

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

1) Customs Broker are required to submit following documents from their registered e-mailID. E-mails to be sent on below IDs

movement@seabird.co.in , documentation@seabird.co.in; accounts@seabird.co.in;
cashier@seabird.co.in

BILL OF ENTRY

BILL OF LADING

Customs Out of Charge Copy

Stamp duty

Empty Letter

GST Registration details

TAN details

Billing party detail

2) Customs Broker 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

Sr No	Contact Person	Mobile No.
1	Gururaj Shetty	9821771417
2	Rhudaynath Mhatre	9819766626
3	Aparesh Dighe	7039001717
4	Anil Sasane	8779693240

3) Customs Broker can get proforma invoice through our portal. Details as under-
Link: - <http://seabird.parekhgroup.in:8880/Eproforma/login.aspx>

Username: - eproforma

Password: - user

4) Payment RTGS/NEFT etc. details to be shared on

[cashier@seabird.co.in;accounts@seabird.co.in;](mailto:cashier@seabird.co.in;accounts@seabird.co.in)

5) Payment confirmation with copy of Invoice will be sent to CB on registered mailid.

6) Delivery shall be given on FIFO basis.

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