



Standard Operating Procedures  
Division Air/Ocean  
**Ocean Freight SOP**  
**PARAGUAY**  
(Schenker Global Partner)

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Division Air/Ocean

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September/2019

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<b>Country Specific Ocean Freight SOP</b>	<b>PARAGUAY</b>	
<b>Division Air/Ocean 18-September-2019</b>		

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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:** TOTAL CARGO S.R.L.  
**Address:** Estrella 692 c/O'leary, Edificio Lider IV – Piso 7 – Oficina 78, Asuncion, Paraguay  
**Phone:** +595 21 495530  
**Fax:** +595 21 490152  
**E-mail:** [totalcargo@totalcargo.com.py](mailto:totalcargo@totalcargo.com.py)  
**Internet:** [www.totalcargo.com.py](http://www.totalcargo.com.py)  
**RUC Nbr.:** 80022777-8

### 2.1 Office Locations

ASUNCION

### 2.2 Seaports

Being Paraguay, a landlocked country located in the center of South America, all of our container movements move through the Paraguay and Parana rivers. For both inbound and outbound cargo, shipping lines offer a through Bill of Lading to Asuncion. Transshipment is done in most cases at Buenos Aires, Argentina but some shipping lines do it at Montevideo, Uruguay. We are able to provide services to all container terminals in the Asuncion area: Puerto San Jose, Puerto Fenix, Puerto Caacupemí, Terport and Puerto Seguro.

#### 2.2.1 Restrictions

Cargoes for Paraguayan customers or importers located in Paraguay with port of discharge being a **Brazilian Port are not accepted**. This is very important. Any doubts, please contact Mr. Adolfo Pick or Ms. Cristina Gibbons (full details below).

### 2.3 Contacts

Managing Director: Mr. Adolfo Pick [adolfo.pick@totalcargo.com.py](mailto:adolfo.pick@totalcargo.com.py)  
Sales Manager: Ms. Cristina Gibbons [cristina.gibbons@totalcargo.com.py](mailto:cristina.gibbons@totalcargo.com.py)

### 2.4 Operating hours

Monday – Fridays

8:00 am to 12:00pm and 1:00 pm to 5:30 pm


### 2.5 Local time

UTC -4 h

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## 2.6 Official language

Spanish and Guarani

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### 3 Pre-shipment requirements

#### 3.1 Advance Manifest Requirements (24-hour Rule)

It is not necessary to make an advance manifest.

#### 3.2 Weight Restrictions

Weight restrictions for container: max 22 tons. For overweight and special equipment we suggest you contact Cristina Gibbons ([crisitna.gibbons@totalcargo.com.py](mailto:crisitna.gibbons@totalcargo.com.py)) in advance to confirm suitable cranes are available at the required container terminal.

#### 3.3 Pre-shipment inspection

At the present time, pre-shipment inspection is no longer required. Nevertheless, controlled substances and explosives may require approval from local ministries. We suggest you contact Cristina Gibbons ([crisitna.gibbons@totalcargo.com.py](mailto:crisitna.gibbons@totalcargo.com.py)) to confirm if you have any doubts.

#### 3.4 Wood packaging requirements

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

[Link: General Ocean Freight SOP](#)

#### 3.5 Fines, Penalties

The following fines will be imposed due to non-compliance of the SOP and may be debited to the origin office:

- Wrong goods description - USD 485,00/incident.
- Incomplete Pre-alert: USD 250.00 MBL + Custom Penalties USD 385.00 HBL
- Late Pre-alert USD 250,00/HBL + Custom Penalties USD 230.00/HBL
- Port taxes will be billed as per outlay.


### 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

All original documentation must be available at the Schenker Network office at destination 7 days prior to vessel arrival at the latest. The documentation shall include:

- 2/3 Original Master Carrier B/L + 3 non-negotiable copies.
- 3/3 Original SCHENKERocean HBL + 3 non-negotiable copies (if originals were sent to shipper, only forward original print copies.
- Internal credit note / debit note.

