

## Annex 1: Foreign Trade Processes and Procedures

The foreign trade processes and procedures vary depending on whether the goods are being exported or imported, whether the imported goods are being imported through the Multimodal or the Unimodal process and by type of goods. These can be summarised as:

- Type of cargoes/shipments (containerized, breakbulk, dry bulk, liquid, RO/RO, etc.);
- Type of transport system (Multimodal, unimodal); and
- Type of transport mode (Truck, Rail)

In the Ethiopian context there are about seventeen methods that a good can be traded and as follows:

### **Imports - Multimodal:**

- Container import by truck from Djibouti;
- Container import by train from Djibouti;
- Ro-Ro import by truck; and
- Ro-Ro import by train.

### **Imports – Unimodal:**

- Container import by truck from Djibouti;
- Container import by train from Djibouti;
- Ro-Ro Import by truck car carrier;
- Ro-Ro self-drive;
- Break Bulk/Bagged import by truck;
- Break Bulk/Bagged import by train;
- Dry Bulk by truck; and
- Liquid bulk by truck.

### **Imports through Djibouti Free Zone:**

- Import by truck; and
- Import by train.

### **Export:**

- Export Containerised by train; and
- Export Bagged by truck.

These processes have been simplified into three processes and procedures as follows:

- Multimodal Container Import by Truck;
- Unimodal Container Import by Train; and
- Unimodal Break Bulk/ Bagged Import by Truck

## A1.1 Process Flow for Multimodal Container Import by Truck

Actor		Activity	Documents	Location/place
1	Importer	Correspondence	Agreement/ Contract based on Incoterms, Performa Invoice	Ethiopia/ Importer's Office
2	Supplier	Correspondence	Agreement/ Contract, Performa Invoice	Abroad/Supplier's Office
3	Opening Bank	Opening of L/C and Notifying the Beneficiary Bank Modes of payment could be either L/C, CAD or TT type.	(L/C) Letter of Credit and Performa Invoice, License/Investment License, TIN, Insurance Policy, Approved Purchase Order	L/C Opening Bank Importer Premises
4	Beneficiary Bank	Receives L/C and notifies the Supplier	L/C	Supplier Bank
5	Supplier	Prepares items for shipment and requests for Empty Container	Shipping Instruction	Supplier's premises
6	Shipping Agent at Load Port	Sending Empty Container for Loading		Load Port
7	Supplier	Container stuffing and sending to Port		Supplier's Premises
8	Shipping Agent at Load Port	Loading the Container On-board Vessel/ Ship and sends the Manifest to Discharge Port Agent (in this case, the ESLSE Office HQ)	Issue Bill of Lading (B/L) based on Shipping Instruction and Loading Manifest	Load Port
9	Supplier	Collects the B/L and along with Commercial Invoice, Packing List and Certificate of Origin submits to his bank and collects his money.	B/L, Commercial Invoice, Packing List, Certificate of Origin	Supplier's Office
10	Beneficiary Bank	Send all the documents to the Opening Bank	B/L, Commercial Invoice, Packing List, Certificate of Origin	Exporter's Beneficiary Bank
11	Opening Bank	Notifies the Importer that the full set of Documents have arrived	B/L, Commercial Invoice, Packing List, Certificate of Origin	Importer's Bank premises
12	<b>Sea port Process</b> Discharge Port Agent (In this case, ESLSE Shipping Commercial Department) Other Multi Modal Operator	Receiving the Manifest and issues Cargo Release Order and send to Djibouti Agent (MTS) or other appointed Freight Forwarding Company at seaports	Manifest and Cargo Release Order	Addis Ababa – ESLSE Other Multi Modal Operator Head Office
13	MTS – Multimodal Department or other appointed Freight Forwarding Company at seaports	MTS or other appointed Freight Forwarding Company at seaports will generate Batch No and distribute Cargo Release Instructions to either RTA or ATD/local cargo clearing agents	Cargo Release Instructions/ Release Order	Djibouti/Other Seaports
14	RTA or ATD or other appointed local cargo clearing companies at seaports	Will appoint and distribute the Cargo Release /Clearing Instructions to the Transporters (from their members) and notify MTS or other appointed Freight Forwarding Company at seaports of the appointed Transporters	Cargo Release/ Clearing Instructions and Notification Document	Djibouti/Other Seaports
15	Transporters	Collect D/O, pay port dues, prepare the Customs Declaration, and finalize Clearance and inform MTS or other appointed Freight Forwarding company at seaport for Truck Assignment for Ready for Loading Operations.	D/O and shipping lines dues, Port payment receipts, Pre Gate pass, Customs Declaration Fees and Ready for Loading Operation Lists.	Djibouti or other seaports

