



## **Consolidation Service**

## **Standard Operating Procedures**

**2006**

**A. ORIGIN OFFICES:**

• **DOCUMENTATION:**

- Pre-alerts, Bill of Lading, Packing List, Commercial Invoices to be send to CARGOGULF SINGAPORE at least 24 hours prior to vessel's arrival in Singapore
- Provide information for special instruction (DDU, DDP, etc...)

• **BILL OF LADING (GAC or CARGOGULF):**

- GAC Bill of Lading: Releasing agent as Retail Partners (Except for Middle East, where CARGOGULF Bill of Lading are issued for all shipments, both retail and wholesales).
- CARGOGULF Bill of Lading: Releasing agent as CARGOGULF Partners

• **RECONCILIATION:**

- Reconciliation per Container (to be send together with Pre-alert)
- To issue Credit/Debit Notes to CARGOGULF SINGAPORE upon confirmation of Reconciliation – One Credit/Debit Note per reconciliation.

• **PROFIT SHARE WITH RETAIL'S APRTNERS (except for MIDDLE EAST offices):**

- To reconcile profit share directly with retail partners.
- To issue Credit/Debit Note to Retail Partners directly for Profit Share, freight agreed and ex work charges, if any.
- CARGOGULF SINGAPORE will not be involves in settlement of Profit Share/Freight Collection/Ex Work charges with Retail Partners.

• **PROFIT SHARE WITH WHOLESALERS PARTNERS:**

- To reconcile with CARGOGULF SINGAPORE, advising all necessary freight agreed, profit share and ex work details.

- **FREIGHT PAYMENT:**

- All shipments, except for Middle East, will be on Prepaid basis, ie: origin offices will credit CARGOGULF SINGAPORE basis of Transshipment Tariff.
- For Middle East shipments, there will be no freight payment for routed shipments.
- To credit CARGOGULF SINGAPORE for the agreed FOB profits.
- CARGOGULF SINGAPORE will pay ocean freight to carrier in Singapore or take into considerations in reconciliation if prepaid at origin.

- **MONITORING OF SHIPMENTS:**

- To monitor shipments individually upon receipt of Transshipment Report from CARGOGULF SINGAPORE.

**B. SINGAPORE HUB:**

- **HANDLING:**

- To re-handle shipments to final destination as per Bill of Lading.
- Consolidation or Co-load arrangement from Singapore

- **TRANSHIPMENT REPORT:**

- To provide Transshipment Report to Origin Offices
- To provide Long Stay Report to Origin Offices if changes to Transshipment Report
- To provide to relevant Origin Offices with Transshipment Reports from Destination Partners.

- **OUT-TURN REPORT:**

- To provide Out-Turn Report (upon arrival Singapore) to Origin Offices, highlighting discrepancies, if any.

- **DOCUMENTATION:**

- To prepare back-to-back CARGOGULF Bill of Lading covering GAC B/L for consolidated shipments. (This refers to bookings with retail partners / customers).

- **RECONCILIATION:**

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- To verify and approve Reconciliation and advise Origin offices to issue necessary credit/debit notes.

- **FREIGHT COLLECTION, POST LANDING REFUND & ON-CARRIAGE CHARGES:**

- To reconcile with Destination Partners the agreed On Carriage Charges, Freight Collection and Post Landing Refund. One Credit/Debit Notes per job.

### **C. CARGOGULF DESTINATION PARTNERS:**

- **TRANSHIPMENT REPORT:**

- To provide CARGOGULF SINGAPORE Transshipment Report for destination other than Port of Discharge.
- To provide CARGOGULF SINGAPORE with Long Stay report, if changes to Transshipment Report.

- **OUT-TURN REPORT:**

- To provide CARGOGULF SINGAPORE with Out-Turn Report, highlighting discrepancies, if any.

- **P & I:**

- Act as P & I on behalf of CARGOGULF SINGAPORE.

- **FREIGHT COLLECTION:**

- To perform freight collection, if any.