



BMHS PROCESS FLOWS

(Procedure to Register a BMHS Customer)

BMHS Customer Registration

STEP 1

Customer requests a meeting with the BMHS Project Manager to discuss the type of services QPMC can render and outline the operational requirements for cargo to be imported into Qatar.

STEP 2

The applying company must then forward its documents such as computer card, copy of company registration, sponsor QID, tax card, company profile and other requested information during the meeting with BMHS manager via email to **operations@qpmc.qa**

STEP 3

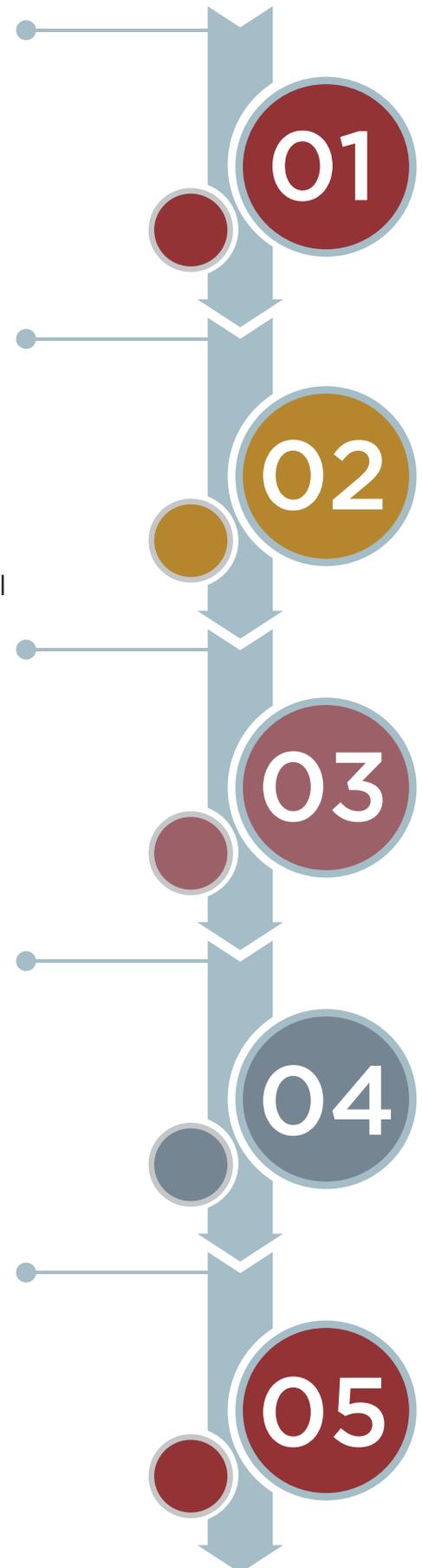
QPMC will verify the documents and register the company as a customer and create a Customer Code in our company system.

STEP 4

QPMC will notify the company, the Customer Code for information and future reference by text message.

STEP 5

QPMC will provide a confirmation letter to QP with Customer Code in order to register the customer with QP.



BMHS - Service Level Agreement

STEP 1

The shipping agent approaches QPMC with a vessel suitability application. QPMC will send email with a soft copy of Service Level Agreement (SLA) to consignee for signing.

STEP 2

Consignee reviews SLA and selects the services required from QPMC, providing details of vessel name, quantity, type of cargo, ETA, loading port etc.

STEP 3

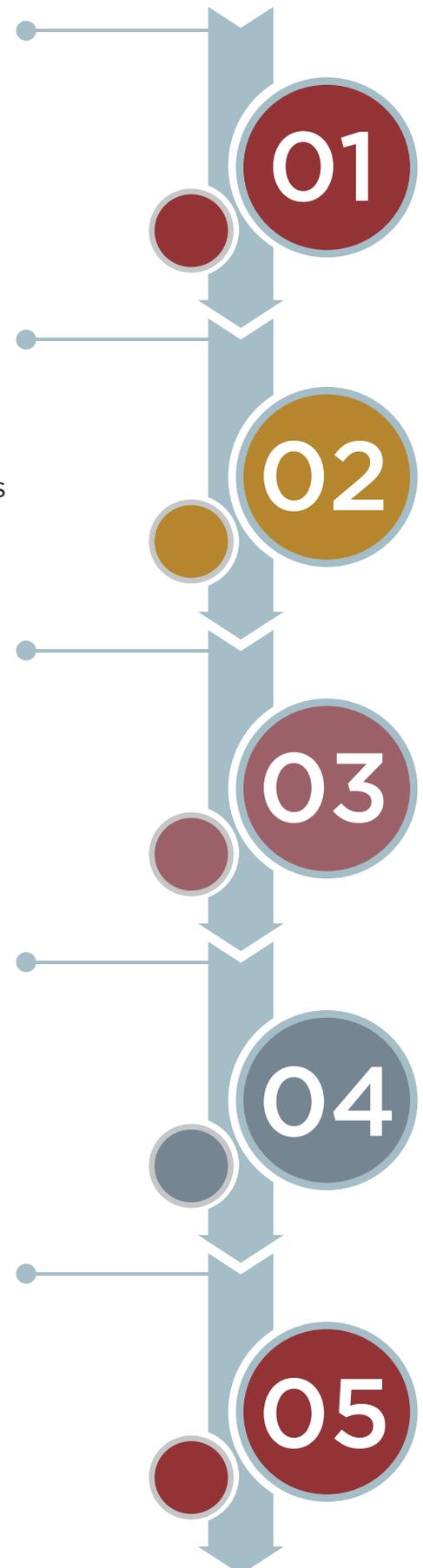
Once consignee has signed the SLA, two copies must be scanned and emailed to the BMHS Central Control Office. The original copies must be hand-delivered to BMHS Central Control office in Mesaieed.

STEP 4

QPMC will then confirm the vessel's suitability upon receiving two original SLAs from the consignee. The suitability form will be released to respective shipping agent.

STEP 5

QPMC's Operations Director will sign and approve the SLA. The SLA is then binding between the respective parties.



BMHS Vessel Suitability Acceptance - Process Flow

02 STEP Planning will verify the documents and get approval from QMPC Operations Director on vessel's suitability.

04 STEP Consignee will sign and stamp the SLA and return it to QPMC. Consignee will specify the required storage period in the BMHS yard.

06 STEP Agent in turn will upload QPMC approval onto QP website (PMIS System) for final approval.

08 STEP Once approved by QP, a VRC number is issued on the PMIS system.

10 STEP The agent updates vessel ETA to Mesaieed on daily basis.

01 STEP Agent sends correctly filled-in application for the vessel intending to call GBT before vessel fixed for loading.

03 STEP QPMC admin will send the Service Level Agreement to the consignee.

05 STEP On receipt of the SLA, approved suitability will be sent to the agent with details of the berth allocation. (Aggregate vessels G2 & G3/Non Aggregate vessels G1).

07 STEP After verifying the documents, QP will approve/reject the vessel's suitability.

09 STEP After the suitability approval, the vessel is fixed for loading.





شكراً
Thank you

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