Actor		Activity	Documents	Location/place
16	MTS or other appointed Freight Forwarding Company at seaports	Sends Truck List to individual Transitors	Truck List	Djibouti or other seaports
17	Transitors	Prepare Gate pass, Purchase Customs Seal and prepare T1, Waybill and IM8 and submit to MTS	Gate Pass, IM8 and Waybill, Pre-gate pass and T1,, Port Invoice, Djibouti Customs Declaration, Waybill and Customs Seal with Seal No).	Djibouti or other seaports
18	MTS or other appointed Freight Forwarding Company at seaports	After accepting the Freight Order from Transporter, Will hand over documents to the Transporter's representative	Freight Order, Gate Pass, Port Invoice, IM8, T1, Pre- gate Pass, Waybill and Customs Seal	Djibouti/ Other Seaports
19	Transporter's Representative	Handover the above documents and Seal to the Driver	Gate Pass, Port Invoice, IM8, T1, Waybill, Pre-gate Pass and Customs Seal	Djibouti/Other Seaports
20	Driver	Goes to the Port as per pre-arranged time and Loads Container and goes to the Exit gate where the Customs put the seal.	Gate Pass, Port Invoice, IM8, T1, Waybill, Pre-gate Pass and Customs Seal	Djibouti/Other Seaports
21	Port	Port hands over the full-out equipment interchange report to the driver at the gate who departs for Galafi/ Dewele/Other Sea Port Border post to Ethiopia	Full-out Interchange Report	Djibouti/Other Seaports
22	Inland Transport Djibouti Customs at Galafi or Dewele / Other Seaports Customs	Checks the IM8 and T1 and the Container Seal and allows the Truck to pass	Waybill, IM8 and T1	Galafi/ Dewele/Other Seaports Border Post to (Djibouti /Ethiopia)
23	Ethiopia Customs at Galafi or Dewele / other sea port border	Checks the IM8 in their system and the Container Seal and then issues a new T1 and the allows the Truck to pass	Waybill, IM8 and T1	Galafi/ Dewele/ other sea port Border Post to (Djibouti /Ethiopia)
24	Modjo or other Dry Port Gate Official	He verifies the documents with the Container and allows the truck to enter the Dry Port	Waybill, IM8 and T1	Modjo or other Dry Ports
25	ESLSE Official/Multimodal operator	Informs the Importer of his Container Arrival		ESLSE/Multimodal Office in the Dry Port
26	Inland Dry Ports/ Clearing Points Process  Importer	Collects the documents from the Bank and after making agreement hands over the documents to his clearing agent after settlement of advance payment or sign contract agreement	Original B/L, Commercial Invoice, Certificate of Origin, Packing List	Importer's Bank
27	Clearing Agent	Prepare the Customs Declaration, makes payment of Customs Duties and Dry Port and Service Charges and all ESLSE dues. If required based on the nature of cargo, the OGA's permits may be needed.	Original bank endorsed B/L, Commercial Invoice, Certificate of Origin, Packing List, Forwarding Instructions, Agreement, Customs Declaration, Customs Duties Receipt, Ocean/ Sea Freight invoice and receipt, Inland Freight, Terminal Expense receipt, and Service Charges,	Dry Port

Actor		Activity	Documents	Location/place
			and OGA charge, if applicable.	
28	Importer	Receives the cargo at his premises	Original bank endorsed B/L, Commercial Invoice, Certificate of Origin, Packing List, Forwarding Instructions, Agreement, Customs Declaration, Customs Duties Receipt, Ocean/ Sea Freight invoice and receipt, Inland Freight, Terminal Expense receipt, and Service Charges, and OGA charge, if applicable.	Importer's Premises
29	Driver	To exit with full-out container and return back with empty container to Modjo/ Dry ports	While going out he collects the "Full-Out Equipment Interchange Report" and while returning back he collects the Empty-in Equipment Interchange Report" from the Dry Port.	Dry Port/ Importer's premises
30	ESLSE Official/Multimodal Operator	To return the Empty Container either to Djibouti by Train or Truck or deliver the Empty Container to the Shipping Lines Depot for Export Purpose.	Empty-Out Equipment Interchange Report. For Djibouti delivery, Endorsed Customs Container Return Form.	Dry Port/ Container Depot
31	Djibouti Port	Receiving the empty Container	Empty-in Equipment Interchange Report	
32	Driver	Delivers the container to the Port and collects document and hands over to the transporter	Empty-in Equipment Interchange Report	

