



Transport Services & Logistics Ltd.

Transport Services and Logistics Ltd: (country)

Standard Operating Procedures for import shipments:

Country:

Master Bill of Lading or Airway Bill

Shipper: Origin Agent

Consignee: TSL Office

Description of Goods: As per House B/L

Quantities and Weight: Must be same as House B/L

Freight Charges: Either Collect or Prepaid

House Bill of Lading or Airway Bill

Shipper: As per suppliers instructions

Consignee: As per suppliers instructions

Delivery/Notify Agent: TSL office as per Master B/L or AWB

Description of Goods: As per instructions from supplier/shipper

Quantity and weight: FCL As per information provided by shipper
LCL/Airfreight As weighed/measured at depot

SOP for import shipments into (country) : Page 2

Freight Charges:	Prepaid/Collect as per B/L or AWB
Consolidation Manifest:	Must include all details of Master Bill And House Bills, both sea and air
Attached Documents:	Commercial Invoice Packing List Certificate of Origin (if required) Fumigation Certificate (if required) Export Certificate (if required) Quarantine Declaration for ALL FCL's Completed and signed by shipper Origin/Consolidation agents invoice which Must include all origin charges and freight if These amounts are to be collected from consignee.
Pre Alert	Planned flight/shipping details must be Emailed to destination once a booking is made.
Airfreight:	Copy of AWB's to be emailed/faxed as soon as Available.
Seafreight	Copies of all documents must be received by Destination agent no less than 7 days prior to Vessel arrival. All pre alerts must be sent to: (ops person)