

 CONSOLIDADOR MARÍTIMO DE CARGA - NVOCC	SISTEMA INTEGRADO DE GESTIÓN	Código:	IN-OP-IMP-30
		Versión:	8
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OCEAN STANDARD OPERATION PROCEDURE

IMPORT CARGOES

General Considerations

The following requirements must be followed for all incoming shipments arriving to Colombian ports (Cartagena/Buenaventura/Barranquilla/Santa Marta). Failure to follow will generate fines and penalties plus the possibility, depending on the kind of mistake, of losing Consolcargo S.A.S custom permission to operate as an N.V.O.C.C. Any extra cost incurred due to not fulfilling this procedure, will be passed to origin.

Documents Reception & Correct Issue

Documents for all shipments to Cartagena/Buenaventura/Barranquilla must be sent to our main branch in Bogotá at least three days (3) after vessel departure if the transit time is more than 7 days for shorter transit times has to be sent the same day of departure.


If Documents are going to be sent by courier, please consign the MBL to the following address:

CONSOLCARGO S.A.S NIT 830.099.025-0
 AV CALLE 26 # 96J-66 OFFICE 401, OPTIMUS BUILDING,
 BOGOTÁ, COLOMBIA
 Ph. 0571 2637122
 Fax. 0571 2637203
 Cod. 4438
 Att: Import Department

▪ *HBLs:*

All HBLs should be issued as per shipper's shipping instruction but showing without exception the below information:

- ✓ Shipper full name and address
- ✓ Consignee Full name and address
- ✓ Notify full name, address & phone number
- ✓ LCL/LCL (Consolidated cargo) (FCL/FCL) Full container
- ✓ Hs code of the goods
- ✓ Consignee NIT/RUT number (Which is the same Tax Id Number)

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- ✓ **If the cargo is clothing, fabrics, garments textile or footwear please show in consignee box the sentence DESCARGUE DIRECTO**
- ✓ Quantity and type of packages.
- ✓ Marks and numbers
- ✓ Total Gross weight in Kilograms.
- ✓ Total measurement in cubic meters
- ✓ Freight condition: Pre-paid or Collect
- ✓ Freight amount
- ✓ Cargo description (has to be clear and allow to identify the cargo)
- ✓ On board date
- ✓ Container number
- ✓ Total sum of packages and weight.

Important notice: if notify party is placed in a country different than Colombia, we must be provided with a local notify information. Otherwise, we will not be able to send the according arrival notice and shipment may incur in extra costs that will be for account of the cargo.

HBL's Can't be consigned to the Order, is mandatory that a colombian resident or company with a valid Id Number (If is a company tax id, if is a person id)¹

Important: For IMDG shipments, IMDG class and UN number must be shown on HBL description and MSDS (Material Safety data Sheet) Has to be sent with the preadvise


For Dangerous cargos, we can't accept in Consolbox: Class 1, Class 2.1, Class 2.3, Class 4.1 (nitrocellulose with subrisk 1), Class 5.2, Class 6.2 and Class 7, Class 9 we can't accept fishmeal in loosen bags.

²

- ✓ On Board date (Pls don't show dates such as Issuing date as it's confusing for customs and information can be filed in a wrong way)
- ✓ Port of discharge
- ✓ Place of delivery (in case it is different to Cartagena/Buenaventura/Barranquilla/Santa Marta)
- ✓ Quantity of originals issued and place of issuance
- ✓ Specific requirement for FCL shipments:
 1. Quantity and type of Cntrs
 2. Seal number (if more than one, all seal numbers must be declared)
 3. Internal quantity of packages.

¹ Se agrega en V. 6

² Se agrega en V. 6

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Transshipment HBLs mandatory requirements:

All documents issued for transshipment cargoes sent thru Consolcargo S.A.S. services must follow the following requirements depending on the final destination if the information is not complete, transshipment won't be arranged:

Important Notice 1: For all the transshipment cargos HS code it's mandatory without exception.


Important Notice 2: If the cargo is Dangerous, please be sure to send the MSDS with the DGD formats to arrange the carrier approval of the cargo; please also be note that the Package has to follow the IMDG regulation.

