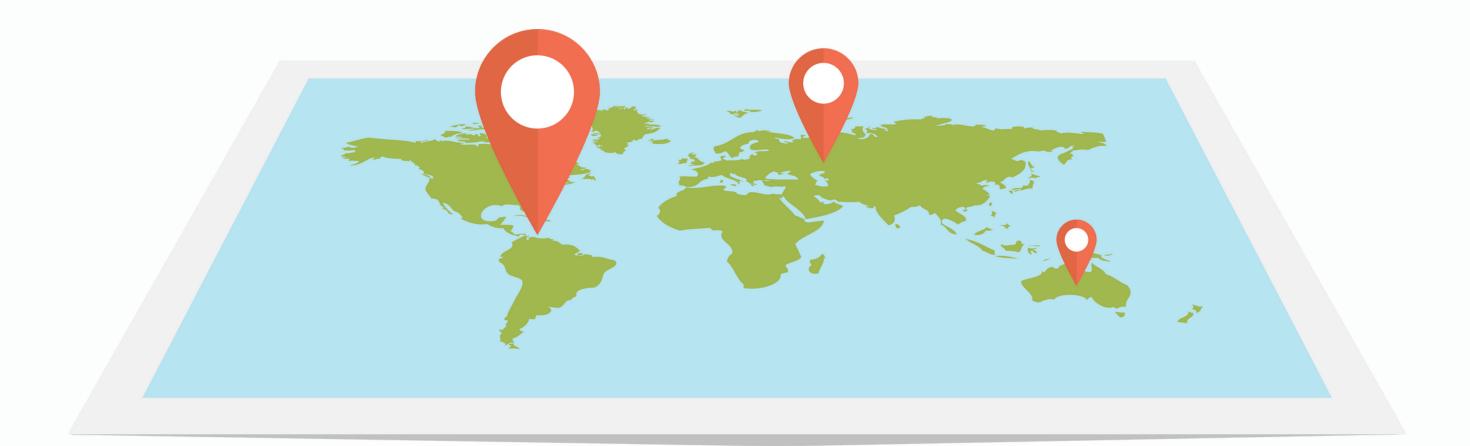


# INTERNATIONAL Shipping guideline

Customs around the world require documentation to keep

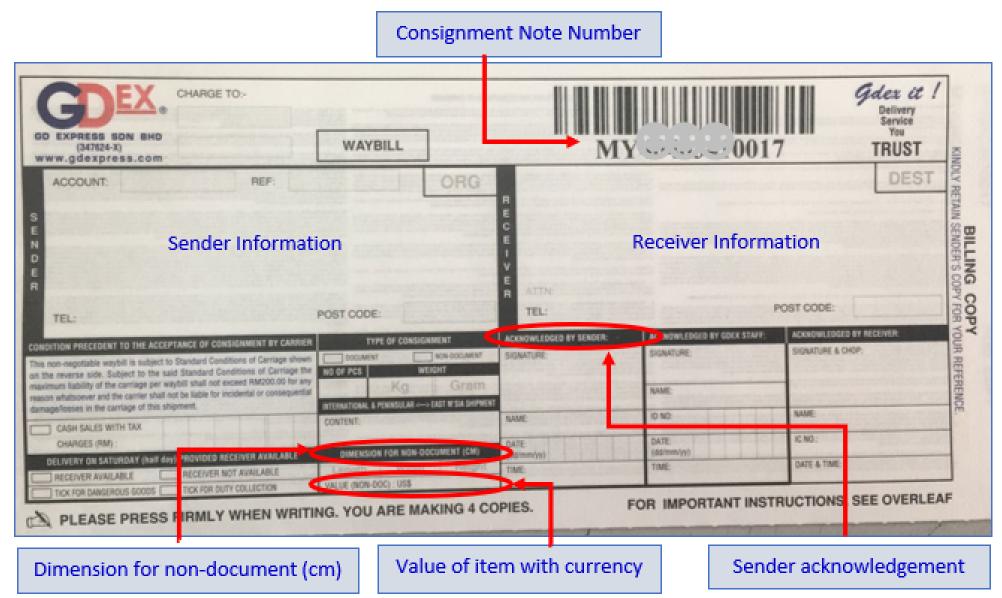
track of all shipments going in and out of the country. When you ship internationally, you will need to provide a detailed description of your shipment's contents and its packaging. Besides incomplete receiver's details, inaccurate or vague shipment descriptions are some of the most common reasons for customs delays and holds.

This guide should help simplify your international shipping.



