



**1. OBJECTIVES**

- 1.1 Standardization of packaging and labeling.
- 1.2 Speedy arrival of all inbound and outbound deliveries.
- 1.3 To ensure approval of permits and timely withdrawal of items.

**2. POLICY STATEMENTS**

- 2.1 The Sender is responsible for the following:
  - Provides all necessary shipment information
  - Packing of the parcel
  - Labeling of the package
- 2.2 The Impex Coordinator is responsible for the following:
  - Monitors all import/export transactions and facilitates documentation and clearance
  - Seeks and negotiates the most efficient and economical means of transporting imported/exported items
  - Inspects and audits packaging and labeling of the package to ensure proper compliance
- 2.3 Shipment cut-off time is 12noon.

**3. PROCEDURE**

**3.1.1 OUTBOUND SHIPMENT-LOCAL/INTERNATIONAL  
 (PARCEL/PACKAGE/DOCUMENTS)**

<b>RESPONSIBILITY</b>	<b>STEP</b>	<b>ACTIVITY</b>
Sender	1	Sends out completely filled out Shipment Request Form (SRF).
Impex Coordinator	2	Determines the estimated freight cost and seeks approval (FRR).
		Coordinates with appointed forwarder/courier to arrange pick up.
		Inspects the packing and labeling based on given standard format.
		Informs the sender and receiver the shipping details.
		Tracks shipment arrival status.

**3.1.2 INBOUND SHIPMENT-IMPORTATION/LOCAL  
(PARCEL/PACKAGE)**

<b>RESPONSIBILITY</b>	<b>STEP</b>	<b>ACTIVITY</b>
Purchaser	1	Requests for Pro-forma Invoice/Packing List from the supplier.
Purchaser/Impex Coordinator	2	Asks from the supplier the estimated weight and box dimension.
Impex Coordinator	3	Determines estimated freight cost and seeks approval (FRR).
		Coordinates with appointed forwarder/courier for delivery schedule
		Provides supplier the following information: <ul style="list-style-type: none"> <li>• Appointed forwarder/courier</li> <li>• Charge account (if applicable)</li> <li>• Pick up schedule</li> </ul>
		Prepares all documents for PEZA and Customs pre-processing. **Note: No PEZA and Customs processing for local shipments.
		Tracks shipment arrival status.
		Informs the End-user/Department Head/Asset Team goods receipt through email.

**3.1.3 RECEIVING PROCEDURE**

<b>RESPONSIBILITY</b>	<b>STEP</b>	<b>ACTIVITY</b>
Impex Coordinator	1	Informs End-user and Asset Team for shipment arrival.
	2	Prepares the Receiving Report Form (RRF) and asks end-user to affix signature.

### **3.1.4 PACKAGING PROCEDURE**

<b>RESPONSIBILITY</b>	<b>STEP</b>	<b>ACTIVITY</b>
Sender	1	Uses BFEP's standardized box and packaging tape.
	2	For fragile items, wrap the items well in a bubble wrap.
	3	Inserts a Packing Slip inside the box.
	4	For fragile items, kindly print out a "Fragile" label.

### **3.1.5 LABELING PROCEDURE**

<b>RESPONSIBILITY</b>	<b>STEP</b>	<b>ACTIVITY</b>
Sender	1	Uses a standardized address sticker label that has both the recipient's address and your return address clearly marked. (See Illustration 1.1)
	2	Places address labels on the package's top and front side portion. (See Illustration 1.2)
	3	For multiple boxes, indicate box numbers on the box's front side portion as "1 of 3", "2 of 3", etc.)

