



Official Freight Forwarder of GOOD DESIGN AWARD 2023

INTERNATIONAL COURIER SHIPMENT SHIPPING MANUAL & TARIFF



Kintetsu World Express Group

Kintetsu World Express Sales, Inc.

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INTRODUCTION

Kintetsu World Express Sales, Inc. (KSI), which is representative of **Kintetsu World Express, Inc. (KWE)** is appointed as an **Official International Freight Forwarder** for the Second Screening of GOOD DESIGN AWARD 2023 organized by Japan Institute of Design Promotion (JDP).

KSI will be acting as not only offers freight forwarding but also coordinating the products displays and its supplemental task as well.

1. Planning and supervising for in-bound and out-bound arrangement to and from the screening site.
2. Storage before and after the screening (limited period).
3. Special arrangement for loading, storage and installation to the venue.
4. Arrangement for returning to originated country.
5. Transport arrangement for local delivery upon request and disposing of wastes of inner and outer packages.

Please Contact for further details,

KINTETSU WORLD EXPRESS SALES, INC.

Exclusive Logistics Sales Dept.

TEL: +81-3-5443-9455

Contact: KSI G Mark 2023 Team

E-mail: gmark-ksi@kwe.com

OUTLINE



IMPORTANT NOTICE

1. Warehouse availability

Our warehouse will be available between Jul 4 (Tue) and 25 (Tue), 2023. Our warehouse will be closed on Saturday, Sunday and Japanese public holiday (July 17, 2023).

2. Unaccepted items

Live animals, animal products, especially which is relevant to the CITES (the Washington Convention). Alcohol products, tobacco, food, beverage, plants, seed, medicals, cosmetics, pharmaceuticals, drugs, chemicals, human remains, arms and explosives are subject to Japan import restrictions. Li-ion battery may be required Material Safety Data Sheet for return shipment. Please ask KSI G Mark 2023 team for further information.

Email: gmark-ksi@kwe.com

3. Cargo Damage – Domestic Insurance

KSI will not compensate for any reasons other than damage due to the accident during our operation. All entrants will be charged a domestic insurance fee. The insurance doesn't cover during the screening period. International transport insurance needs to be prepared by each entrants.

4. Charges not include in our tariff

- a. Japan Duty, Import consumption tax and other taxes.
- b. Courier Company's Storage Fee
- c. Extra Packing material fee
- d. Freight from origin and Return shipment freight from Tokyo, Japan
- e. Any other special handling requirement by the entrant
- f. 10% Japan consumption tax

5. Payment

We only accept all charges in Japanese Yen (JPY) with advanced payment by **PayPal** We will email you a Paypal online payment link by email.

What is PayPal? Visit web site : www.paypal.com

6. Transport Term

We only accept DDP shipment terms. Japan Duty and Import Tax must be billed to the sender by the courier company. **JDP, KSI and the warehouse DO NOT pay those charges for entrants for any reasons.**

For any other terms are used, All parcels will be returned to origin by the original sender's responsible and their expenses. Terms correction fee **JPY30,000** will be incurred.

7. 2nd PAYMENT for GOOD DESIGN EXHIBITION

After the 2nd screening, JDP will announce the applicants who have passed the 2nd screening on August 18th.

We will send a 2nd payment invoice to applicants who have passed the 2nd screening and need to apply for agency services for GOOD DESIGN EXHIBITION 2023.

8. SHIPPING FOR GENERAL CARGO (AIR & OCEAN SHIPMENT)

If your entry goods are overweight/size compared with the acceptable regulation of Courier/Express Service and need to ship as GENERAL CARGO, Please also ask the KSI G Mark 2023 team by e-mail.

We are going to answer individually with the best solution and quote.

DISPLAY INSTRUCTION

Display instruction with pictures needs to be submit to KSI G Mark 2023 team by Email along with a QUOTATION REQUEST no later than July 14, 2023 and also put 1 copy in the parcel.

Without the instruction, KSI is unable to submit our quotation properly.

