

OPR – Exporting Aquatic Plants.

1. Five working Days in advance Logistics needs to receive shipping instruction from Farm division.

SHIPMENT BOOKING DETAILS (Air Freight)		
1	From (Origin)	
2	Final Destination	
3	Exact Arrival Date	
4	Commodity	
5	No of Boxes & Dimensions	
6	Weight(s)	
7	Payment Terms (FOB/FCA/ CNF)	
8	Documents Needed	
	(HC or If any special Docs)	
9	Arrangement of Shipping (As per the contract, By Supplier or Logistic)	

2. Logistic will Place the booking with appropriate Forwarder.

Shipment Booking	
Route	CMB to LAX
Cargo Handing over Date	08.01.2019
Commodity	Aquatic Plants
No of Boxes	32
Weight	250 Kgs (Approx)
Special If Any	Aquatic plants needs cool room facilities.(14cel.)

3. Once booking is confirmed by forwarder Log will send Flight schedules to Farm – Kaduwella & all concern departments.

Shipment Details	
Shipment Type	Aquatic Plant
No of Cartons	140 nos (Approx)
Estimate Arrival (Destination)	23 rd February 2019 LAX
Cargo Handing Over Date	24 th February 2019 LAX
Cut Off Time (Airport)	4.30 PM
Flight Details	MAWB: 160-4869 3820
	CX 610 / 24.02.2019CMB TO HKG (ETD: 0055HRS – ETA: 0840HRS) CX 882 / 24.02.2019 HKG TO LAX (ETD: 1635HRS – ETA: 1305HRS)
Forwarder Name	Expolanka Freight (Pvt) Ltd.
Contact Details	
	NAME - Umesh Ubeywickrama Contact No- (+94) 771419492 E mail - umeshu@expofreight.com
Airport Office Details	Umesh Ubeywickrama – (+94) 771419492

4. Performa Invoice needs to be send to Logistics to prepare CusDec Documents.
An increased quantity to be mentioned on it.

Example:

if we are supposed to send 5000 pcs of total plants we can mention 7500 pcs to PI to prepare CusDec document. This will enable us to keep cover any increased sales or quantities.

Process –

1. Buddika S, (Farm Manager) must prepare the proforma invoice based on Logistics department flight details and MAWB number
2. Once Logistics get the Performa by Buddika s. straight away send it to Finance department Nisansala and Ravindu to finalize the invoice profit margin.
3. Once Logistics get finalized invoice by Finance, prepare the freight rate and add flight details to the invoice and PL
4. Finally send the invoice to Freight forwarder to pass Customs entry


Supreme Orchid Export (PVT) Ltd.					
40A, Wijerama Mawatha, Colombo-07, Sri Lanka					
Tel : +94 112415375/ +94117685795 , E-mail : sprmorchid@gmail.com, mmt@cisintl.com					
COMMERCIAL INVOICE					
Consignee Details		Date	23/03/2018	Flight Details	TG308/646
SUM GREEN CO LTD,		Invoice No	CMB/2018/001	ETA	25/03/2018
31-4, KIAJINA HEDUIMA CHO, YATOMI CITY,		MAWB No.	217-5824 7254		
AICHI PREFECTURE, JAPAN.		Port of Loading	CMB		
		Port of Discharge	NGO		
ITEM	DESCRIPTION	SIZE (CMS)	QUANTITY	RATE (USD)	AMOUNT (USD)
1	Dracaena Sanderiana Gold 3 ppN	25	1500	0.48	720.00
2	Dracaena Sanderiana White 3ppN	25	1500	0.48	720.00
3	Dracaena Sanderiana Gold 2 ppN	12	2000	0.24	480.00
4	Dracaena Sanderiana White 3 ppN	12	2000	0.24	480.00
Total			7000		2,400.00
FOB (USD)					1,641.00
Freight (USD)					559.00
Total C&F (USD)					2,400.00
Total no of Rooted Plants				7,000.00	
Total Cartons				44.00	
SHIPPING MARKS		REMARKS		Authorized Signature	


5. CusDec and Performa Invoice with company rubber stamp on it must be obtained by authorities signatures and send back to forwarder for shipment preparation.

