



950 Supreme Drive
Bensenville, IL 60106
Phone: (630) 875-3000
Fax: (630) 875-0019
E-Mail: go@channeldc.com

GENERAL ORDER MERCHANDISE MANUAL

To be used for reference use only

FOR REFERENCE USE ONLY

- Quick Reference: What to do?
- What is General Order?
- Your responsibility to U.S. Customs (CBP): Notification
- Protecting your interests: Liens for Charges
- How to release goods from General Order
- Custom's regulations trade bulletins and notices

G.O. WAREHOUSE FIRMS CODE: I149

Quick Reference: What to do?

This is a quick, point-by-point reference to ensure your organization's compliance with Customs and Border Protection (CBP) General Order requirements.

- When an inbound shipment arrives in your terminal, report the arrival to CBP and make a note of the date fifteen days later indicating when the shipment will be eligible for General Order. Be sure to keep this date somewhere prominent, that you can check easily, so you don't lose track.
NOTE: CBP regulations require that notification of eligible merchandise be advised to CBP and the General Order proprietor between the 16th – 20th days after arrival at your terminal.
- After the 16th-20th day after arrival in your terminal, if there is still no CBP release, complete the G.O. Reporting Form (copy attached) and e-mail the notification, along with the arriving paperwork (bill of lading and/or the arriving inbound documentation) to the CBP inspector and to Channel Distribution Corp (CDC).

CBP G.O. Desk – gochicago@cbp.dhs.gov

Channel Distribution Corp – go@channeldc.com

Upon your notification, CDC will complete the CF6043 permit to transfer for submission to CBP and processing.

- If CBP determines that the shipment is appropriate for transfer to the GO warehouse, CDC will arrange for the pick up at the terminal you've indicated on your notification. If applicable, please contact the NVOCC or other carrier to obtain their CF3485 Lien Notice (covering any collect freight charges and to advise them for resolution of any steamship release issues). Also, please prepare the charges for your lien notice.
- Please e-mail copies of the relative documents and any notes you have regarding your attempts to contact the consignee or their customs broker to our office. Upon request we will provide a copy of the processing CF6043 for your records (the original CF6043 is required to remain in our possession).
- If your lien notice or any other related carrier is not already prepared or submitted to our office when the shipment is collected, please ensure to send the lien notices to our office at your earliest opportunity.

What is General Order?

General Order is the status of merchandise or goods imported into the United States that have remained longer than 15 days without a custom's entry.

General Overview

Once an inbound or an international shipment arrives at a terminal, an importer or consignee has fifteen days to make entry on the merchandise with CBP.

Sometimes a consignee cannot make entry within the time limit for a variety of reasons. These reasons may include the consignee (or their shipper) not providing accurate information on the documents so the carrier can contact the consignee or their custom's broker. General Order provides a process in which the consignee is given strict time parameters to perform and effect the release of their goods.

Between the 16th-20th calendar days after the goods arrive at the terminal, without having received a custom's release, it is the carrier or terminal operator's responsibility to notify both CBP and the General Order warehouse of the shipment's status.

Failure to notify CBP and the General Order warehouse between the 16th-20th days may result in a statutory penalty to be issued to the carrier. Statutory penalties are usually large assessments (\$1000 per violation) and are not usually mitigated or reduced. (See NOTIFICATIONS section of this guide)

Notifications and accompanying documents to CBP consists of the following documents that are usually prepared by the carrier or the terminal:

- Written notification (G.O. Reporting form) by email with shipment specific information to CBP and to the General Order warehouse (CDC)
- Copies if all available relevant documents: Bills of Lading, Invoices, Packing Lists and your notes reflecting your attempts to contact the consignee. These documents are required for the General Order warehouse's duties and for possible review by CBP and submission to the General Order warehouse.

After a submission of the notification of goods eligible for General Order, CBP and the General Order warehouse will determine if the goods should be delivered to the General Order warehouse, destroyed or held under constructive General Order procedures (see section under Constructive General Order). Once confirmed for delivery to the General Order warehouse, the CF6043 will be issued to the designated carrier for cargo pick up. At this point, the goods become the legal responsibility of the General Order proprietor. **The only provision to legally stop the General Order process at this point is if the terminal has in their possession a signed off custom's release or electronic equivalent and can provide a copy to the G.O. warehouse's designated carrier, CDC and CBP with the entry number included.** The General Order warehouse proprietor has five calendar days to move the goods from the terminal or reporting location into their warehouse. The General Order warehouse proprietor will

arrange to pick up the goods and collect from the terminal and copy of paperwork that the terminal may have in their possession as well as any lien notice(s).

The General Order proprietor will continue to contact the consignee and keep records of the attempts/efforts. During this period, if the consignee makes entry with CBP, satisfies the liens by paying the carrier/terminal and settles the General Order charges, the merchandise may be released to the consignee.