GOOD DESIGN AWARD 2023 Display Instruction	
REF No.	KWE use only
GDA No.	G0000000

1. Return Shipment / Disposal instruction (after the screening)
☒ Return ☐ No Return

2. Battery installation
☐ Yes ☒ No ☐

3. Electric power connecting
☐ Yes ☒ No

4. Special Request (if any)
A4 Panel and Leaflet needs to be dispaly with pen.
1 ページ

5. Display image



- 2nd Screening for GOOD DESIGN AWARD -

FULL SERVICE COURIER HANDLING TARIFF

KSI offers FULL HANDLING SERVICE

We, KSI, offer you FULL SERVICES for the 2nd Screening Works of GOOD DESIGN AWARD who has many handling achievements.

You will be free from relevant complicated things such as your package receiving in Japan, storing, transportation, move-in, display, empty cases storage during the screening, repacking, Move-out, transportation and disposal/courier returning with our KSI support.

* The partial services would be more expensive than using our full service because of the customized arrangements as per your request.

<Move-In Transfer Fee> from the warehouse to the venue on July 31st, 2023.

	Operation	Remark	UNIT PRICE 10% Taxable
1	MOVE-IN Transfer	Minimum 25.0kg & PCS Charge	¥5,000 / PCE
		Thereafter over 25kg per 10kg	¥1,000 / 10kgs
2	Unpacking & Display		¥2,000 / GDA No.
3	Handling Fee		¥20,000 / Consignment
4	MHLW License Application Fee ※Import permission for food related items		¥8,000 / Shpt
5	Storage Fee	Minimum 25.0kg & PCS Charge	¥4,500
		Thereafter over 25kg per 10kg	¥500 / 10kg
6	Multiple GDA Items in One (1) Carton		¥10,000 / GDA

Above mentioned charges except insurance are taxable. 10% Consumption tax will be added.

- 2nd Screening for GOOD DESIGN AWARD - FULL SERVICE COURIER HANDLING TARIFF

<Move-Out Transfer> from the warehouse to the venue on August 4th, 2023.

	Operation	Remark	UNIT PRICE 10% Taxable
7	MOVE-OUT Transfer	Minimum 25.0kg & PCS Charge	¥5,000 / PCE
		Thereafter over 25kg per 10kg	¥1,000 / 10kgs
8	Dismantling and Repacking		¥2,000 / GDA No.
9	Handling Fee		¥20,000 / Consignment
10	Handling Fee For Return Shipment		¥3,000 / Consignment
11	DISPOSAL FEE (Incl. Agency Fee)	Minimum 25.0kg & PCS Charge	¥3,000 / PCE
		Thereafter over 25kg per 10kg	¥1,000 / 10kgs

Above mentioned charges except insurance are taxable. 10% Consumption tax will be added.

<Other Charges>

	Operation	Remark	UNIT PRICE 10% Taxable
12	STICKING GDA No. Stickers to each item		¥500 / GDA No.
13	PURCHASING HANDLING FEE (Shopping necessary item for the display along with the entry item in Japan)		¥1,000 / Entry
14	NEW CARTON BOX FEE FOR RETURN SHIPMENT		¥500 / CARTON
15	SPECIAL REQUIREMENT (IF ANY)		As per outlay

Above mentioned charges except insurance are taxable. 10% Consumption tax will be added.

FULL SERVICE COURIER HANDLING TARIFF

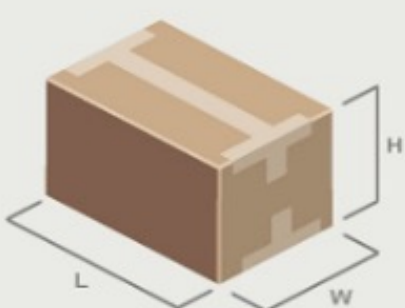
<INSURANCE AND RETURN SHIPPING>

	Operation	Remark	UNIT PRICE Non-Taxable
16	DOMESTIC INSURANCE FEE	Minimum	¥3,000
		Thereafter Exhibit value x 0.5%	as per outlay
17	INT'L COURIER FEE	Depends on the Destination ※ including Fuel / Security charge	as per outlay
18	DOMESTIC COURIER FEE	Depends on the Destination ※ including Fuel / Security charge	as per outlay

As total measurement should be under 1 cbm / Total Gross Weight 100kg.

