

ALMA LOGISTICS DEPARTMENT *CHILE*

*by Charlotte HERMANT
October 2004*

Conditions, Rules & Regulations for International Organization in Chile

All shipment are subject to:

- Internal regulations of Executive (NRAO/AUI)
- Privileges in Chile for International Organization

These privileges are:

- subject to changes, at the discretion of the Chilean Government and are not covered by any "acquired rights"
- Involving:
 - Ministry of Foreign Affair
 - Customs

ALMA LOGISTICS Department

is responsible for:

- IMPORTATION
- EXPORTATION
- TRANSPORTATION WITHIN CHILE
- INTERNATIONAL TRANSPORTATION FOR EXPORTATION
- INSURANCE FOR TRANSPORTS
- WAREHOUSES
- SOME RELOCATION ASPECTS

IMPORTATION

There are different types:

- **Official** (NRAO/AUI)
- **Contractor's materials** (See conditions)
- **Private** (See Relocation procedure)

Official Importation

Step by step

1. Shipping Request
 2. Coordination Inter Departments.
 3. Shipping documents
 4. Customs Clearance (under Temporary In-bond storage).
 5. Liberation of duties and taxes (Ministry of Foreign
Affair).
 6. Regularization (Out-Bond Storage with Customs).
 7. Free use of merchandise
- Responsibilities of ALMA Logistics Department
 - Data Base for ALMA Project

1. SHIPPING REQUEST

- **Basic Information :**
 - Executive
 - Requester
 - IPT
 - Final site
 - Budget
 - Category (***)
 - Reference of contract
 - Transport type (Air/Sea/Ground)
 - Request delivery date at final destination
- **Information on Goods :**
 - Description
 - Part Number (NRAO)
 - Special transport (fragile)
 - Packing details
 - Hazard material
 - Quantity
 - Estimated value of good (+ value for insurance)
- **Transfer From/To :**
 - FROM:** - Country of origin
 - Loading port
 - Internal Pickup point
 - Sender references.
- **Comments**
 - TO:** - Final User
 - Internal Pickup point
 - Final destination
 - Request Shipment date
 - Earliest pickup date
 - Internal justification

The Shipping Request must be approved by IPT Manager and transmitted to the Logistics Department prior to a shipment.

*** See Template document

*** Definition for each Category (RREE)

Transfer Request

000088 CHILE

Req. Shipping Agent

Issued by: App. Approval Date
 Requester: Yes
 WP-Manager: No

Req. Ship. Ag. Servic **AIR**

Document Date

Page 1

From

To

Status

Job No.

Fund No.

Total Gross Weight

Total Volume

Total Value

Fragile Mat. Incl.

Yes

Hazard. Mat. Incl.

Yes

Est. Value of Goods

8,000.00

Transp. Insur. Value

8,000.00

Est. Transport Cost

0.00

Purch. Req. No.

Phone No.

Phone No.

Fax No.

Fax No.

E-Mail

E-Mail

Internal Pickup Point

Internal Delivery Point

Req. Shipment date

Req. Receipt date

Earliest Pickup Date

Internal Justification

Pos. No.	Description	Qty.	Unit of Measur Piece	Estim. Value of Goods	Issue Cert. of Exp.	Invoice Costs to	Contact No.	Name
1								