## A1.2 Process Flow for Multimodal Container Import by Train

	<b>Actor</b>	<b>Activity</b>	<b>Documents in Use</b>	<b>Place</b>
1.	Importer	Correspondence	Agreement/ Contract, based on Incoterms Performa Invoice	Importer's Office
2.	Supplier	Correspondence	Agreement/ Contract, Performa Invoice	Supplier's Office
3.	Opening Bank	Opening of L/C and Notifying the Beneficiary Bank Modes of payment could be either L/C, CAD or TT type. Approved Purchase Order, Performa Invoice ,Franco Valuta	L/C (Letter of Credit) and Performa Invoice, License/Investment License, TIN, Insurance Policy, Approved Purchase Order, Performa Invoice, Franco Valuta	L/C Opening Bank Premises
4.	Beneficiary Bank	Receives L/C and notifies the Supplier	L/C	Supplier Bank
5.	Supplier	Prepares items for shipment and requests for Empty Container	Shipping Instruction	Supplier's premises
6.	Shipping Agent at Load Port	Sending Empty Container for Loading		Load Port
7.	Supplier	Container stuffing and sending to Port		Supplier's Premises
8.	Shipping Agent at Load Port	Loading the Container On-board Vessel/ Ship and sends the Manifest to Discharge Port Agent (in this case, the ESLSE or other Multimodal Operator Office HQ)	Issue Bill of Lading (B/L) based on Shipping Instruction and Loading Manifest	Load Port
9.	Supplier	Collects the B/L and along with Commercial Invoice, Packing List and Certificate of Origin submits to his bank and collects his money.	B/L, Commercial Invoice, Packing List, Certificate of Origin	Supplier's Office
10.	Beneficiary Bank	Send all the documents to the Opening Bank	B/L, Commercial Invoice, Packing List, Certificate of Origin	Exporter's Beneficiary Bank
11.	Opening Bank	Notifies the Importer that the full set of Documents have arrived	B/L, Commercial Invoice, Packing List, Certificate of Origin	Importer's Bank premises
12.	Discharge Port Agent (In this case, ESLSE Shipping Commercial Department) or Other Multimodal Operator	Receiving the Manifest and issues Cargo Release Order and send to Djibouti Agent (MTS) or other appointed Freight Forwarding Company	Manifest and Cargo Release Order	Addis Ababa – ESLSE or other Multimodal Operator Head Office
13.	MTS – Multimodal Department or other appointed Freight	MTS or other appointed Freight Forwarding Company will generate Batch No and distribute Cargo Release Instructions to either RTA or	Cargo Release Instructions/ Release Order	Djibouti

	<b>Actor</b>	<b>Activity</b>	<b>Documents in Use</b>	<b>Place</b>
	Forwarding Company	ATD or local clearing agents		
14.	RTA or ATD/ or local clearing agents.	Will appoint and distribute the Cargo Release /Clearing Instructions to the Transitters (from their members) and notify MTS or other appointed Freight Forwarding Company of the appointed Transitters	Cargo Release/ Clearing Instructions and Notification Document	Djibouti
15.	Transitters	Collect D/O, pay port dues, prepare the Customs Declaration, and finalize Clearance and inform MTS or other appointed Freight Forwarding Company at seaports for Rail Assignment for Ready for Loading Operations.	D/O and shipping lines dues, Port payment receipts, Cydonia, Customs Declaration Fees and Ready for Loading Operation Lists.	Djibouti
16.	MTS	Sends /Wagon list individual Transitters	Train Wagon List	Djibouti
17.	Transitters	Prepare Gate pass, Purchase Customs Seal and prepare T1, Waybill and IM8 and submit to MTS or other appointed Freight Forwarding Company	Gate Pass, IM8 and Waybill , Pre-gate Pass and T1	Djibouti
18.	MTS or other appointed Freight Forwarding Company	Will hand over documents to the Nagad Freight Yard	Gate Pass, Port Invoice, IM8, T1, Pre-gate Pass, Waybill and Customs Seal	Djibouti
19.	EDR Representative	Handover the above documents and Seal to the Port –SGTD	Gate Pass, Port Invoice, IM8, T1, Waybill, Pre-gate Pass and Customs Seal	Djibouti
20.	Train	Goes to the Port as per pre-arranged time and Loads Container and the Customs put the seal.	Gate Pass, Port Invoice, IM8, T1, Waybill, Pre-gate Pass and Customs Seal	Djibouti
21.	Port	Port hands over the full-out equipment interchange report to the EDR Representative at the load Port and the train heads to the Nagad Freight Yard.	Full-out Interchange Report	Djibouti
22.	Nagad Freight Yard	MTS or other appointed Freight Forwarding Company signs and collects Container Carriage Acceptance Receipt form the EDR and the Train proceeds to Dewele.	Container Carriage Acceptance Receipt	Djibouti
23.	Djibouti Customs at Dewele	Checks the IM8 and T1 and the Container Seal and allows the Train to pass to the other side.	Waybill, IM8 and T1	Dewele Border Post (Djibouti)
24.	Ethiopia Customs	Checks the IM8 in their system	Waybill, IM8 and T1	Dewele Border

