

ORDER PROCESSING - STANDARD OPERATING PROCEDURE FOR EXHIBITION GOODS TO THE 7TH AFRICAN FINE COFFEE CONFERENCE & EXHIBITION

1. Placement of order.

For all shipments imported through SDV Transami, the importer shall send instructions to SDV Transami in advance of the shipment's arrival.

The SDV Transami Contact is:

Thomas Nielsen
SDV Transami Kenya Limited
P.O. Box 90263, Mombasa, Kenya.
Telephone: +254 (0) 41- 2221703, 041- 3433821
Fax: +254 (0) 41- 2220943, 3434344
Email: Thomas.Nielsen@bollore.com

Mobile:+ 254 (0) 714 062999

2. Processing required statutory documentation.

Importer processes required statutory documentation with the relevant statutory bodies i.e,

- IDF - from customs (if shipment will not be re-exported). This can be processed by SDV Transami upon request.
- Certificate of analysis/conformity from KEBS if applicable to the shipment (details can be downloaded from the KEBS website - www.kenyapvoc.com).
- Certificate from Pest Control Products Board - if importing agrochemical products.

3. Send commercial documents to SDV Transami

Original copies of the following documents should be presented to the SDV Transami contact. These documents include:

- invoice
- packing list
- insurance cover note
- certificate of conformity
- certificate of analysis
- Certificate from the PCPB/PPB

4. Payments of applicable service charges, taxes and duties.

4.1 SDV will prepare cost outline for

- a) Service charges
- b) Import taxes due (bond in lieu of the taxes)

4.2 Importer shall make payment upon request from SDV Transami prior to clearance of goods.