

2018 Settlement and Logistics guide



Settlement & logistics services built specifically for fine wine

London – Bordeaux – Hong Kong

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Overview

The purpose of this document is to provide you with all the necessary information about settling trades on Liv-ex.

The document includes:

Settlement system: Vine

Liv-ex's stock management system for managing the logistics of your trade.

Connect with Liv-ex

How you can use technology to automate logistics processes.

Collections and deliveries

Details about Liv-ex's international collection and delivery options.

Liv-ex warehouses

The addresses of Liv-ex's warehouses in London, Bordeaux and Hong Kong.

Deliver to us

An explanation of all the requirements when delivering to Liv-ex.

2018 price list

FAQs

2018 settlement calendar

Terms and conditions

External links

Videos:

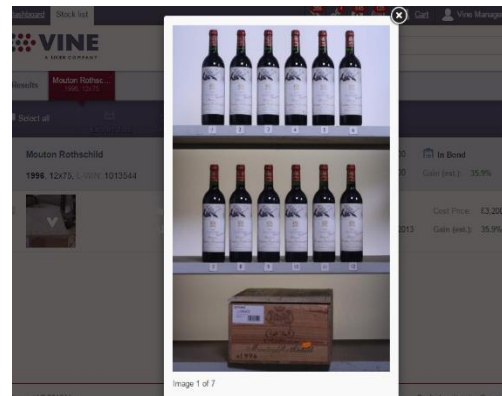
[About Liv-ex Logistics](#)

[Interview with Ashley Hopkins, Director of Operations & Technology](#)

Settlement system: Vine

Vine is a stock management system that allows you to independently manage your stock with Liv-ex. You can use Vine to request photographs, receive valuations for client reserves or sub-accounts and release wines for delivery or assign them to a Liv-ex trade. For more information please contact vine@liv-ex.com.

1. Request photographs and SIB Passports



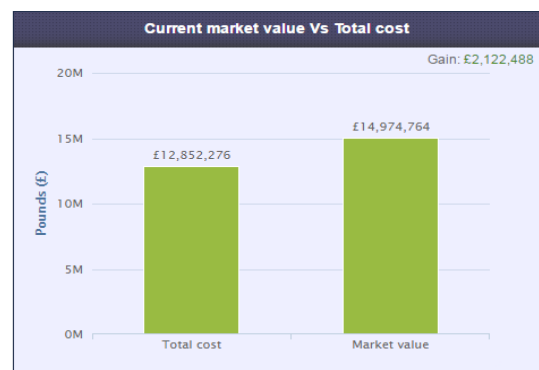
2. Assign and ship your wines instantly

Manage stock that is already in your account by assigning your wine to a Liv-ex trade or by shipping it for delivery.



3. View personalised Liv-ex bids, offers and valuations

Wine Name	Stock	Average cost	Best bid	Best offer	Gain to bid (est.)
Palmer 2008, 12x75, bdxr	4	£427.50	£1,525.00 (3)	£1,625.00 (3)	256...%
Lynch Bages 2000, 12x75, bdxr	23	£1,438.04	£1,860.00 (3)	£1,900.00 (3)	29.3%
Gruaud Larose 2000, 12x75, bdxr	8	£550.00	£900.00 (4)	£995.00 (1)	63.6%



Connect with Liv-ex

You can now keep your stock management system in sync with Vine via **API** (Application Programming Interface), eliminating manual entry. Your purchases can be received into your ERP system automatically as stock arrives with Vine, and stay visible until you ship. This makes it easy for you to track wine moving in and out of your account and means that you have a single place to manage stock.



Ways to connect:

Wine Matcher

Standardise your list by matching it to LWIN so it is ready for processing.

Pre-advice API

Send your purchase order (pre-advice) directly into the Vine system.

Cellar View

Display the contents of a client sub-account on your website and keep your stock system in-sync with Vine.

