

## Cole Logistics Glossary

*Note: Multiple definitions may be presented for additional clarity.*

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### Q-T

**Q.D.C.** Quality Distribution Center

**QFD:** See Quality Function Deployment.

**QP/WP BONDS** An electronic bond system (paperless bond) that replaces the need for a CF7512. The onus for correct information and ensuring that the bond is "cancelled" electronically lies with the shipper not TBAC, unlike the paper system where TBAC is responsible for ensuring a bond is cancelled.

**QR** See Quick Response.

**QUALIFIED BIDDER** - A bidder determined by the government to meet standards of business competence, reputation, financial ability, and product quality for placement on a list of prospective bidders.

**QUALIFIED PRODUCTS LIST** - A specification developed by evaluating brands and models of various manufacturers of an item and listing those determined to be acceptable as eligible to be offered on the next invitation for bids; on approved brands list.

**Qualifier** A data element whose value shall be expressed as a code that gives specific meaning to the function of another data element or a segment.

**Quality Conformance to requirements or fitness for use.** Quality can be defined through five principal approaches: 1) Transcendent quality is an ideal, a condition of excellence. 2) Product-based quality is based on a product attribute. 3) User-based quality is fitness for use. 4) Manufacturing-based quality is conformance to requirements. 5) Value-based quality is the degree of excellence to an acceptable price. Also, quality has two major components: a) quality of conformance - quality is defined by the absence of defects. b) quality of design - quality is measured by the degree of customer satisfaction with a product's characteristics and features.

**Quality (ISO8402)** The totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs. Note: The ISO9000 standards on quality management and quality assurance consists of 4 standards: 9000 guidelines for selection and

use, 9001 model for quality assurance in design/development 9002 model for quality assurance in production and installation, 9003 model for quality assurance in final inspection and test, and 9004 guidelines for quality management and quality system elements, part 2 are guidelines for services.

**QUALITY ASSURANCE** - A planned and systematic series of actions designed to provide adequate confidence that a product purchased or to be purchased will perform satisfactorily in service.

**Quality Assurance (ISO8402)** All those planned and systematic actions necessary to provide adequate confidence that a product or service will satisfy given requirements for quality.

**Quality Circle** In quality management, a small group of people who normally work as a unit and meet frequently to uncover and solve problems concerning the quality of items produced, process capability, or process control. Also see: Small Group Improvement Activity.

**Quality Control** The systematic planning, measuring and control of a combination of people, materials, metrology and machines, with the objective of producing a product that satisfies the quality and profitability of the enterprise.

**QUALITY CONTROL** - Practices and procedures necessary to ensure appropriate quality and performance of goods produced or received.

**Quality Control (ISO8402)** The operational techniques and activities that are used to fulfill requirements for quality.

**Quality Control:** The management function that attempts to ensure that the goods or services in a firm manufacturers or purchases meet the product or service specifications.

**Quality Function Deployment (QFD):** A structured method for translating user requirements into detailed design specifications using a continual stream of "what-how" matrices. QFD links the needs of the customer (end user) with design, development, engineering, manufacturing, and service functions. It helps organizations seek out both spoken and unspoken needs, translate these into actions and designs, and focus various business functions toward achieving this common goal.

**Quantity Charge** The unit rate which is lower than the normal rate and applies to shipments meeting specific weight requirements (air cargo).

**Quantity Discount** A proportional reduction of a rate based on quantity (air cargo).

**Quarantine** The period during which an arriving vessel, including its equipment, cargo, crew or passengers, suspected to carry or carrying a contagious disease is detained in strict isolation to prevent the spread of such a disease.

**Quarantine** The setting aside of items from availability for use or sale until all required quality tests have been performed and conformance certified.

**Quay** A pier, wharf or other structure built along a shore for landing, loading and unloading boats or ships.

**Quay** That part of a wharf which is intended for the mooring of vessels.

**QUEENS WAREHOUSE** Canadian equivalent of GO, but consignee has up to 30 days to clear freight & pay all duties/taxes.

**Queue** A stored arrangement of computer data, programs or messages, waiting to be processed in the order in which they were submitted.

**Quick Response (QR)** A consumer-driven system of replenishment in which high-quality products and accurate information flow through a paperless (EDI) system between all distribution points from the manufacturing line to the retail checkout counter. Distributors, carriers and suppliers act as trading partners and focus on improving the total supply system.

**Quick Response (QR)** A strategy widely adopted by general merchandise and soft lines retailers and manufacturers to reduce retail out of stocks, forced markdowns, and operating expenses. These goals are accomplished through shipping accuracy and reduced response time. QR is a partnership strategy in which suppliers and retailers work together to respond more rapidly to the consumer by sharing point-of-sale scan data, enabling both to forecast replenishment needs.

**Quitclaim** A legal instrument used to release one person's right, title or interest to another without providing a guarantee or warranty of title.

**Quoin** Timber wedge used to secure drums against movement.

**Quota** The total quantity of a product or commodity which may be imported into a country without restriction or the penalty of additional duties or taxes.

**Quotas** A system of controlling imports, exports or production by specifying a certain limitation.

**Quotation** An offer to sell goods at a stated price and under stated terms.

**Quotation** Amount stated as the price according to tariff for certain services to be provided or issued to a customer with specification on conditions for carriage.

**QUOTATION** - A statement of price, terms of sale, and description of goods or services offered by a prospective seller to a prospective purchaser, usually for purchases below the amount requiring formal bidding; the stating of the current price of a commodity, or the price so stated.

**Quotation Expiration Date** The date as from which a quotation price is no longer valid.

**R.E.R.** Railway Equipment Register

**R.I.T.** Refining In Transit Abbreviations Top

**R.P.O.** Railway Post Office

**R.R.** Railroad

**R/C** Reconsigned, Reconsignment

**Radio Frequency (RF)** A form of wireless communications that lets users relay information via electromagnetic energy waves from a terminal to a base station which is linked, in turn, to a host computer. The terminal can be placed at a fixed station, mounted on a forklift truck, or carried in a worker's hand. The base station contains a transmitter and receiver for communication with the terminal. RF systems use either narrow-band or spread-spectrum transmissions. Narrow-band data transmissions move along a single limited radio frequency, while spread-spectrum transmissions move across several different frequencies. When combined with a bar code system of identifying inventory items, a radio frequency system can relay data instantly, thus updating inventory records in so-called real time.

**Radio Frequency Identification (RFID)** The use of radio frequency technology such as RFID tags and tag readers to identify objects. Objects may include virtually anything physical, such as equipment, pallets of stock, or even individual units of product.

**Rail Car** A wheeled wagon used for the carriage of cargo by rail.

**Rail Consignment Note** A document evidencing a contract for the transport of goods by rail.

**Rail Controlled System or Rail Controlled Equipment.** Railcar, trailer, or container owned or controlled by a railroad

**Rail Foamer** Person who is a rail fanatic. Rail foamers enjoy train watching and keep railroad memorabilia.

**Rail Served** Facility that has rail service directly to the property

**Railhead** Location for loading and unloading containers at railroad terminal.

**Ramp** An artificial inclined path, road or track along which wheeled vehicles, cargo and trailers may pass for the purpose of changing their elevation and facilitating the loading and unloading operation (e.g. an entrance way into a Roll-on Roll-off vessel)

**Ramp** Lifting of intermodal containers or trailers unto intermodal flatcars by special lift machines. Slang word for an intermodal terminal where trailers and containers are lifted unto departing railcars or lifted off arriving railcars

**Ramp Handling** See Platform Handling

**Ramp Rate** A statement which quantifies how quickly you grow or expand an operation growth trajectory. Can refer to sales, profits, or margins.

**Ramp-to-Door** Movement of lading from the intermodal ramp closest to the customer to the receivers from door (dock)

**Ramp-to-Ramp** Movement of lading from the intermodal ramp closest to the customer to the closest intermodal ramp to the receiver

**Rate** The price of a transport service.

**Rate Agreement** Group of carriers who discuss rates and common problems with options to file independent tariffs.

**Rate of Calculation** A factor for the calculation of an amount.

**Rate of Exchange** The basis upon which money of one country will be exchanged for that of another. Rates of exchange are established and quoted for foreign currencies on the basis of the demand, supply, and stability of the individual currencies. See "Exchange."

**Rate of Turn** The figure indicating the speed of a change of course of a means of transport expressed in degrees per minute.

**Rating** A class to which an article is assigned.

**Rationing** The allocation of product among customers, or components among manufactured goods during periods of short supply. When price is used to allocate product, it's allocated to those willing to pay the most.

**Raw Materials (RM)** Crude or processed material that can be converted by manufacturing, processing, or a combination thereof into a new and useful product.

**Reach Stacker** A special container handling truck that can stack containers and reach behind two rows of containers.

**Real Time** The processing of data in a business application as it happens, as contrasted with storing data for input at a later time (batch processing).

**Rebate** That part of a transport charge which the carrier agrees to return.

**Rebill** Situation where an independent or separate waybill is issued for each portion of a shipment rather than a single joint waybill, where the shipment is interchanged among competing railroads. On rebill traffic, a carrier's waybill will identify either the actual origin rail station or the actual destination rail station but not both.

**Receipt** A written acknowledgement, that something has been received.

**Received for Shipment Bill of Lading** Can be issued on the carrier's actual receipt or taking custody of goods, if requested goods are not yet necessarily loaded on board a vessel or other conveyance. This form of bill of lading would usually be switched to an on board bill of lading or added as an on board notation upon the actual loading of goods on board a vessel or other conveyance.

**Receiver** Consignee. Company receiving shipment at destination

**Receiving** The function encompassing the physical receipt of material, the inspection of the shipment for conformance with the purchase order (quantity and damage), the identification and delivery to destination, and the preparation of receiving reports.

**Receiving Carrier** The carrier receiving a consignment on behalf of a carrier, agent or shipper for onward transport.

**Receiving Dock** Distribution center location where the actual physical receipt of the purchased material from the carrier occurs.

**Receiving Report** Form used to transmit to Purchasing Services the fact that material or services ordered on a Purchase Order (PURC or paper PO) has been received at the specified location. This will permit charges against a departmental budget, payment to the vendor, and closure of the order in the database and in Purchasing Services.

**Receiving Stock** The stock comprising all the goods that have arrived at the door of the receiving organization and which is not yet available in the stock of that organization.

**Reciprocal Switching** Switching done by competing railroads to place equipment to industries located on the railroad

**Reciprocity** The act of buying from or selling to another business in return for sales or purchases from the first organization. Illegal under the antitrust provisions of the Sherman Act.

**Reclaimed:** Refers to the specialized process of cleaning and refurbishing an item for reuse. For example, carpet broadloom and tiles can be cleaned and refurbished to replace overly worn segments.

**Reconditioning** All activities connected with restoring and or adjusting the packaging of a product. In such manner that it can be presented to the customer in the requested form.

**Reconditioning of Garments** The act or process of bringing garments after transport in shop's condition.

**Reconsignment** Reloading the contents of a railcar, van, or container at a station to enable resorting for export or import. Any change, other than a change in route, made in a consignment before the arrival of goods at their billed destination. Any change made in a consignment after the arrival of goods at their billed destination when the change is accomplished under conditions that make it subject to the reconsignment rules and charges of the carrier

**Recovery** Amount recovered from a third party responsible for a loss on which a claim has been paid.

**Recyclability:** The potential of a material to be diverted from solid waste stream for the purpose of recycling and reprocessed into a new product.

**Recycled Content:** The amount of pre- and post-consumer recovered material introduced as a feed stock in a material production process, usually expressed as a percentage.

**Redelivery** Return of a shipment to the party who originally delivered it to the carrier (aircargo). Return of a charter vessel to the owners.

**R-EDI** Rail industry's PC-based software that lets a customer input a bill of lading, which is then translated and transmitted as an EDI 404 transaction

**REDS** Registered Excise Shippers and Dealers

**Reefer** Refrigerated container that is fitted with a refrigerated unit for the carriage of cargoes that have to be frozen or chilled.

**Reefer** A temperature-controlled container usually refrigerated but sometimes heated. Inside each one is a complex system of coils, wires and electrical fittings, which are managed by a computer that controls everything from the temperature and humidity to ventilation and gas levels, all working to prevent the deterioration of fresh food or other sensitive goods over long distances and periods of time.

**Reefer** Refrigerated boxcar

**Reefer** A refrigerated trailer or railcar for hauling perishables.

**Reefer Cargo** Cargo requiring temperature control.

**Reefer Container** A thermal container with refrigerating appliances (mechanical compressor unit, absorption unit etc.) to control the temperature of cargo.

**Reefer vessel:** Bulk carriers with a large reefer capacity in the holds.

**Reefer:** Container vessel with cooling/freezing capacity.

**Re-engineering** An approach to improving business operations through reinventing, reevaluating, redesigning and redoing.

**Reengineering** A fundamental rethinking and radical redesign of business processes to achieve dramatic improvements in performance. A term used to describe the process of making (usually) significant and major revisions or modifications to business processes. Also called Business Process Reengineering.

**Refrig.** Refrigeration

**Refrigerated Carriers:** Truckload carriers designed to keep perishables good refrigerated. The food industry typically uses this type of carrier.

**Refund** The repayment to the purchaser of the total charge or a portion of that charge for unused carriage.

**Refurbished:** The process of restoring a product by cleaning, repairing, recovering, and reusing the item for its original intended use.

**Region** Specified geographical area for operational purposes.

**Regional Railroad** Non-Class I, line-haul freight railroad that operates at least 350 miles of road and/or has operating revenues of at least \$40 million

**Register Ton** A unit of interior capacity of ships. 1 Register Ton = 100 cubic feet or 2,832 cubic meters. Also known as vessel ton.

**Register Ton** The unit of measurement for the internal capacity of a vessel whereby one register ton equals 100 cubic feet (2.83 cubic meter). The gross (bruto) tonnage comprises all spaces below the main (tonnage) deck and the enclosed spaces above the main (tonnage) deck less exempted spaces. The net tonnage consists of the gross tonnage less exemptions like ballast tanks, engine room, living quarters etc. The register tonnage is mentioned on the tonnage certificate.

**Registration Authority (Key Management)** Registration Authority is used as an entry point for users to set-up links by using some existing trusted means such as registered letters of personal enrolment. This registration will also form the legal basis for the use of digital signatures by the user, if required, although this aspect in itself is not key management. Once

this registration has been established, the user credentials and his public key are passed on the Certification Authority with a request for certification.

**Regroupage** The process of splitting up shipments into various consignments (degroupage) and combining these small consignments into other shipments (groupage).

**Re-invoicing** The procedure whereby goods shipped directly from a supplier to the customer are invoiced in two stages: at first by the supplier to an intermediary and subsequently by the intermediary to the customer.

**Rejection** Non-acceptance of e.g. cargo.

**Rel.** Released

**Relay** Marine shipment that is transferred to its ultimate destination port after having been shipped to an intermediate point.

**Release Order** A document issued by or on behalf of the carrier authorizing the release of import cargo identified thereon and manifested under a single Bill of Lading.

**Released Bill** Type of affreightment where no specific value has been declared for carriage (see No Value Declared). This term is not usual to ocean cargo insurance.

**Release-to-Start Manufacturing** Average time from order release to manufacturing to the start of the production process. This cycle time may typically be required to support activities like material movement and line changeovers.

**Reliability of Delivery** The reliability of a supplier concerning the agreed terms of delivery with regard to the quality, quantity, delivery time, conditions and price.

**Remanufacturing:** The dismantling of a spent product to clean and repair the product for the same use. Replacement parts must be new after-market parts that meet the same specifications as original equipment manufactured parts.

**REN** Rate EDI Network. This is the system at the AAR (Railing) through which railroads electronically transmit freight transportation prices to each other. Only the carriers participating in the route are able to access confidential rates under the REN system.

**REORDERING LEVEL** The stock level at which a requisition for the replenishment of the stock should be initiated.

**Replacement** Indicating that a subject is interchangeable with another subject, but which differs physically from the original subject in that the installation of the replacement subject requires extra machining or provisions in addition to the normal application and methods of attachment.

