

Imports

Overview

Amscan is a worldwide importer and seeks to follow international trade guidelines. Due to the complex routing and documentation procedures of Imports, Amscan encourages vendors to read and follow instructions thoroughly. Note shipping guidelines are generalized and may vary with each vendor, country of origin, or PO. Contact the Amscan Logistics team with any questions. Please note, with the merger of AHI and Party City, many of the Party City/Party America vendors will now be ordered through Amscan. We appreciate your cooperation in complying with the standards established for Amscan's Import program.

Review all sections in the Import section, as it thoroughly explains the documents required and when each must be forwarded to various designated parties.

Amscan receives international shipments through three methods of transport:

Free on Board (FOB) also known as Port of Origin (POO)

Vendors are responsible for delivery to Amscan's designated freight forwarder or one of three contracted direct ocean carriers. Amscan is responsible for import freight costs and customs clearance and takes possession of goods upon Forwarder Cargo Receipt (FCR) issuance. This includes full container loads, less than container load (LCL), cargo, air, and ocean shipments. Vendor is to contact Amscan Logistics Import team for local forwarder/ocean carrier information. Any deviation from the policy will result in the reimbursement charges.

Air shipments, where Amscan is responsible only for the ocean charges, will be calculated based on the applicable rates for container shipments on the date of the shipment. Calculations based on LCL rates or carton dimensions are not acceptable.

The Import team must approve air shipments where Amscan is responsible for all charges before the PO is shipped. No charges will be paid unless vendors seek approval from the Import team in advance. All approvals must be in writing or e-mail.

Delivered Duty Paid (DDP) Delivered to DC

Vendors are responsible for delivery to the Amscan Distribution Center door, including all freight costs, duties, and customs clearance under vendor's own importer of record number. Amscan takes possession of goods upon receipt at our DC locations.

Landed Duty Paid (LDP) also known as Port of Entry (POE)

Vendors are responsible for delivery to the port of entry and can include the terminal railhead located nearest to the Amscan DC destination. LDP includes all freight costs and customs clearance under the vendor's own importer of record number. Amscan takes possession of the goods after clearing customs.

The majority of import purchase orders will be sent through Amscan's agents, it may be beneficial to employ the agents' services for accuracy and efficiency. However, the option is left up to each vendor and the vendor incurs all additional costs. Refer to the EDI section (2) in this Vendor Standards Manual for more information regarding Amscan's EDI requirements. Vendors will be responsible for providing Advanced Ship notices (ASN 856) if requested by Amscan.

Import Shipping/FOB

1. All terms are FOB vendor warehouse, FOB consolidator's warehouse or FOB Forwarder's warehouse. The Amscan Logistics Import team will nominate a forwarder/consolidator/ocean carrier for all shipments. Location will be listed on the PO. Instructions will be given once country of origin and port of loading is confirmed.
2. Any shipper not delivering cargo to the designated consolidator/forwarder, or contacting the nominated ocean carrier, will be assigned a penalty and will be considered a DDP shipment. Please refer to the Reimbursement and Waiver Policy Section in this manual.
3. Merchandising/Product managers may not change/assign routing or importation terms. All requests for changes to routing or terms for carriage must be sent to the Amscan Logistics Import Manager or Vice President of Transportation and Supply Chain in writing at least **fifteen (15)** business days prior to the vendor ship date.
4. Factory loads are to be made through the Amscan designated freight forwarder or ocean carrier. Vendors must seal factory container loads using industry standard seals. All loads must not exceed the U.S. weight restrictions.
5. In the future, all factories will be required to be Customs-Trade Partners Against Terrorism (C-TPAT) certified. Notifications will be done by the Amscan Logistics Import team.
6. Containers must meet Cubic Meter (CBM) minimum requirements. All LCL shipments require written approval from the Amscan Logistics Import team. Vendors are financially responsible for under-utilized containers based on minimum CBM requirements as listed below.

