Process name: Logistics delivery process (air and sea)  

Business department: Planning Department  
Shipping manager: Process Description  
Responsible position: Related form

1. For air cargo, the sales must notify the shipping manager book ship 3 days in advance, the big brand to provide a power of attorney to the shipping; at the same time notify the merchantiser in advance to prepare for shipment. 2. After receiving the customer's payment, the sales will submit the English commercial invoice to the merchantiser. The invoice shall include: the consignee's information, the order number, the name, the declared value and the quantity.

2. Shipping manager receive invoice and the order file, the need to review if the two document information is consistent; 2. Air and sea shipping generally need to declare. Merchandiser should provide the sample to ship manager before the end of the assembly. The ship manager shall be returned within one hour after the checking.

Packaging person after the end of the need to provide a packing details to the Merchandiser, details including the number of boxes, weight, volume. Merchandiser send it to the ship manager for second review, and copy a copy to the sales.

Shipping manager according to the packing information to make the entire set of customs information, and change the booking information, issued to the freight forwarding (air/sea).

The merchantiser prints SM and submits it to the packaging person.

1: shipping manager booking time, delivery document to the the driver; 2: the packaging staff arrange to load the goods

1: the shipping manager sort out order documents, in the corresponding system to record the goods on the tracking single number of information and shipping date. 2: goods into warehousing, the ship manager follow up the cargo clearance in time, check the bill copy of Manuscript(land/sea/air freight) which from forwarder. 3: Apply the original bill of lading in time.

1: the shipping manager according to the requirements of the sales to produce customs clearance documents and submit the relevant customers, and feed state of the goods; 2: before the next day 9 o'clock morning, the ship manager must make out of the cargo information daily shipping tracking table, and Submitted to the Planning Department. 3: Shipping manager must be promptly track the declaration goods, and send the relevant circumstances back to the sales, until the goods successfully delivered to customers.

English commercial invoice, manufacturing file, brand power of attorney, booking list

Merchandiser

declaration of the power of attorney official seal, a copy of the business license, the bill of lading, the bill of lading. Cover seal, customs registration certificate copy of official seal, proof of delivery, release file

Merchandiser

Packing details

The entire package of documents

SM

The entire package of documents

Bill of lading draft, land/sea/air freight, payment application, production orders documents

Customs clearance file, daily delivery tracking table

Feedback, archive