



# International Logistics Vendor Guide

February 2025

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## Introduction

This International Logistics Vendor Guide is located at <https://vendornet.meijer.com>. This guide contains policies and information pertaining to conducting business with Meijer. These Requirements are in effect for all purchases made by Meijer except to the extent prohibited by law.

This Guide may refer to the seller of the goods or service to Meijer as the *Vendor, Supplier, you* or *your*, but the meaning will be the same regardless of the specific term used. The terms *goods* and *product(s)* are also used synonymously in this Guide.

Your officer or agent's signature is not required to indicate your consent to these Requirements. Your unconditional consent to these Requirements is continuously manifested by your shipment of goods to Meijer, by your acceptance of any payment for your goods from Meijer, or both.

You agree to be bound by these Requirements regardless of whether you obtain them by accessing Meijer's VendorNet, the Ariba Network, receive them as an attachment to e-mail, or receive them as a hard copy document.

Meijer reserves the right to change these Requirements at any time upon notice to you, by posting an announcement on the Welcome page of the Meijer VendorNet or on the Ariba Meijer Supplier Information Portal. You will be bound by such changes unless or until you notify Meijer otherwise within ten (10) days after your receipt of the changes.

All debits, non-compliance charges, or chargeback's specified in this Guide represent reasonable liquidated damages due Meijer for the specific instance of non-compliance described are not penalties, and do not limit any other legal remedies available to Meijer.

Other vendor guides that may be applicable to you are available on the Web at <https://vendornet.meijer.com>.

Our strategic objective is to expedite the flow of merchandise from our suppliers to our selling floor. We encourage all vendors and transportation providers to carefully review our guides and standards and contact us with questions prior to shipping.

# International Logistics Department Contacts

## Import Product Flow

### GR Team

#### Global Logistic Manager

**Contact: Matthew Haskell**

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#### Logistics Analyst

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#### Logistic Analyst

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### HK Team

#### GSO Senior Logistics Manager

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#### GSO Senior Logistics Analyst

**Contact: Nita Lee**

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E-mail: [Nita.Lee@meijer.com](mailto:Nita.Lee@meijer.com)

## Customs Compliance

#### Customs Compliance Manager

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#### Customs Compliance Analyst

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#### Customs Compliance Analyst

**Contact: Adam Wickham**

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E-mail: [Ada.Wickham@meijer.com](mailto:Ada.Wickham@meijer.com)

#### Customs Compliance Analyst

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#### Customs Compliance Analyst

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## Other Logistics Contacts

#### Vice President Logistics

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Phone: 616.791.3986

E-mail: [Tom.McCall@meijer.com](mailto:Tom.McCall@meijer.com)

#### Director of International Logistics

**Contact: Paul Thompson**

Phone: 616.791.5061

E-mail: [Paul.Thompson@meijer.com](mailto:Paul.Thompson@meijer.com)

**Manager, Vendor Management (Carton Markings)**

**Contact: Vendor Management Helpline**

E-mail: [edi@meijer.com](mailto:edi@meijer.com)

**Meijer CTPAT Security**

E-mail: [Customs.Compliance@meijer.com](mailto:Customs.Compliance@meijer.com)

E-mail: [Jodi.Nesbitt@meijer.com](mailto:Jodi.Nesbitt@meijer.com)

## **Social Compliance Contacts**

### Hardlines, Home and Softlines

**GSO Social Compliance Manager**

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**GSO Social Compliance Specialist**

**Contact: Vicky Chung**

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### Softlines

**GSO Social Compliance Specialist**

**Contact: Daphne Leung**

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### Program Related Questions

**Director of Corporate Compliance**

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# Frequently Asked Questions

## Incoterms

**Question: What Incoterm should be used?**

Answer: Meijer’s designated Incoterms® 2020 is FOB Origin.

**Question: Is my factory required to go through a security inspection?**

Answer: All overseas factories producing merchandise for Meijer in Low Risk countries are required to respond to an online security evaluation yearly. Factories located in High Risk countries (Risk Rating 4 or 5) must undergo an announced on site audit by Meijer’s designated auditor at the factory’s expense. This audit will be completed by the Supplier Compliance Audit Network (SCAN). On-site audits require 45 - 60 days to coordinate from request date. This inspection is only in regards to security for CTPAT purposes. A CTPAT Security audit must be on file for the manufacture prior to booking the PO for shipment. This is required for all manufacturers producing goods for Meijer, or **all** orders for the vendor associated with the non-compliant manufacturer will be placed on hold. Any questions related to product inspections or other factory inspections not related to security need to go through Meijer Quality Assurance Department or Meijer Social Compliance Department.

### **Onsite Audit Cost to the Factory:**

**Effective February 1, 2025**

| SCAN Executive Sponsored Audit |                          |
|--------------------------------|--------------------------|
| Global Region                  | Total Audit Fee<br>(USD) |
| Africa                         | \$1,873                  |
| Americas                       | \$1,846                  |
| Europe                         | \$2,165                  |
| Lower Southeast Asia           | \$2,165                  |
| Middle East                    | \$1,873                  |
| North Asia                     | \$1,527                  |
| Southeast Asia                 | \$1,527                  |

