

## Transit - Import

### Standard Operating Procedure Sea freight

#### 1- Process

Action	Entity Involved
<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>- Scanned copy of Original Bills of Lading (OBLs)</li><li>- Commercial Invoice / Packing List / Certificate of Origin</li></ul>	Ethiopian Forwarder/ Djibouti Forwarder
<b>Original Document dispatch to Ethiopian Forwarder</b> <ul style="list-style-type: none"><li>- 2 Original BLs</li><li>- 1 Original Certificate of origin,</li><li>- 2 original invoice / 2 original packing list</li><li>- If DG goods shall need Material Safety Data Sheet (MSDS) / certificate of analysis</li></ul>	
<b>Documents from Client ET</b> <ul style="list-style-type: none"><li>- Ethiopian Forwarder shall approach client ET for each shipment</li><li>- BL endorsement</li><li>- Obtain duty exemption documents</li><li>- Customs clearing agreement</li></ul> <b>Dispatch of 1 endorsed OBL to Djibouti</b>	Ethiopian Forwarder
<b>Declaration to Customs</b> <ul style="list-style-type: none"><li>- Submit import customs documents to Ethiopian customs and obtain transit permit (also known as ECD – Ethiopian customs declaration) (max 3 days from complete set of docs reception) and scan/mail the transit permit to Djibouti</li></ul>	Ethiopian Forwarder
<b>Collection of Delivery order from Shipping Line &amp; proceed transit clearances upon receipt of transit permit</b>	Djibouti Forwarder
<b>Settlement of Port / Shipping Line Charges and co-ordinate loading with transporters</b>	Djibouti / Ethio. Forwarder
<b>Process exit/dispatch documents of loaded trucks and advise Client &amp; Ethiopian Forwarder</b> <ul style="list-style-type: none"><li>→ Truck plate, name and phone of drivers should be communicated to Ethiopian Forwarder to allow them to enter site in Addis</li></ul>	Djibouti Forwarder
<b>Truck Tracking / CO-ordinate Truck arrival at Customs</b>	Ethiopian forwarder
<b>Trucks inspection with Customs</b>	Ethiopian forwarder

<b>Dispatch trucks after inspection from customs to final place of delivery</b>	Ethiopian forwarder
<b>Empty Container return to Djibouti if carrier owned container (COC)</b>	Ethiopian forwarder