

## OCEAN PROCEDURES

### 1. How to fill Ocean Shipment Documents (B/L: Bill of Lading)

#### 1.1 MB/L: Master Bill of Lading

- Document Identification: Carrier number
- Booking Number: State booking number given by S/S line
  
- Shipper's Name and Address: Origin Station Agent name and address
- Consignee's Name and Address:
  - Integral Chile S.p.A.
  - Avda. Vitacura 2939 Suite 2203, Las Condes
  - Santiago de Chile 7550011
  - RUT: 96.630.500-2
  - Phone (56-2) 2430-2400
  - Attn. Ocean Operations**
  - E mail: [ocean.manager@integralchile.com](mailto:ocean.manager@integralchile.com)**
  
- Notify: Name and Address:
  - Integral Chile S.p.A.
  - Avda. Vitacura 2939 Suite 2203, Las Condes
  - Santiago de Chile 7550011
  - RUT: 96.630.500-2
  - Phone (56-2) 2430-2400
  - Attn. Ocean Operations**
  - E mail: [ocean.manager@integralchile.com](mailto:ocean.manager@integralchile.com)**
  
- Forwarding Agent- References, F.M.C : name, full address
- Domestic Routing/Export Instructions/Onward Inland Routing: cargo complete route
- Port of Loading: name of Loading Port
- Transshipment Port: name of transshipment port
- Ocean Vessel / Voyage: name of the vessel and voyage number
- Port of Discharge: name of Discharging Port
- Place of final delivery by on carrier : name of final place of delivery if different than port of Discharge
  - **Marks and Numbers:**
  - **Marks: FCL/FCL: In case of container, it must states N/M (example N/M)**
  - **LCL/LCL: In case of LCL/LCL: It must show all marks that have the pieces (example "cod. 0001292" + all other marks)**
  - **container and seal number, TW of container, split by condition FCL/FCL FCL/LCL;**
  - **LCL/FCL; LCL/LCL**
- Number of packages or cartons: pieces quantity
  - + In case of container, it must state pieces quantity (example 1 x 20' Dry said to contain 550 cartons) and legend "shipper's load and count, stowage and sealed"
  - + In case of LCL/LCL: it must states package detail and pieces number (example 1 pallet with 80 cartons)

- Description of Goods: must describe kind of goods of each HB/L
- Gross Weight: always state total gross weight in kilos
- Measurements: state in cubic meters
- Freight and Charges: value in origin's currency or US\$, in Prepaid or Collect columns as it Correspond Included Totals

#### 1.2 HB/L: House Bill of Lading

- Document Identification: Origin Agent Station number
- Shipper's Name and Address: export's full style
- Consignee's Name and Address: buyer's full style or commercial bank (name, rut, email, phone, contact).
- Notify Name, RUT, email, phone, contact.
- Forwarding Agent- References, F.M.C : FFWD name, full address
- Delivery Agent:

Integral Chile S.p.A  
Avda. Vitacura 2939 Suite 2203, Las Condes  
Santiago de Chile 7550011  
RUT: 96.630.500-2  
Phone (56-2) 2430-2400  
Attn. Ocean Operations / Mr. Alejandro Peña  
**E mail: [ocean.manager@integralchile.com](mailto:ocean.manager@integralchile.com)**

- Number of originals: Three (3) identified as 1/3, 2/3, 3/3
- Place of Receipt: place of receipt by pre-carrier
- Port of Loading: name of Loading Port
- Ocean Vessel / Voyage: name of the vessel and voyage number
- Port of Discharge: name of Discharging Port
- Place of final delivery : name of final place of delivery if different than port of discharge
- Marks and Numbers: should contain the following information,
  - Container and seal number
  - TW (Tara Weight) of container
  - Condition FCL/FCL; FCL/LCL; LCL/FCL; LCL/LCL,
  - Name of consignee
  - All other marks (serial numbers, color of product, name consignee, etc.) that have the pieces (Example: cod. 0012040+ other marks)
- Number of packages or cartons: pieces quantity
- Description of packages and goods:
  - + In case of container, it must state pieces quantity (example 1 x 20' Dry said to contain 550 cartons) and legend "shipper's load and count stowage and sealed"
  - + in case of LCL/LCL: it must states package detail and pieces quantity (example 1pallet with 80 cartons)
  - + Description of Goods: must describe kind of goods
- Gross Weight: total gross weight in kilos
- Measurements: total cubic meters

