



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

<b>MASTER BILL OF LADING OR AIRWAY BILL</b>	
SHIPPER	<b>Overseas Agent with full address and contact</b>
CONSIGNEE:	<b>TSL Australia 43 High Street Prahran, VIC 3181, Australia Tel: 61 3 9533 8886 Fax: 61 3 9525 0801 Email: docs@tsaustralia.com ABN: 54091771836</b>
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
<b>HOUSE BILL</b>	
SHIPPER	As per shown on Shipping Instruction provided by supplier
CONSIGNEE	As per shown on Shipping Instruction provided by supplier
DELIVERY/NOTIFY AGENT	<b>TSL Australia 43 High Street Prahran, Vic. 3181, Australia Tel: 61 3 9533 8886 Fax: 61 3 9525 0801 Email: docs@tsaustralia.com</b>
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
<b>ATTACHED DOCUMENTS</b>	
	Commercial Invoice
	Packing List & Packing Declaration
	Other documents (Certificate of Origin, Fumigation, Export Certificate, etc.)
<b>Remarks</b>	
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	
2. Pre-alert must be emailed to <a href="mailto:docs@tsaustralia.com">docs@tsaustralia.com</a>	

### *Mission Statement*

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