Container	Cubic Meter
20 (TEU)	27 CBM
40 (FEU)	56 CBM
40H (FEU)	65 CBM
45 (FEU)	68 CBM
48 (FEU)	72 CBM

7. Vendors must strictly adhere to consolidation cut-off times and check with the specified consolidator or carrier's office in advance if a "late gate" is needed. If cargo does not make the designated vessel's departure and is outside of the PO ship window, the Product Development Manager or P&A Manager may request a routing change from the Import team or cancel the PO. All additional freight costs and penalties will be at the vendor's expense. Penalties and reimbursements are defined in the Reimbursement and Waiver Policy.
8. All loads must ship from original country of origin
9. Failure to comply with marking requirements will result in a deduction of full expense incurred by Amscan, or our third parties, to meet import requirements.

Cartons must be clearly marked with the following information (Customs requirements):

- Country of Origin
- PO#

- Model and SKU or Item Number
- Quantity

10. Cartons with shippable inner quantities which are ordered must be marked 'Re-Pack' with a bright label. Additionally, each inner carton must have the following information (Customs Requirements):

- Country of Origin
- PO#
- Model and SKU or Item Number
- Quantity

FOB Import Document Path

1. Vendors must place booking at least ten business days prior to the required ship date with the Amscan designated Consolidator/Forwarder/Ocean carrier.

Note: Vendors must provide the following information to the designated freight forwarder at the time of booking; otherwise booking will not be released:

- Shipper's name
 - Shipper's full address
 - Consignee name
 - Detailed commodities description (no generic description)
 - Harmonized Tariff Number (HTS #) and category
 - Destination
 - Carton count, quantity in carton, weight, and measurement
 - Final packing list
2. The Consolidator/Forwarder/Ocean carrier will issue an original Forward Cargo Receipt (FCR) and Express BOL in return for surrender of appropriate documents and cargo. The FCR will NOT be issued unless all required documents are presented.
3. All original documents and a four-copy set must be surrendered to the consolidator/forwarder at the time the cargo is surrendered or no more than **three (3)** business days after cargo is tendered. Failure to comply will result in reimbursement charges as defined in the Reimbursement and Waiver Policy.
4. Only when authorized by Amscan, will the consolidator/forwarder prepare an original Ocean Bill of Lading (OBL) or allow the OBL to be used as the negotiable instrument. Shippers will NOT be given an OBL by the consolidator unless authorized by Amscan's Logistics Import team.
5. VISA documents may not be available at the time of booking due to some countries' export procedures. Proof must be furnished that the quota is available to the shipper at time of booking. However, a document verification certificate or a cargo receipt will NOT be issued until Amscan's Logistics Import team verifies the actual VISA documents. It is required the VISA document be supplied prior to the shipment arriving at the first U.S. port of discharge, or costs for storage will be deducted from the shipper's remittance.

VISA And/Or Special Documents Required For Specific Items

In addition to general procedures and documents, some products are subject to special import restrictions, permits, licenses, standards, and/or procedures. To the best of our knowledge, below are the subject products Amscan may be importing:

Apparel or items containing textile

- Original VISA stamped document
- Manufacturer's Textile Declaration with authorized signature
- Denim Exclusion Statement for woven cotton garments on manufacturer's stationary with authorized signature
- Down detail statement-for items with down

Footwear

- Interim footwear invoice

Leather items, leather shoes, parts, and finished leather footwear

- Manufacturer's statement of "PCP" free declaration

Radio Items

- FCC Form 740

Eyeglasses and Sunglasses

- FDA 510K Form with Certificate of Impact Resistant test report

Items made of vegetable material; i.e., bamboo, straw, rattan, etc.

- Certificate of Fumigation

Shell Products

- U.S. Fish and Wildlife Service Permit

Chemical substances; i.e., resins, dyes, glues, etc.

- TSCA certificate signed by manufacture's shippers stationary with authorized signature
- Lab report certifying TSCA standard has been met

Wood packing materials and other unmanufactured wood products; i.e. wood crates

- Shipments must certify that no solid wood packing material is present. The certifying statement, "THIS SHIPMENT CONTAINS NO SOLID WOOD PACKING MATERIAL", must be placed on company letterhead and Invoice and/or Bill of Lading.

Bamboo products, treated decorative wood items, wood turning planks, etc.

