

Local Import:

PROCESS

Step 1) – Collect the original documents from the client (B/L or Telex release, commercial invoice/ packing list);

Step 2) – Check with the shipping line about the status of the cargo and advise the client about the arrival date of the vessel;

Step3) – Take the Delivery Order (D/O) from the Shipping line:

The required documents by the shipping line:

- Original B/L or Telex Release endorsed by the consignee

The documents provided by the shipping line are:

- Original Delivery Order
- 2 copies Delivery Order
- Original Electronic D/O
- Receipt of the D/O fees

Step 4) – Arrange Port charges payment.

The required documents for this are:

- Copy Delivery Order
- Original Electronic D/O

CUSTOMS PROCESS

Prepare the customs papers: there are different declarations which are; For example:

Exoneration: This is for all goods which are exempted from taxes & duties.

The required documents are:

- Duly filled Exoneration declaration with the information required such as cargo description, vessel name & voyage, B/L number, weight, quantity, commercial value in Djibouti Francs. The declaration should be stamped by the consignee.
- Copy Delivery Order
- Copy Electronic D/O
- Copy Bill of lading or Original B/L (if you have a second original B/L)
- Request for Exoneration letter we request the client to provide us the exemption letter for each shipment separately.
- Original commercial invoice
- Original packing list

We need to pay Custom Documentation Charges, Custom Escort Charges and Custom Inspection Charges for these shipments.

DELIVERY PROCESS

Step1) – Need to arrange all necessary equipment like: trucks, forklift (if required), Cooliage/ Labour for the delivery and lashing.

Step2) – Prepare the gate pass

The required documents for this are:

- Gate pass form
- Copy Electronic D/O
- Copy Port Charges invoice
- Customs declaration

Step3) – For OOG Cargo, need to arrange Convoy. Prior arrangement has to be done for the escort.

Step4) – If any Cargo is Temp. admission shipment, we need to arrange with customs as the cargo will be inspected upon arrival at site. Need to inform client not to open the containers will the custom inspection is completed.

Step5) – Deliver and sign the GRN (Goods Received Note) or POD (Proof of Delivery) from the receiver “**consignee**” of the goods.