	<h1>Processing of Import Freight Shipments for On-Accounts Transaction</h1> <h2>Policies and Procedures</h2>		Document Number: 2P-GL-09.02
	Department: Global - Operations	Effective Date: January 14, 2023	Revision No 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 for customers that have a credit line.

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

HLB	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)
CFR	Cost and Freight (named port of destination)
CIF	Cost, Insurance and Freight (named port of destination)

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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

- 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)
- The manifest shall be encoded and verified, in the Value-Added Service Provider (VASP). Sending of manifest should be within six (6) hours before the arrival of cargo 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
- 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.
- The Original Bill of Lading shall be surrendered to the consolidator or shipping line if required.

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5. For the customers who exceeded the terms of their credit line, the approval of the Area Manager/VP COO /Sales in charge shall be required before the Customer Experience Specialist (CXS)/Operations In-charge will release the documents needed for Customs.
6. Customer Experience Specialist (CXS) In-charge shall prepare the Job Instruction as an attachment to all request made for payment. Any charges to be paid shall be supported by JI.

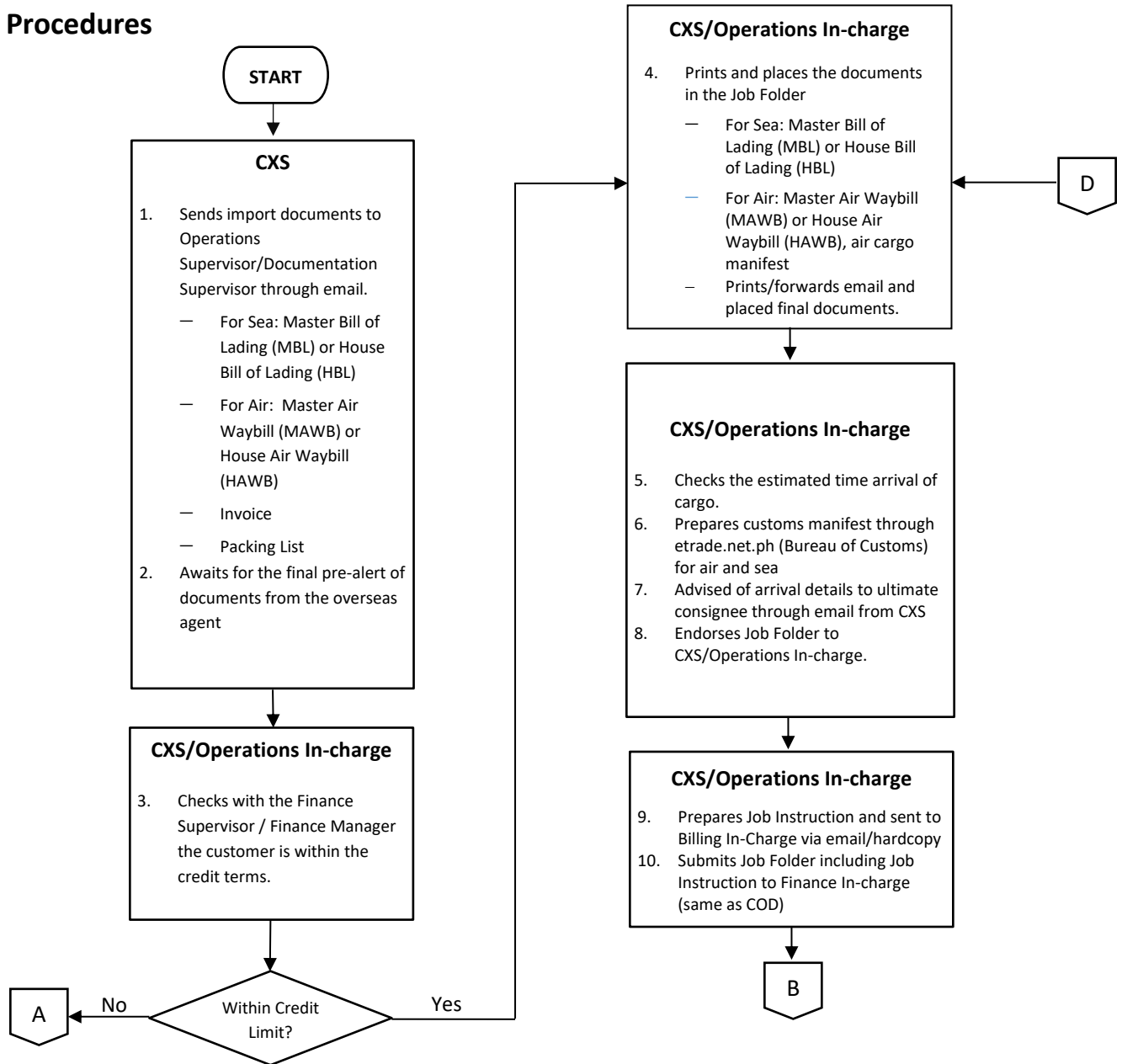
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Procedures

