

Air Freight



A. For products:

Step 1 : Prepare full dossier on the beach and welcomes TCS

- Based on records , to make Talon booking , balance sheets (1 sheet associated weight 4) ;
- Paste Talon on balance sheets , filling one of the information needed to pick up the goods at , balance sheet clamp 1 booking in gold ;
- Submit the balance sheet for TCS doorman to sign up their balance sheets and for goods on .

Step 1 only end when the goods were in the warehouse TCS .

Step 2 : Down the row and scaling

- Find wheels to down the line , noting the volume tray (pallet dolly +) to balance accuracy ;
- Measure to calculate Volume Weight recorded in the balance sheet ;
- Finding the right balance TCS staff restaurant (according Airlines) to scaling . After balancing is complete , TCS staff sign the balance sheet . They keep the balance sheet of yellow (clip- booking) .

Step 2 only ended when TCS staff determine the volume of shipments Gross Weight , Up on the balance sheet and the balance sheet of gold has retained clamp booking .

Step 3 : Mark MAWB on airlines

- Take the white balance sheets sandwiched airlines booking up bill to hit ;
- Note the address of the balance sheet must CNEE on accuracy ;
- After finishing , depending on the airlines beat bill bill that tear , often retain 2 sheets, 1 for 1 to liquidate shipper and customs .

Step 4 : Liquidation customs fee TCS

- Customs declaration for shipment :

If it is non-tradable goods make customs declarations for non-trade balance sheet with blue clamps put on customs . After customs inspection and the goods shed weight stamped on blue paper ;

If the goods trade balance sheets often take for owners to green their customs declaration . And customs stamp on the balance sheet of green ;

- Liquidation of customs for shipment : take the green balance sheet was stamped customs , MAWB HAWB liquidation and disposal (if any) provide room for the customs liquidation fee : 20,000 VND for 01 declaration . Then , the customs will seal up the liquidation balance sheet blue ;

- If any Lot to the TCS fees airlines (AF , BR , CI , CX , PR , LH , SQ , KE) , the balance sheet of pink take note of AA & Logistics MST up and filed into the room TCS charge .

Step 5 : Illuminating the shipment security and press record on airlines

- Submit the balance sheet of green just to the customer liquidated in microscopy and Security fee according kg ;

- Cam profile (what the shipper to send the shipment in accordance with : a packing list , invoice , ...) along with white balance sheets to air lines to press record .

BE SURE NOTICES

- Do not go HAWB then on to hit Shipper C / O name agents go through AA & Logistics for not more liquidation House Bill ;

- There will of course go through HAWB agent :

If only stand for their bill of goods they handle it on Shipper is rated AA & Logistics C / O , ... ;

If the DFDS Logistics is rated AA & C / O DFDS HCMC ;

If through their agents that handle the line and not hitting C / O (CTI , YAS , ...) .

The code that uses AA & Logistics on the Bill :

DEB F - 158 : Code VN

CKF DEB 158-11 : Code VN to JP

Only 2 agents used VITACO , VINA FREIGHT when goods are on tour book of VN , the Code on the bill :

Dry goods from SGN - Japan (TYO , OSA ...) that weigh over 100 kgs , the use of VINA FREIGHT download . Code is CKA001 - 19 .

SGN - Japan TUNA cargo of 500 kilograms or more, the use of VITACO download . Code on the bill is CKA004 - 11 .

HOW TO TEAR THE BILL AIRLINES

Often retained after 2 bill tear sheets, press remaining profiles sent Airlines (always accompanied by

balance sheets + booking) . 1 sheet (Original for Shipper) and 1 sheet to customs liquidation .

AF : 2 tear sheet (top sheet of approximately 2 + 2 sheets)

BL : 2 newspaper tearing top

BR : 2 sheets ripped top

If such goods are attached 2 sheets Security USA (1 clamp with balance sheets , 1 clip with Bill)

CI : + tore the first sheet to the last

CX : 2 tear -sheet

KE : 2 tear -sheet , 6 sheets to count after counting all

JL : first tear sheet 2

LH : 2 -sheet tear

MH : first tear sheet 2

NH : first tear sheet 2 , if there comes to USA Security

PR : 2 tear -sheet

OZ : head + tore penultimate

SQ : 2 tear -sheet

TG : first tear sheet 2

VN : the first tear sheets 3 , 4 count sheets ripped off balance sheet post clamp with airlines , press the remaining 4 sheets submitted profile airlines

B. For imported goods:

After receiving the documents from the client side we conducted the following steps :

Top customs declaration ;

Photo of papers relating to the shipment ;

Open the customs declaration ;

Check in line with TCS ;

Get checked rows and rows , calculate tax (if applicable)

2. Process handle goods at the office :

a. Send and receive your booking (request price) to Airlines:

For small shipments , Staff 1 self- load and have decided Airline flight prices and good connections . For large shipments . Every day examining the appropriateness of the booking and the booking . Staff 1 day up booking file (possibly in Excel) , signed approve leader , save the file every day . Responsibility for the soundness of the leader of booking .

1 Staff confirm your booking and send relocating customers .

Staff 1 transfer booking and booking all day for Chief CSV list .

Chief CSV to move up the beach profile . Check list should be empty right click on the file to open . Booking list daily to keep a separate file for reference .

The track for the day:

For shipments arising in the day , the track Staff 1 customer : customer contact , urging the goods , and report back to Chief CSV .

For shipments were fixed from the previous day , Chief CSV track : customer contact , urging the goods .

Chief CSV will centralize all the information about the goods and report back to the relevant department .

Bill Release :

2 Staff responsible for hitting the entire Bill .

If too much work , Chief CSV regulatory responsibilities , assigning additional 3 to beat Bill for Staff appropriately and effectively .

Chief CSV transfer details need to release shipments for Staff HAWB 2 . Staff 2 focuses on Bill , manifest and document preparation to move out soon dumps .

For those shipments that evening , Staff Bill 2 and manifest preparation available and sends out 3 yards venture , which will link click in rows 2 , 1 venture to bring copies of Staff Operation to save the file.

Responsible CSV Chief Bill after test print .

b. Send Pre -Alert : Staff 2

For shipments nearly linear (Asia) , 2 to scan HAWB Staff , manifest and pre - alerts sent away for the day. MAWB will be scanned and sent out the next morning .

For other shipments , pre - alert and documents must be prepared in advance , the day after is just waiting MAWB always sent . Avoid to put the scanned documents into the next morning .

Pre - alert should be sent at the end of the afternoon (vv. for the leader and Chief CSV)

Complete documents:

Chief CSV check all files transferred outside the park .

Give 2 Staff for Bill fax number and profile customers .

Staff records are transferred to 3 to get tracing details .

Staff Profile 3 moved up to 10:00 am the team leader to team leader to do check list (price) and transferred to the Accounting department at 11:00

The note:

- Operation staff :

To be responsible for checking records in the office move .

For shipments considered the evening , Staff Bill 2 will send 3 copies available rating , Operation staff to fill more of the actual data and associated transfer 1 copy to the office the next morning .

- Staff 3:

Focus on tracing .

Open the hardware store the data file in order tracing .

Contact us , to interfere with the urge Airlines flight schedule and report the situation to the Manager by e - mail .

In the event of a schedule change compared to booking, must immediately notify the Manager , in charge of sales staff and Chief CSV shipment . Team Leader will assist in urging the schedule as necessary .

For more information, please contact:

HOANG NGUYEN 434 Co., LTD

Address: 41D/17 Quater Binh Dang , Ward Hoa Binh , Thuan An, BD

Phone : 0947 887 587 Code : 3702175743

Other services

Currently there are no news items.