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- Commercial Invoice **(1)**, original, duly signed.
- Packing List **(1)**, original, duly signed.
- 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

- The MBL must be consigned to:

**TOTAL CARGO S.R.L.**

RUC: 80022777-8

Estrella 692 c/O'leary, Edificio Lider IV – Piso 7 – Oficina 78

Asuncion, Paraguay

Phone: +595 21 495530

- Sea Waybill **Not allowed**.
- Rating “as agreed” **Not allowed**.
- Payment terms to be in accordance with terms on HBL (both documents prepaid or collect), unless otherwise required. In case of prepaid mandate, prepaid-fee of USD 10,00 / TEU applies). [Link: Netcon Fee Guide](#)

### 4.2.2 SCHENKEROcean HBL

- Sea Waybill **Not allowed**
- “To order” consignments **Not allowed**
- Rating “as agreed” **allowed**


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

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- Load Type, i.e.:
  - “LCL/LCL”                   SCHENKERocean consolidation or break bulk shipment
  - “FCL/FCL”                   FCL 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 allowed for values of **up to USD. 500.00 ONLY**.
- Copies for clearance **disallowed**.
- Documents to be issued in English and/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;



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- Exporter's signature and stamp.

Requirements:

- Copies for clearance **disallowed**
- To be issued in English and/or Spanish

#### 4.2.6 Certificate of Origin

Certificate of Origin for Mercosur countries is required in order to avoid paying Import Duties.

### 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 by E-mail to Mauricio Agustti ([mauricio.agustti@totalcargo.com.py](mailto:mauricio.agustti@totalcargo.com.py)) prior to booking:

- Consignee's complete name, address, telephone number and contact person
- Description of Goods


#### 4.3.2 Standard pre-alert

Every ocean freight shipment must be pre-alerted by E-mail at the latest **5** days prior to arrival of vessel to transshipment port (Buenos Aires or Montevideo)

The pre-alert shall be sent to: [prealerts@totalcargo.com.py](mailto:prealerts@totalcargo.com.py)

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

- Master Bill of Lading Number
- House Bill of Lading Number
- Ocean Carrier
- Vessel name and voyage number
- ETD / ETA
- LCL or FCL
- Shipper
- Consignee (Full details)
- Container number (FCL)
- Weight
- Special Handling Instructions (if applicable)

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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, ammunition's 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;
- CDs and DVDs;
- Dry Batteries;
- Personal Effects;

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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 Paraguay;
- Food composed by prohibited ingredients in Paraguay;
- 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;
- Used Tires;

## 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


Free domicile and door to door shipments shall not be sent without prior written authorization by the Schenker Network Office at destination.

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)

**Note: DON'T SEND DAP/DDP shipments until you have our approval.**

For DDP shipments: Duties and Taxes amounts are only paid in advance up to the limit of USD 2,500.00. If the amount is higher, Schenker Origin has to arrange a transfer in advance to our account.

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Intermediary Bank:

Currency	Bank	Account Nbr.	Swift
USD	Bank of America NA	6550770122	BOFAUS3N
EUR	CommerzBank AG	4008810095	COBADEFF
CHF	Bank of America UK	57844013	BOFAGB22
GBP	Bank of America UK	57844021	BOFAGB22
JPY	Bank of America UK	57844039	BOFAGB22
CAD	Bank of America UK	57844047	BOFAGB22

Beneficiary's Bank:

BANCO GNB PARAGUAY S.A. (ASUNCION - PARAGUAY)  
 SWIFT CODE: **BGNBPYPX**  
 ACCOUNT NUMBER: 6550770122

Final Beneficiary:

TOTAL CARGO S.R.L.  
 Account Nbr. 001-091610-020  
 Intermediary Bank:  
 BANK OF AMERICA N.A. (NEW YORK – USA)  
 SWFIT CODE: BOFAUS3N  
 ABA: 026009593

## 8 Accounting

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

TOTAL CARGO S.R.L.  
 Estrella 692 c/O'leary, Edificio Lider IV – Piso 7 – Oficina 78  
 Asuncion, Paraguay  
 Phone: +595 21 495530  
 RUC: 80022777-8

Netcon Fee applies for TOTAL CARGO S.R.L. as a global partner.

**Asuncion, September 6<sup>th</sup>, 2019**