

SOP FOR LTL & FTL TRUCKING
FROM
UAE to KSA


	SOP FOR LTL & FTL TRUCKING		Originator: SMSA PLANNING	
	Document No.		REV 01	
			Date:7/10/2016	

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1. Purpose

The purpose of this document is to define the Standard Operating Procedure for Loose Truck Load (LTL) and Full Truck Load (FTL) trucking from UAE to Saudi Arabia.

2. Scope and Limitations

LTL/FTL movement from Dubai to Saudi Arabia (from Truck Vendor).

Minimum Chargeable Weight for LTL = 75 kgs (for each airwaybill)

3. Procedure

A. Origin Process

1. Customers must be ready with relevant documentations such as:
- Valid Consignee Authorization Letter (AL)

- Commercial Registration (CR)

- Payment Method


- Lab Undertaking

- Commercial invoice

- Packing List

- SASO (Saudi Standards, Quality and Metrology Organization Certificate)

- COO (Certificate of Origin)etc.
2. SMSA Customers and Elite (Elite Customers) should send the Pick-up Request Form to SMSA land freight coordinator - prior to 1200hrs.
3. SMSA land freight coordinator checks the documents sent by customers based on JAFZA (Origin) and KFIA (Destination) compliance and send the same to SMSA KFIA clearance team for approval.
4. After approval is received from KFIA, SMSA land freight coordinator will prepare the SMSA airwaybill and the same is scanned across to the respective customers and concerned.
5. Customers to print the SMSA airway bill and paste on the shipments. All the shipments must be palletized and shrink wrapped. If multiple piece shipments, paste MPS on each of the pallets.
- Note: The pallet height should be not more than 1.6 meters. This is to ease dog sniffing and pass through X- ray. Double stacking of pallets in the truck is allowed
6. LTL Collection will be scheduled based on Operations Cut-off time and FTL Unit allocation be based on a request placed 24Hrs prior to the following day of collection, accordingly SMSA land freight coordinator will be placing request to Elite for Shipment Pick-up/Truck allocation.
7. Customers to handover the shipments and paperwork's to SMSA truck vendor.
8. Elite to pick up the shipments from customer place at the scheduled pickup time.

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9. After the pickup shipments are taken to Elite warehouse.
10. SMSA DXB staff to be present at the Elite warehouse. Upon arrival of the truck he should apply **PUP** scan on all the individual shipments.
11. DIM weight is checked and updated for all the LTL shipments.
12. SMSA staff to prepare the **CON** for both FTL and LTL shipments and apply **SOP** scan.
Handover the CONS tag along with documents to truck driver.
13. Post loading, the truck shall proceed to carry out the bonding procedures at JAFZA.
14. Truck is placed at Jafza/Gate3 Dubai Customs Ramp for Sealing/Bonding process like Document Check, Shipment Inspection, Truck Sealing, Issuance of Gate-Pass and then Truck exits JAFZA and proceeds to Sila and Batha border for Transit clearance.
15. SMSA freight coordinator will send a pre-alert and manifest to SMSA clearance team in Batha Border and KFIA after truck is departed to the following email IDs:

Name	Email ID
Fahim Ahmed Ahmed Baramy Khaled Al Hussain SMSA SFD team Omar Bin Waber Mohammed Dilhan Hussein Badawy Abdul Rahman Aldagher	dmclearance@smsaexpress.com fahimahmed@smsaexpress.com ; abaramy@smsaexpress.com ; khussain@smsaexpress.com ; owaber@smsaexpress.com ; mdaskateer@smsaexpress.com ; hbadawy@smsaexpress.com ; adagher@smsaexpress.com ;

B. Batha - Process:

1. SMSA origin freight coordinator sends the shipments details such as Commodity, Value, HS code etc to Clearance coordinator for approval.
2. Clearance coordinator at KFIA (for transit shipments) and Batha (for final clearance shipments) contacts respective consignee and get authorization letter register with customs and gives approval to origin to move the shipment after verifying the documents. Shipments should only be moved from DXB once an approval is received from SMSA Clearance Coordinator.
3. Truck will be transit cleared at Sila border and to continue to Batha border.
4. The truck driver contacts SMSA Clearance Agents after leaving Sila border and upon arrival to Batha border:

