

Local Export Procedure

1- Process

Action	Entity Involved
<p>Pre-alert</p> <ul style="list-style-type: none"> - Email pre-alert with following docs to be sent to all parties involved. <p>Pre-alert Docs</p> <ul style="list-style-type: none"> - Draft Commercial Invoice - Packing List - Shipping instruction 	Shipper
<p>Original Document</p> <ul style="list-style-type: none"> - Commercial Invoice - Packing List - Bank Permit - Shipping instauration - Empty container release request form stamped and signed by Shipper - Previous related import declaration (If any) - VGM certificate (signed and stamped) 	Shipper
<p>Documents Generating from Djibouti Forwarders</p> <ul style="list-style-type: none"> - Shipment Booking - Customs Declaration - Truck Way Bill - T1 paper (customs road paper) - Draft Bill of Lading/ Original Bill of Lading 	Djibouti Forwarders
<p>Export Process</p> <ul style="list-style-type: none"> - Shipper should provide pre-alert one week before the pickup date - Shipper should provide all the required documents two days before the pick-up date - Shipper should finish loading within 6 hours after the container arrived at site. - Local Forwarders should finish the custom clearance the same day cargo loading is finalized. 	Djibouti Forwarders
<p>Djibouti Clearance Process</p> <ul style="list-style-type: none"> - Djibouti Forwarder should finish the Export clearnce process within one day after receiving the document from the driver. - Driver should offload the container within 6 hours after he received the road paper. <p>Master Bill of Lading</p> <ul style="list-style-type: none"> - Djiboutian Forwarder will follow with the shipping line and get the draft bill of lading with in 2 days of contianer is loaded on bord. 	Djiboutian Forwarder

<ul style="list-style-type: none">- Shipper need to approve the draft bill of lading- Djiboutian Forwarder will follow up and collect the MBL from the shipping line and hand over the MBL with in 3 days after the draft bill is approved by shipper	Shipper Djiboutian Forwarder
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