- USA, Canada and Puerto Rico:
 - ✓ Cargo description has to be in English
 - ✓ Internal quantity of packages must be manifested (E.g: 2 pallets containing 50 Boxes S.L.A.C; auto spare parts)
 - ✓ Packing list and commercial invoice has to be provided.
 - ✓ Documents can not be consigned "to the order" but only "to the order of a company, bank or else"
 - ✓ All wooden packages must be fumigated and show the fumigation marks on the packages.
 - ✓ HBLs can not be consigned to a freight forwarder but only to a direct consignee; freight forwarder will be able to be shown as the notify party.
 - ✓ If merchandise is composed by any veterinary components or consumer goods, phytosanitary certificate must be provided without exception.

- Peru, Ecuador and Costa Rica:
 - ✓ RUC number (Consignee's tax ID)
 - ✓ If merchandise is composed by any veterinary components or consumer goods, phytosanitary certificate must be provided without exception.

- Israel:
 - ✓ VAT number (Consignee's tax ID)
 - ✓ If merchandise is composed by any veterinary components or consumer goods, phytosanitary certificate must be provided without exception.

- Panama or Via Panamá:
 - ✓ Commercial invoice or packing list must be provided for all cargoes sent thru Panama services if final destination is different to Panama.
 - ✓ HBLs must be freighted without exception
 - ✓ Correct way to declare personal effects according to Panamanian custom regulations is: "Household of goods"

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- ✓ If merchandise is composed by any veterinary components or human consumption goods, Origin Certificate must be provided without exception.
- ✓ If cargo is for human consumption please inform in the preadvise as needs Quarantine in Panama
- ✓ All the HBL's with destination Panama has to be freighted

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- Paraguay:
 - ✓ HBIs can not be consigned to the order
 - ✓ HBLS can not be amended or endorsed due to Paraguayan custom regulations.
 - ✓ If merchandise is composed by any veterinary components or consumer goods, phytosanitary certificate must be provided without exception.

- North of Europe or vía Rotterdam:
 - ✓ Commercial invoice and packing list hast to be provided.
 - ✓ If merchandise is composed by any veterinary components or consumer goods, phytosanitary certificate must be provided without exception.


- Brazil:
 - ✓ CNPJ number (Consignee's tax ID)
 - ✓ NCM number (Custom number – Harmonized code)
 - ✓ BL has to be freighted
 - ✓ Cubic meters for FCL of LCL shipments.
 - ✓ Package material has to be indicated in the BL for example Wooden Package.
 - ✓ If merchandise is composed by any veterinary components or consumer goods, phytosanitary certificate must be provided without exception.
 - ✓ If cargo is Household goods has to be approved by destination agent, in order to avoid problems while filing the cargo at destination (penalty due late filing)
 - ✓ For Household goods cargos CPF No of consignee has to be in the HBL, and Date of birth.

▪ *Cargo Manifest:*

Cargo manifest must be an identical reflection of all the information declared on every HBL loaded and should be freighted even when ocean freight is under pre-paid conditions since our Custom requests an “ocean freight certificate” showing ocean freight values in order to reach CIF amount for duties and custom taxes calculations.

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 note be

³ Se agrega en v 6.

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able to secure the collection and your debit note/invoice for that amount will be keep it until we got full payment for consignee.

If more than 1 (one) container is sent to us, cargo manifest must clearly declare total quantity of packages, gross weight in kilograms and measurement in cubic meters loaded in each container so that unstuffing is done correctly (Only MBL's with more than a container in a Consolbox, are accepted prior our confirmation, otherwise you have to issue one MBL per container)⁴

Important: Total addition of quantity of packages, weight in Kilograms and measurement in cubic meters must be shown at the bottom of the cargo manifest so that we can control if total quantities match.