**Replenishment** The process of moving the inventory of an item from a reserve storage location to the primary picking location or to another mode of storage in which picking is performed.

**Replenishment** Completion of stock.

**Replenishment** The process of moving or resupplying inventory from a reserve (or upstream) storage location or facility to a primary (or downstream) storage or picking location, or to another mode of storage in which picking is performed.

**Replevin** An action for the recovery of property. For example, suppose a supplier is in possession of the buying organization's property, such as tools or inventory and that it is unobtainable because of a strike or other reason. The buyer can obtain a writ of replevin issued by a judge to allow the buyer accompanied by an officer of the jurisdiction to enter the facilities and physically repossess the property.

**Repudiation** The denial by a user of having participated in part or all of a communication.

**REQUEST FOR INFORMATION (RFI)** The document used in informal, uncompetitive solicitation of information, data, comments, or reactions from possible suppliers preceding the issuance of a Request for Proposals or a multi-step bidding procedure.

**Request for Information (RFI)** A document used to solicit information about vendors, products, and services prior to a formal RFQ/RFP process.

**Request for Proposal (RFP)** A document which provides information concerning needs and requirements for a manufacturer. This document is created in order to solicit proposals from potential suppliers. For example, a computer manufacturer may use an RFP to solicit proposals from suppliers of third party logistics services.

**REQUEST FOR PROPOSAL (RFP)** (1) All documents, whether attached or incorporated by reference, utilized for soliciting (competitive) proposals. The RFP procedure permits negotiation of proposals and prices as distinguished from competitive bidding and an Invitation for Bids. (2) The solicitation document used in the competitive negotiation process. The procedure allows changes to be made after proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated prior to award.

**Request for Quote (RFQ)** A document used to solicit vendor responses when a product has been selected and price quotations are needed from several vendors.

**Requisition** A form used by users of goods or services that documents their requirements and is sent to the purchasing department to make the purchase.

**REQUISITION** An internal document by which a using agency requests the purchasing department to initiate a procurement. May also be a form used for obtaining supplies from a storeroom or warehouse.

**Rerouting** The route to be followed as altered from the one originally specified in the transport document.

**Resellers** Organizations intermediate in manufacturing and distribution process such as wholesalers and retailers.

**Reservation** Allotment in advance of space or weight capacity. Also referred to as 'booking'.

**Reserve Inventory** See Safety Stock

**Resource Driver** In cost accounting, the best single quantitative measure of the frequency and intensity of demands placed on a resource by other resources, activities, or cost objects. It's used to assign resource costs to activities and cost objects, or to other resources.

**Resources** Organizations, People or Computer systems carrying out the activities.

**Resources** Economic elements applied or used in the performance of activities or to directly support cost objects. They include people, materials, supplies, equipment, technologies, and facilities. Also see: Resource Driver, Capacity.

**RESPONSIBLE BIDDER OR OFFEROR** A person who has the capability in all respects to perform in full the contract requirements, and the integrity and reliability which will assure good faith performance.

**Responsible Carrier** The carrier liable under the terms of a consortium Bill of Lading. Carrier responsible for the transport of goods as indicated in the transport document.

**RESPONSIVE BIDDER** (1) a person who has submitted a bid which conforms in all material respects to the Invitation for Bids. (2) One whose bid conforms in all material respects to the terms and conditions, the specifications and other requirements of the IFB.

**RESTRICTED ARTICLES (RA)** See Dangerous Goods and Hazmat

**Restrictive Insurance** Certain countries have enacted legislation or insurance regulations which require marine insurance to be placed in local insurance markets, or which restrict the purchase or sale of goods to trade terms which inhibit the placement of marine insurance. A summary of these countries is contained in the Resource section of the InsureCargo.com website.

**Retailer** A business that takes title to products and resells them to final consumers. Examples include Wal-Mart, Best Buy, and Safeway, but also include the many smaller independent stores.

**Return Cargo** Cargo to be returned to original place of receipt.

**Return Disposal Costs** The costs associated with disposing or recycling products that have been returned due to customer rejects, end of life, or obsolescence.

**Return Goods Handling** Processes involved with returning goods from the customer to the manufacturer. Products may be returned because of performance problems or simply because the customer doesn't like the product.

**Return Material Authorization or Return Merchandise Authorization (RMA)** A number usually produced to recognize and give authority for a faulty (perhaps) good to be returned to a distribution center or manufacturer. A form generally required with a warranty/return which helps the company identify the original product and the reason for the return. The RMA number often acts as an order form for the work required in repair situations, or as a reference for credit approval.

**Return on Assets (ROA)** Financial measure calculated by dividing profit by assets.

**Return on Sales** Financial measure calculated by dividing profit by sales.

**Return Order Management Costs** The costs associated with managing Return Material Authorization (RMA). Includes all applicable elements of the Level 2 component order management cost of total supply chain management cost.

**Return Product Authorization (RPA)** Also called Return Material or Goods Authorization (RMA or RGA). A form generally required with a warranty/return which helps the company identify the original product and the reason for the return. The RPA number often acts as an order form for the work required in repair situations or as a reference for credit approval.

**Return to Vendor (RTV)** Material that has been rejected by the customer or the buyer's inspection department and is awaiting shipment back to the supplier for repair or replacement.

**Returns** Goods returned to their place of acceptance.

**Returns Inventory Costs** The costs associated with managing inventory returned for any of the following reasons: repair, refurbish, excess, obsolescence, end of life, ecological conformance, and demonstration. Includes all applicable elements of the Level 2 component Inventory Carrying Cost of Total Supply Chain Management Cost.

**Returns Material Acquisition, Finance, Planning, and IT Costs** The costs associated with acquiring the defective products and materials for repair or refurbishing items, plus any finance, planning, and information technology costs to support return activity. Includes all applicable elements of the Level 2 components material acquisition cost (acquiring materials for repairs), supply chain-related finance and planning costs, and supply chain management cost.

**Returns Processing Cost** The total cost to process repairs, refurbished, excess, obsolete, and end-of-life products, including diagnosing problems and replacing products. Includes the costs of logistics support, materials, centralized functions, troubleshooting service requests, on-site diagnosis and repair, external repair, and miscellaneous. These costs are broken into Returns Order Management, Returns Inventory Carrying, Returns Material Acquisition, Finance, Planning, IT, Disposal, and Warranty Costs.

**Returns to Scale** A defining characteristic of B2B. Bigger is better. It's what creates the "winner takes all" quality of most B2B hubs. It also places a premium on being first to market and first to achieve critical mass.

**Revenue** Amounts of income stemming from the provision of transport services.

**Revenue Ton** Number of tonnes which freight is paid for per ton.

**Reverse Distribution** The collection of used, damaged, or outdated products and/or packaging from end-users.

**Reverse Engineering** A process whereby competitors' products are disassembled and analyzed for evidence of the use of better processes, components, and techniques.

**Reverse Logistics** Reverse Logistics is a rather general term. In its broadest sense, reverse logistics stands for all operations related to the reuse of products and materials. The management of these operations can be referred to as Product Recovery Management (PRM). PRM is concerned with the care of products and materials after they have been used. Some of these activities are, to some extent, similar to those occurring in the case of internal returns of defective items due to unreliable production processes. Reverse logistics refers however to all logistics activities the collection, disassembly and processing of used products, product parts and/or materials in order to ensure a sustainable (environmentally-friendly) recovery.

**Reverse logistics** Reverse logistics is the process of moving goods backwards from their final destination for the purpose of capturing value, reintroduction into the chain, or proper disposal. Asset recovery, remanufacturing and refurbishing, reusing containers and recycling packaging materials, returned merchandise due to damage, seasonal inventory, restock, salvage, recalls, and excess inventory may be included in the definition of reverse logistics.

**Reverse Logistics** A specialized segment of logistics focusing on the movement and management of products and resources after the sale and after delivery to the customer. Includes product returns for repair and/or credit.

**Revocable** Applied to letters of credit. A revocable letter of credit is one which can be altered or canceled by the buyer after he has opened it through his bank. See "Irrevocable."

**RF** See Radio Frequency.

**RFID** An abbreviation standing for Radio Frequency Identification, a system of marking products electronically so they can be located anywhere from a distant point

**RFID** Radio Frequency Identification. Also see: Radio Frequency.

**RFP** Abbreviation for Request for Proposal. Another name for an RFQ.

**RFP** See Request for Proposal.

**RFPS** Road Feeder Service - term used to describe a carrier (such as TBAC) providing airport-to-airport line haul services

**RFQ** Abbreviation for Request for Quotation. A form used to obtain bids from suppliers.

**RFQ** See Request for Quote.

**RGA** Return Goods Authorization. Also See: Return Material Authorization.

**RIB** Removal In Bond - used within Canada for airline freight for the movement of freight from one bonded warehouse to another

**RICA** Rail Industry Agreement. It is a six-part pact signed by AAR Class 1 railroads and the American Shoreline Association in 1998 that governs certain big railroads and small railroad activities. These activities include car supply, interchange services etc.

**Rigging** Applying techniques and use of slings, hooks, chains, rope, hoist chains, hitches, blocks and pulleys in combination with load, weight and center of gravity factors along with cranes, lifting equipment, derricks and hoists for moving large, heavy products.

**Right-Of-Way** RoadwayProperty owned by a railroad over which tracks have been laid

**Rinacertificate** Certificate issued by the Italian Government for carrying dangerous goods in Italian Waters.

**RM** See Raw Materials.

**RMA** Return Material Authorization. Also See: Return Product Authorization.

**RN** Removal Note

**Ro Ro** Roll on, Roll off: Handling of cargo onto or off ship by vehicles or trailers, which may remain onboard during sea passage or else can be taken on board by wheeled vehicles and the cargo stowed as general or unitized cargo.

**Ro/Ro (Roll-on/Roll-Off) Vessel** A ship designed to accommodate cargo that is rolled on and rolled off. Some Ro/Ro vessels can accommodate containers and/or breakbulk cargo.

**ROA** See Return on Assets.

**Road Carrier** Party undertaking transport by road of goods from one point to another such as indicated in the contract.

**Road Vehicle** A means of transport capable and allowed to move over public roads and other landways.

**Robinson-Patman** An antitrust law prohibiting unfair trading practices such as giving a supplier false information about what the buyer is paying another supplier in order to obtain a lower price.

**Ro-Con:** Ro-Ro vessel with container capacity

**ROI** Return On Investment.

**Roll trailer** A generic term for a wheeled trailer used for carrying cargo, also known as a mafi. It may remain on board throughout ocean passage or be used as a 'slave' trailer to transport cargo to and from the vessel once on quay. It has an underlayer with a steel chassis and equipped with solid rubber tires. It is attached to a tugmaster with a gooseneck.

**Roll Trailer** Special trailer for terminal haulage and stowage on board of Roll-on Roll-off vessels. Also referred to as Mafi Trailer.

**ROLLER BED** A truck fitted with rollers in the floor for the easy loading/off-loading of pallets or ULDs

**Rolling Resistance** The total frictional force that a tire, a set of tires or all the tires on a vehicle is developing with the road.

**Roll-on Roll-off** (Abbreviation: RoRo) System of loading and discharging a vessel whereby the cargo is driven on and off by means of a ramp.

**Roof Fairings** An integrated air deflector mounted on the top of the cab.

**Root Cause Analysis** Analytical methods to determine the core problem(s) of an organization, process, products, market, etc.

**Ro-Pax:** Ro-Ro vessel with passenger capacity.

**Ro-Ro Roll on/Roll off.** Vessel used for carrying cars and light trucks. Vehicles are driven on and driven off, as opposed to being loaded with cranes or other external equipment.

**RORO - Roll On, Roll Off** Ships specially fitted so entire trucks can drive onboard.

**Ro-Ro:** Roll On – Roll Off. Common description of vessels on which the cargo is rolled on board and ashore.

**Rotation** Sequence in which a vessel calls at the ports on her itinerary.

**Round Trip** A voyage, a journey etc. to a certain place, port or country and back again.

**Route** The track along which goods are (to be) transported.

**Route Trucks Delivery** Trucks that travel fixed routes.

**Routine schedule** Regular or routine scheduled air comprises companies engaged in air transportation of passengers and or cargo on a regular time schedule covering established pre-defined routes.

**Routing** The determination of the most efficient route(s) that people, goods, materials and/or means of transport have to follow. The process of determining how a shipment will be moved between consignor and consignee or between place of acceptance by the carrier and place of delivery to the consignee. The process of aiding a vessel's navigation by supplying long range weather forecasts and indicating the most economic and save sailing route.

**Routing Accuracy** When specified activities conform to administrative specifications, and specified resource consumptions (both man and machine) are detailed according to administrative specifications and are within 10% of actual requirements.

**Routing or Routing Guide** Process of determining how shipment will move between origin and destination. Routing information includes designation of carrier(s) involved, actual route of carrier, and estimate time en route. Right of shipper to determine carriers, routes, and points for transfer shipments. In manufacturing, this is the document which defines a process of steps used to manufacture and/or assemble a product.

**ROV-Support Vessel:** Ship with Remotely Operated Vehicle (a robot) used e.g. to inspect underwater cables and pipes.

**Row** A vertical division of a vessel from starboard to portside, used as a part of the indication of a stowage place for containers. The numbers run from midships to both sides.

**Royalty Payment** The share of the product or profit paid by a licensee to his licensor. See "Licensing."

**RPT** River Plate Toll (RPT) Freight

**RTV** See Return to Vendor.

**Rule 11** Type of interline shipment where each railroad bills the customer separately. It is the default rate rule governing interline traffic where a joint-line rate is unavailable. Rule 11 must be indicated on the original bill of lading along with each price authority for the rail carriers involved in the movement. A cross-town transfer is not included on Rule 11 shipments that originate on BNSF.

**Rule 260** Junction 5-byte On or off-junction station name Connecting station name. This information represents the beginning of service for intermediate and interline received rail shipments.

**Rules** Documented definitions of how work is to be performed.

**Run-through Train** Train interchanged between two roads with locomotive and cars

**Rwy.** Railway

**Ry.** Railway

**S&OP** See Sales and Operations Planning.

**S.I.T.** Storage In Transit

**S.I.T.C.** See "Standard International Trade Classification."

**S.L.& C.** Shipper's Load and Count

**S.L.&C.** Shipper's Load and Count

**S.L.&T.** Shipper's Load and Tally

**S.U.** Set Up

**S/D** See "Sight Draft."

**S/D** Sight Draft

**S/O** Shipping Order

**SaaS** Software as a Service (SaaS basically takes all the inputs that once went into the end-user spreadsheet and sends them to an off-site IT system, where designated techies control the data. Your organization can still request models, reports, communications and a wide variety of data analyses.) The advantages over spreadsheets are several. Data inputs are more secure. Software updates are tested for soundness and then automatically deployed. And investment in IT infrastructure is minimal. SaaS does require organizations to trust others with their data.

**SAD** Single Administrative Document

**SAE** Society of Automotive Engineers

**Safe Container Act (SCA) or Intermodal Safe Container Act** Federal Highway Administration act relating to overload intermodal shipments. Under the act, carriers tendering shipments with actual gross cargo weight of over 29,000 pounds (or 14.5 tons) can certify the load by providing shipping instructions and other documents with certain SCA elements. The elements include weight certification, certifying party, certification date etc. The purpose is to minimize overweight vehicles on the highway and provide recourse for a motor carrier if fined for an overload shipment. [Glossary Top](#)

**Safe Working Load Abbreviation:** SWL The maximum load any lifting appliance may handle.

**Safety Rating** DOT grants a safety rating to a carrier based primarily on a driver safety program audit and accident frequency. Applicable ratings are satisfactory, conditional and unsatisfactory.

