

## **MEXICO SHIPMENTS**

Vendor # set up will follow the normal Import Vendor Set Up requirements.

For Truck or Rail freight information contact Mike Faw at extension 336-658-4297.

Rates are factory/vendor specific to each location and must be quoted with each new international vendor negotiation point. Traffic's Manugistics system will create the freight estimate on these purchase orders and will be inclusive of the freight element and a flat rate for duties/customs fees.

There will be an expected ship date with no ship windows.

Send a copy of the NAFTA certificate to the Import Classification Analyst or Manager at [ImportClass@Lowes.com](mailto:ImportClass@Lowes.com) for review prior to beginning shipments.

**Payment vehicles will be Bank Assisted Open Account or LC only.**

There will be no inspection certificates required in the initial period. LGS will be doing inspection at a point in the future and will communicate that information when it occurs.

Shipping information to be provided on Excel spreadsheet containing the following information emailed to [ImportAdmin@lowes.com](mailto:ImportAdmin@lowes.com): Location Number where product is destined

Purchase Order Number

Trailer # or Boxcar #

Purchase Order U S Dollar Value

Ship date

Name of Trucking or Rail Company utilized for shipment

Bank Reference # (LC or OA #)

Document requirements are as follows:

Three sets of documents must be provided for each shipment. One (1) to L G Sourcing, Inc.'s banking partner that is the facilitator of payment as described in Package A below; one (1) to be provided to L G's Custom's Broker as described in Package B below; and one package (C) identical to packages A and B to travel with the shipment. All documents must be available via email (images).

### **Package A:**

To be *emailed* or mailed to L G Sourcing, Inc.'s/Lowe's Companies Canada, ULC's banking partner that has advised the financial instrument..

**One (1) COMMERCIAL INVOICE.** Import Administration Procedures Page 1 Update  
12/2/05 Mexico Shipments

- Invoices must include the following:
- L G Sourcing, Inc.'s/Lowes Companies Canada, ULC's Purchase Order Number must be referenced on the face of the invoice
- L G's/Lowe's item numbers must be referenced on the invoice.
- Metric material weight breakdown or percentage breakdown for each item invoiced or can be an attachment
- Invoices must state the complete name and full address of the product manufacturer.
- Invoices must be billed to L G Sourcing, Inc., North Wilkesboro, N. C. or Lowe's Companies Canada, ULC whichever is applicable.
- Invoices must list the remit to address as well as the payment and shipping terms.
- 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.

**One (1) PACKING LIST**

- 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."
- **1 COPY OF TRUCK or RAIL BILL OF LADING INCLUDING TRAILER ID# OR BOXCAR #**
- **1 COPY OF NAFTA CERTIFICATE OF ORIGIN**

**Provision of these documents in this package are directly relational to the timeliness with which vendor can receive payment.**

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**PACKAGE B:**

To be emailed direct to LGS/Lowe's Canada's Customs Broker: UPS Supply Chain Solutions to [Ethel Castillo](mailto:ethel.castillo@ups.com) at the following email address: [ethel.castillo@ups.com](mailto:ethel.castillo@ups.com) and/or [lgsourcingdocs@ups-scs.com](mailto:lgsourcingdocs@ups-scs.com). This package of documents must be sent at minimum in conjunction with the departure of the trailer/railcar containing the product, preferably as early in the process as the applicable information is available.

**DOCUMENTS REQUIRED: ONE (1) INVOICE ISSUED BY THE VENDOR THAT L  
G SOURCING, INC.  
WILL BE PROCESSING PAYMENT TO, INCLUDING THE DETAILS  
REFERENCED ABOVE (PACKAGE A) 1 COPY OF TRUCK BILL OF LADING  
INCLUDING TRAILER ID# 1 COPY OF NAFTA CERTIFICATE OF ORIGIN 1  
PACKING LIST PACKAGE C: Identical information from package A and B but must  
travel with the shipment for**

**insuring ability to clear the product with U S, Canadian and Mexican Customs. UPS  
Supply Chain Solutions is currently the only authorized Customs Broker to clear product  
on behalf of L G Sourcing, Inc. and Lowe's Companies Canada, ULC.**