

## **Standard Operating Procedure (TRANSIT)**

### **Sea freight export**

#### **1- Communication line**

Communicate with daily report to **Shipper, Djibouti and Ethiopian Forwarder** shall get approval for any extra charges such as storage, cut off fee.

#### **2- Process**

<b>Action</b>	<b>Entity Involved</b>
<b>Pre-alert</b> <ul style="list-style-type: none"><li>- Email pre-alert with following docs to be sent to all parties involved.</li></ul> <b>Pre-alert Docs</b> <ul style="list-style-type: none"><li>- Draft Commercial Invoice</li><li>- Packing List</li><li>- Shipping instruction</li></ul>	Shipper
<b>Original Document</b> <ul style="list-style-type: none"><li>- Commercial Invoice</li><li>- Packing List</li><li>- Bank Permit (Note that Ethiopian export bank permit expires at the end of every month)</li><li>- Shipping instauration</li><li>- Empty container release request form stamped and signed by Shipper</li><li>- Previous related import declaration (If any)</li><li>- VGM certificate (signed and stamped)</li><li>- Voucher book (if the client has the privilege)</li><li>- Copy of bonded warehouse certificate (if the client has the privilege)</li><li>- Copy of Business licensee (renewed)</li><li>- Copy of VAT Certificate</li><li>- Copy of TIN Certificate</li></ul>	Shipper
<b>Documents Generating from Ethiopian Forwarders</b> <ul style="list-style-type: none"><li>- Shipment Booking</li><li>- Customs Declaration</li><li>- Truck Way Bill</li><li>- T1 paper (customs road paper)</li><li>- Draft Bill of Lading/ Original Bill of Lading</li></ul>	Ethiopian Forwarders
<b>Export Process</b> <ul style="list-style-type: none"><li>- Shipper should provide pre-alert one week before the pickup date</li></ul>	

<ul style="list-style-type: none"> <li>- Shipper should provide all the required documents two days before the pick-up date</li> <li>- Shipper should finish loading within 6 hours after the container arrived at site.</li> <li>- Ethiopian Forwarders should finish the custom clearance the same day cargo loading is finalized.</li> <li>- Ethiopian Forwarders will send the dispatch report to Djibouti Forwarders within 6 hours after truck dispatched, and documents should be <ul style="list-style-type: none"> <li>• Truck plate, name and phone of driver</li> <li>• T1 Paper</li> <li>• Truck Way bill</li> <li>• Booking Confirmation</li> <li>• Shipping Instruction</li> </ul> </li> <li>- Ethiopian Forwarders should follow the safe arrival of the container up to Djibouti and update the client accordingly.</li> </ul>	Ethiopian Forwarders
<p><b>Djibouti Clearance Process</b></p> <ul style="list-style-type: none"> <li>- Djibouti Forwarder should finish the Export clearnce process within one day after receiving the document from the driver.</li> <li>- Driver should offload the container within 6 hours after he received the road paper.</li> </ul> <p><b>Master Bill of Lading</b></p> <ul style="list-style-type: none"> <li>- Ethiopian Forwarder will follow with the shiping line and get the draft bill of lading with in 2 days of contianer is loaded on bord.</li> <li>- Shipper need to approve the draft bill of lading</li> <li>- Ethiopian 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</li> </ul>	<p>Djiboutian Forwarder</p> <p>Ethiopian Forwarder</p> <p>Ethio Forwarder</p> <p>Shipper</p> <p>Ethiopian Forwarder</p>