CUSTOMER		SCHEDULE 3 SRI LANKA CUSTOMS - GOODS DECLARATION		DECLARATION		CUSTOMER - 33	
Header Information	3 Exporter TIN: 1140147887000 SUPREME ORCHID EXPORT PVT LTD 40A WUJERAMA MW COL 07			EX 1		CBEX1 Colombo Exports Office Customs Reference Number: E 17732 21/03/2018	
	9 Consignee TIN: SUM GREEN CO LTD 31-4, KAJIJA HELIMA CHO YATOMI CITY AICHI PREFECTURE, JAPAN			8 Total Packages 1 50.00 2018 #58		7 Declaration's Sequence Number #58	
	14 Declaration Representative TIN: 1008967377000 FTS EXPRESS P L 11A, MILEPOST AVENUE, COL 03 TL 31/07/2018 CHA EXPIRES			15 Country of Export Sri Lanka		10 C.A.P. 0	
	16 Country of origin Sri Lanka			17 Country of destination Japan		18 C.A.P. 0	
	19 Vessel/Flight TG308			20 Delivery Terms FOB		21 Voyage No./Date 25/3/2018	
	22 Mode of Transport 4 at Border Transport			23 Place of Loading/Discharging SLAL		24 Financial and banking data Bank Code: 7010 Terms of payment: 70 Open Account Bank Name: Bank of Ceylon Branch: 001 Nat. No.	
	25 Mode of Transport 4 at Border Transport			26 Financial and banking data Bank Code: 7010 Terms of payment: 70 Open Account Bank Name: Bank of Ceylon Branch: 001 Nat. No.		27 Nature of Freight	
	28 Office of Entry/Exit CBEX1 Colombo Exports			29 Location of Goods SLAL		30 Customs & Total Amount Invoiced USD 2,400.00	
	31 Packages and Descriptions of Goods Marks and numbers - Containers (Mark) Number and kind AS PER INVOICE Number & Kind 50.00 CT Carton Containers (Mark) Description: 7000 PCS OF ROOTED PLANTS			32 Commodity (HS) Code 06049000 00		33 Gross Mass (Kg) 160.00	
	34 Addl. Info. Documents Produced Certificate and Authorisation S80 (CMB2016/001 OF 2016-3-20)			35 Net Mass (Kg) 140.00		36 Preference S.L.	
37 Calculation of Taxes			38 Identification of warehouse & B ACCOUNTING DETAILS Mode of Payment : CASH Assessment Number : A 18684 Date : 21/03/2018 Receipt Number : Quantity : OLKR Date : Total Fees : Rs. 550LKR Total Declaration : Rs. 550LKR		39 Identification of warehouse & B ACCOUNTING DETAILS Mode of Payment : CASH Assessment Number : A 18684 Date : 21/03/2018 Receipt Number : Quantity : OLKR Date : Total Fees : Rs. 550LKR Total Declaration : Rs. 550LKR		
38. Total (Grand Amount) Customs Amount Invoice Value: USD 2,400.00 Freight: 0.00 Insurance: 0.00 Other: 0.00			39. I do hereby confirm that all particulars entered by me or on my behalf in the CusDec and electronically transmitted to the Sri Lanka Customs are true & correct, and that the same particulars appear in print form on this document.		40. SIGNATURE OF IMPORTER / EXPORTER / AGENT: DATE: _____		
41. DECLARATION SUBMITTED BY			42. SIGNATURE OF IMPORTER / EXPORTER / AGENT: DATE: _____		43. DECLARATION SUBMITTED BY		