## Country Risk Rating Chart:

| December 2024      |             |          |                 |
|--------------------|-------------|----------|-----------------|
| Country            | Risk Rating |          | Audit Type      |
| India              | 5           | Severe   | Onsite          |
| Pakistan           | 5           | Severe   | Onsite          |
| Turkey             | 5           | Severe   | Onsite          |
| Bangladesh         | 4           | High     | Onsite          |
| Egypt              | 4           | High     | Onsite          |
| Indonesia          | 4           | High     | Onsite          |
| Malaysia           | 4           | High     | Onsite          |
| Philippines        | 4           | High     | Onsite          |
| Thailand           | 4           | High     | Onsite          |
| Brazil             | 3           | Elevated | Self-Assessment |
| China              | 3           | Elevated | Self-Assessment |
| Dominican Republic | 3           | Elevated | Self-Assessment |
| Germany            | 3           | Elevated | Self-Assessment |
| Vietnam            | 3           | Elevated | Self-Assessment |
| Cambodia           | 2           | Guarded  | Self-Assessment |
| Canada             | 2           | Guarded  | Self-Assessment |
| Hong Kong          | 2           | Guarded  | Self-Assessment |
| Hungary            | 2           | Guarded  | Self-Assessment |
| Lesotho            | 2           | Guarded  | Self-Assessment |
| Netherlands        | 2           | Guarded  | Self-Assessment |
| Sri Lanka          | 2           | Guarded  | Self-Assessment |
| Taiwan             | 2           | Guarded  | Self-Assessment |

**Note:** The Meijer CTPAT Country Risk Rating chart is assessed each Meijer Fiscal Quarter. Risk rating and audit type is subject to change. If you are shipping from a country not listed on this chart, please contact [customs.compliance@meijer.com](mailto:customs.compliance@meijer.com).



## **Order Confirmation**

### **Question 1: When do I need to provide an order confirmation?**

Answer: At least **6 weeks prior** to PO ship date but not too early (i.e. Not earlier than 120 days before the PO ship date.) If not received three weeks prior to ship date orders will be placed on hold.

### **Question 2: What is the order confirmation used for?**

Answer: Customs classification and issuance of letter of credit if applicable. A letter of credit will not be opened unless the Beneficiary and Advising Bank information is indicated within the order confirmation. It takes up to 7 calendar days for items to be classified by Meijer's Customs Broker and for letter of credit instructions to be sent to Meijer's issuing bank once order confirmation is completed. It may then take another 2-3 working days for the L/C transfer between advising bank and beneficiary bank. Therefore, please reserve enough processing time before sending enquiry to Meijer for checking L/C status.

### **Question 3: Where/How do I confirm import orders?**

Answer: <http://vendornet.meijer.com> using Internet Explorer See *Appendix C* for a link to the instructions.

### **Question 4: What do I do if I get error message when trying to complete order confirmation?**

Answer: Please contact [customs.compliance@meijer.com](mailto:customs.compliance@meijer.com) for assistance.

### **Question 5: How many purchase orders can I add on an order confirmation?**

Answer: There is no limit on the number of POs on an Order Confirmation / Letter of Credit.

### **Question 6: How can I change the product classification?**

Answer: The classification cannot be changed within the order confirmation application. After the order confirmation is completed, by an authorized representative of the vendor, Meijer Customs Broker will review the product based on the description provided. The product description should be clearly defined within the order confirmation. Meijer Customs Broker may reach out to you with additional questions in order to provide the correct classification.

## **Freight Forwarder**

### **Question: Who is Meijer's freight forwarder?**

Answer: Meijer's designated freight forwarder for both sea and air shipments is BDP International. See Appendix A for a list of BDP locations by country.

## **Booking**

### **Question 1: When is booking required for import shipments?**

Answer: At least **21 days prior to PO ship date**. Please refer to the booking procedures for ocean shipments later in this guide for details.

### **Question 2: Who is the booking placed with?**

Answer: Meijer's freight forwarder BDP International in the origin country. See *Appendix A*.

## **Ocean Transportation**

### **Question: Which ocean carrier(s) am I required to use?**

Answer: Carrier selection is determined by Meijer's freight forwarder BDP International based on the purchase order and vessel availability. Meijer has direct contract with multiple carriers and the sailing schedule may vary week by week. In order to allow Meijer fully utilize all the possible sailings, please follow the below cargo ready timeline.

Effective from Meijer PO ship date on or after 1 April 2022

Except for Xiamen, CRD is 7 days before Meijer PO ship date for both CY and CFS shipments. For Xiamen, CRD is 10 days before Meijer PO ship date for CFS and keep as 7 days before Meijer PO ship date for CY shipment

Please refer to the booking procedures for ocean shipments later in this guide for details.

## **On Time Shipment Requirement**

### **Question 1: What does Meijer consider as on time shipment?**

Answer: The PO is considered as an on time shipment if the PO is arrived DF on or before the Meijer PO arrival date. In order to do so, vendor need to ensure the cargo is ready based on the cargo ready date timeline.

### **Question 2: How do I know when my cargo should be ready in order to arrive on time?**

Answer: Please follow below cargo ready timeline in order to allow sufficient time for local processes such as custom clearance and trucking arrangement etc. Please note the actual delivery window depends on each origins' local cut off timeline. Please always approach BDP local office for the detailed timeline.

Effective from Meijer PO ship date on or after 1 April 2022

Except for Xiamen, CRD is 7 days before Meijer PO ship date for both CY (Container Yard) and CFS (Container Freight Station) shipments.

For Xiamen, CRD is 10 days before Meijer PO ship date for CFS and keep as 7 days before Meijer PO ship date for CY shipment

## **Container Loading**

### **Question: How should the container be loaded?**

Answer: It's the suppliers' responsibility to conduct a container inspection prior to loading to ensure it's in good condition. Please see Appendix E and F for details.

