

BOOKING: _____ **VEHICLE DESCRIPTION:****TO: TOTE Maritime Puerto Rico Shippers of Motor Vehicles****RE: Insurance on your motor vehicle**

Under the terms of the Bill of Lading, or contract for the shipment of your privately owned motor vehicle, the liability of TOTE Maritime Puerto Rico is limited up to \$500.00 if TOTE Maritime Puerto Rico is responsible for the loss or damage to your motor vehicle. If your motor vehicle is not more than **seven years old**, and you specify an insured value at the time of booking, TOTE Maritime Puerto Rico can provide you with All Risks cargo insurance at a cost of \$2.50 per \$100 of insured value. For example, the insurance premium for a motor vehicle insured at \$10,000 would be \$250.00.

All Risks cargo insurance will insure the motor vehicle against all risks (Acts of God, fire, etc.) of physical loss or damage from any external cause (TOTE Maritime Puerto Rico must cause the damage) excluding marring, denting, chipping, scratching and damage caused by atmospheric fall out, up to a limit of liability of the sound market value of the motor vehicle at the time of the loss.

If you wish to purchase this insurance, please show the insured value of your motor vehicle below so that the applicable premium can be calculated. TOTE Maritime Puerto Rico recommends that you purchase All Risks insurance on your motor vehicle either from TOTE Maritime Puerto Rico, another agency or an insurance company.

You can also avoid the imposition of the \$500.00 limit of liability by declaring a higher value (AD VALOREM value) and by paying the regular freight rate plus an extra 2% (two percent) of the amount of the declared value. The declared value should not be more than the sound market value of the vehicle. **Ad Valorem is not insurance and will not cover Acts of God, fire, etc.**

Please note that Insurance or Ad Valorem needs to be added at the time of booking. Please contact our booking team at: 877.775.7447 Prompt 1 or email bookingPR@totemaritime.com.

PLEASE BE ADVISED THAT TOTE MARITIME PUERTO RICO HAS NO RESPONSIBILITY FOR PERSONAL EFFECTS SHIPPED IN YOUR MOTOR VEHICLE AND CANNOT PROVIDE INSURANCE ON SUCH PERSONAL EFFECTS.

Please advise us of your wishes below:

I wish to purchase All Risks insurance on my motor vehicle, with an insured value of \$ _____

I wish to pay the AD VALOREM rate on my motor vehicle with a declared value of \$ _____

I do not wish to purchase the All Risks Insurance _____

I do not wish to pay an AD VALOREM rate.

I understand that TOTE Maritime Puerto Rico has no responsibility for personal effects shipped in my motor vehicle - **Shipper acknowledges that TOTE Maritime Puerto Rico will not be liable for minor damages, such as scratches, scuffs and chips. Shipper further acknowledges that TOTE Maritime Puerto Rico will not be liable for damages that were not detected at the time of receipt, such as mechanical malfunctions and windshield cracks. The Shipper or Shipper's agent whose signature appears below confirms that he or she has read, fully understands, and agrees with all information in this form.**

Signature _____ Printed Name _____ Date _____

Track & Trace Using Our Customer Portal

All vehicles are subject to space availability. Please use the track and trace feature in our portal to check your vehicle's status and ensure your vehicle is en route to its destination prior to making pickup arrangements.

1. Select Link: <https://portal.totemaritime.com/Account/Login?ReturnUrl=%2f&portalid=1>
2. Use the "Track" feature on the right to enter your booking or VIN number in the white field.
3. Click "Track"



If you do not see that your freight loaded on board please contact Customer Service at 877.775.7447 Prompt 4

"Gate in" is the time that your vehicle was received at the terminal.

"Vessel Loaded on Board" is the time that your vehicle physically loaded onto the vessel.



Track

VSSL000632XXX

TRACK

4T1BF3EK6BUXXXXXX

USJAX		PRSJU	
Port of Load		Port of Discharge	
ETD	03/20/18 18:00	ETA	03/23/18 10:00
Voyage	5122S	Vessel	ISLA BELLA

Available Stow Location 0380402

Container Type

GATE IN 03/13/18 10:30

LOADED 03/19/18 16:00

AT SEA

UNLOADED

LINE RELEASE

GATE OUT