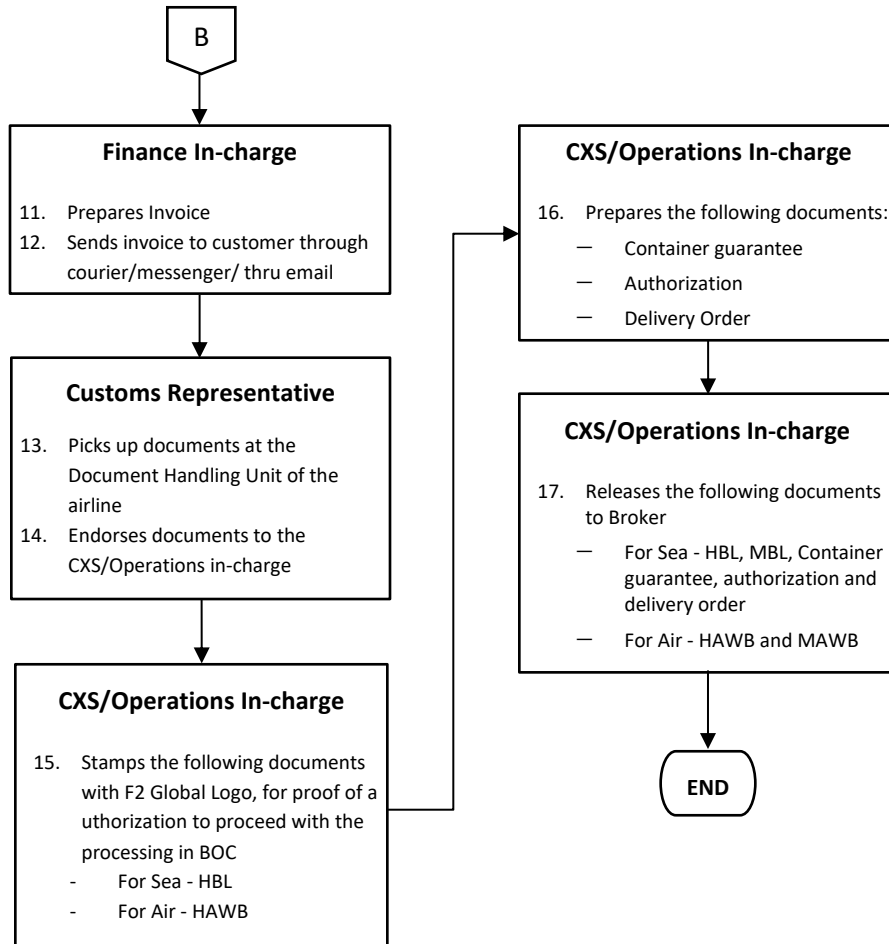


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