

Standard Operating Procedure

“SOP” Freight EGYPT



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1. Overview and Purpose

The purpose of this Standard Operating Procedure (SOP) is to define the standardized workflow, roles, responsibilities, and operational guidelines governing freight operations.

This SOP aims to ensure operational efficiency, regulatory compliance, and consistent delivery of high-quality, tailored services to meet customer requirements.

2. Scope

This SOP applies to all freight-related activities, including but not limited to:

- Air freight
- Sea freight
- Land freight
- Import and export operations
- Transportation services
- Documentation and customs handling
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3. Roles and Responsibilities

Pricing officer

- Receive shipment request from the customer or salesperson.
- Verify and confirm shipment details, including Port of Loading (POL), Port of Discharge (POD), weight, volume, dimensions, and cargo type.
- Contact carriers, airlines, and vendors to obtain competitive rates while ensuring service quality.
- Prepare and submit the quotation in the system (Logistas), including cost and selling price.

Freight Coordinator

- Receive Shipping Declaration (SD) from the customer.
- Book shipment with carriers, airlines, or shipping lines based on approved quotation.
- Arrange cargo collection from the shipper's location.
- Prepare and verify shipping documents, including:
 - Commercial Invoice
 - Packing List
 - Certificate of Origin (COO)
- Submit Shipping Instructions (SI) to the carrier.
- Receive Bill of Lading (BL) draft from the carrier.
- Share BL draft with the customer for review and confirmation.

Operations Supervisor

- Supervise daily freight operations, including inbound, outbound, and transit shipments.
- Ensure all shipping documents are accurate and completed in a timely manner, including invoices and customs documentation.
- Keep the team updated on new regulations and provide guidance to ensure full compliance.

4. Commercial Agreement & Shipment Preparation

Prior to shipment initiation:

- Importer and exporter agree on **Incoterms** (EXW, FOB, CIF, etc.).
- Exporter prepares documents:
 - Commercial Invoice
 - Packing List
 - Certificate of Origin (if required)
 - Bill of Lading (sea) or Air Waybill (air)
 - Insurance certificate (if applicable)

5. Shipment Pre-Registration (ACI System)

This is a **mandatory step for imports to Egypt**.

- Egyptian importer logs into NAFEZA platform.
- Importer enters shipment details:
 - Exporter details
 - HS Code
 - Product description
 - Invoice data
- The Egyptian Customs Authority reviews the information.
- Customs issues an **ACID number** (Advance Cargo Information Declaration).
This number **must appear on all shipping documents** before cargo leaves the origin country.
- **Document Submission by Exporter**
The exporter uploads shipping documents electronically through CargoX.

Typical documents uploaded:

- Commercial invoice
- Packing list
- Bill of Lading / AWB
- Certificate of origin
- Any regulatory certificates

Documents must be uploaded **before shipment departure** (for air often at least several hours before flight).

6. Shipment Dispatch

Once documents are approved:

- Cargo is loaded at the port of origin
- Shipping line / airline issues the transport document
- Cargo travels to Egypt

Common entry ports include:

- Port of Alexandria
- Port Said
- Cairo International Airport

7. Arrival in Egypt

When cargo arrives:

- Carrier submits manifest to customs.
- Importer or freight forwarder submits customs declaration through NAFEZA.
- Duties and taxes are calculated.

8. Customs Inspection & Clearance

A joint inspection may involve:

- Customs
- Port authority
- Quality control authorities (depending on product)

Customs may perform:

- Document inspection
- Physical inspection
- X-ray scanning

After clearance approval:

- Duties and VAT are paid.

9. Release & Delivery

After clearance:

- Customs issues release order.
- Cargo is released from port warehouse.
- Freight forwarder arranges transport to final warehouse.

10. Customs Clearance in Egypt

Responsible: Licensed Customs Broker

Steps

- Submit customs declaration through NAFEZA.
- Upload documents:
 - Invoice
 - Packing list
 - Bill of lading
 - ACID number
- Customs risk assessment determines inspection level:
 - Green (direct release)
 - Yellow (document review)
 - Red (physical inspection)

- Authorities that may inspect cargo:
 - Egyptian Customs
 - Quality Control
 - Ministry of Health
 - Agriculture / Food Safety (depending on cargo)

11. Duty & Tax Payment

Responsible: Importer / Finance Team

Steps

- Customs calculates:
 - Import duty
 - VAT (usually 14%)
 - Additional regulatory fees
- Payment made electronically through NAFEZA or customs payment system.

12. Cargo Release

Responsible: Freight Forwarder / Port Authority

Steps

- Customs issues **Release Order**.
- Obtain:
 - Delivery Order from shipping line
 - Terminal release
- Pay port charges and storage fees (if applicable).

13. Inland Transportation

Responsible: Logistics / Transport Department

Steps

- Arrange truck pickup from port or airport.
- Deliver cargo to importer warehouse.
- Customer signs Proof of Delivery (POD).

14. Job Closure & Billing

Responsible: Finance Department

Steps

- Prepare invoice to customer:
 - Freight cost
 - Customs clearance fees
 - Handling charges

- Send final documentation file.
- Close job in system.

15. Typical Timeline (Egypt Imports)

Stage	Average Time
ACID issuance	1–2 days
Shipment transit	depends on origin
Customs clearance	1–5 days
Port release & delivery	1–2 days

16. Destination Handling & Delivery

- Consignee's broker clears the cargo upon receiving the **Delivery Order (DO)** from the carrier.
- Arrange delivery of the shipment to the consignee's warehouse.
- Return empty container(s) to the carrier within the agreed free time for ocean freight shipments.

17. Shipment closure

- Close shipment record on system & file all related documents.
- Create the invoice

18. Documentation

All Documents must be accurate, Stamped & signed.

File must include:

- Commercial invoice.
- Packing list.
- AWB/ BL.
- Clearance documents.

19. Regulations

- According to the Egyptian Customs Authority, importers must be registered on the NAFEZA platform, and foreign exporters must register on CargoX to obtain an ACID number. for SEA & Air shipment.
- ACID no. has Expiry date.
- ACID no. should include:
 - Egyptian Importer Tax ID.
 - Foreign Exporter Registration Type.
 - Foreign Exporter ID.
 - Foreign Exporter Country.
 - Foreign Exporter Country Code.

[ACID: 5430620662024100026]

Requested: 18-Oct-2024 10:58:20 AM **Generated:** 18-Oct-2024 10:58:20 AM **Expires:** 18-Apr-2025 10:58:20 AM

Please ensure the following elements are printed on its associated documents (groupage bill of lading, packing list, etc.):

Groupage ACID: 5430620662024100026

Egyptian freight forwarder Tax ID: 543062066

Foreign freight forwarder Registration Type: VAT Number

Foreign freight forwarder ID: 9144030077270151X9

Foreign freight forwarder Country: CHINA

Foreign freight forwarder Country Code: CN

The following table describes the breakdown of the consolidated consignment as registered by your associate Egyptian FF: **SMSA EGYPT EXPRESS LLC**.

20. Abbreviations

- **SD:** Shipping Declaration.
- **SI:** Shipping instructions.
- **BL:** Bill Of Lading.
- **AWB:** Air waybill.
- **SWB:** Sea waybill.
- **TR:** Telex release.
- **POL/ AOL:** port/ Airport of loading.
- **POD/ POD:** Port/ Airport of discharge.
- **ETS:** Estimated time of Sailing.
- **ETD:** Estimated time of Departure.
- **ETA:** Estimated time of arrival.
- **PL:** Packing list.
- **COO:** Certificate of Origin.
- **ACID:** Advance Cargo Information Declaration.