

EXPORT AIR & SEA PROCESSING REQUIREMENTS

Thank you for choosing S.A.L. Global Logistics to handle your Export shipment.

We have provided requirements to allow us to correctly process your shipment through Customs, Shipping Lines & ensure correct details are shown on the Shipping Documentation to avoid any hold-ups, delays and/or additional cost at destination for yourselves or your overseas customer.

Documentary Requirements:

- “Shippers Letter of Instruction” (SLI) – Draft copy, Instructions & Incoterms are on following pages for your reference.
SLI is required and particularly necessary for Aviation Security (Airfreight) & SOLAS/COR (Seafreight) requirements.
- Commercial Invoice & Packing List for Export Customs processing.
- “Verified Gross Container Weight” (FCL Seafreight only) – Sample copy attached as example. Completed copy will be e-mailed at time of your packing (and on receipt of your export documentation of container) for your verification & signature, as legally required under “Chain of Responsibility” (COR) & SOLAS.
Container is unable to be collected for transport to Port or via Weighbridge until signed copy returned.
- Any additional support documentation or instructions needed for the processing of the Export AWB/BOL.
- Letter of Credit – If applicable

Please forward completed forms to – exports@salglobal.com.au

Should you require any further information or assistance, please contact us on the above e-mail, or all us on 1300 814 743

SHIPPERS LETTER OF INSTRUCTION

Shipper's Name and address		Shipment details	
1.		Shipping Mode:	4.
		Destination port/airport:	5.
		Shipper Ref:	6.
		Instruction /Handling info	
Contact name:	2.	7.	
Phone no:	3.		
INSURANCE PLEASE SEE THE BOTTOM OF THE PAGE		If freight is packed on wooden pallets/crates, has it been fumigated or treated? 8.	

Consignee's Name and address		Special Requirements	Yes	No
9.		Hazardous / DG Cargo	13.	
		Pick up required	14.	
		Drawback required	15.	
		Letter of Credit	16.	
Contact name:	10.	Original B/L (sea only)	17.	
Phone no:	11.	CAN#	18.	
Also Notify		Charges	Prepaid	Collect
12.		Origin Locals	19.	
		Freight	20.	
		Incoterms	21.	
		Declared value for customs	22.	

Marks & Number	Number of Pieces	Gross Weight KGs	M3	Description & Quantity of goods	
23.	24.	25.	26.	27.	
				Country of Origin	28.

We hereby certify that the particulars on the face hereof are correct and you are hereby authorised as our Agent to arrange dispatch of the consignment as described hereon from point of origin and to prepare and sign your airway bill on our behalf in accordance with your Standard Trading Conditions. AND THAT INsofar AS any part of the consignment contains Dangerous Goods such part is properly described by name and is in proper condition for carriage by air according to the international Air Transport Associations Dangerous Goods Regulation. We also agree to abide by Aviation Security Procedure as per Department of Transport regulation guidelines.

NOTE: Due to changes in Financial services legislation, S.A.L. Global Logistics Pty Ltd is unable to offer single transit cargo insurance. We suggest you refer to your business / marine insurer for these services.

Authorised By	29.	Date	30.
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SLI Completion Instructions

1. Shipper/Exporter Full Address Details
2. Shipper/Exported Contact Person
3. Shipper/Exporter Telephone #
4. Air / Sea / Road / Rail or Other
5. Final Destination of Shipment (Port or Airport)
6. Shipper/Exporter Reference to be shown on documents
7. Special Handling instructions (Fragile/Top Load Only/Other)
8. Is **ALL** Wooden packing used ISPM Treated (Stamped) or Fumigated
9. Consignee/Importer Full Address Details
10. Consignee/Importer Contact Person
11. Consignee/Importer Telephone # or Mobile
12. Other Notify Party – i.e. Destination Customs Agent / Additional Consignee Notify Person
13. Are Goods Hazardous – Yes/or No (Flammable/Fuel, Batteries, Corrosive, etc)
14. Is S.A.L. Global to arrange collection from your location – Yes/No
15. Duty Drawback required? For Imported Dutiable goods being re-exported & Claim Duty Refund
16. Shipment under a Bank Letter of Credit – Yes/No. If so, please provide L/C copies
17. Seafreight – Original BOL required, or Express BOL (release at destination without BOL)
18. CAN # - S.A.L. Global will provide, unless Export Clearance process being arranged by shipper
19. Local charges - Paid by Shipper (Prepaid) or Consignee (Collect)
20. Freight charges – Paid by Shipper (Prepaid) or Consignee (Collect)
21. Incoterms (Ex-Works, FOB, CFR, CIF, DAP, DDP, etc) see attached Incoterms List for Reference
22. Value for Customs Processing Purposes (per the Commercial Invoice)
23. Marks and/or Numbers as shown on the Cargo
24. Number of Pieces being Shipped
25. Gross weight (total of goods & packaging combined)
26. M3 – Cubic Meters (L x W x H)
27. Goods Description & Quantity – i.e. Printed Matter, 1 x Pallet S.T.C. 30 Cartons
28. Origin of Goods – If multiple, show “Various” & indicate each against lines on Commercial Invoice
29. Signature of Shipper/Exported/Declarant of the shipment
30. Date SLI completed



