

	<h1>Processing of Export Freight Shipments with Brokerage Policies and Procedures</h1>		Document Number: 2P-GL-09.05
	Department: Global - Operations	Effective Date: January 14, 2023	Revision No.: 6

Scope

This document covers the policies and procedures in export freight transactions with brokerage including preparation of Airway Bill, Bill of Lading and Export Declaration. This document covers both air and sea freight.

Ownership

The Brokerage/Declarant Operations Assistant 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
MSDS	Material Safety Data Sheet
TABS	Terminal Appointment Booking System

Incoterm

EXW	Ex-Works (named place)
FCA	Free Carrier (named place of delivery)
FAS	Free Alongside Ship (named port of shipment)

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

Policies

- Customer Experience Specialist (CXS) to turn over the Job Folder to Declarant/Ops assistant if necessary:
 - Booking confirmation (Sea)
 - Invoice & Packing List
 - Pre-cut Airway bill (Air)
 -
- Cargoes and documents shall arrive at the Airline three (3) hours prior to scheduled departure and two (2) days for shipping line.
 - For Sea:
 - Export Declaration
 - Invoice & Packing List
 - Permits (Government Agencies Compliance)
 - For Air:
 - Master Airway Bill

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- House Airway Bill
- Invoice
- Packing List
- Transfer Manifest
- Permits (Government Agencies Compliance)

3. Customs Representative shall ensure that details in the transfer manifest (Actual weight) and Airway Bill (AWB) for air is tallied.
4. Customer shall provide completely the Pickup details to CXS
 - Pick up Location
 - Pick Up Time
 - Truck type
 - Cargo details
 - Contact person in delivery address
5. CXS In- Charge to send truck and container details to customer prior pick-up of cargoes.
 - Plate Number
 - Type of Truck
 - Mobile number
6. Transport coordinator shall deploy F2 owned trucks first before subcontracted truckers.
7. We are observing VGM Ruling for pick-up of container for sea freight and Airlines ruling on the allowable weight discrepancy of 3.4 kgs on the packing list versus actual weight.
 - In case of Shut-out / Off Load, Customer Experience Specialist shall coordinate with Customer.

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Upon approval of the Customer, Customer Experience Specialist shall rebook the cargo/container. *Refer to 2Ps of Departure of Cargoes for Door-to-Door Services, Departure of Cargoes for Door to Port and Port to Port Services*

8. Customer Experience Specialist shall prepare the Job Instruction as attachment to all request made for payment. Any charges to be paid shall be supported by JI.

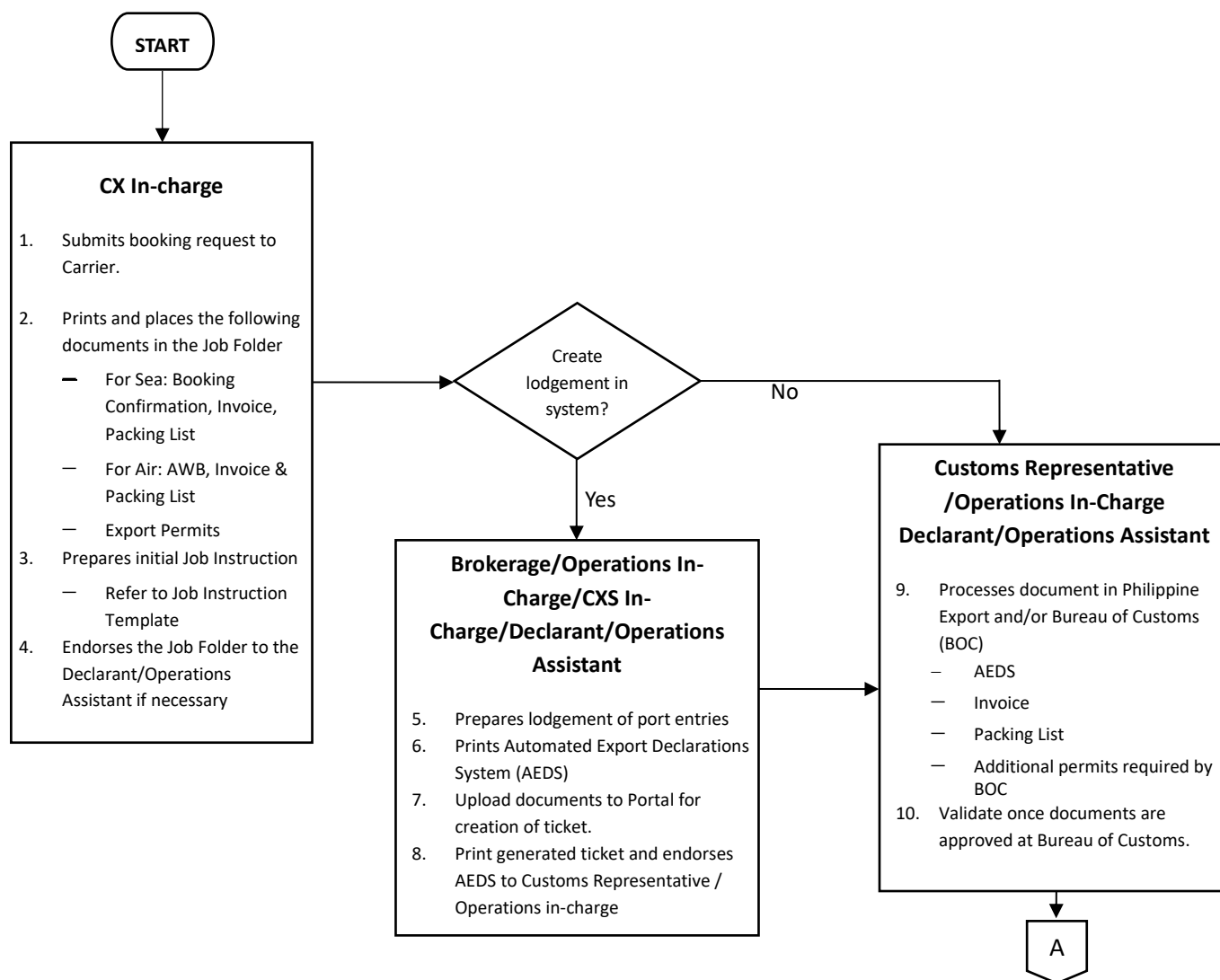
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Procedures

