

Routing / Shipping Guidelines

North America
On-Shore Cargo
Destination:
USA and Canada

General Information



GENERAL INFORMATION – On Shore

Purpose

The purpose of this document is to clearly define instructions for initiating, routing, and properly documenting shipments destined to NFI Parts or NFI nominated facilities. The Routing / Shipping Guidelines apply to all North America inbound freight for which NFI Parts is financially responsible for either all charges including freight, duties, and customs fees, or solely duty and taxes and other customs related fees.

Inbound

Any freight moving to a NFI Parts Distribution Center (PDC).

Preferred Carriers

We require all Suppliers to ship by the carriers noted in this routing instruction. If routing instructions are not followed, we reserve the right to charge back the shipment at the difference in the published freight rate and the rate charged plus a \$100.00 USD per event service fee for using unauthorized carriers.

Air Shipments

All collect air shipments must be pre-approved by the buyer at NFI Parts. Please include Purchase Order number(s) in Reference field # 1 and the approver name in Reference field # 2 on the Bill of Lading. Both numbers will be provided to you by your buyer along with the name of the preferred carrier and the service level they require.

Packaging Requirements

The supplier is required to use adequate protective measures to prevent damage during transportation and storage, including package wraps, cushioning, and complete identification/cautionary markings.

If goods are packaged entirely of both US origin wood and/or Canadian origin wood, then ISPM wood treatment requirement has been exempted by CBP.

If there is no proof that goods were made in the US or Canada, then CBP enforces wood treatment and marking requirements according to ISPM-15 standards. All wood packaging material (WPM) must adhere to ISPM 15 rules which require all international shipment using any species of raw wood packaging must be fumigated or heat treated to kill insects or fungus and stamped with the approved stamp, before international cargo is allowed entry or crossing through a participating country. Additional information can be found:

[Microsoft Word - wpm_faq_Sept_2017_ver2.docx \(cbp.gov\)](#)

Large loose items, heavy-lift, over-dimensional, or loose cartons must be palletized. All pallets must be shrink-wrapped. Large items shall not hang over the pallet. Palletized freight must have the shipping documentation visible through the shrink-wrap or placed in a clear waterproof envelope and affixed to the shrink-wrap.

Marking Instructions

All packages and handling units MUST marked/ labeled with the following details for each shipment:

- **Destination - PDC Code and City as per below:**

PDC	City	PDC Code
NFI Parts	FRESNO	CA1
NFI Parts	LOUISVILLE	KY1
NFI Parts	EAST BRUNSWICK	NJ2
NFI Parts	BRAMPTON	ON1
NFI Parts	WINNIPEG	MB1

- Purchase Order (PO) Number
- Supplier Name
- Dimensions and Weight (net and gross)
- Country of Origin
- Precautionary Marks
- Fragile Markings

All suppliers are required to adhere marking on (2) two adjacent sides of each handling unit.

Hazardous Materials

Hazardous materials being packaged and /or shipped ground must comply with all regulations in accordance with Transportation of Dangerous Goods (TDG) Regulations in Canada or 49 Code of Federal Regulations (49 CFR) in the United States.

Supplier must declare any hazardous materials at the time of reporting shipping information.

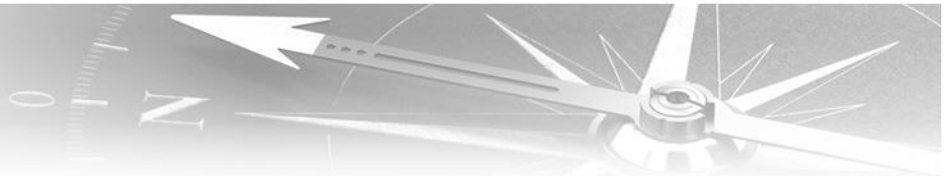
Hazardous shipments should move on their own separate set of documents.

A supplier of hazardous materials must provide the following:

- D.O.T. proper shipping name
- D.O.T. hazard class
- Identification number (UN/NA)
- Exact weight of hazardous material in each package
- Required D.O.T. (diamond hazard) label.
- D.O.T ground packaging requirements

Return Shipments

When product is received by NFI Parts, that needs returned to Supplier due to Supplier non-conformance, NFI Parts reserves the right, within reason, to return the product to the supplier at the expense of the supplier.



Misdirected Shipments

Any shipments arriving at the wrong NFI Parts location due to wrong address shown on the bill of lading, Supplier will be charged for the additional freight/customs costs of sending to correct address plus \$100 USD per event service.