**Safety Stock** In general, a quantity of stock planned to be in inventory to protect against fluctuations in demand and/or supply. In the context of master production scheduling, safety stock can refer to additional inventory and/or capacity planned as protection against forecast errors and/or short terms changes in the backlog. Also referred to as 'over planning' or a 'market hedge'.

**Safety Stock** The inventory a company holds above normal needs as a buffer against delays in receipt of supply or changes in customer demand.

**Said to Contain Abbreviation: STC** Term in a Bill of Lading signifying that the master and the carrier are unaware of the nature or quantity of the contents of e.g. a carton, crate, container or bundle and are relying on the description furnished by the shipper.

**Salable Goods** A part of assembly authorized for sale to final customers through the marketing function.

**Sales Agent** See "Foreign Sales Representative."

**Sales and Operations Planning (S&OP)** A strategic planning process that reconciles conflicting business objectives and plans future supply chain actions. S&OP usually involves various business functions, such as sales, operations, and finance to agree on a single plan/forecast that can be used to drive the entire business.

**Sales Mix** The proportion of individual product-type sales volumes that make up the total sales volume.

**Sales Plan** A time-phased statement of expected customer orders anticipated to be received (incoming sales, not outgoing shipment) for each major product family or item. It represents sales and marketing management's commitment to take all reasonable steps necessary to achieve this level of actual customer orders. The sales plan is a necessary input to the production planning process (or sales and operations planning process). It is expressed in units identical to those used for the production plan (as well as in sales dollars). Also see: Sales and Operations Planning.

**Sales Planning** The process of determining the overall sales plan to best support customer needs and operations capabilities, while meeting general business objectives of profitability, productivity, competitive customer lead times, and so on, as expressed in the overall business plan. Also see: Sales and Operations Planning.

**Sales Representative** See "Foreign Sales Representative."

**Salvage** The saving or rescue of a vessel and/or the cargo from loss and/or damage at sea.

**Salvage** The rescue of goods from loss at sea or by fire. Also, goods so saved, or payment made or due for their rescue.

**Same day** The act of pick-up, packaging if required, transportation and delivery of product or goods during the same day.

**Sanitary Certificate** A certificate which attests to the purity or absence of disease or pests in the shipment of food products, plants, seeds, and live animals.

**Sawtooth Diagram** A quantity-versus-time graphic representation of the order point/order quantity inventory system showing inventory being received, used up, and reordered.

**SCAC Standard Carrier Alpha Code** Code used for identifying truckers, railroads, and other conveyors

**SCAC CODE** Standard Carrier Alpha Code - a unique 2 to 4 letter code issued by the National Motor Freight Traffic Association in the USA used to identify transportation companies. SCACs are required for AMS and PAPS.

**Scalability** 1) How quickly and efficiently a company can ramp up to meet demand. 2) How well a solution to a problem will work when the size of the problem increases. The economies of scale don't really kick in until you reach the critical mass, then revenues start to increase exponentially.

**Scale Ton** Freight measurement used in certain trades for various commodities.

**Scan** A computer term referring to the action of scanning bar codes or RF tags.

**Scanlon Plan** A system of group incentives on a companywide or plantwide basis that sets up one measure that reflects the results of all efforts. The Scanlon plan originated in the 1930s by Joe Scanlon and MIT. The universal standard is the ratio of labor costs to sales value added by production. If there's an increase in production sales value with no change in labor costs, productivity has increased while unit cost has decreased.

**SCE** See Supply Chain Execution

**SCEM** See Supply Chain Event Management

**Scenario** A formal specification of a group of business activities that may take place between parties to achieve a particular objective.

**Scenario Planning** A form of planning in which likely sets of relevant circumstances are identified in advance, and used to assess the impact of alternative actions.

**SCF** Suez Canal Fee

**Schedule** A timetable including arrival/departure times of ocean- and feeder vessels and also inland transportation. It refers to named ports in a specific voyage (journey) within a certain trade indicating the voyage number(s). In general: The plan of times for starting and/or finishing activities.

**Schedule B** Refers to "Schedule B, Statistical Classification of Domestic and Foreign Commodities Exported from the United States." A seven-digit Schedule B number must be entered on the shipper's U.S. Export Declaration for every commodity shipped.

**Schedule B Codes (Export)** Schedule B codes are used to classify the different types of products exported from the United States. Every export item is assigned a unique 10-digit identification code and every 10-digit item is part of a series of progressively broader product categories. Schedule B numbers are required for all export items.

**SCHEDULE PURCHASE** a purchase for which a bid opening date is prescheduled, such as quarterly, so that using agencies' requirements for the period covered by the ensuing contract can be consolidated for volume purchasing under one Invitation for Bids.

**SCM** See Supply Chain Management

**Scout** Train that operates as a shuttle with as many cars as two engines can haul

**SCOR** Supply Chain Operations Reference Model. This is the model developed by the Supply-Chain Council (SCC), and is build around six major processes: plan, source, make, deliver, return, and enable. The aim of the SCOR is to provide a standardized method of measuring supply chain performance, and to use a common set of metrics to benchmark against other organizations.

**Scorecard** A performance measurement tool used to capture a summary of the key performance indicators (KPIs)/metrics of a company. Metrics dashboards/scorecards should be easy to read and usually have red, yellow, green indicators to flag when the company is not meeting its metrics targets. Ideally, a dashboard/scorecard should be cross functional in nature and include both financial and non-financial measures. In addition, scorecards should be reviewed regularly - at least on a monthly basis and weekly in key functions, such as manufacturing and distribution where activities are critical to the success of a company. The dashboard/scorecards philosophy can also be applied to external supply chain partners like suppliers to ensure that their objectives and practices align. Synonym: Dashboard

**Sea state - High Wave** Wave height of 6.0 to 9.0 m

**Sea state - Moderate** Wave height of 1.25 to 2.5 m

**Sea state - Phenomenal** Wave height more than 14.0 m

**Sea state - Rough** Wave height of 2.5 to 4.0 m

**Sea state - Slight** Wave height of 0.5 to 1.25 m

**Sea state - Smooth** Wave height less than 0.5 m

**Sea state - Very High** Wave height of 9.0 to 14.0 m

**Sea state - Very Rough** Wave height of 4.0 to 6.0 m

**Seafreight** Charges for transporting cargo by sea. This does not cover any haulage or loading / discharging costs, sea transport only.

**Seal** A device used for containers, lockers, trucks or lorries to proof relevant parties that they have remained closed during transport.

**Seal Log** A document used to record seal numbers.

**SEALED BID** A bid which has been submitted in a sealed envelope to prevent its contents being revealed or know before the deadline for the submission of all bids: usually required by law or rule on major procurements, to enhance fair competition.

**Seasonal Inventory** Inventory built up in anticipation of a seasonal peak of demand in order to smooth production.

**Seasonality** A repetitive pattern of demand from year to year (or other repeating time interval), with some periods considerably higher than others. Seasonality explains the fluctuation in demand for various recreational products which are used during different seasons.

**Seawaybill** A type of bill of lading used for port-to-port or combined transport carriage. A waybill is identical to a negotiable bill of lading except that it is not a document of title. There are no originals issued for this type of document. In some jurisdictions, such as the USA, a waybill is deemed the equivalent of a (straight) consigned bill of lading. See also Waybill.

**Seaworthiness** Fitness of a vessel to travel in open sea mostly related to a particular voyage with a particular cargo.

**Sectional Rate** The rate established by scheduled air carrier(s) for a section of a through route (air cargo).

**Secure Electronic Transaction (SET)** In e-commerce, a system of guaranteeing the security of financial transactions conducted over the Internet.

**SED - Shipper's Export Declaration** A declaration required by Census, Customs, and the Department of Commerce, giving all the details of who shipped what to whom, and the value of the goods. SSF does this electronically.

**SED (Shipper's Export Declaration) (US)** The Shippers Export Declaration (SED) is a form required by the export authorities to document an export of goods. This form is required for all U.S. Export shipments with a declared value greater than \$2,500.00. Also required for shipments requiring a U.S. Department of Commerce validated export license or U.S. Department of State License regardless of value.

**SED (Shipper's Export Declaration) (US)** Correct way to complete the SED

**Segregation** Distance required by the rules of IMDG or BC codes between the various commodities of dangerous and or bulk cargoes.

**Seismic Vessel:** Ship with on board sound and electromagnetic instruments for gauging the structure of the layers in the ground. The results are used as a tool to best decide where the oil and gas formations are located in the ground.

**Self Billing** A transportation industry strategy which prescribes that a carrier will accept payment based on the tender document provided by the shipper.

**Self Correcting** A computer term for an online process that validates data and won't allow the data to enter the system unless all errors are corrected.

**Seller** Party selling merchandise to a buyer.

**Seller's Market** A 'seller's market' is considered to exist when goods cannot easily be secured and when the economic forces of business tend to be priced at the vendor's estimate of value. In other words, a state of trade favourable to the seller, with relatively great demand and high prices of something for sale.

**Selling, General, and Administrative (SG&A) Expenses:** Includes marketing, communication, customer service, sales, salaries and commissions, occupancy expenses, unallocated overhead, etc. Excludes interest on debt, domestic or foreign income taxes, depreciation and amortization, extraordinary items, equity gains or losses, gain or loss from discontinued operations and extraordinary items.

**Semi Trailer** A vehicle without motive power and with one or more axles designed to be drawn by a truck tractor and constructed in such way that a portion of its weight and that of its load rest upon e.g. the fifth wheel of the towing vehicle.

**Semi-submersible:** A semi-submersible is a self-propelled drilling rig, capable of lowering the well deck below the water's surface.

**Separation of infrastructure from operation** Refers to rail systems in which the track or rail lines (i.e. infrastructure) are owned and controlled by one entity (i.e. a corporation or government agency), while the railways or carriers running over the track, providing transportation services to various customers, are owned by separate entities. The carriers pay fees to the infrastructure entity in order to gain access and operate over its rail lines. The infrastructure corporation in turn maintains the lines and controls scheduling over them. Fees may be negotiated between the parties, but are usually set by regulation since the infrastructure corporation is invariably a monopoly.

**SEQ** Special Equipment Surcharge (SEQ) Freight

**Sequenced Delivery** The synchronized delivery of trucks to co-ordinate with production schedules or local delivery vehicles.

**Serial Number** A unique number assigned for identification to a single piece that will never be repeated for similar pieces. Serial numbers are usually applied by the manufacturer but can be applied at other points by the distributor or wholesaler. Serial numbers can be used to support traceability and warranty programs.

**Service Agreement** Private contracts between one or more carriers and one or more shippers to transport cargo between specified points under terms and conditions of carriage agreed and listed in the contract. It often allows for particular rates based on volume over a specified period of time. Also commonly known as a service contract.

**Service Based Pricing** Pricing structured to service packages provided, related to activity based costing including bought in costs.

**Service Bill** A service Bill (of Lading) is a contract of carriage issued by one carrier to another for documentary and internal control purposes (e.g. in case P&O Nedlloyd cargo is carried on a non-P&O Nedlloyd vessel.) For internal documentary and control purposes a so-called participating agent in a consortium uses some kind of document which, depending on the trade, is referred to as 'Memo Bill' which will among others state: Name of Carrier on whose behalf the

original document (Way Bill, Bill of Lading, etc.) was issued; the original document number. The agent who issued the original document and his opponent at the discharging side; the number of packages, weight and measurement, marks and numbers and goods description; further mandatory details in case of special cargo; no freight details will be mentioned and the Memo Bill is not a contract of carriage. See Bill of Lading

**Service Level** A measure for the extent to which the customer orders can be executed at delivery conditions normally accepted in the market.

**Service Level** A measure (usually expressed as a percentage) of satisfying demand through inventory or by the current production schedule in time to satisfy the customer's requested delivery dates and quantities.

**Service Level Agreement Abbreviation: SLA** An arrangement between a service provider and an organization specifying details about the services to be provided.

**Service Parts Revenue** The sum of the value of sales made to external customers and the transfer price valuation of sales within the company of repair or replacement parts and supplies, net of all discounts, coupons, allowances, and rebates.

**SET** See Secure Electronic Transaction.

**Set Point** Specific temperature that a refrigerated container has been set to keep. Ideally, the set point and the actual temperature should be identical throughout the voyage.

**Setting/Air Delivery Temperature** An indication in the documents (B/L) stating the air supply temperature to the container. Note: No other details than this temperature shall be included in the Bill of Lading.

**Settlement Office** The institution to issue billing to and receive remittances from agents and to distribute the monies to CASS airlines, Billing Participants and Part Participants (air cargo).

**Severe gale** Winds of force 9 (41-47 knots) or gusts reaching 52-60 knots

**SG&A** See Selling, General, and Administrative Expenses.

**Shall** Denotes the imperative.

**Shared Product Responsibility:** A new trend in waste and pollution prevention policies that seeks to expand the assignment of responsibility for waste management of packaging and spent consumer goods beyond the producer and consumer to include all participants along the life cycle of a product including designers, suppliers, manufacturers, fillers, distributors and disposers, as well as consumers and governments.

**Shared Services** Consolidation of a company's back-office processes to form a spinout (Or a separate "shared services" unit to be run like a separate business), providing services to the parent company and sometimes, to external customers. Shared services typically lower overall cost due to the consolidation, and may improve support as a result of focus.

**Shareholder Value** Combination of profitability (revenue and costs) and invested capital (working capital and fixed capital).

**Shed** See Warehouse

**Shelf Life** The specified length of time prior to use for which items which are inherently subject to deterioration are deemed to remain fit for use under prescribed conditions.

**Shelf Life** The amount of time an item may be held in inventory before it becomes unusable. Shelf life is a consideration for food and drugs which deteriorate over time, and for high-tech products which become obsolete quickly.

**Shewhart Cycle** See Plan-Do-Check-Action.

**SHex** Sundays and Holidays excepted

**Shift** Part of the work-program of a stevedoring company (a working day can have up to 3 shifts(24 hours)).

**SHinc** Sundays and Holidays included

**Shingo's Seven Wastes** Shigeo Shingo, a pioneer in the Japanese just-in-time philosophy, identified seven barriers to improving manufacturing. They are the waste of overproduction, waste of waiting, waste of transportation, waste of stocks, waste of motion, waste of making defects, and waste of the processing itself.

**Ship** See Vessel

**Ship Broker** Acts as intermediary between shipowners or carriers by sea on the one hand and cargo interests on the other. The functions are to act as forwarding agent or custom broker, fixing of charters, and acting as chartering agent.

**Ship Operator** A ship operator is either the shipowner or the (legal) person responsible for the actual management of the vessel and its crew.

**Shipment** (See Consignment ) A separately identifiable collection of goods to be carried. Note: In the United States of America the word shipment is used instead of the word consignment.

**Shipment Notification** Notification that a shipment has physically departed the origin that is shown on the waybill or physically arrived at the destination on the waybill

**Shipment transported** Compensation paid to a railroad for transporting a commodity. Total charges for the rail shipment from the waybill origin to the waybill destination. This does not include miscellaneous charges such as a stop to partially unload.

**Shipowner** The (legal) person officially registered as such in the certificate of registry where the following particulars are contained: Name of vessel and port of registry; Details contained in surveyors certificate; The particulars respecting the origin stated in the declaration of ownership; The name and description of the registered owner, if more than one owner the proportionate share of each.

**Shipper** Any person or organization paying for its cargo to be shipped from one place to another.

**Shipper** 1) Person who consigns something (e.g. the goods of an individual shipment). 2) Legal entity or person named on the bill of lading or waybill as shipper and/or who (or in whose name or on whose behalf) a contract of carriage has been concluded with a carrier. Also known as consignor.

**Shipper** The manufacturer of the cargo or the party who contracts to ship the goods as per the Bill of Lading.

**Shipper** Term used to describe an exporter (usually a manufacturing company).

**Shipper** The merchant (person) by whom, in whose name or on whose behalf a contract of carriage of goods has been concluded with a carrier or any party by whom, in whose name or on whose behalf the goods are actually delivered to the carrier in relation to the contract of carriage.

