

	<h1>Export - Brokerage</h1> <h2>Quality Plan</h2>		Document Number: QP-GL-11.04
	F2 Global Philippines, Inc.	Effective Date: October 30, 2017	Revision No 1

QUALITY PLAN- EXPORT BROKERAGE						
Key Support Service Process Name	Item to be Controlled	Dimension	Standard	Person Responsible	Control Methodology	Procedure Code or Other Type of Docs
Brokerage Request	Shipping documents (BL, Invoice, Packing List, Permits if any)	Accuracy and Completeness	Ensure that all shipping documents are complete and aligned with pertinent government rules and regulation	Operations	checking and validation of shipping documents	2P-GL-09.04 2P-GL-09.05
Completion of Original Documents	Shipping documents (BL, Invoice, Packing List, Permits if any)	Accuracy and Completeness	Ensure that all shipping documents are complete and aligned with pertinent government rules and regulation	Operations	Checking and validation of shipping documents	2P-GL-09.04 2P-GL-09.05
Preparation of Export Declaration/ Lodgement	Shipping documents (BL, Invoice, Packing List, Permits if any)	Accuracy	Ensure that encoding of customer details are accurate and on time	Operations	Checking and Reviewing of all customer details to be encoded in the VASP	2P-GL-09.04 2P-GL-09.05
BOC Processing	Approved Export Declaration	Accuracy and completeness	Ensure approved export declaration is aligned with all pertinent documents	Operations	Checking and reviewing of approved Export Declaration	2P-GL-09.04 2P-GL-09.05
Transfer of Cargo	Cargo	Timeliness	Ensure that cargo is transferred 2- 3 hours prior departure (Air), 1-2 days prior departure (Sea)	Operations	Checking and Validation of transferred cargo	2P-GL-09.04 2P-GL-09.05
Payment of Arrastre (SEA)	Payment Request	Accuracy and Timeliness	Payment Request shall be process upon receiving of billing invoice	Operations	Monitors Payment Request movement	Payment Request 2P-GL-09.04 2P-GL-09.05
Booking of Truck(s)	Booking to Trucker	Accuracy and timeliness	Booking to trucker shall be one (1) day prior to required time of customer (Sea) /For air based on customer Requirements	Operations	Checking and Monitoring of booking confirmation	Booking request 2P-GL-09.04 2P-GL-09.05
Billing	Billing Invoice	Accuracy and completeness	Documents in the Job Folder shall be required to be completed prior the preparation of billing invoice.	Finance	A checklist is available to ensure the completion of the documents	Job Folder 2P-GL-03.01
Collection	Official Receipt	Accuracy and completeness	Ensure all official receipt issued are posted through the Financial Management System (FMS) on a daily basis to update accounts receivables.	Finance	Checking and Validation of Official Receipt	Job Folder 2P-GL-03.02

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