



## **What is the SMART Pool™?**

The SC Maritime Chassis Pool (“SMART Pool”) is a container chassis provisioning service that is owned and managed by the South Carolina Ports Authority. Chassis will be provided for pickup and return on or near all SCPA terminals to support the container cargo flowing through the Port of Charleston.

## **How to start using SCPA SMART Pool™ Chassis?**

You must first visit [WWW.SCSPA.COM/SMARTPOOL](http://WWW.SCSPA.COM/SMARTPOOL) where you may begin the application process with SCPA.

After completing enrollment, a profile will be created for your company in our GO!Chassis management system. Enrollee will then receive an invitation to create a company password and username. This will allow you to add users, upload any required documents, and view invoices.

## **What is required to complete enrollment for the SMART Pool™?**

- Valid SCAC code
- Valid UIIA Membership
- W-9
- Insurance coverage with applicable documentation
- Must review and sign the SCPA Chassis Interchange Agreement
- Must be in good standing with the SCPA

## **How much insurance coverage is required?**

The SCPA requires all motor carriers be enrolled in the UIIA and carry the minimum insurance requirements defined by the UIIA. Current insurance documentation noting the following coverage limits must be uploaded to SCPA:

1. Commercial Automobile Insurance - minimum \$1,000,000 coverage.
2. All Risk, Loss, and Damage to trailer coverage (Chassis coverage) – minimum \$30,000 coverage.
3. Commercial General Liability – minimum \$1,000,000 coverage
4. Workers Compensation Coverage – as required by the state
5. Policy endorsements specifically naming SCPA as additional insured

*Please note SCPA will require certificates of insurance (COI) along with copies of insurance policy endorsements noting SCPA as an additional insured, loss payee (for chassis interchange coverage only) and waiving the carrier's right of subrogation. If you have blanket endorsements, then a copy of those endorsements or policy pages should be uploaded. A COI alone is not sufficient to evidence the required coverage.*

## **How to Provide Insurance Documentation to SCPA:**

- All insurance certificates must be provided in pdf format.
- New enrollees of the SMART Pool™ may upload insurance documentation by submitting a new customer application with SCPA on [WWW.SCSPA.COM/SMARTPOOL](http://WWW.SCSPA.COM/SMARTPOOL)
- Current enrollees in the program may upload via their profile in SCPA's GO!Chassis application by logging in via [GOCHASSIS.SCSPA.COM](http://GOCHASSIS.SCSPA.COM) and dropping the PDF insurance documents into their company profile: Go to the Insurance tab, click add certificate and follow the prompts.

## **How much does a chassis cost?**

- SCPA Chassis are invoiced at \$24.00/day plus tax.
- Triaxle Chassis rates – please contact [chassislogistics@scspa.com](mailto:chassislogistics@scspa.com)
- SCPA Damage Waiver is \$3.00/day plus tax.

Please note that SCPA Chassis will be billed, as a daily usage charge until the chassis is returned to an SCPA depot location listed on our website at [www.scspa.com](http://www.scspa.com). SCPA may modify the rates from time to time, any modifications shall be posted on our website 30 days before the modified rates take effect. Taxes are billed at the sales tax rate of the county the chassis was interchanged/picked up: Charleston County 9%, Greenville County (Greer) 7%, Dillon County 8%.

Please also note that triaxle chassis usage will always be billed to the motor carrier.

## **What is the SCPA Damage Waiver Program?**

The SCPA Damage Waiver program is an optional program offered to the motor carrier community to limit the liability of equipment damage for an additional fee on the daily rate. SCPA will waive up to a maximum of \$1,000 in covered damages to the leased/rented chassis per trip.

Complete details on the program can be found here: [SCPA Damage Waiver Program](#).

SCPA may modify the rates from time to time, any modifications shall be posted on our website thirty (30) days before the modified rates take effect.

The motor carrier will always be charged for damage waiver fees, even if the SSL is covering the chassis move.

## **How often is usage billed?**

SCPA will invoice chassis usage twice monthly as noted below:

- Days 1-15 are billed on the 19<sup>th</sup> day of the month or next business day.
- Days 16-last day of the month are billed on the 4<sup>th</sup> of the next month or next business day.
- If a chassis is checked out during multiple billing cycles, it will be billed during each billing cycle that it remains checked out.

## **How will SCPA send invoices?**

- All invoices will be sent via email in PDF format and with a CSV excel document providing the invoice detail, the system will email these to the billing contact noted in the GO!Chassis customer profile
- Invoice and chassis details are also located on the GO!Chassis application.

## **What payment methods are accepted?**

Acceptable payments methods are ACH, Wire Transfer, or Credit Card.

- Credit card payments can be processed online in GO!Chassis.
- ACH information can be requested from the Chassis Logistics team.
- Remittance with invoice numbers and amounts paid can be sent to [billing@scspa.com](mailto:billing@scspa.com).

## **How to dispute an invoice?**

- All disputes should be submitted by the 15<sup>th</sup> day after the invoice date
- Sign into your GO!Chassis account and navigate to the **INVOICES** tab
- Download the invoice in question as a CSV, rather than a PDF
  - This will download a spreadsheet version of the invoice
  - Save the file as an Excel File (changes cannot be made on a CSV)
- Highlight the rows for the moves/charges in question and add a comment to the last column of that row.
  - Example: **Billable to MAERSK; Door Move**
- Send this disputed invoice sheet to [ChassisLogistics@scspa.com](mailto:ChassisLogistics@scspa.com)
- Use the email subject line: **Dispute – Invoice #**
  - Example: Dispute – **Invoice CH00001234**
- Our team will review the dispute internally and with any related parties and adjust as needed.

## **What if the BCO or Steamship Line pays for the chassis usage?**

- Motor Carriers are the default billable party for all chassis moves.
- Steamship lines or BCOs may send files that communicate a change in billable party. Without a file received or request submitted from the steamship line or BCO, the billing will always default to the Motor Carrier.
- Please note that steamship lines (SSL) will not cover charges for bare chassis moves.