

VINE INTERNATIONAL

Direct Shipping Service

Less-Than-Container Loads of Aid Material to Guatemala

2/2022

THANKS for reading all the way through this document before proceeding! We've been shipping aid to Guatemala for 30 years, and what we've learned will help get your shipment where it needs to go.

Vine ships full container loads directly from locations around the US and Europe. But we also combine smaller loads until they fill a container, and we call that our Direct Shipping Service.

DSS INSTRUCTIONS

1

Tell us what you want to send.

Contact our Collection Manager [Bruce White](#) with a list of what you would like to send to Guatemala. We can't send everything – see the **Go/No Go** List on page 3. If you're confident your shipment fits our guidelines, go ahead and send your **Packing List** in [our format](#) (see page 4). If you're new to Vine or DSS, we'd like to get to know you! Tell us a little bit about who you are and what you do in Guatemala. *(2 days)*

2

Make an accurate Packing List.

Once Bruce approves your shipment, make an accurate Packing List in an excel spreadsheet, just like our example. See **Packing List**, page 4.

(2 days)

3

Send it to our facility in Tennessee.

When Bruce has approved your Packing List, get your items ready for shipment. See **How To Pack**, page 5.

Send your shipment to our Lenoir City, Tennessee collection facility at:

Vine international
100 Yale Ave
Lenoir City, TN 37771
Phone: (865) 380-0220
Contact: Bruce White
bruce@vineinternational.org

4

Get Ready.

You read and followed all the instructions - enjoy all the sleep you're not losing over shipping details!

The time until the next DSS container ships varies according to demand (we generally ship every 30-90 days), and time on the water and in customs varies according to factors we couldn't begin to list here (we expect items to be available in Guatemala 3-4 weeks after the container leaves Tennessee). Bruce will let you know what your **shared cost** is (see page 6). Our Distribution Manager Ignacio Sanchez will contact you when your shipment is available for pick up. *(45-90 days)*

5

Come Pick It Up!

When your shipment arrives, Dennis will let you know and will set up a time for you to pick it up. Our address in Guatemala is:

Asociacion Vine International Guatemala
Carretera a Mataquesuintla Calle Principal
Bodega #6 Gran Juyu (Cypress Business Center II)
San Jose Pinula, Guatemala, Centro America
Contact: Ignacio Sanchez
Cell: 502-5990-6040
ignacio@vineinternational.org

GO/NO GO

All items must be consigned to a nonprofit organization or approved individual, intended for serving the poor, and in good condition.

We can ship:

- Office, School, and Orphanage items and furnishings.
- Medical Apparel: gowns, drapes, linens, bedding, gloves, masks.
- Medical Supplies: bandages, instruments, tools, etc.
- Nutritional Items: vitamins and supplements with at least 12 months forward dating, in original sealed container.
- Equipment: medical equipment and medical office equipment.
- Disability Aids: wheelchairs, walkers, crutches, canes, etc.

We cannot ship:

- Items intended for resale.
- Medicines
- Personal Effects, including personal gifts for missionaries.
- Boxes of Assorted Supplies: Cases of like items only are acceptable.
- Hazardous materials.
- Foodstuffs: Including seeds and grains.
- Used Clothing, Shoes and Linens.
- Non-Working Equipment: equipment that has not been inspected and is not field-ready.
- War Toys: toy guns, soldiers, weapons, etc.
- Liquids: liquid soap, shampoo and lotions

PACKING LIST

Use [our spreadsheet](#), or create your own:

1. Include your name and address.
2. Include the name of recipient organization and contact person in Guatemala, recipient address, phone number, and email.
3. Use three columns labeled Marks Description Units
4. Use single spacing between lines and only one line per box or item..
5. In Column 1, "Marks" : note the box number or piece number.
6. In Column 2, "Description" : give a detailed description of the contents of each box or container. For vitamins, include expiration dates (minimum 12 months forward dating), product name, dosage and unit size. For equipment, include the make, model, & serial numbers.
7. In Column 3, "Units" : Note the number of items included in each box or container.
8. Please send in .xls format. PDFs not accepted. Thanks!

