

## A. ACCURACY

Make sure all details (NUMBERS – CHARACTERS) are typed correctly as declaration and contracted rates

## B. SUFFICIENT

1. **MB/L, HB/L or MAWB, HAWB**
2. **Shipper, Consignee, Notify Party – PIC - Tel**
3. **Loading Port – Discharge Port – Final Destination** (include ICD name if required)
4. **Container No. & Seal No.**
5. **L/C, Contract No.** (if any)
6. **Commodity, Quantity of Packages, GW, VOL** as per each container correctly
7. **Shipping mark**
8. **Payment Term** : Prepaid or Collect
9. **Collecting amount from Consignee** (if any)
10. **Paying amount to Carrier or Co-loader** (if any)
  
11. **Bill type, which shipper received:**  
Original - Seaway Bill or Surrendered (Telex release)
  
10. **Settled payment, surrender MB/L and got Telex release from Carrier ?**
  
11. **Supporting document in Pre-Alert:**  
MBL/MAWB or HBL/HAWB, Invoice, Packing list, Certificate of Origin, Debit Note , Manifest, etc.
  
12. **Handling instruction at destination**, included local services (door delivery, customs clearance, duty, etc)

## DO RIGHT FROM START

For our mutual professional services to customers, we would like you and your team to pay attention in preparing documents for exporting goods to Vietnam, as mentioned in this **guideline**.

Our Customer Service team warmly assist you all doing correctly

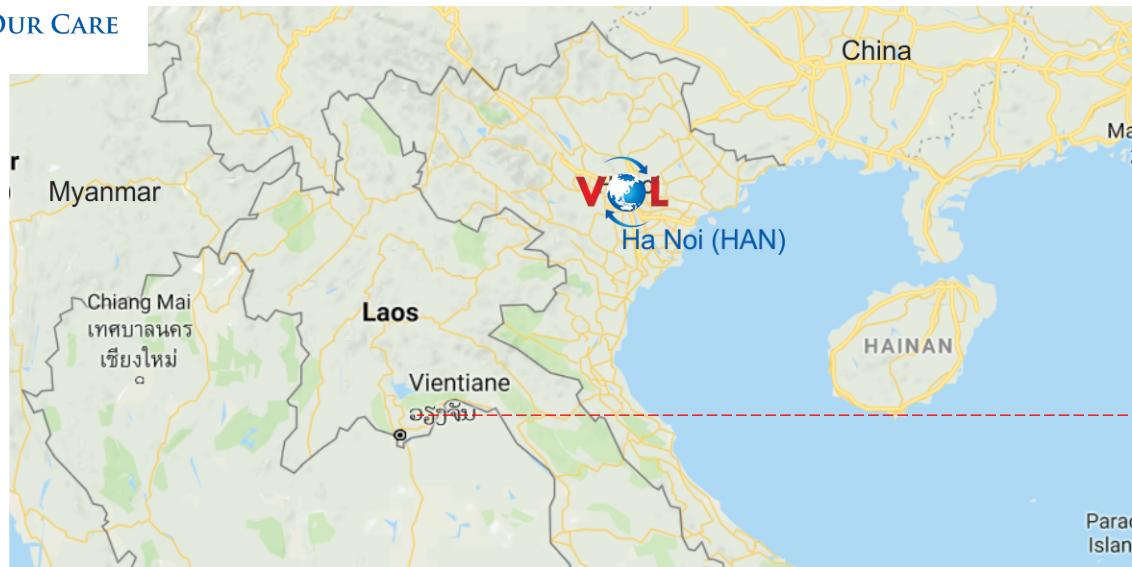
## C. IN TIME

1. Draft MB/L and HB/L must be sent us **(1) one day before ETD** for cross-checking with consignee (esp. for L/C, sales contract).
2. Pre-Alert with supporting documents **within 48 hours from Actual Time of Departure (ATD)**
3. Prompt communication with Voltrans – person in charge via Email or Telephone for any doubt or request

## D. REMARKS

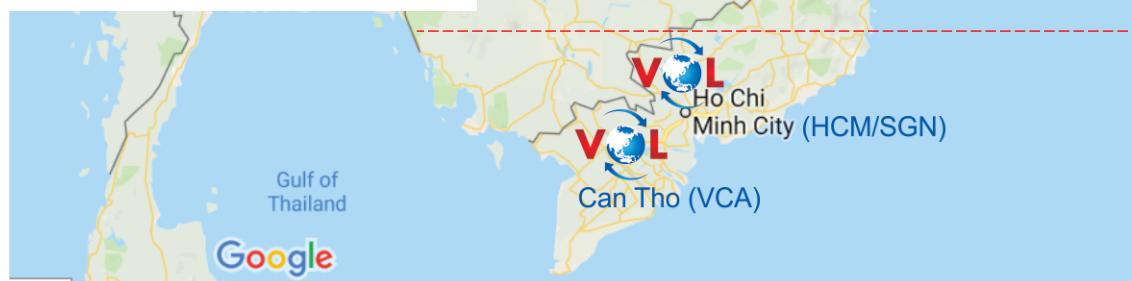
Make sure to show Name – VOLTRANS as **Consignee** correctly on MB/L at the office address related to Port of Discharge, so that we can make timely declaration and release cargo to real consignee, without any delay or penalty from related authorities

See <https://voltransvn.com/contacts/> or map guide below as reference



#### CAMBODIA

VOLTRANS LOGISTICS CO., LTD  
(Room 403, No124, Str 388, Sangkat Tuol Svay  
Prey I, Khan Chamkamon, Phnom Penh City,  
Cambodia  
Tel: +855.883 537 115



#### VOLTRANS LOGISTICS CO., LTD

Consignee on Master B/L or Master Airway Bill  
with below office addresses shipments destined to :

#### NORTH OF VIETNAM

VOLTRANS LOGISTICS CO., LTD (HANOI OFFICE)  
5th floor, AC Building, 78 Allay, Duy Tan Str, Dich Vong Hau  
Ward, Cau Giay Dist, Ha Noi City, Viet Nam  
Tel: +84 24 3566 6704

#### MIDDLE OF VIETNAM

VOLTRANS LOGISTICS CO., LTD (DANANG OFFICE)  
3th floor, Trong Thuc Building, No 630-632 Ngo Quyen Str,  
An Hai Bac Ward, Son Tra Dist, Da Nang City, Viet Nam  
Tel: +84 236 3 938 438

#### SOUTH OF VIETNAM

VOLTRANS LOGISTICS CO., LTD (HOCHIMINH CITY OFFICE)  
4/2, D2 Str, Ward 25, Binh Thanh Dist,  
Ho Chi Minh City, Viet Nam  
Tel: +84 28 6258 0358