## **CONSIGNMENT NOTE (CN)**

## Multi-ply CN:



### For myGDEX / myGDEX Prime user upon CN creation:

eceiver #1			Receiver Details #1			Parcel Details	
Receiver Details		Shipment Details	Delivery* Domestic O Internation	nal	Select from address book	Parcel Type* Parcel Document	Dangerous goods* Yes No
O Domestic 🧿 International			Company Name	Address 1*		Pieces* O	
NAME *		Shipment Type" O Parcel 🔘 Document	Company Name	Address 1		Pieces (Max 30)	
ranna.		PIECES*	Receiver Name*	Address 2		Content*	
EMAIL	CONTACT NO *	Min 1, Max 15	Receiver Name	Address 2 (Optional)		Content	
		CONTENT *	Contact No.*	Address 3		Value Of Content (RM)*	Weight (kg)*
ADDRESS 1		Eg. Electronics	Contact No	Address 3 (Optional)		Value Of Content (RM)	Weight (kg)
ddress Line 1		VALUE OF CONTENT (RM) *	Alternate Contact No.	Postal Code	City	Add Enhanced Liability to protect your shipment from risks. Enter shipment content and value for a quote.	
Address Line 2 (Optional)			Alternate Contact No	Postal Code	City (Optional)	risks. Enter shipment con	ntent and value for a quote.
ADDRESS 3		<ul> <li>You have basic liability coverage of RM200.</li> </ul>				Customer Note 1	
Address Line 3 (Optional)			Save this address	State	Country*	Customer Note 1	
		WEGHT (KC) *		State (Optional)	Country	Customer Note 2	
Postal Code (Optional)	City(Optional)					Customer Note 2	
7475	COUNTRY *	Tracking SMS (RM0.20) 0				Order ID	
State (Optional)						OrderID	

(myGDEX Prime)

1. Fill in the consignment note correctly with complete sender and receiver details including address with postal code (if available) and a valid phone number (compulsory).

2. All details written on the consignment note MUST be in alphanumeric characters.

(myGDEX)

3. For non-documents, please provide the dimensional measurements (unit: centimeters) on the consignment note as well as the value of the item and the currency it is denominated in, preferably in US\$.

Before reviewing the supporting forms required for international shipping, first determine if a commercial invoice and other supporting documents will be needed for your shipment. This will depend on what you are shipping. Generally, international shipping forms are not required for the shipping of documents, whereas they are required for the shipping of non-documents.

## **TYPES OF SHIPMENT**

A document is generally defined as a written, typed or printed communication of no commercial value. It is also defined as shipment that includes paper of little or no commercial value (e.g. business correspondence) and does not require a Commercial Invoice.

Various countries define the term "document" differently.

A non-document or product shipment (parcel) is defined as all other shipments and printed materials of value. Examples include clothing, automobile parts, sports equipment, books, etc.

All non-document international shipments require a commercial invoice.

A shipment will be classified as a parcel if:

- The shipment's weight is more than 2kg
- Contains materials other than paper. Eg. comb bound documents, documents secured with binder clips, pen, bank token, calendar, etc.

# **INTERNATIONAL COMMERCIAL TERMS** (INCOTERMS)

"Incoterms" is a trademark of the International Chamber of Commerce. Incoterms® rules and trade terms are recognized and accepted as the standard for international trading and these terms are regularly updated as commercial conditions change. Understanding Incoterms is a vital part of International Trade because the tasks, costs and risks are associated with the buyer and seller are clearly stated.

#### **DAP – Delivered At Place**

• The BUYER (consignee) bears all costs and risks involved in bringing the goods to the place of destination. They must clear the products not only for export but also for import, to pay any duty for both export and import and to carry out all customs formalities.

#### **DDP – Delivered Duty Paid**

• The SELLER (sender) bears all costs and risks involved in bringing the goods to the place of destination. They must clear the products not only for export but also for import, to pay any duty for both export and import and to carry out all customs formalities.

GDEX International shipments will select Incoterms options as DAP by default. Do inform us if you require the Incoterms changed to DDP for your shipments. Additional handling surcharge will be imposed if the shipment is wrongly declared.

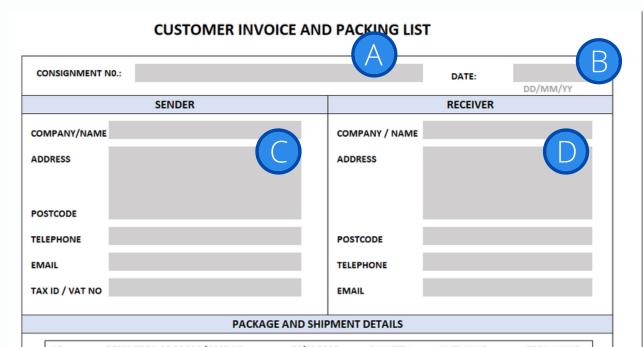
# COMMERCIAL INVOICE AND PACKING LIST (CIPL)

The commercial invoice (or pro forma invoice, in cases where imported goods are not sold in the destination country) is the customs document that will be used or referred to most often during the international shipping process. The commercial invoice is required for all non-document shipments and is one of the primary forms used for importation control, valuation and duty determination.

