

TRANSAMERICA LOGISTIC INC.

Ocean Import SOP

Purpose and brief overview of this document:

The following document serves to record, clarify, standardize and organize all TAL operations information involving Ocean transport into United States of America.

Business Overview

Country: USA

Office: USA

Address: Transamerica Logistic Inc.

12705 South Kirkwood RD.

STE-150

Stafford, TX-77477 USA

Phone: 281-497-1116

Fax: 281-497-1118

www.go2tal.com

Ocean Import Process

U.S. Customs - Automated Manifest System (AMS): AMS has to be filed 72 to 48 hrs prior shipments sailing from origin by TAL or by the shipping carrier. *Complete information is required on AMS form or AMS will not be processed with incomplete information.*

All AMS submissions are to include the following information:

- The carrier assigned vessel and voyage number;
- Estimated departure date;
- The Standard Carrier Alpha Code (SCAC) and Master Bill of Lading number (MBL#);
- The date the vessel is scheduled to arrive at the first US port;
- The numbers and quantities from the carrier's ocean bills of lading;
- Vessel name, flag and IMO number;
- The last foreign port before the vessel departed for the United States;
- The first foreign port where the carrier takes possession of the cargo destined for the United States;
- The foreign port where the cargo is laden on board;
- A precise description of the cargo (or the Harmonized Tariff Schedule number under which the cargo is classified) and the weight of the cargo;
- Shipper's name and address or identification number;
- Consignee's name and address or identification number, or where goods are consigned to order, the "Notify Party" details;
- Internationally recognized hazardous material code when such materials are being shipped;
- Container numbers (for containerized shipments);

Importer Security Filing (ISF) 10 +2: ISF has to be filed 72 to 48 hrs prior shipments sailing from origin. The ISF Importer is required to submit the ISF. Typically, the ISF Importer is the goods' owner, purchaser, consignee, and agent such as a licensed customs broker. *Complete information is required on ISF 10 + 2 form or ISF will not be processed with incomplete information if filed by TAL.*

All ISF submissions are to include the following information:

- Seller;
- Manufacturer (or supplier);
- Stuffing location;
- Consolidator;
- Buyer;
- Importer of record number (EIN#);
- Consignee;
- Ship to party
- Country of origin
- Commodity Harmonized Tariff Schedule of the United States (HTSUS) number
- Mother Vessel and voyage#;
- ETD; ETA;
- origin loading port;
- first US port of discharge
- AMS#;
- container# and size;

Pre-Alerts: PRE-ALERT of all documents IS A MUST FOR ALL SHIPMENTS.

Pre-alert must be emailed to:

All shipments: shahid@go2tal.com; fprasla@go2tal.com;

All FCL shipments except out of China & Middle East: impdoc@go2tal.com;

FCL & LCL Shipments out of China and all Air shipments: ash@go2tal.com;

FCL Shipments out of Middle East: Joyeb.imp@go2tal.com;

All LCL shipments including Consolidation: talconsol@go2tal.com;

Documentation required:

- **House B/L** – Originals; must include the consignee's complete name, address, contact person, telephone and fax numbers, and email address if available.
- **Master B/L** - Originals;
- **Debit / Credit Notes**- needs to be included with PRE-ALERT to avoid any confusion with selling & buying rates.

Additional documentation required for custom clearance if handled by TAL:

- **Commercial Invoice** – original unless specified. Shipper must prepare for each and every shipment in ENGLISH. A commercial invoice must indicate HS CODES, COUNTRY OF ORIGIN, VALUE, CURRENCY (IN \$ USD) AND DESCRIPTION OF GOODS. Some commodities like garments need a very detailed invoice is require.
- **Packing List** – original unless specified.
- **Certificate of Origin** – original unless specified. Shipper must prepare as required by the consignee in ENGLISH, which indicated HS CODES, COUNTRY OF ORIGIN AND DESCRIPTION OF GOODS.

Failure to provide these documents could delay custom clearance, storage or demurrage, inspection fees and fines, which will be charged to the origin agent or shipper if consignee refuses to pay.

Overseas Agent requirement:

- Full set of copies of documents must be emailed within a week of vessel departure from port of origin.
- Full set of original documents must be couriered to TAL agent at least two week prior to vessel arrival at first US port of discharge. If in doubt as to which TAL agent will handle ASK VIA EMAIL FIRST.
- Couriered documents must be headed by "PRE-ALERT COVER SHEET" listing all shipments information and especially any specific instructions.
- All bills of lading to include full and correct contact details of consignee which are: FULL NAME, FULL ADDRESS (STREET NAME AND NUMBER, CITY, STATE, AND ZIP CODE), correct telephone and fax numbers.
- Any email requests for information / clarification should be given priority providing return overnight responses.
- Any charges TAL is to collect from consignee on your behalf must be outlined in an invoice on your company's letterhead billing TAL.
- In the event that overseas agent requests any freight to be "HELD" pending further notice, it is requested that TAL be shown the same courtesy and consideration in return that is agent does all in his/her power to expedite a resolution to aid our efforts in servicing consignee and avoiding liability being placed on TAL. This requires agent to be pro-active in said resolution on their side and also keeping TAL updated timely on going events regarding resolution.

TAL responsibilities:

- Issue (VIA fax or email) a TAL Arrival Notice/Invoice to consignee a week prior shipment arrival or following day of receipt of arrival notice from steamship line or coloader agent.
- Keep consignee or their customs broker informed / updated on any changes, delays, exams etc. via telephone, fax, or email.
- Collect any charges (IF APPLICABLE) from consignee on behalf of overseas agent prior to release of freight.
- Collect original House Bill of Lading (if required) prior to release of freight.
- Ensure any special requests, requirements, holds etc. submitted by overseas agent are honored providing those requests, requirements, holds etc. are legal under US law.
- Effect release of freight within 24 to 48 hrs after receipt of all applicable requirements requested to consignee.
- Provide consignee or their customs broker of any pick up numbers or release / availability information.