

COPPER DISPATCH PROCEDURE

To ensure that KCM dispatch process happens within the defined Truck Turnaround Time (TAT), the below procedure outlines the parameters within which all processes must to be executed by the transporters and must be adhered to as below.

1. Pre-screening of drivers by KCM security. Details of drivers to be submitted to KCM 48hours (2days) prior to placement of trucks.
2. KCM shall give formal Parcel allocation to transporter upon confirmation of truck availability, clearly indicating dates when trucks should report for loading.
3. Provision of loading orders by transporter specifying details of trucks, drivers and loading capacity.
4. Transporter to place trucks within 3 days after pre-screening. If trucks are not made available, KCM will arrange from another transporter at a cost to the transporter who did not avail the trucks.
5. Security verification of booking list and physical verification of trucks/drivers in readiness for entry in the plant, to be done immediately trucks report for loading.
6. Trucks shall not be allowed in the plant if they do not form a complete convoy.
7. KCM shall ensure trucks are loaded and dispatched within 8 hours.
8. Security shall carry out physical verification of loaded trucks and prepare video footage prior to release of trucks.
9. Signing of documents shall be done by the transporter's representative and KCM personnel.
10. All processes of loading, documentation and dispatch of trucks shall be done from 06:00hours to 15:hours.
11. Final Security clearance (dispatch) of trucks shall be done and re-ensuring of convoy requirement.

INVOICE SUBMISSION PROCEDURE

- Invoices shall be raised by the Transporter and received in Chingola by KCM on or before 10th of the month and will be paid **60 days** from the day of Receipt of invoices.
- When raising/submitting invoices transporter to always ensure the following documents are attached.
 - a) Loading list.
 - b) Commercial invoice
 - c) Confirmation of Receipt Stamp by Port agent
 - d) Goods Received Note
- Summary to be attached to the tax invoice should have the below details

Dispatch Date	Consignment Number	Truck/Wagon Details	Tonnage	Rate	Amount
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