	<b>Actor</b>	<b>Activity</b>	<b>Documents in Use</b>	<b>Place</b>
	at Dewele	and the Container Seal and then allows the Train to pass and the train heads for its destination in Ethiopia.		Post (Ethiopia)
25.	Modjo or other Dry Port Gate Official	He verifies the documents with the Container and allows the train to enter the Dry Port	Waybill, IM8 and T1	Modjo or other Dry Ports
26.	ESLSE Official or other Multimodal Operator	Informs the Importer of his Container Arrival		ESLSE or other Multimodal Operator Office in the Dry Port
27.	Importer	Collects the documents from the Bank and after making agreement hands over the documents to his clearing agent	Original B/L, Commercial Invoice, Certificate of Origin, Packing List	Importer's Bank
28.	Clearing Agent	Prepare the Customs Declaration, makes payment of Customs Duties and Dry Port and Service Charges and all ESLSE dues. If required based on the nature of cargo, the OGA's permits may be needed.	Original bank endorsed B/L, Commercial Invoice, Certificate of Origin, Packing List, Forwarding Instructions, Agreement, Customs Declaration, Customs Duties Receipt, Ocean/ Sea Freight invoice and receipt, Inland Freight, Terminal Expense receipt, and Service Charges, and OGA charge, if applicable.	Dry Port
29.	Importer	Receives the cargo at his premises	Original bank endorsed B/L, Commercial Invoice, Certificate of Origin, Packing List, Forwarding Instructions, Agreement, Customs Declaration, Customs Duties Receipt, Ocean/ Sea Freight invoice and receipt, Inland Freight, Terminal Expense receipt, and Service Charges, and OGA charge, if applicable.	Importer's Premises
30.	ESLSE Official or Multimodal Operator	To return the Empty Container either to Djibouti by Train or by Truck to Djibouti or other seaports or deliver the Empty Container to the Shipping Lines Depot for Export Purpose.	Empty-Out Equipment Interchange Report. For Djibouti or other sea port delivery, Endorsed Customs Container Return Form.	Dry Port/ Container Depot
31.	Djibouti Port or other seaports	Receiving the empty Container	Empty-in Equipment Interchange Report	Djibouti or other seaports
32.	EDR	Delivers the container to the Port and collects document and hands over to the EDR Head Office for invoicing to ESLSE or other Multimodal Operator	Empty-in Equipment Interchange Report and Invoice	Djibouti and Addis Ababa
33.	Clearing Agent	Hands over all the documents including Final Declaration and collects his fees.	Submits all clearing documents and Invoice for the consignment that he cleared and collects his fees. From the Importer.	Addis Ababa

