**Air Freight Shipment Documentation OPR**

1. A proforma invoice received from farm will be sent to the agent followed by obtaining the Flight booking details from the freight forwarder.
2. With reference to the proforma invoice, the agent will prepare the CUSDEC entry and send it to us for authorization.
3. We will hand over 3 authorized sets of CUSDEC and the proforma invoice followed by the CUSDEC entry to the agent.
4. On the shipment day Logistics will release the final invoice/packing list to the agent which is received from the Farm.
5. Upon obtaining the final invoice, the agent will prepare and issue the BIA gate passes for the Driver/vehicle/Helper detail sent from Logistics for Airport Entrance.
6. The following day to the departure, the agent will release the MAWB and the other shipment documents to Logistics.
7. Then after the logistics will forward these documents for US operation team including Filipe for clearance purpose.
8. After the shipment handling, the agent will send a freight invoice for payment collection.
9. Logistics will tally the agent performed calculation, make administration & operation copies and escalate it to the Finance department for processing the payment.