

<b><u>Remote Delivery Process – HIPG</u></b>		
<b>Work Sequence</b>	<b>Work Process</b>	<b>Responsible Party</b>
01	All CHA should send the VSR via email to shift the vehicle for customs inspection.	CHA
02	CSO should send the VSR to HLPL via email to shift the VEHICLE in to customs bay.	CSO
03	HIP Customs to send the ‘CUSDEC’ numbers of vehicle to the CSD via email once the examination done.	HIP CUSTOMS
04	Vehicle should be released after the comparison of customs ‘CUSDEC’ with the HIPG BTOS system ‘CUSDEC’ by CSO.	CSO
05	After Completed customs formalities, CHA to take out the vehicle from custom bay.	CHA
06	IMPL to confirm customs bay checkout moment through the HHT scan.	IMPL
07	CHA to take away the vehicle to the Gate No 01.	CHA
08	CI to check the vehicle with related document.	CI
09	IMPL to scan the IID of vehicle for GATEOUT.	IMPL
10	CSO to gateout the vehicle through the system and issue the CIR for vehicle carrying driver.	CSO
11	Collect the terminals’ D/O copy from the vehicle carrier and put same into the box/tray Placed in hygiene manner. .	CSO

## **Delivery Process Glossary Definitions**

1. **CHA** - Customs House Agent.
2. **VSR** - Vehicle Shifting Request.
3. **CSO** - Customer Service Officer.

4. **CSD** - Customer Service Division.
5. **HLPL** - Hambantota Logistic (pvt) ltd.
6. **IMPL** - Intermerc Marine (pvt) ltd (Tally Person).
7. **CIR** - Cargo Interchange Receipt.
8. **D/O** - Delivery Order.
9. **HIP** - Hambantota International Port.
10. **CI** - Customs Inspector
11. **HHT** - Hand Held Terminal ( Vehicle scan machine)
12. **HIPG** - Hambantota International Port Group
13. **BTOS - Bulk Terminals Operating System**