

Carlton Cards Retail Inc. - Canada Shipping Guide #3

Carlton Pays Freight To Cross Dock Facility & Vendor Uses Carlton's Broker

When Carlton is responsible for the payment of freight from a U.S. vendor to our stores in Canada and the vendor does not have an Import/Export Broker, the following instructions apply.

Large or Multi-Store Shipments:

When an entire shipment to Canada (all store orders combined) is over 200 lbs and 10 cartons or more, or is for 5 or more stores, follow steps 1 – 5 below. Otherwise, skip to the bottom of this document and follow the instructions under "Shipments For 1 to 4 Stores".

1. Pack all orders by store, but ship one consolidated shipment (one Master Bill of Lading) to Carlton's Cross Dock Facility – IMPACT LOGISTICS.

IMPACT LOGISTICS
2754 James Snow Parkway
Milton, Ontario L9T 6P3
Contact: Christian Muccelli x 213 (888-526-5990 or 905-876-0909)
Fax: 905-876-2882 Email: cuccelli@impactlogistics.com

2. Mode of transportation:
 - a. If a shipment (all stores combined) is over 200 lbs and 10 cartons or more, the shipment must be sent via full trailer load or LTL.
 - 1) Shipments of 12 skids or less, or 12,000 lbs. or less classify as an LTL shipment. Our LTL carrier into Canada is YELLOW FREIGHT (phone# 800-610-6500). Be sure to write "**3rd Party Billing to American Greetings**" on the Bill of Lading when Carlton Cards is paying the freight.
 - 2) Larger shipments classify as a full trailer load. Our full trailer load carrier into Canada is WHEELS INTERNATIONAL (phone# 888- 266-6892 Mary Chisholm x4304). Be sure to write "**3rd Party Billing to American Greetings**" on the Bill of Lading when Carlton Cards is paying the freight.
 - b. If a shipment (all stores combined) is less than 200 lbs or less than 10 cartons, but is for 5 or more stores, ship one consolidated UPS delivery (one Master Bill of Lading) to Impact Logistics, **UPS 3rd Party Billing to American Greetings** (UPS Int'l Export 1-800-782-7892). Our Buyer will provide the Vendor with a UPS 3rd Party Billing#. Vendor misuse of our UPS Billing# will result in a \$500 penalty, deductions for inappropriate use, termination of business and appropriate legal action.
3. **Before shipping, the Vendor must provide Christian Muccelli at Impact Logistics a spreadsheet that lists the PO#, Store#, Number of Cartons per Store and Total Weight of the shipment.** While all orders must be shipped as one consolidated shipment to Impact Logistics, each carton must be packed by store, with a store address label, store carton count i.e. "Carton 1 of #" and a Packing Slip attached to one carton per store.
4. If a Vendor does not have an Import Broker, Carlton's Import Broker – LIVINGSTON INTERNATIONAL INC will clear shipments for our Vendors, as long as our Vendors comply with our shipping instructions, U.S., Canada and Customs regulations.
 - a. Before shipping, the Vendor must call Livingston International Inc for preparation of export documents. All shipments crossing the border must be accompanied by proper documentation, which includes: a Canada Customs Invoice and a NAFTA Certificate (if produced in the U.S., Canada or Mexico). Livingston International Inc will NOT clear a shipment until all appropriate information and documents are supplied by the Vendor.

- b. The Vendor must indicate on the Bill of Lading that the shipment is to be cleared by Livingston International Inc and charges are to be 3rd Party Billed to American Greetings in Cleveland . On the Customs Invoice (Canadek) a Vendor contact and phone number should be included (box 1) incase the brokerage has any questions. Carlton Cards/American Greetings(Livingston Account # 265715) should be listed under the Purchaser's section (box 5) so the brokerage knows that the Vendor is shipping on our behalf.
 - c. Livingston International Inc will file clearing documents with Canada Customs for our Vendors, however, our Vendors are responsible for the timeliness and accuracy of all information provided and for any taxes, duty, fines, penalties, delays or detention resulting in the handling of Vendor shipments. Any charges or expenses paid by Livingston Internatioanl Inc on behalf of the Vendor will be deducted from the Vendor invoice and/or Vendor account by Carlton..
5. Vendor failure to contact Impact Logistics prior to shipping or failure to comply with Carlton shipping instructions, U.S., Canada or Customs regulations may result in additional Customs filing fees/fines, additional freight or handling charges and a \$500 Vendor Non-Compliance Fee by Carlton, which will be deducted from the Vendor invoice and/or Vendor account.

Livingston International Inc
33 Walnut Street
Fort Erie ON L2A 5M7
Contact: Candace Greene @ ext 3405 or Vito Pennimpepe @ ext 3416
Phone: 866-260-6123 or 905-871-1606
Fax: 905-991-0404
Email: cgreene@livingstonintl.com or vpennimpepe@livingstonintl.com

Customs documents are available at the following Canada Customs websites:

Canada Customs Invoice

How to complete guide

<http://www.livingstonintl.com/shippingtocdab.cfm?id=1442&CFID=1299542&CFTOKEN=52349619>

On-Line Fillable

http://www.livingstonintl.com/document_library/canada_customs_invoice.pdf

NAFTA

How to complete guide

<http://www.livingstonintl.com/shippingtocdab.cfm?id=1444&CFID=1299542&CFTOKEN=52349619>

On-Line Fillable

<http://www.cbsa-asfc.gc.ca/E/pbg/cf/b232/b232-fill-05e.pdf>

Importer of Record:

Carlton Cards Retail Inc.
Div of American Greetings
C/O Impact Logistics
2754 James Snow Parkway
Milton, ON L9T 6P3
905-876-0909

Shipments For 1 to 4 Stores

Orders for 1, 2, 3 or 4 stores (less than 200 lbs and 9 cartons or less) should be shipped via UPS direct to each store, **UPS 3rd Party Billing to American Greetings** (UPS Int'l Export 1-800-782-7892). Our Buyer will provide the Vendor with a UPS 3rd Party Billing#. The Vendor must provide UPS with all the necessary information to clear the shipment with Customs (i.e. country of origin, product description, Tariff Codes, cost of items, etc).

Vendor failure to comply with Carlton shipping instructions may result in additional Customs filing fees/fines, additional freight or handling charges and a \$500 Vendor Non-Compliance Fee by Carlton, which will be deducted from the Vendor invoice and/or Vendor account. Vendor misuse of our UPS Billing# will result in a \$500 penalty, deductions for inappropriate use, termination of business and appropriate legal action.