**Shipper** Consignor. Company or customer shipping via rail at origin

Shipper Packed Contents of containers as loaded (stuffed), stowed (packed/braced), weighed and/or counted by or for the shipper, usually a CY load.

**Shipper:** The party that tenders goods for transportation.

**Shipper-Carriers** Shipper-carriers (also called private carriers) are companies with goods to be shipped that own or manage their own vehicle fleets. Many large retailers, particularly groceries and "big box" stores, are shipper-carriers.

**Shipper's Export Declaration Abbreviation: SED** A United States customs form to be completed for all exports to assist the government in compiling export statistics.

**Shipper's Letter of Instruction Abbreviation: SLI** A document containing instructions given by the shipper or the shipper's agent for preparing documents and forwarding (air cargo).

**Shipping** The function that performs the tasks for the outgoing shipment of parts, components, and products. It includes packaging, marking, weighing, and loading for shipment.

**Shipping Documents** Documents required for the carriage of goods.

**Shipping Instruction** Document advising details of cargo and exporter's requirements of its physical movement.

**Shipping Instructions Bill-of-Lading (BOL)** A shipping form that is both a receipt for property and a contract for delivery of goods by a carrier. The principal bills of lading are:

**Shipping Instructions Bill-of-Lading (BOL)** Straight: A non-negotiable document. Surrender of the original is not required upon delivery of the freight unless necessary to identify consignee.

**Shipping Instructions Bill-of-Lading (BOL)** Order: A negotiable document. Surrender of the original property endorsed is required by transportation lines upon delivery of the freight, in accordance with its terms.

**Shipping Instructions Bill-of-Lading (BOL)** Clean: Either a Straight or Order Bill of Lading in which the transportation company acknowledges receipt of the property without noting any exceptions as to shortage or damage to the property received

**Shipping Instructions Bill-of-Lading (BOL)** Exchange: Bill of lading given in exchange for another

**Shipping Instructions Bill-of-Lading (BOL)** Export: Bill of lading given to cover a shipment consigned to some foreign country

**Shipping Instructions Bill-of-Lading (BOL)** Government: Special form of bill of lading used in making shipments for the account of the United States Government

**Shipping Label** A label attached to a P&O Nedlloyd unit, containing certain data.

**Shipping Lane** A predetermined, mapped route on the ocean that commercial vessels tend to follow between ports. This helps ships avoid hazardous areas. In general transportation, the logical route between the point of shipment and the point of delivery used to analyze the volume of shipment between two points.

**SHIPPING LIST** A memorandum listing all items included in one shipment or shipped at one time.

**Shipping Manifest** A document that lists the pieces in a shipment. A manifest usually covers an entire load regardless of whether the load is to be delivered to a single destination or

many destinations. Manifests usually list the items, piece count, total weight, and the destination name and address for each destination in the load.

**Shipping Marks** The identification shown on individual packages in order to help in moving it without delay or confusion to its final destination and to enable the checking of cargo against documents.

**Shipping Note** Document provided by the shipper or his agent to the carrier, multimodal transport operator, terminal or other receiving authority, giving information about export consignments offered for transport, and providing for the necessary receipts and declarations of liability.

**Shipping Order** Equivalent of booking and contract of carriage evidencing the agreement to transport goods.

**Shipping ton** A unit of volume used in transportation by sea, commonly equal to 40 cubic feet (1.13 cu. m)

**Ship's Chandlers** Suppliers of various items to the vessel.

**Ship's Manifest** Captain's statement giving details of ship, crew, cargo, and ports of destination.

**Ship's Manifest** A true list in writing of the individual shipments comprising the cargo of a vessel, signed by the captain.

**Ship's Protest** Statement of the master of a vessel before (in the presence of) competent authorities, concerning exceptional events which occurred during a voyage.

**Shop Calendar** See Manufacturing Calendar

**Shop Floor Production Control Systems:** The systems that assign priority to each shop order, maintaining work-in-process quantity information, providing actual output data for capacity control purposes, and providing quantity by location by shop order for work-in-process inventory and accounting purposes.

**Short Haul** Short move that is usually under 1000 miles. Process by which an interchange carrier changes gateways to shorten the distance of the move for the other interchange carriers and hence reduce revenues paid to them

**Short Landed** Cargo volume count (at delivery destination) less than originally shipped.

**Short line Railway** A short line railway is one whose rail line is usually very limited and has been established as a result of a transfer from a Class 1 railway which has decided to exit the particular market due to the line's low volume of traffic. The short lines are able to successfully

operate over these lower volume lines mainly as a result of lower wage rates and more flexible working arrangements with their employees

**Short Shipment:** Piece of freight missing from shipment as stipulated by documents on hand.

**Short Shipped** Cargo missing a vessel that it was originally intended for.

**Short shipped** Cargo not loaded and left on key, either by accident or design.

**Short Shipped (or Shut Out)** In Seafreight, this condition arises when the cargo is not taken on board the vessel. The Cargo is booked, documents are issued and the cargo is placed in the port, however it fails to be loaded. Traditionally, the main reason for this problem was over-booking. Such over-booking arose because of poor communication or rolled-over cargo rather than as a consequence of incompetence or greed (which was frequently the common and incorrect assumption). (Note that 'Rolled Over cargo is cargo that was previously short-shipped from a prior vessel). In the modern era, short shipments usually come about because of scheduling or weather problems. Vessels have limited time under the lifting equipment in a modern port and need to maintain schedules. If a tidal action is needed to facilitate the departure of the vessel, it might have to sail at a given time regardless of what it has or has not taken onboard. The on-board stamp on a seafreight document details the actual vessel that the cargo was loaded on. It is therefore important to see if the on-board endorsement indicates a different vessel than that for which the document was issued. If cargo is found short-shipped from a vessel for which 'on board' bills have been issued, the merchant has every right to complain.

**Short Term Debt Financing** Short Term Debt Financing usually applies to money needed for the day-to-day operations of the business, such as purchasing inventory, supplies, or paying the wages of employees. Short term financing is referred to as an operating loan or short term loan because scheduled repayment takes place in less than one year. A line of credit is an example of short term debt financing.

**Short ton** 2,000 lbs (or 907 kg). The unit of ton being use in the freight cost calculation may differ among carriers. It can be a metric ton (2204.6 lbs or 1,000 kgs), a short ton (2,000 lbs or 907 kg), or a long ton (2,240 lbs or 1,016 kg). The exporter must verify with the carrier which unit is being used, the most frequently used is the metric ton.

**Shortage** The negative difference between actual available or delivered quantity and the required quantity.

**Shortlanded** Cargo manifested for port but not discharged, either by accident or design.

**Shortline** Small railroad that originates or terminate traffic and participates in division of revenue. It is usually less than 100 miles in length. It is usually affiliated with or sold by a major railroad. An example of a BNSF shortline is Montana Rail Link (MRL).

**Short-Shipped** Cargo listed on a manifest but not actually loaded.

**Shrink Wrapping** Heat treatment that shrinks an envelope of polyethylene or similar substance around several units, thus forming one unit. It is used e.g. to secure packages on a pallet.

**Shrinkage** Reductions of actual quantities of items in stock, in process, or in transit. The loss may be caused by scrap, theft, deterioration, evaporation, etc.

**Shusa** The leader of a team whose job is to design and engineer a new product and put it into production

**Shuttle** Expedited over-the-road service used for time-sensitive freight to meet service goals. Dedicated train set cars and locomotives that cycle continuously between origins and destinations. For corn and wheat the trains are 110 cars. Also known as a unit train.

**Shuttle Service** The carriage back and forth over an often short route between two points.

**Sideloader** Lift equipment used in intermodal ramps. Sideloaders lift containers and trailers from the side of inbound or outbound trains rather than overhead.

**Siding** A short railroad track connected with a main track by a switch to serve a warehouse or an industrial area.

**Siding** Track adjacent to a main or secondary track for meeting or passing trains

**Sight Draft** A draft payable upon presentation to the drawee.

**Sight Draft (S/D)** A draft so drawn as to be payable upon presentation to the drawee or at a fixed or determinable date thereafter. See "Documents Against Acceptance," "Documents Against Payment."

**Sigma** A Greek letter commonly used to designate the standard deviation of a population.

**Simplification** The limiting of formalities, procedures, documents, information, and operations to the minimum essential requirements, steps, data and tasks acceptable by all parties concerned.

**Simplification Toolkit** Collection of tools to enable simplified implementations of structured electronic commerce techniques such as, electronic data interchange, electronic funds transfer,

automatic data capture, bar-code technology and unique goods/product/service/party identification schemes.

**Simulation** The imitation of the reality for studying the effect of changing parameters in a model as a means of preparing a decision.

**Single Administrative Document Abbreviation: SAD** A set of documents, replacing the various (national) forms for customs declaration within European Community, implemented on January 1st, 1988. The introduction of the SAD constitutes an intermediate stage in the abolition of all administrative documentation in intraEuropean Community trade in goods between member states.

**Single Source** Where only one supplier is either the only one available for a particular product or that only one supplier is used even though other suppliers are available.

**SINGLE SOURCE** A single source purchase is a purchase from a supplier who is chosen without soliciting for the minimum number of bids and proposals, despite the fact that competition exists, because of limiting circumstances.

**Single-Bottom** Single load carrying unit using one power unit. Freight

**SITC** Standard International Trade Classification

**SITPRO** National organization for the Simplification of International Trade Procedures in the United Kingdom (e.g. in The Netherlands SITPRO is called 'Sitproneth', in France 'Simprofrance' and in Japan 'Jastpro').

**Six-Sigma Quality** A term generally used to indicate that a process is well controlled, i.e., tolerance limits are  $\pm 6$  sigma (3.4 defects per million events) from the centerline in a control chart. The term is usually associated with Motorola which named one of its key operations initiatives Six-Sigma Quality.

**Skeleton Trailer** Road trailer consisting of a frame and wheels specially designed to carry containers. See Chassis

**Skid** A portable platform supported by two or more parallel runners that elevate the platform for lifting with mechanical equipment. A skid differs from a pallet in that it is generally higher and does not have additional cross members, stringers, as support beneath the runners. Skids are used to support the load and assist with storage, handling and transportation.

**Skids** Battens fitted underneath frames, boxes or packages to raise them off the floor and allow easy access for fork lift trucks, slings or other handling equipment.

**Skills Matrix** A visible means of displaying people's skill levels in various tasks. Used in a team environment to identify the skills required by the team and which team members possess those skills.

**SKU** Stock-Keeping Unit Warehousing and distribution/ Customs

**SKU** See Stock-Keeping Unit

**SL&C** Shipper's Load and Count.

**SLI** The Shippers Letter of Instruction (SLI) is a Form used by the shipper to authorize a carrier to issue a bill of lading or an air waybill on the shippers behalf. The form contains all details of the shipment and authorizes the carrier to sign the bill of lading in the name of the shipper.

**Sliding Tandem** An undercarriage with a sub frame having provision for convenient fore and aft adjustment of its position on the chassis/semi-trailer. The purpose being to be able to shift part of the load to either the king pin or the suspension to maximize legally permitted axle loads (road cargo).

**Sling** Special chain, wire rope, synthetic fibre strap or ropes used for cargo handling purposes.

**Slip Sheeting** Hard plastic sheeting used to stack cartons, optimizing container space.

**Slot** The space on board a vessel, required by one TEU, mainly used for administrative purposes.

**Slot Charter** A carrier's chartering of slots/spaces on other carrier's vessels.

**Slot Charter** A voyage charter whereby the shipowner agrees to place a certain number of container slots (TEU and/or FEU) at the charterer's disposal.

**Slotting** Warehouse slotting is defined as the placement of products within a warehouse facility. Its objective is to increase picking efficiency and reduce warehouse handling costs through optimizing product location and balancing the workload.

**Small Business** An independently owned and operated business concern as defined in Section 2(1), Florida Small and Minority Business Assistance Act of 1985 (Chapter 85-104, Laws of Florida).

**SMALL BUSINESS** A business that is independently owned and operated, is not dominant in its field of operation, and qualifies under various criteria prescribed by the Small Business Administration for number of employees, average annual receipts, etc.

**SMALL DISADVANTAGED BUSINESS** A business enterprise classified as such by the Federal Small Business Administration. Under the Federal Small Business Act, such enterprises must be allowed to compete for an equitable share of all procurements made under federally supported grants and contracts.

**Small Group Improvement Activity** An organizational technique for involving employees in continuous improvement activities. Also see: Quality Circle.

**SMART See Specific, Measurable, Achievable, Realistic, Time Based. Specific, Measurable, Achievable, Realistic, Time Based (SMART):** A shorthand description of a way of setting goals and targets for individuals and teams.

**SMDC** Security Maintenance Doc Fee (SMDC) Freight

**SMDG** User Group for Shipping Lines and Container Terminals. SMDG develops and promotes UN/EDIFACT EDI messages for the maritime industry and is an official Pan European User Group recognized by the UN/EDIFACT Board.

**Snake Loading** Loading products into a container in the sequence with which the goods will be unloaded and stored in at destination.

**SNP** Secondary Notify Party Allows AMS participants to nominate up to eight other entities to receive a copy of the status notification for an individual bill of lading.

**SO** Seller's option

**SOB** Shipped on board

**SOC** Shipper Owned Container (SOC) Freight

**SOLAS** (International Convention for the Safety of Life at Sea) Prescribes the numbers of lifeboats and other emergency equipment that ships must have, as well as safety procedures including continuous radio watches when a ship is at sea.

**SOLE PROPRIETORSHIP** A business that is owned by a person who is solely responsible for all aspects of the business. The owner is personally responsible for all debts of the business.

**SOLE SOURCE** A purchase from the only available supplier of the product or service. Therefore, no bids or proposals can be obtained.

**Sole Source Justification** Document required when a specified vendor and/or manufacturer is indicated as the desired single or sole source and justification is provided in writing.

**Sole Source Purchase** A purchase of a commodity or a service that is non-competitive in price, specifications, or use; "only source".

**SOLE-SOURCE PROCUREMENT** An award for a commodity or service to the only know capable supplier, occasioned by the unique nature of the requirement, the supplier, or market conditions. (Senate Bill Number 623)

**SOLICITATION** A written request to a vendor to submit price quotations or bids on materials required or services to be rendered that are clearly and accurately defined by the buyer.

**Soon (Gale warning)** Expected within six to 12 hours of time of issue

**SOP** Standard Operating Procedure.

**Sourcing** The management on purpose of the various origins of products or materials on behalf of the recipient of these products or materials. In some industries sourcing is seen as the change from push to pull delivery for a number of fast moving items. Within P&O Nedlloyd sourcing is specially dedicated to the retail industry acting as an intermediary between suppliers and the market with an integrated service for e.g. supermarkets or large department stores.

**SOW** See Statement of Work

**Space Charter** A voyage charter whereby the shipowner agrees to place part of the vessels capacity at the charterers disposal.

**Spam** A computer industry term referring to the act of sending identical and irrelevant postings to many different newsgroups or mailing lists. Usually this posting is something that has nothing to do with the particular topic of a newsgroup or of no real interest to the person on the mailing list.

**SPC** See Statistical Process Control.

**Special Customs Invoice** An official form usually required by U.S. Customs if the rate of duty is based upon the value, and the value of the shipment exceeds USD 500. This document is usually prepared by the foreign exporter or his forwarder and is used by customs in determining the value of the shipment. The exporter or his agent must attest to the authenticity of the data furnished.

**Special Drawing Rights Abbreviation: SDR** Unit of account from the International Monetary Fund (IMF), i.a. used to express the amount of the limitations of a carrier's liability.

**Special Marine Policy or Certificate of Insurance** A document that provides evidence of insurance to the buyer or bank for an export/import shipment. The certificate contains an abstract of the more important conditions in the policy. The Special Marine Policy is a negotiable document granting full policy rights to the named insured and loss payee.