## A1.3 Process Flow for Unimodal Break Bulk/Bagged Import by Truck

Actor		Activity	Documents in Use	Place
1.	Importer	Correspondence	Agreement/ Contract, based on Incoterms. Performa Invoice	Importer's Office
2.	Supplier	Correspondence	Agreement/ Contract, Performa Invoice	Supplier's Office
3.	Opening Bank	Opening of L/C and Notifying the Beneficiary Bank Modes of payment could be either L/C, CAD or TT type.	L/C, Letter of Credit and Performa Invoice, License/Investment License, TIN, Insurance Policy Approved Purchase Order, Performa Invoice, Franco Valuta	L/C Opening Bank Premises
4.	Beneficiary Bank	Receives L/C and notifies the Supplier	L/C	Supplier Bank
5.	Supplier	Prepares items for shipment and requests for Trucks/wagons Empty Container	Shipping Instruction	Supplier's premises
6.	Shipping Agent at Load Port Freight transport agents	Sending Empty Trucks Container for Loading		Load Port Supplier's premises
7.	Supplier	Container load trucks stuffing and sending to Port		Supplier's Premises
8.	Shipping Agent at Load Port	Loading the Container On-board Vessel/ Ship and sends the Manifest to Discharge Port Agent (in this case, the ESLSE or other Freight Forwarding Companies Office HQ)	Issue Bill of Lading (B/L) based on Shipping Instruction and Loading Manifest	Load Port
9.	Supplier	Collects the B/L and along with Commercial Invoice, Packing List and Certificate of Origin submits to his bank and collects his money.	B/L, Commercial Invoice, Packing List, Certificate of Origin	Supplier's Office
10.	Beneficiary Bank	Send all the documents to the Opening Bank	B/L, Commercial Invoice, Packing List, Certificate of Origin	Exporter's Beneficiary Bank
11.	Opening Bank	Notifies the Importer that the full set of Documents have arrived	B/L, Commercial Invoice, Packing List, Certificate of Origin	Importer's Bank premises
12.	Discharge Port Agent (In this case, ESLSE Shipping Commercial Department or other Shipping Agent)	Receiving the Manifest and issues Cargo Release Order and send to Djibouti Agent (MTS or other Shipping Agents)	Manifest and Cargo Release Order	Addis Ababa – ESLSE Head Office or other Shipping Agents Office
13.	Clearing Agent in Addis Ababa	After making agreement on payment terms with the importer, Clearing Agent in Addis Ababa will send by courier the Original Documents to his counterpart Clearing Agent in Djibouti	B/L, Commercial Invoice, Packing List, Certificate of Origin, Ocean Freight Invoice and Receipt).	Addis Ababa and Djibouti or other seaports
14.	Clearing Agent in Addis Ababa	Pays the Customs Duty and sends the approved Declaration to Djibouti or other seaports Agent	Approved Customs Declaration	Addis Ababa
15.	Clearing Agent in Djibouti	The Clearing Agent in Djibouti or other seaports will process	D/O and shipping lines dues, Port payment	Djibouti/ Tadjoura or other seaports

Actor		Activity	Documents in Use	Place
		the documents in the Djibouti Customs System and obtain the IM8(Djibouti or respective Customs Declaration). Collect D/O, pay port dues, prepare the Customs Declaration, and finalize Clearance and inform the Truck Agent for placement of trucks, request labour and equipment to the Port.	receipts, Pre entry gate pass, Customs Declaration Fees, B/L, Commercial Invoice, Packing List, Certificate of Origin, IM8 (Djibouti or other seaports Customs Declaration), endorsed Ethiopian Customs Declaration	
16.	Clearing Agent in Djibouti/other seaports	Prepare Gate pass and IM8	Gate Pass and IM8	Djibouti / Tadjoura or other seaports
17.	Transporter Agent	Sends Truck to the allocated Port for loading	Pre-entry Gate Pass, IM8, and Ticket	Djibouti / Tadjoura or other seaports
18.	Clearing Agent in Djibouti or other seaports	Will collect loading report from Tally Man and process the goods removal request with the Ethiopian Customs Coordination Office and get T1 while the truck goes to PK12/ truck parking area	Djibouti or other seaports Customs Declaration (T1), IM8	Djibouti / Tadjoura or other seaports
19.	Transporter's Representative	Collects all the documents and Handover to the Driver at PK12 / truck parking area	Ethiopian Customs T1 and Waybill, IM8	Djibouti / Tadjoura or other seaports
21.	Djibouti Customs at Galafi, Dewele or Lay or other seaports border crossing	Checks the IM8 and T1 with the Cargo and allows to cross	Waybill, IM8 and T1	Galafi, Dewele or Lay Border Post (Djibouti/Ethiopia or other seaports border)
22.	Ethiopia Customs at Galafi or Dewele or other borders	Checks the IM8 in their system and then allows the Truck to pass	Waybill, IM8 and T1	Galafi/ Dewele or other Border Post (Djibouti or other seaports /Ethiopia)
23.	Kallity or other Ports Customs	Verifies the documents with the Cargo and allows the truck to unload after Customs Inspection and OGA clearance, if any.	Waybill, IM8 and T1 and Release order from the Customs.	Modjo or other Dry Ports
24.	Importer	Receives the cargo at his premises and stamps on Waybill or issues GRN (Goods Receiving Note) and hands it over to the Driver.		Importer's Premises
26.	The Transporter	Will prepare Transport Invoice and collect payment.	GRN (Goods Receiving Note) and Invoice, Waybill.	Addis Ababa
27.	The Clearing Agent	Will collect all the documents including Final Ethiopian Customs Declaration, prepares his invoice and hands over and collects payment from the Importer	All documents and Invoice.	Addis Ababa