This column sign and stamp


7. Before preparing Final Invoice+ Packing List Farm (Aquatic Plants) should confirm Total number of the boxes and its quantities (individual), Gross weight and net weight. This is very important for Logistics to prepare Final Invoice+ Packing List and to calculate the Freight cost. Otherwise this will complicate the total system of this shipment. In addition, the correct quantities and its cartons numbers we need it to obtain Phyto Sanitary certificates which very important.
8. Once Logistics receives above required detail, we will send Final Invoice+ Packing List to Farm to Signed and send along with the shipment. Also farm needs to send scanned copies of those signed Invoice+ Packing List to Logistic via email. Another thing is Farm should send extra invoice and PL to Airport along with Truck driver (2 sets).


COMMERCIAL INVOICE					
Consignee Details SUM GREEN CO LTD, 31-4, KIAJINA HEIJIMA CHO, YATOMI CITY, AICHI PREFECTURE, JAPAN.		Date	24/03/2018	Flight Details	TG308/646
		Invoice No.	CMB/2018/001	ETA	25/03/2018
		MAWB No.	217- 5824 7254		
		Port of Loading	CMB		
		Port of Discharge	NGO		
ITEM	DESCRIPTION	SIZE (CMS)	QUANTITY	RATE (USD)	AMOUNT (USD)
1	Dracaena Sanderiana Gold 3 ppN	25	1500	0.48	720.00
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4	Dracaena Sanderiana White 3 ppN	12	2000	0.24	480.00
Total			7000		2,400.00
FOB (USD)					1,841.00
Freight (USD)					559.00
Total C&F (USD)					2,400.00
Total no of Rooted Plants				7,000.00	
Total Cartons				46.00	
SHIPPING MARKS - S.G.NAGOYA		REMARKS	SUPREME ORCHID EXPORT (PRIVATE) LTD.  Authorized signature		



Supreme Orchid Export (PVT) Ltd.
40A, Wijerama Mawatha, Colombo-07, Sri Lanka
Tel : + 94 112415375/ +94117685795 , E-mail : sprmorchid@gmail.com, mmt@cisintl.com

PACKING LIST

Consignee Details SUM GREEN CO LTD, 31-4, KIAJINA HEIJIMA CHO, YATOMI CITY, AICHI PREFECTURE, JAPAN.		Date	24/03/2018	Gross Weight	462.94 Kg
		Invoice No.	CMB/2018/001	Net Weight	407.74 Kg
		MAWB No.	217- 5824 7254		
		Port of Loading	CMB		
		Port of Discharge	NGO		
ITEM	DESCRIPTION	SIZE (CMS)	QUANTITY	No Boxes	Total
1	Dracaena Sanderiana Gold 3 ppN	25	1500	15	15.00
2	Dracaena Sanderiana White 3ppN	25	1500	15	15.00
3	Dracaena Sanderiana Gold 2 ppN	12	2000	8	8.00
4	Dracaena Sanderiana White 3 ppN	12	2000	8	8.00
Total			7000		46.00
Total Cartons				46.00	
SHIPPING MARKS - S.G.NAGOYA		REMARKS	SUPREME ORCHID EXPORT (PRIVATE) LTD  Authorized Person		



9. Logistics needs to draft the Phyto Sanitary certificate (Excel sheet), including final Invoice+ Packing list needs to send to forwarder on time with proforma invoice




Forwarder will take the responsibility to obtain the Phyto certificate through their staff.

For Phyto to Japan and USA

No additional declaration needed.