**SPECIAL NATURE CODES** IATA /CNS codes to describe the nature of various goods e.g. EAT = Foodstuffs, PER = Perishable

**Special Rate** Rate established for a specified commodity for a specific period of time.

**Special Rate** A rate other than a normal rate.

**Specialized transportation equipment** Equipment for all types of products requiring specialized transportation moves.

**Specific Commodity Rate Abbreviation: SCR** A rate applicable to carriage of specifically designated commodities.

**Specific Delivery Point** A point in sales quotations which designates specifically where and within what geographical locale the goods will be delivered at the expense and responsibility of the seller; e.g., F.A.S. named vessel at named port of export.

**SPECIFICATION** A description of what the purchaser seeks to buy, and consequently, what bidder must be responsive to in order to be considered for award of a contract. A specification may be a description of the physical or functional characteristics, or the nature of, a supply of service. It may include a description of any requirements for inspecting, testing, or preparing a supply or service item for delivery. A purchase description.

**Spine Car** Lightweight articulated car that is assembled in permanent consists of three or five platforms. Spine cars carry containers or trailers in single stack configuration.

**SPLC** Station Point Location Code 4-digit station location code [Glossary Top](#)

**Split Delivery** A method by which a larger quantity is ordered on a purchase order to secure a lower price, but delivery is divided into smaller quantities and is spread out over several dates to control inventory investment, save storage space, etc.

**Split Shipment** In case of indirect delivery through consolidation and if split shipment conditions occur then each split part of the shipment will be delivered in a different consignment but all consignments identified by the same unique original shipment id.

**Split Sourcing** Where more than one suppliers is used to buy the same item.

**Spoke** The stretch between a hub and one of the group of consignees and/or consignors being served by the hub.

**Spontaneous Ignition Temperature** The lowest temperature at which a substance will start burning spontaneously without an external source of ignition.

**Spot (To spot a car)** Position a car in a designated position or location usually for loading or unloading. This is usually at a customer location.

**Spot Demand:** Demand with a short lead time that's difficult to estimate. Usually supply for this demand is provided at a premium price. An example of spot demand would be when there's a spiked demand for building materials as a result of a hurricane.

**SPOT PURCHASE** A one time purchase occasioned by a small requirement, an unusual circumstance, or to take advantage of a favorable market condition.

**Spreader** Device used for lifting containers and unitized cargo. Beam or frame that holds the slings vertical when hoisting a load, to prevent damage to cargo.

**Spring** Mooring rope rigged from the forward or aft to a quayside bollard amidships to prevent the ship from surging forward or aft when alongside.

**SPS** Shanghai Port Surcharge (SPS) Freight

**Spur** A track extending out from the main track that usually serves customers

**SR&CC - Strikes, Riots, and Civil Commotions** An insurance clause referring to physical loss or damage directly caused by strikers, locked-out workmen, persons' participation in labor disturbances, and riots.

**SS** Steamship.

**SSN** Standard Shipping Note

**ST** 1 Short Ton = 2 000 lbs.

**STA** Scheduled Time of Arrival

**Sta.** Station

**Stability** It is of paramount importance that a vessel is stable in all respects at all times. When cargo is loaded/discharged the stability is monitored by the navigating officer/Port Captain usually by computer, which takes into account the weight and position of the cargo within the vessel.

**Stability** The capacity of a vessel to return to its original position after having been displaced by external forces. The stability of a vessel depends on the meta-centric height.

**Stack** An identifiable amount of containers stowed in a orderly way in one specified place on an (ocean) terminal, container freight station, container yard or depot. See also: Container Stack

**Stack Car Well car** Intermodal flat car specifically designed to place one container on top of another for better utilization and economics. Also referred to as a well car because the cars are depressed in the center to allow clearance of the double stacked containers when moving under low-lying structures. A single well stack car has a tare weight of about 27.2 tons.

**Stacking** To pile boxes, bags, containers etc. on top of each other.

**Stackmaster** A pontoon with two collapsible ends.

**Stackweight** The total weight of the containers and cargo in a certain row.

**Stag., Stge** Storage

**Staggers Act** Passed by Congress in 1980, the Staggers Rail Act deregulated the rail industry and greatly enhanced the railroad industry's ability to compete with other modes of transportation.

**Staging** Pulling material for an order from inventory before the material is required. This action is often taken to identify shortages, but it can lead to increased problems in availability and inventory accuracy. Also see: Accumulation Bin

**Stakeholders** People with a vested interest in a company, including manager, employees, stockholders, customers, suppliers, and others.

**STANDARD** A characteristic or set of characteristics for an item that, for reasons of performance level, compatibility or interchangeability with other products, etc., is generally accepted by producers and by users of the item as a required characteristic of all items for the designed purpose.

**Standard Components:** Components (parts) of a product for which there is an abundance of suppliers. Not difficult to produce. An example would be a power cord for a computer.

**Standard Cost Accounting System:** A cost accounting system that uses cost units determined before production for estimating the cost of an order or product. For management control purposes, the standards are compared to actual costs, and variances are computed.

**Standard Costs** A carefully prepared estimate of the cost of performing a given operation under specified conditions. In P&O Nedlloyd standard costs are determined for operations called 'standard Work Orders'. Note: A standard work order describes a standard operation for which a standard cost is to be established.

**Standard Industrial Classification Abbreviation: SIC** A method, used in the United States, to categorize companies into different industrial groupings.

**Standard Industrial Classification (SIC)** A numerical system developed by the U.S. Government for the classification of commercial services and industrial products. Also classifies establishments by type of activity.

**Standard International Trade Classification (SITC)** A numerical system developed by the United Nations to classify commodities used in international trade as an aid to reporting trade statistics.

**Standard Product Module Abbreviation: SPM** The building blocks used by business management to define services (shipment products) which can be offered to customers. They describe a more or less isolated set of activities with a standard cost attached to it. For operations management each module defines a combination of standard operations that needs to be carried out for a customer. Note: SPM's can be regarded as the interface between business and operations management.

**STANDARD SPECIFICATION** A specification established through a prescribed process and used for all or most purchases of the item involved.

**Standardization** The development of agreements whose purpose is to align formalities, procedures, documents, information, and operations. At a national level, this would be alignment with acceptable commercial norms and practices, at an international level it would align with identified "best" and/or most accepted practices.

**STANDARDIZATION (OF SPECIFICATIONS)** The process of examining characteristics and need for items of similar end usage and developing a single specification that will satisfy the need for most or all purchases for that purpose.

**Standards** Standards are a degree or level of requirement, excellence, or attainment. Wood crate and packaging standards for transportation cover some of the following; fabrication; closure; containers; cleats & cleated-plywood; fasteners, nails & staples; packaging; panel-boards & panels; skids & bases; marking; load, handling and impact tests; blocking, bracing & diagonal supports; strapping & securement; type, species, groups and strength of wood. Company Standards: consensus among company employees and officers. Industry Standards: consensus among the many companies and associations within the professional society. Such as wooden boxes, wood crate, and corrugated container manufacturers. Government Standards: May reflect many degrees of consensus; some are written by individuals in government agencies, many are developed in the private sector and then adopted by reference as mandatory standards (wood boxes and crates are an example). Mil-spec Standards: Military specifications and military standards as required by the Department of Defense (DOD) for regulating wood crates, wooden boxes, open crates, skid assemblies, pallets, saddles and cradles construction. ASTM Standards: American Society for Testing and Materials applicable to the wood crating industry. The hierarchy comprises three basic levels: main committees (such as the D-10 Packaging Committee), subcommittees (such as the D10.26 Subcommittee on Shipping Containers, Crates, Pallets, Skids, and Related Structures), and tasks groups (such as the task groups on Wood Crates and Wood Boxes). The resulting packaging as designed and built by Craters & Freighters shall be of equal or better performance than would result from use of these specified standards for materials and procedures.

**Stand-by vessel:** Offshore vessel used to monitor and fight fires and environmental accidents on oil rigs.

**Standing Order** Open-ended purchase order placed by Procurement at the request of a department by purchase requisition. Allows for addition of items and/or extension of time. Requirements used in volume and purchased repetitively over a period of time may be bought in this manner, although use of the purchasing card is encouraged.

**Standing Order:** See Blanket Purchase Order.

**Standing Spotting Instructions (SSI)** Contains data used by the waybill system to determine the proper standing spotting instructions from a consignee so that cars will be sent to correct destination. That instruction is then written to the waybill for routing to the proper delivery road, zone-track-spot, care of party, etc.

**Starboard** Right side of a ship when facing the front or forward end.

**Starboard** Right side of a vessel when facing towards the front or forward end.

**State of Origin** The state in the territory in which the cargo was first loaded.

**Statement of Work (SOW):** 1) A description of products to be supplied under a contract. A good practice is for companies to have SOWs in place with their trading partners - especially for all top suppliers. 2) In projection management, the first project planning document that should be prepared. It describes the purpose, history, deliverables, and measurable success indicators for a project. It captures the support required from the customer and identifies contingency plans for events that could throw the project off course. Because the project must be sold to management, staff, and review groups, the statement of work should be a persuasive document.

**Station 3-3-3 9-byte abbreviated station name** Station Master Book or file containing consolidated rail station numbers and names

**Statistical Process Control (SPC):** A visual means of measuring and plotting process and product variation. Results are used to adjust variables and maintain product quality.

**STC** Abbreviation for Said To Contain.

**STC - Said To Contain** On the body of a Seafreight Transport document, there will be a broad description of the cargo. The detail in this section will be prefixed STC, meaning Said To Contain i.e., the stated number and type of package in the previous columns are Said to Contain (followed by a description of the goods.) Under most laws, the Transport Document is a receipt for Packages, not a receipt for the cargo. This is to say that the law recognizes that if the Carrier is recording the receipt of cargo, the cargo condition (other than its outward appearance) quality, value and sometimes even mass and volume are unknown to the Carrier. The Carrier can tally that he has been given so many cartons, but he cannot see what is in those cartons. He relies on the Seller's declaration as to what they are "said" to contain. This is particularly important when dealing with Full Containers when the document given is a receipt for One

Package (the container). These issues are relevant to insurance claims and Carrier's liabilities that are normally linked to the number of packages involved in the claim and not the total value of the claim itself. This matter is normally the province of the ruling convention applicable to the transport document. Some allow the Carrier the protection described above when working with Full Containers, whereas some do not. (You may care to look at the difference in this particular point between the Hague-Visby and Hamburg Rules)

**STCC Standard Transportation Commodity Code**      7-digit reference code for every commodity shipped in transportation

**STD**      Scheduled Time of Departure

**Steamship Conference**      A group of vessel operators joined together for the purpose of establishing freight rates. A shipper may receive reduced rates if the shipper enters into a contract to ship on vessels of Conference members only.

**Steamship Line**      A company usually having the following departments: vessel operations, container operations, tariff department, booking, outbound rates, inward rates, and sales.

**Steering of Containers**      The function, with the aid of specific software for tracking and forecasting, to direct empty containers to demanding areas at minimum costs.

**Stem**      The foremost part of a vessel.

**Stern**      The aftermost part of the ship.

**Stern**      The aftermost part of a vessel.

**Stevedore**      Terminal operator who is designated to facilitate the operation of loading and discharging vessels and various terminal activities. Also known as longshoreman.

**Stevedore**      Port manual worker involved with the physical loading and discharging of vessels.

**Stevedore**      A party running a business of which the functions are loading, stowing and discharging vessels.

**Sticker**      Placing customer-specific stickers on boxes of product. An example would be where Wal-Mart has a request for their own product codes to be applied to retail boxes prior to shipment.

**Stn**      Station

**Stock**      The materials in a supply chain or in a segment of a supply chain, expressed in quantities, locations and or values. UK.

**Stock Control** The systematic administration of stock levels with respect to quantity at all times.

**Stock Keeping Unit** The description of the unit of measurement by which the stock items are recorded on the stock record.

**Stock Keeping Unit [SKU]** Smallest unit grouping for goods, normally indicating a single retail item. Usually, several SKUs will be under one purchase order.

**Stock Locator System** A system in which all places within a warehouse are named or numbered.

**Stock Point** A point in the supply chain meant to keep materials available.

**Stock Record** A record of the quantity of stock of a single item, often containing a history of recent transactions and information for controlling the replenishment of stock.

**Stocking Distributor** A distributor who maintains an inventory of goods of a manufacturer.

**Stock-Keeping Unit (SKU)** A category of unit with a unique combination of form, fit, and function (i.e., unique components held in stock). To illustrate: If two items are indistinguishable to the customer, or if any distinguishing characteristics visible to the customer are not important to the customer so that the customer believes the two items to be the same, these two items are part of the same SKU. As a further illustration: consider a computer company that allows customers to configure a complete computer from a selection of standard components. For example, they can choose from three keyboards, three monitors, and three CPUs. Customers may also individually buy keyboards, monitors, and CPUs. If the stock were held at the configuration component level, the company would have nine SKUs. If the company stocks at the component level, the company would have 36 SKUs. (9 component SKUs +  $3 \times 3 \times 3$  configured product SKUs.) If, as part of a promotional campaign, the company also specially packaged the products, the company would have a total of 72 SKUs.

**Storage** The activity of placing goods into a store or the state of being in store (e.g. a warehouse).

**Storage Charge** Charge for goods held in storage facilities (warehouses) under a fixed agreement for periods of time, and which is not included in other arrangement.

**Storage Charge** The fee for keeping goods in a warehouse.

**Storage Charge** Charge assigned to the shipper or consignee for holding containers or trailers at an intermodal terminal beyond the free time allotted to them

**Storage Track** Auxiliary track used for storage

**Store-Door Delivery** Movement of goods to the consignee's place of business, customarily applied to movement by truck.

**Stores** Provisions and supplies on board required for running a vessel.

**Storm** Winds of force 10 (48-55 knots) or gusts reaching 61-68 knots

**Stowage** The placing and securing of cargo or containers on board a vessel or an aircraft or of cargo in a container.

**Stowage** The placing of cargo in a vessel in such a manner as to provide the utmost safety and efficiency for the ship and the goods it carries.

**Stowage Factor** Ratio of a cargo's cubic measurement to its weight, expressed in cubic feet to the ton or cubic metres to the tonne, used in order to determine the total quantity of cargo which can be loaded in a certain space.

**Stowage Instructions** Imperative details about the way certain cargo is to be stowed, given by the shipper or his agent.

**Stowage Order** Before certain classes of goods, such as valuables, fragile or dangerous, are sent to the docks for shipment, a special stowage order must be obtained from the shipowner. It is the shipowner's authority to the ship-worker to accept the goods and stow them where indicated. It must accompany the goods to the docks.

**Stowage Plan** A plan indicating the locations on the vessel of all the consignments for the benefit of stevedores and vessel's officers.

**Stowaway** A person who illegally hides on a vessel to get free passage to another country (usually from a poor country to a more affluent one).

**Stowaway** An unwanted person who hides on board of a vessel or an aircraft to get free passage, to evade port officials. IMO definition: A person who is secreted on a ship or in cargo which is subsequently loaded on the ship, without the consent of the shipowner or the master or any other responsible person who is detected on board after the ship has departed from a port and reported as a stowaway by the master.

**Straddle Carrier** Wheeled vehicle designed to lift and carry P&O Nedlloyd containers within its own framework. It is used for moving, and sometimes stacking, P&O Nedlloyd containers at a container terminal.

**Straddle Crane** A crane usually running on rails and spanning an open area such as rail-tracks or roadways.

**Straight Bill of Lading** A bill of lading, non-negotiable, in which the goods are consigned directly to a named consignee.

**Straight Truck** Straight trucks do not have a separate tractor and trailer. The driving compartment, engine and trailer are one unit.

**Strap** A band of metal, plastic or other flexible material used to hold cargo or cases together.

**Strategic Alliance** Business relationship in which two or more independent organizations cooperate and willingly modify their business objectives and practices to help achieve long-term goals and objectives.