- Fumigation Certificate or Phytosanitary Certificate

Water resistant items

- AATCC certificate

Electric items with plugs

- UL certificate

Foam certificate

- Registration number and certificate of new foam

Bill of Lading

Vendors are required to follow the instructions below regarding the proper information for the Bill of Lading:

1. **Port of Discharge**, East Coast shipments should read "New York"; West Coast shipments should read "Los Angeles".
2. **Place of Delivery**, East Coast shipments should read "Chester, NY"; West Coast shipments should read "Fontana, CA".
3. **Commodity**, use "party goods", some vendors may use "kitchenware", "ceramic mugs", "vinyl sheeting", etc.
4. **Consignee:**
Amscan
80 Grasslands Road
Elmsford, NY 10523

5. **Notify Party:**

East Coast Purchase Orders:

Expeditors International
150 Raritan Center Parkway
Edison, NJ 08837
Attn: Lutz Sarmiento
Tel: 732.225.8670

West Coast Purchase Orders:

Expeditors International
5200 W. Century Blvd, 6th Floor
Los Angeles, CA 90045
Attn: Patricia Villa
Tel: 310.343.6200

Packing List

A packing list itemizes the goods in each individual package and indicates the type of package (carton, box, crate, drum, etc.) The packing list must show the following:

- Individual net, legal tare, and gross weights
- Total weight of all packages
- Measurements for each package
- Package markings with the shipper and item#
- Vessel voyage (if known)
- Port of entry (if known)
- Total quantity of packages
- General description of goods
- Code mark (destination location number)

Section 5A (Wholesale)

- Amscan PO number
- Carton number (crate number)
- SKU number, item number, and quantity of each

The packing list is a critical item. The list is used by the shipper or forwarding agent to determine the total shipment weight, volume and overall cargo accuracy. Moreover, customs officials (US and foreign) may use the list to review the cargo. Inaccurate or missing information may result in reimbursement charges as defined in the Reimbursement and Waiver Policy.

Documentation Distribution

Vendor must mail a full set of original documents to Fran Clark at the following address:

Amscan
80 Grasslands Road
Elmsford, NY 10523
Email: fclark@amscan.com

Also required is a full set of non-negotiable documents be emailed to our customs house broker.

Document Origination	Type of Document	To Amscan		To Vendor		To Forwarder / Consolidator / Ocean Carrier	
		# of originals	# of copies	# of originals	# of copies	# of originals	# of copies
Forwarder / Consolidator / Ocean Carrier	Express BOL	1	1		1		
	Forwarder Cargo Receipt (FCR)		1	3			
	Container Manifest		1				
	Commercial Invoice	1	1			2	1
	Packing & Weight List	1	1			2	1
	Export Permit	1	1			2	1
	Manufactures Labor Certificate	1	1			2	1
	Merchandise Testing Certificate	1	1			2	1
Vendor / Shipper Government Documents	Detailed Footwear Invoice/Wearing Apparel Invoice/Textile	1	1			2	1
	FCC Grant of Certification	1	1			2	1
	Country of Origin Certificate (Form A)	1	1			2	1
	VISA Export License	1	1			2	1
	Single/Multiple Country Declaration (if Applicable)	1	1			2	1
	No Wooden Pallet Statement	1	1			2	1

All documents must be submitted to Amscan for payment.

All documents and document distribution must be received on time and accurately or reimbursement charges will apply as defined in the Reimbursement and Waiver Policy.

Delivered Duty Paid (DDP)

For a DDP shipment, Vendors are responsible for delivery to the Amscan DC door, including all freight costs, duties, and customs clearance under the Vendor's own importer of record number.

Amscan requires all DDP shipment to be routed as "Pre-Paid Amscan location". All freight, duty, and drayage should be prepaid and any demurrage is the responsibility of the Vendor.

All DDP shipments delivered to Amscan require a delivery appointment. Vendors must have a delivery appointment prior to delivery, (see routing instructions for making appointments with the DC's). It is the vendor's responsibility to calculate and manage all free days on all DDP containers. The designated drayage agent is up to the discretion of the vendor.