Multiple Orders Consolidation by PDC location

Whenever possible, Suppliers should consolidate multiple orders into a single shipment if the orders are due to ship during the same period and destined for the same receiving location. However, the items must be packaged separately by PO prior to placing them on a handling unit (i.e. pallet, crate, etc.) to prevent sorting of the goods sorted upon arrival/receiving.

PDC - Parts Distribution Centers

****Receiving Hours 7:00 AM – 2:00 PM Local Time**

PDC	Location	Address
USA PDC		
NFI Parts – CA1	FRESNO	3181 South Willow Ave, Suite 101, (Doors 2 & 4) Fresno, CA 93725
NFI Parts – KY1	LOUISVILLE	7001 Universal Coach Drive, Louisville, KY 40258
NFI Parts – NJ2	EAST BRUNSWICK	35 Cotters Lane, East Brunswick, NJ 08816
CANADIAN PDC		
NFI Parts – MB1	WINNIPEG	630 Kernaghan Ave Door 10, Winnipeg, MB R2C 5G1
NFI Parts – ON1	BRAMPTON	420 Deerhurst Drive Unit 1, Brampton, ON L6T 5H9

CUSTOMS DOCUMENTATION AND CONTACT INFORMATION

Suppliers are responsible for creating the US/Canada customs invoices (Proforma invoice). Please separate customs invoices from packing slips by keeping them in separate envelopes. Include the NFI Parts PO numbers on the customs invoices and packing slips.

Suppliers are responsible to ensure all goods are properly marked with the Country of Origin with the full name (no abbreviations). Origins marked on the cargo must match the Customs Invoice. If your product qualifies for USMCA/CUSMA and you have not provided NFI Parts with a current blanket USMCA/CUSMA yet, please ensure that you send immediately. You can email your SMCA/CUSMA to customs@nfi.parts. Payment of duties on USMCA/CUSMA applicable products to Canada or USA Customs as a result no USMCA/CUSMA on file could result in a chargeback to suppliers.

Please contact NFI Traffic Department if you have any questions at (204) 224-6778.

Canada Bound Customs Documentation

For shipments with an ultimate destination of Canada, customs documentation will need to be prepared. A copy of the Canada Customs Invoice (CCI) or commercial invoice will be needed for all shipments. If using commercial invoice or need a copy of the CCI please refer to Canada Customs D1-4-1 to ensure all necessary information is on the invoice for customs purposes. Follow this link for more information:

<http://www.cbsa-asfc.gc.ca/publications/dm-md/d1/d1-4-1-eng.html>

Please note, customs invoice for all shipment shall include, but not limited to the following:

- Complete description and material contents of each item
- Quantity of each item
- Unit price and total of each item
- Currency
- Country of origin (country product is made in) of each item.
- Harmonized Tariff (HST) for each item

Canada Customs at times requires all additional documentation for other departments. Ensure all these documents are included.

***Import of Record and Notify Party (GHY) for all ground shipments destined to Canada.
For envelopes or packages 5 lbs. or less ship via UPS to Canada under Account# A8J919, Notify
UPS for Clearance – Bill Duty and Tax to NFI Parts (Receiver).***

Importer of Record:

The Aftermarket Parts Company, LLC dba NFI Parts
630 Kernaghan Ave. Door 10
Winnipeg, MB R2C 5G1
Canada

Notify for Clearance:

George H. Young (GHY)

809 – 167 Lombard Avenue
Winnipeg, Manitoba R3B 3H8
UNIT 8
Ph: (204) 947-6700
Fax: (204) 947-3306
Email: group8@ghy.com

General Requirements for US Customs

All Steel, Aluminum, or Copper fittings/tubing shipping into the USA require a Mill Certificate and a copy of the certificate must be included / presented with all customs documentation.

§141.89 Additional information for certain classes of merchandise:

Aluminum and alloys of aluminum classifiable under subheadings 7601.10.60, 7601.20.60, 7601.20.90, or 7602.00.00, HTSUS (T.D. 53092, 55977, 56143)—Statement of the percentages by weight of any metallic element contained in the article.

Copper (T.D. 45878, 50158, 55977) articles classifiable under the provisions of Chapter 74, HTSUS—A statement of the weight of articles of copper, and a statement of percentage of copper content and all other elements—by weight—to articles classifiable according to copper content.

Steel is still classified in chapter 73 regardless of what type of steel, and steel fittings fall under 7307. Please see below.

Per 19 CFR 141.89: Iron or steel classifiable in Chapter 72 or headings 7301 to 7307, HTSUS (T.D. 53092, 55977)—Statement of the percentages by weight or carbon and any metallic elements contained in the articles, in the form of a mill analysis or mill test certificate.

Steel fittings/couplings/elbows/sleeves threaded and non-threaded or coated fall under tariff 7307, which requires a mill certificate or test report.