Batha Border	Saleh Al Hossun	Clearance Agent	966505107095	
Batha Border	Abdulrahman Al Abdul Latif	Clearance Agent	966550549383	
Batha Border	Fahim Ahmed	C. Coordinator	966554242092	fahimahmed@smsaexpress.com

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Batha Border	Khaled Hussein	Clearance Supervisor	966550767576	khussain@smsaexpress.com
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5. Upon arrival to Batha border, the truck driver submits the following ready documents to customs security followed by physical and dog sniffing inspection:
- Export Bayan
 - Manifest
 - Invoice/ Packing List
 - Driver's passport
 - Driver's License
6. Truck driver to handover the CON tag to SMSA clearance team.
7. SMSA clearance team to apply **BTRI** (Border Transit In scan) on the CON and comments if any.
8. After completing the clearance at Batha border, SMSA clearance team to apply **BTRO**(Border Transit Out Scan) on the CON tag. *(Please Note: After Scans are uploaded to the CORE, Batha team to destroy the CON tag)*

Transit Clearance Process


- a. Truck proceeds for X ray screening.
- b. After x-ray inspection is complete, Collects x-ray report and seals the truck and proceed to immigration and final exit from the gate.
- c. The truck then proceeds to King Fahad International Airport (KFIA) for final customs clearance of shipments.

Final Clearance Process

- a. SMSA Clearance Agents translates the docs into Arabic and keeps the file ready prior to truck arrival.
- b. After the truck arrival registration with customs done, the file is submitted for clearance.
- c. Once the inspection completed and duties paid, will wait for security and immigration process.
- d. The truck exits the gate and direct to customer for delivery.
- e. The coordinator sends alerts origin and SA team on the truck release.
- f. SMSA Finance team will be alerted on the customs duty status.


C. Clearance Process at Destination (DMM):

- 1. Once the truck arrives at the KFIA Customs clearance facility, the truck driver continues to hand-over the documents to Customs security to update the Bayan in the system.
- 2. The truck is then allowed by Customs security to enter the SMSA clearance site after cross checking the seals on the truck.

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3. Clearance Agent collects the documents from the Customs security point for cross checking the seal before opening the truck in the presence of Customs security.
4. Once the seals have been checked, the Customs inspector authorizes to break the seals and offload the shipments from the truck.
5. SMSA ops team at KFIA to apply **Gateway In** scan on all the individual shipment and offload the shipments from the truck.
6. After offloading all shipments, the Clearance agent will cross check between the manifest vs. the actual shipments and report any overage or shortage.
7. K9 inspection is done (Sniffing dog inspection)
8. Once completing the needed checks and requirements, Clearance Agent prepares and prints the Bayan.
9. If the truck is having more than 1 Bayan (airwaybill), it is imperative that the shipments are kept in order of the airwaybill, without mixing.
10. The Customs inspector, along with the clearance team, inspects the shipments. Normally, the inspector randomly selects shipments for physical inspection. Then, the remaining shipments are scanned through the X-RAY machine.
11. After completing the inspection, the Customs Inspector signs the Bayans.
12. Shipments which are not released (failed inspection or missing required documents) are placed in HELD cage/area. Appropriate scans are applied:
- STAT 50 IMPROPER/MISSING REGULATORY PAPERWORK
 - STAT 73 REQ'S ADD'L REGULATORY PROC'S'NG
 - STAT 55 REGULATORY AGENCY CLEARANCE DELAY
 - STAT 63 PKG HELD FOR TAXES
 - STAT 60 STILL IN BOND CAGE (to be applied on daily basis till the shipment is released)
13. Customs Duties for the released shipments are paid.
14. After payment of customs duties, the released shipments are then loaded into the truck.
15. Apply **Dutiable Released** Scan or **Non Dutiable Released** Scan whichever is applicable on the individual shipment.
16. The truck then proceeds with the released shipments for delivery. FTL trucks directly proceeds to consignee address for delivery. Whereas all LTL shipments are taken to SMSA DMM Hub for final delivery.

Note: If the inbound truck used is Dubai registered; then, cleared shipments for DMM hub will be forwarded via SMSA truck.
As per KFIA policy, Non Saudi registered trucks are to go back “empty” to origin (with customs seal/Bayan) to cross the border.


