

PROCESS FLOW & CHECKLIST FOR 10 + 2 ISF SYSTEM TO USA
(APPLICABLE TO ALL MALAYSIA/CHINA/THAILAND FACTORIES)

FLOW	DESCRIPTION	RESPONSIBILITY
MARKETING & TG USA	1) To advise Documentation to provide drafts B/L. 2) To check & acknowledge Documentation on the draft B/L.	MARKETING & TG USA
SHIPPING	1) To provide booking confirmation at least 7 days before shipment 2) To truck in the container at least 3-4 days before ETD of vessel. 3) Any roll over, vessel delay, change on container/seal no. etc, and pls inform marketing and documentation dept. immediately. 4) To fill up the ISF form in the booking stage if requested by shipping agent with Mktg and Documentation Dept confirmation.	SHIPPING
WAREHOUSE	1) To provide container & seal no. 3 - 4 days before shipment 2) To provide delivery order (DO) within 4 working hours after container pulled out 3) Any shortshipment on the quantity loaded must inform mktg OIC immediately.	WAREHOUSE
DOCUMENTATION	1) To prepare SI & supporting docs. at least 3 days before ETD of vessel 2) To send the draft b/l to Marketing/TG USA once received from shipping lines. 3) Any changes in the vessel name, ETD date, shortshipment will inform Mktg OIC/TGUSA immediately.	DOCUMENTATION
MARKETING & TG USA	1) To get marketing OIC & TG USA acknowledgement & confirmation of B/L or ISF details.	DOCUMENTATION, MARKETING & TG USA
TG USA (AS IMPORTER) and OTHER USA CUSTOMER	1) Customer to fill up and comply to 10+2 ISF form.	TG USA & OTHER USA CUSTOMERS
DOCUMENTATION & MARKETING	1) To record in the USA documents check list.	DOCUMENTATION & MARKETING
COMPLETE		

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