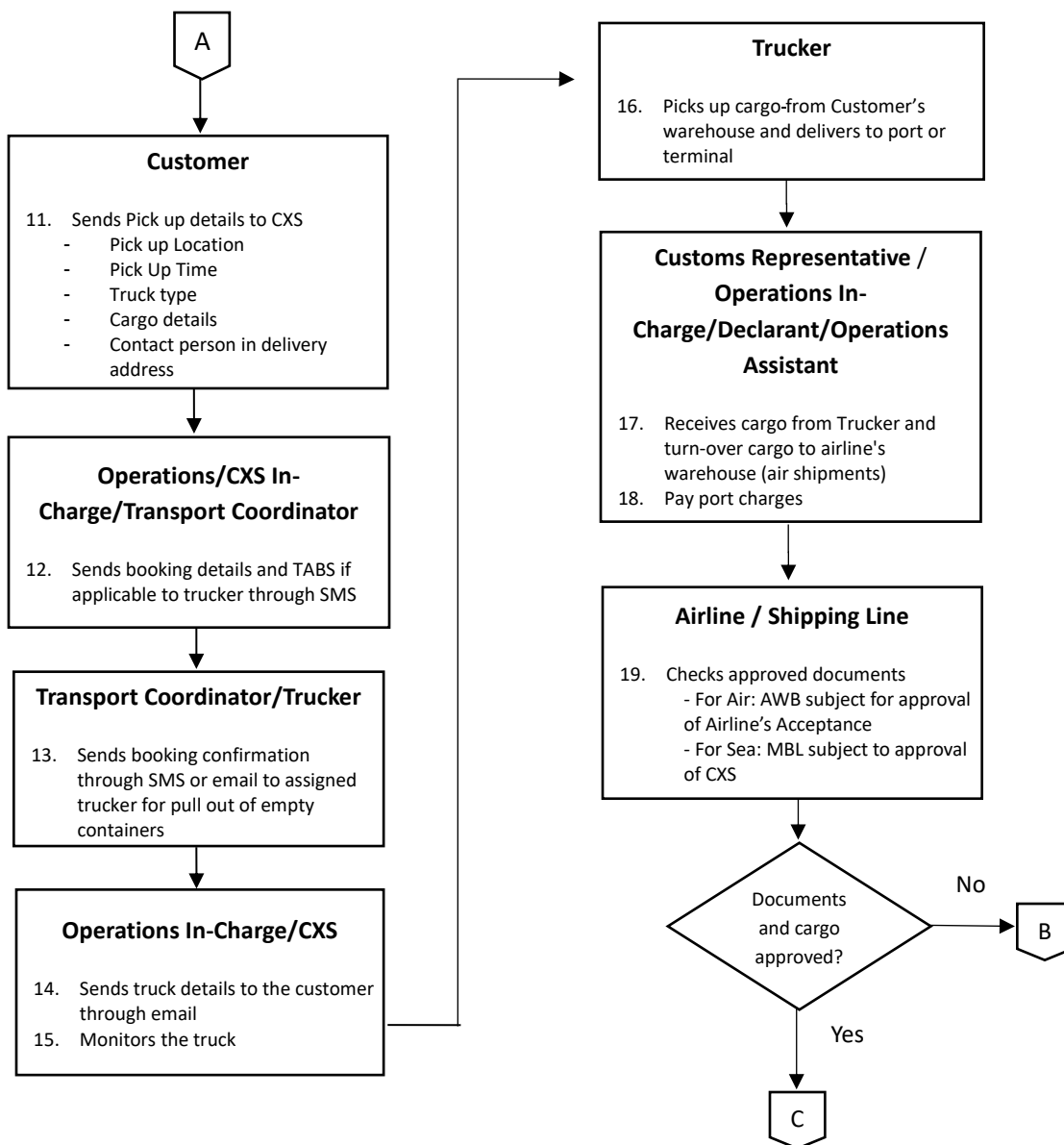


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