


## Agent Instructions EXPORT from USA

### Air Export

 Contact Distribution List - [MTAAirfreight@mtalines.com](mailto:MTAAirfreight@mtalines.com)

### Quote Requests

Please include **all** of the following information:

- Full Shipper Name and Address (i.e., company name, address, city, state, and zip code)
- Pick-up address and name, *if different from the shipper of record*
- Pieces, Weight, and Dimensions
- Actual Commodity and/or Schedule B, or HTS code
- Approximate ready date and/or arrival date needed
- Any special requirements (e.g., temperature control, non-stackable, lift gate pick-up, etc.)
- *If hazardous material*: UN number, class, packing group, quantity & type of packing, net quantity

### Shipment / Pick-up Request

Please provide the following information:

- Shipper contact name, email address, and telephone number
- Consignee name and order reference


### AWB Instructions

Please include **all** of the following information:

- MAWB Consignee info
- HAWB Consignee info
- Documents needed for clearance
- Any special requirements (e.g., temperature control, non-stackable, lift gate pick-up, etc.)
- Email address to which the draft documents/pre-alert should be sent

## Agent Instructions EXPORT from USA

### Ocean Export LCL

 Contact Distribution List - [MTANVOCC@mtalines.com](mailto:MTANVOCC@mtalines.com)

#### Quote Requests

Please include **all** of the following information:

- Full Shipper Name and Address
- Pick-up address and name, *if different from the shipper of record*
- Pieces, Weight, and Dimensions
- Actual Commodity and/or Schedule B, or HTS code
- Approximate ready date and/or arrival date needed
- Any special requirements (e.g., temperature control, non-stackable, lift gate pick-up, etc.)
- *If hazardous material*: UN number, class, packing group, quantity & type of packing, net quantity

#### Shipment / Pick-up Request

Please provide the following information:

- Shipper contact name, email address, and telephone number
- Consignee name and order reference

#### B/L Instructions

Please include **all** of the following information:

- Master B/L Consignee info
- House B/L Consignee info
- Documents needed

### Ocean Export FCL • Break Bulk • RoRo

Contact Distribution List - [MTAExport@mtalines.com](mailto:MTAExport@mtalines.com)

Quote Requests - **Cc Sales Team: [MTASales@mtalines.com](mailto:MTASales@mtalines.com)** 

Please include **all** of the following information:

- Full Shipper Name and Address
- Container Type (FCL)
- Pieces, Weight, and Dimensions (Break Bulk/RoRo)
- Actual Commodity and/or Schedule B, or HTS code
- Approximate ready date and/or arrival date needed
- Any special requirements (e.g., temperature control, non-stackable, lift gate pick-up, etc.)
- *If hazardous material*: UN Number, class, packing group, quantity & type of packing, net quantity
- Any special equipment for loading (e.g., crane, riggers, etc.)

#### Shipment / Pick-up Request

Please provide the following information:

- Shipper contact name, email address, and telephone number
- Consignee name and order reference


#### B/L Instructions

Please include **all** of the following information:

- Master B/L Consignee info
- House B/L Consignee info
- Documents needed
- Please advise any special instructions including consignee/agent tax ID, notify party, etc.

## Agent Instructions IMPORT to USA

### Air Import

 Contact Distribution List - [MTAImport-Air@mtalines.com](mailto:MTAImport-Air@mtalines.com)

**Quote Requests - Cc Sales Team: [MTASales@mtalines.com](mailto:MTASales@mtalines.com)** 

Please include **all** of the following information:

- Full Consignee Name and Address (i.e., company name, address, city, state, and zip code)
- Pieces, Weight, and Dimensions
- Actual Commodity and/or HTS code
- Approximate ready date and/or delivery date needed
- Any special requirements (e.g., temperature control, non-stackable, lift gate delivery, etc.)
- *If hazardous material*: UN number, class, packing group, quantity & type of packing, net quantity

### Shipment Instructions:

Draft docs should be sent to [MTAImport-Air@mtalines.com](mailto:MTAImport-Air@mtalines.com) **prior** to tendering to airline.

### Documents required:

- MAWB
- HAWB
- Commercial Invoice
- Packing List

### Include on subject line:

- MAWB # and HAWB #
- Include MTA Quote#, *if applicable*

### MAWB Instructions:

Midwest Transatlantic Lines  
1230 West Bagley Rd  
Berea, OH 44017

**Notify: [MTAImport-Air@mtalines.com](mailto:MTAImport-Air@mtalines.com) // TEL: 440 243 1993**

Pre-alert send to [MTAImport-Air@mtalines.com](mailto:MTAImport-Air@mtalines.com) - **Minimum 24 hours prior to departure**

**Pre-alert Documents needed:** MAWB, HAWB, Commercial Invoice, Packing List

### HAWB Instructions:

- Consignee on HAWB should be the importer of record – include contact name, email address, and telephone number.
- If delivery address is different from consignee address, note this in the handling box or body of the AWB and include the delivery point contact name, email address, and telephone number.

## Agent Instructions IMPORT to USA

### Ocean Import FCL/LCL

 Contact Distribution List - [MTAImport-Ocean@mtalines.com](mailto:MTAImport-Ocean@mtalines.com)

**Quote Requests - Cc Sales Team: [MTASales@mtalines.com](mailto:MTASales@mtalines.com)** 

Please include all of the following information:

- Full Consignee Name and Address (i.e., company name, address, city, state, and zip code)
- Pieces, Weight, and Dimensions
- Actual Commodity and/or HTS code
- Approximate ready date and/or delivery date needed
- Any special requirements (e.g., temperature control, non-stackable, lift gate delivery, etc.)
- *If hazardous material*: UN number, class, packing group, quantity and type of packing, net quantity
- PO Number

### Shipment Instructions:

- Booking Advice - Send to [MTAImport-Ocean@mtalines.com](mailto:MTAImport-Ocean@mtalines.com) and include Master B/L # and House B/L #.
- AMS - **Must be sent 72 Hours before sailing** send email to [MTAImport-Ocean@mtalines.com](mailto:MTAImport-Ocean@mtalines.com) **Must** include House B/L with pieces, weight, cube, vessel, Master B/L # and House B/L #, container number, shipper, consignee, delivery address, port of loading, port of discharge, final place of delivery.
- ISF - **Must be sent 48 Hours before sailing** [MTAImport-Ocean@mtalines.com](mailto:MTAImport-Ocean@mtalines.com) include ISF Worksheet, HBL and Commercial invoice
- Pre-alert - send to [MTAImport-Ocean@mtalines.com](mailto:MTAImport-Ocean@mtalines.com)

**Documents required:** Master B/L, House B/L, Commercial Invoice, Packing List

**Include on subject line:** Master B/L #, House B/L #. Include MTA Quote#, *if applicable*

### Master B/L Instructions:

Midwest Transatlantic Lines  
1230 West Bagley Rd  
Berea, OH 44017

**Notify:** [MTAImport-Ocean@mtalines.com](mailto:MTAImport-Ocean@mtalines.com) • TEL: 440 243 1993

Pre-alert send to [MTAImport-Ocean@mtalines.com](mailto:MTAImport-Ocean@mtalines.com) - **Minimum 48 hours prior to departure/arrival**

**Pre-alert Documents needed:** MBL, HBL, Commercial Invoice, Packing List

### House B/L Instructions:

- Consignee on House B/L should be the importer of record - include contact name, email address, and telephone number.
- If delivery address is different from consignee address, note this in the body of the House B/L and include the delivery point contact name, email address, and telephone number.