**FIL-PORT EXPRESS BROKERAGE, INC.**

***PROCESS FLOW OF IMPORTATION***

1. **Receiving of documents if shipment not yet arrived at Port.**

*i.1. Received advance documents such as Purchase Order, HAWB/HBL, invoice and packing*

*List or Stuffing Schedule.*

**A.**

**START:** Received advance shipping documents from clients

Coordinator

Inquire estimate arrival of goods from shipping line/airline or forwarder – ETA, Reg#, Port/Whse, THC Charges.

Coordinator

Coordinator

Assign jobfile no. and open a folder for each transaction (per BL)

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Coordinator

Compute estimate duties & taxes based on documents received.

Declarant

Send computation of duties & taxes to consignee. Inform consignee regarding arrival details and advise necessary permit or clearances for releasing of goods.

Declarant

1. **Receiving of documents if shipment arrived at port**

*ii.1 Original documents such as HAWB/BL, Invoice, Packing List, Certificate of Origin, Import Permit, Clearance certificate and all required documents for releasing. Update jobfile once original docs received.*

* Follow procedure A, then move to B.

1. **Preparation of documents once confirmed arrivals at PORT or NAIA.**

*III.1 Prepare request for payment for THC or LCL charges, container deposit (if applicable), storage (if LCL), breakbulk fee and other charges needed for releasing of goods.* (Documentation)

***Note:*** *For FCL, payment for arrastre, wharfage and storage will request 2days before Final Assessment released. Funding of ICTSI-ATM’s every Tuesday and Thursday only. For Tuesday, request will be done on Friday or Monday (morning) while for Thursday, Tuesday or Wednesday (morning) to avoid rushing.*

***Note:*** *For FCL, to advance request for DEA provided that upon lodgement need to print or have the screenshot per transaction for verification and served as supporting documents.*

**B.**

**START: (Cont):**  Get arrival notice from shipping line and get details of freetime on demurrage & detention, cont. dep (if any), whse charges etc. For LCL, DO and date os stripping at whse

Coordinator

Prepare Monitor Slip and request budget thru GL & Excel

Coord/ Docs

Prepare Container Guaranty

Coordinator

Prepare Broker’s Accomplishment Form – get approval from OM. Call broker/processor re-assignment

Coordinator

Coordinator

Update Jobfile. **END**

iii.2. *Lodgment of Entry*

**C.**

**START: (Cont):**  Prepare entry (IEIRD)

HeadDeclarant

Prepare Supplemental Declaration Valuation

Head Declarant

Lodge entry.

Head Declarant

Send Pre-Assess to client – (MLA);

Send Pre-Assess to client – (OUTPORT)

Head Declarant

Coordinator

Update Jobfile. **END**

Coordinator

*iii.3. Documents done, ready for Process*

**D.**

**START: (Cont):**  Photocopy all needed documents by the broker/processor (1 day before filing).

Coordinator

Request to Acctg. Release of Budget (1 day before filing).

Coordinator

Put folder on “OUTGOING TRAY-FOR PROCESS”. **END.**

Coordinator

iii.4. *During Processing of Shipments*

**E.**

**START:** Prepare Truck Booking Form – email to client for scheduling of deliveries.

Coordinator

Once received schedule of deliveries, email & call Le Soleil (Trkng Dept).

Coordinator

Update Jobfile for schedule of deliveries.

Coordinator

Prepare RFP if with add’l storage or any other charges prior releasing schedule. **END**

Docs

1. **Preparation of documents once released/delivered shipments**

iv.1. Follow-up brokers/processors in Manila & Outport to send or liquidate all released papers of the shipments.

***Note:*** *For Outport, please ensure that every week there are billings on process. If in case, brokers/processors won’t liquidate or send documents, please report it immediately.*

*iii.5. Broker’s side. Processing at BOC & Deliveries*

**F.**

**START:** Broker/Processor should always updates Filport Optns Dept-Coordinator and cc: OM thru call or text.

Broker/processor

Send Final Assess to clients MLA & OUTPORT

Coordinator

Update Jobfile

Coordinator

Follow-up clients for the debit of duties. And Update jobfile

Coordinator

If LCL- If broker/processor noticed some damage on the goods or packaging, get bad order cargo report.

Broker/processor

For LCL, truck booking subject for confirmation to Le Soleil. Confirmation should receive by Le Soleil before 3PM.

Coordinator

Update clients on the location of deliveries (trucks/cntr).

Coordinator

Update jobfiles and confirmation of received deliveries. **END**

Coordinator