Packing Details

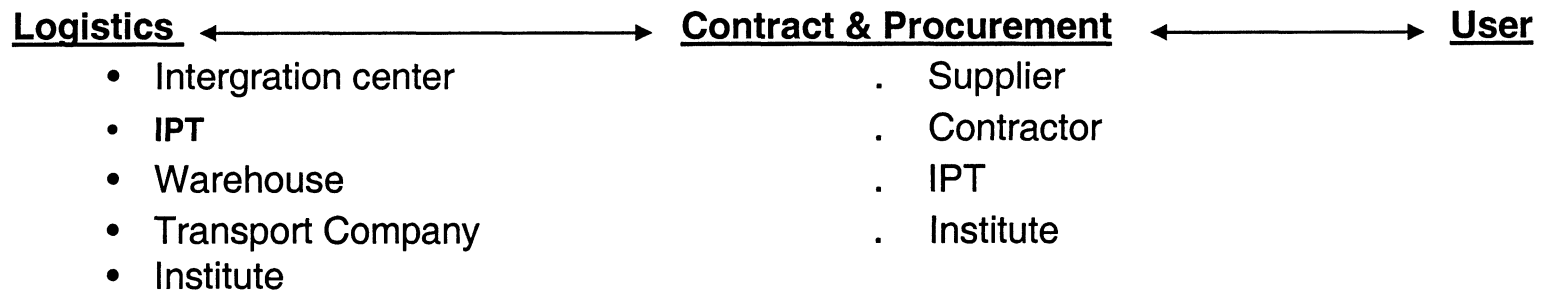
Pos. No.	Packing Instructions	Length [cm]	Width [cm]	Height [cm]	Gross Weight [kg]	Total Volume [m ³]	Hazard Class	Fragile
1	Rigid carton or plywood box	60	60	20	10.6	0.072	1.1	Yes

Shipping Request (template)

2. COORDINATION INTER DEPARTMENTS

CLOSELY COORDINATED APPROACH BETWEEN LOGISTICS, CONTRACT & PROCUREMENT AND USER:

Coordination with:



HOW ?

- Copy of Contract or Purchase Order
 - Define conditions of transportation
 - Scope of action for Special Transportation
 - Provide shipping document WITH ANTICIPATION
- * Internal > Template document
* Supplier > Attachment to Contract

WHY ?

AVOID confusion, increased transportation cost, delay in the project, ...

3. SHIPPING DOCUMENTS

Documentation requires for Importation:

- Shipping Request approved
- Bill of Lading (or Airway Bill)
- Packing List
- Commercial/Proforma Invoice
- Scope of action for transportation from Port to site

A handwritten signature in black ink, appearing to read 'Lj Rep', is written over a horizontal line.

This information is provide by :

- NRAO Contract & Procurement Dept (Business Management) or
- NRAO Logistics Dept.

4. CUSTOMS CLEARANCE IN CHILE

The Customs Clearance is under **Temporary In-bond storage**, released by Custom Agency.

Definition:

Merchandises that are stored “in bond are temporarily on hold”, waiting the approval of the liberation form given by the Ministry.

The Customs prohibits the conduct of any activity that may alter the state of goods while they are in bond.

WHERE ?

Safe place

The merchandise can be stored in a **private warehouse**.

The Logistic Department will inform the exact address to the Customs. (in **Santiago/OSF**)

WHY ?

Free of storage fees at Customs.

5. LIBERATION

- **Given by MINISTRY OF FOREIGN AFFAIRS**

The limits and conditions for imports are established by the Chilean authorities.
Agreement between Chilean Government and AUI.

HOW ?

- **Ministry form** (see document)

This official document is approved by the Chilean Ministry of Foreign Affairs (Liberation Department), stating that the merchandise declared in the documentation attached, is property of AUI and is under the EXEMPTION of Customs duties and taxes (as per Law 17.170).

WHY ? Liberation of Customs fees and taxes

TIME ? 5 days

Documentation requires by Ministry of Foreign Affairs:

- Original Bill of Lading (or Airway Bill)
- In-Bond storage document (Declaracion de Almacen Particular: DAPTS)
- Commercial/Proforma Invoice
- Packing List
- Ministry form (6 copies)
- Category of importation

MINISTRY FORM

Categoría I

REPÚBLICA DE CHILE
MINISTERIO DE RELACIONES EXTERIORES

(uso exclusivo de la Aduana)

N°
FECHA
FIRMA

FORMULARIO DE LIBERACION N° _____

Santiago,
(uso exclusivo del Ministerio de REEX)

NOMBRE MISION ASSOCIATED UNIVERSITIES INC
L' ORGANISMO

Viene en solicitar de ese Ministerio, se sirva autorizar la liberación de gravámenes aduaneros para las siguientes mercancías llegadas a:

ADUANA DE ANTOFAGASTA

POR VIA MARITIMA

PROCEDENTE DE (país de adquisición) ESTADOS UNIDOS

PUERTO DE EMBARQUE MIAMI

CONOCIMIENTO DE EMBARQUE - GUIA AEREA O CARTA DE PORTE:

N° DUBARR FECHA 12 mayo 04 EMISOR CARGOMAR

CANTIDAD DE BULTOS 15 (QUINCE) PESO (KG) 120.000

FACTURA N° 01/094 FECHA 15 junio 04 EMISOR AUIZ Supplier

DESCRIPCION DETALLADA DE LA MERCANCIA tal se trata de un vehículo indicar tipo, marca, modelo, año, número de motor, etc más, serie y color:

..... RADIOTELESCOPIO DE 12 M Y SUS PARTES, PROYECTO ALMA

..... SAN PEDRO DE ATACAMA

CON UN VALOR TOTAL CIF. DE US\$ 5.000.000.-

Firma Jefe de la Representación:

Concedida la franquicia pase a la Aduana correspondiente para que se le aplique la Partida Arancelaria 00.07/00.30.99, siempre que cumpla con las disposiciones exigidas en la Ley N°17.170.

DEPTO LIBERACIONES ASERVIDO
HORA
FECHA

LIBERACION OFICIAL

Jefe Departamento Liberaciones

FORMA REEX-1

EJEMPLAR N° 4 - INTERESADO

6. REGULARIZATION

WHY ?

After approval, the Ministry form is presented at Customs in order to regularize the In-bond status into definitive importation, issuing the Out-bond document corresponding to the Import Declaration.

TIME ? 1 week

Documentation required by Customs:

- Original Bill of Lading (or Airway Bill)
- In-bond storage document (DAPTS)
- Commercial/Proforma Invoice
- Packing List
- Ministry forms approved by Ministry of Foreign Affairs

7. FREE USE

ONLY after the “regularization”, NRAO/ AUI become legally owner of merchandise, and is allowed to use it.

CONTRACTOR IMPORTATION

It is the duty of NRAO to inform the contractor about the conditions to export their materials to Chile
(*** document with Conditions, Rules and regulations applicable for Contractor on ALMA site in Chile)

Contractor must be aware about the following :

- Exemptions of duties/taxes applicable only for materials used for construction and operation of ALMA
 - >>> Property of AUI in Chile
 - >>> Define Category
- Duty free import under the name of AUI. (Certificate of Owner ship for Contractor's property)
- The shipment (Export) has to be done under the most convenient and economic manner according to Laws and regulations.
- Approval of AUI prior to any shipment
- Materials imported under such conditions could be sold ONLY with previous authorization of AUI.
 - * After 5 years >>> Free of duties
 - * Within the 5 first years >>> Payments of corresponding duties

ALMA Logistic's responsibilities:

- Customs Clearance
- Follow Instruction according to Contract's conditions

Not responsible until arrival on site !!!!

Private Importation RELOCATION

Limits and conditions depends on CATEGORY of the International Staff Member (ISM) is accredited with the Ministry of Foreign Affairs.

Category

- Chief of Mission
- Article V (Senior level)
- Article VI (Intermediate level).

Applicable to :

- Household goods (Accompanied luggage + Sea/Air Container)
- Vehicule (OI plate)
- Private purchase (yearly quota applicable only for Category V)

Responsibilities of ISM:

- Coordination with NRAO Business services
- Insurance for household goods and private vehicle.

Responsibilities of ALMA Logistic Dept in Chile:

- Customs Clearance
- Coordination with Removal company/Customs/Ministry of Foreign Affairs

EXPORTATION

Step by step

1. Shipping Request
2. Coordination with warehouses
3. Storage
4. Preparation of documentation
5. Approval from Ministry of Foreign Affairs
6. Customs procedure
7. International transport and Insurance of merchandise
8. Information to Logistic Department of the final user
Confirmation of arrival on final destination

1. SHIPPING REQUEST

- **Basic Information :**

- Executive
- Requester
- IPT
- Final site
- Budget
- Category (***)
- Reference of contract
- Transport type (Air/Sea/Ground)
- Request delivery date at final destination
- Origin

- **Transfer From/To :**

- FROM:
- Country of origin
 - Loading port
 - Internal Pickup point
 - Sender references

- **Type of Exportation :**

- Definitive
- Repair
- Temporary
- Others ...