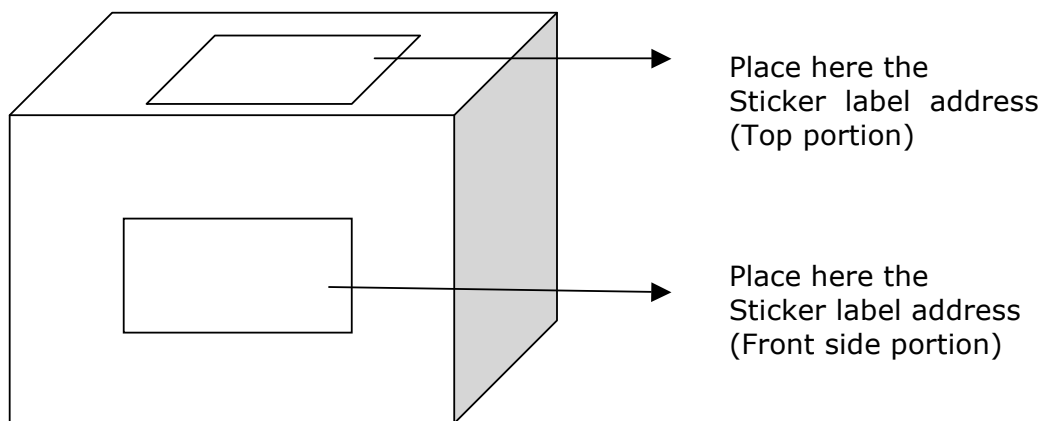
See below Sample Illustration for Standardized Labeling Format:

**Illustration 1.1**



- Font is "Times New Roman"
- Font size is 12
- Sticker size is 5.5 X 8.0 inches

**Illustration 1.2**



#### 4. FORMS

<b>FORMS</b>	<b>APPROVAL</b>	<b>ACTIVITY</b>	<b>DISTRIBUTION OF FORMS</b>
Shipment Request Form (SRF)	Prepared By: Sender  Approval: Department Head	Indicates the following details: <ul style="list-style-type: none"> <li>• Mode of Shipment</li> <li>• Sender/Receiver</li> <li>• Date of shipment</li> <li>• Item Description</li> <li>• Qty/Value of item(s)</li> <li>• Requesting Department</li> <li>• Estimated weight, box dimension (if applicable)</li> </ul> (See attached sample form)	Original Copy- Impex Coordinator  Duplicate- File Copy
Packing Slip (Lists the detailed content of the package & Inserts the Packing Slip inside the box)	Prepared By: Sender	Indicates the following details: <ul style="list-style-type: none"> <li>• Sender/Receiver</li> <li>• Box #</li> <li>• Quantity</li> <li>• Unit of Measure</li> <li>• Asset Code (if applicable)</li> <li>• Detailed Item Description</li> <li>• Gross weight</li> <li>• Box dimension</li> </ul> (See attached sample form)	Original Copy- Impex Coordinator  Duplicate- File Copy
Freight Recommendation Report (FRR)	Prepared By: Impex Coordinator  Approval: Department Head & CFO	Indicates the following details: <ul style="list-style-type: none"> <li>• Mode of Shipment</li> <li>• Shipper</li> <li>• Purchase Order Number</li> <li>• Item Description</li> <li>• Qty/Value of item(s)</li> <li>• Requesting Department</li> <li>• Estimated weight</li> <li>• Freight, trucking, handling costs comparison</li> <li>• Recommendation</li> </ul> (See attached sample form)	Original Copy- Impex Coordinator
Receiving Report Form (RRF)	Prepared By: Impex Coordinator	Indicates the following details: <ul style="list-style-type: none"> <li>• Date of goods receipt</li> <li>• Purchase Order Number</li> <li>• Item Description</li> <li>• Qty/Value of item(s)</li> </ul>	Original Copy- Impex Coordinator  Duplicate-

		<ul style="list-style-type: none"> <li>• Complete/partial delivery</li> <li>• Name and signature of end-user</li> </ul> (See attached sample form)	Asset Management
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**5. APPROVAL MATRIX**

<b>Forms</b>	<b>Initiate</b>	<b>Recommend</b>	<b>Approve</b>
Freight Recommendation Report (FRR)	Impex Coordinator	Purchasing Manager	CFO or COO

**6. RECORD RETENTION PERIOD**

<b>Documents/Forms</b>	<b>Filed By</b>	<b>Retention Period</b>
Import Permit (IP)	Impex Coordinator	2 years
Export Permit (EP)		
Invoice		
Packing Slip		
Airway Bill (AWB)/ Bill of Lading (B/L)		
Freight Recommendation Report (FRR)		
Receiving Report Form (RRF)		

**Approved By:**

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**MATTH LUBETICH**  
**Chief Operating Officer**