

## International Shipping

### Letter of Credit

For Purchase Orders placed via Letter of Credit, Specialty Retailers, Inc. will supply all shipping and paperwork requirements in the Letter of Credit. You must follow the Purchase Order, Invoice, Ticketing, Packaging, Labeling, and Packing Slip instructions provided in this Logistics Guide. Failure to provide all required documents to the Freight Forwarder listed may result in delay in receiving your Forwarders Cargo Receipt required for payment.

### Direct Buy / Open Terms / FOB Shipping Port

Specialty Retailers, Inc utilizes Expeditors Intl as our Freight Forwarder and U S Customs Broker. Shippers may go the Expeditors Website at [www.Expeditors.com](http://www.Expeditors.com). Follow the link for Office Locator to find contact names and phone number to each Expeditors office/port. Expeditor's offices at each port are supplied with a PO listing for that port and will perform PO verification when the shipment is booked. Shipments **MUST** be booked in advance to allow shipping within the Ship/Cancel date provided on the Purchase Order.

All Shippers **MUST** provide Expeditors International with the Original Commercial Invoice, Packing List, Bill of Lading, Certificate of Origin and/or any other documents and forms required by U S Customs. In order to begin the payment process one set of all Original documents including Invoice, Packing List, BOL, Forwarders Cargo, Certificate of Origin, and/or any other documents and forms required by U S Customs MUST be mailed to:

Specialty Retailers, Inc.  
10201 S Main St  
Houston, TX 77025  
ATTN: Brook Ballard / Finance Dept.

### Examples of Forms Required

1. Shoes – IFI Form – detailed description of shoes used to determine the correct Harmonized Tariff code
2. Items containing Wood Products or Vines – Fumigation Certificate
3. Items containing Feathers – Veterinarian Certificate declaring no Blood, skin etc. and proof feathers were cleaned
4. Items containing shells – Requires Scientific name as well as common name. If endangered species there must be a Cities/Fisheries Certificate
5. Candles – Must Provide Certificate verifying candles do NOT contain Petroleum Products and provide a percentage breakdown of products used. NOTE: Customs may request that a U S Lab test the candles for constituent breakdown to determine if petroleum is in the candle. (Invalid information provided by the shipper causing higher duty charges will be charged back to the shipper via a chargeback deduction.)
6. Ceramic ware: Vendor must state Ceramic or Porcelain and note if items are glazed. If the items are glazed then a Chinese Ceramic Factory Code is required if they are a member. If Glazed you must provide the percentages of glazing components by a Lab Analysis.

\*\*\*Failure to provide required forms causing delay in customs release or extra freight cost will be charged back to the vendor.

### Invoices

All invoices must include the following information:

1. Consignee Name – Consigned to Specialty Retailers, Inc.
2. Terms of Sale
3. Currency
4. Cost of packing
5. Ship to Location – Ship to distribution center listed on the purchase order
6. Ship to Port
7. Purchase Order number - Each Purchase order must be listed separately on the invoice noting the carton count per PO.
8. Item # - Each item must be listed separately on the invoice providing the cost per item and a very detailed description in order for customs to determine the Tariff is correct. Example: You cannot state Wooden decorative items – you must give a detail description of the item. For certain items such as clocks you must provide the individual cost of the case and the movements including the size of movements. A detailed description of the case and the movements must be provided.
9. Harmonized Tariff code – HTS code must be listed on the invoice for each item shipped. Certain items like clocks must list the HTS code for the case and for the movements.
10. Country of Origin
11. Actual Manufacturer name and address

\*\*\*Failure to provide required information on the invoice causing a delay in customs release or extra freight charges will be charged back to the vendor.

#### **Container Shipments Purchased FOB Port of entry USA.**

Follow all Purchase Order, Invoicing, Bill of Lading, Packaging, Labeling, and Packing List instructions listed in this Logistics Guide

All containers MUST deliver to the port closest to the ship to Distribution Center. Once the container arrives at port, you must notify the Traffic Dept. at [appointment@stagestores.com](mailto:appointment@stagestores.com) and provide the container number, purchase order number(s) and carton count for each PO in the container. The Traffic Dept. will then give you the name and phone number of the delivering carrier in order to release the container.

#### **Container Shipments Purchased FOB Destination Warehouse**

Follow all Purchase Order, Invoicing, Bill of Lading, Packaging, Labeling, and Packing List instructions listed in this Logistics Guide.

Once the container is ready to deliver you must send an email to [appointment@stagestores.com](mailto:appointment@stagestores.com) providing the Container #, delivering carrier name, Purchase Order (s) and carton count for each purchase order in the container. You will then be given a delivery date and time.

\*\*\* Failure to provide accurate information or delivery of a container without prior notice will result in a chargeback to your company.

\*\*\* Failure to follow these instructions may result in a chargeback to your company.