- **Information on Goods :**

- Description
- Part Number (NRAO)
- Special transport (fragile)
- Packing details
- Hazard material
- Quantity
- Value of good (+ value for insurance)
- HS Code
- RMA

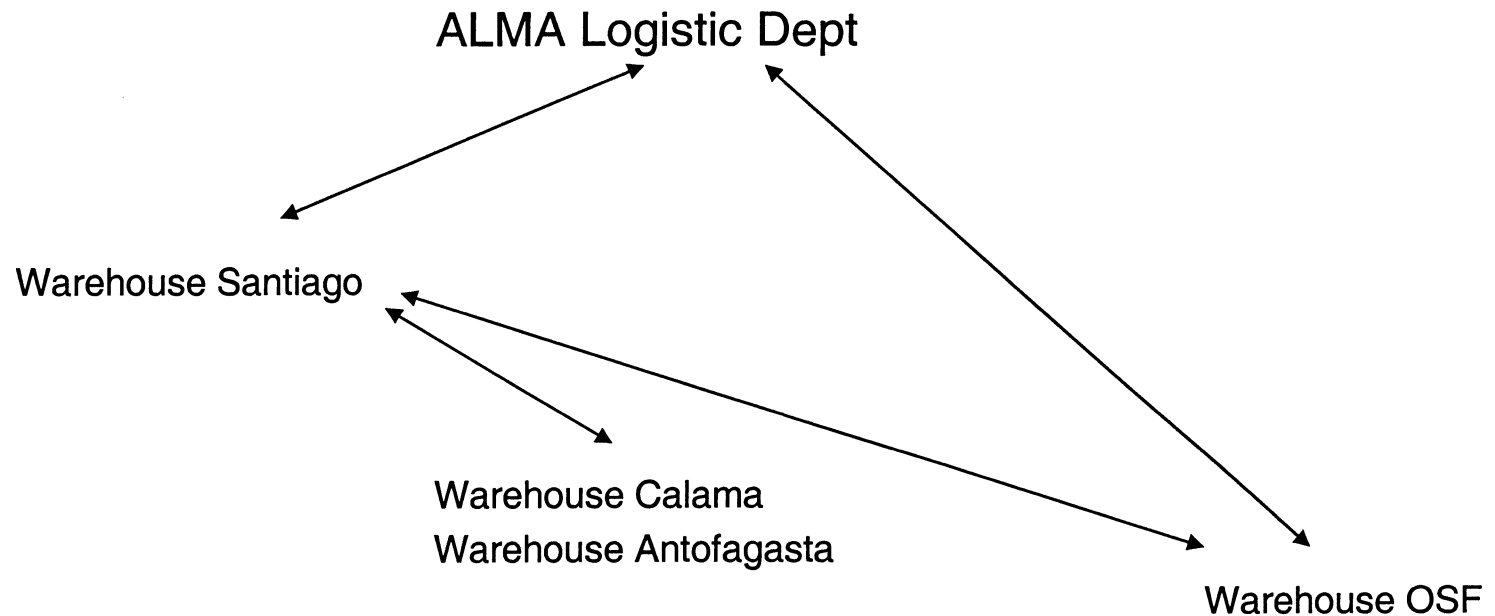
- TO:
- Final User
 - Internal Pickup point
 - Final destination
 - Request Shipment date
 - Earliest pickup date
 - Internal justification

- **Comments**

- The Shipping Request must be approved by IPT Manager and transmitted to the Logistics Department prior to a shipment.

2. COORDINATION WITH WAREHOUSE

Monitoring through Data Base (Shipping Request)



3. STORAGE

- The merchandise is transported and stored in the ALMA warehouses (Santiago or OSF)

4. PREPARATION OF DOCUMENTATION

Documentation required for Exportation:

- Proforma Invoice: *(See template)*
 - Description of goods
 - Origen
 - Purpose of shipping: Definitive/Temporary/Repair/Upgrade
- Packing List
- Ministry form (2 copies)
- Copy of Ministry form of Import

The IPT is responsible to prepare the scope of action if a special transport is required.
The Logistics Department will supervise and coordinate it.