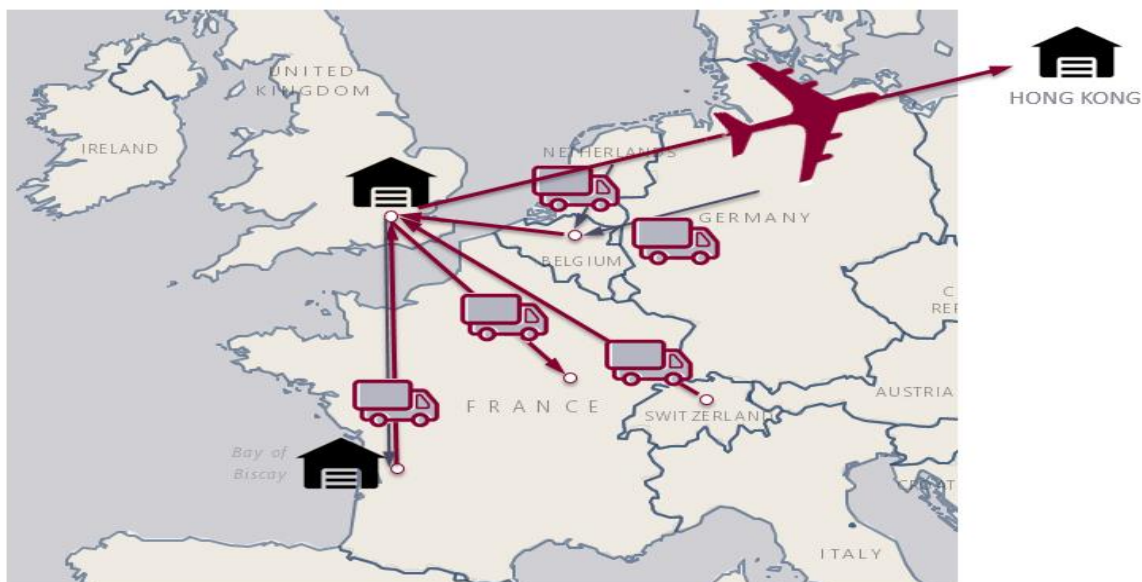
Release API

Instruct Liv-ex to ship wine direct from your own system.

For more information on Liv-ex APIs, visit the developers site [here](#).

Collections and deliveries

Liv-ex offers international collections and deliveries to facilitate your trade on the Exchange. We are based at the heart of the global fine wine trade in London and operate via hubs across Europe and Asia.



UK

With warehouses positioned in London, Bordeaux and Hong Kong, Liv-ex can offer a cost-effective holistic solution to support your global enterprise. Our inter-connected warehouses operate regular services that cover most of the essential destinations for the transportation of fine wine.

Standard UK Deliveries and collections occur during working hours. Please see tariff below:

[UK Distribution Tariff September 2018 \[Excel file\]](#)

Please note: if a delivery cannot be made due to customer absence or similar, the same amount will be charged for a second delivery.

Any deliveries to other bonded warehouses take approximately five days and are subject to booking.

Same day delivery

If requested by 10:00, we can offer same day delivery to the majority of postcodes in rate bands one and two for London, as specified in the Distribution Tariff. This service is £35 in addition to the standard delivery charge.

To instruct this, when preparing your release order on the Vine system please add the words **same day delivery** plus the desired date in the instruction box. Please note this is subject to capacity constraints and will be delivered later in the day; usually between 2-7pm.

Express UK delivery

Prices may vary for urgent orders or for special requirements. Please contact us should you require express delivery.

Europe

The below services to and from London are included **within the Settlement fees** (see table below):

- Weekly deliveries to and collections from **Bordeaux**
- Monthly deliveries to **Hillebrand, Beaune**
- Weekly collections from:
 - Holland
 - Germany
 - Austria
 - Switzerland
 - Belgium
 - France

Sterling prices

SETTLEMENT FEE	You deliver to Liv-ex in:		Liv-ex collects from you in:	
	London	Bordeaux	Europe ³	Bordeaux
On sales				
Price per unit	£3.50	£3.50	£7.50	£3.50

	You collect from Liv-ex in:		
	London	Bordeaux	Beaune (JFH)
On purchases			
Price per unit	£3.50	£3.50	£3.50

Insurance £10 per month policy fee, plus 0.015% of the average monthly value of wine in Liv-ex care.