All containers must be loaded first by Distribution Facility (DF) if multiple DFs POs involved, then follow by purchase order and lastly sort by items within each purchase order. In other words, all POs with the same DF should be loaded together and then follow by all items under the same purchase order are loaded together. Vendor is liable for any extra costs associated with failing to follow the loading requirements. The container load plan and manifest must reflect exactly the same as the actual loading quantity.

Example: PO123 to Lansing DF have 2 items A & B  
PO456 to Grand Rapids DF have 2 items A & B  
PO789 to Lansing DF have 2 items A & B

Loading sequence should be loading all POs to same DF first and then follow by another DF:

First load PO123 (Lansing) – item A & B  
Second load PO789 (Lansing) – item A & B  
Lastly load PO 456 (Grand Rapids) – item A & B

In preparation for a U.S. Customs or other government agency examination, one carton of each style, lot number, or item must be loaded on the rear of the container. Refer to Appendix E for details.

## **Documentation Requirements**

### **Question 1: What documentation is required on an import shipment?**

Answer: A set of standard documents including the following is required on every import shipment. Please refer to the document requirements for Meijer import shipments section later in this guide for details.

- Commercial Invoice
  - Beneficiary and Inspection Certification Statements are to be added to the Commercial Invoice
- Packing List
- 7 Point Container Inspection Document (for CY shipment only)
- *Canada Only* – 17 Point Inspection
- Container Load Plan (please use CLP template in Appendix L)

Shipment specific documentation may vary depending on country of origin or product. Please refer to the food imports (special document requirements) and other documents (shipment specific documents) section later in this guide for more details.

**Question 2: When do I need to submit documentation to Meijer’s freight forwarder?**

Answer:

- CY Shipments: Within 3 days after Cargo Receipt Date for CY/CY cargo
- CFS or LCL Shipments: Within 6 days after Cargo Receipt Date for CFS/CY or CFS/CFS cargo
- Any Document (e.g. Country of Origin certificate) that local government/official authority requires on board date to be shown on the official copy: Within 5 Days after On Board Date
- Vendors are required to create a standardized commercial invoice and packing list in the BDP SmartVu Document tool (vendors’ own format is **NOT** accepted).For rest of the required documents, these can be uploaded to SmartVu.

**Question 3: What is a beneficiary statement?**

Answer:

A statement added to the Smartvu Commercial Invoice by an authorized representative of the vendor certifying the following:

- No prison, forced or child labor was used to produce ordered goods.
- Product(s) from vendor/factories were not produced, manufactured, assembled or packaged by the use of forced labor.
- Product(s) from vendor/factories does not involve transshipment of merchandise.
- The country of origin is TRUE AND CORRECT AS STATED ON THE INVOICE.
- Have read and understand the recommendations by US Customs Service regarding security, and that those recommendations were in effect as of the date of production and shipment of goods.
- A complete set of original documents were generated and provided to the Freight Forwarder which included the required data elements for advance manifest filing.

**Question 4: What is an inspection certificate statement?**

Answer:

A statement added to the Smartvu Commercial Invoice by an authorized representative of the vendor certifying the following:

- Merchandise has passed inspection
- Carton markings must show:
  1. A “Ship From” address
  2. The “Ship To” address including the building number
  3. The Purchase Order number
  4. Units per Carton/Pack Size/Selling Units per Master Carton
  5. Vendor Item #/Style# (recommended, but not required)
  6. Short Description (optional)
  7. Country of Origin (required on sellable unit)
  8. Meijer Case Pack ID/code number (optional)
  9. Product UPC in both scannable and human readable format or 14 digit case pack (must exist in Meijer’s product system, and will show on your Purchase Order)
  10. Additional information such as Size/Size Range and Color may be required based on your product category
- Country of origin markings have been appropriately placed on the selling unit

## **Import Payment Terms**

**Question: How will I be paid for the imported merchandise?**

**Answer:** Payment terms are specified in the vendor agreement which is determined between the vendor and Meijer Buyer. Purchase orders may be paid by letter of credit, check or by tele-transfer (T/T). If you believe that your payment terms for an order are incorrect, please contact the Meijer Buyer to resolve any dispute.

## **Meijer Vendor Policy**

- Meijer is committed to conducting business in a responsible and ethical manner. We expect our vendors to have similar standards.
- As we strive to continue our excellent importing record we are implementing this Vendor Policy. Meijer does not condone or permit the violation of any applicable domestic, foreign or international laws, rules or regulations.
- We expect our foreign vendors to be knowledgeable about the United States rules of origin. We will not accept illegally transshipped or intentionally mislabeled goods. The transshipment or intentional mislabeling of goods as to country of origin, fiber content, care instructions or other errors will not be tolerated. See *Appendix K* for the instructions for Carton Labeling instructions including Country of Origin.
- **Transshipping.** All merchandise shall be accurately marked or labeled with its country of origin, in compliance with the laws of the United States and those of the country of manufacture.
- Meijer believes that effective monitoring is necessary to ensure that these standards are satisfied. We expect full access to all production facilities and to all relevant records. Meijer will take affirmative steps to verify these standards are achieved and will assert the right to conduct directly, or through agents unannounced on-site inspections.
- **Intellectual Property/Trademark/Copyright/Patent**

Meijer expects their vendors to be knowledgeable about the products they produce and sell. We expect the Vendor to comply with all Intellectual Property laws and rulings. It is the Vendor's responsibility to confirm the products sold to Meijer do not have a Patent, Copyright or Trademark on the product or any component of the product. If there is a Patent, Copyright or Trademark issued on the product it is the Vendor's responsibility to obtain the appropriate license.