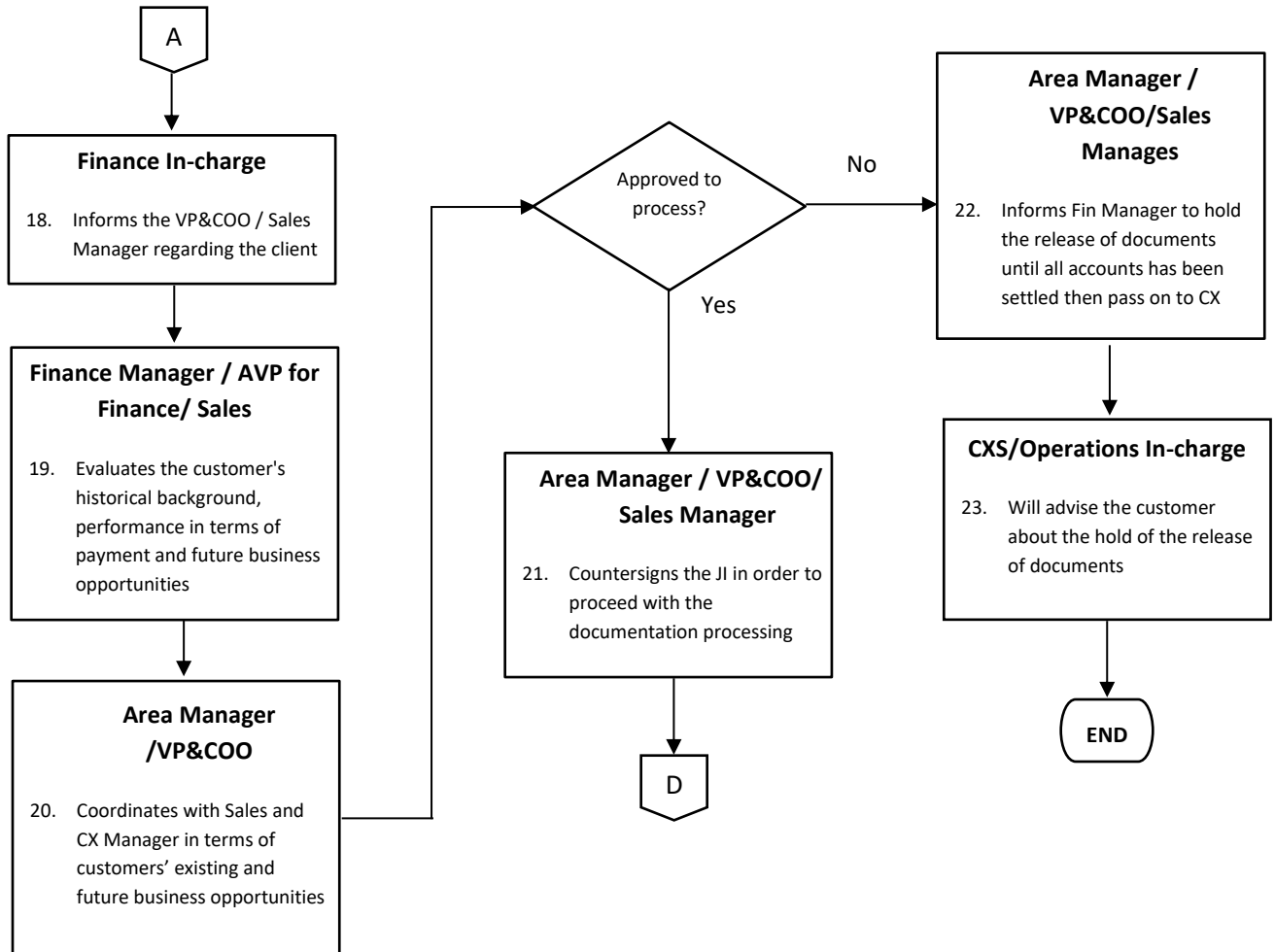


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