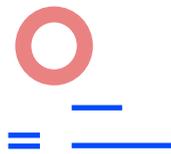


CHECKLIST: THE A TO Z OF HOW FACTORY-STUFFED EXPORT CARGO IS SHIPPED

From initial product enquiry to final import clearance, this checklist covers all the bases of exporting factory-stuffed cargo:

1 PRE-BOOKING



- Importer identifies need for product, floats enquiry in market
- Exporter responds with quote and product sample/specifications
- Importer shortlists quote, contacts preferred exporter
- Exporter, if first-timer, applies for Import-Export Code (IEC). Established exporters would already have IEC
- (Non-mandatory) Exporter, if first-timer, applies for Registration-Cum-Membership Certificate (RCMC). Established exporters would already have this certificate
- Importer, exporter negotiate and fix contract of sale
- Exporter sends proforma invoice to importer
- Importer sends export order, purchase order to exporter
- Exporter begins manufacture/procurement of goods, arranges finance/bank loan if required, insurance (as per contract of sale), inspection and quality check of goods before dispatch
- Exporter starts looking for logistics service providers

2 BOOKING PROCESS



- (Non-mandatory) Exporter raises request for quotation RFQ) with transportation, customs agent, freight forwarding, haulage service providers. Or, he goes to an online marketplace like [Cogoport](#) to get instant quotes from multiple freight forwarders, transportation providers and customs agents
- Multiple service providers respond to RFQ with rates for services
- Exporter selects service providers

3 POST-BOOKING



- Exporter/customs agent arranges for packaging, labelling, marking of goods
- Exporter/customs agent creates commercial invoice and packing list:
 - Commercial invoice:** Final invoice or bill issued to importer listing all goods being exported and their prices, as agreed by importer
 - Packing list:** List of goods being exported with weights, dimensions, packaging and labelling details
- Freight forwarder provides booking note (BN)– also called container release order (CRO) or export delivery order (DO)– from shipping line, arranges container pick-up
- In factory stuffing, transporter has empty containers picked up from container yard, dropped off at exporter's factory
- Exporter/customs agent stuffs containers and seals them
- Customs agent enters information for customs clearance on [ICEGATE](#), creates checklist for shipment
- Exporter confirms checklist, customs agent submits it on ICEGATE and receives shipping bill number
- Transporter takes stuffed containers to weighbridge for calculation of Verified Gross Mass (VGM)





(continued)

- Exporter creates VGM declaration with VGM of each container in shipment
- Customs agent/freight forwarder submits VGM declaration to shipping line
- Transporter takes containers to terminal and hands them over
- Customs agent organises customs clearance of goods (document checks, payment of duties, etc), gets shipping bill endorsed with "Let Export Order"



4

FINAL DOCUMENTATION AND LOADING ON THE VESSEL

- Exporter/customs agent creates shipping instructions (SI) for shipment and submits it to freight forwarder
Shipping instructions: A document that serves as a first draft of the bill of lading (BL)
- Freight forwarder submits SI to shipping line, gets draft BL.
Draft BL: Rough version of BL, it is issued by shipping line to confirm details before BL is printed
- Exporter checks information and format of draft BL, confirms this to freight forwarder
- Freight forwarder confirms draft BL to shipping line, which prepares BL
If BL type is received for shipment (RFS) or shipped on board (SOB), it is printed
Sea waybill is not printed
- Freight forwarder collects BL after handing over required documents, mate's receipt to shipping line
Mate's receipt: Issued by ship's commanding officer when cargo is loaded, it is prima facie evidence that the goods have been loaded
- Freight forwarder ensures containers are loaded on ship, takes note of any delay in transit



>> (continued)

- Freight forwarder sends original BL to exporter
Exporter applies for Certificate of Origin from Chamber of Commerce
- Exporter sends original BL, other documents to importer. In the event of a letter of credit, documents are sent to banking system

5

**DESTINATION
ACTIVITIES**



- Importer/customs agent presents commercial invoice, packing list and BL to customs at port of destination for import clearance
- Importer/customs agent takes custody of shipment
- Importer/customs agent gets goods transported to final destination
- Importer has containers destuffed, hands over empty containers at shipping line's appointed container yard
- Exporter collects payment from bank or importer and applies for government incentives, if applicable