S.A.L. Global Logistics Pty Ltd. TEL: 1300 814 473.

E-mail: sales@salglobal.com.au

INCO TERMS 2010	Applies to	Origin Fees	Loading Fees	Freight Fees	Insurance Fees	Destination Handling Fees	Customs Processing	Duty / GST Charges	Delivery to Consignee Premises	
	Charge on Invoice/Quote	Pick up from Supplier, Export Clearance	Terminal Handling at Origin	Freight, Bunker Adjustment, Fuel, Security	Insurance Fees	Port Service Charge, Terminal Handling, Delivery Order Fees, SCA	Customs Clearance, CMR, ICS Compliance	Duty, GST, AQIS	Cartage to Consignee Premises & Fuel Surcharge	
EXW- EX WORKS	All Modes of Transport	Consignee	Consignee	Consignee	Consignee	Consignee	Consignee	Consignee	Consignee	
FCA- FREE CARRIER		Supplier	Consignee	Consignee	Consignee	Consignee	Consignee	Consignee	Consignee	<i>Use for containerised seafreight instead of FOB or FAS</i>
CPT- CARRIAGE PAID TO		Supplier	Supplier	Supplier	Consignee	Consignee	Consignee	Consignee	Consignee	<i>Use for containerised seafreight instead of CFR</i>
CIP- CARRIAGE AND INSURANCE PAID TO		Supplier	Supplier	Supplier	Supplier	Consignee	Consignee	Consignee	Consignee	<i>Use for containerised seafreight instead of CIF</i>
DAT- DELIVERED AT TERMINAL		Supplier	Supplier	Supplier	Supplier	Supplier	Consignee	Consignee	Consignee	
DAP- DELIVERED AT PLACE		Supplier	Supplier	Supplier	Supplier	Supplier	Consignee	Consignee	Supplier	
DDP- DELIVERED DUTY PAID		Supplier	Supplier	Supplier	Supplier	Supplier	Supplier	Supplier	Supplier	

FAS- FREE ALONGSIDE SHIP	Sea Freight & inland waterway transport	Supplier	Consignee	Consignee	Consignee	Consignee	Consignee	Consignee	Consignee
FOB- FREE ON BOARD		Supplier	Supplier	Consignee	Consignee	Consignee	Consignee	Consignee	Consignee
CFR- COST AND FREIGHT		Supplier	Supplier	Supplier	Consignee	Consignee	Consignee	Consignee	Consignee
CIF- COST, INSURANCE AND FREIGHT		Supplier	Supplier	Supplier	Supplier	Consignee	Consignee	Consignee	Consignee

Remember: The incoterm should always include the delivery point and quote the relevant Incoterms version, e.g. "DAT Los Angeles (Incoterms 2010)"

Verified Gross Container Weight

Shipper AUSTRALIAN SHIPPER
Consignee OVERSEAS CONSIGNEE

Carrier SHIPPING LINE
Freight Forwarder S.A.L. GLOBAL LOGISTICS PTY LTD LEVEL 7, 757 ANN STREET FORTITUDE VALLEY QLD 4006 AUSTRALIA

Additional References	
Carrier Booking Reference	123456789
Bill of Lading	SALBNE123456789
Freight Forwarders Reference	C00001234

Status: Not Sent		
Container: HLXU1411184		
Verified Gross Weight	10,000 KG	Verified By Shipper or Weighbridge
Seal Number	SAL987654	
ISO	22G0	
Verified Method	CNT	
Verified Date	4-Jul-2019 08:00	

Shipper or Authorized Party		
Date	Name	Signature
04-Jul-19	Shippers Name	