

Documentation Needs for Imported Product where LGS/Lowe's Canada is Importer of Record (responsible for customs entry)

This will describe the basics of what is required for every *ocean* shipment that is initiated FOB foreign port or FCA (consolidated orders) for L G Sourcing, Inc./Lowe's Canada and how these documents need to be distributed.

Basic Document Requirements

- **Two (2) copies of commercial invoice, which must include:**
 - L G Sourcing/Lowe's Canada's (whichever is applicable to that shipment) purchase order number(s), along with the corresponding container number;
 - L G Sourcing/Lowe's Canada's (whichever is applicable to that shipment) item numbers and description of product;
 - Metric material weight breakdown or percentage breakdown for each item invoiced;
 - The complete name and address of the product manufacturer;
 - Show the billing party on the invoice as L G Sourcing/Lowe's Canada (whichever is applicable to that shipment)
 - List the Country of Origin (also see GSP requirement)
 - Shipping and payment terms;
 - That U. L. approval or other requirements for use of the product inside the United States have been met.
 - If the product contains fabric or fibers that are significant enough to potentially drive the origin declaration of the product to customs, the name and address of the fabric or fiber manufacturer must be provided.
 - If shipment contains Wood Packing Materials, the invoice must state that the wood packing has been treated and marked in compliance with ISPM #15; if shipment does not contain Wood Packing Materials, invoice must indicate state that the shipment contains no Wood Packing Material. These statements may also be made on a separate beneficiary certificate.

- **Two (2) packing lists, which must include the following:**
 - Packing list must show gross weight and carton count.
 - Must show the following statement: "We verify that the loading of containers was under full supervision and that no other than that shown on the documents was loaded, that the containers were sealed immediately after loading and that the containers were always under supervision." (for Full container loads only).

- **Two (2) Non-negotiable seaway bills**

Waybills must be consigned to L G Sourcing, Inc., 1605 Curtis Bridge Road, Wilkesboro, NC 28697 USA with notify party UPS Supply Chain Solutions, Savannah, GA for shipments into the United States For shipments into Canada the waybill must be consigned to Lowe's Companies Canada, ULC, 5160 Yonge Street, Suite 200, PO Box 50, North York, Ontario Canada M2N 6L9 with notify part of UPS Supply Chain Solutions, Mississauga, Ontario, Canada. These bills must be marked freight collect (and no collect amounts printed on the bills), reflect the location number and the

name of the facility location in the Place of Delivery column, and list the corresponding purchase order number with the container number in the Notes section. Must show consignee contact as Bethany W. Oller, Import Manager, Phone: 336-658-4831.

➤ **For consolidated shipments, must show shipper as OOCL Logistics

- **Two (2) Certificate of Origin forms or statement of country of origin on invoice.**
- **One (1) signed copy of Overweight Intermodal Container Certificate**
This should indicate each container number, description of the container contents, name and company of the person tendering the loaded container, and gross cargo weight of each container (for Full container loads only).
- **One (1) copy of shipping record submission print from GXS Logistics/Celarix** two (2) days prior to vessel departure for each purchase order and container showing the same waybill number and container number as per the sea waybill presented. (for Full Container loads only) Input the information at www.celarix.com. Include a copy of this submission report with the documents for payment.
- **One (1) copy of Inspection certificate issued and signed by L G Sourcing, Inc.** or its purported agents signed as such. Photocopy is acceptable. This is applicable only to areas of the globe where such services are provided by L G Sourcing, Inc.
- **One (1) signed copy of Container Pre-stuffing Inspection Certificate.** (Copy of form can be provided by L G Sourcing, Inc. offices or by Import Administration.
- **One (1) copy of overnight express company waybill** indicating shipment of one set of documents to UPS Supply Chain Solutions, Liberty Building, 7001 Chatham Center Drive, Suite 100, Savannah, GA 31405, or One (1) copy of email addressed to lgsourcingdocs@ups-scs.com or fax confirmation to one of the following numbers: 912-232-6669 or 912-233-8549, dated within five (5) business days of the sea waybill's onboard vessel date for shipments destined to the United States. For shipments destined to Canada shipment of documents should be to UPS Supply Chain Solutions, 1930 Derry Road East, Mississauga, Ontario, Canada L5s 1E2; or One (1) copy of email addressed to team.lowes@ups-scs.com, or fax confirmation to 905-677-2689 within five (5) business days of the sea waybill's onboard vessel date: Fax document should certify that one set of documents have been forwarded for to the applicable UPS office for customs clearance within five (5) business days of the sea waybill's onboard vessel date is acceptable in lieu of the overnight express company waybill (for Full container loads only).