Commercial Invoice and Packing List (CIPL) must be attached to all non-document shipments by the shipper. The commercial invoice identifies the products that are being shipped, including a description and value of the goods, as well as the shipper's information. It may be used by the customs authorities to assess applicable duties and taxes.

Tip: You may use any legitimate commercial invoice or generate your own invoice with your company's letterhead. Otherwise, you may fill and print the GDEX CIPL form which is available on our website.

Below is our Easy Step-by-Step Guide to complete each section of the GDEX CIPL form.



#### Consignment No

The consignment number is the 13-digit tracking number shown on your shipping label (GDEX Consignment Note).

#### Date

This is not necessarily the date that the shipment was handed over to GDEX. This should be the date

	DESCRIPTION OF GOODS / PAR	RT NO. TC/HS CODE	QUANTITY	UNIT VALUE	TOTAL VALUE
(					
		CURRENCY *		OVERALL	
			Herry LICD	VALUE	*
		* For India, oni	y allow USD or	ink (India Rupee) in	the currency column.
		REASON FOR SENDING: (T	ICK ONE)		
CON	IMERCIAL USE	GIFT			
PER	SONAL USE	SAMPLE			
	IERS (PLEASE SPECIFY):				
OTU	IERS (PLEASE SPECIFY):				
OTH					
ning this		ove is true and correct to the best	of my knowledg	e, and the item(s) li	sted is not / are not
ning this	form,				sted is not / are not
r <b>ning this</b> I d ha	form, leclare the information on the abo	per the IATA Dangerous Goods Re	gulations (DGR	).	
ining this I d ha	form, leclare the information on the abo izardous material (s) in nature as	per the IATA Dangerous Goods Re sonal data that I have provided and	egulations (DGR agree with the D	). Pata Protection Regula	
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#### Package and Shipment Details 1. Descriptions of goods

that the transaction took place, for our records.

#### Sender

Please include full details, including the shipper's name, address with postal code, phone number (very important) and valid email address. Tax ID/ VAT no also required especially for EU shipments.

### **Receiver**

Please include full details including the receiver's contact name, address with postal code (if any), destination country, **phone number** (very important) and valid email address. Additional alphanumeric characters are required for receiver's name and address that are in foreign characters.

This is where you need to provide a detailed description of items that are in the package(s). The detailed descriptions you provide will be used by the destination brokerage department to assess and apply the import country's duty and tax on the sent goods. The details of the description should address the following questions: What is the item? What materials is it made of? What is the item is used for? What is the item's serial or part number (if applicable)? i.e. "505mm stainless steel washers" instead of "Hardware". Also do write the descriptions in **ENGLISH.** i.e. "Malay traditional costume" instead of "Baju Melayu".

#### 2. TC/ HS Code

Include the Tariff Code / Harmonized System Code to assist the clearance of your goods.

Tip: You may contact our Customer Service for assistance if you do not know the HS code, especially for SINGAPORE shipments.

#### 3. **Qty**

Abbreviation for quantity. Please state the quantity of items listed in the description.

#### 4. Currency

Monetary units. (e.g., MYR, SGD, USD) For shipments to India, it is compulsory to use USD or INR.

#### 5. Amount

The value of the item shipped. For shipments with no transactional value, a value for customs purposes is required. For example, a comb bound legal document does not have commercial value. However, the value should be at a minimum of MYR 1 per item. The total amount is the value of all items combined (e.g., 5 bags at \$100 each will have a total value of \$500).

#### **Reason for sending (tick one)**

The shipper should include the reason for the export. For example, state if the shipment is a commercial sale, for personal use, a gift, or sample, etc.

Tip: The amount and quantity should be aligned to the reason for sending. Example: If a shipment is for personal use, the weight of the shipment is usually at 2 to 5 kgs and if you choose "sample", the shipment should contain 5 to 10 pcs of tiles instead of 50.



#### Signed by Sender

Once the GDEX CIPL form is completed, please ensure that the information provided is accurate. Please read and understand the acknowledgment before signing. Sign and date the invoice.

Shipments may be subject to customs handling charges. The shipper will be ultimately liable for all charges related to the shipment, in the event that the receiver refuses to settle any outstanding customs handling charges.

Please note that goods that are hidden, declared incorrectly, or completely undeclared, may lead to delayed issues during customs clearance.

For any enquiries, please contact our customer service at



Tel : 03 - 6419 5003 (CS Hotline) Call Center working hours:-Mon - Fri (8:30am - 7:00pm) Sat (8:30am - 2:30pm) Email address: <u>csintgrp@gdexpress.com</u>