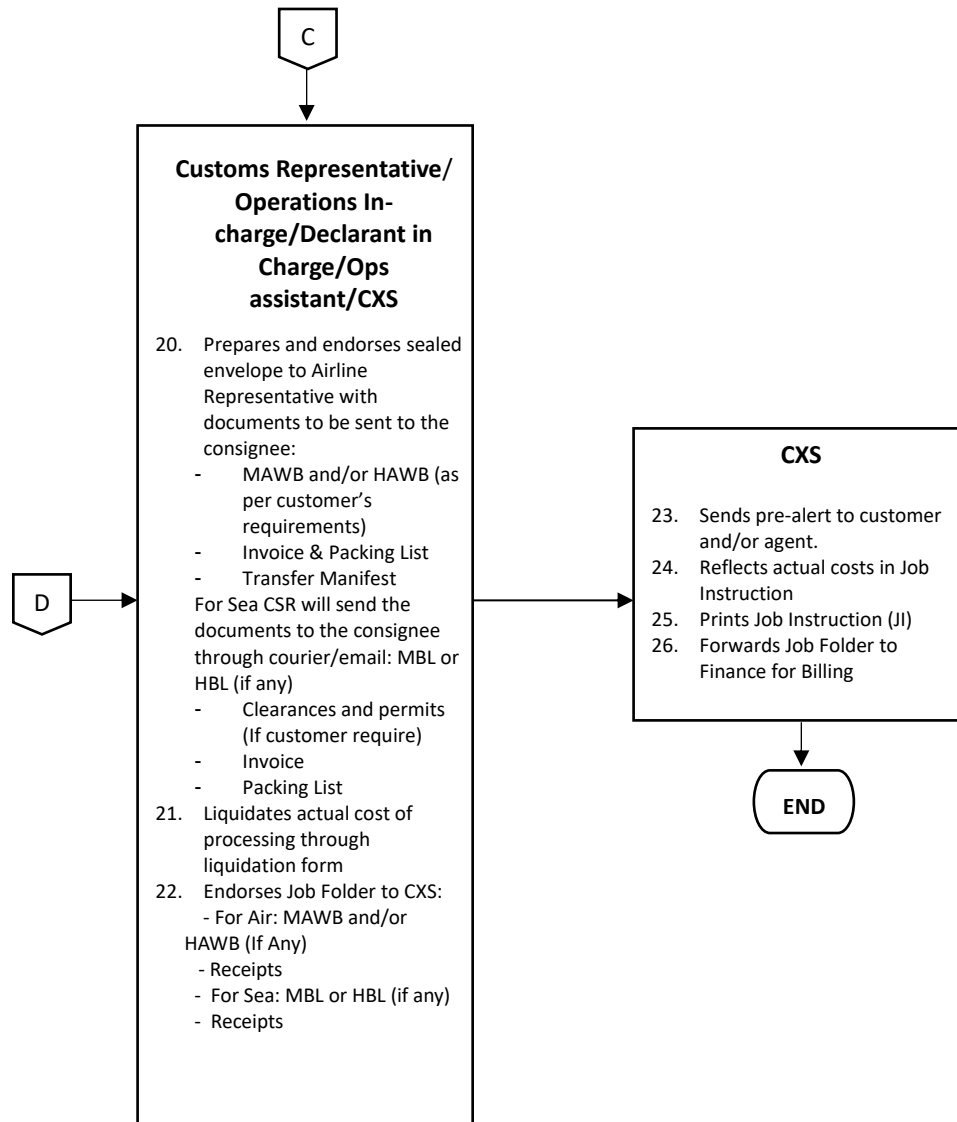


