1. **NGO’s registration process** ➔
   "Convention d’établissement" to be done
   (like a MoU)

2. **Order** from humanitarian receiver to his
   purchase centre or directly to the supplier

3. **Shipper** prepares physically the goods,
   and creates: packing list, invoice or value
   declaration, and all Certificates necessary for
   exportation

4. Reception in guinea of sets of papers:
   Value declaration or invoice, packing list

5. Bivac office in Conakry

6. Physical visit on the
   goods by Veritas / Bivac

7. Boarding the container
   on the vessel

8. Reception by the
   shipper of 3 B/L
   originals

9. Reception of 2 B/L
   originals & not negotiable

10. UN agency requests
    after diplomatic tax
    exemption to Ministry of
    Foreign Affairs

11. Arrival & offloading of the vessel at
    Conakry port

12. Management of container’s
    reception by shipping agency or
    shipping Agent

13. Clearance process managed by
    forwarding company in Conakry

14. Bivac physical visit of the goods or
    sets of documents control (1)

15. Final delivery

16. Official import
declaration given by
forwarding agency
Legend and comments of the process flowchart:

<table>
<thead>
<tr>
<th>Category</th>
<th>Legend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicable on UN &amp; NGOs</td>
<td></td>
</tr>
<tr>
<td>Applicable on NGOs only</td>
<td></td>
</tr>
<tr>
<td>Applicable on UN only</td>
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</tbody>
</table>

**Seafreight:** a critical step is the shipment by express mail of the originals of Bill of Lading (B/L) to Conakry because the importer in Guinea normally needs to have the originals in hands to apply for exemptions. In fact, sea freight companies can issue the B/L only after boarding the containers on the vessel and the transit time of the vessel is only around 12 days from the European ports to Conakry therefore there can be high risk to pay demurrage for the containers in case of delay in the clearance process.

**Airfreight:**

After step Nº 6, if you organize airfreight, the exporter has to send by express mail export set of documents (with copy of Airway bill) immediately after Bivac/Veritas visit, to the importer in Guinea; with this set of documents, the importer organize clearance with letters etc. in collaboration with the forwarding company. After receiving possible confirmation of duty waiver (for NGOs) or of diplomatic tax exemption (for UN), the receiver