Euro prices

SETTLEMENT FEE	You deliver to Liv-ex in:		Liv-ex collects from you in:	
	London	Bordeaux	Europe ³	Bordeaux
On sales				
Price per unit	€4.90	€4.90	€9.90	€4.90

	You collect from Liv-ex in:		
	London	Bordeaux	Beaune (JFH)
On purchases			
Price per unit	€4.90	€4.90	€4.90

Insurance €14 per month policy fee, plus 0.015% of the average monthly value of wine in Liv-ex care.

In order to use the collection services, please provide a **single point of collection**, complete a **booking form** and follow **packing instructions**.

[Booking form \[Word document\]](#)

[Packing instructions \[PDF\]](#)

Should you wish to use these services for wines **not** purchased on the Exchange there is a minimum charge of £187.50 or £12.50 per case, whichever is greater.

Asia

Weekly temperature-controlled air freight to Hong Kong, including insurance:

- £30 (€42) per 12x75
- £15 (€21) per 6x75

No hidden charges.

These are fulfilled with a **direct flight** using British Airways, Cathay Pacific or Virgin Atlantic.

We offer a **door to door service**: from our warehouse to your desired address in Hong Kong.

Should you wish to use these services for wines **not** purchased on the Exchange there is a minimum charge of £100 (€140).

Please note that due to licensing regulations we are unable to ship spirits on this service.

Liv-ex warehouses

UK

Liv-ex London (within LCB)

29-30 Berths
Tilbury Docks
Essex
RM18 7EH
United Kingdom

Opening hours:

Monday to Friday 07:00 to 17:00

Excise number:

GB00001722530

Warehouse ID number:

GBWK506829337

France

Liv-ex Bordeaux (within Dartess)

14 Rue de Strasbourg
ZI Bordeaux Fret
33520
Bruges
France

Opening hours:

Morning - Mon to Fri 08:00 to 12:00
Afternoon - Mon to Thur 13:00 to 16:45

Excise number:

FR209926E1916

Warehouse ID number:

FR009926E1916

RFSE number:

FR0611030

Hong Kong

Liv-ex Hong Kong (Kerry Logistics)

1/F, 4-6 Kwai Tai Road
Kwai Chung
Hong Kong

Opening hours:

Mon to Fri 07:00 to 17:00

Please note there is a gate charge of \$350 HKD for each delivery and collection to Liv-ex Hong Kong.

Deliver to us

Booking requirements – all warehouses

All deliveries must be pre-arranged and booked in.

To do this, you or your transporter must email logistics@liv-ex.com at least 48 hours in advance to organise an appointment.

Without an appointment, **we reserve the right to refuse** a delivery and a charge may be incurred.

For booking in, the following minimum information is required:

1. Your desired delivery warehouse and the date and time of delivery
2. A detailed packing list that clearly states the wine names, the total amount of pallets and the total amount of cases to be delivered.
3. All associated Vine transaction numbers
4. All required customs paperwork

Customs paperwork

Wines arriving without the correct customs paperwork are liable to be seized and destroyed by customs. If you are unsure about what is required, please contact your Customer Care Executive who will be able to advise you.

Late deliveries

All vehicles must arrive within 15 minutes of the agreed delivery time. Deliveries arriving outside of the allocated slot will only be accepted and offloaded if and when there are available resources to do so. While every effort will be made to accommodate late arrivals, on exceptionally busy days it is possible that vehicles arriving outside the allocated slot may be refused. This includes instances in which prior notice of a delay has been given.

Pre-advice

Prior to making an appointment for delivery, we ask that you complete a pre-advice form so that we can make the correct information available to customs on arrival. The pre-advice form can either be emailed manually or automatically submitted using our [API services](#). If you prefer to email your pre-advice, the document below must be submitted. The areas highlighted in green are mandatory, while those in amber are optional. Should you have any queries regarding this, please contact your Customer Care Executive or email logistics@liv-ex.com.

