



Ocean Network Express (India) Private Limited

CIN: U63030MH2017FTC299547

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## Advisory :

### 3<sup>rd</sup> Party CFS Nomination & advance invoicing request through **oDex** – India Imports

21st Jul, 2021

Dear Valued Customers,

We hereby thank all our customers for their kind understanding and co-operation extended to us in implementing the revised process for 3<sup>rd</sup> party CFS (non-empanelled CFS) nomination for imports in a smooth manner.

We request all our customers to follow the **oDex Process** instead of emails in order to avoid any delay, error or omission of your requests, enable us to ensure a smooth process flow in handling your 3<sup>rd</sup> party CFS/advance invoicing requests.

#### Recap :

Please submit the below mentioned original documents (HARD COPIES) at ONE Office Doc Counter. Please also note complete set of documents to be submitted instead of partial documents.

**Documents cutoff :- 4 days prior IGM cut off - this timeline is subject to change, as per the SCMTR guidelines.**

- ❖ **Request on oDex for invoice** has to be submitted only by the Consignee / Forwarder mentioned in the BL OR by the CHA authorised by the Consignee (via [www.odex.co](http://www.odex.co)).
- ❖ **Original Master Bill of Lading, duly endorsed and stamped.**
- ❖ **For Surrendered BL and Seaway Bill, the final BL copy is needed**, which means the draft copy is **NOT acceptable**.
- ❖ **Original Indemnity of MBL Consignee on INR 500/- stamp paper** for each shipment as per the new format available in our website - <https://in.one-line.com/standard-page/indemnity-bond>.
- ❖ **Original Indemnity from 3<sup>rd</sup> Party CFS on INR 500/- stamp paper** for each shipment as per the new format available in our website – <https://in.one-line.com/standard-page/indemnity-bond>.
- ❖ Once the abovementioned **documents are submitted in original at our office & the payment is done in full (including local charges) and confirmed to our side**, we will proceed to file the Import General Manifest for 3<sup>rd</sup> party CFS as per your request.
- ❖ Upon vessel arrival, you can easily **proceed with your delivery order request** as the document and payment processes have already been completed.

### 3rd Party CFS & Advance invoice request through oDex:

- ❖ As we are handling invoice requests through oDex, we request our customers to proceed with the submission of invoice request **at least 10 days prior vessel ETA.**
- ❖ Invoice request details should be complete in all manner to avoid any rejection and delay.
- ❖ **Please do mention the total no of HBLs against each MBL as we need to bill the same In a timely manner & avoid numerous follow ups at a later date. Also please submit the house bl details through oDex.**
- ❖ Take a screenshot of submitted invoice request of oDex & upload at the time of CFS request submission in oDex.
- ❖ This would help our customers to get the invoice and arrange for the payment in advance and **submission of payment receipt along with the other original documents** to our side well in time.
- ❖ This will also enable our side to check on your request and act upon the same.
- ❖ Please **avoid partial or late Doc submission** to our side to avoid communication delay and manifest issues.
- ❖ In case of any partial or late submission, we do not have any other option but to **nominate the shipments for our empanelled CFS.** In order to ensure smooth workflow from our side, please follow the timelines strictly.
- ❖ **We request all our customers to strictly follow the above oDex process (instead of emails), in order to ensure smooth process flow and avoid errors or omissions (effective 1<sup>st</sup> Aug, 2021).**
- ❖ **For Chennai, we have already released separate advisories in the recent past and the same remains valid until further instructions.**

If you need any clarification, please do contact our **Sales / Customer Service Representatives.**

We would like to thank all our customers once again for their valuable and usual support to ONE.

For **Ocean Network Express [India] Private Limited**

**Authorised signatory**