MERCHANT SHIPPING SERVICES PVT. LTD.
Regd. Off. : 102, Technopolis Knowledge Park, 1st Floor, Mahakali Caves Road, Chakala, Andheri (E), Mumbai - 400 093. (INDIA)Tel. : +91-22-6696 5000 Fax : +91-22-6696 5080
email : comm-mum@merchantshpg.com Website : www.merchantshpg.com
Corporate Identity Number - U61000MH1996PTC104246

CUSTOMER ADVISORY

Date: 15th March 2024

Dear Valued Customers,

Thanks for routing your import shipment through **SHANGHAI JINJIANG SHIPPING (GROUP) CO., LTD**

All Customers are requested to forward your below request through ODeX
https://in.odexglobal.com
selecting Company Name : SHANGHAI JINJIANG SHIPPING

- **House BL Request**
- **CFS Request**
- **E-Invoice Request**
- **Import Delivery Order (for SEAWAY/ SURRENDER BL),**
- **Extension Request**
- **Payment Details**

Our Panel CFS at NHAVASHEVA
Hind Terminals Pvt Ltd.

Our Panel CFS at MUNDRA
Hind Terminals Pvt. Ltd.

For Local Charges & Import Documents Format, please visit our website : https://merchantshpg.com
https://merchantshpg.com/download/shanghai-import-local-charges.xlsx

HOUSE BL SUBMISSION THROUGH - ODEX
Submit House BL detail through ODEX from eHBL Module selecting Company Name : **SHANGHAI JINJIANG SHIPPING**

1. Attach the House BL & MBL Scan copy
2. Updated the House BL details in Excel file.
3. Save the data & click the button send to liner to check and verify OR reject the request.

CFS MOVEMENT REQUEST THROUGH - ODEX
Submit the CFS movement through ODEX from CFS/DPD option selecting Company Name : **SHANGHAI JINJIANG SHIPPING**

For Consignee Nominated Shipment – we need below documents in advance

1. Indemnity Bond from Consignee for Third Party CFS on 500 Stamp Paper with Bank Verification (Yearly Bond accepted)
2. Indemnity Bond from CFS for Consignee's Nominated CFS on 500 Stamp Paper with Bank Verification (Yearly bond accepted)
3. Copy of Empty Container Insurance Policy
4. If Original BL – the same need to handover in our Office.

Also note that once you have save the documents on ODEX, subsequently user have to click the

button Sent to LINER for check & verify your request for further process & movement as well.

If you have any query, please feel free to contact us for further clarification to avoid any discrepancy/delay /amendment which will be on your account.

E –INVOICING REQUEST ON ODeX

All invoice request for Local and detention charges on https://in.odexglobal.com/ under invoice module only selecting Company Name : **SHANGHAI JINJIANG SHIPPING**

For Extension Request / Detention Invoice , please ensure the Validity is updated correctly and payment of Detention invoice alongwith **Re-validation charges of INR 1000+GST must be done**.

Cut off for Invoice & Detention Extension invoice & DELIVERY ORDER request – Monday to Friday from 0900 to 1530 hours.

E-DELIVERY ORDER REQUEST ON ODeX

Document requirement for Processing Import Delivery Order

Original BL – Procedure – FACTORY DESTUFFING - OUR PANEL CFS & DPD Shipment (below documents to be submitted at our Counter)

1. Merchant Import DO Checklist to be filled with all details alongwith Payment confirmation
2. Hard copy of ORIGINAL BL must be endorsed by all concerned and submitted at our office Counter.
3. CHA Authorization Letter from Consignee
4. Factory De-stuffing Bond on 500 Stamp Paper with Bank Verification (Yearly)

Original BL – Procedure – FACTORY DESTUFFING – THIRD PARTY CFS (below documents to be submitted at our Counter)

5. Merchant Import DO Checklist to be filled with all details alongwith Payment confirmation
6. Hard copy of ORIGINAL must be endorsed by all concerned and submitted at our office Counter.
7. Factory De-stuffing Bond on INR 500 Stamp Paper with Bank Verification (Yearly Bond accepted)
8. Indemnity Bond from Consignee for Third Party CFS on 500 Stamp Paper with Bank Verification (Yearly Bond accepted)
9. Indemnity Bond from CFS for Consignee's Nominated CFS on 500 Stamp Paper with Bank Verification (Yearly bond accepted)
10. CHA Authorization Letter from Consignee
11. Copy of Empty Container Insurance Policy

