

Shipping from Panama to Cartagena, What to do in CARTAGENA

www.pawsontour.com

January 2014

This document is most helpful to people shipping with Seabord Marine. Certain things apply to SM only, other things apply to all shipments. Also, this description is how WE did it. There are many ways leading to Rome, once the ship had arrived in Cartagena, we got the car out of the port within a few hours whereas we had heard from people who took several days! This process seems to be very individual and complications can always occur.

Day 1 in Cartagena

1 Inquire about freighter

BEFORE doing anything else, you need to find out if the freighter has left the port in Colon. The name of the vessel is marked on the BoL. I called Seabord Marine in Cartagena directly:

<http://www.seaboardmarine.com/SML/ContactUs.aspx?CountryCode=CO>

But it is easier to get the information from your agent, sending you an email or calling you as soon as the vessel left Panama. The agent will also have the info of when exactly it will arrive in Cartagena.

2 Visit Seaboardmarine

Needed Copies:

-The people of SM made all the copies needed

Needed originals:

-Passport

-Bill of Landing from Panama

As soon as the ship has left the port in Colon, you can retrieve the Bill of Landing Original from SM. Opening hours 8am to 11am and 2pm to 5pm. Of course it is advisable to be there early.

Take a cab or a motorbike (which is by far the cheaper option!) and tell them you want to go to 'Muelle el Bosque'. That is the port where SM containers dock. A cab from the airport to the Muelle cost me 10'000COP, the motorbike charged only half of that price, 5'000COP!!!

If you reside downtown, count on paying 5'000 to 8'000COP for a regular taxi. The drivers are not known to be the friendliest on earth; negotiate on the price beforehand or take the next cab- there are a lot of them around!

That's what the entry to the port area 'Muelle el Bosque' looks like:



Right now, you don't enter, you access the SM office from outside.

You keep walking down the street to the left until you reach the little white building on the following picture. This is the SM office. Of Course, no signs!



Here I told them I wanted to get the original BoL. You receive 3 originals per vehicle. Only one of these will have the SM stamp on it, it is the most important one!!

IMPOTANT: ALL data MUST be correct!!!! My shipping partner had a wrong car number and a wrong VIN on it! Luckily, we could show them a BoL from Panama and they agreed to correct this mistake.

Also ask when the freight is unloaded and when you can arrange a date with the inspector (point 3). This date is VERY important! In case the container is not unloaded when the inspector gets there, you lose a massive amount of time!!!

Our ship arrived at 11pm and the container was unloaded in the morning. They work 24/7!!! From this moment on, you have exactly 3 days to empty the container, if you do it later, you pay extra!