At the end of six months (or earlier if the consignee formally abandons the goods by completing **custom's form 4607 Notice of Abandonment**) or otherwise written notice of abandonment, CBP determines the disposition status of the merchandise. CBP may determine that the goods should be: auctioned for consumption in the U.S., auctioned for export, or, destroyed. If the goods are designated for auction, the auction contractor is notified that the shipment may be auctioned and the auction conditions, otherwise goods are arranged for destruction under CBP supervision by the General Order warehouse.

The auction contractor will arrange for the goods to be sold during the next regularly scheduled electronic sale. If the consignee makes entry with CBP, satisfies the liens by paying the carrier and terminal, and settles the GO charges, the merchandise may be released to the consignee.

Prior to auctioning the goods, the General Order warehouse must submit all liens and General Order charges to the auction contractor. The auction proprietor will advise the General Order warehouse of the successful sale.

49 CFR 127.31 Disposition of proceeds.

From the proceeds of sale of merchandise remaining in public stores or in bonded warehouse beyond the time fixed by law, the following charges shall be paid in the order named:

- (a) Internal revenue taxes.
- (b) Expenses of advertising and sale.
- (c) Expenses of cartage, storage and labor. When the proceeds are insufficient to pay such charges fully, they shall be paid pro rata. (For merchandise entered for warehousing, see [§ 127.32](#) of this subpart.)
- (d) [Duties](#).
- (e) Any other charges due the United States in connection with the merchandise.
- (f) Any sum due to satisfy a lien for freight, charges, or contributions in general average, of which due notice shall have been given in the manner prescribed by law.

Constructive General Order

Occasionally, after notification of eligible goods, CBP may determine that some goods are not eligible for transfer to the General Order warehouse. These reasons may include:

1. The merchandise, by virtue of size or handling requirements is better suited to remain at the terminal (such as especially large articles and perishable items).
2. The merchandise is a hazardous material.
3. The General Order warehouse is full.

In these cases, CBP will advise the terminal or carrier that the shipment will be handled under "constructive General Order".

If this occurs, CBP will direct the terminal (through the General Order proprietor) to retain the goods. The General Order warehouse will administer the release procedures in conjunction with the terminal and collect lien notices from the carrier, terminal and other relevant parties.

The General Order warehouse will provide the carrier with a notice of General Order for their records and the goods will remain at the terminal collecting storage as per the terminal's usual tariff/schedule. The General Order proprietor will also complete the usual remaining General Order responsibilities (CBP liaison, consignee contacts and eventual auction submission, as applicable). The General Order warehouse will assess a small charges "Constructive General Order Administration Fee" to the consignee with a lien placed against the merchandise.

Here is a quick overview of the Constructive General Order process:

1. Carrier or terminal advised CBP and the General Order warehouse of the shipment details, as usual.
2. CBP will confer with the General Order warehouse and consider that characteristics of the merchandise (hazardous materials, perishable goods, special handling, etc.). CBP will notify both the terminal and General Order warehouse if the goods are to be handled under Constructive General Order procedures.
3. CDC will prepare CF6043 Delivery Ticket for the carrier's signature (as usual), lodge the signed lien notice(s) with CBP and present the carrier with a copy of the CDC invoice notice for Constructive General Order Administration Fee.
4. During the six-month General Order period, the goods may not be released until all liens are satisfied and the General Order warehouse administration charges are paid.
5. At the end of the six month Constructive General Order period, if no custom's entry is made by the consignee, the General Order warehouse will advise CBP that the goods are ready for final disposition (i.e. auction, destruction, etc.).

Your responsibility to CBP: Notification

Notification is advice to CBP and the General Order warehouse of shipments that are ready for General Order status.

Notification Procedures

When goods are eligible to be placed in General Order, your notification must be made by e-mail. You need to complete the notification page and e-mail along with the relevant shipping paperwork (Bill of Lading, packing list, etc.) to CBP and CDC.

This notice must be sent to CBP and CDC not between the 16th - 20th days after goods arrive at your facility.

From the information you provide on this form, CDC will prepare the CF6043 Delivery Ticket. Please be sure that the notification form is filed out in its entirety.