## A1.4 Process Flow for Unimodal Containerised Import by Truck

Actor		Activity	Documents in Use	Place
1.	Seller/ Exporter	Correspondence between Seller from Ethiopia and Buyer to finalize Sales Agreement/ Contract.	Sales Contract	Addis Ababa
2.	Seller/ Exporter	Register the Sales Contract with National Bank.	Sales Contract	Addis Ababa
3.	Seller / Exporter	Pre-sample couriered to the Buyer (500 gms) called PSS – Pre-Sample Shipment only for coffee export.	Courier Receipt	Addis Ababa
4.	Buyer	After confirmation, the Buyer nominates the Shipping Lines and sends instructions to the Seller and the Shipping Lines for placement of Container	Shipping Instructions	Buyer's place
5.	Seller/ Exporter	Confirmation of Order and Supplier sends Performa Invoice to the Buyer (Document: Performa Invoice).	Performa Invoice	Addis Ababa or other inland locations
6.	Opening Bank	L/C Opened and sent to the Supplier. (Document: L/C).	L/C	Buyer's place
7.	Seller/ Exporter	Supplier prepares the commodity – ready for Shipment and submits the Shipping Instructions to the Local Shipping Agent for Container placement and Cargo booking.	Shipping Instructions	Addis Ababa or other inland locations
8.	Forwarder /Clearing Agent	The exporter pays in advance or sign contract agreement with local freight forwarding company for local and Djibouti port clearance services		Forwarder /Clearing Agent
9.	Exporter / Transporter	Empty Container transported to the Seller's warehouse/ Factory.		Addis Ababa or other inland locations
10.	Customs, Coffee and Tea Authority, Depending the type of export OGAs like MOTRI, MOA,MOH, MOME ,EMA ,Ethiopian Chamber of Commerce issue export certificate	Container arrives at the Seller's warehouse/ Factory and after quality control approval by the Coffee & Tea Authority /for coffee/, cargo stuffed into the Container and sealed by the Customs, by the Coffee Tea Authority and the Shipping Agent Container Seal is put.	Quality Approval Certificate, VGM, Certificate of Origin	Seller's premises
11.	Forwarder/ Clearing Agent	The EX1 and EX8, the VGM, the Quality Certificate, Packing List, Commercial Invoice and the Waybill is handed over to the Driver.	EX1 and EX8, VGM, Quality Certificate, Packing List, Commercial Invoice and Waybill	
12.	Transporter/ Driver	Container transported from the Seller's premises/ Customs authorized place to the loading Port in Djibouti via Galafi or Dewale	EX1 and EX8, VGM, Quality Certificate, Packing List, Commercial Invoice and Waybill and Shipping Instructions	
13.	Customs at Galafi / Dewele	At Galafi/ Dewele or other seaports border post, the Ethiopian Customs checks the truck with the documents and allows the Truck to cross over to the Djibouti or other seaports side. Similarly, the Djibouti or other seaports Customs checks the Truck with the Documents and allows the		Galafi/ Dewele or other seaports border post