- **Supplier Code of Conduct**

We expect our Supplier partners to embrace our philosophy and have established a Supplier code of conduct which outlines our expectations. Referenced under the Meijer VendorNet>Home Page> Vendor Documents >[Supplier Code of Conduct](#).

## Terms of Sale

All direct import product will be purchased on a FOB, Port of Origin basis. Meijer and our designated service providers will move and provide US Customs for all shipments. Failure to use Meijer designated service providers will result in the following:

- The vendor will arrange for shipment to Meijer Door,
- The vendor will provide custom clearance, and Payment terms will be jeopardized.

Any vendor shipping to Meijer on a DDP basis will be responsible for all liability as the term DDP describes. Meijer will not take on any legal or financial responsibility for any Vendor DDP shipments.

Vendor acknowledges and agrees that any and all costs or charges paid by the Vendor in the country of origin are included in the Product cost payable by Meijer and as set forth in the Order. This includes those costs or charges not directly related to manufacture of the Product and payable by the Vendor associated with delivery of the Product to the FOB location set forth in the Order.

## Shipping Procedures for Samples

**OVERVIEW:** Meijer believes strongly in compliance with all government regulatory and labeling requirements. It is the vendor's responsibility to ensure that sample shipments comply with all applicable regulatory standards.

**DISPOSITION:** Meijer does not pay or reimburse vendors for any samples. Any exceptions to this policy should be addressed with the Customs Compliance Manager. Please note, Meijer will not return any samples back to the original vendor. Samples will not be sold but instead shall be given to a charitable organization or destroyed. Meijer will not accept any legal responsibility for any unsolicited samples. The Vendor is responsible for all fees associated with sample imports inclusive of freight, duties and taxes.

**SHIPPING:** Samples should only be sent to Meijer utilizing incoterms DDP via small parcel for example: FedEx, UPS, and DHL. It is the responsibility of the shipper to properly prepare the samples and associated documentation for shipment. Meijer will not take on the importer of record responsibility.

The Vendor will be responsible for any sample product damage incurred as a result of shipping and the vendor shall pay for any expenses related to unsatisfactory goods including return shipping, and handling. Samples should only be shipped to:

Meijer Store Simulation Area - 984  
2653 Walker Avenue, N.W.  
Grand Rapids, MI 49544-1307

**DOCUMENTATION:** A commercial invoice for Samples should accompany the shipment. (*Appendix N*). It is the responsibility of the vendor to properly prepare the commercial invoice for shipment of the sample to Meijer or your sample will be quarantined until a correct invoice is obtained. **Any samples shipped to Meijer for any reason after a PO has been issued for the item must reference the PO on the invoice to ensure proper U.S. Customs Clearance.**

**U.S. CUSTOMS:** Samples are to be used in the United States for soliciting orders, for testing purposes or for HTS classification review. It is the Vendors responsibility to ensure all applicable laws, regulations and standards are adhered to. Samples that are shipped to Meijer must be marked or mutilated in a conspicuous area to render the item unfit for resale. Sample invoices should indicate "Not for Resale / Sample "and currency in U.S. dollars. See Appendix N for an invoice of samples. Special care must be afforded by the Vendor for any samples entering the USA under a duty free HTS classification.

**REJECTION:** Any sample shipments found to be not in compliance with the above guidelines will be quarantined and vendor will be notified to make necessary corrections. If corrections are not received in 2 business days, the sample may be destroyed.

## Purchase Orders

Meijer Purchase Orders are created by the Meijer Merchandising team and communicated to the vendor. It's the vendors' responsibility to cross check all the PO details upon receiving a PO from Meijer. Any change request initiated by vendor MUST BE communicated to the Meijer Merchandising and Sourcing teams directly BEFORE shipment booking. All change requests on PO must be approved by the Meijer Merchandising team. International Logistics will administer cargo transportation guidelines and payment terms based on the Meijer Purchase Order negotiated by the buyer. The Meijer Merchandising team will communicate all approved changes to International Logistics.

Each PO should only have 1 origin load port, in case you found items from different origins load port are group under one Meijer PO, then please work with Meijer buyer to split the PO for each origin load port.

## Order Confirmation Process

All import vendors are required to complete the Order Confirmation at <https://vendornet.meijer.com>. The Order Confirmation is used for two purposes: classification of the item(s) for U.S. Customs and payment information. When you receive the Meijer Purchase Order your next step is to complete the on-line Order Confirmation. The Order Confirmation must be entered a minimum of 6 weeks prior to the PO ship date (but not earlier than 120 days before the PO ship date). Instructions to complete this process are located in Appendix C. The letter of credit will not be issued until the Order Confirmation is completed and transmitted.

POs submitted on the same order confirmation will be combined onto one Letter of Credit, even if each PO has a different ship date. There is no limit on the number of POs on an Order Confirmation / Letter of Credit. For detailed procedure, please refer to Appendix C.

**\*NOTE:** If you believe that your payment terms for an order are incorrect, please contact the Meijer Merchandising team to resolve any dispute.

Any questions regarding the proper classification of your product can be sent to [MeijerCustomsBroker@meijer.com](mailto:MeijerCustomsBroker@meijer.com).

