Port Clearing Process

Back office

RECEIVE THE DOCUMENTS ALL IN ENGLISH
- Commercial Invoice
- Packing list
- B/L (Copy is ok, draft also may be accepted)
- Certificate of analysis/origin/compliance depending on the commodity

Vetting officer　　1/2 day

VETTING
- check all date
e.g. invoice amount, exporter's info

if ok　　if nok

CUSTOMER

Declarants　　1 to 3 days

IDF & CCVR APPLICATION
1/ Apply for IDF
2/ Apply for CCVR

if nok, go for petition

max. 15 days

if different

Back office

APPROVAL from customer in case of upliftment

if ok

Or pay the difference directly to them

if ok

Back office

SEND DUTY ADVICE to the CUSTOMER

Back office

RECEIVE PAYMENT

Compliance officer

MAKE PAYMENT

if nok

Compliance officer　　1 to 24 hours

GO TO COMPLIANCE
- double-checking of all documents

if ok

Field officer

GO TO SHIPPING LINE
- get invoice and make payment (in general, prefunded by 7log)

Field officer

GO TO TERMINAL
- get invoice and make payment (in general, prefunded by 7log)

Field officer

PHYSICAL EXAMINATION
(+ SCAN if required - in general, happens if mixed container)

if nok

if ok

Field officer

GET THE RELEASE & find trucks

Field officer

EXIT THE PORT

Field officer

DELIVER THE CUSTOMER