Proforma Invoice



Associated Universities Inc. (AUI)
National Radio Astronomy Observatory (NRAO)
Observatorio Radioastronómico Nacional de los Estados Unidos

PROFORMA INVOICE EXP 04/046

CONSIGNEE: EUROPEAN SOUTHERN OBSERVATORY

Consignatario: ATN. REBONTO GUHA
KARL-SCHWARZSCHILD - STRA.-2, D-85751
GARCHING BEI MUNCHEN
GERMANY
TEL: 49-89-32006475

NOTIFY: EUROPEAN SOUTHERN OBSERVATORY
ATN. REBONTO GUHA

SUPPLIER REQUEST: S/R 000567; S/R 000585; S/R000739

PARCELS: (Bultos) 7 (SETE)

DIMENSION: BOX 1/7: 64X72X82; BOX 2/7: 117X117X117; BOX 3/7: 127X123X101; BOX 4/7: 121X101X127; BOX 5/7: 102X102X185; BOX 6/7: 163X106X88; BOX 7/7: 78X59X82.

WEIGHT: (Peso) 1.801,40 kgs.

GOODS: SCIENTIFIC LABORATORY EQUIPMENT FOR TELESCOPES, ACCESSORIES FOR TELESCOPES, SPARE PARTS, TOOLS, ELECTRICAL PARTS, OPTICAL COMPONENTS, OPTICAL AND MECHANICAL SCIENTIFIC EQUIPMENT.

Merchadería: EQUIPO DE LABORATORIO CIENTIFICO PARA MOVIMIENTO TELESCOPIOS, ACCESORIOS PARA

VALUE: NO COMMERCIAL VALUE
VALUE FOR CUSTOMS PURPOSE ONLY: US\$ 448.000,00

Valor: SIN VALOR COMERCIAL
VALOR SOLO PARA FINES ADUANEROS: US\$ 448.000,00

Remarks: FREIGHT PREPAID, IMP 03/162

Origin: SANTIAGO, CHILE

SHIPPER: ASSOCIATED UNIVERSITIES INC.

Embarkador:

EO Destination: AUI enjoys diplomatic privileges and immunities and is exempted from all Customs and Excise Duties on all official goods and materials.

Declaración EBO: AUI goza de inmunidad diplomática y privilegios y está exento del pago de impuestos aduaneros para todos sus mercaderías oficiales.

SIGNATURE & STAMP: Charlotte Herment
Logistic Officer

SANTIAGO, 12-Oct-04

Camino del Observatorio 1515, Las Corderas - Santiago
Tel: (56 2) 224 8083 Fax: (56 2) 224 8087

Packing List

		ASSOCIATED UNIVERSITIES INC. <small>National Radio Astronomy Observatory (NRAO)</small> <small>Observatorio Radioastronómico Nacional de los Estados Unidos</small>	
<u>PACKING LIST</u>			
EXPORTATION N°	EXP 04/046	Date	12-10-2004
Shipped by	R+L	Page	1/1
Airline/ship	LOGISTIC SANTIAGO	00-Ens-00	Total packages 7
From	ASSOCIATED UNIVERSITIES INC.	Total weight Kg	1.801,40
To		Total volume Cbm	N/A
Date of manufacture	00-01-00	Total value USD	448.000
AWB / BL	00-01-00		
Arrival date ETA	00-01-1900		

Item	Requester S/R - PO N°	Supplier Contenido	Unit	Quantity/ Packages	Weight Gram/Kg	NET/KGS	Value EURO
1	ROBIN ARBENAUULT S/R 000647	ACCESSORIES FOR TELESCOPES, SPARE PARTS, TOOLS, ELECTRICAL PARTS, OPTICAL PARTS.	BOX	5		1432	€ 380.000
	DIMENSION	117 X 117 X 117			296		
	FINAL	127 X 123 X 101			257		
		121 X 101 X 127			313		
		153 X 108 X 88			267		
		102 X 102 X 185			287		
2	JEAN-LOUIS LIZON S/R 000688	SCIENTIFIC LABORATORY EQUIPMENT FOR TELESCOPES	BOX	1		119,4	
	DIMENSION	64 X 72 X 82					€ 15.000
	FINAL						
3	WARENNAHME S/R 000728	OPTICAL AND MECHANICAL SCIENTIFIC EQUIPMENT	BOX	1		50	
	DIMENSION	78 X 68 X 62					€ 50.000
	FINAL						
4							

Issued by: Charlotte Herment ALMA Logistics	Date: 12-10-2004
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5. APPROVAL

Approval given by MINISTRY OF FOREIGN AFFAIRS

Defintion This Ministry form is an official document approved by the Chilean Ministry of Foreign Affairs (Liberation Department), stating that the merchandise declare in the documentation attached, is property of AUI and is under the EXEMPTION of Customs duties and taxes (as per Law 17.170).