[Liv-ex pre-advice 2018 \[Excel\]](#)

[LWIN database \[Web link\]](#)

Deliveries from outside the EU

Please ensure that you speak to your dedicated logistics contact prior to arranging any deliveries from outside the EU to Liv-ex. There are strict procedures which need to be followed. If they are not adhered to, long delays or potential seizure of the wines may be incurred.

2018 price list

Standard charges	GBP per unit	EUR per unit
Storage Liv-ex London and Bordeaux Per month or part thereof per unit received	£0.55	€0.77
Storage Liv-ex Hong Kong Per week or part thereof per unit received	£5.00	€7.00
Handling fees / Instant Transfers		
Goods in	£1.00	€1.40
Goods out	£1.00	€1.40

All trades made on the Liv-ex Exchange receive free storage for three months and are exempt from handling fees.

Standard optional charges	GBP per unit	EUR per unit
SIB Passport and photos		
SIB Passport	£3.50	€4.90
SIB Passport and photo	£7.50	€10.50
Available image request	£4.00	€5.60
Duty Paid photos	£4.00	€5.60
Storage insurance	Stock value	Stock value
£10 (€14) per month policy fee plus this calculation of your average monthly stock value	0.015%	0.015%
	GBP per unit	EUR per unit
Repacking charges		
Replacing damaged lids	£10.00	€14.00
Repacking into plain cardboard case	£10.00	€14.00
Styrofoam case	£20.00	€28.00
Export documents		
Standard commercial invoice and packing list	£35.00	€49.00
Certificate of origin (per certificate)	£45.00	€63.00
Courier collection admin fee (for DHL, FedEx or similar)	£35.00	€49.00
Stock take services		
Requested stock take (£300 minimum charge)	£0.80	€1.12
Part of Vine annual stock take (audited by Venners or similar)	£0.50	€0.70

Any additional labour services not stated here will be charged at £45 per/hr – minimum three hours. All prices are exclusive of UK VAT and subject to change.

FAQs

What is a unit?

All of our services are charged on a per unit basis. We define a unit as a case of wine, whatever the quantity of bottles it holds, such as 1x75, 6x75, 12x75.

Each unit is given a unique identity (UID), which can be tracked online.

What does the storage fee cover?

The storage fee covers the storage of wine within Liv-ex's warehouses for the period of up to thirty days.

What is a handling fee?

The handling fee is charged every time a unit enters or leaves your account.

This fee covers:

- Unit count on arrival to match the suppliers' paperwork
- Unit exterior description and condition check
- Notification of any exterior damage to stock via our website
- Application of UID label

What is the Instant Transfer system?

Instant Transfer allows you to transfer ownership of wine to another Liv-ex account **instantly and electronically**. The vast majority of the fine wine trade use Liv-ex and by extension have an account with us, meaning that many trades can be settled in this way.

What is an SIB Passport?

The SIB Passport is a unique **electronic certificate** issued by Liv-ex to show that a case of wine is SIB compliant. It is available to all Liv-ex customers to make trading fine wine more efficient and safe. Once issued, an SIB Passport is valid for three years while the wine remains in our warehouses. The passport enables faster processing when wine is bought and sold on the Exchange.

If a case of wine with a valid SIB Passport is sold on the Exchange, the £3.50 charge per unit is refunded. All Passports requested prior to arrival via pre-advice will receive three months free storage and are exempt from handling fees.



What does the SIB Passport cover?

- Vintage
- Colour of the wine, e.g. red or white.
- Correct quantity of bottles
- Original packaging and in good condition
- Levels are base-neck or better
- Capsules are original and undamaged
- Labels are clean and undamaged
- Bottles do not have strip labels from Asia, USA, or non-European regions as well as non-integrated merchant labels or barcodes.

Is the SIB Passport a warranty, guarantee or certificate of authenticity?

No, it is an electronic certificate based on Liv-ex's well-established algorithm for checking wines. The ongoing condition of the wines is assured by Liv-ex's comprehensive insurance policy if you remain opted in.

Does the SIB Passport or any of our services guarantee the wine name is correct?