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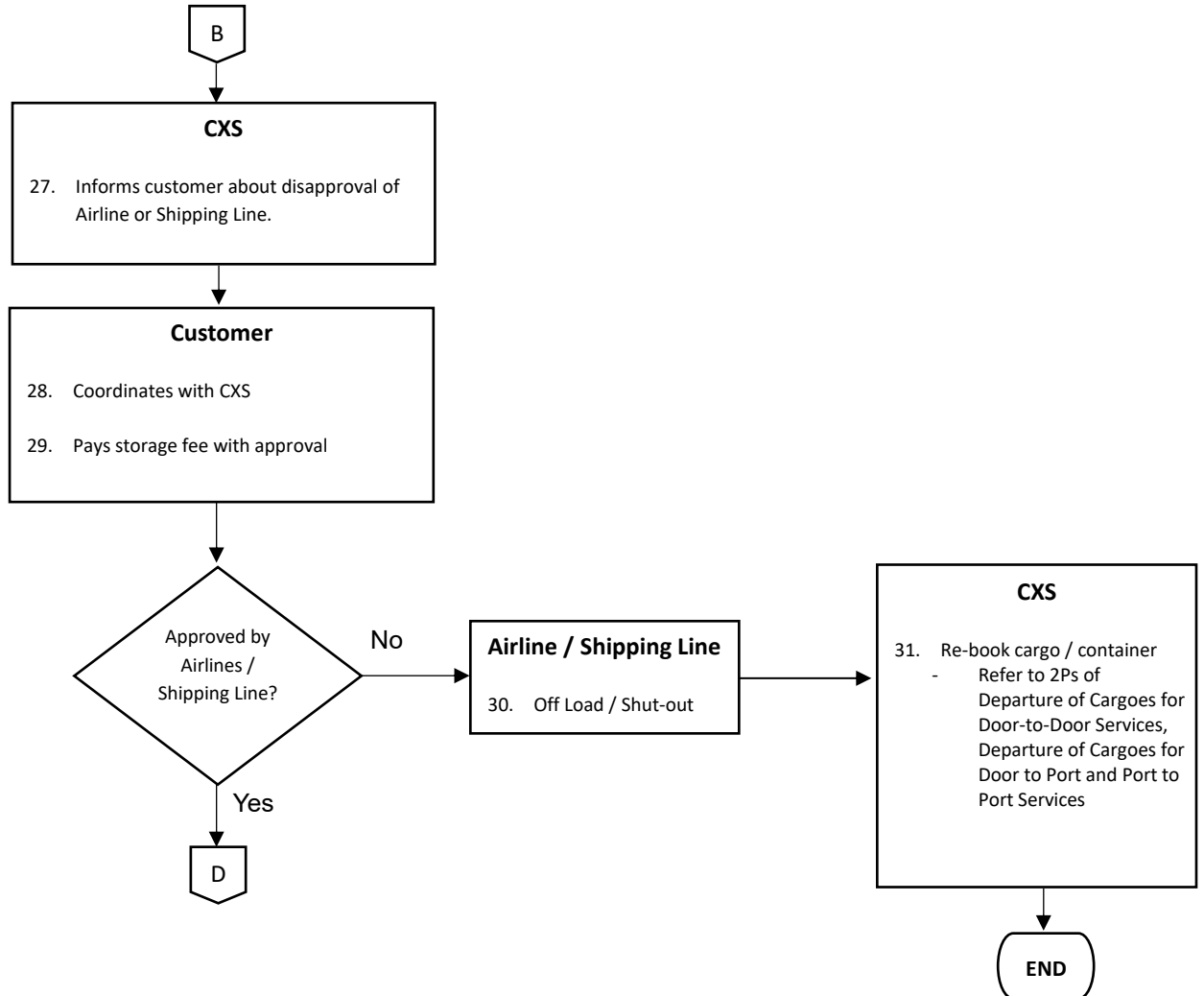


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