# Terms and Conditions

<https://vendornet.meijer.com>

## Payment Methods

Payments are made according to the terms on the Purchase order.

**\*NOTE: Vendors must complete the order confirmation for classification purposes regardless of the agreed upon payment method.**

Details/Documentation Needed PRIOR to Release of Payment

- All documents have been tendered to the forwarder.
- Forwarder has been paid any charges.

An essential component to the success of the direct import program is additional payment dating. A minimum of 90-day dating for either Letter of Credit or Pay by Check terms is standard. Meijer must establish dating terms at the time of negotiation.

### Letter of Credit

For direct import vendors, Meijer's bank, HSBC Bank, will issue a Letter of Credit before the ship date once the PO is confirmed on-line on <https://vendornet.meijer.com>. The terms are listed in the Letter of Credit and will be adhered to by all parties. Please see *Appendix C* for instructions on how to complete the order confirmation.

Its vendors' full responsibility to cross check all the details in the L/C and notify Meijer if any amendment is needed.

### Pay by Check or Tele-transfer (T/T open account), Wire

Invoices are submitted for payment, and should be submitted electronically, either through the WEB Invoice Application or EDI/AS2 connection, based on how you received your Purchase Order. If you have questions on how you are set up, please contact [meijervendor@meijer.com](mailto:meijervendor@meijer.com).

If you receive PO's manually, send your invoice to: P.O. Box 1610, Grand Rapids, MI 49501

### Electronic Set Up (Tele-transfer/Wire)

Details Needed from Vendor/Supplier for an International Wire Transfer

- Beneficiary Account Name
- Beneficiary Account Number
- IBAN
- Beneficiary Address
- Beneficiary City
- Beneficiary Country
- Beneficiary Email (optional)
- Beneficiary Bank



**\*Note:** All other terms, conditions and requirements apply as stated in the International Logistics Vendor Guide.

## Document Requirements for Meijer Import Shipments

### Static Documents (required on every shipment)

- **Commercial Invoice** (See *Appendix B* for a sample invoice and requirements.)
  - Effective 8/1/17, vendors must use the standard commercial invoice template within the BDP SmartVu Documents tool.
  - Each invoice must have a unique invoice number.
  
- **Packing List** must state:
  - Carton dimensions (LxWxH) in centimeters for each style shipped
  - Gross weight and net weight for each style shipped
  - Net weight for shipments in kilograms
  - Gross weight and net weight for each style
  - Full vendor packs only
  - Less than vendor pack is not allowed (as shown on Meijer purchase order)
  - Effective 8/1/17, vendors must use the standard packing list template within the BDP SmartVu Documents tool.
  
- **7 Point Checklist - Container Inspection & Seal Information document** (*Appendix F*)
  
- **CANADA ONLY – 17 Point Checklist Tractor & Trailer Inspection document** (*Appendix G*)
  
- **Container Load Plan (CLP)** - (CLP in *Appendix L*) - Within 24 hours after loading, please provide the freight forwarder with a diagram of the container (Container Load Plan). This diagram will illustrate where each purchase order and item is loaded on the container. For factory load containers, please place the CLP on the last carton but NOT on the container door.  
The container load plan must contain:
  - Vendor Name
  - Meijer PO#
  - Meijer item#
  - Carton quantities
  - Weight in kgs
  - Cubic Meters
  - PO Ready Date
  - Meijer PO Ship date
  
- **VGM/SOLAS** (*Appendix M*)

# Food Imports – Special Document Requirements

## Canned food items:

- Information that must be listed on the commercial invoice (in addition to Commercial Invoice requirements listed in *Appendix B*):
  - Food Canning Establishment Number,
  - Submission Identifier Number,
  - Bio-Terrorism Act / FDA Registration Number
  - Per FDA requirements, the commercial invoice must include a statement confirming that the goods were not refused entry from any other country prior to importation into the U.S.

More details on the specific document requirements can be found on the following websites:

Food Canning Establishment Number (FCE):

<http://www.registrarcorp.com/fda-food/fce-sid/?lang=en>

Submission Identifier Number (SID):

<http://www.registrarcorp.com/fda-food/fce-sid/>

Bioterrorism Act / FDA Registration Number:

<https://www.fda.gov/food/guidanceregulation/foodfacilityregistration/default.htm>

**\* Note:** All other documentation requirements in the International Logistics Vendor Guide as stated on page 13-15 apply.

## Other Documents – Shipment Specific Documents

Once the order confirmation and product classification process is complete, all the special document requirements/certificate (if any) will be listed on Meijer's freight forwarder system. For details on how to view the special documents requirement, please contact your local BDP origin office. It's vendors' responsibility to cross check the document requirement in SmartVu and provide it on a timely basis. Any delay in providing specific doc may result in shipment on hold and such delay would be count as vendor issue. Vendor is also responsible for all the additional cost/penalty if any.

For all the special documents:

- **Visa**
  - Correct weight, quantity and/or indicated on the commercial invoice
  - Correct textile category value
- **Duty reduction program documents**
  - NAFTA – North American Free Trade Agreement Certificate of Origin CBP Form 434
  - GSP - Form A or Certificate of origin
  - DR – CAFTA – Certification of origin
  - US – Peru FTA –PTPA Certificate of origin
  - QIZ – Cert of Origin + QIZ statement on Invoice
  - AGOA – Certificate of origin
  - US – Chile FTA Certificate of origin

- Any additional documents pertaining to the shipment as requested on the Letter of Credit or by the Freight Forwarder or Customs Broker.
- **Textile Declaration**
- **Any additional document(s) as required by Letter of Credit or other request**

## **Partner Government Documentation Requirements (if applicable)**

The following additional document requirements may be required based on the products being shipped.