No, while we make every effort to ensure we check everything thoroughly, given the diversity of wines we handle, Liv-ex unfortunately cannot guarantee that the wine name is correct. Should you wish to validate the wine name, please request a photograph so that you can check and validate the contents yourself.

How can I be sure of the wine name?

Our guidelines are as follows: Liv-ex believes requesting photos pre-arrival and checking them yourself is best practice. This is the best chance of identifying a problem as soon as possible, as both parties have checked the stock. This applies to all arrivals into your account. We will always use our best endeavours to inform you of any discrepancies but there needs to be an allowance for human error. Please note our maximum compensation will be in accordance to our UKWA terms in the unlikely event of an error (£2 per 12x75cl).

What is storage insurance?

It is important to ensure that your wine is fully covered. Experience suggests that not all insurance policies in the market cover to the levels expected. The policy offered by Liv-ex is:

- Comprehensive and protects, within reason, your risks.
- Zero excess
- Wines are valued and insured to the Liv-ex Market Price
- All wines are covered by insurance while using any of the Liv-ex services
- In addition, subject to being approved, their SIB Passport will also be covered for:
 - Damage to labels
 - Implosion of cork
 - Heating

How do I know if I am covered by insurance?

For safety, we will automatically insure your wines for you and charge accordingly.

[Liv-ex insurance policy \[PDF\]](#)

How can I opt out of this service?

If you wish to opt out, please email claire@liv-ex.com.

What are the consequences if I have opted out of the insurance policy?

If you opt out of the insurance policy, our liability is restricted by the standard terms and conditions for UKWA (for storage) and BIFA (for freight forwarding). This limits our liability to:

- UKWA - £100 per 1000kg (equivalent to £2 per 12x75)
- BIFA - £2 per kg (equivalent to £40 per 12x75)

If you opt out, your SIB Passport will remain valid, but the risk remains. While Liv-ex offers excellent storage services, wine is not immune to damage, breakage, seepage and other factors that could invalidate the SIB Passport at a later stage.

What happens if Liv-ex makes a mistake, insured or not?

We strive for perfection and will always operate to the very highest of standards. However, in the unlikely event that we do make an error, we aim to be transparent in the compensation we offer. Please see below **three common examples**. If you are unsure, please contact your dedicated logistics contact.

- 1. After the SIB Passport is granted, if the condition of the wine deteriorates am I covered?**
Yes, if you take out our insurance, this covers condition deterioration while the SIB Passport is valid.
- 2. If Liv-ex loses, drops or damages the case am I covered?**
Yes, if you take our insurance policy.
- 3. If it is later discovered that the wine appellation is not correct, does Liv-ex cover this?**
No, unfortunately our insurance will only pay out based on an insurable event, such as accidental damage or the deterioration of the wine. Our insurance cover does not account for human error but our photo service is available to help you verify your wines.

Will I need export documents?

If you are exporting goods outside of the EU, you will usually need export documents. We can generate standardised versions of these for you or you can create your own. Some destinations have special requirements and we would recommend that you check these prior to sending your wines.

What is the courier collection admin fee?

Although using the couriers DHL, FedEx and UPS can be a cost-effective route for delivery to international destinations, they are not specialists in the transportation of fine wine. When these couriers are used, there are additional complications with collection. A fee is applied to cover the administrative costs placed onto Liv-ex upon collection. Should you wish to arrange collection via these couriers, please contact your dedicated logistics contact. You will also have to:

- Release stock Duty Paid and pay UK Excise Duty
- Request repacking of stock into Styrofoam cases at £20 per case
- Request case labels to be sent to Liv-ex via your chosen courier

Do I need to pay for additional stock takes?

Liv-ex operates regular stock checks to ensure that records are complete and up to date. We also offer as per our pricelist:

- A bespoke stock take, tailored to your instructions, at a given date and time to meet your financial year-end needs.
- An annual stock take, audited and certified by an independent auditor, for which we can provide a certificate to ensure further transparency.

Cases with woodworm: our policy

If we receive cases with signs of woodworm, we have a duty of care to dispose of the case and repack your stock. We will alert you in case of any issues and provide photos of the infected case. If your case contains signs of woodworm, you will see a visible note alerting you on our stock management system, Vine.

