

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 shipment that is initiated FOB foreign port 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:**
  - Invoice must have the complete name and address of the product manufacturer stated.
  - Evidencing container numbers with corresponding purchase order numbers.
  - The invoice must state the country of Origin.
  - Invoice number must be identified as (Quote) TSS INVOICE NUMBER (Unquote), else it will be raised as discrepancy.
  - Invoices must state the payment terms (ex. 60 days from sight) and shipment terms (FOB, CIF, etc.).
  - Invoice must show (Quote) WOOD CONTENT: (Unquote) indicator will reflect as N or Y. If (Quote) Y (Unquote) the following statement must be shown on the invoice (Quote) Please confirm that the wood packing has been treated and marked in compliance with ISPM No. 15. (Unquote) If (Quote) N (Unquote) no additional statement is required.
  - Invoice must show (Quote) *Inspector information only: CPSC required Certificates of Compliance are accessible at [www.lowesproductcertificates.com](http://www.lowesproductcertificates.com). The password for accessing the website is available by contacting [importdocs@lowes.com](mailto:importdocs@lowes.com) or UPS-SCS, phone # 912-232-1119 or [lgsourcingdocs@ups.com](mailto:lgsourcingdocs@ups.com). The unique identifier for each certificate is its Item Number.* (Unquote) If the above statement does not appear in the financial instrument instructions, the same will be considered as not applicable.
  - Invoice must show (Quote) *One originally signed certificate of origin and one copy showing specific origin information of all parts applicable, if IFTA claim is supportable and/or one copy of the IFTA declaration form 19 CFR 10.173. 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 invoice must indicate where the product is manufactured.* (Unquote) or *One originally signed certificate of origin and one copy showing specific origin information of all parts applicable, if IFTA claim is supportable and/or one copy of the IFTA declaration form 19 CFR 10.173.* If the above statement does not appear in the financial instrument instructions, the same will be considered as not applicable.
  - Invoice must show (Quote) *One originally signed GSP certificate of origin form a and one copy 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. 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 invoice must indicate where the product is manufactured. (Unquote) or One originally signed GSP certificate of origin form a and one copy 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. If the above statement does not appear in the financial instrument instructions, the same will be considered as not applicable.*

- Quantities and pricing on the invoice must match exactly with the transmitted purchase order.
  - Invoice must show a responsible employee's name of the exporter, who has knowledge, or who can readily obtain knowledge, on the imported merchandise of the transaction.
  - Invoice must show textile manufacture name and address.
  - If the above statement does not appear in the financial instrument instructions, the same will be considered as not applicable.
  - Lowe's will not accept TradeStone invoice water marked "Draft".
- **Two (2) packing lists, which must include the following:**
    - Packing List must show (Quote) We verify containers were sealed immediately after loading, only ordered merchandise was loaded and containers were loaded under full supervision. (Unquote) If the above statement does not appear in the financial instrument instructions, the same will be considered as not applicable.
    - Lowe's will not accept TradeStone Packing List water marked "Draft".
- **Two (2) Non-negotiable seaway bills**
    - Non-Negotiable Seaway Bills (with no collect amounts shown), indicating PO, an on-board date, port of entry, final destination, vessel name and voyage number, and show UPS Supply Chain Solutions, Inc., 2031 S. Centennial Ave. Aiken, SC as the notify party.
    - All non-negotiable seaway bills must be consigned to either:  
L.G. Sourcing, Inc.  
1605 Curtis Bridge Road  
Wilkesboro, NC 28697

Or

Lowe's Companies Canada ULC  
5160 Yonge Street Suite 200, PO Box 50  
North York, Ontario Canada M2N 6L9

    - All ocean presentations will require a Non-Negotiable Seaway Bill.
    - Mexico Rail and/or Truck, ocean shipping terms are FOB presentations and will require a Forwarder's Cargo Receipt issued by DHL Globalforwarding (all naming conventions of DHL are acceptable) consigned to LG Sourcing, Inc. 1605 Curtis Bridge road, Wilkesboro, North Carolina 28697 U.S.A, indicating carton count and Lowe's purchase order number(s)

- If the transport documents presented does not follow the requirements stated in the financial instrument instructions the document presentation must indicate a discrepancy.
- **Two (2) Certificate of Origin forms or statement of country of origin on invoice.**
  - Copy of TradeStone documents/conditions screenshot verifying all documents utilized for customs clearance and merchandise payment have been uploaded in Tradestone within 5 days of the Sea Waybill, Truck Bill of Lading or Rail Bill of Lading on board vessel date. Doc attached field should be marked “yes.” Doc edit date should reflect the date docs are uploaded in Tradestone.
  - 1 copy of inspection certificate
    - One copy of Inspection Certificate issued and signed by LG Sourcing, Inc. or Lowe’s Companies Canada ULC its purported agents signed as such. Photocopy is acceptable. Inspection Certificate must show PO number(s).
    - Acceptable third parties: SGS, Intertek (ITS), and Bureau Veritas (BV)
  - One copy of the plant product declaration form. If the document does not appear as a requirement in the financial instrument instructions, the same will be considered as not applicable.
  - One copy of trademark letter authorization. If the document does not appear as a requirement in the financial instrument instructions, the same will be considered as not applicable
  - One copy of FCC form, One copy of FCC Grant Authorization Certification form, One copy of FDA-2877 form. If the document does not appear as a requirement in the financial instrument instructions, the same will be considered as not applicable.
  - One copy of single or multi country declaration form. If the document does not appear as a requirement in the financial instrument instructions, the same will be considered as not applicable
- **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.

**\* 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

UPS Supply Chain Solutions  
2031 S. Centennial Ave.

UPS Supply Chain Solutions  
1930 Derry Road East

Aiken, SC 29803

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). \*\**