Actor		Activity	Documents in Use	Place
		truck to proceed to the Port.		
14.	Djibouti Clearing Agent	The Djibouti or other seaports Clearing Agent receives the documents from initiating office by e-mail/ courier.	EX1 and EX8, VGM, Quality Certificate, Packing List, Commercial Invoice and Waybill and Shipping Instructions	Djibouti or other seaports
15.	Djibouti or other seaports Clearing Agent	The Djibouti Clearing Agent submits the Shipping Instructions to the Shipping Agent for Full-Container Discharge Authorization and pays dues of the Port.	Shipping Instructions and Discharge Authorization and Port Dues	Djibouti or other seaports
16.	Djibouti or other seaports Clearing Agent	On arrival of Export Container Truck, the Clearing Agent collects the Waybill and Ex1 and EX8 from the driver and verifies against the Shipping Instructions.	Waybill and Ex1 and EX8	Djibouti or other seaports
17.	Djibouti or other seaports Clearing Agent	Thereafter, the Clearing Agent declares export shipment with the Djibouti Customs Systems attaching all the documents, pays the Declaration fees and collects the Djibouti or other seaports Declaration.	EX1 and EX8, VGM, Quality Certificate, Packing List, Commercial Invoice and Waybill and Shipping Instructions and Djibouti or other seaports Declaration	Djibouti or other seaports
18.	Djibouti or other seaports Clearing Agent	Based on the declaration, the Clearing Agent prepares the Pre-Gate pass for the truck to enter the Port.	Pre-Gate Pass	Djibouti or other seaports
19.	Truck Driver	The trucks enters the Port and discharges the Container and gets the Full-In Interchange Report	Full-in Interchange Report	Djibouti or other sea Ports
20.	Driver	After discharge, the driver gets the GRN stamped by the Clearing Agent.	GRN: Goods Receiving Note	Port
21.	Djibouti Clearing Agent	The Clearing Agent pays the local charges to the Shipping Agent and forwards the same to the Export Initiating Office (the Forwarder) in Addis Ababa.	Local Charge Receipt	Djibouti
22.	Shipping Agent	The Container is loaded on-board, and the Shipping Agent in Addis issues the B/L that is collected by the Clearing Agent in Addis and handed over to the Exporter.	B/L	Djibouti Port or other seaports
23.	Seller/ Exporter	The Seller/ the Exporter submits all documents to the Bank and collects his payment	. B/L, Commercial Invoice, Packing List, Certificate of Origin, EX1 and EX8	Addis Ababa
24.	Forwarder/ Clearing Agent	At the end of this transaction, the Clearing Agent will finalize the complete Customs Declaration cycle, by getting a stamp from the Customs, and submits the Final Declaration to the Importer (Document: Final Declaration) and collects his payment.		Addis Ababa

## A1.5 Process Flow for Unimodal Bagged Goods Exported by Truck

Actor		Activity	Documents in Use	Place
1.	Seller/ Exporter	Correspondence between Seller from Ethiopia and Buyer to finalise Sales Agreement/ Contract.	Sales Contract	Addis Ababa
2.	Seller/ Exporter	Register the Sales Contract with National Bank.	Document: Sales Contract	Addis Ababa
3.	Seller / Exporter	Pre-sample couriered to the Buyer (500 gms) called PSS – Pre Sample Shipment on for coffee export.	Courier Receipt	Addis Ababa
4.	Buyer	After confirmation, the Buyer nominates the Shipping Lines and sends instructions to the Seller and the Shipping Lines for placement of Container	Shipping Instructions	Buyer's place
5.	Seller/ Exporter	Confirmation of Order and Supplier sends Performa Invoice to the Buyer	Performa Invoice	Addis Ababa
6.	Opening Bank	L/C Opened and sent to the Supplier.	L/C	Buyer's place
7.	Seller/ Exporter	Supplier prepares the commodity – ready for Shipment and submits the Shipping Instructions to the Local Shipping Agent for Container placement and Cargo booking.	Shipping Instructions	Djibouti or other seaports
8.	Exporter/ Forwarder	After making agreement on payment terms between them, the Exporter/ Forwarder Arrange appropriate truck to load bagged cargo	Exporter/ Forwarder	After making agreement on payment terms the Exporter/Forwarder arranges truck to load bagged cargo
9.	Exporter/ Forwarder	Empty Truck arrives at the Seller's warehouse/ Factory. After the arrival of truck at the Seller's warehouse/ Factory and after quality control approval by the Coffee & Tea Authority, cargo loaded onto the Truck and sealed by both Customs and by the Coffee Tea Authority Seals	Quality Approval Certificate, VGM certificate	Addis Ababa
10.	Coffee/ Tea Authority Customs, and other OGAs	Empty Truck arrives at the Seller's warehouse/ Factory. After the arrival of truck at the Seller's warehouse/ Factory and after quality control approval by the Coffee & Tea Authority, and other OGAs cargo loaded onto the Truck and sealed by both Customs and by the Coffee Tea Authority and by concerned OGA.	Quality Approval Certificate, VGM Certificate	Addis Ababa
11.	Driver	The EX1 and EX8, the VGM, the Quality Certificate, Packing List, Commercial Invoice and the Waybill is handed over to the Driver.	EX1 and EX8, VGM, Quality Certificate, Packing List, Commercial Invoice and Waybill	Addis Ababa
12.	Driver	The truck leaves the Seller's premises/ Customs authorized place to the loading Port in Djibouti via Galafi or Dewele or other border posts	EX1 and EX8, VGM, Quality Certificate, Packing List, Commercial Invoice and Waybill and Shipping Instructions	Addis Ababa
13.	Customs at Galafi/ Dewele	At Galafi/ Dewele border post, the Ethiopian Customs checks the truck with the documents and allows the Truck to cross over to the Djibouti or other borders side. Similarly, the Djibouti or other seaports Customs checks the Truck with the Documents and allows the truck to proceed to the Port.	EX1 and EX8, VGM, Quality Certificate, Packing List, Commercial Invoice and Waybill and Shipping Instructions	Galafi/ Dewele or other borders