- Freight and Charges: value in origin's currency or US\$, in Prepaid or Collect columns as it Corresponds. Include Totals

## 2. IMPORTANT NOTES to be considered:

- **Pre-Alert including copies of MB/L and HBL as soon as possible addressed to:**  
**Att. Ocean Operations**  
**E mail: [ocean.manager@integralchile.com](mailto:ocean.manager@integralchile.com)**
- Documents required to be sent to us as soon as vessel has sailed
  - + Two original MB/Ls for Integral Chile S.p.A., plus at least one copy not negotiable origin station can request to the S/S line to issue MB/L original at destination. Some S/S lines also accept surrender, some S/S collect for issue B/L at destination; please check it before to give instructions to S/S.
  - + Two original HB/Ls for consignee plus at least one copy must be sent to our address. In order to avoid extra charges for courier, it is acceptable that originals be sent to the consignee by shipper on time.
  - + **Express Release are not accepted by Chilean Custom, only originals**
  - + Two Cargo Manifest copies
  - + **MB/L and HBL originals must be receive at Integral Chile S.A address at least 7 WORKINGS days before vessel arrival date.**

If we do not receive MB/L and HBL originals on time, we cannot present Manifest Clearance Application on time and consignee cannot clear the cargo from Customs, this means extra charges as follows:

- Custom Fines
- Extra charges from S/S lines for Manifest Clearance Document
- Extra charges from our port agency
- Extra charges for port warehouse over paid by consignee due to they were not available to get the cargo cleared on time.

All charges mentioned above will be charge to the responsible origin station.

- MB/L
  - + MBL must come prepaid or collect, it depends of the country and conditions agreed
  - If MB/L comes collect at a different rate than negotiated, this will be the rate that S/S line will charge us.
  - + Total pieces quantity must be the same than the total pieces quantity of all HB/Ls
  - + Total gross weight must be the same than the total gross weight of all HB/Ls
  - + Transshipments allowed previous confirmation and only if permitted by Letter of Credit
  - + Transit permitted
- HB/L
  - + Always is needed a company or natural person as Import Entity in Chile.
  - + HBL must show ocean freight and charges.
  - + Do not issue HBL "As Agreed"; they are not acceptable by Chilean Custom due to duties and taxes are paid over CIF amount.
  - However, if you need to issue "As agreed" , you must inform us ocean freight and charges split, in order we can amend HBL before to be delivered to consignee, all of this even if HBL is prepaid.

- + Due to Hamburg Regulations, it suggested to include in the body of the HBL the following legend:  
"It was not possible to verify merchandise conditions because cargo was counted and loaded by shipper", in the FCL case, the legend must be "Shipper's load and count, stowage and sealed"
- + Transshipments allowed previous confirmation and only if permitted by Letter of Credit
- + Transit permitted

- Cargo Manifest must include
  - + Origin and destination port
  - + MB/L and HB/L number
  - + Consignee name
  - + Pieces quantity per HBL
  - + Gross weight per HBL
  - + Volume per HBL
  - + Clear goods description per each HBL
- Commercial Invoice
  - + Commercial Invoice duly valued stating sale's Incoterm and Harmonized Code
- Insurance Certificate
  - + Insurance certificate showing premium paid if it was issued at origin
- Origin Certificate
  - + If proceed, according Free Foreign Trade Treatment
- Wood Packing
  - + Sealed woods packing under WPM international regulation (in Spanish NIMF 15)