



TSL AUSTRALIA

P.O. BOX 6768
 ST KILDA ROAD, CENTRAL, VIC 8008
 Ph: 61-3-9533 8886 F: 61-3-9525 0801
 ABN: 54091771836
 Email: docs@tslaustralia.com

STANDARD OPERATING PROCEDURE FOR IMPORT SHIPMENTS TO AUSTRALIA	
MASTER BILL OF LADING OR MASTER 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 Att: Import Dept Email: docs@tslaustralia.com
DESCRIPTION OF GOODS	Same as House Bills
QUANTITY AND GROSS WEIGHT	Must match between Master Bills and total of House Bills
FREIGHT CHARGES:	PREPAID
FREIGHT SURCHARGES	PREPAID
HOUSE BILL OF LADING OR HOUSE AIRWAYBILL	
SHIPPER	Full Name and Address of the Shipper
CONSIGNEE	Full Name and Address of the Consignee, plus Telephone and contact name
DELIVERY/NOTIFY AGENT	TSL Australia 43 High Street, Prahran, Vic. 3181, Australia Tel: 61 3 9533 8886 Fax: 61 3 9525 0801 Att: Import Dept Email: docs@tslaustralia.com
DESCRIPTION OF GOODS	As per shown on Shipping Instruction provided by supplier
QUANTITY AND GROSS WEIGHT	FCL as per b/l 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.. If any)
REMARKS	
<p>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 no later than 7 days before ETA of the vessels at the first port of arrival in Australia.</p> <p>2. Airfreight Pre-alert must be received a minimum of 2 hours before the flight arrival at destination</p> <p>2. Pre-alert must be addressed to docs@tslaustralia.com. or Fax to 61 3 9525 0801 Attn:Import Dept.</p>	