

## **MEXICO SHIPMENTS**

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

For Truck or Rail freight information contact [MexicoIBTrans@lowes.com](mailto:MexicoIBTrans@lowes.com).

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@Lowe.com](mailto:ImportClass@Lowe.com) for review prior to beginning shipments.

### **Payment vehicles will be Bank Assisted Open Account.**

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.

### **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 10-25-16 Mexico Shipments

Invoices must include the following:

- 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".

**One (1) PACKING LIST**

- 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".
- 1 copy of truck or rail bill of lading including trailer id# or boxcar #
- 1 copy of NAFTA Certificate of origin
- Mexico Rail and/or Truck, ocean shipping terms are FOB presentations and will require a Forwarder's Cargo Receipt issued by DHL Global Forwarding (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)

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

\*\*\*\*\*

**PACKAGE B:**

To be emailed direct to LGS/Lowe's Canada's Customs Broker: UPS Supply Chain Solutions to [lgsourcingdocs@ups.com](mailto:lgsourcingdocs@ups.com) or phone # 912-232-1119 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.

Import Administration Procedures Page 2 Updated 10-25-16 Mexico Shipments

**Documents required: One (1) invoice issued by the vendor that** LG 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.