Mixed cases

Every case of wine at Liv-ex is matched to its relevant LWIN (Liv-ex's wine identification number). This number is linked to the Liv-ex Market Price of a given wine under which our insurance is written. Therefore, as we cannot assign an LWIN number to a non-standard mixed case we are unable to accept them. Any cases arriving like this will be repacked into individual cases by wine and vintage, then charged at £10 per repack case used.

2018 settlement calendar

January – June

Received by Liv-ex				Statement issued	Paid by
Collection form received by us	In Bordeaux on or before	In London on or before	With valid SIB Passport on or before		
			04-Jan-18	05-Jan-18	12-Jan-18
		09-Jan-18	11-Jan-18	12-Jan-18	19-Jan-18
	09-Jan-18	16-Jan-18	18-Jan-18	19-Jan-18	26-Jan-18
08-Jan-18	16-Jan-18	23-Jan-18	25-Jan-18	26-Jan-18	02-Feb-18
15-Jan-18	23-Jan-18	30-Jan-18	01-Feb-18	02-Feb-18	09-Feb-18
22-Jan-18	30-Jan-18	06-Feb-18	08-Feb-18	09-Feb-18	16-Feb-18
29-Jan-18	06-Feb-18	13-Feb-18	15-Feb-18	17-Feb-18	23-Feb-18
05-Feb-18	13-Feb-18	20-Feb-18	22-Feb-18	23-Feb-18	02-Mar-18
12-Feb-18	20-Feb-18	27-Feb-18	01-Mar-18	02-Mar-18	09-Mar-18
19-Feb-18	27-Feb-18	06-Mar-18	08-Mar-18	09-Mar-18	16-Mar-18
26-Feb-18	06-Mar-18	13-Mar-18	15-Mar-18	17-Mar-18	23-Mar-18
05-Mar-18	13-Mar-18	20-Mar-18	22-Mar-18	23-Mar-18	30-Mar-18 (BH)
12-Mar-18	20-Mar-18	27-Mar-18	29-Mar-18	30-Mar-18	06-Apr-18
19-Mar-18	27-Mar-18	03-Apr-18	05-Apr-18	06-Apr-18	13-Apr-18
26-Mar-18	03-Apr-18	10-Apr-18	12-Apr-18	13-Apr-18	20-Apr-18
2-Apr-18 (BH)	10-Apr-18	17-Apr-18	19-Apr-18	20-Apr-18	27-Apr-18
09-Apr-18	17-Apr-18	24-Apr-18	26-Apr-18	27-Apr-18	04-May-18
16-Apr-18	24-Apr-18	01-May-18	03-May-18	06-May-18	11-May-18
23-Apr-18	01-May-18	08-May-18	10-May-18	11-May-18	18-May-18
30-Apr-18	08-May-18	15-May-18	17-May-18	18-May-18	25-May-18
07-May-18	15-May-18	22-May-18	24-May-18	25-May-18	01-Jun-18
14-May-18	22-May-18	29-May-18	31-May-18	01-Jun-18	08-Jun-18
21-May-18	29-May-18	05-Jun-18	07-Jun-18	08-Jun-18	15-Jun-18
28-May-18	05-Jun-18	12-Jun-18	14-Jun-18	15-Jun-18	22-Jun-18

BH = affected by bank holiday

Subject to compliance of the trade entered and the delivery conforming to the Liv-ex delivery requirements.

