

Barge Digital Transformation (BDT) Platform: Best Practices

END OF DAY

- **Standard timeline (CST):**
 - 4:00 PM – Applications due per NGFA Trade Rules**
 - 4:15 PM – All applications to be completed in BDT**
 - 4:30 PM – Final billing due per NGFA Trade Rules**
 - 5:00 PM – Final destination proposed in BDT**
 - *Anything outstanding after 5:00 PM needs to be processed immediately by 8:00 AM the following business day**
- Transfer of applications are to be completed same day
 - Users are not to allow barges to accumulate or wait until the end of the day when they receive the full billing string to perform parallel processes in BDT
- Transfer of bill of lading to be accomplished in accordance with standard wire transfer process

ADDITIONAL BEST PRACTICES

- Reconsignments still need approval via email from the carrier before requesting reconsignment from the carrier
 - If not approved, the reconsignment string will need to be busted and the application done with another barge or trade busted altogether
- Utilize Care Of (C/O) fields when appropriate to designate the final consignee
- Per current NGFA Trade Rules
 - Billing is due by 4:30 PM CST on day of application no matter what is happening in BDT
 - Ideally, BDT follows the process precisely, but phone applications are still required and standard
- Busting is permitted – make sure to choose correct section of string to bust
- Upload grade and/or inspection certificates timely
 - These are documents required in the trade and should be provided as soon as they are available
 - Be sure to add the original grade certificate(s) on the original billing string, if it is entered on the reconsignment string it will not be visible to all parties