



Standard Operating Procedures
Division Air/Ocean
Ocean Freight SOP
ARGENTINA

Division Ocean

11 Sept 2023

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Country Specific Ocean Freight SOP	ARGENTINA	
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1 Preamble

The General SCHENKERocean SOP acts as a detailed basis for all ocean freight shipments. This SOP is confined to country specific requirements. These country specific requirements take priority over the general corporate SCHENKERocean Guide. Any deviation from the corporate framework shall be stipulated within this country SOP.

Compliance with national laws always takes precedence.

[Link: General Ocean Freight SOP](#)

2 General information

Head Office: Schenker Argentina S.A.
Address: Tucuman 117 6th. Floor (C1049AAC)
 Buenos Aires, Argentina
Phone: +54 11 4310 1200
Fax: +54 11 4315 7766 / 7755
E-mail: info.argentina@dbschenker.com
Internet: www.dbschenker.com.ar

2.1 Office Locations

Buenos Aires (BUE- Corporate) - TANGO ID AR**BUE**DPIMS0001
 Mendoza (MDZ - Branch) - TANGO ID AR**MDZ**DPIMS0001

2.2 Gateway Locations

Buenos Aires (Corporate) - TANGO ID AR**BUE**GWIMS0001

2.3 Seaports

ARBUE = Buenos Aires
 ARZAE = Zarate
 ARROS= Rosario
 ARUSH= Ushuaia

(other ports upon request and previous approval)

2.4 Contacts

Head of Ocean Freight: Sebastian Armani (sebastian.armani@dbschenker.com)
Ocean Import/Export Supervisor: Gaston Hernandez (gaston.hernandez@dbschenker.com)
Customer Service Supervisor Mariana Zava (mariana.zava@dbschenker.com)
MDZ Branch Mgr: Sebastian Armani (Sebastian.armani@dbschenker.com)

2.5 Local time

UTC - 3 h (current, subject to changes)

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2.6 Official language

Spanish (Español)

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3 Pre-shipment requirements

3.1 Advance Manifest Requirements (24 hour Rule)

Not applicable 24 h rule, but need to comply following conditions:

3.1.1 Time frame

Time limit to present manifest to Customs Authorities is 24hours **BEFORE** vessel's arrival. No corrections on shipping documents are allowed after Manifest is submitted.

3.1.2 Data elements

Original MB/L + Copies HB/L are sufficient

3.1.3 Fees

Not applicable

3.1.4 Fines / penalties

Overdue Manifest is automatically fined with minimum USD 750 per shipment (set of MBL + HB/L is one shipment for customs) and we can be severally penalized lately or subject to suspension of our ATA license.

3.1.5 Corrections

Corrections are disallowed after presentation of manifest and can be delayed by months. In case any correction is needed after manifest presentation, charges are:

USD 600,00 per MB/L correction if weight discrepancy

3.1.6 F.R.O.B.

In this case we must be notified at least 24hs before vessel's arrival.

3.1.7 Others

In any case of Overdue Manifest due to non receiving shipping documents on time, consignee may suffer extra port charges (+ demurrage and/or customs fines) which will be debited to Origin Station.

3.2 Weight Restrictions

Maximum weight allowed on roads is 45 tons (including truck, container tara & cargo weight). Beyond this limit, special authorization must be arranged and usually takes 48 hours in advance.

3.3 Pre-shipment inspection

Not applicable

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3.4 Pre-shipment Approval

For Pre-Paid shipments there is no need to pre-approval, this is up to shipper and origin branch.
For Collect shipments, origin branch must wait for our Green Light without exception

3.5 Wood packaging requirements

Argentina **has** implemented the International Standards for Phytosanitary Measures (ISPM) No. 15 as illustrated in the General Ocean Freight SOP.

[Link: General Ocean Freight SOP](#)

4 Documentation

All documentation must show identical information on parties, commodities and terms.
Any deviation potentially leads to customs delay, exams and penalties.

