

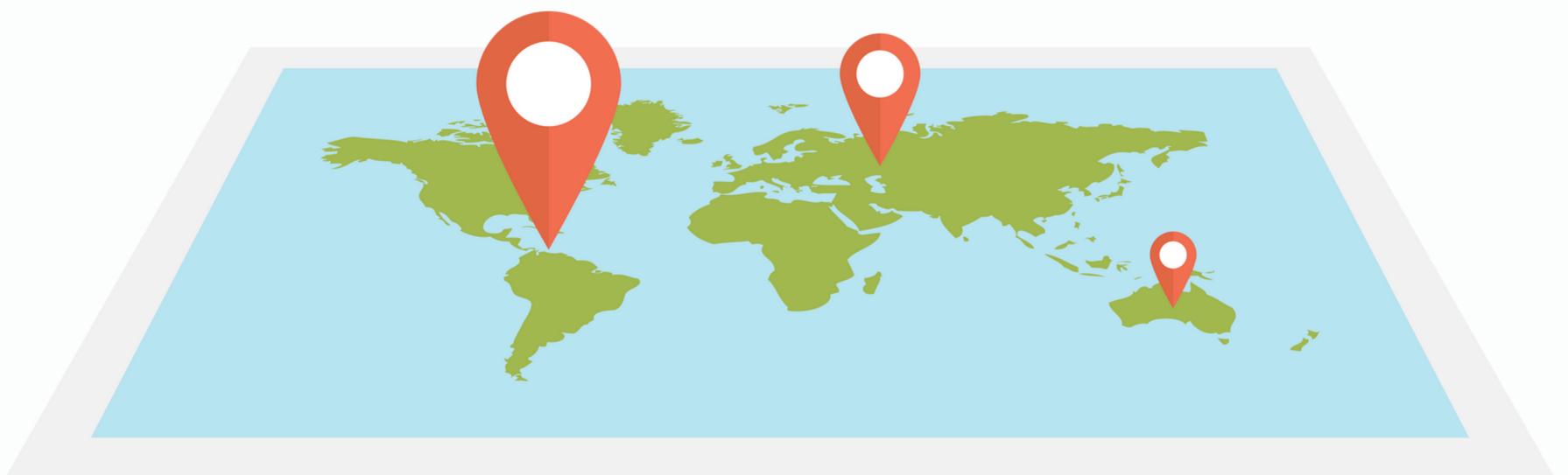


## INTERNATIONAL SHIPPING GUIDELINE

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:

**Consignment Note Number**

**Dimension for non-document (cm)**

**Value of item with currency**

**Sender acknowledgement**

For myGDEX / myGDEX Prime user upon CN creation:

( myGDEX )

( 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.
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.**



## 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).

## **F 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.

## **G 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: [csintgrp@gdexpress.com](mailto:csintgrp@gdexpress.com)