

IMPORT PROCESS FLOW					
S/N	ACTIVITY	RESPONSIBILITY/COMPANY	DEPARTMENT	RESPONSIBILITY	TIMELINE
1	Client makes booking by completing the attached booking form	Client	Planning	bookings@connectrail.net / 09062776675	Atleast 48hours before units are loaded
2	Invoice of CRSL Barge Service Charge will be sent to client for payment with the booking number	CRSL	Accounts	revenue@connectrail.net / 09062523909	1 hour after booking
3	Client makes payment referencing invoice number and sends evidence of payment [CRSL Barge Service Charge and Terminal Barge Handling Charge(BHC)]	Client	Accounts	revenue@connectrail.net / 09062523909	24 hours before units are loaded
4	Client sends TDO and 2 copies of Customs document to CRSL	Client	Planning	bookings@connectrail.net / 09062776675	As soon as payment is acknowledged
5	Client/ Agent proceeds to Customs gate Apapa to tally containers before units are loaded	Client	Customs Apapa	Client	6-12 hours before units are loaded
6	CRSL confirms loading schedule to client	CRSL	Planning	bookings@connectrail.net / 09062776675	24hours before units are loaded
7	Client pre advices truck and container details	Client	Planning	bookings@connectrail.net / 09062776675	As soon as barge is being loaded
8	Client receives Status update on units loaded out	CRSL	EagleEye	eagleeye@connectrail.net	As soon as units are loaded out
9	Client is issued Terminal Import EIR	CRSL	Planning		24hrs after units are discharged at the destination terminal
10	Client to pre advise CRSL when empty units will be returned to the terminal	Client	Planning	bookings@connectrail.net / 09062523900	24hrs before the arrival of the truck(s)
11	Client will be informed when empty units are loaded out	CRSL	EagleEye	eagleeye@connectrail.net	As soon as units are loaded out
12	Client is issued empty EIR	CRSL	Planning		24hours after units are discharged at destination terminal