Along with Phyto format we must attached followings,

- A list mentioned with verities and its quantities.
- Commercial Invoice + Packing

01. Name and address of exporter SUPREME ORCHID EXPORT (PVT) LTD 40A, WIJERAMA MAWATHA, COLOMBO 07, SRI LANKA.		02.  DEPARTMENT OF AGRICULTURE SRI LANKA PHYTOSANITARY CERTIFICATE	
03. Declared name and address of consignee SUM GREEN CO LTD 31-4, KIAJINA HEIJIMA CHO YATOMI CITY AICHI PREFECTURE, JAPAN		04. PSC No. 0006883 LIKE ORIGINAL	05. Plant Protection Organization of Sri Lanka To : Plant Protection Organization of JAPAN
06. Declared means of conveyance BY AIRFREIGHT		07. Place of origin SRI LANKA	
08. Declared point of entry NAGOYA		09. Flag No. NIL	
10. Description of packages with distinguishing marks (if present). Name of produce (including botanical name of plants) 5 PLY CORRUGATED CARTONS CONTAINING ROOTED PLANTS AS FOLLOWS DRACAENA SANDERIANA GOLD 25CM DRACAENA SANDERIANA WHITE 25CM DRACAENA SANDERIANA GOLD 12CM DRACAENA SANDERIANA WHITE 12CM		11. Number of packages 46 15 boxes 1500 UNITS 15 boxes 1500 UNITS 08 boxes 2000 UNITS 08 boxes 2000 UNITS	12. Quantity declared 7000 UNITS 1500 UNITS 1500 UNITS 2000 UNITS 2000 UNITS
13. This is to certify that the plants, plant products or other regulated articles recorded herein have been inspected and/or tested according to quarantine official procedures and are considered to be free from the quarantine pests specified by the importing contracting party and to conform with the current phytosanitary requirements of the exporting contracting party, including those for regulated non-quarantine pests.			
14. Additional declaration NO ADDITIONAL DECLARATION			
15. Disinestation and/or disinsection treatment 15.1. Treatment NIL		16. Place of issue COLOMBO, SRI LANKA	
17. Chemical (active ingredient) NIL		18. Duration and temperature NIL	
19. Concentration NIL		20. Date NIL	
21. Additional information NIL		W.R.C. WEERAKKODY AUTHORIZED OFFICER PLANT GUARANTINE STATION COLOMBO INTERNATIONAL AIRPORT KATTUWAKKARA, SRI LANKA Name of the authorized officer   24 MAR 2018	

ATTACHED LIST

FROM : PLANT PROTECTION ORGANIZATION OF : SRI LANKA

TO : PLANT PROTECTION ORGANIZATION OF : JAPAN

ATTACH SHEET FOR PHYTOSANITARY CERTIFICATE NO: QC 0969141
1A

DATE OF ISSUE : 13/01/2018

DESCRIPTION	SIZE CMS	QUANTITY NOS
DRACAENA SANDERIANA GOLD R/C 3PP (IN OASIS)	15	300
DRACAENA SANDERIANA VICTORY R/C 3PP (IN OASIS)	15	300
DRACAENA SANDERIANA WHITE R/C 3PP (IN NET POT)	23	300
DRACAENA SANDERIANA VICTORY R/C 3PP (IN NET POT)	23	300
DRACAENA SANDERIANA GOLD R/C 3PP (IN NET POT)	25	500
DRACAENA SANDERIANA GOLD R/C 3PP (IN NET POT)	23	500
DRACAENA SANDERIANA GOLD R/C 3PP (IN NET POT)	33	300
DRACAENA SANDERIANA VICTORY R/C 3PP (IN NET POT)	33	300
TOTAL		2800

PLACE AND DATE OF ISSUE

KATUNAYAKE

NAME OF AUTHORIZED OFFICERS


SIGNATURE K. E. S. Perera
Authorized Officer
Plant Quarantine Station
Colombo International Airport
Katunayake - Sri Lanka

STAMP OF
ORGANIZATION



10. After obtaining Phyto Sanitary certificate forwarder needs to scan and send us the MAWB+ Phyto certificate to Logistics.
11. Logistics need send the necessary documents to destination country clearing agent
 1. MAWB
 2. HAWB
 3. Phyto
 4. Attached list
 5. Invoice and PL
12. Send the flight tracking to Melvin and USWH Team lead
13. Coordinate with destination clearing agent and deliver until cargo arrive to WH