**Street Interchange** Transfer of financial responsibility of a unit from one trucking carrier to another on a date and time specified by the drayage firm in control of that container or by an IMC that has financial responsibility for that particular container

**Street Time** Time a container or trailer is away from the possession of the railroad

**Stretch** Part of the total transport chain (trade route) including overland transport identified by place of receipt, ports of call and place of delivery i.e. it has one location or an address as a starting and or ending point. The leg between two points.

**Stripping** Also known as unstuffing, or destuffing. Physical removal of goods from the (carrier's) container(s).

**Stripping** The unloading of cargo out of a container.

**Stuffing** Physical loading of goods into the (carrier's) container.

**Stuffing** The loading of cargo into a container.

### **Stumpage**

**Subcontracting** Sending production work outside to another manufacturer. This can involve specialized operations such as plating metals or complete functional operations. Also see: Outsource.

**SUBCONTRACTOR** Any person undertaking part of the work under the terms of the contract, by virtue of an agreement with the contractor, who, prior to such undertaking, receives the written consent of the surety and approval of the jurisdiction.

**Subhauler:** A subhauler drives a tractor under contract for a company. Usually a subhauler is an owner/operator or a small company.

**Sub-Optimization:** Decisions or activities in part made at the expense of the whole. An example of sub-optimization is where a manufacturing unit schedules production to benefit its cost structure without regard to customer requirements or the effect on other business units.

**Suboptimizing** Striving for optimum performance in one element of an organization disregarding the effects this may cause to the performance of the other elements. In other words, a solution for a problem that is best from a narrow point of view but not from a higher or overall company point of view.

**Subrogation** The right of the Underwriter to step into the shoes of the Assured following payment of a claim to recover the payment from another party who was responsible for the loss. Limited to the amount paid on the policy.

**Substretch** Part of a stretch. This term is used if it is necessary to distinguish between a stretch and apart thereof.

**Sue & Labor Cause** A provision in marine insurance obligating the assured to do things necessary after a loss to prevent further loss and to act in the best interests of the insurer.

**Suezmax:** Crude oil tanker with the maximum dimensions for passing through the Suez Canal (approximately 120,000—200,000 dwt.).

**SUFFERANCE WAREHOUSE** Canadian equivalent of a CFS or Bonded Warehouse

**Sunk Cost:** 1) The unrecovered balance of an investment. It's a cost already paid that is not relevant to the decision concerning the future that is being made. Capital already invested that for some reason cannot be retrieved. 2) A past cost that has no relevance with respect to future receipts and disbursements of a facility undergoing an economic study. This concept implies that since a past outlay is the same regardless of the alternative selected, it should not influence the choice between alternatives.

**Supercargo** The person who plans stowage and supervises loading and discharging of vessels. Also know as a Port Captain.

**Supercargo** Experienced person (officer) assigned by the charterer of a vessel to advise the management of the vessel and protect the interests of the charterer.

**Supplier** A provider of goods and services that typically is incorporated, bills on an invoice and has multiple transactions with the University.

**Supplier** 1) A provider of goods or services. Also see: Vendor. 2) A seller with whom the buyer does business, as opposed to vendor, which is a generic term referring to all sellers in the marketplace.

**Supplier Certification** Certification procedures verifying that a supplier operates, maintains, improves, and documents effective procedures that relate to the customer's requirements. Such requirements can include cost, quality, delivery, flexibility, maintenance, safety, and ISO quality and environmental standards.

**Supplier-Owned Inventory** A variant of Vendor-Managed Inventory and Consignment Inventory. In this case the supplier not only manages the inventory, but also owns the stock close to or at the customer location until the point of consumption or usage by the customer.

**SUPPLIES** (1) Customarily, items that are consumed or expended in the course of being used, as distinguished from equipment and materials; but in some purchasing terminology, all items except construction and services. (2) All property, including but not limited to equipment, materials, printing, insurance, and leases of real property, excluding land or a permanent interest in land.

**Supply Chain** The movement of materials and information through the logistics process from acquisition of raw materials to delivery to end-user. The supply chain includes all vendors, service providers and customers.

**Supply Chain** 1) Starting with unprocessed raw materials and ending with the final customer using the finished goods, the supply chain links many companies together. 2) The material and informational interchanges in the logistical process, stretching from acquisition of raw materials to delivery of finished products to the end user. All vendors, service providers, and customers are links in the supply chain.

**Supply Chain** A sequence of events in a goods flow which adds to the value of a specific good. These events may include: conversion, assembling and/or disassembling, movements and placements

**Supply Chain Definition** A sequence of events, which may include conversion, movement or placement, which adds value to goods, products, or services.

**Supply Chain Design** The determination of how to structure a supply chain. Design decisions include the selection of partners, the location and capacity of warehouse and production facilities, the products, the modes of transportation, and supporting information systems.

**Supply Chain Event Management (SCEM)** SCEM is an application that supports control processes for managing events within and between companies. It consists of integrated software functionality that supports five business processes: monitor, notify, simulate, control, and measure supply chain activities.

**Supply Chain Execution (SCE)** The ability to move the product out of the warehouse door. This is a critical capacity and one that only brick-and-mortar firms bring to the B2B table. Dot coms have the technology, but that's only part of the equation. The need for SCE is what is driving the dot coms to offer equity partnerships to the wholesale distributors.

**Supply Chain Integration (SCI)** Likely to become a key competitive advantage of selected e-marketplaces. Similar concept to the back-end integration, but with greater emphasis on the moving of goods and services.

**Supply Chain Inventory Visibility** Software applications that permit monitoring events across a supply chain. These systems track and trace inventory globally on a line-item level, and notify the user of significant deviations from the plans. Companies are provided with realistic estimates of when the material will arrive.

**Supply Chain Management** The management and control of all materials and information in the logistics process from acquisition of raw materials to delivery to end-user.

**Supply Chain Management** The organizational structure and management function that includes all facets of the acquisition and delivery of material from the supplier to the final customer. The purpose of the structure is to eliminate inefficiencies, facilitate rapid communication, to minimize inventory and to minimize delivery time throughout the structure.

**Supply Chain Management (SCM)** - as defined by the Council of Supply Chain Management Professionals (CSCMP): Supply chain management encompasses the planning and management of all activities involved in sourcing and procurement, conversion, and all logistics management activities. Importantly, it also includes coordination and collaboration with channel partners, which can be suppliers, intermediaries, third party service providers, and customers. In essence, supply chain management integrates supply and demand management within and across companies. Supply chain management is an integrating function with primary responsibility for linking major business functions and business processes within and across companies into a cohesive, high-performing business model. It includes all of the logistics management activities noted above, as well as manufacturing operations, and it drives coordination of processes and activities with and across marketing, sales, product design, finance, and information technology.

**Supply Chain Network Design Systems** The systems employed in optimizing the relationships among the various elements of the supply chain manufacturing plants, distribution centers, points of sale, as well as raw materials, relationships among product families, and other factors to synchronize supply chains at a strategic level.

**Supply Chain Strategic Planning** The process of analyzing, evaluating, and defining supply chain strategies, including network design, manufacturing and transportation strategy, and inventory policy.

**Supply Chain-Related Finance and Planning Cost Element** One of the elements comprising a company's total supply chain management costs. These costs consist of the following: 1. Supply-Chain Finance Costs: Costs associated with paying invoices, auditing physical counts, performing inventory accounting, and collecting accounts receivable. Does NOT include

customer invoicing/accounting costs (See Order Management Costs). 2. Demand/Supply Planning Costs: Costs associated with forecasting developing finished goods, intermediate, subassembly or end-item inventory plans, and coordinating demand/supply.

**Supply Chain-Related IT Costs** Information technology (IT) costs (in US dollars) associated with major supply chain management processes as described below. These costs should include: \*

- \* Development costs (costs incurred in process reengineering, planning, software development, installation, implementation, and training associated with new and/or upgraded architecture, infrastructure, and systems to support the described supply chain management processes),
- \* Execution costs (operating costs to support supply chain process users, including computer and network operations, EDI and telecommunications services, and amortization/depreciation of hardware)
- \* Maintenance costs (costs incurred in problem resolution, troubleshooting, repair, and routine maintenance associated with installed hardware and software for described supply chain management processes. Includes costs associated with database administration systems configuration control, release planning, and management).

These costs are associated with the following processes:

**PLAN:** 1. Product Data Management - Product phase-in/phase-out and release; post-introduction support and expansion; testing and evaluation; end-of-life inventory management. Item master definition and control. 2. Forecasting and Demand/Supply Manage and Finished Goods - Forecasting; end-item inventory planning, DRP, production master scheduling for all products, all channels. **SOURCE :** 1. Sourcing/Material Acquisition - Material requisitions, purchasing, supplier quality engineering, inbound freight management, receiving, incoming inspection, component engineering, tooling acquisition, accounts payable. 2. Component and Supplier Management - Part number cross references, supplier catalogs, approved vendor lists. 3. Inventory Management - Perpetual and physical inventory controls and tools. **MAKE:** 1. Manufacturing Planning - MRP, production scheduling, tracking, manufacturing engineering, manufacturing documentation management, inventory/obsolescence tracking. 2. Inventory Management - Perpetual and physical inventory controls and tools. 3. Manufacturing Execution - MES detailed and finite interval scheduling, process controls, and machine scheduling. **DELIVER:** 1. Order Management - Order entry/maintenance, quotes, customer database, product/price database, accounts receivable, credits and collections, invoicing. 2. Distribution and Transportation Management - DRP, shipping, freight management, traffic management. 3. Inventory Management - Perpetual and physical inventory controls and tools. 4. Warehouse Management - Finished goods, receiving and stocking, pick/pack. 5. Channel Management - Promotions, pricing and discounting, customer satisfaction surveys. 6. Field Service/Support - Field service, customer and field support, technical service, service/call management, returns, warranty tracking. **EXTERNAL ELECTRONIC INTERFACES:** Plan/Source/Make/Deliver - Interfaces, gateways, and data repositories created and maintained to exchange supply chain-related information with the outside world. E-commerce initiatives. Includes development and implementation costs. Note: Accurate assignment of IT-related cost is challenging. It can be done using activity-based costing methods or using other approaches, such as allocation based on user counts, transactions

counts, or departmental headcounts. The emphasis should be on capturing all costs. Costs for any outsourced IT activities should be included.

**Supply Planning** The process of identifying, prioritizing, and aggregating, as a whole with constituent parts, all sources of supply that are required and add value in the supply chain of a product or service at the appropriate level, horizon, and interval.

**Supply Vessel** Vessel which carries stock and stores to offshore drilling rigs, platforms.

**Supply Warehouse** A warehouse that stores raw materials. Goods from different suppliers are picked, sorted, staged, or sequenced at the warehouse to assemble plant orders.

**Support Costs** Costs of activities not directly associated with producing or delivering products or services. Examples are the costs of information systems, process engineering, and purchasing. Also see: Indirect Cost.

**Supramax** Handymax or Supramax is a naval architecture term for a bulk carrier, typically between 35,000 and 60,000 metric tons deadweight (DWT). A handymax ship is typically 150–200 m (492–656 ft) in length, though certain bulk terminal restrictions, such as those in Japan, mean that many handymax ships are just under 190 meters (623 ft) in overall length. Modern handymax designs are typically 52,000-58,000 DWT in size, have five cargo holds, and four cranes of 30 tonnes (33.1 ST; 29.5 LT) lifting capacity.

**Surcharge** An additional charge added to the usual or customary freight.

**Surcharges** Additional charges above ocean freight. See also Add-Ons.

**Surety Bond** A bond insuring against loss or damage or for the completion of obligations.

**Surety Bonds** An instrument of financial guarantee provided by a surety (insurance company or bank) that payments accruing due to liabilities under the contract shall be retired by the contractor or the surety will do so. There are three types of surety bonds, bid bonds, performance bonds, and payment bonds.

**Surface Transportation Board (STB)** Independent governmental adjudicatory body administratively housed within the DOT, responsible for the economic regulation of interstate surface transportation, primarily railroads, within the United States. The STB's mission is to ensure that competitive, efficient, and safe transportation services are provided to meet the needs of shippers, receivers, and consumers. [Glossary Top](#)

**Surrogate [item] Driver** In ABC costing, a substitute for the ideal cost driver, but closely correlated to the ideal driver, where [item] is Resource, Activity, or Cost Object. A surrogate driver is used to significantly reduce the cost of measurement while not significantly reducing accuracy. For example, the number of production runs is not descriptive of the material-

disbursing activity, but the number of production runs may be used as an activity driver if material disbursements correlate well with the number of production runs.

**Survey** An inspection of a certain item or object by a recognized specialist.

**Surveyor** A specialist who carries out surveys. Note: A surveyor is often representing a classification bureau or a governmental body.

**Sustainability** Sustainable development is the process of conducting business and commerce in a resource conservative and resource efficient manner such that operations do not compromise the ability of future generations to meet their own needs. The essential elements of this trend are the promotion and maintenance of business and community development strategies that lead to a better business environment in the future; one sustained by stable, healthful communities within a clean, safe environment.

**Sustaining Activity** An activity that benefits an organizational unit as a whole, but not any specific cost object.

**SWIFT** Society for Worldwide Interbank Financial Telecommunication. A cooperative organized under Belgian law providing the following services to participating financial institutions: Letters of credit (opening and transmission), money transfers, payment security settlements. Other businesses participating in SWIFT are: Security brokers and dealers, clearing and depository institutions, security exchanges and travelers cheques issuers.

**SWIFT** Society for Worldwide Interbank Financial Telecommunications

**SWIFT** - Society for Worldwide Interbank Financial Telecommunications An agreement between banks on communications and standards primarily pertaining to Letters of Credit.

**Switch Bill of Lading** Often called "the trader's second set" and intended to replace the first set of bills of lading issued. Usually used where a seller/trader wishes to keep the name of his supplier, named as the shipper, secret from the ultimate buyer of goods. Due care and consideration must be exercised when issuing such bills of lading because of inherent exposure to fraud/conversion of factual data.

**Switch Fees** Railroads charge switch fees to other railroads it allows into a facility it serves. Unabsorbed charges will be added to the freight bill.

**Switching** Movement of freight cars between two close locations. Typically involves moving cars within a yard or from specific industry locations to a yard for placement on a train or vice versa.

**SWL** Safe Working load

**Swop Body** Separate unit without wheels to carry cargo via road sometimes equipped with legs to be used to carry cargo intermodal within Europe. The advantage being that this unit can

be left behind to load or discharge whilst the driver with the truck/chassis can change to another unit. These units are not used for sea transport.

**SWOT** See SWOT Analysis.

**SWOT Analysis** An analysis of the strengths, weaknesses, opportunities, and threats of and to an organization. SWOT analysis is useful in developing strategy.

**Swtg** Switching

**Synchronization** The concept that all supply chain functions are integrated and interact in real time; when changes are made to one area, the effect is automatically reflected throughout the supply chain.

**Synergy** The simultaneous joint action of separate parties, which, together, have greater total effect than the sum of their individual effects.

**Sys.** System

**System** A whole body of connected elements, which influence each other and have specific relations with the environment.

**System Equipment** Equipment owned or leased by a railroad. Each railroad considers its own equipment as system equipment

**Systems Contract** A type of agreement with a supplier that requires the supplier to keep in stock all items of a certain type or category that may be needed by the buyer and provide them overall at a lower cost than could be obtained by buying them separately.

**T.O.F.C.** Trailer On Flat Car

**T/T** Telegraphic Transfer - The most common method of payment for international goods is simply an electronic payment directly through the international banking system between two account holders.

**T/T against B/L** The supplier ships the goods and faxes you the Bill of lading copy against which you effect the balance payment and they send you the original docs upon receipt of payment.

**TABULATION OF BIDS** A recording of bidders and abstract of their bids listing items offered, prices, deliveries, etc., in response to a specific solicitation, made for purposes of comparison and recordkeeping; an abstract.