MBLs:

All MB/Ls must be issued as per the following instructions and we must receive at least 1 (one) freighted non-negotiable copy:

- ✓ Shipper: FULL NAME & ADDRESS OF YOUR COMPANY
- ✓ NIT/RUT number
- ✓ LCL/LCL (Consolidated cargo) (FCL/FCL) Full container
- ✓ Consignee: CONSOLCARGO S.A.S NIT. 830.099.025-0
AV CALLE 26 # 96J 90 OFFICE 401, OPTIMUS BUILDING
Bogotá – Colombia
Cod. ACI 4438
- ✓ Notify: SAME AS CONSIGNEE
Ph# (0057 1) 2637122
Fh# (0057 1) 2637203
Att.: Ocean Import Department
- ✓ Quantity & type of Cntrs
- ✓ Seal number (if more than one, all seal numbers must be declared)
- ✓ Hs code of the goods
- ✓ Total quantity of packages per container
- ✓ Total weight gross in kilograms per container
- ✓ Total sum of packages and weight.
- ✓ Description of the merchandise must be done as follows:
 - Quantity & type of packages per HB/L loaded
 - Gross weight in kilograms per HB/L loaded
 - Cargo description per HB/L loaded
 - Total sum of packages and weight.
 - In all the MBL's the sentence CONSOLIDATED CARGO has to be shown at the end of the MBL description box.

Important: No marks or numbers can be shown on the MB/L unless is mandatory for your country.

⁴ Se agrega nota sobre contenedores por MBL en v.6

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- ✓ Ocean freight condition: pre-paid or collect
- ✓ Sailing date

Important Considerations:

- **Express Release Documents:** Telex release or Express release are not allowed in Colombia since our Custom does not accept documents under this type of instruction but only HB/Ls printed on original paper. We will be only able to handle this instruction if we received from you blank HB/Ls of your company that will be used only after receiving your written authorisation to proceed with original HB/Ls issuance & release.
- **How to declare the quantity of packages correctly?:** Colombian Customs takes in account the biggest package unit to control packages declared so please make sure that documents are issued as per the following example:
 - Incorrect: 50 drums on 2 pallets s.t.c.: chemicals non-haz
 - Correct: 2 pallets s.t.c.: 50 drums containing chemicals non-haz
- **On Board Date:** On board date it's key for customs filing, so please make sure that the documents sent is the final, and don't revise the on board date without our confirmation, otherwise consignee won't be able to pick up the cargo at port.
 - HBI's On board date can't be superior to the On board date of MBL
- **Quantity of documents to be received by Consolcargo S.A.S:** The following documents must be received by Consolcargo S.A.S in order to secure the accurate unstuffing timings & avoiding extra costs:
 - MB/Ls:
 - Two original MB/Ls (freighted or non-freighted)
 - One freighted MB/L non-negotiable copy
 - Cargo manifest (as instructed above)
 - HB/Ls:
 - Three original HB/Ls (if they are to be released by us)
 - Two non-negotiable copies (freighted or non-freighted)
 - One non-negotiable copy freighted
- **Handling/Release instructions:** If goods should be only released against presentation of another original HB/L because cargo has transhipped onto an intermediate port and a 2nd HB/L is issued, this instruction should be mentioned below cargo description and not on the cnee field. Otherwise, cnee will not be able to clear the goods with the 2nd HB/L. Together with the 2nd leg HB/L issued, we need to get at least a copy of the 1st leg HB/L issued by actual origin. This same instruction applies to all cargoes of co-loaded shipments where a freight forwarder is working under a direct HB/L.
- **Costs generated at destination:** If any extra costs are generated due to any of the cases stated as follows all values will be debited from the agent accordingly:

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- Late reception of documents (pre-alerts)
- Late release of the original MB/Ls
- Containers repairs of containers used for groupages
- Special container sweeping requested by local terminals

Important: Whenever the Consignee is picking up its FCL cargos out, be sure to remind it to return the empty box in time within the free time from Shipping Lines. Otherwise, you will hold for any extra charges incurred. If there is any difficulty, we will inform accordingly, so you can push shipper to assist us for solving this problem.

Important*:

We notice through our system, the cargos has not been picked up by customers within the 10 days after arrival, please provide this information to shippers so they can push his customers for cargo clearance, because cargo can stay in port for one month after arrival and one additional month if customers ask for an extension, if no extension, cargo will be taken by customs and all the locals and extra charges invoiced to agent.