### **Toxic Substance Control Act (TSCA)**

Certification of any shipment containing a chemical substance, in either bulk or part of a mixture complies with all applicable rules, or that shipment is not subject to the rules. See *Appendix D* for Supplier TSCA certification form.

### **FCC Regulated Products (FCC)**

Products regulated by the US Federal Communications Commission/FCC are those that emit radiation or a frequency or have a digital device. In simplistic terms, if the product is used for communication and/or is electronic and/or emits radiation, then the product is probably regulated by the FCC. Examples, while not inclusive, are: radios, personal computers, digital cameras, microwaves, cell phones, televisions (plasma, CRT, and LCD) and memory cards. Information will be needed in order to complete the FCC Form 740 which reports the information regarding the radio frequency of the device and if it's capable of causing harmful interference. See *Appendix H* for FCC Form 740.

### **FDA Regulated Product (FDA)**

Products regulated by the FDA are those that emit radiation; are intended to improve one's health; are eaten or drank; are used to eat or drink off of; or are used to cook with. Examples, while not inclusive, are DVD players, CD players, microwaves, computers with CD or DVD drives, traditional computer monitors (not liquid crystal), CRT televisions (not plasma or LCD), plates, mugs and cookie jars.

Additionally, the FDA Form 2877 declaration is for electronic products regarding the radiation of DVD and CD players. This form must be completed by the vendor except for the following fields: port of entry, entry number, date of entry and importer of records name, title and signature. Meijer will complete "those" fields. See *Appendix I* for FDA Form 2877.

### **Medical Device Form (FDA)**

FDA 2892 information which states the products medical device number.

### **Chinese Ceramic Ware Factory Code (CC)**

The CC Code must be included on the commercial invoice to indicate that shipments of ceramic are produced by a manufacturer certified as part of an FDA/China Memorandum of Understanding (MOU).

### **Lacey Act (APHIS) and Wooden Handicrafts from China**

The Lacey Act is broad and includes a wide scope of products including: live plants, plant parts, lumber and products containing certain plant material or products, which may include certain furniture, tools, umbrellas, sporting goods, printed matter, musical instruments, products manufactured from plant-based resins, and textiles.

Meijer has legal responsibility to provide complete and accurate information and to file the Plant & Product Declaration form with APHIS (Animal and Plant Health Inspection Service) for certain products containing plant or plant parts. Meijer practices due care by acquiring information from our vendors at the time the order confirmation is received.

If Meijer's Customs Broker determines the commodity being imported will be subject to the Lacey Act requirements or requires a USDA import permit, Meijer Customs Broker will contact the vendor and provide the vendor with an Agriculture Worksheet to complete. The vendor must provide the scientific names (genus and species) of the product on the worksheet and return to the Customs Broker within 48 hours. Please find attached as *Appendix J* the Agricultural Worksheet and Lacey Checklist.

If a USDA import permit is required, the order will be placed on hold until all information is received from the vendor. This includes an agriculture worksheet, samples (if required), fumigation certificate and an approved manufacture. The order will be released when the import permit is received.

## Wood Packaging Material (WPM)

[https://www.cbp.gov/sites/default/files/assets/documents/2017-Nov/Web%20Vers%20%20March%202016%20WPM\\_TradeOutreachv.2.pdf](https://www.cbp.gov/sites/default/files/assets/documents/2017-Nov/Web%20Vers%20%20March%202016%20WPM_TradeOutreachv.2.pdf)

U.S. import regulations require that wood packaging material (WPM) used in international trade is to be treated. Wood packaging material (e.g. dunnage, pallets, crates, skids) that are used in supporting, protecting or carrying an imported item must either be heat treated or subjected to Methyl Bromide Fumigation. This is to eliminate any pests that may reside in the WPM. Evidence of these treatments is by means of stamped IPPC markings on at least two sides of the WPM. The IPPC stamp must be visible on the shipping units facing out for Customs to easily see when opening the container.

### Treatment of WPM

#### a) Heat Treatment (HT)

Wood packaging material should be heated to a minimum wood core temperature of 56 degrees centigrade for a minimum of 30 minutes.

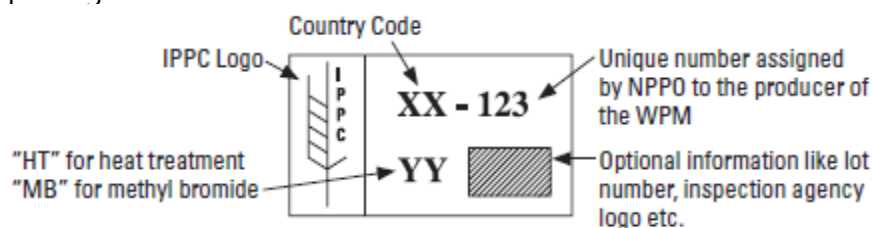
#### b) Methyl Bromide (MB) Fumigation

Wood packaging material fumigated with methyl bromide gas.

### Marking of WPM

WPM must be marked with the IPPC logo and the two letter ISO code for the country that treated the WPM. The marking must also include the unique number assigned by the national plant protection organization to the company responsible for ensuring the WPM was properly treated, and either the abbreviation HT (heat treatment) or MB (methyl bromide). Evidence of these treatments is by means of stamped IPPC markings on at least two sides of the WPM. The IPPC stamp must be visible on the shipping units facing out for Customs to easily see when opening the container.

