



TOMAX
L O G I S T I C S

Providing safe & secure, end-to-end supply chain solutions since 1987

Document Scanning & Retention Policy

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Authorised: Group Human Resources & Compliance Manager

When registering customs clearance jobs, whether freight and clearance (S Jobs) or clearance only (B Jobs), the following procedure should be followed:

1. Whether commercial documents are received as a soft copy or hard copy a complete set of commercial documents are to be scanned or moved into the CargoWiseOne job;
2. Commercial documents are given to the registration officer who creates the job folder with the existing documentation on hand;
3. Once the job folder is created, with an individual S or B job number the documents are scanned and dragged into that job in eDocs as a permanent record;
4. Subsequent documents that are required from time to time, are scanned and dragged into the job in e-docs as a permanent record;
5. On the cover sheet attached to the job folder, the COM DOCS SCAND box is then ticked to verify that the documents have been scanned into eDocs under the individual S or B job;
6. If the box is not ticked it is the responsibility of the complier/classifier or customs broker to check and ensure that the commercial documents have been scanned into eDocs under the unique B or S job number;
7. If the above has not been done, it is that Customs team member's responsibility to scan the commercial documents into eDocs as above;

Note: CargoWise WiseCloud services ensure that all retained documents are replicated simultaneously across two external storage sites for full disaster recovery.