

PRACTICAL GUIDE · FREIGHT FORWARDING AND CUSTOMS

What documents do you need to import into Guinea? The complete list by goods, transport and procedure

A complete import file, sent before the goods arrive, is the surest way to avoid days lost at the port of Conakry. You still need to know which papers to gather. They depend on three things: what you import, how the goods travel, and the customs procedure under which they enter.

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01 The essential documents to import into Guinea

To import into Guinea, you need at least the commercial invoice, the packing list, the transport document (sea bill of lading or air waybill), the certificate of origin, proof of freight and insurance when they are not on the invoice, and the importer's identification (tax number and trade register). Depending on the case, the certificates specific to the goods and the papers for the chosen customs procedure are added. The licensed customs broker then lodges the declaration on SYDONIA.

> The exact list may change with the regulations. Have your customs broker confirm it for each new type of goods.

02 The common core for every import

- Final commercial invoice: seller, buyer, precise description, quantities, unit prices, total value, currency and Incoterm. A vague invoice with no item-by-item detail invites customs to reassess the value.
- Packing list: number of packages, gross and net weights, dimensions, contents of each package, container numbers.
- Transport document: bill of lading (B/L) for sea, air waybill (AWB) for air, consignment note for road.
- Certificate of origin: it certifies the country of origin and determines any preferential treatment.
- Proof of freight and insurance, if the Incoterm does not include them: they form part of the CIF value, the basis for duties.
- Importer identification: tax number (NIF), trade register and, where applicable, importer registration or approval.

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- Under the regulations in force for sea freight, the electronic cargo tracking note and any document linked to the applicable import verification programme.

03 By type of goods

- Food and plant products: phytosanitary or sanitary certificate from the exporting country, sometimes a fumigation, analysis or quality certificate.
- Products of animal origin: veterinary certificate from the exporting country and inspection on arrival, depending on the product.
- Machines, equipment and parts: data sheet, make, model and serial numbers; they are used for classification, value and, later, any re-export.
- Vehicles: original title or registration certificate, chassis number (VIN), year of manufacture.
- Chemicals, telecommunications equipment, products subject to standards: depending on the case, prior authorisation or type approval from the competent service or ministry.
- Used goods: description of condition and justification of value, as customs assesses value case by case.

> Some goods are subject to specific authorisation or banned from import. Check before ordering, not on arrival.

04 By transport mode

- Sea: original bill of lading, or electronic release (telex release, surrender) confirmed by the shipping line; arrival notice; then delivery order (DO) after paying the shipping line's charges.
- Air: master air waybill and, for consolidated cargo, a house air waybill in the importer's name; the goods are cleared at Conakry airport.
- Road, from Freetown or Mali: consignment note, transit documents issued at departure and border crossing papers.
- Sea consolidation: house bill of lading and a clear allocation of packages between consignees.

In every case, the consignee on the transport document must be the importer declaring the goods, or a party clearly authorised by them.

05 By customs procedure

- Release for home use (definitive import): the common core is usually enough, plus the certificates specific to the goods.
- Exemption: the text or decision granting the exemption, and the list of goods covered; the declared goods must match it exactly.

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- Temporary admission: application for authorisation, re-export undertaking, guarantee (bond) and identification of the machine or equipment.
- Transit to a neighbouring country: bill of lading stating the final destination, transit guarantee and transit document.

> These procedures are granted under conditions and under the regulations in force. An exemption or a temporary admission is prepared before shipment, not once the goods are at the port.

06 Mistakes that block a file

- A different description on the invoice, the packing list and the bill of lading.
- Weights or package counts that do not match from one document to another.
- A declared value with no freight or insurance invoice when the Incoterm requires one.
- A consignee on the bill of lading different from the importer, or a missing tax number.
- The original bill of lading still with the supplier or the bank when the goods arrive.
- A certificate of origin or phytosanitary certificate missing, or issued after the goods left.
- Documents sent to the forwarder after the vessel has arrived, while the free time is already running.

07 What we do for you

TransXpress checks that your documents are consistent before arrival, tells you what is missing, declares the goods in Conakry and delivers them to your site. Send us the invoice, the packing list and the transport document as soon as the goods ship, with a description of the goods.

? Frequently asked questions

Can you clear goods in Guinea without the original bill of lading?

Yes, if the shipping line confirms an electronic release (telex release or surrender). Otherwise, the original bill of lading must be handed to the shipping line to obtain the delivery order.

Is a certificate of origin mandatory to import into Guinea?

It is part of the usual file and becomes essential to benefit from preferential treatment, such as the ECOWAS regime. Have your customs broker confirm whether it is required for your goods.

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When should documents be sent to the forwarder?

As soon as the goods ship, before they arrive: the declaration can then be prepared and lodged without delay, before the free time runs out.

General information guide written by TransXpress. Customs rules and procedures change: every file is checked against the documents and the regulations in force. This guide is neither a quotation nor a commitment.

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Procurement, freight forwarding and customs, heavy transport and equipment rental in Guinea.

TransXpress supports mining, industrial and construction operators in Guinea and on the corridors to Mali and Sierra Leone. A name, a number and a few words are enough: we call you back within 24 business hours.

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