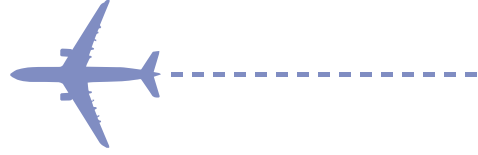


INSTRUCTIVO AIR MANUAL

IN-OP-26 Versión: 8



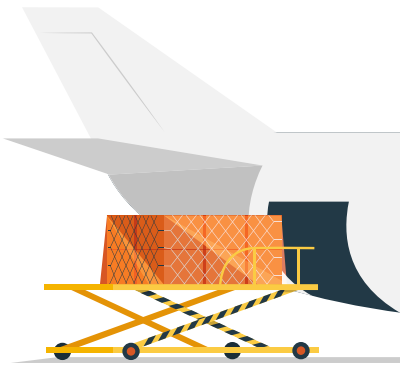
General Considerations

The following requirements must be followed for all incoming shipments arriving to Colombia airports (BOG/MDE/CLO/BAQ/CTG/BGA). Failure to do so will generate fines and penalties plus the possibility, depending on the type of mistake, of losing Consolcargo S.A.S's custom permission to operate as IATA member.

Any extra cost incurred due to not fulfilling this procedure, will be passed to origin.

Documents Reception & Correct Issue

Documents for all shipments to Colombia must be sent to our main branch in Bogota via email before that the cargo leave from origin airport in order to approval. Please consign the **MAWB** to the following address:



CONSOLCARGO S.A.S
NIT 830099025-0
AV CALLE 26 # 96J-66 OFICINA 401
EDIFICIO OPTIMUS, BOGOTA, COLOMBIA
TEL: 571 2637122 ext.: 156 or 130

DESCRIPTION: Consolidated cargo

• AIR DEPARTMENT STAFF :

- Import Air cargo/ Customer service : Juan Montero
coordinacion@consolcargo.com
- Air Pricing : Julian Cardozo
aereos2@consolcargo.com
- Air Manager : Sebastian Martinez
aereos@consolcargo.com
- Air Sales : Cristian Lopez
comercialaereos@consolcargo.com

HAWB

All HAWBs should be issued as per our instruction taking account that the following information must be shown without exception on every document::

- Shipper full name and address
- Consignee Full name, NIT number and warehouse bonded name
- Especific description of the cargo
- Quantity of packages.
- Total Gross weight in Kilograms.
- Freight condition: Pre-paid or Collect
- Full description of the merchandise
- Date of sailing
- Harmonized system's cargo

Important Considerations:

All the documents and procedures have to be apply according with IATA regulations.



Agent Invoicing

It is mandatory that all invoices, debit or credit notes issued per each shipment are received together with documents so that they can be controlled on due time and passed onto our administration department which will include them in our S.O.A.

Important notice:

All requests received close to cargo's arrival asking to collect values from consignees or changing the values already informed, will only be accepted if no invoice/debit is issued. Once amounts are invoiced, we will not accept any alterations. In case of collect shipment, we must be notified of all charges under collect terms to be able not to miss-collect any cost. If any value is not declared by the time arrival notice is sent to consignee or after consignee has paid for all charges, we will not be able to secure the collection and your debit note/invoice for that amount will be keep it until we got full payment for consignee.