Amscan Distribution Centers:

East Coast DC (ECD):

**Amscan
47 Elizabeth Dr
Chester, NY 10918**

**Tel: 845.469.9116
Fax: 845.572.2120
Keith Knoell Ext 2703
Margaret Ferris Ext 2701**

West Coast DC (WDC):

**Amscan C/O Exel, Inc
10746 Commerce Way
Fontana, CA 92337**

**Tel: 909.429.9915
Fax: 909.429.9924
Terry Wiesgerber Ext 202**

Vendors are responsible for all containers, including the pick-up of empty containers whether a return delivery is made or not. Containers MUST be picked up within 24 hours of Amscan fax notification.

If for some reason you cannot comply with these requirements, contact the Amscan Logistics team immediately to avoid reimbursement charges.

Landed Duty Paid Deliveries (LDP)

For an LDP shipment, Vendors are responsible for delivery to the port of entry determined by the Amscan Logistics Import team, including all freight costs and customs clearance under the vendor's own importer or record number. Amscan take possession of the goods after they have cleared customs.

Amscan prefers DDP shipments to LDP shipments. If Amscan issues a LDP order, the vendor must:

- Notify Amscan's Import team at least five business days prior to container arrival at the port of entry.

Vendors must contact Amscan's Logistics Import team to determine the port of entry. Vendors are responsible for any freight charges if Amscan port selection is not followed or failure to obtain approval of delivery port.

Section 5A (Wholesale)

Failure to comply may result in charge backs for demurrage, additional freight charges or other issues as defined in the Reimbursement and Waiver Policy section 8.

Contact information:

Logistics - Imports		
Fran Clark	fclark@amscan.com	914.784.4135
Peggy O'Brien	mobrien@amscan.com	973.453.8788
Logistics		
Cheryl Fleishman	cfleishman@partycity.com	973.453.8691
Ed Wtulich	ewtulich@partycity.com	973.453.8796
Andrew Medrick	amedrick@amscan.com amedrick@partycity.com	914.784.4061 973.453.8613

FOB Vendor Payment

Wire Transfer

Wire Transfer is the preferred method of payment for all import POs (FOB/DDP/LDP). The Product Development/Merchandising Manager determines vendor pay terms and forwards all required payment request forms via fax at 914-345-8684/8685 Attn: Rose DeRosa at least **sixty (60)** days from the ex-factory date.

Imports – DC-Bypass

DC Bypass

The DC Bypass process allows for product to move directly to the Party City and Party America stores in an efficient and time-saving manner to meet the set dates for the stores' peak selling season.

If a purchase is written for the DC By-Pass process, you will be notified with the purchase order direction to ship to our CFS (consolidated freight station / warehouse) at Origin.

Purchase Orders

Amscan will create a Bulk PO; delivery will be to the CFS designated on the PO, along with the ship date. Ship-by date should be 10 days prior to a CY (direct to warehouse) ship-by date because time is needed to receive freight, sort, label, pack and load containers at origin.

If Ship Date cannot be met, the following people must be notified immediately:

PO Changes - Notification Contacts			
Name	Title	Email	Tel#
Karen Knecht	Inventory Manager	kknecht@amscan.com	914.784.4120
Peggy O'Brien	Import Specialist	mobrien@amscan.com	973.453.8788
Cheryl Fleishman	Logistics Administrator	cfleishman@partycity.com	973.453.8691
Ed Wtulich	Sr. Logistics Analyst	ewtulich@partycity.com	973.453.8796

Import Documents

Commercial Invoice

The Commercial Invoice must include the following:

- Detailed commodities description
- Harmonized Tariff Number (HTS#)
- Factory Address FOR EACH ITEM
- MID# (details on MID# may be found near the end of this section)
- Master carton quantity and cost
- One (1) Purchase Order per Invoice, attention Maryann Sabia, cc: Logistics

Packing List

The packing list must include the following:

- Individual net, legal tare and gross weights
- Total weight of all packages
- Measurements for each package
- Package markings with the shipper and item #

