	<h1 style="text-align: center;">Processing of Import Freight Shipments for Cash On Delivery Transaction</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		<b>Document Number:</b>  2P-GL-09.01
	<b>Department:</b> Global - Operations	<b>Effective Date:</b> January 14, 2023	<b>Revision No</b> 5

## Scope

This document covers the policies and procedures in preparation of cargo manifest, informing clients of arrival details, preparation of documents needed for the customs clearance. This document applies to customers that are Cash on Delivery (COD).

## Ownership

The Operations Supervisor/Documentation Supervisor is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

## Definition of Terms

HBL	House Bill of Lading
HAWB	House Airway Bill of Lading
MBL	Master Bill of Lading
MAWB	Master Airway Bill of Lading
VASP	Value Added Service Provider


## Incoterm

EXW	Ex-Works (named place)
FCA	Free Carrier (named place of delivery)
FAS	Free Alongside Ship (named port of shipment)
FOB	Free Onboard (named port of shipment)
CPT	Carriage Paid To (named place of destination)

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**

	<h1>Processing of Import Freight Shipments for Cash On Delivery Transaction</h1> <h2>Policies and Procedures</h2>		<b>Document Number:</b>  2P-GL-09.01
<b>Department:</b> Global - Operations	<b>Effective Date:</b> January 14, 2023	<b>Revision No</b> 5	

CFR	Cost and Freight (named port of destination)
CIF	Cost, Insurance and Freight (named port of destination)
CIP	Carriage and Insurance Paid to (named place of destination)
DAT	Delivered at Terminal (named terminal at port or place of destination)
DAP	Delivered at Place (named place of destination)
DDP	Delivery Duty Paid (named place of destination)

### Policies


1. The details of the House Bill of Lading (HBL) / House Air Waybill (HAWB) shall be based on the Master Bill of Lading (MBL) / Master Air Waybill (MAWB). The following details must be tallied:

- Container number
- Size
- Seal Number
- Number of boxes/cargoes
- Weight
- Cargo description
- Port of Discharge (POD) / Port of Loading (POL)
- Total number of containers

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**

	<h1>Processing of Import Freight Shipments for Cash On Delivery Transaction</h1> <h2>Policies and Procedures</h2>		<b>Document Number:</b>  2P-GL-09.01
	<b>Department:</b> Global - Operations	<b>Effective Date:</b> January 14, 2023	<b>Revision No</b> 5

2. The manifest shall be prepared (encoded) and verified, in the Value-Added Service Provider (VASP). Sending of manifest to the carrier should be within 6 hours prior arrival of cargoes in port for sea freight and one (1) hour before the arrival of cargo in the terminal for air freight. Delay in the given timeline will incur charges.


Value Added Service Provider: For Air & Sea

- CDEC
  - E-Konek
  - Intercommerce
3. In the absence of the Air Waybill (AWB), the Certification of Non-Presentation of AWB provided by the airline/forwarder shall be used in replacement to the original AWB for the customs clearance.
  4. The Original Bill of Lading shall be surrendered to the consolidator or shipping line if required.
  5. Stamped with F2 Global Logo documents shall be released once payments are settled and a copy of the Official Receipt is given to the Operations Supervisor/Documentation Supervisor.
  6. Operations Supervisor/Documentation Supervisor/ Operations in-charge shall require any broker or customer's representative to present below documents before issuance of the delivery order.
    - The ID of Authorized personnel to pick-up
    - Authorization letter from Customer (HAWB number)
    - The ID of the Signatory (Consignee)
    - Container guaranty for sea freight

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**


	<h1>Processing of Import Freight Shipments for Cash On Delivery Transaction</h1> <h2>Policies and Procedures</h2>		<p>Document Number:</p> <p>2P-GL-09.01</p>
<p>Department:</p> <p>Global - Operations</p>	<p>Effective Date:</p> <p>January 14, 2023</p>	<p>Revision No</p> <p>5</p>	

7. Customer Experience Specialist (CXS) shall prepare the Job Instruction as an attachment to all request made for payment. Any charges to be paid shall be supported by JI.
8. Operations Supervisor/Documentation Supervisor / Operation in charge shall turn over a Complete set of documents to assigned Brokerage in charge:
  - Master BL
  - HBL
  - MAWB
  - HAWB
  - Delivery Order
  - Container Guarantee
  - Authorization
  - Arrival Notice

