



# SOUTHAMPTON FREIGHT SERVICES LTD

LOCAL KNOWLEDGE • GLOBAL SCALE



## SOUTHAMPTON CONSOLIDATION WAREHOUSE INBOUND AND OUTBOUND LOGISTICS INSTRUCTIONS



### KEY CONTACT INFORMATION

#### Where?

##### Location

Southampton Freight Services Ltd  
Units E, F & G, Griffin Industrial Park  
Totton, Southampton, SO40 3SH  
United Kingdom

#### When?

##### Warehouse Opening Hours

Monday – Friday 09:00 – 17:00  
Later hours may be available upon request

##### Office Opening Hours

Monday – Friday 09:00 – 17:30

Emails outside of these hours may not be seen until the following working day

#### Who?

##### Key Group Email Addresses

Pre Alert for Inbound shipments – [cruisealerts@sotonfreight.co.uk](mailto:cruisealerts@sotonfreight.co.uk)

Vessel landings – [cruiselandings@sotonfreight.co.uk](mailto:cruiselandings@sotonfreight.co.uk)

General correspondence – [portlogistics@sotonfreight.co.uk](mailto:portlogistics@sotonfreight.co.uk)



Registered in England no. 3536715. Registered Office: Units E, F & G, Griffin Industrial Park, Totton, Southampton, Hampshire. SO40 3SH. United Kingdom  
T: +44(0)23 8086 0999 | [sotonfreight.co.uk](http://sotonfreight.co.uk) | DfT Regulated Agent

All business transactions subject to BIFA Standard Trading Terms & Conditions and UK Warehousing Association (UKWA), Latest Edition. Copies available upon request or from our website.





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## CONSIGNMENT INSTRUCTIONS

All inbound shipments **MUST** be consigned as below:

M/V 'Vessel Name'

C/O Southampton Freight Services Ltd

Units E, F & G, Griffin Industrial Park

Totton, Southampton

SO40 3SH, United Kingdom.



**PRE-ALERTS MUST BE SENT FOR ALL INBOUND SHIPMENTS AND SHOULD CONTAIN THE AWB, COMMERCIAL INVOICE\*, PO NUMBER, BILLING REF (IF DIFFERENT) AND ANY OTHER RELATED DOCUMENTS, e.g, DGN, MSDS ETC AND SENT TO**

**[CRUISEPREALRTS@SOTONFREIGHT.CO.UK](mailto:CRUISEPREALRTS@SOTONFREIGHT.CO.UK)**

**\*ALL INVOICES, WHETHER COMMERCIAL, PROFORMA OR CUSTOMS ONLY MUST CONTAIN ALL INFORMATION AS SHOWN BELOW OR CUSTOMS MAY REJECT THE ENTRY:**

- Shipper name and address
- Shipper EORI number
- Consignee address
- Consignee EORI
- Description of goods
- Commodity code for the goods
- Country of origin for the goods
- Value of the goods per line
- Total invoice value (must be greater than 0.00)
- Currency for the invoice
- Quantity of the goods and gross & net weight of each commodity/tariff heading
- Terms of shipment
- Statement of origin declaration



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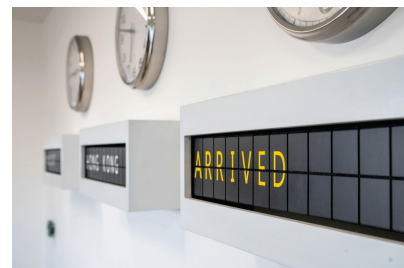
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## CONSIGNMENT INSTRUCTIONS CONTINUED

ALL GOODS LEAVING THE UK MUST BE ACCOMPANIED BY A TRANSIT DOCUMENT AND/OR AN EXPORT DECLARATION. THIS INCLUDES ITEMS DESTINED FOR CRUISE VESSELS. THE EXPORTER MUST HOLD A GB EORI NUMBER, MORE INFORMATION AND HOW TO APPLY CAN BE FOUND AT [WWW.GOV.UK/EORI](http://WWW.GOV.UK/EORI)

[CRUISEPREALRTS@SOTONFREIGHT.CO.UK](mailto:CRUISEPREALRTS@SOTONFREIGHT.CO.UK)



### Inbound Courier Shipments

Pre-Alerts must be sent for shipments arriving via DHL, FedEx, TNT and UPS, so we can send the appropriate clearance instructions, failure to do so may cause unnecessary delays and incur DUTY & VAT.

**Please avoid using UPS and TNT where possible, as they do not always contact us for clearance instructions and in most cases, they will automatically apply DUTY and VAT which we will then need to pass on.**

### Inbound Airfreight Shipments

With reference to the airfreight imports, we operate the trucking services from London Heathrow to Southampton (SOU) for various airlines including but not limited to; **Virgin Atlantic (VS), Emirates Cargo (EK), Singapore Airlines (SQ), Swiss Cargo (LX) and Cathay Pacific (CX)**. By Utilising this service into Southampton (SOU), SFS have direct control of the goods and clearance process as well as offering a more competitive cost for the client.

Alternatively, the next best airport would be LHR.

**Please avoid using British Airways where possible to avoid unnecessary delays and increased storage charges.**



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ALL GOODS LEAVING THE UK MUST BE ACCOMPANIED BY A TRANSIT DOCUMENT AND/OR AN EXPORT DECLARATION. THIS INCLUDES ITEMS DESTINED FOR CRUISE VESSELS. THE EXPORTER MUST HOLD A GB EORI NUMBER, MORE INFORMATION AND HOW TO APPLY CAN BE FOUND AT [WWW.GOV.UK/EORI](http://WWW.GOV.UK/EORI)



### Inbound Road Freight Shipments

- Pre-Alerts for road freight shipments should mention the vehicle registration, driver details, CMR and copy of the invoice and customs documents (T1/T2/T-).
- For customs purposes, please note the customs exit code is **GB000290**
- If goods are to be cleared into our customs bonded warehouse, the Pre-Alert must have routing into the UK, Approximate date and time of arrival, Vehicle registration number and copy documents so we can complete the import customs process prior to the vehicle departing originating country – this will ensure the import entry number is available and can be added the drivers GMR.

### Inbound Sea Freight Shipments

- Pre-Alerts for sea freight shipments need to have bill of lading and invoice including the vessel name and, PO number and HS codes.
- The bill of lading should be express release to avoid any unnecessary delays at the port or the consolidators.

**PRE-ALERTS MUST BE SENT FOR ALL INBOUND SHIPMENTS AND SHOULD CONTAIN THE AWB, COMMERCIAL INVOICE\*, PO NUMBER, BILLING REF (IF DIFFERENT) AND ANY OTHER RELATED DOCUMENTS, e.g, DGN, MSDS ETC AND SENT TO**

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