- Total quantity of packages
- General description of goods
- Amscan PO number
- SKU number, item number and quantity of each

Packing List is to be included with freight delivered to the CFS

Carton markings

The following information must appear on each master carton. For the DC Bypass program you may print directly on the master carton:

1. Amscan Inc.
2. PO No.
3. Amscan Item No
4. Case Quantity
5. Description
6. Made in "Country of _____ (Origin)"

UPC/Bar Code Requirements

- UPC's are checked for scannability and for the correct readable digits printed below the bar (human readable).
- Bar Codes are scanned for correctness. All bar codes must scan and verify against ANSI standards with a grade of "C" or better.
- It is the vendor's responsibility to ensure correct scannability on all bar coding.

Master Carton

- Carton should always be made of durable, double-walled, shippable corrugate.
- Masters weighing up to 20 lbs, the minimum requirements are a 200 lbs per square inch (14.1 kg per square cm) bursting test or a 32 lbs per inch (5.7 kg per cm width) edge crush test.
- Masters weighing over 20 lbs, the minimum requirements are a 200 lbs per square inch (14.1kg per square cm) bursting test or a 48 lbs per inch (8.6 kg per cm width) edge crush test.
- You may not mix SKUs in a Master.
- If cartons are received damaged at the CFS the vendor will need to supply new cartons and will incur labor charges for repackaging.

Packaging

- Packaging is checked to make sure that inners per master, eaches per inner, and eaches per master are correct according to Amscan's specifications.
- Packaging is checked to make sure correct packaging is used for each product if required (example: bubble wrap, corrugated inserts, special packaging if required / necessary).
- No strapping to be used on master cartons.
- No staples to be used on master cartons.
- No sub masters are ever to be used.

Labeling Requirements

- Labeling is checked on the master, inner, and eaches.
- Each master carton must be labeled with the corresponding purchase order, vendor number, Amscan item #, description,

Section 5B (DC-Bypass)

- Labeling for inner pack and eaches must all have scannable bar code and UPC printed in black on a white label with human readable digits underneath the bar code.
- Each piece of merchandise must have a UPC, item number, and country of origin.

Delivery to CFS (Consolidated Freight Station, or Origin Warehouse)

Delivery of freight is the responsibility of the vendor. If partial order is available to ship, CFS is to fulfilled first, CY second. All freight must be cleared by (country of origin) Customs prior to ship date. Freight terms are FCA . **For visibility purposes, whenever possible, book delivery online with CFS.**

Vendor Booking Procedures with CFS, unless otherwise noted by CFS instructions:

- Vendor must fax or email all details / PO information to CFS Origin office using CFS Shipping Order Form.
- All bookings must be submitted to the CFS origin no later than 7-10 days prior to cargo ready date.
- Shipping terms are FCA.
- All shipments should be delivered to CFS
- No shipment approval is required from CFS. Shipping order can be released by CFS to vendor for cargo delivery within 24 hours upon receipt of completed booking
- One shipping order per delivery to CFS
- Daily booking cutoff time is 15:00 (3:00 PM); if the booking is received after 15:00, it will be processed the next working day.
- The Shipper Name shown on shipping order is the Shipper Name shown on FCR.
- Once the shipping order is released, any amendment to the shipping order must be communicated to CFS origin office for validation.
- If the Vendor declares "no wood packing material", the vendor must include this statement on the shipping order, or by submitting a "no wood packing material declaration" on their company letterhead to CFS origin.

CFS Cargo Receiving Procedure, unless otherwise noted by CFS instructions:

- CFS will advise the closing date on the shipping order.
- Origin Warehouse will check carton marking / dimensions according to the Shipping Order.
- Origin Warehouse will check the condition and quantity of the cartons. The following conditions are not allowed without consignee's consent:
 - Wet cartons
 - Damaged cartons
 - Carton marking by paper label

Section 5B (DC-Bypass)

- Vendor must deliver cargo by Shipping Order, by item number, by manufacturer style number (if not, a sorting charge will be incurred).
- Vendor needs to notify CFS of partial delivery. All partial shipments must be delivered within three days of first delivery date.
- If vendor has any questions on our measurement, please contact our gatehouse for carton re-measurement within one day noted on "Cargo dimension discrepancy sheet".
- If there is no problem of receiving, tallymen will sign and record actual receiving information on the mate's receipt.
- For late cargo delivery, vendors must obtain approval from CFS. Notification methods may vary by CFS. For example, some accept fax; others may utilize an online notification system.