G.O. REPORTING FORM

FROM: _____ FIRMS CODE: _____

PICK-UP ADDRESS: _____

DATE: _____
(mm/dd/yyyy)

CONTACT NAME: ALYSSA PHONE #: 630-875-3000 X237

NOTIFY VIA EMAIL ONLY:
NO FAXES ACCEPTED

CBP (ANTHONY HARNETT) CBPO
GOCHICAGO@CBP.DHS.GOV

CC: CHANNEL DISTRIBUTION CORPORATION
GO@CHANNELDC.COM (FIRMS CODE I149)
PHONE# 630-875-3000 ext. 237

THE FOLLOWING FREIGHT IS AVAILABLE FOR GRNERAL ORDER:

CARRIER NAME: _____

ARRIVAL DATE: _____ (mm/dd/yyyy)

REPORTING DATE: _____ (mm/dd/yyyy)

FLIGHT #/VESSEL: _____
Rail Bill or
(OBL/MAWB): _____

HB/HAWB#: _____

ORD#/INBOND#: _____

CONTAINER #: _____

QUANTITY: _____ UM: _____ WEIGHT: _____ P/UP #: _____ CONT SIZE _____
(pcs,skid,ctns) (If applicable)

CONSIGNEE: _____
ADDRESS: _____

DESCRIPTION: _____

PRINT CLEARLY AND LEGIBLY – IF UNREADABLE THIS WILL BE RETURNED
ALL FIELDS MUST BE COMPLETED

Protecting your interests: Liens for Charges

The CF3485 Lien Notice protects your financial interests in merchandise sent to General Order

Lien Notice

It is very important that the information you provide is accurate. **Please double and triple check your charges and please double check the lien notice when we present the document to you for signature prior to lodging with BDP. CDC cannot assume any responsibility for uncollected charges due to omission or clerical error on the lien notice.**

Completing CF3485:


1. Box 1: Port of Chicago – 3901
2. Box 2: Assigned General Order number as advised on CF6043
3. Box 3-7 & 10: shipment details as notified to CBP and General Order warehouse
4. Box 11: Detail your charges against the merchandise
5. Box 12 section D: must contain a clear total of charges due to the lien holder
6. Box 13 & 14: Be sure to have an authorized representative for the carrier or terminal reporting the lien sign and date both sections prior to sending to CBP and CDC as notice of charges due to the lien holder.
7. Box 15: When the lien is satisfied, sign and date this section and send the completed document to CBP and CDC as advice that the lien is no longer required.

Please note that the lien issued by the carrier should be representative of all charges due through cargo pick up date from the carrier's facility. Storage or handling charges owed must be included in the lien for cargo release to the General Order warehouse's designated carrier. Rail and steamship line liens need to be applied for charges and notified to the rail yard where the container is located for release to the General Order warehouse's designated carrier.

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection
LIEN NOTICE

19 U.S.C. 66, 1564, 19 CFR 141.112

Form approved OMB No. 1651-0012, Expires 08-31-2012

1. PORT CHICAGO - 3901		2. CBP ASSIGNED NO.	
3. DATE OF NOTICE		4. DATE OF ARRIVAL	
5. NAME OF CONSIGNEE/IMPORTER		6. NAME OF CARRIER	7. B/L NO. OR CBP 7512 NO.
8. LOCATION OF GOODS Channel Distribution Corp.			
9. MARKS AND NUMBERS	10. NO. OF PACKAGES	11. REMARKS	
AS ADDRESSED			
12. AMOUNTS CLAIMED 	A. Freight	B. Charges	C. Contributions to General Average
			D. TOTAL
13. STATEMENT OF AGENT I, the Undersigned, agent of the above named carrier, certify that the carrier has a lien on the above listed merchandise in accordance with Sections 564 and 613 of the Tariff Act of 1930. I further certify that the information set forth in this notice is true to the best of my knowledge and belief, and that the sum claimed is due and unpaid and was a subsisting lien upon the goods described at the time they passed into Bureau of Customs and Border Protection (CBP) custody. I understand that sale of this merchandise by the Government for any reason does not entitle claimants to advance notice in the absence of a written request identifying the goods with this notice. I also agree, upon the discharge or satisfaction of this lien, to promptly notify the CBP office at the above-named port by filling a written release or receipt showing payment of the claim in full.			
<input checked="" type="checkbox"/>	SIGNATURE OF AGENT	DATE	
14. NAME AND ADDRESS OF LIENHOLDER			
<input checked="" type="checkbox"/>	SIGNATURE	TITLE	DATE
15. STATEMENT OF CLAIMANT <i>The amounts claimed as due and unpaid have been satisfied.</i>			
<input checked="" type="checkbox"/>	SIGNATURE OF CLAIMANT	Date	
DISPOSITION (CBP Use Only)			
16. CBP OFFICER	NAME	SIGNATURE	DATE

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0012. The estimated average time to complete this application is 5 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.

How to release goods from General Order

There are three items that CDC must have in order to release a shipment to the consignee:

1. A CF3485 lien notice with the release statement signed by the carrier or terminal. This document may either be presented as an original document to us by the consignee or their agent or may be e-mailed by the carrier or terminal to the CDC office in advance. We will not accept faxed or e-mailed copies of the CF3485 lien notice from the consignee to protect your interests.
2. A release document from CBP (either CF3461, CF7512, or equivalent electronic copy). The consignee or their broker will provide this document.
3. Payment of the General Order charges to CDC by the consignee or their agent in an approved format (authorized company issued original check, confirmed wire transfer, confirmed ACH payment, cash (exact amount only) or cashier's check) in US funds.