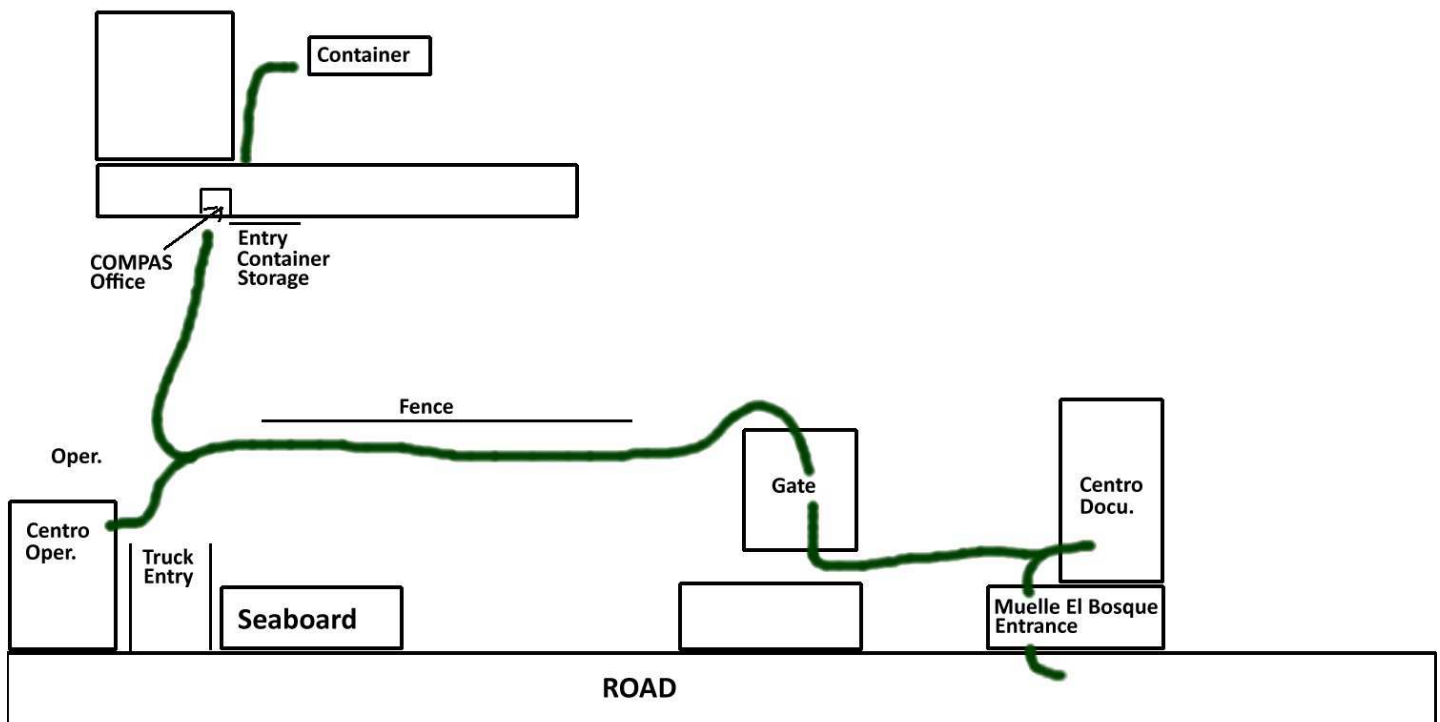
3 Visit Document Office or Operations Office

Contrary to other ports in Cartagena, you still don't need a helmet, a reflector vest or life insurance- but things change fast... so in case it changes, remember to take your vest out of the car in Panama!

Needed:

- Working shoes
- Long pants
- ID, drivers license etc.

In case SM cannot inform you when the container will be ready, you can go check at the Document or Operation Office. I marked the pedestrian trail in green.



Give them an ID in order to receive an Entry Badge. There are 2 security zones. Centro de Documentacion is in zone 1. Centro de Operaciones (operation center) is in zone 2. You will have to tell them where you are going before they let you in. You cannot access zone 2 with a zone 1 badge and will have to exchange it at the entrance at Muelle el Bosque.

I went to Centro de Documentacion (document center), zone 1, where a very nice lady on the left side (Step 1) took the BoL, made copies and checked the computer for the arrival time. She told us the container would be ready the following early morning and that she will prepare all the paperwork for us.



In case the lady is not as nice to you :o) you will have to walk to Centro de Operaciones (get zone 2 badge before) and ask there. In case all goes well, go to point number 5.)

4 Centro de Operaciones (only applies if the above step fails and you still need to know when the ship arrives!)

Needed:

