

ICTSI SHIPPING INSTRUCTIONS

Kindly use the following information as applicable:

1) FOR ALL INDENT ORDERS (ANY INCOTERM)**a. Consignee Details:****Consignee Name:**

INTERNATIONAL CONTAINER TERMINAL SERVICES, INC.

Consignee Address:

ICTSI Admin. Bldg, South Access
Road, MICT Complex, North Harbor,
Manila 1012, Philippines

Tel. No.: (632) 8245-2217

Fax No.: (632) 8245-2232

b. Shipping Documents: *Applies to regular importation and warranty parts*

Please send DRAFT shipping documents (Commercial Invoice, Packing List, AWB or B/L, brochure and appropriate Certificate of Origin*, if applicable) to Global Procurement Department (globalprocurement@ictsi.com), Ms. Katy Abuan (kabuan@ictsi.com) and Ms. Girlie Culanay (tculanay@ictsi.com) for review and approval **PRIOR** to ship out to avoid potential delays in Customs clearing.

See below details which must be reflected in each shipping document:

i. Commercial Invoice:

- Consignee Name
- Consignee Address

Attn: Girlie Culanay/Katy Abuan

Email Address: globalprocurement@ictsi.com

Contact No.: (632) 8245-2217

- Notify Party
 - Same as Consignee
- INCOTERMS must be indicated
- Description of Commodity
 - Must be specifically described (no abbreviation) and indicate HS CODE
 - **Use the description of goods indicated in the PO**
- Declared Value
 - **Invoice value must be same with PO amount**
 - **For warranty parts:**
 - **Value must be true and correct amount**
 - **Do not indicate the phrase "Value for Customs Purposes only"**
- If CFR, CIF, DAP or DDP, show cost break down

Cost	
Insurance	
Freight	
Total Amount in PO/Invoice	

ii. Brochure

- **Send brochure/technical specifications/picture for each item for customs clearance purpose.**
If not applicable, kindly answer the ff:
 - **WHAT IS IT? -**
 - **WHAT IS IT MADE OF?**
 - **WHAT IS IT USED FOR?**

Note: Failure to provide brochure causing storage charges per day will be chargeable to supplier's account.

iii. **Packing List**

- Consignee Name
- Consignee Address

Attn: Girlie Culanay/Katy Abuan
Email Address: globalprocurement@ictsi.com
Contact No.: (632) 8245-2217

- Description of goods
- Number of boxes/packages
- Dimension must be in cm
- Net/Gross Weight in kilograms, or in cubic meter (cbm) - applicable for **LCL, FCL (containerized) and in-bulk shipment.**
- If the goods are in wooden pallets/crates – fumigation certificate must be secured prior to shipment.
- If breakbulk cargo – secure “Load Port Survey Report” prior to shipment.

iv. **Airway Bill / Bill of Lading**

- Consignee Name
- Consignee Address

Attn: Girlie Culanay/Katy Abuan
Email Address: globalprocurement@ictsi.com
Contact No.: (632) 8245-2217

- Notify Party
 - Same as Consignee
- HS CODE must be indicated
- Marks & Numbers
 - ICTSI
 - PO# _____
- Port of Discharge (applicable only for SEA Shipment)
 - MICT MANILA NORTH PORT, PHILIPPINES

Note: Port of Discharge **MUST** be “**MICT MANILA NORTH PORT, PHILIPPINES**”. Otherwise, all duties and taxes, brokerage, local delivery and other incidental charges brought about using wrong port shall be fully chargeable to Shipper/Supplier.

v. **Certificate of Origin:**

- Consignee Name
- Consignee Address

Attn: Girlie Culanay/Katy Abuan
Email Address: globalprocurement@ictsi.com
Contact No.: (632) 8245-2217

- Notify Party:
 - Same as Consignee
- Description of Commodity, Invoice Date, Invoice No., Invoice Amount and HS CODE should match with those indicated in the invoice provided by supplier.
- If shipper has a third-party invoicing, kindly tick the third-party invoicing BOX#13

****Required Certificate of Origin:***

- Form E if coming from China
- Form D if coming from Singapore, Malaysia, and Thailand
- Form AKFTA if coming from Korea
- Form JPEPA if coming from Japan
- Form AANZFTA if coming from Australia
- Form AIFTA if coming from India

c. Original Shipping Documents:

Please courier the final approved original shipping documents (Commercial Invoice, Packing List, AWB or B/L, Appropriate Certificate of Origin, if applicable - original and triplicate copies) to:

International Container Terminal Services, Inc.
2nd floor - West Wing Procurement Department
ICTSI Admin. Bldg, South Access Road,
MICT Complex, North Harbor,
Manila 1012, Philippines

Attention: Ms. Girlie Culanay/Ms. Katy Abuan

d. Philippine Government Permits

Some items need government permits **prior to shipment**. An example of this are items which emit radio signal where ICTSI needs to secure an appropriate permit from the National Telecommunications Commission (NTC) and other government agencies. Brochures and other supporting documents may be required from the Supplier. Kindly coordinate closely with our Logistics Team -- Ms. Katy Abuan (kabuan@ictsi.com) and Ms. Girlie Culanay (tculanay@ictsi.com), and loop in Global Procurement Department (globalprocurement@ictsi.com).

2) FOR EX-WORKS, FOB, FAS OR FCA

Please send DRAFT Commercial Invoice, Packing List and brochure, as well as shipment pick up details (i.e. complete company name, address with postal code, contact person and contact number). to Global Procurement Department (globalprocurement@ictsi.com), Ms. Katy Abuan (kabuan@ictsi.com) and Ms. Girlie Culanay (tculanay@ictsi.com) immediately for assignment of forwarder.

3) FOR CFR, CIF, DAP, DDP

Please send DRAFT Shipping documents (AWB/BL, Commercial Invoice, Packing List and brochure) following the above shipping instruction.

Note:

- Kindly wait for further advise prior to finalizing shipping documents.
- 6-Character HS CODE is required in the cargo description in compliance with CMO 48-2019. Penalty of non-compliance will be PHP 100,000.00 (USD1,900) to PHP 300,000.00 (USD 5,660).

**** Nothing follows. ***