

GRUPO PUERTO DE CARTAGENA

www.puertocartagena.com

INSTRUCTIONS FOR SUPPLIERS

QUOTATION REQUIREMENTS

All quotes must contain:

1. Quotation date and number.
2. Negotiation term (Incoterms with its version).
3. Delivery term.
4. Minimum purchase lot / MOQ
5. Currency.
6. Form of payment and term (indicate if you have an advance, letter of credit, etc.)
7. Country of origin of the merchandise.
8. Discriminate unit values.
9. Discriminate the freight value (if applicable).
10. Discriminate the insurance value (if applicable).
11. Warranty
12. Quotation expiration date
13. Technical Sheets (If applicable)
14. SDS Safety Data Sheets (if applicable, for chemical products it is mandatory)
15. Storage and handling recommendations

COMMERCIAL INVOICE REQUIREMENTS

Invoices must be sent to the emails indicated in the purchase and service orders.

Company	email
Sociedad Portuaria Regional de Cartagena	recepcion@sprc.com.co
Terminal de Contenedores de Cartagena	recepcion@contecar.com.co
GPC Tugs	recepcion@gpctugs.com
Compañía Estibadora Colombiana	recepcion@ciaestibadora.com
Sociedad Portuaria Operadora Internacional	recepcion@spoi.com.co
Cartagena II	recepcion@cartagena2.com.co

They must contain:

International Invoice
Invoice in PDF.
Date and invoice number.
Purchase or Service Order Number.
Negotiation term (Incoterms with its version and city).
Place of issuance of the invoice.
Currency.
Form of payment and term (indicate if you have an advance, letter of credit, etc.).
Country of origin of the merchandise.

Sociedad Portuaria Regional de Cartagena S.A.
Manga, Terminal Marítimo

Conmutador: +60 (5) 6607781

AA 7954 www.puertocartagena.com e-mail: archivo@sprc.com.co
Cartagena de Indias - Colombia

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Include serials (if applicable).
Discriminate unit values.
Discriminate freight value (if applicable).
Discriminate insurance value (if applicable).

INTERNATIONAL SHIPMENT INFORMATION

Email: abastecimiento.log@sprc.com.co

Please send:

1. Commercial or Proforma invoice (if you send Proforma, the commercial invoice must be issued before the arrival of the shipment at our warehouse).
2. Estimated date of delivery.
3. Contact, address, email, phone number of person in charge of delivering the merchandise, collection time, internal order number of the supplier, etc.
4. Specify the dimensions (Inches or Centimeters), weight (Pounds or Kilograms) and number of packages (provide the information if possible before the estimated delivery date).
5. Indicate if the load is stackable or not.
6. Type of packaging: for air or sea freight.
7. If it is specialized or oversized cargo, send photos and recommendations of its handling and type of machinery required for it
8. In the cases that apply, a recommendation for the type of container to use (HC, Open Top, Flat Rack, Platform, among others).
9. Tariff heading.

TRANSPORT DOCUMENTS

Email: abastecimiento.log@sprc.com.co

If the freight is contracted by the supplier, the issuance instruction of the destination transport document is mandatory.

1. Send in advance the information of the agent that will handle the cargo to release the transport document.
2. The Maritime Terminals in Cartagena where the cargo must arrive are at **Contecar or SPRC**.
3. If the supplier assumes the dispatch by air, we suggested to use DHL or FEDEX.
4. If the provider is responsible for the BL, VoBo is required of the consignment by Foreign Trade.
5. Delivery of original transport document (BL or air waybill), issuance at destination is recommended. In such case of being issued at source, it must be sent to Foreign Trade.

CONSIGNEE OF TRANSPORTATION DOCUMENT

ZONA FRANCA SPRC:

Zona Franca Permanente Especial de Servicios
Sociedad Portuaria Regional de Cartagena.
Reg. 998 Cod. MUISCA 3937
Nit:800.200.969-1
Manga, Terminal Marítimo.
Cartagena, Colombia
e-mail: gestion.a@sprc.com.co

ZONA FRANCA CONTECAR:

Zona Franca Permanente Especial de Servicios
Terminal de Contenedores de Cartagena.
Reg. 956, Cod. MUISCA 4080
Nit: 800.116.164-0
Mamonal Km 1,
Cartagena, Colombia
e-mail: gestion.a@contecar.com.co

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SOCIEDAD PORTUARIA REGIONAL DE CARTAGENA S.A.

NIT 800.200.969-1
Manga, Terminal Marítimo,
Código postal 130001
Cartagena, Colombia
e-mail: gestion.a@sprc.com.co

TERMINAL DE CONTENEDORES DE CARTAGENA S.A.

NIT 800.116.164-0
Mamonal Km 1
Código postal 130013
Cartagena, Colombia
e-mail: gestion.a@contecar.com.co

COMPAÑÍA ESTIBADORA COLOMBIANA SAS CEC

Nit. 806.013.873-3
Manga, Predios del Terminal Marítimo
Cartagena, Colombia.
e-mail: gestion.a@sprc.com.co

GPC TUGS S.A.A

NIT: 900.500.517-6
Manga, Predios del Terminal Marítimo – SPRC
Cartagena, Colombia
e-mail: gestion.a@sprc.com.co

SOCIEDAD PORTUARIA OPERADORA INTERNACIONAL S.A.

NIT 890.401.435-0
Manga, Predios del Terminal Marítimo - SPRC
Cartagena, Colombia
e-mail: gestion.a@sprc.com.co

IMPORTANT

- You can't dispatch without VoBo from logistic team.
- You can't contact our forwarders before coordinating delivery with the logistic team.
- PO's from different companies must NEVER be mixed in the same dispatch, each purchase order must be dispatched to its corresponding warehouse.

CONTACTS

Negotiators (For quotes and negotiations): abastecimiento.neg@sprc.com.co

Logistics (For deliveries): abastecimiento.log@sprc.com.co

Transactional (Generation of orders): abastecimiento.tra@sprc.com.co

Full Supply Team: abastecimiento@sprc.com.co

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