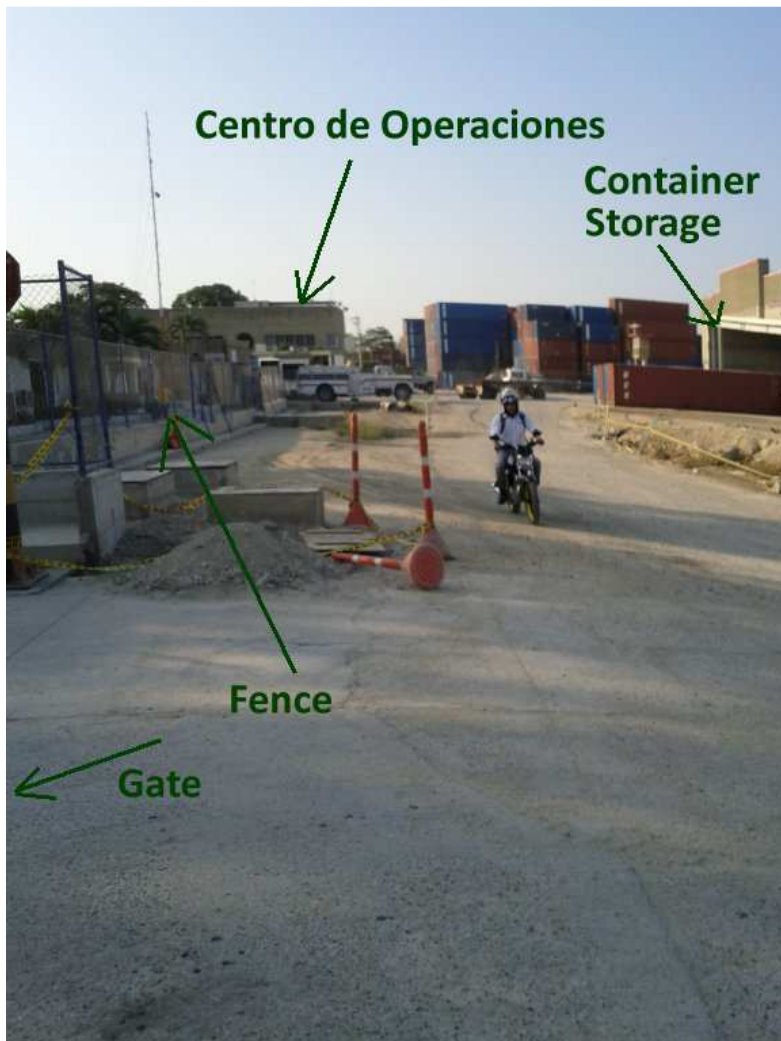
- Working shoes
- Long pants
- ID, drivers license etc.

I did not have to come here, but was told they check your backpack etc. There are no cameras allowed in there!



IMPORTANT: I was nicely told that cell phones are allowed in this area, but you are not allowed to use it in zone 2. Probably because of risk of accidents. I took theses photos in the hidden...

Coming out of the gate, turn left and walk along the LEFT side of the fence! It is not allowed to walk where the motorbike drives!



Also on the picture, next to the Centro de Operaciones, is the area for trucks and the scales. On the right (container storage) is the place where you meet the inspector.

Upon return you get your ID back when you hand in the badge

5 DIAN

Needed:

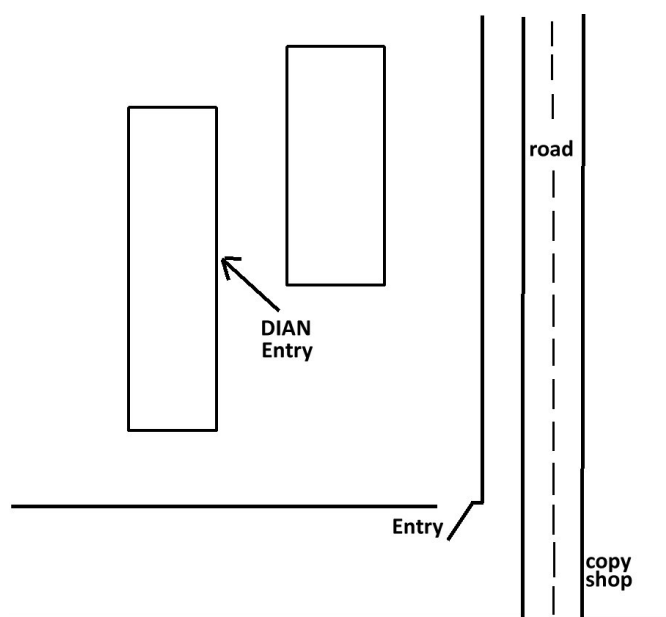
-the date on which the container is ready to be unloaded

Copies:

- Passport (I took copies of the personal data page PLUS the page with the entry stamp)

- title

Finally, you can visit the slowest office in Cartagena. DIAN is in the so-called Manga area. We had time to kill, so we walked, it took us 45 minutes. If you take a cab it will cost you 5'000COP. All taxi drivers know DIAN and will drop you right at the area entry gate.



Just opposite is a copy shop, in case you need more copies- that's the place and time to do it! Doesn't cost a fortune, so make enough for the next couple of days, too.

After that, you cross the street and walk towards the buildings on the left. You need to go to the second one, like it is shown on the picture above. You enter the waiting room and tell the security person that you are here for the 'Importacion Temporal de mi vehiculo'. Take a seat and enjoy the cool air :o)

After a while you are being fetched by the responsible person and go to their office. There, you fill in the 'Formulario de Importacion Temporal de Vehiculos' and hand in the copies of passport and title as mentioned above.

Here is the form so you know what to expect ; you only have to fill in the top part and sign at the bottom right.

Acta N° 0421 23-01-14

DIAN
IMPORTACIÓN TEMPORAL DE VEHÍCULO DE TURISTA
TOURIST VEHICLE TEMPORARY IMPORT
DIRECCIÓN SECCIONAL DE ADUANAS DE CARTAGENA
CARTAGENA CUSTOMS DIVISION

SOLICITUD No.
Request No. 00343

FECHA
Date 23 ENE 2014

Conforme a lo que establecen los Artículos 158, 159, 160 y 161 del Decreto 2885 del 28 de diciembre de 1989, se da trámite a la siguiente solicitud de Importación Temporal de Vehículo de Turista.
According to the established in Articles 158, 159, 160 and 161 of Decree 2885 of December 28 of 1989, is hereby to comply with the present request of a temporary import of a tourist vehicle.

TURISTA O INTERESADO
Name of applicant MICHEL BUCHS

NACIONALIDAD
Nationality SUIZA

FECHA DE LLEGADA
Date of arrival 20/1/14

NO DE DÍAS AUTORIZADOS POR MIG.C.
VISA ISSUED BY MIG.C., PERIOD OF DAYS 90 DÍAS

DATOS DEL VEHÍCULO
Vehicle Information

NO. DOCUMENTO DE PROPIEDAD
Ownership's Title document number 520516

FECHA
Date 24/6/93

CLASE
Type TOYOTA

NO. DE CHASIS
Chassis/VIN number VIN HERE

PLACAS DEL PAÍS DE MATRICULA
Licence Plates Nos of Issuing Country

MARCA
Brand TOYOTA

TIPO
Model LANDCRUISER

AÑO MODELO
Model Year 1993

NO MOTOR
Engine Number

PAÍS DE MATRICULA
Country of registration SUIZA

COLOR
Color BEIGE

TURISTA O INTERESADO
Name of applicant TURISTA: MICHEL BUCHS

ADUANA DE SALIDA
Customs of exit COLOMBIA

OFICIO No.
Customs Reg. 0343

FECHA
Date 23 ENE 2014

AUTO Y ACTA PARA LA AUTORIZACIÓN DE IMPORTACIÓN TEMPORAL DE VEHÍCULO DE TURISTA
(ESPACIO RESERVADO PARA EL USO EXCLUSIVO DE LA DIVISIÓN DE COMERCIO EXTERIOR DE LA DIAN)
AUTHORIZATION OF A TOURIST VEHICLE TEMPORARY IMPORTATION
(Space reserved for exclusive use of the D.I.A.N./Customs)

Verificado el cumplimiento de los requisitos exigidos en el artículo 158 del Decreto 2885 de 1989, y conforme a la inspección física realizada, el vehículo arriba descrito y a los documentos allegados por el interesado se:

Once verified the compliance of the legal requirement according with Article 158 Decree 2885, 1989, and according to the physical inspection before mentioned and the documents presented by the traveller, TEMPORARY IMPORT is:

AUTORIZA
Authorized ☒

RECHAZA
Denied ☐

IMPORTACIÓN TEMPORAL DE VEHÍCULO DE TURISTA OTORGADO A
Temporary Importation of a vehicle granted to:

TURISTA O INTERESADO
Name of applicant MICHEL BUCHS

PASAPORTE No.
Passport Number

POR EL TÉRMINO DE:
For 85 DÍAS

FINALIZA EL DÍA
Date of expiry 19-Abril-2014

DOMICILIO EN EL PAÍS
Address in Colombia

OBSERVACIONES
Observations

Se informa al turista o interesado que para la salida del vehículo debe dar cumplimiento a lo establecido en el artículo 2 del Decreto 0948/2012
Please be informed that as a tourist you are requested to communicate Customs authorities prior leaving the Country, in order to cancel this temporary import. Failing to do so, may delay your departure and cause legal penalties!

Marcos
JEFE DE IMPORTACION
CHIEF OF IMPORTS

Enrico Castillo Botello
INSPECTOR
CUSTOMS INSPECTOR

Your Signature
TOURIST OR PERSON CONCERNED

The black part is filled in by DIAN and at the end it is signed by the inspector and the chief inspector on the day of inspection.

The official will ask you on which day the container will be ready for inspection. Tell them the date you received under points 2-4.

IMPORTANT: make sure the container is READY when the inspector arrives!

These are all the preparations you have to make after the ship with your car has left Panama; now enjoy the time being until it is time to unload.

Day 2 in Cartagena

1 Unloading the Container

As early as 7:50am, we passed the gate of security zone 2 walking towards the 'Centro de Operaciones'. Before reaching the building, I was told to go to the other side to the so-called container hall (also marked on the drawing under point 3). This is the view of the container hall:



There, I encountered a few containers and the inspector. Greet and inform him that your car is in the container. You then walk into the container hall and go to the COMPAS office on the left.



COMPAS		PROCESO MISIONAL Procedimiento Verificación de Requisitos para llenado, Vaciado e Inspección de Contenedores Y/o Carga Suelta ANEXO K: Acta de Apertura		Área: Vicecomandancia de Operaciones Código: DOP/OS Versión: 00 Página: 1/1 Fecha de act. Enero del 2013									
FECHA <table style="width: 100%;"> <tr> <td style="width: 15%;">DÍA</td> <td style="width: 15%;">MES</td> <td style="width: 15%;">AÑO</td> <td style="width: 55%;"></td> </tr> <tr> <td>24</td> <td>07</td> <td>14</td> <td style="text-align: center; font-size: 1.5em;">7665</td> </tr> </table>						DÍA	MES	AÑO		24	07	14	7665
DÍA	MES	AÑO											
24	07	14	7665										
HORA 12:30 PM		MN 50		VIAJE 50									
CONSIGNATARIO AGENTE ADUANA		SOLICITUD N° BULTOS		N° 140134082/49									
DESCRIPCIÓN DE MERCANCÍA LOCALIZACIÓN: ISLA <input type="checkbox"/> CONTINENTE <input type="checkbox"/> BODEGA <input type="checkbox"/> SECTOR <input type="checkbox"/>													
TIPO EMBALAJE													
CONT. <input type="checkbox"/> CAJA <input type="checkbox"/> HUACAL <input type="checkbox"/> ATADO <input type="checkbox"/> PALLET <input type="checkbox"/> OTROS: <input type="checkbox"/>													
CONTENEDOR O MATRÍCULA N° 1123456				Nos. SELLOS NUEVOS 									
MOTIVO DE LA APERTURA INSPECCIÓN <input checked="" type="checkbox"/> INVENTARIO <input type="checkbox"/> TOMAR SERIAL <input type="checkbox"/> OTROS: <input checked="" type="checkbox"/>													
EFECTUADO POR: <i>Andrés Bueche</i> SOLICITADO POR: <i>Andrés Bueche</i> EN PRESENCIA DE: <i>sg</i>													
EXTRACCIÓN DE MUESTRAS													
CANTIDAD	UNIDAD	DESCRIPCIÓN											
OBSERVACIONES:													
<i>Inspección visual al Vehículo. Indica operación sin novedad</i>													
 COMPAS				Signature _____									
AGENTE DE ADUANAS				Passport No. _____									

[illegible]

Keep all documents together, it is very easy to lose track of everything. Lock your car and walk back to the 'Centro de Documentaciones' to pay the port fees.

2 Port fees

Needed:

-Cash

Here, you will again meet the nice lady from point 3 (Step 1). She will hand you the bill, which you have to pay at Bancolombia on the left hand side. This is a picture of said bill (together with the receipt from the bank). On the top right of the bill, you see the individual bill number, which in my case was CTG0060709.

FACTURA DE VENTA
No. **CTG0060709**

COMPAS
Compañía de Puertos Asociados S.A.
www.compas.com.co
NIT. 800156044-6

FECHA SERVICIO: 24/01/2014
FECHA ELABORACIÓN: 24/01/2014
FECHA VENCIMIENTO: 26/01/2014
VENCIMIENTO FACTURA: 24/01/2014

SERIORES: MICHAEL ANDRE BUCHS
BOSQUE
0

M / N: SANDIWG - 9254764
ESCALA: 31015
REGISTRO: 0295 2014
PTO. DE EMBARQUE: VEGUT
O / BL: SMLU3603063A002
NIT: 508971
CARGA / CLASE: MAQUINARIA AUTOPROPULSADA
LINEA MARITIMA: SEABOARD MARINE
AGENTE / SIA: MICHAEL ANDRE BUCHS
REPRESENTANTE LEGAL: MICHAEL ANDRE BUCHS
MARCAS / NÚM.: N/A
TASA DE CAMBIO: \$ 1.993,23

CODIGO TARIFAS	DESCRIPCION DEL SERVICIO	TIEMPO		MEDIDA		MON	TARIFA	DEBE	
		CANTIDAD	UN	CANTIDAD	UN			VALOR	VALOR \$ COL
00636	INSPECCION CARGA GENERAL (MOV / TRASLADO)	0,0000		1,0000	UNI	USD	77,0000	153.479,00	
00471	USO INSTALACIONES UNIMAQ AUTOP > 20 <= 40 M3	0,0000		1,0000	UNI	USD	85,0000	168.425,00	
03757	PORTEO DE UNI. AUTOPROPULSADA > 20 <= 40 M3 (IMP)	0,0000		1,0000	UNI	USD	11,0000	21.926,00	
03753	ENTREGA DE UNI. AUTOPROPULSADA > 20 <= 40 M3 (IMP)	0,0000		1,0000	UNI	USD	17,0000	33.885,00	

Bancolombia
RECAUDOS BANCOLOMBIA No. **204359915**

CIUDAD: CARTAGENA DIA: 24 MES: 01 AÑO: 2014
NOMBRE DEL PAGADOR: MICHAEL BUCHS
REFERENCIA: TELEFONO:
FORMA DE PAGO: BANCO
CHEQUE No.: VALOR:
EFFECTIVO: 378'715
CHEQUES: TOTAL: 378'715
VER INSTRUCCIONES AL RESPALDO
COPIA - BANCO X/2012 800048314

In the Bancolombia, you say you'd like to pay a bill. You will then receive a form to fill in:

Bancolombia
RECAUDOS BANCOLOMBIA No. **204359915**

CIUDAD: CARTAGENA DIA: MES: AÑO:
NOMBRE DEL PAGADOR: MICHAEL BUCHS
REFERENCIA: **Passport No.** TELEFONO:
FORMA DE PAGO: BANCO
CHEQUE No.: VALOR:
EFFECTIVO: 378'715
CHEQUES: TOTAL: 378'715
VER INSTRUCCIONES AL RESPALDO
ORIGINAL - BANCO X/2012 800048314

The 'numero de cuenta' is indicated on the counter window of STEP 1. Under Concepto, you fill in the individual bill number and behind it the amount of money you have to pay. Depending on size of the car, you will pay more or less money here. Pay, take the receipt and go back to the lady, who then sent us to a counter way back, where we had to sign some documents and receive some more at another counter. Everyone was very friendly, they will tell you where to go and what to do!



This is the export permit; it is an important document which you will need for the next step:

COMPAS		DOCUMENTO PARA RETIRO Ó INGRESO DE MERCANCÍAS		VIGILADO SUPERTRANSPORTE	
Peso Ingreso	Autorización Retiro Carga	X	Planilla	DRJNK	Peso Salida
Vehículo	Autorización Ingreso Carga		Número de Autozación	140124091339	Vehículo
			Fecha y Hora	24/01/2014 9:13:39	
Fecha y Hora de Ingreso Vehículo		Salida Vehículo			
Compañía Transportadora		Nombre y Cédula del Conductor		Passport No.	
		Identificación y Placa del Vehículo		License Plate	
Consignatario o Prop	Motonave	Viaje	Origen / Destin	Registro	Vencimiento
MICHAEL ANDRE	31015 - SANDWIG - 23-JAN-14	50	PAMIT COCTG		24/01/2014 23:59:59
No BL / DO	Doc Aduan	# Conte o Márcas	Tipo	Sellos	Empaqu
SMLU360306 3A002	DTU	1177494	MAQUINARIA AUTOPROPULSADA		VEH
Ubicación:		Bloque: [0] Calle: [0] Módulo: [0] Altura: []			
SIA : Nil - 1 - PORDEFINIR					
Observaciones :					
Personal SIA : C.C. 0 - PORDEFINIR POR DEFINIR -					
EL GESTOR SE RESPONSABILIZA DEL DEBIDO USO DE ESTE DOCUMENTO					
Autorizado entrega / Recibo Carga - Nombre				C.C	
Firma Emisor Autorización	Control Entrada Vehículo	Control Entrada/Recibo Carg		Control Entrada Vehículo	
mbente					
Gestor Receptor Autorización	Autorizado Entrega / Recibo de la Carga		Conductor		

Your Signature

Fill in license plate, name, passport number and sign. That was it!

Go back to your car and sort the ton of paperwork :o)

3 Drive out

Right where I unloaded the car, I had to show the export permit and some other documents. He signed and stamped the export permit and hands it back to you before we could leave! :

501-055

COMPAS NIT: 800 156 044 - 6 DOCUMENTO PARA RETIRO Ó INGRESO DE MERCANCÍAS VIGILADO SUPERTRANSPORTE

Peso Ingreso	Autorización Retiro Carga	X	Planilla	DRJNK	Peso Salida
Vehículo	Autorización Ingreso Carga		Número de Autozación	140124091339	
	Fecha y Hora			24/01/2014 9:13:39	
Fecha y Hora de Ingreso Vehículo		Salida Vehículo			
Compañía Transportadora		Nombre y Cédula del Conductor		MICHAEL BUCHS X4368994	
		Identificación y Placa del Vehículo		SD 155213	
Consignatario o Prop	Motonave	Viaje	Origen / Destin	Registro	Vencimiento
MICHAEL ANDRE	31015 - SANDWIG - 23 JAN-14	50	PAMIT	COCTG	24/01/2014 23:59:59
No BL / DO	Doc Aduan	# Conte o Marcas	Tipo	Sellos	Empaqu
SMU360306 SA002	DTU	1177494	MAQUINARIA AUTOPROPULSADA		VEH
					N. Built
					Peso K
					3900
Ubicación		Bloque: [0] Calle: [0] Módulo: [0] Altura: []			
SIA: Nit - 1 - PORDEFINIR		SIA - 31015 - 23 JAN-14			
Observaciones		SW - 31015 - 23 JAN-14			
Personal SIA: C.C. 0 - PORDEFINIR POR DEFINIR -					
EL GESTOR SE RESPONSABILIZA DEL DEBIDO USO DE ESTE DOCUMENTO					
Autorizado entrega / Recibo Carga - Nombre			C.C.		
Firma Autorización	Control Entrada Vehículo	Control Entrada Retiro Carga	Control Entrada Vehículo		
mbenito					
Gestor Receptor Autorización	Autorizado Entrega / Recibo de la Carga		Conductor		

COMPAS S.A.
REF: 1923834
PSM055
24/01/2014 10:33
BRUTO 3750KG
TARA 70KG
NETO 3680KG

COMPAS
Supervisor de Operaciones Terrestres

24 ENE 2014
Babuian

Get into your car and drive out way on the other side past the two 'Centro de Operaciones and Documentacion'. There is a huge exit and some scales where you- for the last time- have to show all documents. You get some more stamps and you are OUT!!!

IMPORTANT: Don't forget to retrieve your ID at the Muelle el Bosque Gate!

4 Car insurance

Needed:

-DIAN document

-take all documents you have

-copies can be made at the insurance place

It's up to you if you want to park your car at the port and take a cab to get insurance, or drive into town yourself and get insurance. However, in Colombia it is **mandatory** to have one!

We risked driving into town and parked here: N 10.42320° W 75.54477° (2000Pesos/h) or here: N 10.42476° W 75.54606° (3000Pesos/h, closer to city center). It is not far by foot.

Take the 'Importacion temporal' and the copies (just take all of the documents and copies) and get insurance at SOAT. SOAT is on the second floor of the building you find here: N10.425254,W75.547974

Also, there is a copy shop on the first floor!

We paid 154'000 COP for 3 months; this depends on the car, size, number of cylinders etc.