The chargeable weight will be calculated as the actual weight (Gross Weight) or the Volumetric weight (5,000 cubic centimeters per kilogram) of the shipment, whichever is the greater. (5,000 cm³/kg)

For example: 50(L) x 50(W) x 50(H)cm ÷ 5,000cm³ = Volumetric Weight 25.0kgs



Dimensional weight (kg) = $\frac{L \times W \times H}{305}$

L : Length in inches
W : Width in inches
H : Height in inches

Dimensional weight (kg) = $\frac{L \times W \times H}{5,000}$

L : Length in centimeters
W : Width in centimeters
H : Height in centimeters

QUOTATION REQUEST

For your product shipment, please ask KSI G Mark 2023 team to send quotation request form along with your display instruction. Fill in the following form and email us no later than July 14, 2023.

KSI will email you our quotation within 3 business days.

* Exhibit value you write on the quotation request will be used for the return shipping invoice value.

GOOD DESIGN AWARD 2023

- 2nd Screening -



Kindly please send this Quotation Request by email : gmark-ksi@kwe.com
Kintetsu World Express Sales, Inc.

Quotation Request

Please add the extra pages if there is not enough for your requirement

MUST E-MAIL BY

14th/July,2023

1. Applicant's Information

Company Name			
Bill to Company <small>Other than above</small>			
Address Line	City		
State/Province	Country		
Zip code	Phone number		
Contact Person	E-mail		

2. Exhibit's Information (Please send the invoice if you already can fill the form.)

*Panels or any decoration items which doesn't have GDA number, also need to be written

No.	GDA Entry No.	Commodity Description	QTY	Currency	Unit Value	Value ¥1	After the screening ¥2 Chose one	Carton No. ¥3
I						0.00		
II						0.00		
III						0.00		
IV						0.00		
V						0.00		
VI						0.00		

¥1 The information on the above value will be used for insurance, re-export customs clearance and re-shipment from Japan.

Therefore, please fill out the correct information.

¥2 Please fill in "6. Return Shipment Information", if you select anything other than "Dispose"

¥3 Please fill in the Carton No. of below "3. Shipping Package Information".

¥4 Please add extra lines if you need more.

3. Shipping Package Information (Carton / Case size need to be written)

Carton No.	Length	Width	Height	Weight Per Carton (kg)	Type of Package
1					
2					
3					

Carton No.	Length	Width	Height	Weight Per Carton (kg)	Type of Package
6					
7					
8					

ORDER FORM

Once you confirm our quotation, please fill in, out your signature on it and email to KSI G Mark 2023 team by July 21, 2023.

We will send you **PayPal** payment notice shortly.

Kintetsu World Express Sales, Inc.

5th Fl, TDS Mita Bldg., 2-7-13 Mita,
Minato-ku, TOKYO 108-0073 JAPAN

Service Order Form

****Kintetsu World Express Sales, Inc.(KSI) is entrusted with this service as a sales agent of Kintetsu World Express, Inc.(KWE)****

Please send this "Service Order Form" to the email gmark-ksi@kwe.com until July 21(FRI) 2022

Exhibition Name	GOOD DESIGN AWARD 2023			
	=Second Screening Period=			
	August 2(Wed)-August 4(Fri) , 2023 at Makuhari Messe			
In signing this form, I grant Kintetsu World Express, Inc. full power and authority to act as an agent and to appoint a sub-agent, where required. This authority is granted for all shipments in relation to the event and/or shipment(s) detailed below.				
1. Exhibitor's Information				
COMPANY:				
ADDRESS:				
CONTACT NAME:			TITLE:	
DEPARTMENT:			EMAIL:	
PHONE#				
2. Exhibit's Information				
GDA Entry No.	Description	Qty	Currency	Value(FOB)
3. Shipping Information for General Cargo				
No of Packages	Total Weight(kg)		Total NO	
QUOTATION No. :	As per the tariff in our shipping manual		In case of payment settle by Paypal, Paypal fee will occur separately. Paypal fee : 4.1% of total amount(including 10% consumption tax) +JPY40.	
TERMS OF PAYMENT :				
Charges for all services should be paid to Kintetsu World Express Sales, Inc. by Paypal within 3days from receipt of invoice.				
Company shall make full payment to Kintetsu World Express Sales Inc within 3days from receipt of invoice. Kintetsu World Express Sales Inc shall make a claim by Paypal (Online payment system) and Company shall make full payment to Kintetsu World Express Sales Inc through Paypal with its Service handling charge in advance.				
*All payments are not refundable under any circumstances.				
TERMS AND CONDITIONS:				
This order is placed with the specific understanding that we hereby release Kintetsu World Express, Inc. and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled. 1) Kintetsu World Express, Inc. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) Kintetsu World Express, Inc. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) Kintetsu World Express, Inc. shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by relevant laws and regulations in Japan.				
Client Signature		Accepted by Kintetsu World Express Sales, Inc.		
I have read and agree to the terms and conditions of this Contract.		on behalf of Kintetsu World Express, Inc.		
Signature:		Signature:		
Name:		Name:		
Title:		Title:		
Date:		Date:		