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4. RTS Process

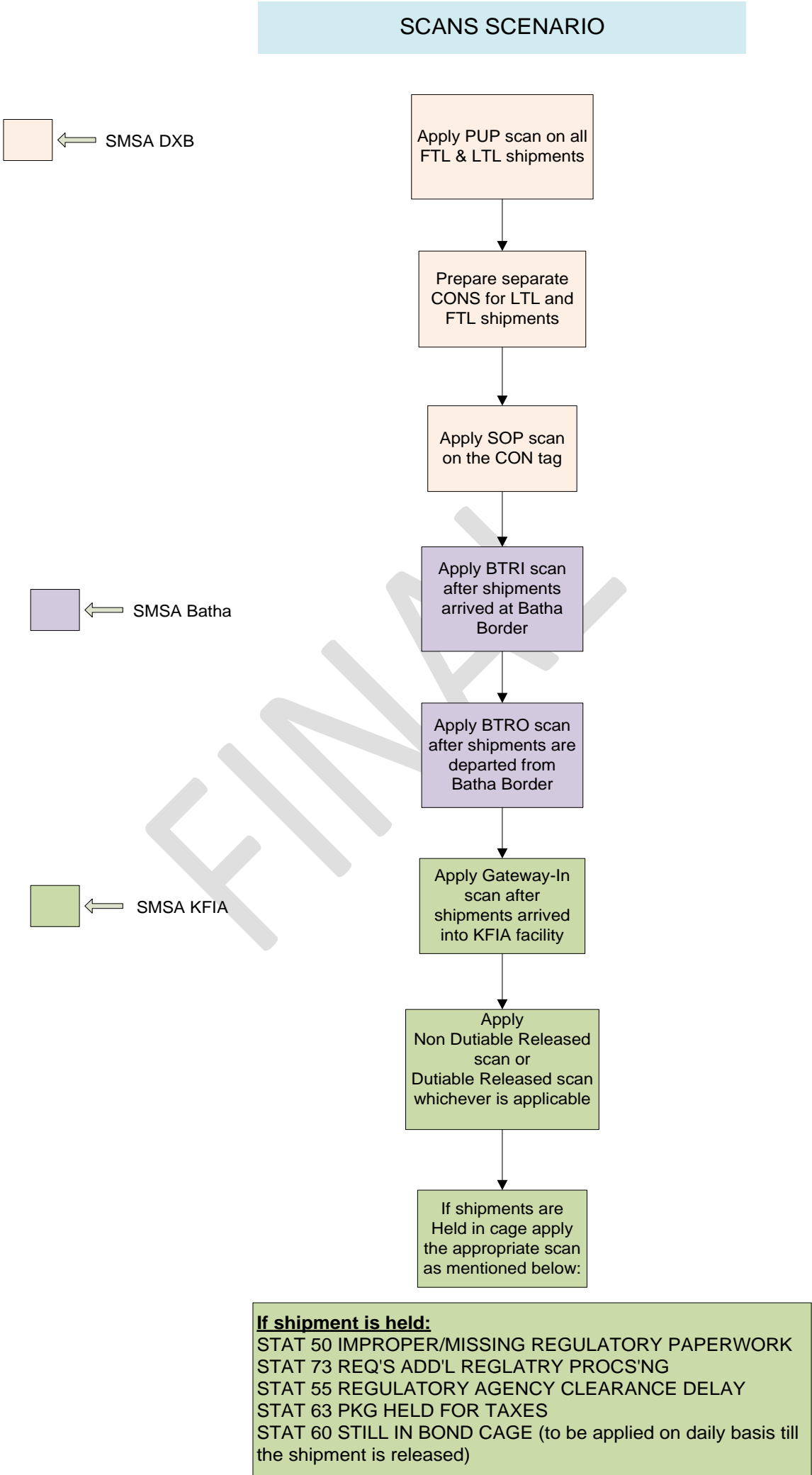
Shipments which are not cleared from customs because of incomplete paper works, Consignee not authorized to import. prohibited items etc, following initiative has to be taken by clearance coordinators before returning it back to the Shipper.


- 1. Coordinate with Consignee to get the required information or paper work.
- 2. If consignee not able to support or do anything then contact origin, if origin agrees to return the shipment then get a letter from consignee addressed to customs head requesting approval to return the shipment.
- 3. Once the letter is obtained from consignee, clearance coordinator will prepare MAWB and submit to customs for approval.
- 4. After approval is obtained, take the MAWB and the shipment to export department for air connection.

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5. Scanning Scenario



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