Forwarder's Cargo Receipt (FCR)

- The shipping documents will be provided by Amscan, unless otherwise noted (CFS may have capability to produce shipping documents).
- Draft FCR will be prepared within 48 hours by cargo receiving date after the cargo has been successfully transferred to the consignee title.
- Vendor has to return back the draft FCR confirmation to CFS Origin.
- The original; FCR will be ready to pick up at our counter office with 48 hours after receipt of draft FCR confirmation from vendor.
 - **Required document for FCR exchange:**
 - A. Original Mate's Receipt
 - B. Check
 - C. Company Chop (Official Stamp)
 - D. Letter of Indemnity (if necessary)
 - E. If the vendor does not pick up the FCR in person, vendor must issue an authorization letter on the company letterhead, with authorized signature, to the nominated person who picks up the Original FCR.

Terms

1. All terms are FCA (Free Carrier Alongside) CFS (Forwarder's warehouse). The Amscan Logistics Import team will nominate a forwarder/consolidator/ocean carrier for all shipments. Location will be listed on the PO. Instructions will be given once country of origin and port of loading is confirmed.
2. Any shipper not delivering cargo to the designated consolidator/forwarder will be assigned a penalty and will be considered a DDP shipment. Please refer to the Reimbursement and Waiver Policy Section in this manual.
3. Merchandising/Product managers may not change/assign routing or importation terms. All requests for changes to routing or terms for carriage must be sent to the Amscan Logistics Import Manager or Vice President of Transportation and Supply Chain in writing at least **fifteen (15)** business days prior to the vendor ship date.

Section 5B (DC-Bypass)

4. Vendors must strictly adhere to consolidation cut-off times and check with the specified consolidator's office in advance if a "late gate" is needed. If cargo does not make the designated vessel's departure and is outside of the PO ship window, vendor must contact from list at beginning of this section "PO Changes – Contacts". Late shipments will be handled on an individual bases. All additional freight costs and penalties will be at the vendor's expense. Penalties and reimbursements are defined in the Reimbursement and Waiver Policy.
5. All loads must ship from original country of origin. This includes the address of the CFS and relative Port. Goods must be shipped to the port/address in the original quoted price to Amscan. Port changes must be approved by Amscan and all fees associated are the Vendor's responsibility. Goods must be delivered within an agreed-upon timeframe if port change is accepted.
6. Case Pack: The vendor is responsible for matching the case pack identified in the PO. Any costs incurred (including freight and storage fees) as a result of incorrect case pack is the responsibility of the vendor.
7. Booking appointments with the CFS must be done ONLINE, based on availability. This is critical for visibility purposes. If vendor does not use the online booking tool, based on availability, additional costs will be incurred based on inconvenience and extra labor costs to extract data.
8. Damaged merchandise will need to be repacked or replaced, at the vendor's time, labor and expense.
9. Failure to comply with marking requirements will result in a deduction of full expense incurred by Amscan, or our third parties, to meet import requirements.
10. The CFS checks all merchandise for accuracy, including labeling, case weight and pack and dimensions. If there are discrepancies, vendor will be charged.

11. Failure to meet any of the above terms will result in chargebacks to the vendor. VISA and/or Special Documents Required For Specific Items

In addition to general procedures and documents, some products are subject to special import restrictions, permits, licenses, standards, and/or procedures. To the best of our knowledge, below are the subject products Amscan may be importing:

Apparel or items containing textile

1. Original VISA stamped document
2. Manufacturer's Textile Declaration with authorized signature
3. Denim Exclusion Statement for woven cotton garments on manufacturer's stationary with authorized signature
4. Down detail statement-for items with down

Footwear

- Interim footwear invoice

Leather items, leather shoes, parts, and finished leather footwear

- Manufacturer's statement of "PCP" free declaration

Radio Items

- FCC Form 740

Eyeglasses and Sunglasses

- FDA 510K Form with Certificate of Impact Resistant test report

Items made of vegetable material; i.e., bamboo, straw, rattan, etc.

