



# **BMHS PROCESS FLOWS**

(Procedure to Register a BMHS Customer)

## BMHS Customer Registration

### PROCESS 1

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

### PROCESS 2

Upon completion of meeting the company must forward its documents such as Computer card, CR copy, Sponsor QID, Tax Card, Company contact details via email.

### PROCESS 3

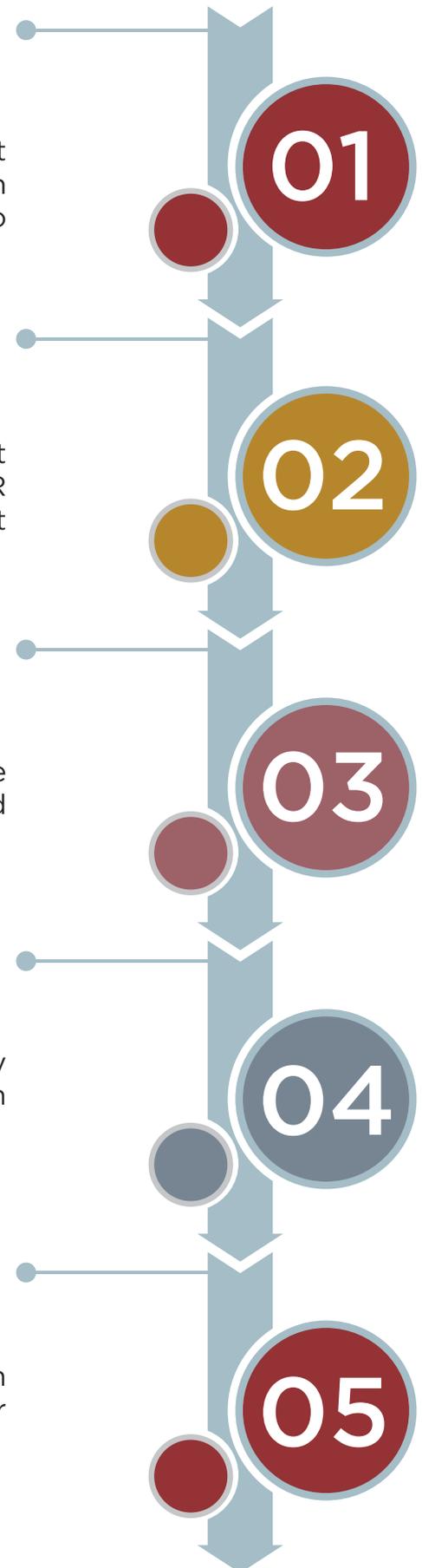
Upon receiving the documents QPMC will verify the document and register company as customer and create customer code in SAP system.

### PROCESS 4

Upon completion of registration QPMC will notify customer with registration Code for their information and future reference.

### PROCESS 5

QPMC will provide a confirmation letter to QP with registration code in order to register the customer with QP.



## BMHS - Service Level Agreement

### PROCESS 1

Shipping agent will approach QPMC with vessel suitability application. QPMC will send email with soft copy of Service Level Agreement to consignee for signing.

### PROCESS 2

Consignee to review SLA and select suitable services requirement from QPMC with details of vessel name, quantity, type of cargo, ETA, loading port.

### PROCESS 3

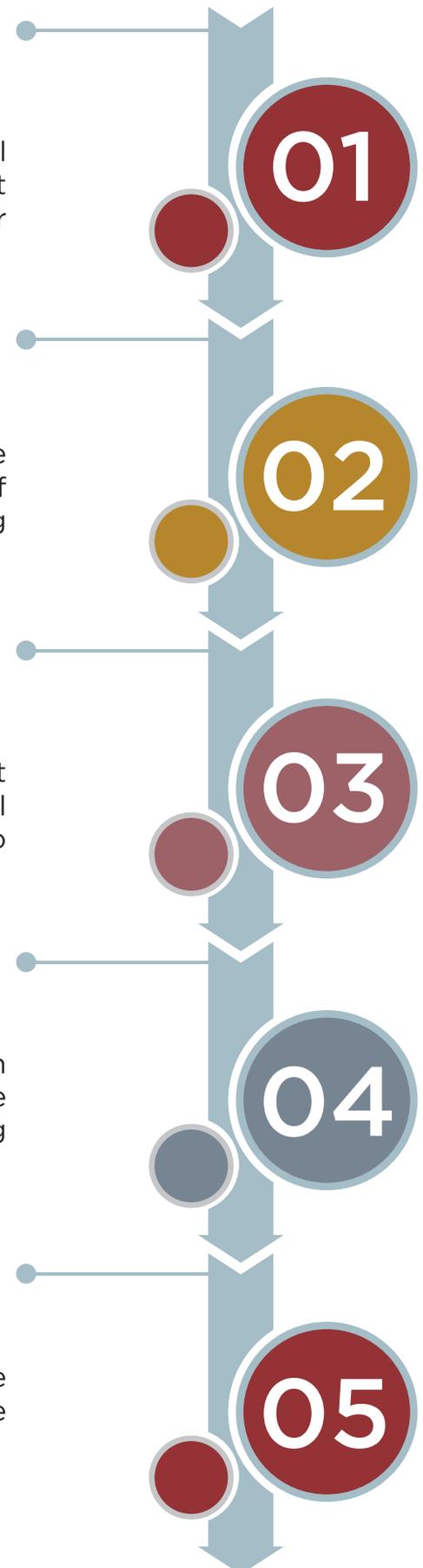
Once consignee has signed the SLA two copies must be scanned and mailed to the BMHS Central Control office. The original copies must be hand-delivered to BMHS Central Control office in Mesaieed.

### PROCESS 4

QPMC will then release the vessel suitability upon receiving of two original SLA from the consignee, the suitability will be released to respective shipping agent.

### PROCESS 5

QPMC 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 Ops. Director on the suitability.

**04 STEP** Consignee will sign and stamp the Service Level Agreement and return back 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, "VRC No." is issued in the PMIS system.

**10 STEP** Agent to update vessel ETA to Mesaieed on daily basis.

**01 STEP** Agent to send duly filled application for the vessel intend to call GBT before vessel fixed for loading.

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

**05 STEP** Upon receipt of Service Level Agreement, approved suitability is send to the agent informing berth allocation. (Aggregate vessels G2 & G3/Non Aggregate vessels G1).

**07 STEP** QP after verifying the documents will Approve /Reject the suitability.

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





شكراً  
Thank you

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