	A	B	C
1			
2	FROM:	Your Guatemala Mission	
3		David Admin	
4		123 Oak Street	
5		Fresno, CA 93777	
6		559-123-4567	
7		david@email.com	
8			
9	TO:	Tu Misión Chapín	
10		Paula Misionera	
11		Medicotenango, Guatemala	
12		5555-5555	
13		paula@email.com	
14			
15	Marks	Description	Units
16	Box #1-25	One-A-Day Children's Multi-vitamins (160-count) [exp. 10/2015], 24 per box	25
17	Box #26	Elastic Bandage 6"x5yds DeRoyal Sterile Ref #9865 Lot #21397932 Made in Dominican Republic	100
18	Box #27	Dell Keyboard mdl. SK-1000REW (S# ZOR-2235-WE)	1
19	Box #28	IntelliMouse (S# 00060550)	1
20	Box #29	Dell PC mdl. MM8 (S# BFH8R)	1
21	Box #30	Dell Trinitron Monitor mdl. D1025HTX	1
22	Box #31	Pencils-Berol Eagle-HB#2-A-made in USA 10 per package	100
23	Crate #1	SS White Company Dental X-Ray mdl. 2411220X serial# 00845-XX	1
24			

HOW TO PACK

- All items must be boxed, crated, or packaged to prevent damage.
- Use a sturdy, sealed box or container.
- Larger unboxed items (tables, desks) must have all loose parts (doors, drawers, cords) secured, and must have with a sturdy, flat top. We may load additional items on top.
- Clearly label each item with a plain white label with :
 - Organization name
 - Recipient name and contact information
 - box or piece number
 - description
 - (see example)
- Pallets should be 3.5-ft. wide x 4-ft. long x max 7-ft. high.
- Pallets over 3'6" wide may have to wait for next available space, and may not exceed 7 feet wide.
- Vine may break down your pallet to pack onto other pallets, so sturdy packing and labeling of each piece is critical.
- Pallets less than 84" high need a sturdy, flat top of cardboard or plywood (which can be put inside the shrink-wrap). We may load other items on top. Shorter pallets will carry additional weight.
- Crate fragile items.
- Use wood screws (no nails) when crating. Crates must be easily opened and resealed for inspection.
- All heavy crates and pallets must be designed to be moved with a standard 27" wide pallet jack. Please include the dimensions of your pallets and crates when submitting your packing list for approval.
- Please be aware that all wooden pallets and crates must be [ISPM 15 rules](#) compliant. ISPM 15 requires that all wood packaging material (pallets, crates, dunnage, etc.) be debarked, heat treated or fumigated with methyl bromide, and branded with a mark of compliance. Wood without a compliance brand will incur delays and fines.
- All deliveries to our Tennessee Collection Center are pre-paid and by appointment only.
- The organization you are shipping to in Guatemala must be willing and able to pick up the items in Guatemala.
- Container space is allotted on a first-come, first-serve basis.
- We cannot hold space on a load in the staging process for shipment.
- Be sure to email Bruce White with the dimensions, carrier, estimated time-of-arrival, and have a delivery appointment made.
- All items (once approved) should be shipped to our US Collection Center address below in Lenoir City, TN.

YOUR GUATEMALA MISSION
David & Paula Misionero
Médicotenango, Guatemala
5555-5555
misionerosdyp@email.com

BOX # 1
Childrens Vitamins

Frequently Asked Questions

Why DSS?

Shipping large items to Guatemala can be expensive, complicated, and risky. For 25 years, we've been shipping ministry supplies, and we offer DSS as a service to those working on behalf of the poor in Guatemala.

Is all this detail really necessary?