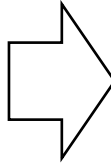
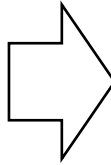
PLEASE SEND THIS SERVICE ORDER FORM UNTIL THE DEADLINE DATE ABOVE MENTIONED!

PACKING INSTRUCTION - 1

GDA ENTRY No.

G0000000

【Stick the own GDA ENTRY No. bottom or back side of your product.】



Do Not forget to put your GDA entry number to each products not only the product itself, but also its cases, accessory and outer package to avoid any missing items.

PACKING INSTRUCTION - 2

Packing



1. Put cushioning material to avoid product damage.
2. Pack the product inside
3. Use cushioning material on top of it.

Marking



Ref #	
GDA ENTRY NUMBER	G0000000
COMPANY NAME	ABC Company
NUMBER OF CARTON	1/2
Location	

1. Put a case label on **2 lateral Sides** of the carton.
2. We **Do Not receive** a parcel without Case Mark Label for security reasons.



PACKING INSTRUCTION - 3

!! DO NOT PACK plural GDA ITEM in 1 package !!

- ① Pack the one (1) GDA Number item into one (1) case.
- ② Put **CASE LABEL** on each case.
 - GDA ENTRY Number
 - Company Name



- ③ **DO NOT PACK plural GDA ITEMS in 1 package!**



JAPAN DUTY & IMPORT TAX

Shipping Terms

All parcels must be sent with **DDP*** term.

* **DDP (Bill sender)**: The Sender is responsible for delivering the goods to our designated warehouse in Japan, including all costs and risks in bringing the goods to import destination. This includes all export and import duties, taxes and customs formalities. Duty and Import tax must pay by the Sender through your courier company.

Neither JDP nor KSI pay Japan DUTY and Import tax for any shipment.

KSI only receive DDP terms shipments otherwise all parcels will be returned to origin with the original Sender's responsible and expence.

We strongly recommend using major courier/express parcel service such as DHL, FedEx, UPS, OCS and TNT to ship your entry goods to Japan.

Do not use SF Express, EMS which can't be used DDP terms.

Shipping Terms correction fee **JPY30,000** will be billed to the original Sender.



DOCUMENT INSTRUCTION

Documents for Japan Customs Formalities

The following shipping documents are required by the Japanese Government for import / re-export customs clearance.

All the documents need to be clearly stated followings in **English** and should be sent accompanied with Courier waybill.

Shipping Invoice (Following items must be written)

- (A) All export items description.
- (B) Each item's country of origin, quantity, unit price, total value and its material.
- (C) Please write "Exhibition Goods / No Commercial Value" in the invoice.
- (D) Unit price and Total Value's Currency : (JPY, US\$, €, etc.)
- (E) INCOTERMS: "DDP" or Choose "Japan Duty and Tax Bill sender"
- (F) **IMPORTER***:

JAPAN INSTITUTE OF DESIGN PROMOTION
5th Fl, Midtown Tower, 9-7-1 Akasaka, Minato-ku,
Tokyo 107-6205 Japan
TEL : + 81-36743-3777
CORPORATE ID 901040559619

(G) NOTIFY:

Kintetsu World Express Sales, Inc.
Attn: G Mark 2023 Team
Phone: +81-3-5443-9455 / Fax: +81-3-5443-9457

(H) Deliver To (Warehouse):

FUKUYAMA TRANSPORTING CO., LTD.
Fukagawa Branch
1-13-6 Shinsuna, Koto-Ku, Tokyo 136-0075 JAPAN
Phone: +81-3-5443-9455
Attn: Komaru / Yano

* Must write the importer on the shipping invoice.