- Certificate of Fumigation

Shell Products

- U.S. Fish and Wildlife Service Permit

Chemical substances; i.e., resins, dyes, glues, etc.

- TSCA certificate signed by manufacture's shippers stationary with authorized signature
- Lab report certifying TSCA standard has been met

Wood packing materials and other unmanufactured wood products; i.e. wood crates

- Shipments must certify that no solid wood packing material is present. The certifying statement, "THIS SHIPMENT CONTAINS NO SOLID WOOD PACKING MATERIAL", must be placed on company letterhead and Invoice and/or Bill of Lading.

Bamboo products, treated decorative wood items, wood turning planks, etc.

- Fumigation Certificate or Phytosanitary Certificate

Water resistant items

- AATCC certificate

Electric items with plugs

- UL certificate

Foam certificate

- Registration number and certificate of new foam

Rules for constructing the manufacturer code

These instructions provide for the construction of an identifying code for a manufacturer or shipper from his name and address. The code can be up to 15 characters in length, with no inserted spaces. However, it may be thought of as five "pieces" as follows:

1 - COUNTRY (Piece 1: **2 characters**)

Use the ISO code for the country, such as "PE" for Peru.

2 / 3 - MANUFACTURER NAME (Pieces 2 and 3: **up to 3 characters each**)

Use of the first three characters from each of the first two words of the name. There will be no third piece if the name is one word. Amalgamated Plastics Corp. would give "AMAPLA"; Bergstrom would give "BER".

If there are two or more initials together, treat them as a single word. For example, ABC Company, A.B.C. Company, or A B C Company would all yield "ABCCOM."

4 - ADDRESS LINE WITH STREET NAME and/or BOX NUMBER (Piece 4: **up to 4 characters**)

Find the largest number on this line and use up to the first four digits. For example, 11455 Main Street Suite 9999 would yield "1145". A suite number or a post office box should be used if it contains the largest number. However, use no number in the case of One Hundred Century Plaza. There will be no fourth piece if there is no numeric on the address line.

Section 5B (DC-Bypass)

When numbers are separated by commas or hyphens, ignore all punctuation and use the number that remains. For example, either "12,34,56 Akasaka Road" or "12-34-56 Akasaka Road" would yield "1234". Note that the address line on the invoice may be after the line containing the city and zip code (or equivalent). For example, German invoices frequently place the city and its numeric code before the street address. Be sure to identify the address line numeric and use it, not the city numeric.

5 - CITY (Piece 5: up to 3 characters)

Use the first three letters from the city name. Tokyo would be "TOK," St. Michel would be "STM."

Apply these general rules to construct a manufacturer code

1. Ignore all punctuation, such as commas, periods, ampersands.
2. Ignore all single character initials, such as the "S." in Thomas S. Delvaux Company.
3. Ignore the English words "a", "an", "and", "of", "the".
4. In the case where multiple company names and/or addresses appear on the invoice, use the name and address associated with the corporate headquarters as opposed to the division, office, etc.

Examples of some manufacturer names and addresses and their codes:

THE E.K. RODGERS COMPANIES	GBEKRODLON
One World Trade Center	
London, England SWLY 5HQ	

THE GREENHOUSE	USGRE45BIR
45 Royal Crescent	
Birmingham, Alabama, 35204	

CARDUCCIO AND JONES	AUCARJON88SID
88 Canburra Avenue	
Sidney, Australia	

Wire Transfer

Wire Transfer is the preferred method of payment for all import POs. The Product Development/Merchandising Manager determines vendor pay terms and forwards all required payment request forms via fax at 914-345-8684/8685 Attn: Rose DeRosa at least **sixty (60)** days from the ex-factory date.

Product Invoicing

Invoices are to be submitted to the address below. Product must be invoiced one PO# per invoice. Invoice is to be submitted in Master cases with the master case cost: