



# Documentation Management

Given the number of documents required for international trade, it is essential that the handling and accuracy of such paperwork is effectively managed.

The Yusen Logistics approach to document handling focuses on:

- Content accuracy and compliance
- Document creation
- Collation of full document sets
- Document distribution

## ■ Collation

- Collecting documents after vessel sailing
  - *Can be done via eDoc upload – enabling vendors scan and upload documents to Griffin supply chain management system directly*
- FCR issuance once all documents received
- Ensure carrier commitments are met

## ■ Compliance

- Requirements outlined via SOP
- Verifying completeness
- Validating pre-agreed data fields

## ■ Visibility and distribution

- Document receipt visible via Griffin
- Documents scanned and available for download from Griffin
- Distributed by email in required format

## ■ Benefits

- Ensures document accuracy and completeness for customs clearance
- Document production performance can be managed
- Electronic document distribution drives reduced courier costs
- All documents are archived and easily retrieved
- Speed-up FCR issuance time
- Standard invoice format for easy checking prior to payments

## ■ eInvoice / ePacking List

- Web-based platform for suppliers to create commercial invoices and packing lists
- Captures information from PO & booking details to reduce redundant data entry
- Provides a platform to establish EDI invoicing
- Enhanced feature allows two different sets of documents to be generated
  - *One set of document generated by the vendor for transactions with the sourcing office*
  - *The other set automatically generated by Griffin for transactions between the sourcing office and the customer*

## ■ Management reporting

- Non-conformance reporting
  - *E.g. timeliness, completeness*

## ABOUT YUSEN LOGISTICS

Yusen Logistics is a member of the NYK Group, one of the world's largest and most successful transportation solutions providers.

## GROUP SERVICES

Supply Chain Solutions  
Origin Cargo Management  
Supply Chain Visibility  
Air Freight Forwarding  
Ocean Freight Forwarding  
Consolidation Services  
Road Transport  
Warehousing  
Customs Clearance  
Value Added Services  
Reworking  
Labelling  
Picking and Packing