#### Marking format:



## **Booking & Pre-shipment Inspection Requirements for WPM**

Meijer requires vendors to inspect and photograph every shipment containing wood packaging material at the time of booking to ensure the stamped IPPC markings are on at least two sides of the WPM. The WPM must be marked with the IPPC logo and the two letter ISO code for the country that treated the WPM. The marking must also include the unique number assigned by the national plant protection organization to the company responsible for ensuring the WPM was properly treated, and either the abbreviation HT (heat treatment) or MB (methyl bromide).

At the time of booking, vendor will be required to check the SWPM flag in BDP Smart Vu indicating that wood packaging is being used AND upload at least 2 photos into BDP SmartVu of the SWPM showing:

Pic 1:

- a. IPPC logo
- b. Two letter ISO code for the country that treated the WPM
- c. Marking must also include the unique number assigned by the national plant protection organization.

Pic 2:

The entire WPM (e.g. dunnage, pallets, crates, skids) used for carrying the imported items, so that Meijer can review whether boards are free of serious imperfections to avoid total pallet failure

This applies to all origin countries. If vendor need to provide additional fumigation certificate or other related documents to proof compliance, all documents must be in English. Once the photos and documents are uploaded to SmartVu, BDP's origin office will immediately inform [Customs.Compliance@Meijer.com](mailto:Customs.Compliance@Meijer.com) to review the photos in BDP SmartVu for compliance. The approval process will normally take 1 – 2 working days. If the photos meet the requirements listed above, then BDP will confirm the booking in system and release shipping order (S/O), vendor will be approved to proceed with shipment.

Please note NO booking can be confirmed until vendors upload SWPM photos and approved by Meijer custom compliance team.

If the photos reveal the SWPM has not been properly marked or pest infestation has occurred, then shipment will not be allowed to leave the country until corrective actions have been taken.

## **Wooden Pallet Specification**

Please refer to appendix K – Carton Labeling & Pallet Specification

## **Requirement for Customs Clearance and Partner Government Agencies**

As a regulatory requirement for entering product into U.S. Commerce, Meijer has a process in place when we are the Importer of Record to make sure product has fully cleared Customs and other governmental agencies

prior to moving to our distribution facilities. On any occasions where Meijer is not the Importer, Customs clearance is the responsibility of the vendor who are acting as the Importer of Record.

As laid out in Meijer's PO Terms and Conditions, all goods shipped to Meijer shall conform to applicable specifications, shall be of good material and workmanship and free from defects, contamination, impurity or adulteration. In addition, goods shall conform to any and all requirements, conditions or provisions of applicable federal, state, or local law.

If a recall is required to stop product flow due to the results of a regulatory agency exam, the vendor will be responsible for covering all costs associated with the recall.

Meijer expects that vendors delivering imported goods to Meijer will work with their Customs Broker to implement a similar process so that merchandise is not delivered unless it is fully cleared by Customs and other governmental agencies.

## Carton Markings

See *Appendix K* for full instructions.

## Document Presentation for Payment

Upon delivery of the cargo, vendor must submit the commercial documents to the Freight Forwarder and pay all of the origin charges to the Freight Forwarder. The Freight Forwarder will then issue an electronic Forwarder's Cargo Receipt (e-FCR)\*. For vendors paid by letter of credit, a second set of documents must be surrendered to the vendor's advising bank. Vendors paid by check do not need to send shipping documents to Meijer Logistics. Invoices for payment by check should be submitted electronically, either through the WEB Invoice Application or EDI/AS2 connection, based on how you received your Purchase Order. If you have questions on how you are set up, please contact [meijervendor@meijer.com](mailto:meijervendor@meijer.com). If you receive PO's manually, send your invoice to P.O. Box X, Grand Rapids, MI 49501. No additional documents are required to be sent to Meijer Logistics.

\*Effective from PO to be ship on or after 1 March 2022, electronic freight forwarder receipt (e-FCR) will be emailed to the booking party within 3 working days after the local charges has been settled. Vendor is no longer needed to obtain the original copy from BDP origin offices. If original bill of lading (OBL) is required at origins due to local regulation, then vendors still need to pick up OBL at BDP origin offices.

## Letters of Credit – Payment

Meijer has a specific set of guidelines for document presentation. Payment is denied if the documents presented do not comply with the terms and conditions specified in the Letter of Credit. Questions regarding the status of payment for Letter of Credit must be directed to the Advising Bank.

- **\*Note:** Late document fee of USD \$550.00 will be deducted from the beneficiary's proceeds on each Purchase Order where the date of receipt of documents, shown on the FCR, is: CY/CY Cargo more than 3 days from the cargo receipt date.

- CFS/CY or CFS/CFS Cargo more than 6 days from the Cargo Receipt Date.
- Any Document (e.g. Country of Origin certificate) that local government/official authority requires on board date to be shown on the official copy: Within 5 Days after On Board Date

## Import Vendor Booking/Shipping General Guidelines

### **Key Date Definition:**

“**PO Arrival Date**” is defined as the latest date of the goods must be arrived at Meijer DF.

### **“Shipment Booking Date”**

The vendor is required to book each Meijer PO with the respective freight forwarder (*Appendix A*), a **minimum of 21 days prior** to the PO ship date. The booking is to facilitate planning and guarantee space on a specific vessel to support the PO ship date.