**TACM** Transit Air Cargo Manifest - dispensation by US Customs to allow airlines to substitute the MAWB for a CF7512

**Tact Time** See Takt Time

**Tactical Planning:** The process of developing a set of tactical plans (e.g., production plan, sales plan, marketing plan, and so on). Two approaches to tactical planning exist for linking tactical plans to strategic plans - production planning and sales and operations planning. Also see: Sales and Operations Planning.

**Taguchi Method:** A concept of offline quality control methods conducted at the product and process design stages in the product development cycle. This concept, expressed by Genichi Taguchi, encompasses three phases of product design, parameter design, and tolerance design. The goal is to reduce quality loss by reducing the variability of a product's characteristics during the parameter phase of product development.

**Takt Time** Sets the pace of production to match the rate of customer demand and becomes the heartbeat of any lean production system. It's computed as the available production time divided by the rate of customer demand. For example, assume demand is 10,000 units per month, or 500 units per day, and planned available capacity is 420 minutes per day. The takt time = 420 minutes per day/500 units per day = 0.84 minutes per unit. This takt time means that a unit should be planned to exit the production system on average every 0.84 minutes.

**Tally Sheet** A list of incoming and outgoing cargo checked by the tally clerk on the dock.  
Tariff - A listing of rates or charges.

**Tallyman** A person who records the number of cargo items together with the condition thereof at the time it is loaded into or discharged from a vessel.

**Tank Car** Any car used only for transporting liquids, liquefied gases, compressed gases, or solids that are liquefied or compressed prior to loading

**Tank container** A container suitable for carrying liquids or powder.

**Tank Container** A tank, surrounded by a framework with the overall dimensions of a container for the transport of liquids or gasses in bulk.

**Tanker** A vessel designed for the carriage of liquid cargo in bulk.

**Tare** The actual weight of the container only, without the goods.

**Tare Mass of Container** See Tare Weight of Container

**Tare Weight** Weight of an empty container. Gross weight = net weight + tare weight.

**Tare Weight** The weight of the packaging material used to wrap or protect the actual required material being shipped.

**Tare Weight** The weight of packing and containers without the goods to be shipped.

**Tare Weight** Tare Weight of clean, empty equipment, i.e., the car contains no lading or packing and debris resulting from the lading

**Tare Weight of Container** Mass of an empty container including all fittings and appliances associated with that particular type of container on its normal operating condition.

**Tare Weight:** The weight of a substance obtained by deducting the weight of the empty container from the gross weight of the full container.

**Target Costing:** A target cost is calculated by subtracting the desired profit margin from an estimated or market-based price to arrive at a desired production, engineering, or marketing cost. This may not be the initial production cost, but one expected to be achieved during the mature production stage. Target costing is a method used in the analysis of product design that involves estimated a target cost, then designing the product/service to meet that cost.

**TARif Intègrè Communautaire (TARIC)** The integrated customs tariff of the community.

**Tariff** List of published rates, rules and regulations applicable to the transportation of goods in specified trade lanes or between two areas.

**Tariff** A tax assessed by a government on goods entering or leaving a country. The term is also used in transportation in reference to the fees and rules applied by a carrier for its services.

**TARIFF** A general term for any listing of rates, charges, etc. for the transportation of goods

**Tariff** A published listing containing actual rates, classifications, charges, rules, etc. A tariff is the distinguishing feature of a common carrier consisting of its offer to the public to provide transportation between published points/routes of service based on a common set of rules, at specified costs.

**Tariff** Pricing document that covers strictly regulated shipments. Each tariff is public record and is on file with the STB. These documents are usually not customer specific and are often used as reference for other prices created by a carrier. Tariffs allow customers to get consistency in pricing by comparing their situation to existing prices on record. Glossary Top

**Tarpaulin** Waterproof material, e.g. canvas, to spread over cargo to protect it from getting wet.

**TASK** The lowest unit of work in a project; a subdivision of project work. Each project can have a set of top-level tasks and a hierarchy of subtasks below each top-level task.

**Tasks** The breakdown of the work in an activity into smaller elements.

**TDC** Total distribution costs

**TDW** Tons deadweight

**Team Track** Side track on which cars are placed for the use of the public in loading or unloading of freight

**Telex Release** In those countries where Waybill or Express Release documents are not readily acknowledged as customary to the trade, there is still the option to operate a 'waybill' transaction by the Seller's surrender of one or more original Bills of Lading back to the Carrier. The Carrier then notifies their destination representative that the Buyer need not produce a further original to obtain release. Although most modern communication is by Email, or at least by Fax, Carriers generally still refer to this process of notification as being a "Telex Release". Every Bill of Lading is claused in such a manner that, on surrender of one original of the Document of Title, any and all other originals fall void. The Carrier issues more than one original as a necessity of trade, but obviously that Carrier must then protect themselves from the fact that several 'original' receipts have been issued. But, it is important to note that this surrender need not always be in the country of destination. For example cargo moving from the Country A to Country B involving a Document of Title may be released to the Buyer in Country B on presentation of one original of that Document of Title to any office in the world owned or operated or associated to the said Carrier. This could be in the countries of Origin or Destination, but equally it could be in any other third location. In certain countries where Waybills are not acknowledged (the Far East mainly) this is an equally easy system for removing the need to generate, transmit and produce Documents of Title, should they not be required by the Seller. (It should be noted that this type of release often requires all originals to be surrendered simultaneously i.e. 1, 2 or 3 dependent on how many were issued).

**Temperature Controlled Cargo** Any cargo requiring carriage under controlled temperature. Terms of Sale - determines the obligations of the seller and buyer on international shipments.

**Temperature Recorder** A device, usually placed inside a refrigerated container and used to monitor the temperature inside the container over a period of time.

**Tender** A small boat used to carry persons from shore to ship and back. Colloquial term used to describe the condition of a ship having marginal stability. To present for acceptance an offer (to tender a bit)

**Tender** The document which describes a business transaction to be performed.

**Tenor** The time fixed or allowed for payment, as in "the tenor of a draft."

**Term Contract** A contract to furnish an indefinite quantity of an item or items or contractual services during a prescribed period of time.

**Terminal** A receiving point i.e. a freight station or a container yard.

**Terminal** A location on either end of a transportation line including servicing and handling facilities. (P&O Nedlloyd synonym of container terminal).

**Terminal** Railroad facility used for handling freight and the receiving, classifying, assembling and dispatching of trains

**Terminal Dwell Time** Average hours a car is at the specified terminal location expressed in hours. The measurement begins with a customer release, received interchange, or train arrival event and ends with a customer placement (actual or constructive), delivered interchange, or train departure event. Heavy, bad ordered, stored, and maintenance of way cars are generally excluded from the calculation.

**Terminal Handling Charge (THC)** The charge assessed by the terminal for the positioning of containers within the terminal/yard.

**TERMS AND CONDITIONS** A general reference applied to the provisions under which bids must be submitted and which are applicable to most purchase contracts.

**Terms and Conditions (T's & C's)** All the provisions and agreements of a contract.

**Terms of Delivery** All the conditions agreed upon between trading partners regarding the delivery of goods and the related services. Note: Under normal circumstances the Incoterms are used to prevent any misunderstandings.

**Terms of Freight** All the conditions agreed upon between a carrier and a merchant about the type of freight and charges due to the carrier and whether these are prepaid or are to be collected. Note: The so-called Combi terms based on the INCO terms do make a distinction what of the freight and related costs is to be paid by the seller and what by the buyer. In the UN recommendation 23 a coding system is recommended to recognize the various items.

**TERMS OF PAYMENT-** Purchase transactions require payment for the goods or services received, and with exception of an unusual exchange or barter agreement there are three basic payment terms: cash, open account, and secured account.

**TESTING** Determination of the physical, chemical, or performance characteristics of items. Testing may be conducted in connection with developing specifications and standards, making comparative evaluations of products offered on bids, and ascertaining compliance with specifications before or after a contract award.

**TEU** Twenty-foot Equivalent Unit. 1 FFE = 2 TEU. A measure of container capacity still used by some institutions

**TEU** A twenty-foot equivalent unit (6.1m). A standard unit for counting containers of various lengths and for describing container ship or terminal capacity. A standard 40' container equals 2 TEUs.

**TEU** Twenty foot equivalent unit: A term for quantifying standard containers. 1 X 20' container = 1 TEU; 1 x 40 container = 2 x TEU or 1 x FEU (A 1,200 TEU ship therefore has a theoretical capacity of 1,200 x 20' containers).

**TEU** - Twenty foot Equivalent Unit A 20' container. This is an americanized measurement. A TEU is about six meters long. It is a standard box or container. One FEU = two TEUs.

**TEU** (Twenty Foot Equivalent Unit) Unit of measurement equivalent to one twenty foot P&O Nedlloyd container.

**TEU** (Twenty-foot Equivalent Unit) This is the industry standard to measure containers. A 20-foot container's dimensions are twenty feet long (6.09 meters), 8 feet wide (2.4 meters) and 8 feet six inches high (2.6 meters). These dimensions have been set by the International Organization for Standardization (ISO).

**Teu:** Twenty Feet Equivalent Unit. Container boxes with a length of 20 feet (about 6 metres) which forms the basis of describing the capacity of a container vessel.

**THC** Terminal Handling Charge

**THC** - Terminal Handling Charge Another accessorial charge.

**Theory of Constraints (TOC):** A production management theory which dictates that volume is controlled by a series of constraints related to work center capacity, component availability, finance, etc. Total throughput cannot exceed the capacity of the smallest constraint, and any inventory buffers or excess capacity at non-related work center is waste.

**Thermal Container** A container built with insulating walls, doors, floor and roof by which heat exchange with the environment is minimized thus limiting temperature variations of the cargo.

**Third Party Logistics** Supply of logistics related operations between traders by an independent organization.

**Third Party Logistics** Outsourcing all or much of a company's logistics operations to a specialized company.

**Third Party Logistics Provider (3PL):** A firm which provides multiple logistics services for use by customers. Preferably, these services are integrated or bundled together, by the provider. These firms facilitate the movement of parts and materials from suppliers to manufacturers, and finished products from manufacturers, and finished products from manufacturers to distributors

and retailers. Among the services they provide are transportation, warehousing, cross docking, inventory management, packaging, and freight forwarding.

**Third Party Providers** Companies that can be employed (hired) to assume tasks that were previously performed in-house by the client.

**Third Party Warehousing:** The outsourcing of the warehousing function by the seller of the goods.

**Through Charge** The total rate from point of departure to point of destination. It may be a joint rate or a combination of rates (air cargo).

**Through Rate** See Through Charge

**Through Rates** A rate applicable from point of origin to destination. A through rate may be either a joint rate or a combination of two or more rates.

**Through Route** The total route from point of departure to point of destination.

**Throughput** A measure of warehousing output volume (weight, number of units). Also, the total amount of units received, plus the total amount of units shipped divided by two.

**Thru-Rate** Rate applicable from point of origin to point of destination. It may be a joint rate or a combination of two or more rates.

**TIB** Temporary Import Bond - term usually associated with the temporary transfer of freight from a bonded warehouse to, for example, an exhibition site.

**Tier** A horizontal division of a vessel from bottom to top. The numbers run from bottom to deck and from deck upwards and are used as a part of the indication of a stowage place for containers.

**Tilt Transport** Road transport whereby the cargo area is protected against the elements by means of a tilt made of canvas or other pliable material.

**Time charter** The hiring of a ship from a shipowner for a period of time.

**Time Charter** A contract whereby a vessel is let to a charterer for a stipulated period of time or voyage, for a remuneration known as hire, generally a monthly rate per ton deadweight or a daily rate. The charterer is free to employ the vessel as he thinks fit within the terms as agreed, but the shipowner continues to manage his own vessel through the master and crew who remain his servants.

**Time Draft** A draft so drawn as to mature at a certain fixed time after presentation or acceptance.

**Time Draft** A draft that matures in a certain number of days, either from acceptance or the date of the draft.

**Time Sheet** Statement, drawn-up by the ship's agent at the loading and discharging ports, which details the time worked in loading and discharging the cargo together with the amount of laytime used.

**TIR** Transport International des Merchandises par la Route.

**TIR (Transport International by Road)** A set of rules following a customs convention to facilitate the international, European transport of goods by road with minimal interference under cover of TIR-carnets.

**TIR Carnet** A document which can be issued to ease border crossings in Europe. Customs at a European location places a seal on a container and issues the TIR Carnet. The document and seal allow the container to cross borders without inspection to the consignee's door, where destination customs will then inspect the cargo.

**Title** The means whereby a person's ownership of property is established.

**TL** See Truckload Carriers

**TMS** See Transportation Management System

**To order of Shipper** The shipper, by way of endorsement and passing of the document, allows a transfer of the rights to take delivery of the goods in the document e.g. a bill of lading.

**TOC** See Theory of Constraints

**TOFC** Trailer on Flat Car Rail. Service in which a container is loaded on a rail car with chassis, bogies or wheels.

**TOFC** See Trailer on Flat Car

**TOFC - Trailer on Flat Car** Intermodal trailer or container with wheels.

**TOFC (Trailer on Flat Car)** Carriage of piggyback highway trailers on specially equipped railway wagons.

**TOFC:** See Trailer on a Flat Car, Piggyback

**Ton** A unit of weight, equivalent to 2000 pounds (0.907 metric ton) avoirdupois (short ton) in the U.S. and 2240 pounds (1.016 metric tons) avoirdupois (long ton) in Great Britain.

**Ton** Unit of weight measurement: 1000 kilograms (metric ton) or 2,240 lbs (long ton).

**Ton** Unit of cubic measurement, mainly used to express the cubic capacity of a vessel.

**Ton** Unit of weight or measurement used as a basis for the calculation of freights (freight ton).

**Tonnage** Cubic capacity of a merchant vessel. Total weight or amount of cargo expressed in tons.

**Tonnage:** Synonymous with “vessel”.

**Ton-nautical mile:** Unit of measurement indicating the volume of cargo and how far it has been transported.

**Tonne** A unit of weight equivalent to 1000 kilograms. Also called a metric ton.

**Toplashing** Rolltrailers and cassettes are secured with webbing. One end is attached to the ceiling, the other to the underlayer

**TOS** Terms of Sale (i.e. FOB/CIF/FAS).

**Total Annual Sales:** Total Annual Sales are Total Product Revenue plus post-delivery revenues (e.g., maintenance and repair or equipment, system integration) royalties, sales of other services, spare parts revenue, and rental/lease revenues.

**Total Average Inventory** (1) The sum of average order quantity (one half of order quantity) plus safety stock. Safety stock is the amount on hand after the arrival of the order. (2) Also, the average normal use stock plus the average lead stock plus safety stock.

**Total Average Inventory:** Average normal use stock, plus average lead stock, plus safety stock.

**Total Cost Analysis:** A decision-making approach that considers minimization of total costs and recognizes the inter-relationship among system variables, such as transportation, warehousing, inventory, and customer service.

**Total Cost Curve:** 1) In cost-volume-profit (break-even) analysis, the total cost curve is composed of total fixed and variable costs per unit multiplied by the number of units provided. Break-even quantity occurs where the total cost curve and total sales revenue curve intersect. 2) In inventory theory, the total cost curve for an inventory item is the sum of the costs of acquiring and carrying the item.

**Total Cost of Distribution** The sum of purchasing, transportation and storage costs in the movement of finished products through the post production channel.

**Total Cost of Ownership (TCO):** Total cost of a computer asset throughout its life cycle, from acquisition to disposal. TCO is the combined hard and soft costs of owning networked

information assets. "Hard" costs include items such as the purchase price of the asset, implementation fees, upgrades, maintenance, contracts, support contracts, disposal costs, and license fees that may or may not be up-front or charged annually. These costs are considered "hard costs" because they are tangible and easily accounted for.