WHY ? Accreditation from Ministry of Foreign Affair, stating that the merchandise was previously imported (parcially or totally), under the same exemption.

TIME ? 5 DAYS.

Applicable to:

- Goods with value upper US\$ 1.000 FOB
For value under US\$ 1.000 FOB, the Ministry form is not mandatory.

Documentation required by Ministry:

- Proforma Invoice (Value FOB)
- Packing List
- Ministry form for Exportation (Issued par the same entity during importation)
- Copy of Ministry form of Importation

NB: Part Number reference will help us to recognize the importation reference.

Ministry form

REPÚBLICA DE CHILE
MINISTERIO DE RELACIONES EXTERIORES

(no exclusivo de la aduana)
EJEMPLAR N° _____
Fecha : _____
Firma : _____

FORMULARIO DE EXPORTACION

SANTIAGO _____

N° _____

(no exclusivo del Ministerio de RR.BE.)

NOMBRE MISION ASSOCIATED UNIVERSITIES INC

U ORGANISMO _____

vienen a solicitar de este Ministerio, se sirva autorizar la LIBRE EXPORTACION de las siguientes mercaderías

pertenecientes a: ASSOCIATED UNIVERSITIES INC

que saldrán por la Aduana de METROPOLITANA el día 30/07/04

por motivo de EXPORTACION DEFINITIVA

Cantidad de Bultos 3 (TRES) Peso (KB) 55.000

Contenido (descripción detallada de la mercancía): PARTES DE RADIOTELESCOPIO,

PROYECTO ALMA, SAN PEDRO DE ATACAMA.

SAMPLE

con un valor FOB de US\$ 1.500.000.-

Firma del Jefe de la Representación

Firma del Peticionario

Concedida la exportación.

Pase a la Aduana correspondiente para su tramitación siempre que cumpla con las disposiciones exigidas por la Ley.

DEPTO LIBERACIONES RECIBIDO
HORA
FECHA

Jefe del Departamento de Liberaciones

Form. Det. N°

6. Customs procedure

- Handled by the Forwarding agent. (acting if required as a Customs agent)
- This procedure is carried out with a “Tramite Simplificado” (Simple procedure), which doesn’t need the intervention of the Customs agent.

Documents required by Customs:

- Proforma Invoice
- Packing List
- Ministry form approved by Ministry of Foreign Affairs
- Copy of Ministry form for importation
- “Orden de Embarque Simplificada”

7. International transport and Insurance of merchandise

International transport is coordinated through a Forwarding Agency

- Contract with a Forwarding agency (Call for Tender) >>> Most convenient tariff.
- For special shipment:
 - * *Price inquiry*
 - * *Contract "Door to Door"*

Shipment between Integration Center – Chile – Office of each Executive

- Weekly or Bimonthly, collecting various Shipping Request
 - » Air Container
 - » Sea Container
- Urgent or Special shipment:
 - » Ship directly to the final destination

Insurance of merchandise during transport

The insurance during the transport is under the responsibility of the Logistics Department in Chile,

Information required by the Insurance company :

- Description of goods
- Value CIF
- Shipping Reference

Each shipment must be reported to the Insurance company.

8. Information from Logistic Department to the final destination

The ALMA Logistics Dept (Chile) will send by email a report to the Logistics department at final destination with the following information:

- Proforma Invoice
- Packing List (+ shipping request reference)
- Copy of shipping documents (AWB or B/L)
In case of special shipment, the final user will receive the same report
- Confirmation of arrival on final destination

Responsibilities of Logistic Department in Chile:

In the future, Import-Export Data bases will be available on the ALMA EDM to allow a monitoring of each shipment.

