



DUBAI STATION SOP

AIR FREIGHT

Shipping Instructions for AIR Consignments

MAWB to be consigned to:

ON TIME WORLDWIDE LOGISTICS LLC
AL FATTAN PLAZA, 3rd FLOOR,
OFFICE NUMBER 308,
P.O.BOX: 111764, Dubai, UAE
TEL: (971) 4 255 5810
FAX: (971) 4 255 5059

HAWB To be Consigned to:

Actual Consignee Name & address & telephone #
Airport of destination on the MAWB/ HAWB: **DXB Airport**

Handling Airports: DXB, DWC, SHJ

Documentation:

1. Original Commercial Invoice on Shipper's Colored letterhead properly stamped and signed by the Shipper in Blue ink, mentioning the HS Code of each item.
 2. Detailed Packing List on Shipper's Colored letterhead duly stamped and signed by the Shipper in blue ink, mentioning the HS Code of each item
 3. H.S. Code Summary Sheet - if there is more than one (1) H.S. Code on the Commercial Invoice.
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SEA FREIGHT

Shipping Instructions for OCEAN Consignments

MBL to be consigned to:

ON TIME WORLDWIDE LOGISTICS LLC
AL FATTAN PLAZA, 3rd FLOOR,
OFFICE NUMBER 308,
P.O.BOX: 111764, Dubai, UAE
TEL: (971) 4 255 5810
FAX: (971) 4 255 5059

HBL To be Consigned to:

Actual Consignee Name & address & telephone
Port of destination on the MBL/ HBL: **Jebel Ali Port**

Documentation:

1. Original Commercial Invoice on Shipper's Colored letterhead properly stamped and signed by the Shipper in blue ink, mentioning the HS Code of each item.
2. Detailed Packing List on Shipper's Colored letterhead duly stamped and signed by the Shipper in blue ink, mentioning the HS Code of each item.
3. Original Certificate of Origin issued by the Chamber of Commerce at Origin.
4. H.S. Code Summary Sheet - if there is more than one (1) H.S. Code on the Commercial Invoice.