



# Transit Freight Process Flow

Stage	1	2	3	4	5	6	7
Party	Preliminary Information Exchange	Vessel Arrival and Berthing	Border and Customs Controls	Loading / Discharge	Transit Formalities	Inland Transit	Country Exit
ASCO / ship owner	Prepare and transmit vessel/cargo manifests to PoB	Notify arrival, provide vessel documentation to Commission, coordinate berthing	-	Vessel operations (ballast, lashing, hatch opening/closing)	Issuance of Ro-Ro tickets and shipping charges	-	-
PoB	Receive and distribute data to DGK, DSX, ADY, HQ	Allocate berth, authorize entry	-	Terminal operations, cargo handling, yard/warehouse management	Collection of port dues and service charges	Release of trucks/wagons from port	-
DGK	Pre-arrival preparations	-	Customs inspection and clearance	Inspection of goods, vehicles, and documents	Finalize customs clearance	In-transit convoy and supervision	Exit customs inspection and clearance
DSX	Pre-arrival preparations	-	Border security checks and convoy	Inspection of goods, vehicles, and documents	-	In-transit convoy and supervision	Border security checks and authorization for exit
ADY	Pre-arrival preparations	-	-	Provision, weighing, loading/unloading of wagons	Prepare railway bills and relevant documentation	Wagon movement, train formation, technical/commercial inspection	-
Cargo owner / forwarder	Ensure timely provision of accurate shipping documents (manifest, consignment note, commercial invoice, packing list, etc.)	Secure special authorizations or permits in case of dangerous, oversized, or perishable cargo	Prepare and submit customs declarations, licenses/permits, and certificates; ensure accuracy and completeness of documents	Ensure availability and readiness of trucks/wagons /containers; coordinate loading plan and transport	Ensure all financial settlements are completed; collect transport documents (bill of lading, railway bill)	Coordinate with carriers; monitor cargo status and transit progress; manage communication on delays or risks	Ensure all exit documents and transit permits are valid; collect stamped clearance documents

## Glossary:

**Terminal** – Specialized port facilities providing relevant services, including Ro-Ro, Ferry, and General Cargo Terminals

**Cargo Manifest** – Transport document listing all goods carried on board of a vessel

**Cargo Owner** – The legal owner of the cargo or the shipper/consignee of the goods

**Forwarder** – The representative of the cargo owner or a logistics company acting on behalf of the cargo owner

**PoB** – Baku International Sea Trade Port CJSC

**ASCO** – Azerbaijan Caspian Shipping Company CJSC

**DGK** – State Customs Committee of the Republic of Azerbaijan

**DSX** – State Border Service of the Republic of Azerbaijan

**ADY** – Azerbaijan Railways CJSC

**Commission** – A group of representatives of border security and customs authorities of the Republic of Azerbaijan

**Operational Headquarters (HQ)** – A structure established under the Coordinating Council of the Republic of Azerbaijan on Transit Freight for the purpose of facilitating, ensuring transparency and digitalization of procedures conducted at PoB, as well as improving the joint planning and unified dispatch management of transit operations. HQ functions under the management of the Secretariat of the Council and consists of representatives of the Ministry of Digital Development and Transport, the Secretariat, DGK, DSX, ADY, ASCO, and PoB

## Contacts:

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