

# **SHIPPING DOCUMENTS AND INSTRUCTIONS**

## **Shipping documents:**

All shipments to be routed through DTL nominated Freight Forwarder (Applicable for INCO Terms \_Ex works, FCA, FOB)

Freight forwarder will be nominated by DTL upon receipt of invoice and packing list from the suppliers.

In case of any issue like Freight forwarders do not come for pick-up on-time, please escalate to the DTL buyer to initiate action.

Immediate on Shipment we require you to send the listed shipping documents by Email.

1. Original Invoice Copy
2. Packing List
3. Shipper letter of instruction (SLI)
4. Certificate of Conformance (COC)\*\*
- 5. Date of Manufacturing of components should be mentioned in COC / Invoice.**
6. Airway Bill/Bill of lading
7. Third party packing confirmation letter for Dangerous Goods.
8. Dangerous Goods Declaration.

**\*\* Distributors to attach manufacturer COC along with their COC**

## **Customs and Regulatory Requirements:**

In order to make sure on seamless customs clearance, Goods receipt process at DTL and Payment process we require your compliance to the below requirements.

All shipments to be attached with the Original Invoice, Packing List, SLI, Export License and COC.

Invoice, Packing List shall contain the below requirements.

### **Invoice**

1. Consignee delivery address,
2. Purchase Order # with latest Revision #
3. Part #
4. HS Code
5. Part Description
6. Unit price and Quantity
7. DTL DC # (For Sub-contracting only)
8. Total value of each parts and total value of shipments including miscellaneous charges along with Currency
9. At the bottom, shipper's bank name and bank account # & other charges if applicable.

### **Packing list**

1. Part# shipped,
2. Total # of cartons and its dimensions,
3. Quantity packed in the individual carton,
4. Net weight of the shipment
5. Gross weight of the shipment.

**Repercussions if the above documents were not filled properly**

- In INDIA we have a systematic procedure of getting the shipment customs cleared at the port of entry, in which a customs officer will check for the particular points like value of the shipment, markings on the boxes, Invoice #'s, # of packages and if necessary the physical verification of the material in accordance to the Invoice, Packing list and AWB. If any of the above does not comply, the shipment may be confiscated and will not be released from customs unless we from DTL give a personal presentation and may end up by paying high penalties and delay in clearance. This might impact material flow and delay payment process significantly.

**The penalty on this case is as higher as customs cancelling Import/Export license.**

- The financial Transaction: - if the customs official is satisfied with the documents, shall release the goods with a document called "BILL OF ENTRY" (BOE). The BOE is a document which acts as a catalyst in receiving the goods at DTL and making payment with the bank to pay it to that particular supplier. Hence this is mandatory that the Original /Commercial invoice attached to the shipment contains the price per our agreement,
- The BOE replicate the details mentioned in the invoice/AWB. Any details mentioned in the invoice/AWB is found to be incorrect will result in goods being held at DTL stores and ending up non-payment for the shipment.