



43 High Street, Prahran, Victoria, 3181 Australia
 Tel: 61 3 9533 8886, Fax: 61 3 95250801, Web: www.tsaustralia.com

STANDARD OPERATING PROCEDURE FOR IMPORT SHIPMENTS TO AUSTRALIA

MASTER BILL OF LADING OR AIRWAY BILL	
SHIPPER	Overseas Agent with full address and contact
CONSIGNEE:	TSL Australia 43 High Street Prahran, Vic. 3181, Australia Tel: 61 3 9533 8886 Fax: 61 3 9525 0801 Attn: Import Dept Email: import@tsaustralia.com
DESCRIPTION OF GOODS	Consolidation or Description of Goods as shown on House Bills
QUANTITY AND GROSS WEIGHT	Must match between Master Bills and total of House Bills
FREIGHT CHARGES:	PREPAID
FREIGHT SURCHARGES	PREPAID
HOUSE BILL	
SHIPPER	As per shown on Shipping Instruction provided by supplier
CONSIGNEE	As per shown on Shipping Instruction provided by supplier
DELIVERY/NOTIFY AGENT	TSL Australia 43 High Street Prahran, Vic. 3181, Australia Tel: 61 3 9533 8886 Fax: 61 3 9525 0801 Attn: Import Dept Email: import@tsaustralia.com
DESCRIPTION OF GOODS	As per shown on Shipping Instruction provided by supplier
QUANTITY AND GROSS WEIGHT	FCL as per packing slip information provided by supplier, LCL / AIR based on measurement of warehouse.
FREIGHT CHARGES AND SURCHARGES	Prepaid / Collect
CONSOLIDATION MANIFEST	Must show details and information of Master Bill and all House Bills
ATTACHED DOCUMENTS	
	Commercial Invoice
	Packing List & Packing Declaration
	Original documents (Certificate of Origin, Fumigation, Export Certificate, etc.)
Remarks	
<ol style="list-style-type: none"> 1. Ocean Freight Pre-alert (at least including one copy of Master Bill, House Bills, Manifest, Debit or Credit Notes) must be sent by fax or email latest 7 days before ETA of the vessels at the first port of arrival in Australia. 2. Airfreight Pre-alert must be received a minimum of 2 hours before the flight arrival at destination 	
<ol style="list-style-type: none"> 2. Pre-alert must be addressed to import@tsaustralia.com. or Fax to 61 3 9533 0801 Attn: Import Dept. 	

Mission Statement

*We are committed to providing cost effective, time sensitive Freight forwarding,
Customs Clearance and Delivery options as per our customer requirements*



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