4.1 Distribution of documents

-Master B/L to be printed at destination – Allowed, before vessel arrival

-House B/L to be printed at destination – Allowed (TANGO printer ID: ARBUECOLOR)

- 1/1 Original SCHENKER**ocean** HBL + **2** non-negotiable copies (if originals were sent to shipper, only forward original print copies)
- Internal credit note / debit note
- Cargo Manifest (only mandatory in case of consol shipments +1 SCHENKER**ocean** HBL)
- Commercial Invoice (**1**), copies unless other required
- Packing List (**1**), copies unless other required
- Certificate of Origin (if applicable)
- Insurance Certificate (if applicable)
- Dangerous Goods Declaration (if applicable)
- Valid safety data sheet (SDS) (if applicable)

4.2 Specific requirements of documents

4.2.1 Master Ocean carrier

PORT OF DISCHARGE BUENOS AIRES:

- The MBL must be consigned to:
SCHENKER ARGENTINA S.A.
TUCUMAN 117 6TH FLOOR
(C1049AAC) CABA
ARGENTINA
CUIT: 30-53724012-8

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PORT OF DISCHARGE ZARATE, USHUAIA or ROSARIO:

Please, check with our office prior to shipping about correct issuance of MBL

- Sea Waybill and/or Express Release **disallowed** - Only acceptable is original MBL printed at destination
- Rating “as agreed” **disallowed, MBL must be rated**
- MBL shall be issued “prepaid” or “collect (MBL must be rated)”. [Link: Netcon Fee Guide](#)
- For shipments with final destination Mendoza both MB/L and HB/L must have following :
“En transito a Mendoza, Argentina”
- “Consolidated cargo” must be included in the Goods Description / MBL Body
- NCM must match MBL & HBL

4.2.2 SCHENKEROcean HBL

- Sea Waybill **disallowed** - Only acceptable Original HBL printed at destination through TANGO printer ID ARBUECOLOR.
- “To order” consignments **disallowed** unless Notify Party is a local company
- Rating “as agreed” **disallowed** (as a corporate rule) - ocean freight has to be shown, not origin charges
- Must contain ID Tax# (CUIT number) below Consignee’s address. In case of “To order” shipments, the notify field must contain CUIT of a local company.
- Please use correct Consignee ID at time of creating the shipment in TANGO
- HS Code must be stated in goods description field (Only the 6 first digit; if more than one digit, then the highest value item)

For general handling instructions, please refer to the corporate B/L Guide.

[Link: B/L Guide](#)

4.2.3 Cargo Manifest

For all consolidated goods a Cargo Manifest must be issued, containing:

- MBL number
- HBL numbers
- STT number
- Container and seal numbers
- Quantities and weights (to be identical between Manifest, Master and House B/L)
- Cargo descriptions
- Marks and numbers

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- Delivery terms
- Load Type, i.e.:
 - “LCL/LCL” SCHENKER**ocean** consolidation or break bulk shipment
 - “FCL/LCL” Shippers consolidation
 - “LCL/FCL” Buyers consolidation

4.2.4 Commercial Invoice

Any commercial invoice shall show:

- Commercial invoice number and date;
- Shipper's complete name and address as letterhead;
- Consignee's complete name and address;
- Nature and description of goods and quantities (a detailed description of all invoiced items); generic descriptions like “computers” are disallowed. A complete description reflects the type, model, capacity, use and accessories;
- Used articles clearly shall be identified as such;
- Unit price declared per item
- Total amount of the invoice;
- Incoterm;
- Country of origin;
- Exporter’s signature and stamp.

Requirements:

- “Proforma” invoice for clearance **disallowed**
- Copies for clearance **disallowed**
- Documents to be issued in **English or Spanish**

4.2.5 Packing List

A packing list shall contain:

- Quantity of goods;
- Quantity and kind of packages (boxes, bags, etc.);
- Dimensions of packages;
- Number of items in each package;
- Unitary detailed description of goods;
- Total net and gross weight;
- Unitary net weight (if possible);
- Serial numbers;
- If “sets”, statements how many pieces make up a set;
- Exporter’s signature and stamp.

Requirements:

- Copies for clearance **allowed**
- To be issued in **English or Spanish**

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4.2.6 Certificate of Origin

Upon Request, please ask destination informing NCM

4.2.7 Others

Not applicable

4.3 Pre-Advice

4.3.1 Required previous authorization for shipment

- Prior to acceptance of any **collect shipment**, the explicit authorization of the Schenker Network Office at destination is required. Therefore the following information / documents shall be sent prior to any booking:
 - Complete address & contact details of the shipper
 - Complete address & contact details of the consignee
 - Shipment details (no. of packages, gross weight, volume, cargo description, etc.)
 - Purchase Order number
 - Freight terms
 - Calculated equipment and planned transport schedule
 - Calculated transport charges (if applicable)
 - Copy of commercial invoice
 - Copy of packing list

4.3.2 Standard pre-alert

Every ocean freight shipment must be pre-alerted by **E-mail** at the latest **10** days prior to **arrival of vessel**

The pre-alert shall be sent to your counterpart in case of collect shipments, for prepaid shipments please send to:

Branch BUE gonzalo.palacio@dbschenker.com

Escalation: gaston.hernandez@dbschenker.com

- Branch MDZ victoria.guevara@dbschenker.com

NOTE:

In case of another person handling the file, pre-alert must be sent to that person (example Customer Service who is coordinating the shipment)

The pre-alert shall contain the following documents / information:

- Copy of Original Master Carrier B/L
- Copy of Original SCHENKER**ocean** HBL
- Copy of Internal credit note / debit note

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- Copy of Cargo Manifest
- Copy of Commercial Invoice
- Copy of Packing List

REMARK FOR PREPAID (PP) SHIPMENTS:

For prepaid (PP) shipments, Schenker Argentina will only check and confirm MBL information according general rules (NCM; ID TAX#, etc). See 4.2.1. for further clarification

HBL information must be checked by shipper directly with consignee.

Schenker Argentina will not be responsible for MBL changes and charges involved if any corrections are done if noncompliance with points 4.2.1.

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5 Special commodities

5.1 Dangerous Goods

In case of DG, the aforementioned pre-alert shall also include:

- Shippers Declaration duly signed by authorized signature containing in particular:
 - Proper shipping name as stated in the IMDG-Code
 - IMO-class
 - UN-number
 - Packing group, if applicable
 - Number, kind of package, weight
 - Properties (e.g. marine pollutant, flash point)
 - Additional handling information
 - Material Safety Data Sheet, if applicable
- Possible “High Consequence Dangerous Goods (HCDG)” classification

5.2 Perishables

Every perishable shipment requires prior to departure authorization from the Schenker Network Office at destination.

Additionally to the necessary standard information, the required storage temperature shall be advised.

If more than one shipment is being sent in a consolidation, or if there is a shipment containing pieces requiring a different temperature, it must be clearly specified in the pre-alert as well as in the shipping documents (MBL, HBL(s), Manifest).

5.3 Restricted commodities

The importation of commodities listed below requires previous authorization by the Schenker Network Office at destination. Furthermore corporate restrictions have to be observed as mentioned in the [Link: General Ocean Freight SOP](#)

- Weapons, ammunitions and bellicose material;
- Gunpowder and prepared explosives;
- Coining machine and equipment;
- Coins and bills;
- Stamps, bonds of shares or bonds imported exclusively by institutions for their own use;
- Substances, harmful for human health and environment;
- Chemical elements, harmful for the ozone layer;

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5.4 Prohibited commodities

In addition to the corporate prohibitions (as mentioned in the General Ocean Freight SOP) and general international import bans the below mentioned commodities are disallowed for importation:

- Pharmaceutical products with chemical compositions and formulas not registered in Argentina;
- Food composed by prohibited ingredients in Argentina;
- Sick animals;
- Sick plants and vegetables with germs declared as harmful by the Ministry of Agriculture;
- Foreign lottery bills and copies of fiscal values, except philatelic catalogs of any nature;
- Used clothing;
- Toxic and caustic substances, harmful wastes that may affect the environment;
- Scrap or junk;
- Personal Effects/ Household Goods;

6 Import customs clearance

The Schenker Network office at destination is well equipped to provide customs clearance services.

A quotation request shall contain complete commodity information, HS-Code (if possible) and CIF-Value of the goods (if possible a copy of commercial invoice).

In-Bond Shipments (Transits):

For in-bond shipments the respective Schenker Network Office at destination shall be contacted prior to booking.

7 Free domicile and/or door to door shipments

As of September 2011, duties and taxes must be payed from consignee's bank account, through their own Tax Keys, so Schenker Argentina S.A. is not able to quote or handle DDP shipments.

We can only quote up to DAP Terms.

If you need a DAP quote please address your inquiry to natalia.y.ortiz@dbschenker.com

The quotation request must contain the following information:

- Complete name and address of consignee
- Delivery address (if different from above)
- Complete commodity information incl. HS-Code (if possible)
- CIF-Value of goods (if possible a copy of commercial invoice)
- Quantity, weight and volume of cargoes (if possible a packing list)

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8 Accounting

There is only a single centralized invoicing address valid for all offices:

Schenker Argentina S.A.
Tucuman 117 6th. Floor (C1049AAC)
Buenos Aires, Argentina

Account code: **AR1000**
EICI Code: SCJBUE

Mr. Miguel Cola - Accounting Ocean (miguel.cola@dbschenker.com)

Mr. Bernardo Navarro - Accounting Ocean (bernardo.navarro@dbschenker.com)

Pablo E. Ottonelli
Head of Ocean
Buenos Aires, February 10th 2022

Christian Albrecht
Managing Director
Buenos Aires, February 10th 2022