Neither KSI nor warehouse will be an importer for your shipment.

DOCUMENT INSTRUCTION

Sample Shipping Invoice

You need to issue an shipping invoice as same as below for the JAPAN customs formalities.

Proforma Invoice

SHIP FROM :



Your company or your agent who will be an Exporter information.
 Company name, address, phone no. etc.

Notify :
 Kintetsu World Express Sales, Inc.
 5th Fl, TDS Mita Building, 2-7-13 Mita, Minato-ku,
 Tokyo 108-0073 Japan
 TEL : + 81-3-5443-9455

IMPORTER** :
 JAPAN INSTITUTE OF DESIGN PROMOTION
 5th Fl, Midtown Tower, 9-7-1 Akasaka, Minato-ku,
 Tokyo 107-6205 Japan
 TEL : + 81-3-6743-3777
 CORPORATE ID 9010405009619
 IMPORTER ID: 1000JOF0000

SHIP TO :
 FUKUYAMA TRANSPORTING CO., LTD.
 Fukagawa Branch
 1-13-6 Shinsuna, Koto-Ku, Tokyo 136-0075 JAPAN
 Phone: +81-3-5606-3625
 Attn: Komaru / Yano

Item	Description	QTY	Net Weight	Gross Weight	Country of origin	Unit Value	Currency	Sub-Total Value
1								0.0
2								0.0
3								0.0
4								0.0
5								0.0
6								0.0
7								0.0
8								0.0
9								0.0
10								0.0
Total			0.00	0.00				0.0

Term of Trade : DDP
 Duties&taxes Shipper will pay
 No commercial value. The value for the customs purpose only.
 Good Design Award 2023 2nd screening at Makuhari Messe use only.

DOCUMENT INSTRUCTION

Courier Waybill Instruction

All parcels must be sent with **DDP*** term.

KSI only receive DDP terms shipments otherwise all parcels will be returned to origin with the original shipper's responsible.

Shipping Address: (on the Waybill of Express service)

FUKUYAMA TRANSPORTING CO., LTD.

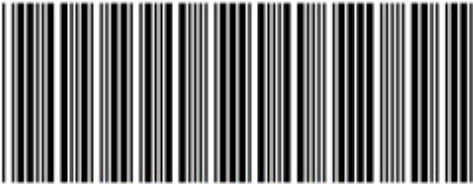
Fukagawa Branch

1-13-6 Shinsuna, Koto-Ku, Tokyo 136-0075 JAPAN

Phone: +81-3-5443-9455

Attn: Komaru / Yano

Please see below **SAMPLE DHL Waybill** Label ↓

* ARCHIVE DOC *		WPX	DHL
Not to be attached to package			
From : Wayne Enterprises Bruce Wayne 1007 Mountain Drive, WC1E7HU London LO United Kingdom (UK)		Origin: LON	
		Contact: 2005200812	
<div style="border: 2px solid red; padding: 10px;">To:FUKUYAMA Transportation Co., Ltd. 1-13-6 Shinsuna, Koto-ku, Tokyo 136-0075 Japan Phone: +81-3-5443-9455</div>			
2008US-ELA-HHR			
Product: [P] EXPRESS WORLDWIDE (48)		Features / Services: PAPERLESS TRADE (WY) DUTIES & TAXES PAID (DD) SHIPMENT INSURANCE (II)	
Payment code: <div style="border: 2px solid magenta; padding: 2px;">Terms of Trade: DDP</div>			
Ref: 12842	Shpt Wght: 1.5 lbs	# of Pieces	2
Custom Val: 60.00 USD	Shipment Date: 2017-10-26		
Insured Amount: 60.00 USD			
		Contents: Packaged shipped by Wayne Enterprises	
WAYBILL 61 8675 6730			

Write the shipping address in red square.