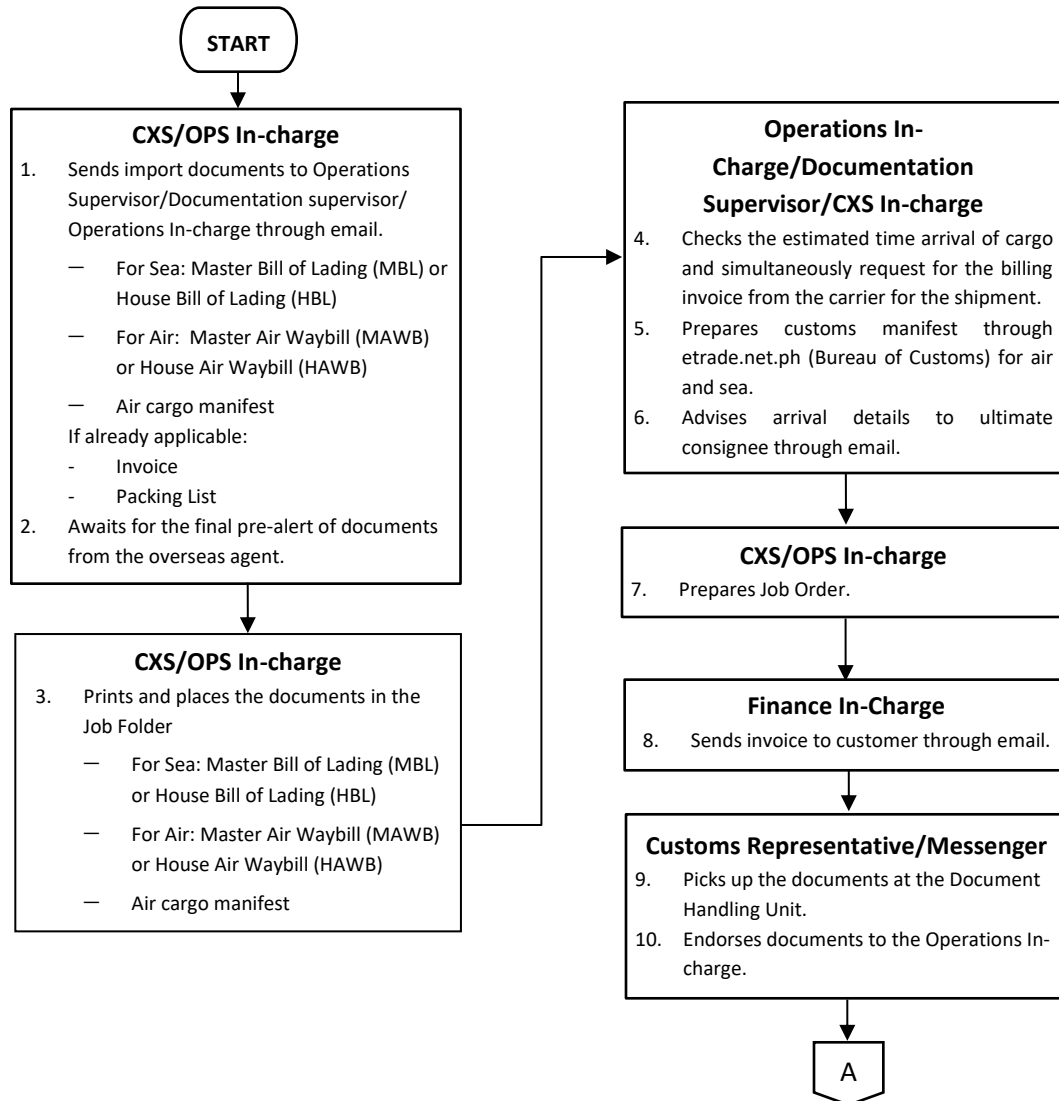
**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**

