Export documents KRA (HVO): C&F agent is allocated **C&F** agent forwards Export C&F agent Exporter a KRA stuffing officer nearest to **Declaration Documents (EDD)** submitted to customs notifies KPA of books a slot their location. C&F agent then Office (Mombasa) after to DPC for confirmation of tariff appointed with shipping ONLINE validation by DPC. presents export documents file description, quantity & C&F agent to line which then processed by DPC to HVO who destination (local cargo). facilitate the issues a C&F agent prepares allocates an officer to monitor export shipping document folder; packing As for transit countries, stuffing and sealing of container clearance confirmation list, copies of export registration done at the border process then C&F agent applies for road documents, shipping manifest by submitting transit order, invoices declaration to DPC C&F agent pre-advices notice for export Stuffing done and container sealed **Container Delivery:** C&F agent presents export shipment online via KWATOS and an online after which Customs Officer, C&F docs to Customs Officer at the gate 7 days prior invoice is generated through KPA's Biller Direct agent and driver endorse on a to vessel ADA, 4hrs after stuffing in Mombasa & for payment of Port charges. Witness Form. 24hrs outside Mombasa. C&F agent then submits shipping order to KPA Customs Officer then releases order Customs confirms container number & truck for endorsement of cargo acceptance date and message through SIMBA System. details against SIMBA System's. books trucks entry at KPA One Stop Centre Release Order (KRA): if scanning is OK, Scanning (KRA): Truck enters the **Gate Clearance:** C&F agent message forwarded to KRA Export Office Port and heads for scanning. presents all sets of customs export at no.5 to release the container to KPA documents, shipping order, KPA thru' KWATOS then truck proceeds to **Scanning Exemptions:** Loose handling invoice to KPA pre-stack cargo, tea & munitions. (Titanium clerks/security at the gate and is exporters made requested issued with a position slip to enter exemption too) **Terminal Yard:** Truck driver/agent's Loading List (KPA): Export Loading onto vessel: **KPA Release:** For loading to vessel, clerk presents position slip to KPA yard officers capture details in Loading onto nominated export file is sent to KPA export office clerk at the designated area on the the Export Dispatch register vessels takes place as per for confirmation and release of slip. The container is stacked at the and forward the info to the final list followed by container to shipper yard & KPA clerk endorses on the slip berth desk for final loading preparation of a BL by a then presents it back to the agent & list. Shipping agent signs on ships agent for settling of the information updated on KWATOS the final list which KPA freight charges. using HHTs sends to the Shift Manager **Vessel Departs**