**Total Cumulative Manufacture Cycle Time:** Average time between commencement of upstream processing and completion of final packaging for shipment operations as well as release of approval for shipment. Does not include WIP storage time. Calculation:  $[\text{Average \# of units in WIP}] / [\text{Average daily output in units}] - \text{WIP days of supply}$

**Total Make Cycle Time:** The average processing time between commencement of upstream processing and completion of all manufacturing process steps up to, but not including, packaging and labeling operations (i.e., from start of manufacturing to final formulated product ready for primary packaging.) Does not include hold or test and release times. Calculation:  $[\text{Average \# of units in active manufacturing}] / [\text{Average daily output in units.}]$

**Total Product Revenue:** The total value of sales made to external customers plus the transfer price valuation of intra-company shipments, net of all discounts, coupons, allowances, and rebates. Includes only the intra-company revenue for product transferring out of an entity, installation services if these services are sold bundled with end products, and recognized leases to customers initiated during the same period as revenue shipments, with revenue credited at the average selling price. Note: Total Product Revenue excludes post-delivery revenues (maintenance and repair of equipment, system integrations), royalties, sales of other services, spare parts revenue, and rental/lease revenues.

**Total Productive Maintenance (TPM):** Team-based maintenance process designed to maximize machine availability and performance and product quality.

**Total Quality Management** An approach to business management that focuses on quality and typically has: a strong customer orientation, total involvement, measurement systems, systematic support and continuous improvement.

**TOTAL SUPPLY -** A concept of purchasing with the objective of advanced planning which provides for the broadest scope of purchasing and purchasing-related activities to reduce costs, improve effectiveness, and increase operational efficiency. Total supply is concerned not only with acquisition, but with requirements planning, logistics, and property management.

**Total Supply Chain Management Cost (five elements):** Total cost to manage order processing, acquire materials, manage inventory, and manage supply chain finance, planning, and IT costs as represented as a percent of revenue. Accurate assignment of IT-related cost is challenging. It can be done using activity-based costing methods, or more traditional-based approaches. Allocation based on user counts, transaction counts, or departmental headcounts are reasonable approaches. The emphasis should be on capturing all costs, whether incurred in the entity completing the survey or in a supporting organization on behalf of the entity. Reasonable

estimates founded in data were accepted as means to assess overall performance. All estimates reflected fully-burdened actuals inclusive of salary, benefits, space and facilities, and general and administrative allocations. Calculation:  $[\text{Order Management Costs} + \text{Material Acquisition Costs} + \text{Inventory Carrying Costs} + \text{Supply-Chain Related Finance and Planning Costs} + \text{Total Supply Chain-Related IT Costs}] / [\text{Total Product Revenue}]$  (Please see individual component categories for component detail and calculations.)

**Total Supply Chain Response Time:** The time it takes to rebalance the entire supply chain after determining a change in market demand. Also, a measure of a supply chain's ability to change rapidly in response to marketplace changes. Calculation:  $[\text{Forecast Cycle Time}] + [\text{Re-Plan Cycle Time}] + [\text{Intra-Manufacturing Re-Plan Cycle Time}] + [\text{Cumulative Source/Make Cycle Time}] + [\text{Order Fulfillment Lead Time}]$

**Total Test Release Cycle Time:** The average total test and release time for all tests, documentation reviews, and batch approval processes performed from start of manufacturing to release of final packaged product for shipment. Calculation:  $[\text{Average number of units in test and release}] / [\text{Average daily output in units}]$

**Touch Labor:** The labor that adds value to the product - assemblers, welders, packagers, etc. This does not include indirect resources like material handlers who move and stage product, and mechanical and electrical technicians who maintain equipment.

**TPCS** Terminal Port Congestion Surcharge

**TPCSF** Terminal Port Congestion Foreign

**TPSS** Terminal Port Security Surcharge

**Traceability:** 1) The attribute allowing the ongoing location of a shipment to be determined. 2) The registering and tracking of parts, processes, and materials used in production, by lot or serial number.

**Tracer** A request on a transportation line to trace a shipment for the purpose of expediting its movement or establishing delivery. Common usage of this term has been simplified to mean any request for status of a shipment.

**Tracing** The action of retrieving information concerning the whereabouts of cargo, cargo items, consignments or equipment.

**Tracing:** The practice of relating resources, activities, and cost objects using the drivers underlying their cost causal relationships. The purpose of tracing is to observe and understand how costs are arising in the normal course of business operations. Synonym: Assignment.

**Track & Trace** The pro-active tracking of the product along the supply chain, and the paper information flow relating to the order.

**Track and Trace** Process of monitoring freight order, freight car or shipment through its transportation lifecycle. This includes events such as train arrival, train departure, shipment notification etc.

**Track Lease** Customer may lease track from a railroad to spot or store their cars. The railroad usually maintains the track at the customer's expense.

**Trackage Rights** Rights that a railroad secures with a competing railroad to move freight over the foreign road's trackage. The home road pays per car and mileage fees to the foreign road for trackage rights payments. The home road uses its own locomotives, crews, fuel etc.

**Tracking** The function of maintaining status information, including current location, of cargo, cargo items, consignments or containers either full or empty.

**Tracking and Tracing:** Monitoring and recording shipment movements from origin to destination.

**Traction** The power to grip or hold to a surface while moving without slipping.

**Tractor** A powered vehicle designed and used for towing other vehicles.

**Tractor:** The tractor is the driver compartment and engine of the truck. It has two or three axles.

**Trade** A term used to define a geographic area or specific route served by carriers.

**Trade** 1. A trade is a liner service (e.g. NEFES) or a cargo flow between two individual markets (e.g. North Atlantic Trade). 2. a) The exchange of goods, funds, services or information with value to the parties involved. This value is either previously agreed or established during business. b) A commercial connection between two or more individual markets.

**Trading Partner Agreement:** The written contract that spells out agreed upon terms between EDI trading partners.

**Trading Partner:** Companies that do business with each other via EDI (e.g., send and receive business documents such as purchase orders).

**Traffic** The number of passengers, quantity of cargo etc. carried over a certain route.

**Traffic Management:** The management and controlling of transportation modes, carriers, and services.

**Traffic:** A department or function charged with the responsibility of arranging the most economic classification and method of shipment for both incoming and outgoing materials and products.

**Trailer** A vehicle without motive power, designed for the carriage of cargo and to be towed by a motor vehicle.

**Trailer Van** Rectangular shaped box with permanent wheels attached for the transport of goods on rail, highway, or a combination of both Glossary Top

**Trailer Drops:** When a driver drops off a full truck at a warehouse and picks up an empty one.

**Trailer on a Flat Car (TOFC):** A specialized form of containerization in which motor and rail transport coordinate. Synonym: Piggyback.

**Trailer on Flat Car** Abbreviation: TOFC Carriage of piggyback highway trailers on specially equipped railway wagons.

**Trailer:** The part of the truck that carries the goods.

**Trailing Ton** Total lading tons and tare tons of a train

**Tramp** A vessel that does not operate along a definite route on a fixed schedule, but calls at any port where cargo is available.

**Tramp Vessel** A vessel not operating under a regular schedule.

**Trans Siberian Landbridge** Overland route from Europe to the Far East via the Trans Siberian Railway (TSR).

**Transaction Set ID:** A three digit numerical representation that identifies a transaction set.

**Transaction Set:** Commonly used business transactions (e.g., purchase order, invoice, etc.) organized in a formal, structured manner consisting of a transaction set header control segment, one or more data segments, and a transaction set trailer control data segment.

**Transaction:** A single completed transmission, e.g., transmission of an invoice over an EDI network. Analogous to usage of the term in data processing in which a transaction can be an inquiry or a range of updates and trading transactions. The definition is important for EDI service operators who must interpret invoices and other documents.

**Transactional Acknowledgement:** Specific transaction sets, such as the Purchase Order Acknowledgement (855), that both acknowledges receipt of an order and provides special status information, such as reschedules, price changes, back order situation, etc.

**Transfer Cargo** Cargo arriving at a point by one flight and continuing there-from by another flight (air cargo).

**Transshipment** A shipment under one Bill of Lading, whereby sea (ocean) transport is 'broken' into two or more parts. The port where the sea (ocean) transport is 'broken' is the transshipment port. Transfer of cargo from one means of transport to another for on-carriage during the course of one transport operation. Customs: Customs procedure under which goods are transferred under customs control from the importing means of transport to the exporting means of transport within the area of one customs office which is the office of both importation and exportation.

**Transit** Time that a unit is on the railroad. Intermodal transit starts from the ingate load at origin and goes until the notification at destination. Transit calculates the amount of time a railroad was in possession of a unit and how long it took to ship that unit from point A to point B.

**Transit Cargo** Cargo between outwards customs clearance and inwards customs clearance. Cargo arriving at a point and departing there-from by the same through flight (air cargo).

**Transit Country** One of the States signatory to the Convention on Common Transit (currently, the 18 States of the European Union and the European Free Trade Association, plus San Marino).

**Transit Time:** The total time that elapses between a shipment's pickup and delivery.

**Transload** Facility used for transferring shipments from truck to rail and vice versa

**Transloading** Transfer of containers from one vessel to another vessel. Synonymous with Transshipments.

**Transmittal Letter** List of the particulars of the shipment and a record of the documents being transmitted, together with instructions for the disposition of documents.

**Transparency:** The ability to gain access to information without regard to the system's landscape or architecture. An example would be where an online customer could access a vendor's web site to place an order and receive availability information supplied by a third party outsource manufacturer or shipment information from a third party logistics provider. Also see: Visibility.

**Transponder** A device (chip) used for identification, which automatically transmits certain coded data when actuated by a special signal from an interrogator.

**Transport** The assisted movement of people and or goods. Note: Transport is often used as a generic term for various means of transport, and is distinguished from 'movement' in that it requires such means.

**Transport Document** Document evidencing a contract of carriage between a shipowner and a consignor, such as bill of lading, seawaybill or a multimodal transport document (IMO). See also Shipping Document

**Transport International by Road (TIR)** A set of rules following a customs convention to facilitate the international, European transport of goods by road with minimal interference under cover of TIR-carnets.

**Transport Unit** A physical unit, e.g. container or ckd uniquely identified (for instance by license plate) that has been provided by the original shipper for transportation and that should not be split during the transportation process. A transport handling unit can contain different packages. (automotive industry)

**Transportation Management System (TMS):** A computer system designed to provide optimized transportation management in various modes along with associated activities, including managing shipping units, labor planning and building, shipment scheduling through inbound, outbound, intra-company shipments, documentation management (especially when international shipping is involved), and third party logistics management.

**Transportation Mode:** The method of transportation: land, sea, or air shipment.

**Transportation Planning Systems:** The systems used in optimizing assignments from plants to distribution centers, and from distribution centers to stores. The systems combine moves to ensure the most economical means are employed.

**Transportation Planning:** The process of defining an integrated supply chain transportation plan and maintaining the information which characterizes total supply chain transportation requirements, and the management of transporters, both inter- and intra-company.

**Transshipment** Transfer of goods from one ship to another.

**Transshipment** When a shipment from point "A" to "C" must be handled through "B" or other intermediate points.

**Transshipment** Shipments transferred from one transportation line to another, particularly from rail to a water carrier or vice versa

**Transshipment** The transfer of a shipment from one carrier to another in international trade, most frequently from one ship to another. Because the unloading and reloading of

delicate merchandise is likely to cause damage, transshipments are avoided whenever possible.

**TRC** Terminal Receiving Charge. Charge assessed by the terminal for cargo being delivered for export.

**Trend Forecasting Models:** Methods for forecasting sales data when a definite upward or downward pattern exists. Models include double exponential smoothing, regression, and triple smoothing.

**Trend:** General upward or downward movement of a variable over time such as demand for a product. Trends are used in forecasting to help anticipate changes in consumption over time.

**Trip** See Voyage

**Trip Transit** In marine insurance, a term used to describe insurance which has been provided on an individual shipment and not under an Open Policy. Usually purchased by firms which only have occasional shipments and do not want to pay minimum premiums usually required to maintain an Open Policy.

**TRS** Theft Risk Surcharge

**Truck** Class of automotive vehicles of various sizes and designs for transporting goods.

**TRUCK BROKER** See Freight Broker. A truck broker normally specializes in FTL brokerage.

**Truck Stop Electrification (TSE):** Provides power outlets at truck parking spaces in which truck drivers can simply plug in, and turn off their engines, rather than idle their truck engine.

**Truckload (TL)** Shipment that fills a trailer or a container to its maximum capacity, either by weight or volume. Carrier that accepts only truckload shipments

**Truckload Carriers (TL):** Trucking companies which move full truckloads of freight directly from the point of origin to destination.

**Truckload Lot:** A truck shipment that qualifies for a lower freight rate because it meets a minimum weight and/or volume.

**Trunk** The stretch between two hubs mutually.

**Trusted Third Party (TTP) Services** A trusted party is a party which at least two other parties trust. TTP's may provide some additional services such as time-stamping, etc. The TTP services relevant to Electronic Business include: Independent time-stamping, Attribute certificates, Notary functions, Document repository, Non-repudiation of submission/delivery, Translation/validation of certificates

**T's & C's:** See Terms and Conditions.

**TSA** Terminal Security Surcharge

**TSA** Transportation Security Administration - a division of the Department of Homeland Security created in response to the 9/11 attacks. The TSA is charged with providing effective and efficient security for passenger and freight transportation systems in the USA.

**TSS** Terminal Security Surcharge

**TTC** Tariff trade code

**TTX** Railcar leasing company

**Tugmaster** A tractor - often a four wheel drive - with a hydraulic trailer connection known as a 'fifth wheel' used to tow cargo on and off the vessels.

**Tugmaster** Brand name of tractor unit used in ports to pull trailers. They are equipped with a fifth wheel or a gooseneck type of coupling.

**TURN** Trader unique reference number

**Turnbuckle** A screw threaded device for tightening rods and chains and wire lashings

**Turnover:** 1) Typically refers to inventory turnover 2) In the United Kingdom and certain other countries, turnover refers to annual sales volume. Also see: Inventory Turns.

**Tweendeck** Cargo carrying surface below the main deck dividing a hold horizontally in an upper and a lower compartment.

**Twenty Foot Equivalent Unit (TEU)** Unit of measurement equivalent to one twenty foot P&O Nedlloyd container.

**Twistlock** Device for locking a container to the deck or to another container above or below. The locking bar is fitted to the corner casting of the container and twisted with a handle.

**Twistlock** Device which has to be inserted into the corner fittings of a P&O Nedlloyd container and is turned or twisted, thus locking the container for the purpose of securing or lifting.

**Two day** The act of transporting cargo or freight for delivery or availability on the second business day; two day usually moves by air but may move by ground depending on the distance.

**Two Way Pallet** A pallet of which the frame permits the entry of forks of (e.g. a fork lift at two opposite sides).

**TWRA - Transpacific Westbound Rate Agreement** A Conference of several ocean carriers allowed to meet and establish rates and schedules.

**Tynes** Another term for the forks of a forklift truck.

**Type of Cargo** An indication of the sort of cargo to be transported, (e.g. Break Bulk, Containerized, RoRo).

**Type of Equipment** The type of material used, e.g. 40 feet container, four way pallet or mafi trailer.

**Type of Load Indicator** A general reference or a classification of loads of cargo like 'FCL', 'LCL', 'unpacked' and even ship's convenience container, though this is rarely used nowadays.

**Type of Means of Transport** The type of vehicle used in the transport process, e.g. wide-body aircraft, tank truck or passenger vessel.

**Type of Movement** Description of the service for movement of containers. Note: The following type of movement can be indicated on B/L and Manifest all combinations of FCL and LCL and break bulk and RoRo. Whilst only on the manifest combinations of House, Yard and CFS can be mentioned.

**Type of Packing** Description of the packaging material used to wrap, contain and protect goods to be transported.

**Type of Transport** The indication whether the carrier or the merchant effects and bears the responsibility for inland transport of cargo in containers i.e. a differentiation between the logistical and legal responsibility. Note: Values are Carrier haulage and Merchant haulage, whilst in this context special cases are carrier-nominated merchant haulage, and merchant nominated carrier haulage.

**Type of Vessel** The sort of vessel used in the transport process e.g. Container, RoRo, or Multi Purpose.