

**SEA/AIR TRANSHIPMENT GUIDELINES & PROCEDURES**

Below are the procedures to be followed for the SEA/AIR TRANSHIPMENT cargo.

1.	When you get an enquiry from your customer for any AIR/AIR Trans-shipment cargo from your country to Europe or to any other final destinations via Dubai, then you need to send us the rate request with the below shipment details i. COMMODITY ii. Number of Packages iii. Gross Weight iv. Dimensions / Cbm v. Weather you would be shipping the same from origin port to Jebel Ali as LCL or in 20' cntr or 40' cntrs vi. Approx. ETA in Jebel Ali
2.	Once we get your above enquiry, we shall advice you our all-inclusive rates upon arrival in Jebel Ali port which will include the Transshipment cost in Dubai, Airfreight, FSC, Security surcharge and HAKTRANS handling charges. Our charges will be only upon arrival into Jebel Ali till airport of final destinations. It is the responsibility of the origin port agent or your responsibility to pay the sea freight charges to shipping line from Origin port to Jebel Ali Port.
3.	Upon getting the rates from us, you have to quote to your customer after keeping your profit margin
4.	If your customer confirms the booking, then you need to ship the goods on first available vessel to Jebel Ali.
5.	Once the vessel is sailed from your end, you have to provide us the PRE-ALERT and scan copy documents like i. MBL, HBL, COMMERCIAL INVOICE & PACKING LIST ii. Your Prealert should have complete details of the shipments like Number of Packages, Gross weight, dimensions of the Packages, Vessel name, ETD & ETA Jebel Ali port, Name of the shipping line etc. iii. You need to advise us your agent details at destination for us to consign the MAWB from Dubai to final destinations.
6.	We then make the booking of the cargo with Airline and advice you flight details along with the updated charges
7.	Once you get the cargo from Shipper at your end, you have to issue them your HOUSE B/L or Multimodal Documents wherein you have to mention on the face of the HBL / Multimodal documents that this is a <b>- SEA/AIR TRANSHIPMENT CARGO VIA DUBAI TO FINAL DESTINATIONS</b> <b>(Mention the destinations)</b>
8.	MBL from your end to be prepared as under: MBL SHIPPER: Your Company details MBL CONSIGNEE : Haktrans Global Logistics LLC, P.O. box 124089, Dubai, U.A.E. TEL: 009714 3595139, FAX: 009714 3595149 Email: jose@haktrans.com, rasheed@haktrans.com Contact : Mr. Jose / Mr. Rasheed Seaport of destination : Jebel Ali Port Description : Actual commodity - SEA/AIR Transshipment cargo on the face of the B/L



	<p>HOUSE BILL OF LADING from your end to be prepared as under :</p> <p>HBL SHIPPER: Actual shipper at origin          HBL CONSIGNEE: BANK or Actual consignee at final destination          HBL NOTIFY: Notify Party if Bank is consignee          Final Destinations : Final airport of destinations in Europe or any other country          Description of goods : Actual commodity - SEA/AIR Transshipment cargo on the face of the B/L</p>
9.	RE-WORKING TIME - upon arrival of vessel into port and delivery till Dubai airport - 1 day for FCL & 2 days if arrived as LCL
10.	<p>TRANSIT TIME</p> <p>Once the vessel arrives into Jebel Ali port, it takes 1 day for us to get the delivery order from Shipping Line in Dubai for FCL shipment and for LCL it takes 2 days for the CO-LOADER to issue the Delivery order to us. Hence the Transit Time upon arrival into Jebel Ali to till final destinations will be as under. This means for FCL shipment it takes 1 one day to pick up goods from Port and deliver to Airline and for LCL shipment it takes 2 days to handover the goods to airline. Transit time from Dubai airport till Europe, USA, CANADA</p> <p>i. Direct flights ..... Same day arrival at destinations upon handover of goods to airline          ii. Indirect flights ..... 2 to 3 days          iii. TOTAL TRANSIT TIME upon arrival into Jebel Ali port till final destinations          Approx. 2 to 3 days ..... for FCL cargo          Approx. 3 to 4 days ..... For LCL cargo</p>
11.	We will bring the goods from Seaport to Airport after completion of customs formalities in Jebel Ali Port and Handover the goods to airline.
12.	Airline or their ground handling agent will ascertain the exact weight & dimensions of the pkgs and HAKTRANS will advise you the weight accordingly. If there is any increase in weight then you need to notify your customer immediately to collect the correct freight charges for prepaid shipment but if the freight is payable by consignee at destination, then you need to notify to your destination Agent.
13.	Once you get the copy of the MAWB from Dubai to destination along with flight details from us, you need to send the PRE-ALERT and copy docs to your agent at destination who would then notify ultimate consignee about the arrival of the cargo.
14.	As the final mode of shipment is by AIR, after receiving the MAWB copy and correct weight from our Office, then the origin port agent need to prepare a dummy house Airway bill and forward the same to your agent at destination along with the cargo mangiest for customs clearance by consignee. PLS DO NOT GIVE THIS HAWB COPY TO YOUR SHIPPER as you have already issued the House Bill of Lading to them.
15.	You need to instruct your agent at destination to release the goods only after collecting your original HBL duly endorsed by BANK & NOTIFY party if Bank is the consignee on the HBL. Hope the above SEA/AIR Transshipment guideline will help you to promote the SEA/AIR Transshipment business via Dubai to Europe, Africa, USA, Canada and other final destinations.