

# Truckers Guide

for the  
**BREKBUK  
FACILITIES**

- 1.** All Deliveries and Pickups need to be scheduled 24 hrs in advance. (Scheduling Department 1-800-382-4577)
- \*If cargo requires a crane lift please provide dimensions and weight at the time of scheduling\*
  - \*All Cargo Holds must be cleared before appointments are scheduled\*

- 2.** Upon entering terminal report to dock office. (Building 105) Driver should bring Delivery paperwork as well as Pick-Up information.

Requirements for the missions are outlined below. (If the driver does not have the required information, he/she will be instructed to contact dispatch. Fax is available.)

Trucker Deliveries	Dock Receipt/ Pro-Bills	Hazardous Paperwork	Trucker Pick-Ups	Loading Order Number w/ Specific Information	Hazardous Paperwork
Cargo (non- Hazardous)	●		Cargo (non-Hazardous)	●	
Cargo (Hazardous)	●	●	Cargo (Hazardous)	●	●
Roll on/Roll off Cargo (Drivable)	●		Roll on/Roll off Cargo (Drivable)	●	

- 3.** Below are samples of proper documentation.

**DOCK RECEIPT**

SHIPPER/EXPORTER: \_\_\_\_\_ DOCUMENT NO.: \_\_\_\_\_

EXPORT REFERENCES: \_\_\_\_\_

CONSIGNEE: \_\_\_\_\_ FORWARDING AGENT REFERENCES: \_\_\_\_\_

POINT AND COUNTRY OF ORIGIN: \_\_\_\_\_

NOTIFY PARTY: \_\_\_\_\_ DOMESTIC ROUTING EXPORT INSTRUCTIONS: \_\_\_\_\_

PIR OR AIRPORT: \_\_\_\_\_

EXPORTING CARRIER (Vessel / Airline) / PORT OF LOADING: \_\_\_\_\_ INWARD ISLAND ROUTING: \_\_\_\_\_

ARRIVAL PORT OF DISCHARGE: \_\_\_\_\_ FOR TRANSHIPMENT TO: \_\_\_\_\_

MARKS AND NUMBERS	NO. OF PKGS	DESCRIPTION OF PACKAGES AND GOODS	GROSS WEIGHT	MEASUREMENTS

DELIVERED BY: \_\_\_\_\_ RECEIVED THE ABOVE DESCRIBED GOODS OR PACKAGES SUBJECT TO ALL THE TERMS OF THE UNDERSIGNED'S REGULAR FORM OF DOCK RECEIPT AND BILL OF LADING WHICH SHALL CONSTITUTE THE CONTRACT UNDER WHICH THE GOODS ARE RECEIVED, COMES OR WHICH ARE AVAILABLE FROM THE CARRIER ON REQUEST AND MAY BE INSPECTED AT ANY OF ITS OFFICES.

ARRIVED DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

UNLOADED DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

CHECKED BY: \_\_\_\_\_ IN SHIP LOCATION: \_\_\_\_\_

PLACED ON DOCK: \_\_\_\_\_

FOR THE CARRIER: \_\_\_\_\_

Submit Form

**SOUTH CAROLINA STATE PORTS AUTHORITY**  
P.O. BOX 22287  
CHARLESTON, S.C. 29413-2287

SHIPPER: \_\_\_\_\_ CONSIGNEE: \_\_\_\_\_

COMMODITY: \_\_\_\_\_

WEIGHT: \_\_\_\_\_

CHARGES FOR THE ACCOUNT OF: \_\_\_\_\_

PREPARING LOADING: \_\_\_\_\_

ORDER PER ORDER: \_\_\_\_\_

MATERIALS P.L.S. 9998: \_\_\_\_\_

9999: \_\_\_\_\_

NOTATIONS FOR SPECIAL BILLING: \_\_\_\_\_

EXEMPTIONS: \_\_\_\_\_

DATE: \_\_\_\_\_

CARRIER: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

LOADING ORDER - BILLING COPY

EXPORT INVENTORY RECORD - SHIP'S AGENT COPY

South Carolina State Ports Authority  
**PICK-UP CARDS**

Trailer Number: \_\_\_\_\_ Date: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Trucking Company: \_\_\_\_\_

Tally (Pick-up) Number: \_\_\_\_\_

Number of pieces/crates: \_\_\_\_\_

Signature: \_\_\_\_\_

25-4725-5544-N (01/06) blue-25 wt bond

**SCSPA  
Pick-Up Card**

Dock Receipt

SCSPA Loading Order

- 4.** Driver will be instructed to the proper delivery/pick-up area.

- 5.** Upon completion the proper paperwork will be signed and distributed as follows. For Deliveries the driver will have his/her Dock Receipt or Pro-Bills signed by the Cargo Supervisor. For Pickups the driver will receive a signed copy of the loading order.

- 6.** Driver will present appropriate paperwork at Guard Gate upon exiting terminal.

## Driver Assistance Telephone Numbers

Voice: (843) 577-8672  
Fax: (843) 577-8662