Channel Distribution Corp – Policies

No shipment will be released without a copy of the lien notice with the release statement signed.

Any goods remaining in our facility longer than thirty days after release by CBP, shall be deemed as abandoned and may be sold or otherwise removed from the warehouse without further notice.



G.O. Non-Delivery Ticket

CDC Transport
950 Supreme Drive
Bensenville, IL 60106
(630) 875-3003 FAX (630) 875-2726

CUSTOMER NAME: _____

DATE: _____

GO#: _____

Reason Freight was not picked up:

Unable to locate Freight: _____

Freight Cleared: _____ (Entry #)

Other: _____

Signature of Reporting GO Carrier

GENERAL ORDER RATES

Listed below are the rates applicable to General Order cartage and warehousing on merchandise transferred from the inbound carrier to our facility.

Cartage:

<u>MINIMUM</u>	<u>100lbs</u>	<u>1000lbs</u>	<u>3000lbs</u>	<u>5000lbs</u>	<u>10000lbs</u>
\$50.00	\$7.15/cwt	\$5.50/cwt	\$4.00/cwt	\$3.25/cwt	\$2.25/cwt

Drayage for full container loads: \$450.00

Standard Chassis rental, if applicable: \$100.00 per day

Tri-axle Chassis rental: \$200.00 per day

Subject to fuel surcharge

Warehouse rates:

Handling charge: \$0.04 per lb.
Minimum \$75.00

Storage charge: \$0.08 per lb. Per month
Minimum \$100.00 per month

Lien Filing Fee: \$25.00

Constructive General Order Administration Fee: \$250.00

20ft container loads under 5000 lbs and 40ft container loads under 10000 lbs will be charged in a dimensional format.

Storage: A recurring charge assessed for merchandise on hand the first of each month and merchandise received during the course of a given month.

Port of Chicago - Pipeline

5600 Pearl Street
Rosemont, IL 60018-5213



U.S. Customs and
Border Protection

Pipeline 14-19
November 14, 2014

To: Customhouse Brokers, Importers, and Others Concerned

Subject: General Order Notification Process

The following information provides notice of the General Order (GO) Notification Process and is a reminder of Port of Chicago policy regarding the referral of bonded merchandise for GO when entry has not been made within the required 15-day period.

All carriers and other custodians of bonded merchandise must notify U.S. Customs and Border protection (CBP) and the General Order Warehouse proprietor of merchandise eligible for GO storage between the 16th and 20th day of arrival at their location. The General Order Warehouse proprietor will arrange pickup of the referred bonded merchandise between the 21st and 26th day after arrival. **CBP is no longer accepting fax notifications of GO eligibility.** The reporting of bonded merchandise for GO eligibility must be emailed to CBP at the following address:

GOChicago@CBP.DHS.GOV

The same notification of GO eligibility must be emailed or faxed to the General Order Warehouse. Additionally, all correspondence concerning GO storage must be directed to the General Order Warehouse.

The following warehouse, in accordance with provisions of 19 CFR 127.13(a), has been designated as the General Order Warehouse for handling of GO eligible bonded merchandise.

Channel Distribution Corporation
950 Supreme Drive
Bensenville, Illinois 60106
(630) 875-3000
FAX (630) 875-0019
Go@channeldc.com

General Order Notification Process

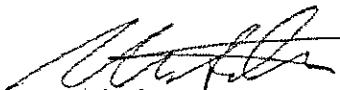
The following information must be included on all notices of bonded merchandise eligible for GO:

1. Name of reporting facility with telephone number and name of contact person.
2. Location of freight—complete address including FIRMS code.
3. Master bill of lading number, air waybill number including house bill number, ORD Number or I.T. number.
4. Container Number (if applicable).
5. Piece count, weight, and description of bonded merchandise.
6. Full name and complete address of consignee.
7. A copy of back up documents such as Air Master Bill, Ocean Bill of Lading, House Bill or Truck Bill of Lading.

General Order Warehouse proprietors will not process incomplete GO referrals. Additionally, optional data to include in the GO referral message may consist of cartage data such as chassis requirements, pallet exchange requirements, steamship line release number, etc.

The General Order Warehouse will provide blank lien notices at the time of bonded merchandise pick up. The lien notice must be completed and returned promptly to the General Order Warehouse. A lien notice must be on file with the General Order Warehouse to allow the bonded carrier/custodian to recoup outstanding charges against the bonded merchandise referred for GO storage.

Please refer any questions concerning GO procedures to Cargo Chief Issac Thomas at (847) 928-3009.



Matthew S. Davies
Area Port Director
Area Port of Chicago