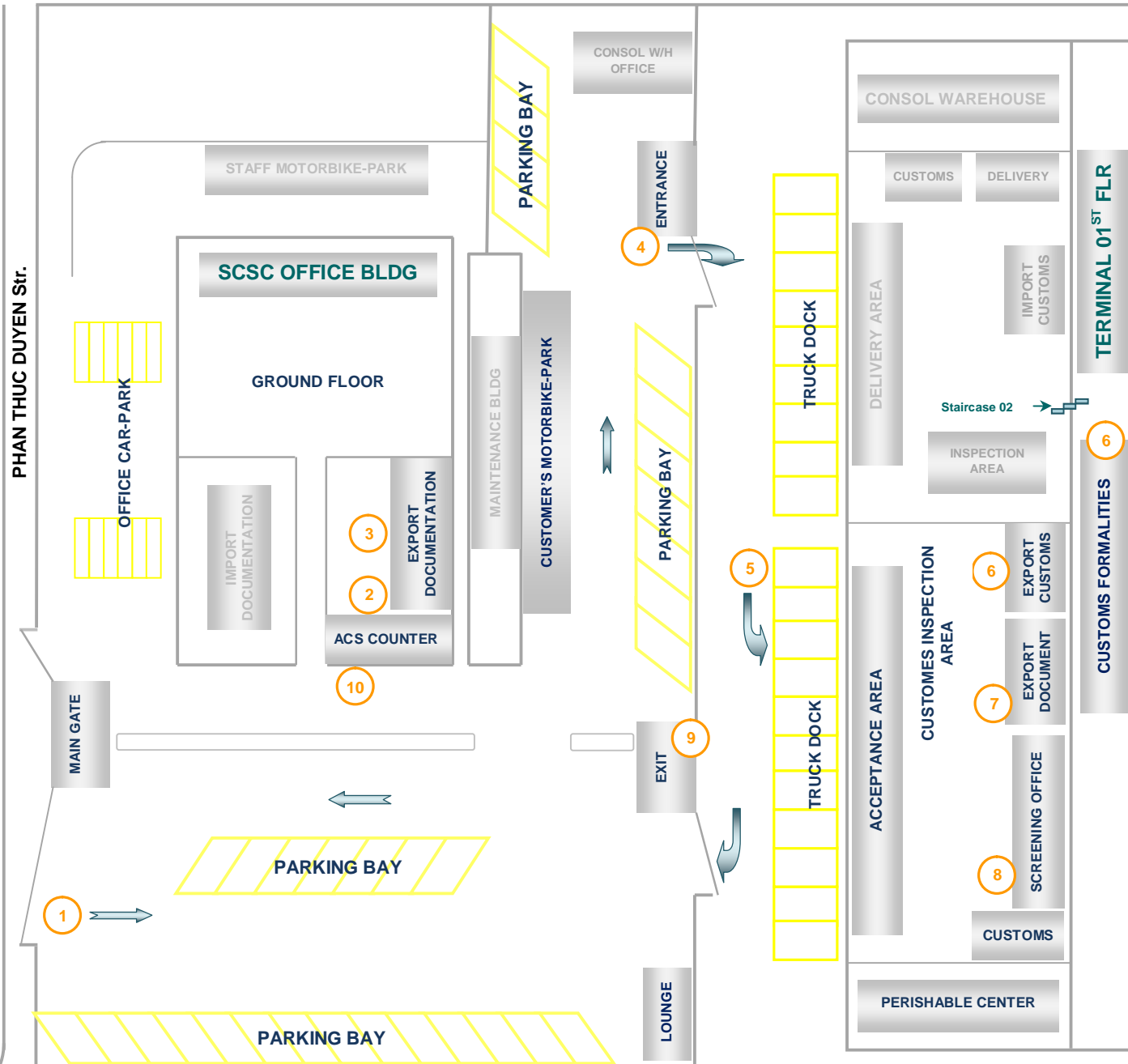


# HOW TO SHIP YOUR CARGO AT SCSC TERMINAL



A. SHIPPING DOCUMENTS: Valid ID Card/Passport, Booking note, Shipper's Letter of Instruction (SLI).

B. HOW TO SHIP YOUR CARGO:

1. **Step 01:** move your truck to parking bay to guidance of security officer.
2. **Step 02:** Shipper/Agent and driver exchange for SCSC pass card at ACS Counter (skip this in case you have permanent permission card (PPC)).
3. **Step 03:** Shipper/Agent/Driver applies for vehicle control ticket (VCT) at Export Documentation Counter in the same room.
4. **Step 04:** as your truck is called to truck dock for freight deliver, move through the Terminal Entrance.
5. **Step 05:** proceed to the called door and deliver freight for acceptance. Truck leaves door as unloading finishes.
6. **Step 06:** SLI is completed with shipment's actual data. Shipper/Agent does Customs formalities at their office on Terminal 01<sup>st</sup> floor (access by Staircase 02).
7. **Step 07:** Shipper/Agent informs shipment Customs cleared status and pays handling and screening fees at Export Documentation.
8. **Step 08:** shipment is moved to X-ray machine area for security screening check.
9. **Step 09:** the cargo acceptance is finished as the whole shipment is X-rayed without any irregularity.
10. **Step 10:** return SCSC pass card and take your ID back at ACS counter.

➡ Truck moving direction

Note:

- SCSC pass cards including Visitor Card; Temporary Permission Card (TPC), Permanent Permission Card (PPC).
- Only TPC of driver can open Entrance and Exit Gate.
- Please contact our Administration Dept. for PPC application.

For your information, please contact

- Tel: +84 8 3997 6930
- Website: www.scsc.vn