2018 settlement calendar

June – December

Received by Liv-ex				Statement issued	Paid by
Collection form received by us	In Bordeaux on or before	In London on or before	With valid SIB Passport on or before		
04-Jun-18	12-Jun-18	19-Jun-18	21-Jun-18	22-Jun-18	29-Jun-18
11-Jun-18	19-Jun-18	26-Jun-18	28-Jun-18	29-Jun-18	06-Jul-18
18-Jun-18	26-Jun-18	03-Jul-18	05-Jul-18	06-Jul-18	13-Jul-18
25-Jun-18	03-Jul-18	10-Jul-18	12-Jul-18	13-Jul-18	20-Jul-18
02-Jul-18	10-Jul-18	17-Jul-18	19-Jul-18	20-Jul-18	27-Jul-18
09-Jul-18	17-Jul-18	24-Jul-18	26-Jul-18	27-Jul-18	03-Aug-18
16-Jul-18	24-Jul-18	31-Jul-18	02-Aug-18	03-Aug-18	10-Aug-18
23-Jul-18	31-Jul-18	07-Aug-18	09-Aug-18	10-Aug-18	17-Aug-18
30-Jul-18	07-Aug-18	14-Aug-18	16-Aug-18	17-Aug-18	24-Aug-18
6-Aug-18	14-Aug-18	21-Aug-18	23-Aug-18	24-Aug-18	31-Aug-18
13-Aug-18	21-Aug-18	28-Aug-18	30-Aug-18	31-Aug-18	07-Sep-18
20-Aug-18	28-Aug-18	04-Sep-18	06-Sep-18	07-Sep-18	14-Sep-18
27-Aug-18 (BH)	04-Sep-18	11-Sep-18	13-Sep-18	14-Sep-18	21-Sep-18
03-Sep-18	11-Sep-18	18-Sep-18	20-Sep-18	21-Sep-18	28-Sep-18
10-Sep-18	18-Sep-18	25-Sep-18	27-Sep-18	28-Sep-18	05-Oct-18
17-Sep-18	25-Sep-18	02-Oct-18	04-Oct-18	05-Oct-18	12-Oct-18
24-Sep-18	02-Oct-18	09-Oct-18	11-Oct-18	12-Oct-18	19-Oct-18
01-Oct-18	09-Oct-18	16-Oct-18	18-Oct-18	19-Oct-18	26-Oct-18
08-Oct-18	16-Oct-18	23-Oct-18	25-Oct-18	26-Oct-18	02-Nov-18
15-Oct-18	23-Oct-18	30-Oct-18	01-Nov-18	02-Nov-18	09-Nov-18
22-Oct-18	30-Oct-18	06-Nov-18	08-Nov-18	09-Nov-18	16-Nov-18
29-Oct-18	06-Nov-18	13-Nov-18	15-Nov-18	17-Nov-18	23-Nov-18
05-Nov-18	13-Nov-18	20-Nov-18	22-Nov-18	23-Nov-18	30-Nov-18
12-Nov-18	20-Nov-18	27-Nov-18	29-Nov-18	30-Nov-18	07-Dec-18
19-Nov-18	27-Nov-18	04-Dec-18	06-Dec-18	07-Dec-18	14-Dec-18
26-Nov-18	04-Dec-18	11-Dec-18	13-Dec-18	14-Dec-18	21-Dec-18
03-Dec-18	11-Dec-18	18-Dec-18	20-Dec-18	21-Dec-18	28-Dec-18

BH = affected by bank holiday

Subject to compliance of the trade entered and the delivery conforming to the Liv-ex delivery requirements.

Terms and conditions

A fair usage policy exists for our services which we consider to be for trading on the Exchange or wines intended for long term storage in our facilities.

All storage services provided are handled under and subject to United Kingdom Warehouse Association terms & conditions.

United Kingdom Warehousing Association:

[Contract conditions for logistics \[PDF\]](#)

All transport services provided are handled under and subject to British International Freight Association terms & conditions.

British International Freight Association (BIFA):

[Standard trading conditions 2005A edition \[PDF\]](#)

External links

English:

[Logistics API](#)

[Pre-Advice 2018](#)

[LWIN database](#)

[Booking form](#)

[Packing instructions](#)

[UK distribution tariff 2018](#)

British International Freight Association (BIFA)

[Standard trading conditions 2005A edition](#)

United Kingdom Warehousing Association

[Contract conditions for logistics](#)

[Liv-ex insurance policy](#)

French:

[Instruction de palettisation](#)

[Demande d'enlèvement](#)

Videos:

[About Liv-ex Logistics](#)

[Interview with Ashley Hopkins, Director of Operations & Technology](#)