SEAWAY / SURRENDER /TELEX BL – Procedure – FACTORY DESTUFFING - OUR PANEL CFS & DPD Shipment can apply through ODeX (Subject to ORIGINAL BOND & required documents handed over to our Counter)

1. Merchant DO Checklist to be filled with all details alongwith Payment confirmation
2. Factory De-stuffing Bond on INR 500 Stamp Paper with Bank Verification (Yearly)

3. SCAN copy of duly endorsed BL (Front and back side)
4. NOC Letter from Consignee Telex Release duly Signed & Stamped
5. CHA Authorization Letter from Consignee
6. If forwarder / Console Agent Involved - NOC Letter from Forwarder Telex Release duly Signed & Stamped

SEAWAY / SURRENDER /TELEX BL – Procedure – FACTORY DESTUFFING – THIRD PARTY CFS can apply through ODeX (Subject to ORIGINAL BOND and required Documents handed over to our Office)

1. Merchant Import DO Checklist to be filled with all details alongwith Payment confirmation
2. Factory De-stuffing Bond on INR 500 Stamp Paper with Bank Verification (Yearly)
3. SCAN copy of duly endorsed BL (Front and back side)
4. NOC Letter from Consignee Telex Release duly signed & stamped
5. CHA Authorization Letter from Consignee
6. If forwarder / Console Agent Involved - NOC Letter from Forwarder Telex Release duly signed & stamped
7. Indemnity Bond from Consignee for Third Party CFS on INR 500 Stamp Paper with Bank Verification (Yearly Bond accepted)
8. Indemnity Bond from CFS for Consignee's Nominated CFS on INR 500 Stamp Paper with Bank Verification (Yearly bond accepted)
9. Copy of Empty Container Insurance Policy

IN CASE OF HIGH SEAS SALE - Additional to above required - Request Letter to issue DO under High Seas Sales with High Seas Sale documents & Bill of Entry Copy.
***Please note DOCK DESTUFF DELIVERY ORDER ARE ISSUED ONLY for OUR PANEL**
DOCK DESTUFF DELIVERY ORDER NOT ALLOWED OF DPD & THIRD PARTY CFS MOVEMENT SHIPMENT

We request you to exclusively use the ODeX for all above process for faster release process of each activities & release Import Delivery Order.

ORIGINAL DOCUMENTS TO BE HANDOVER IN RESPECTIVE OFFICE

Mumbai : R1, Technopolis Knowledge Park,
1st Floor, Mahakali Caves Road, Chakala,
Andheri (E), Mumbai - 400 093

Gandhidham : Riddhi Siddhi Arcade Building,
Unit No. 202-204, Second Floor,
Gandhidham-Kachchh-370201

PAYMENT DONE THROUGH RTGS/NEFT/IMPS DETAILS UPDATION IN ODeX

Please update your payment details i.e. URT /IMPS / REF NO. in ODeX system and mention the same Import DO checklist for faster turnaround.

Contact Details

Please contact following personnel for related queries, requesting to note, number of calls will have

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a direct impact in our efforts to ensure faster processing of request received in ODeX and thus appreciate your understanding and provide minimum 2 working hours to response to your request

For HBL, CFS Request & IGM details :

Nhavasheva & Mundra
Mr. Dashrath Parab : +91 7506356724 - sjjwestimport@merchantshpg.com

For Invoice Request :
Nhavasheva & Mundra
Mr. Aldrien Fernandes - +91 7506953350- sjjwestimportcs@merchantshpg.com

For Import Delivery Order :
Nhavasheva & Mundra
Mr. Kunal Patil - +91 9967532993 - sjjwestimportcs@merchantshpg.com

If any request in ODeX not attended within 4 working hours, please escalate to:
Nhavasheva & Mundra
Mr. Latish Nair – +91 9730943491 – through sms & whatsapp message

Requesting to avoid sending emails to all the available email ID's as soon as request is placed on ODeX.

We appreciate your support and assure you we are committed to customer satisfaction and strive to deliver quality services all the time.

Thanks/Regards
SHANGHAI JINJIANG SHIPPING (GROUP) CO., LTD.,
As Agent Merchant Shipping Services Pvt. Ltd.