



## HOW TO FILE A NEW RATE FOR A NEW COMMODITY

Login with your issued credentials at [www.dartmaritime.com](http://www.dartmaritime.com) to access the **Customer Support Center** page and select the “Tariff Rate Filing” link to access the Rate Filing Form.

DART MARITIME CUSTOMER SUPPORT CENTER

DMS Trade Services | To send an ON-LINE FILING REQUEST or to review your PUBLISHED tariff data, choose from the links below.

Tariff **RATE Filing** | Tariff RULE/SURCHARGE Filing | Your PUBLISHED Tariff Data

Our office will be closed on the following dates in 2021 as we generally follow the [holiday schedule](#) of the Federal Government. Please plan your filing needs accordingly.

2021 HOLIDAY SCHEDULE

Having problems viewing your published data above? Try checking your security settings below:

SECURITY SETTINGS

IMPORTANT NOTICES

INDUSTRY NEWS

Enter a few key words to activate the Full Commodity Description text box and press the red **‘FIND DESCRIPTION’** button which will search the tariff database for matches and create a list of choices to choose from. If there are no description matches for new your shipment, **pick “new entry” from list** and enter the full and brief or short description of the commodity shipped as described on your Bill of Lading. **Do NOT select “new entry” if a description match is found.**

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### TARIFF FILING ADVISE FORM

Tariff Name	Tariff [Tariff Lookup]	User Name	Phone	E-Mail Address	Office ID
010750-Dart Maritime Service	Demo Freight Tariff No. 1	Willie Jefferson	704-837-7950	rates@dartmaritime.com	

Full Commodity Description [Help!](#) | Brief Commodity Description

COMMODITY FILED. CLICK TO PICK FROM LIST OR ENTER NEW -  
 1000 - TOYS AND OTHER STUFF  
 ---New Entry---

**FIND DESCRIPTION** | Short Description

Reference Number
01NOV2021   01NOV2022   Shipment Reference Number

ROUTING/TRADE LANES

Next enter the Routing Information (Origin, Destination and Load/Discharge Ports) as shown on your Bill of Lading, making sure to select the proper code from the ‘drop-down’ box (circled in red) for City/Inland Point, Port or “Location Group” (a created name to describe a range of ports or location – i.e. West Coast Destination Ports).

**SPECIAL NOTE >>>>** Use the black “+Origin” and “+Port” buttons on the right side of the location lines to add an additional Origin/Port **only if also applicable for the Rate entered below**. Complete for both the B/L Origin and Destination routing.

ROUTING/TRADE LANES

TRADE LANE: 1

**ORIGIN ROUTING**

Location Type <a href="#">Help!</a>	Location <a href="#">Help!</a> ( Google Maps Location Lookup )	Country	U.S. State (if applicable)	Zip (optional)	Add/Remove
<div style="border: 1px solid red; border-radius: 50%; padding: 5px;">           ✓ Choose a Location Type            City/Inland Point (non-port)            Port            Location Group         </div>	B/L ORIGIN OR PLACE OF INITIAL RECEIPT	Choose a Country	Choose IF U.S. location	OrigZIPCode	+ ORIGIN
	ORIGIN VIA LOAD PORT (if originating from inland point)	Choose a Country	Choose IF U.S. location		+ PORT

**DESTINATION ROUTING**

Location Type <a href="#">Help!</a>	Location <a href="#">Help!</a> ( Google Maps Location Lookup )	Country	U.S. State (if applicable)	Zip (optional)	Add/Remove
Choose a Location Type	ULTIMATE DESTINATION OR PLACE OF ARRIVAL	Choose a Country	Choose IF U.S. location	DestZIPCode	+ DEST
Port	DESTINATION VIA PORT (if delivered to inland point)	Choose a Country	Choose IF U.S. location		+ PORT

**SELL RATE(S)**

Sell Rate	Currency	Min. Qty (if any)	Min. Units	Rate Basis	Orig Svc	Dest Svc	Haz Code	Cntr Size	Cntr Type	Cntr Temp	Carrier <a href="#">Help!</a>	Add/Remove
Ex: 2380.00	USD	Min Quantity	Select	Select	Select	Select	Optional	If FCL	If FCL	Select If Not Dry	Carrier name	+ RATE

**ADDITIONAL NOTES**

ADDITIONAL NOTES

Include any additional Notes or information about this shipment

**Finally enter your “Sell” rate**, choose the correct Rate basis (W,M,W/M, PC, etc) and Service Codes, along with Container Size and Type, if applicable and the Booking Carrier (optional). Press the black “+RATE” button at the end of the Rate line (next to the Carrier box) to add another Rate. Use this in examples where you wish to file more than one rate for the commodity and routing entered above (i.e. PC20, PC40, HC40, W/M)

Use the ‘**ADDITIONAL NOTES**’ section to describe additional surcharges and other charges (i.e. subject to GRI \$400, Handling \$150, Doc Fee \$50).

If completed, press the green “**SUBMIT FOR FILING**” button to finish and receive a copy of your filing request, which will be sent to the email address found in the user section at the top of this form.

## HOW TO INCLUDE ADDITIONAL SELL RATES WITH DIFFERENT ROUTING FOR THE SAME COMMODITY

If there are additional 'TRADE LANES' or new ROUTING combinations **for the same commodity** that are different from what was entered above you can also enter additional Origins/Destinations and related Sell Rate(s). Use when similar to this filing example:

Rate 1:

**Commodity – Children's Furniture**

Routing – Shanghai to Los Angeles

Sell Rate - \$8500 PC40

Rate 2:

Commodity – Children's Furniture (**same commodity**)

Routing – Shenzhen to Long Beach (**different than Rate 1 above**)

New Sell Rate - \$8750 PC40

Rate 3:

Commodity – Children's Furniture (**same commodity**)

Routing – Ningbo to Las Vegas, NV via Long Beach (**different than Rate 1 and 2 above**)

New Sell Rate - \$8950 PC40

To enter Rate 2 and 3 from above example, select the blue "+CREATE NEW TRADE LANE" button for each new routing. All information is saved each time a new trade lane section is created. Use the black " ^ " button on the right side of the page to open/close each routing section to review/edit as needed and press the green "SUBMIT FOR FILING" button when finished to transmit for filing in your tariff.

Min. Qty (if any)	Min. Units	Rate Basis	Orig Svc	Dest Svc	Haz Code	Cntr Size	Cntr Type	Cntr Temp	Carrier <a href="#">Help!</a>	Add/Remove
Min Quantity	Select	Select	Select	Select	Optional	If FCL	If FCL	Select If Not Dry	Carrier name	RATE

about this shipment

[SUBMIT FOR FILING](#) [+ CREATE NEW TRADE LANE](#)

(704) 837-7950 (704) 631-4667 rates@dartmaritime.com M-F: 9am-4:45pm EST (Office Hours)