

Logistics Standard Operating Procedure

[company logo]

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Effective Date : March 01, 2050
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Purpose

To provide efficient and coordinated storage and transport services to its customers.

Scope

This standard operating procedure shall apply to all the cargos that will be stored in the warehouse and delivered to the clients.

Definition

Cargos: it refers to the goods or materials that are carried by a large vehicle such as ships, planes, trains, or trucks.

Transport: it is the process of transferring goods from one place to another through a vehicle which could be a bus, truck, train, or plane.

Responsibility

Logistics Officer

Responsible for ensuring that the procurement, shipping, and warehouse accomplished on time and efficiently. They also review logistic system

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Freight Forwarder Standard Operating Procedure

AW Rasmussen



Freight Forwarder Standard Operating Procedure:

Mastering Import & Export Management Thomas A. Cook, Rennie Alston, Kelly Raia, 2004 Here is the definitive guide to supply chain management in the post 9 11 world intensively researched and painstakingly written by one of the leading experts in the field Before the terrorist attacks that destroyed New York's World Trade Center in 2001 managing the import export supply chain was complicated convoluted and difficult enough as Tom Cook observes Since then new security and compliance requirements have come into play Some of these mandates are still evolving and some pose special challenges for smaller exporters To remain competitive companies of all sizes must understand the changes anticipate new directions and keep the costs of compliance and security in balance This book provides the timely and practical information necessary to meet those goals As a supply chain professional or executive involved in global trade you can rely on Mastering Import and Export Management to help you Identify the risks Learn to use creative financing as a marketing tool spot potential exposures in new markets avoid the major pitfalls of international freight shipments Gain entry into world markets Determine how your products and services can best compete globally structure an effective export program understand key distribution logistics and foreign tax considerations Meet sales and service demands Recognize the factors involved in global customer service negotiate problems the right way leverage the benefits of third party logistics apply quality control procedures control the terms of sale Deal with freight and logistics issues Reduce costs negotiate better rates get the best service contracts assess the value of using consolidators Handle specialty issues Learn the ins and outs of shipping equipment overseas for temporary use ship perishable freight safely evaluate air versus ocean shipping deal with strikes observe key practices if you're in the entertainment or communications industry Finesse your documentation Utilize INCO terms correctly avoid documentation obstacles navigate the demands of the Harmonize Tariff Schedule of the U S HTSUS Bureau of Export Administration BXA Federal Maritime Commission FMC Automated Export System AES learn when and how to use the SED Learn about importing if you export only Be prepared to handle returns and repairs select the right customhouse broker get familiar with drawback Become finance savvy Identify banking and credit options manage letters of credit Control cargo loss Learn the science and art of properly packing for transit minimize losses in transporting bulk liquids pulp and paper understand the variables of containerization sea and air shipping Manage risk Insure against physical political and credit risk learn the liability basics get more from your marine insurance be aware of recently beefed up air regulations Leverage technology Automate key documentation track and trace more accurately know what to expect from your EDI carrier Understand geographic demands Familiarize yourself with the idiosyncrasies of doing business under NAFTA and in the European Community Eastern Europe the former Soviet Union Russia Mexico and Brazil Deploy global staff cost effectively Develop networking channels understand the landed cost attract quality personnel Obtain export assistance Make the most of such resources as Chambers of Commerce state governments world trade centers commercial

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