	<b>Actor</b>	<b>Activity</b>	<b>Documents in Use</b>	<b>Place</b>
14.	Djibouti or other seaports Clearing Agent	The Djibouti Clearing Agent receives the documents from initiating office by e-mail/ courier.	EX1 and EX8, VGM, Quality Certificate, Packing List, Commercial Invoice and Waybill and Shipping Instructions	Djibouti or other seaports
15.	Djibouti or other seaports Clearing Agent	The Djibouti or other seaports Clearing Agent submits the Shipping Instructions to the Shipping Agent for Empty Container Release Authorization and pays dues of the Port.	Shipping Instructions and Discharge Authorization and Port Dues.	Djibouti or other seaports
16.	Djibouti or other seaports Clearing Agent	On arrival of Truck, the Clearing Agent collects the Waybill and Ex1 and EX8 from the driver and verifies against the Shipping Instructions.	Waybill and Ex1 and EX8 and the Shipping Instructions.	Djibouti or other seaports
17.	Djibouti or other seaports Clearing Agent	Thereafter, the Clearing Agent declares export shipment with the Djibouti or other seaports Customs Systems attaching all the documents, pays the Declaration fees and collects the Declaration.	EX1 and EX8, VGM, Quality Certificate, Packing List, Commercial Invoice and Waybill and Shipping Instructions and Djibouti or other seaports Declaration.	Djibouti or other seaports
18.	Djibouti or other seaports Clearing Agent	Based on the declaration, the Clearing Agent prepares the Pre-Gate pass for the truck to enter the Port for stuffing.	Pre-Gate Pass	Djibouti or other seaports
19.	Djibouti or other seaports Clearing Agent	The Clearing Agent request for labour and equipment, if necessary, to the Port.	Request Letter.	Djibouti or other seaports
20.	Djibouti or other seaports	The Port provides the Fit for Export Container for stuffing		Djibouti or other seaports
20.	Driver	The trucks enter the Port and the labour stuffs the Container and instruct the Port to shift to the loading Berth.		Djibouti or other ports
21.	Driver	After discharge, the driver gets the GRN stamped by the Clearing Agent. (Document: Goods Receiving Note)	GRN, Waybill	Djibouti or other seaports
22.	Djibouti or other seaports Clearing Agent	The Clearing Agent pays the local charges including labour charges and forwards the same to the Export Initiating Office (the Forwarder) in Addis Ababa.	Port Charges, Labour Charge and service invoices.	Djibouti or other seaports
23.	Shipping Agent in Addis Ababa	The Container is loaded on-board, and the Shipping Agent in Addis issues the B/L that is collected by the Clearing Agent in Addis Ababa and handed over to the Exporter.	B/L	Djibouti or other seaports
24.	Exporter and the Bank	The Seller/ the Exporter submits all documents to the Bank and collects his payment.	B/L, Commercial Invoice, Packing List, Certificate of Origin, EX1 and EX8.	Addis Ababa
25.	Forwarding or the Clearing Agent	27. At the end of this transaction, the Clearing Agent will finalize the complete Customs Declaration cycle, by getting a stamp from the Customs, and submits the Final Declaration to the Importer and collects his payment.	Final Declaration and Clearing Agent Invoice.	Addis Ababa