Yep! For one thing, when a packing list doesn't match a container's contents, the group responsible (that's us) can be called a smuggler, and things go badly from there.

Besides that, we could talk for days about rogue inspectors, hostage hospital gloves, Christmas shutdowns, and catastrophic typos. Your time and money are too valuable to waste, so do yourself a favor and read and follow these guidelines. We promise they will help.

How much does DSS cost?

You will share the cost of the shipment with everyone else using the container. There are two ways to find out how your shipment will cost:

- 1.) After we've approved your packing list, send us your shipment, and we'll calculate it for you when it arrives. An estimate for 2019 is that an entire pallet will cost close to \$1250.
- 2.) Use this formula to calculate your cost:
 1. Multiply the Length x Width x Height of your box, crate, or pallet, in inches.
 2. Divide that number by 166 and round up to the next number. This equals the dimensional weight (dim/wt).
 3. Multiply the dim/wt number by \$1.75. This is the cost for the item. Example: 42" (L) x 48" (W) x 84" (H) = 169,344 cubic inches divided by 166 = 1,020.1 dimensional weight (dim/wt). Round up to 1,021 dim/wt x \$1.75 = \$1786.75 = The donation required for that size pallet. There's a discount for multiple pallets on the same container.
 4. Minimum: There is a \$50.00 minimum donation required for your entire shipment.

What's included?

Your shared cost includes:

- Land and ocean transportation from our facility in Louisville, TN to our distribution center in San Jose Pinula, Guatemala
- Handling
- Documentation
- Importing
- Taxes
- Fees

You are responsible for sending your material to our location in Tennessee, and for picking it up from our location Guatemala.

When will my shipment arrive?

There's no schedule for DSS containers, but we generally send one from our Tennessee facility every 60-90 days. Since your shipment will go on the next available container, contact [Bruce White](#) for a better idea of an approximate arrival time.

Once a container has left our facility in Tennessee, items are usually available for pickup in Guatemala in 3-4 weeks. But that's an estimate, not a guarantee: we'd be crazy to make any promises.

How do we pick up our shipment?

[Ignacio Sanchez](#) oversees distribution in Guatemala, and he will contact you to set up an appointment when your shipment has arrived.

Space in our Guatemala facility is limited, and we reserve the right to give items away that haven't been picked up within four weeks.

Does Vine provide insurance?

Vine does not procure insurance coverage for containers or their contents. Vine accepts no liability, for any reason, at any time, for losses, damages, or delays.

Why does Vine pay import taxes on donated supplies?

It's the cheapest, easiest, most consistent way to do it.

Can Vine ship an entire container for us?

If you're shipping missions aid to Guatemala, we probably can. Contact [Woody Woodson](#) for details.

By using Vine's DSS, this means you fully understand and accept all conditions and requirements discussed in this document. Please contact [Woody Woodson](#) or [Bruce White](#) with any questions. We're happy to serve you!

Thank you for following these instructions! Most of all thank you serving those who serve the poor by sharing God's compassion & Christ's good news.

U.S. COLLECTION FACILITY:

Vine international
100 Yale Ave
Lenoir City, TN 37771
Phone: (865) 380-0220
Fax: (865) 380-0221
Contact: Bruce White
bruce@vineinternational.org

GUATEMALA OFFICE & DISTRIBUTION CENTER:

Asociacion Vine International Guatemala
Carretera a Mataquescuintla Calle Principal
Bodega #6 Gran Juyu (Cypress Business Center II)
San Jose Pinula, Guatemala (suburb of Guatemala City), Centro America
Cell: 502-5990-6040
Contact: Ignacio Sanchez
ignacio@vineinternational.org

ADMINISTRATIVE OFFICE:

Vine International
P.O. Box 52086
Knoxville, TN 37950
Phone: (865) 690-6857
Fax: (865) 531-8477
Contact: Woody Woodson
Woody@vineinternational.org