 <p><b>F2 GLOBAL LOGISTICS</b> LET'S MOVE. NOW.</p>	<h1 style="text-align: center;">Processing of Import Freight Shipments for Cash On Delivery Transaction</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		<p><b>Document Number:</b></p> <p style="text-align: center;">2P-GL-09.01</p>
	<p><b>Department:</b></p> <p style="text-align: center;">Global - Operations</p>	<p><b>Effective Date:</b></p> <p style="text-align: center;">January 14, 2023</p>	<p><b>Revision No</b></p> <p style="text-align: center;">5</p>


## Procedures

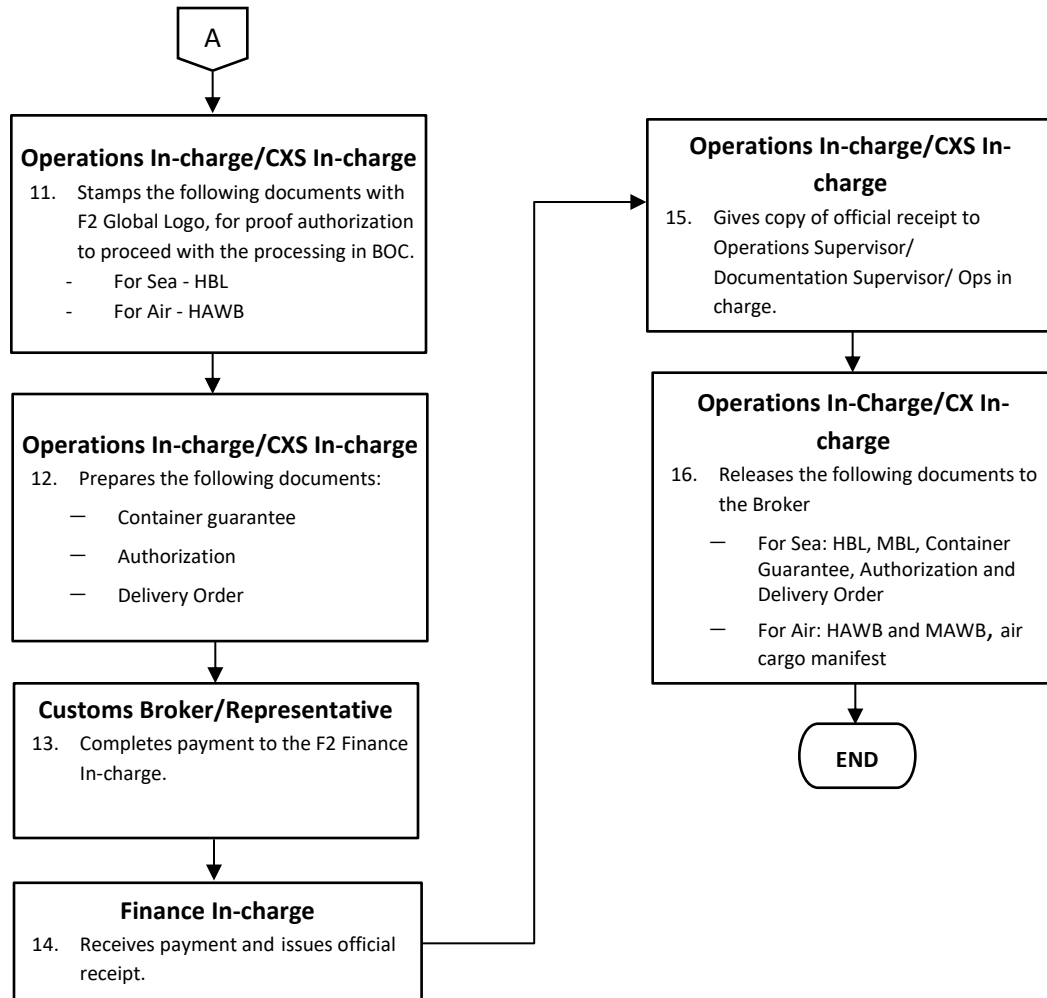


**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**

 <p><b>F2 GLOBAL LOGISTICS</b> LET'S MOVE. NOW.</p>	<h1>Processing of Import Freight Shipments for Cash On Delivery Transaction</h1> <h2>Policies and Procedures</h2>		<p><b>Document Number:</b> 2P-GL-09.01</p>
	<p><b>Department:</b> Global - Operations</p>	<p><b>Effective Date:</b> January 14, 2023</p>	<p><b>Revision No</b> 5</p>



**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**