TRANSPORTATION WITHIN CHILE

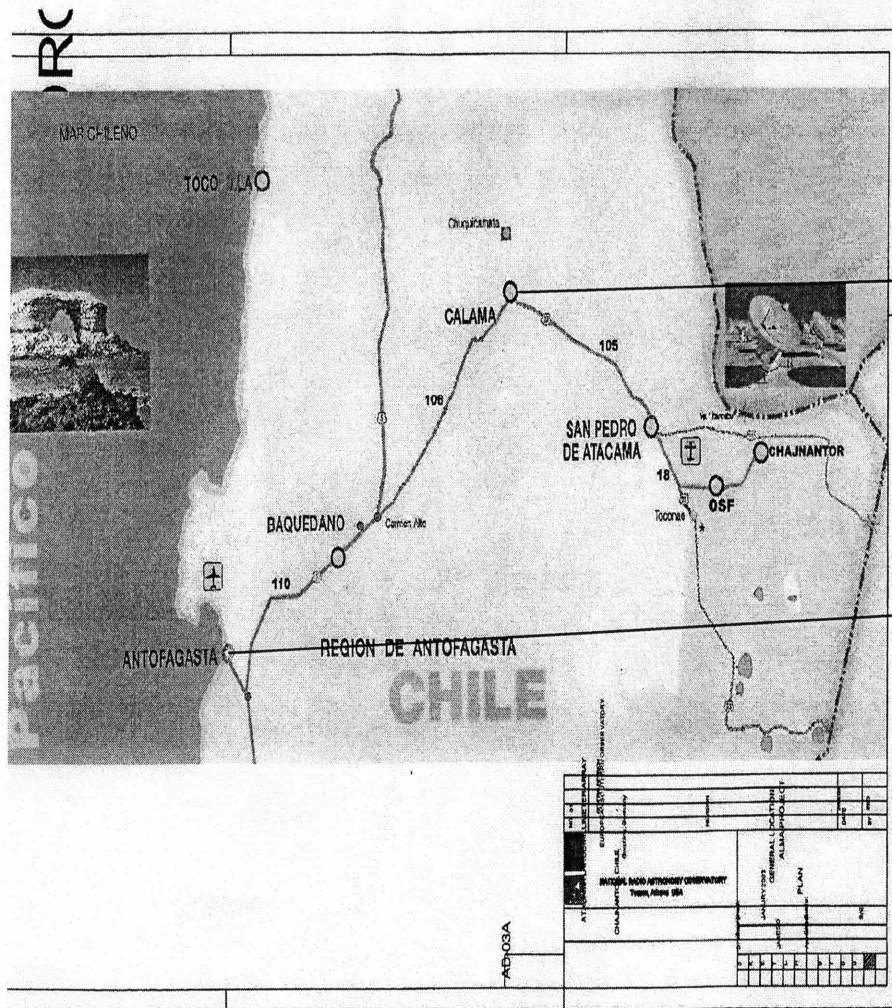
GROUND TRANSPORTATION

- Weekly truck from Santiago to site, collecting merchandise stored in each warehouse
- Special truck under request
- Small/urgent parcels (less than 100 kg) by airfreight

INLAND MAIL (see procedure)

- Description : Mailing service for documents and small packages (< 50kg)
- Route : Santiago – OSF – Santiago
- Service : Weekly

WAREHOUSE



- **Santiago**

TRANSPORTES VIAL

Sepulveda Leython 3064 – Estacion Central
Customs for Airfreight, International Aiport.

- **Calama**

TRANSPORTES VIAL

(available 1st of dicember 04)

National Airport

- **Antofagasta**

TRANSPORTES MORALEDA

Huamachuco Manzana 8 sitio 14 – La Chimba
**Customs for Seafreight, National Airport,
 International Harbor.**

LOCATIONS



- Santiago – Antofagasta 1361 km
- Santiago – Calama 1574 km
- Santiago – San Pedro de Atacama 1667 km
- Antofagasta – Calama 213 km
- Calama – San Pedro de Atacama 113 km
- San Pedro – OSF 32 km
- OSF – CHAJNANTOR (AOS) 25 km