

**STANDARD OPERATING PROCEDURE FOR FACILIATING FACELESS,
PAPERLESS DELIVERY**

1) CHA's are required to submit following documents from their registered e-mail ID. E-mails to be sent to movement@seabird.co.in , documentation@seabird.co.in; accounts@seabird.co.in; cashier@seabird.co.in

- a) BILL OF ENTRY
- b) BILL OF LADING
- c) Customs Out of Charge Copy
- d) Stamp duty
- e) Empty Letter
- f) GST Registration details
- g) TAN details
- h) Billing party details

2) Download EIR copy for spapin.com to check scanning status.

3) CHA to inform previous day about grounding of container for examination/FSSAI, ADC /PQ/Weighment previous day before 2000 hours by email on movement@seabird.co.in . For any assistance please contact :-

Rhrudaynath Mhatre- 9819766626/

Aparesh Dighe-7039001717

Anil Sasane- 8779693240

Guru Shetty - 9821771417

Mail id movement@seabird.co.in;

4) CHA can get proforma invoice through our portal. Details as under-

Link :- <http://seabird.parekhgroup.in:8880/Eproforma/login.aspx>

Username :- eproforma

Password :- user

5) Payment RTGS/NEFT etc details to be shared

to cashier@seabird.co.in; accounts@seabird.co.in;

6) Payment confirmation with copy of Invoice will be sent to CHA on registered mail id.

7) Delivery shall be given on FIFO basis.

8) Gate pass will be issued based on Driver details/ Photo id / Vehicle no, received from registered e-mail ID of CHA.