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Production & Shipment Execution Procedure

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Production & Shipment Execution Procedure

Standard execution flow for finance release, production, fumigation, packaging, quality release, stuffing, loading and shipment documents.

1. Purpose

This procedure gives Production, Logistics, Finance, Warehouse and QA/QC one controlled workflow so export orders meet agreed loading dates without ambiguity.

2. Standard operating rules

Item	Requirement / rule
Fumigation	Must finish before packaging begins.
20' FCL milestone	Goods ready for fumigation = loading date – 8 days.
40' FCL milestone	Goods ready for fumigation = loading date – 10 days.
20' FCL components	Fumigation 4 days + packaging 1 + stuffing 2 + loading 1.
40' FCL components	Fumigation 4 days + packaging 2 + stuffing 3 + loading 1.

3. End-to-end process

1. Finance verifies the deposit and cleared funds.
2. Open the execution order; confirm container, lead time, specification, quantity and target loading date.
3. Finalize carton artwork, dimensions and packing format; immediately order cartons, PE bags and/or tins.
4. Check inventory and lots; allocate stock or begin procurement/consolidation.
5. Meet the critical ready-for-fumigation milestone: D-8 for 20' FCL or D-10 for 40' FCL.
6. Fumigation — 4 days.
7. Packaging — 1 day for 20' FCL or 2 days for 40' FCL.
8. Final QA/QC release — quality, quantity and packing condition.
9. Container stuffing — 2 days for 20' FCL or 3 days for 40' FCL.
10. Loading — 1 day.
11. Complete container loading and hand over records.

4. High-level flow

Customer deposit → Finance confirmation → Execution order → Packaging design/material order → Inventory/procurement → Ready for fumigation → Fumigation → Packaging → Final QC → Stuffing → Loading → Completed

5. 20' FCL execution plan

Step	Activity	Lead time
1	Finance confirms deposit	-
2	Open execution order	-
3	Finalize packaging and order materials	Immediate
4	Inventory check / procurement	-
5	Goods ready for fumigation	D-8 milestone
6	Fumigation	4 days
7	Packaging	1 day
8	Final QC / release	-
9	Stuffing into container	2 days
10	Loading	1 day
11	Completed	D-Day

Day	Required action
D-8	Fumigation
D-7	Fumigation
D-6	Fumigation
D-5	Fumigation
D-4	Packaging
D-3	Stuffing
D-2	Stuffing
D-1	Loading
D-Day	Completed

6. 40' FCL execution plan

Step	Activity	Lead time
1	Finance confirms deposit	-
2	Open execution order	-
3	Finalize packaging and order materials	Immediate
4	Inventory check / procurement	-
5	Goods ready for fumigation	D-10 milestone
6	Fumigation	4 days
7	Packaging	2 days
8	Final QC / release	-
9	Stuffing into container	3 days
10	Loading	1 day
11	Completed	D-Day

Day	Required action
D-10	Fumigation
D-9	Fumigation
D-8	Fumigation
D-7	Fumigation
D-6	Packaging
D-5	Packaging
D-4	Stuffing
D-3	Stuffing
D-2	Stuffing
D-1	Loading
D-Day	Completed

7. Shipment document checklist

A. Before stuffing / loading date

No.	Document / record	Key preparation point	Owner	Status
1	Commercial Invoice	Draft and verify seller, buyer, goods, quantity, price, Incoterm and payment term.	Sales / Finance	Required
2	Packing List	Confirm carton/tin/PE configuration, net/gross weight, pallets, marks and numbers.	Logistics / Warehouse	Required
3	Booking Confirmation	Verify ETD, vessel, cut-off, CY and container type with carrier/forwarder.	Logistics	Required
4	Approved Packaging Specification	Finalize carton artwork, dimensions, print and inner-packing standard after order opening.	Sales / Production / Warehouse	Required
5	Packing Material Order	Order cartons, PE bags, vacuum tins or other approved material if not in stock.	Procurement / Warehouse	Required if not in stock

B. On container loading day

No.	Document / record	Key preparation point	Owner	Status
1	Goods Handover Minutes to Container Driver	Record container/seal numbers, loading time, carton/pallet count and driver confirmation.	Warehouse / Logistics	Required
2	Working Minutes with Quarantine / Inspection	Prepare if the seal is cut or quarantine/inspection works at the site.	Logistics / QA	Conditional
3	Authorization Letter for Logistics Provider	Authorize the forwarder, broker or trucking party for customs, port and shipping work.	Management / Logistics	Required
4	Container Loading Record & Photos	Photograph cleanliness, dryness, dunnage, loading sequence and final seal condition.	Warehouse / QA / Logistics	Strongly recommended

C. After warehouse departure and customs clearance

No.	Document / record	Key preparation point	Owner	Status
1	VAT / Sales Invoice	Issue after shipment/customs at the correct accounting and tax time.	Finance	Required
2	Bill of Lading Draft Check	Check shipper, consignee, notify party, ports, marks, quantity, weights, container/seal and freight.	Logistics / Sales	Required
3	Telex Release Confirmation	Confirm release mode with buyer and forwarder when telex release applies.	Logistics / Sales	Conditional
4	Certificate of Origin (Form B / D)	Apply when required by market, contract or customer.	Documentation Team	Conditional
5	Certificate of Weight & Quality	Prepare internally or through a third party as agreed.	QA / QC	Conditional / often required
6	Fumigation Certificate for Container	Confirm port-side active-ingredient requirement before issuance.	Logistics / QA	Conditional / market dependent
7	Certificate of Aflatoxin	Arrange an accredited laboratory certificate if required.	QA / QC	Conditional
8	Certificate of Non-GMO	Arrange when requested by the buyer or importing country.	QA / QC	Conditional

D. After the full document set is complete

No.	Document / record	Key preparation point	Owner	Status
1	Master Shipping Document Checklist	Record all available/pending documents and each sent date.	Logistics / Documentation	Required
2	Scanned Set Sent to Buyer for Cross-Check	Email the scanned set to the buyer before dispatching originals.	Sales / Logistics	Required
3	Buyer Confirmation Record	Retain the buyer's email/message accepting draft documents.	Sales	Required
4	DHL / Courier Dispatch Record	After acceptance, dispatch originals and retain tracking evidence.	Logistics	Conditional when originals required
5	Internal Filing & Archive	Archive soft and hard copies by shipment reference for audit and traceability.	Finance / Logistics / QA	Required

Conditional documents must be confirmed when the execution order is opened, based on buyer requirements, payment terms and destination regulations.

8. Summary

Container	Fumigation	Packaging	Stuffing	Loading	Latest ready for fumigation
20' FCL	4 days	1 day	2 days	1 day	Loading date – 8 days
40' FCL	4 days	2 days	3 days	1 day	Loading date – 10 days

9. Roles and control points

- Finance: confirm deposit receipt and cleared funds before execution starts.
- Production / Warehouse: make goods available for fumigation, packaging and stuffing.
- QA / QC: perform final inspection before stuffing and loading release.
- Logistics: coordinate container availability, stuffing, loading and shipment execution.
- Management: review critical milestones and approve exception handling.

10. Approval and confirmation

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28-03-2025

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28-03-2025

Approved by

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30-03-2025



This procedure becomes effective after approval and is used as the controlled internal operating standard of Le Duong Cashew Company Limited.

Issued and confirmed by LE DUONG CASHEW CO., LTD. The latest version shared from an official @leduongcashew.com email address is the valid reference.