DDP – DOOR DELIVERY CARGOES

It is mandatory that when you load cargos under this terms, made the remark in the HBL in order to assure that instructions will be followed, please also be note that below documents has to be provided:

- Original BL set
- Commercial Invoice (under DDP Term) showing: FOB Cargo value, Insurance Value, Ocean Freight Value, Origin Charges, Destination Charges.
- Copy of insurance policy
- Copy of the pricing ddp quote


Important Remark Used Cargo needs previous licence and some commodities are not allowed to be imported, so we don't handle this kind of cargos.

Please kindly make sure to send this information in your preadvise in order to check the documents and have them in advance prior vessel arrival.

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.

In case of transshipment cargo sent thru Consolcargo S.A.S. groupage service, it is of extreme that all invoicing is issued to Consolcargo S.A.S and not to agent who will release the cargo to cnee at ultimate destination since we are the ones to proceed with the physical transshipment of the goods.

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Important notice: All requests received close to vessel'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.

IMPORT AND EXPORT HOUSEHOLD GOODS:

Please be note that we don't handle household goods or personal effects unless you send us prior cargo loading approval request.

EXPORT CARGOES HANDLING

- **Load plan:** We send a load plan the day after our cargo closing, in this load plan we inform all the cargos scheduled to be loaded in the week sailing, once you get this load plan please inform us if any cargo has a restriction on it's loading or special documents you will need to accept this cargo.

Is important your reply within the same day to act on time, and don't consolidate the cargo in the container, in case there is any restriction at your side.

- **Preadvise:** For all our export cargos to your country we sent a preadvise prior vessel departure with:
 - Draft of Shipping
 - MBL
 - Issuance instructions (original, express release, cargo retained)
 - In case you need commercial invoices or other documents or additional information, please let us know in order to provide these documents in advance and avoid delays at destination

- **Status:** We need your support sending us the below cargo status in the morning in order to accomplish our customers policies and requests:
 - Arrival information
 - Devanning information (we appreciate that this process won't take longer than 3 days in case takes longer, please clarify the reasons).
 - For transshipment cargoes please provide the transshipment details once the cargo is devanned, if information can be provided before, we can appreciate it.
 - For transshipment cargoes, please provide the details of the destination agent, with contact person, e-mail and phone number.
 - For transshipment cargoes we also need you to provide arrival confirmation to final destination and devanning information in order to close our file.
 - For DDP's cargos please provide us daily updates about cargo status, clearance and delivery information, to close this files we need the Proof of Delivery as evidence of cargo delivery to consignee.

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- Please send also to consignees a pre-advice (prior vessel arrival), arrival notice and devanning information.
- In case you or the destination agent can't contact cargo's consignees please inform us immediately (in case we won't be informed on time neither us, shipper or consignees will be responsible of extra-charges or demurrages caused)
- The huge loss incurred due to the Consignees problem such as delayed in taking cargo delivery or delayed in return empty containers to shipping lines, are no control in our loading port side, hence all these should be take care by your end. Kindly note and do the necessary action to prevent all the extra charges may incur. Any problem, please be sure to inform us immediately to see whether there is any remedy could be made in time.

CONSOLCARGO OPERATIONS DEPARTMENT

Historial de Cambios

Versión	Observaciones	Responsable	Fecha
1	Creación documento	COP	24/06/2014
2	Actualización General(se agregan requisitos para las cargas de exportación) cambio de nombre a OCEAN STANDARD OPERATION PROCEDURE	SOP	07/10/2015
3	Actualización dirección de Consolcargo	SOP	13/04/2016
4	SE ACTUALIZA CODIGO	JOP	26/10/2016
5	- Actualización de requisitos para cargas en transbordo hacia Brasil (menajes). -Actualización dirección de Consolcargo SAS - Se agrega información para manejo de DDP de importación.	SOP	08/09/2017
6	Se agrega aclaración para que el MBL y los HBL's totalizan peso y bultos cuando se manejan varios contenedores Se agrega información importante sobre menajes y efectos personales, los cuales requieren autorización previa al embarque.	SOP	24/01/2018
7	Actualizaciones con notas en pie de página	SOP	18/06/2019
9	Actualización de código de país del teléfono de Consolcargo	SOP	13/03/2020