

Routing / Shipping Guidelines

North America
Off-Shore Cargo
Destination:
USA and Canada

GENERAL INFORMATION – Offshore**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 frees, 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.

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 timeframe and destined for the same receiving location. However, the items must be packaged separately by PO prior to placing them on a handling unit as not to require the goods to be sorted upon arrival.

One shipment/ bill of lading per week per mode (air/ocean) by PDC is allowed. Multiple orders/shipments should be consolidated prior to turnover to nominated forwarder/carrier. Any shipment outside of this guideline must be approved, in writing, by the NFI Parts buyer.

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.

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.

Packaging must meet all regulations and requirements for the chosen mode of transportation as well as country specific requirements not listed in this document.

Marking Instructions

All handling units MUST have the following marking details printed on 8.5" x 11" paper as required below based on the destination of the shipment:

- Destination - PDC Code and City as per below:
- Purchase Order (PO) Number



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

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

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

Documentation

The following documentation must be included with all shipments for all modes of transportation. In the event of air/ocean transport, copies must be turned over to NFI's nominated freight forwarder (either paper or electric form), at the time of cargo turn over.

Cost for delays due to late document turnover will be assessed to the shipper. Documents must be in English, and the Commercial Invoice must include Supplier Name and Address, Country of Origin, and Harmonized Tariff Number (HTS).

NFI PDC – Parts Distribution Centers – Destination Locations

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
CANADA PDC		
NFI Parts – MB1	WINNIPEG	630 Kernaghan Ave Door 10, Winnipeg, MB R2C 5G1
NFI Parts – ON1	BRAMPTON	420 Deerpark Drive Unit 1, Brampton, ON L6T 5H9

Hazardous Materials

Hazardous materials being packaged and /or shipped ground/air/ocean must comply with all regulations in accordance with the country of export and Transportation of Dangerous Goods (TDG) Regulations in Canada or Title 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 (Invoice, BOL).



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 International label.
- International ground packaging requirements
- 24-hour emergency response contact number

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.

SHIPMENT CLASSIFICATION AND CARRIER INFORMATION

Shipment Category and Modes of Transport

International Small Parcels

International Parcel shipments are defined as cargo weighing equal to or less than 54 kgs / 119lbs in chargeable weight.

The chargeable weight of a shipment can be measured in two ways by how large it is (dimensional weight) or heavy it is (actual weight). Chargeable weight is always the greater between the Actual Weight and Dimensional Weight.

Please use the following link to determine the chargeable weight:

<https://www.dhl.com/us-en/home/global-forwarding/freight-forwarding-education-center/calculating-chargeable-weights.html>

***Any handling units that exceed the chargeable weight, please contact NFI Parts Traffic Department for shipping instructions. – customs@nfi.parts**

International Small Parcel Routing Matrix

Facility	City	Carrier	Account Number
NFI Parts	Delaware	DHL Express Worldwide	966270206
NFI Parts	East Brunswick		
NFI Parts	Fresno		
NFI Parts	Louisville		
NFI Parts	Manitoba		
NFI Parts	Brampton		

Air Freight

Air Freight shipments are defined as palletized cargo weighing equal to 50 kgs / 110lbs but no more than 300 kgs / 672 lbs. in chargeable weight. The key limitation factor for air freight shipment is the height. The maximum height should be held to 160cm (63 in). This allows belly loading in all cargo and most passenger aircraft.



The following key height dimensions that affect cost and cycle time for air transport:

- 74cm (29 inches) – Most efficient and economical air service
- 160cm (63 inches) – Good efficiency and economic.
- 230 cm (81 inches) – Loading limitations, costs increase greatly.

Note, packaging for airfreight must be in accordance with rules and regulations of IATA (International Air Transport Association) along with the applicable regulations of your country.

Ocean Freight

NFI products shipping by ocean are typically loaded in Standard Containers (solid top & open top). All shipments **MUST** have securing points for proper lashing and securing. Product inside the container must be properly blocked and braced.

Shipments are considered as LCL/ FCL if they meet the following criteria:

- LCL shipments are low volume shipments between 2 and 13cbm.
- FCL shipments use more than 10 pallets or occupies more than 14cbm.

Packaging must be in accordance with rules and regulations of IMO (International Maritime Organization) with applicable regulations of your country.

Nominated Carriers for Air/ Ocean Transport

Carrier	Country
Contact NFI Traffic Department	Europe
	India
	China
	Turkey

For routing instructions, contact NFI Traffic Department, email: customs@nfi.parts.

ALL SUPPLIERS ARE REQUIRED TO NOTIFY NOMINATED FREIGHT FORWARDER WITH SHIPPING PACK LIST WITH DIMS AND WEIGHT TO SET UP APPOINTMENT FOR PICK UP.

CUSTOMS DOCUMENTATION AND CONTACT INFORMATION

Suppliers are responsible for creating their own 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 and the applicable Free Trade Agreement with the full name (no abbreviations). Origins marked on the cargo must match the Customs Invoice. You can email your FTA documentation to customs@nfi.parts.

Please contact NFI Traffic Department if you have any questions at (204) 982-8418.

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:

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.

Importer of Record and Notify Party for shipments destined to Canada

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

****For all DHL Small Parcel shipments, list DHL Express as the Notify Party for Clearance. ****

US Bound Customs Documentation

For all shipments with the ultimate destination of the USA, either a complete US proforma invoice or commercial documents with all necessary customs information will need to be provided. Necessary customs information includes the following:

- General description 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
- Number of shipping units and total weight of shipment

Importer of Record and Notify Party for shipments destined to USA

Importer of Record:

The Aftermarket Parts Company, LLC dba NFI Parts
3229 Sawmill Parkway
Delaware, OH 43015
USA

Federal EIN: 33-1228656

Notify for Clearance:

George H. Young (GHY-USA)

275 South 5th Street
Pembina, ND 58271
USA

Ph: (701) 825-6474

Fax: (204) 947-3306

Email: pembina@ghy.com

For all DHL Small Parcel shipments, list DHL Express as the Notify Party for Clearance.

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.