***If the shipment is a less than container load-

- **One (1) copy of delivery receipt issued by OOCL Logistics** indicating item and piece count and condition of goods for each po delivered to the consolidator.

- **One (1) originally signed Forwarder's Cargo Receipt issued by OOCL Logistics.** Must be consigned to L G Sourcing, Inc., 1605 Curtis Bridge Road, Wilkesboro, NC 28697 USA for shipments destined for the United States or Lowe's Companies Canada, ULC, 5160 Yonge Street, Suite 200, PO Box 50, North York, Ontario, Canada M2N 6L9 for shipments destined to Canada, and evidencing freight collect, receipt of one invoice, one packing list, one GSP Certificate(s) of origin (if applicable) or GSP Declaration Form 19 CFR 10.173 for shipments into the United States; or one GSP Certificate(s) of origin (if applicable) for shipments into Canada and indicating item numbers, quantities received and applicant's purchase order number.

Additional Documentary Requirements/Exceptions

*******For shipments from GSP countries:**

- Two (2) copies of GSP (Generalized System of Preferences) Certificate of Origin Form A showing specific origin information of all parts applicable, if GSP claim is supportable and/or one copy of the GSP Declaration Form 19 CFR 10.173 for shipments into the United States. Two (2) copies of GSP (Generalized System of Preferences) Certificate of Origin Form A showing specific origin information of all parts applicable, if GPT (Generalized Preferential Tariff) claim is supportable for shipments into Canada. *If not applicable, a certified statement to that effect must be indicated on the commercial invoice or included in the documents presented for payment, or the invoice must clearly state where the product is manufactured.*

The Form 19 CFR 10.173 can also be utilized to verify content and origin for other free trade programs with the exception of NAFTA for shipments into the United States.

***If the manufacturer/representative company has an RN (Registration Number) on file with the Federal Trade Commission, number needs to appear on the commercial invoice as well as in the label/tag on the product. If the product does not have an RN, the label/tag must state the manufacturer's name and address or the name and address of a party involved in the chain of distribution.

*** If the shipment is CIF (Cost, Insurance, Freight):**

- 1) One (1) original and one (1) copy of insurance certificate endorsed to L G Sourcing, Inc. or Lowe's Companies Canada, ULC covering 110 percent of invoice value.
- 2) The invoice or some type of documentation included in both the payment documents and the Customs Brokerage documents that states the dollar amount of prepaid freight of the shipment.

Document Distribution Instructions

One set of documents must be forwarded to L G Sourcing/Lowe's Companies Canada, ULC's Customs Broker for clearance of the products through customs and for release of the containers from the steamship.

*** The documents that need to be forwarded to the broker are as follows:**

One (1) Commercial Invoice (a copy of the invoice that LGS/Lowe's Canada is expected to pay from)

One (1) Packing List

One (1) Non-negotiable Seaway Bill

One (1) Overweight Intermodal Certificate

Original GSP Certificate of Origin (if applicable) or GSP CFR form

If not on invoice, the Solid Wood Packing declaration.

**If the shipment is LCL/Consolidated, the consolidator will collect and forward the documents for customs clearance.

*** Brokerage Addresses:**

UPS Supply Chain Solutions
Liberty Building
7001 Chatham Center Drive
Suite 100
Savannah, GA 31405

UPS Supply Chain Solutions
1930 Derry Road East
Mississauga, Ontario
L5S 1E2 Canada

* All other documents need to be forwarded to the banking intermediary.

**Vendors are responsible for any port demurrage charges due to non-presentation or late presentation of documents to the Customs Broker.

***For all containers loaded on-board one vessel with the same port of entry and the same final destination, please request these containers be included in one (1) transport document (seaway bill). ***