## STANDARD OPERATION PROCEDURES FOR OUTGOING RELEASE **REFER BACK TO SHIPPER** NO NO CHECK THE ETA CHECK ALL YES WITH SHIPPING LINE + **DETAILS** RECEIVE **REQUEST ALL DETAILS + GIVEN ON THE RELEASE CHECK IF THE CONTAINER IS START RELEASE NOTICE &** NOTICE **RELEASED AT THE TERMINAL INVOICE** OR PICK UP DELIVERY ORDER OK? **OPEN NEW** OK? **FILE IN X-MAN** YES **CONTACT CONSIGNED FOR INSTRUCTIONS** NO YES TGI MAKE T1 / CC GIVE CONSIGNEE T1 / CC DETAILS TGI MAKE T1 / CC? TGI ARRANGE TRANSPORT WITH **ARRANGE** PROVIDE CONSIGNEE WITH THE PICK UP TRUCKING COMPANY TRANSPORT? PROVIDE CONSIGNEE WITH THE **REF.DETAILS + PICK UP TERMINAL** PICK UP REF.DETAILS + PICK UP NO YES **TERMINAL** ARRANGE PICK UP DOCUMENTS WITH **INFORM CONSIGNEE** TRANSPORT COMPANY FROM CONSIGNEE **DELIVERY DETAIL CHECK IF SHIPMENT HAS** LET TRANSPORT COMPANY SIGN FOR **GIVE THE TRANSPORT** PICKING UP THE TRANSPORT DOCUMENTS **BEEN DELIVERED / PICKED UP DOCUMENTS TO THE** TRANSPORT COMPANY **FAX CMR TO CLIENT IF CONSIGNEE PICK UP NECESSARY END** INVOICING