

RFI – REQUEST FOR INFORMATION

Verification Order Number (VO)	
Exporter's name	
Internal reference number of the Exporter (if applicable)	
Booking Number	
Contact person	
Supplier's name (if applicable)	
E-mail address of the contact person	
Phone number of the contact person	
Date of the containers stuffing THE FULL LOADING SCHEDULE UNDER RFI SHOULD BE PROVIDED (CAN BE SENT IN THE SEPERATE FILE)	
Time of the container stuffing (hour)	
Full address of the containers stuffing	
At the inspection site is available calibrated scale and (if needed) a baling machine - Y/N	
Description of goods (according to VO)	
Type of packing	
Quantity of goods, for FCL shipments - quantity of containers to be loaded	
HS Code	
Partial shipment - Y/N	
Source of waste (industrial/commercial/households etc.)	
POL date – the estimated time of the vessel departure	
POD date – the estimated time of the vessel arrival	
Full address of exporter: Street, Post code , city, country	
Exporter VAT number (obligatory)	

Filling of all the above fields is mandatory.

Documents to be submitted along with RFI

- Pro-forma invoice
- Preliminary Packing List
- Signed and stamped Exporter Written Statement (EWS)
- Verification Order (VO)
- Import Approval (PI)
- Photos of cargo to be inspected

Important!

1. Each inspection request is for max 25 FCL, covering one location and consecutive days only. Additional FCLs beyond 25&/or more than 1 location of inspection will require separate RFI to be submitted. Inspections are to be completed as follows: a) 1-8 FCLs – to be completed in one working day, b) 9-16 FCLs to be completed in two working days, c) 17-25 FCLs to be completed in three working days, d) bulk – max 3 working days.
2. Physical Inspection Report (PIR) validity is maximum 30 days starting from the date of inspection until B/L issuance date.
3. If the PIR expired the goods are the subject to the re-inspection. The costs of the re-inspection are to be covered by the Exporter/Supplier.