


## OPR FOR AMEX DRY GOOD SHIPMENT CLEARANCE

<b>SUBJECT</b>	<b>AMEX dry cargo shipment clearance procedures.</b>
<b>DEPARTMENT</b>	<b>Logistics</b>
<b>RECORDER (Name &amp; Designation)</b>	<b>Piumal Lankathilaka and Mohamed Fazlan</b>
<b>APPROVEDBY (Name &amp; Designation)</b>	<b>Piumal Lankathilaka</b>
<b>CREATED DATE</b>	<b>18\04\2019</b>
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### ➤ **Before the Shipment Date:**

1. PO details will be sent to **shipper Shirley** by **Kasun – Inventory Controller** for confirmation.
2. Shipper Shirley will send the flight details to Logistics following the confirmation as below:
  - a. Air way bill
  - b. Final invoice
  - c. Packing list
  - d. ETD & ETA

 air shipment copy 4.12.pdf 184 KB	 -1FINAL-AP190125ASU-1 PO#23321 - air.xls 140 KB
 AP190125ASU-1 PO#23321 packing and invoice.xls 36 KB	

3. ETD will be 12TH, APR, eta will be shown after on air.

3. Following the documents, logistics will perform the final cross check for the ETD & quantity.

4. Checked documents will be forwarded to Filipe (Air Freight Clearing Agent - LAX) to proceed the documentation of dry cargo import clearance.
5. Filipe must send the flight arrival notice to Logistics to confirm the arrival at LAX.

### ➤ On the shipment date:

6. Logistic will ensure time to time coordination form origin to Destination.
7. Final tracking will be sent by logistics to Melvin, US warehouse and production management as below:

Dear Melvin,

1. Below are the flight details of today's SZX to LAX ( 13<sup>th</sup> April 2019 LAX arrival ) shipment
2. Please note that flight will arrive to LAX 36 minutes after the scheduled time.

CA 987 Air China		PEK Beijing		LAX Los Angeles	Departed Delayed by 36m
Beijing, CN Beijing Capital International Airport				Los Angeles, CA, US Los Angeles International Airport	
Flight Departure Times 13-Apr-2019				Flight Arrival Times 13-Apr-2019	
Scheduled <b>15:00</b> CST	Actual <b>15:11</b> CST			Scheduled <b>12:00</b> PDT	Estimated <b>12:36</b> PDT
Terminal <b>3</b>	Gate <b>E10</b>			Terminal <b>TBIT</b>	Gate <b>N/A</b>

8. Final shipping document soft copies will be sent to Filipe once the flight has departed.
  - a. MAWB
  - b. Invoice
  - c. Packing list
9. Logistics will perform final check with Shipper Shirley for shipping document pouch attachment confirmation.

## ➤ **After Shipment Arrival**

10. Once the flight has arrived, Shirley will send the shipping documents to destination-based AMEX shipping agent.
11. Logistic should receive the confirmation of the AMEX destination shipping agent via email or phone call to Shipper Shirley regarding whom the shipment documents have been assigned.
12. Once the AMEX US shipping agent details has been received, the contact details will be forwarded by logistics to Andy and Melvin.
13. Andy will prepare the freight payment cheque and to be sent to the AMEX shipping agent by Melvin.
14. Melvin should get a pouch declare notice from the AMEX shipping agent immediately after the payment confirmation and forward the declare notice to Filipe.
15. Filipe should complete the rest of the procedures relevant to cargo clearance.
16. once the clearance process is fully complete, Melvin should take the packing list along with him and cross check the cargo while loading.
17. Melvin should thoroughly observe the box count and the cargo box condition during the loading session.
18. If any loss or damage to cargo found, Melvin should immediately escalate to Andy, Kasun and Logistics via phone call to make claims before exit from the airport (Airline will not compensate any loss of damage cause after the exit from Airport).