### **“Cargo Ready Date (CRD)”**

Cargo ready date (CRD) is defined as the last date cargo is ready for either one of the below:

1. Loading the container for gate-in to the loading port terminal for CY (container yard) shipment
2. Delivering and arriving at the origin warehouse for CFS (container freight station) shipment

Effective from Meijer PO ship date on or after 1 April 2022

Except for Xiamen, CRD is 7 days before Meijer PO ship date for both CY (Container Yard) and CFS (Container Freight Station) shipments.

For Xiamen, CRD is 10 days before Meijer PO ship date for CFS and keep as 7 days before Meijer PO ship date for CY shipment

Please understand the above timeline is the LAST day of the cargo to be ready. Meijer still encourages vendors to ready cargo before the CRD deadline especially during peak season.

“**Cargo Receipt Date**” is defined as the date that the cargo delivered to the warehouse for CFS shipment or the laden container return and gate into the origin port.

Cargo ready date may not always be the same as the cargo receipt date. The actual delivery time may vary between different origins and different carriers. Vendors should work collaboratively with Meijer’s nominated freight forwarder origin office to understand the local timeline, to deliver the cargo within the CFS receiving window or return the laden container directly to port within the CY delivery window that’s assigned by Meijer nominated carrier as well as based on loading port timeline restriction.

### **“Documentation Submission Timeline”**

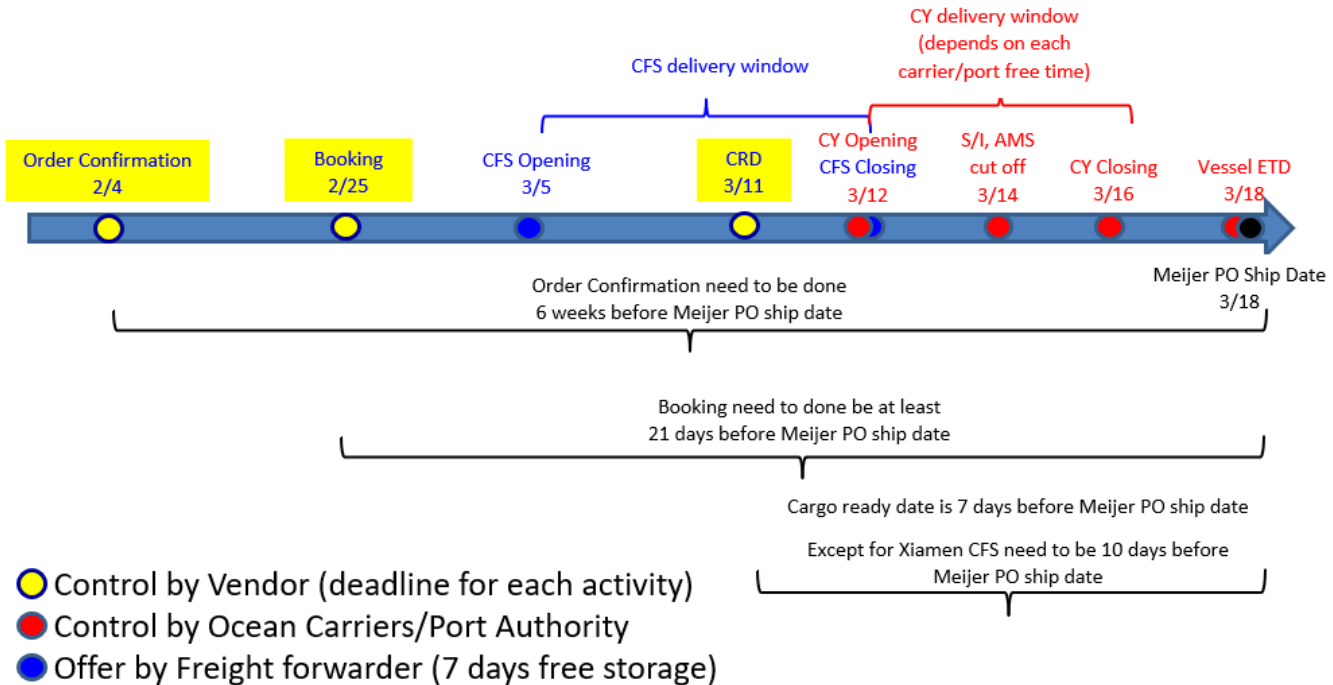
The vendor is required to supply the freight forwarder with all applicable documents,

- Within 3 days after Cargo Receipt Date for CY/CY cargo (CY Shipments)
- Within 6 days after Cargo Receipt Date for CFS/CY or CFS/CFS cargo (CFS or LCL Shipments)
- Within 5 Days after On Board Date for any Document (e.g. Country of Origin certificate) that local government/official authority requires on board date to be shown on the official copy

## “Safety of Life at Sea (SOLAS) – Container Weighing Regulation”

See *Appendix M* for the vendor memo.

## PO Management Cycle Timeline (Effective from 1 April 2022)



## CANADA Routing Requirements

Import orders from Canada, where Meijer acts as the Importer of Record, have certain requirements that need to be met to ensure compliance with U.S. Customs regulations.

All vendors must utilize BDP SmartVu ([www.bdpinternational.com](http://www.bdpinternational.com)) for online shipment booking. This is required for all FOB Origin purchase order terms. This requirement is for both truckload and less than truckload shipments. BDP SmartVu will serve as the truck routing portal for Meijer shipments. Meijer, or our freight forwarder, will advise you of the carrier selected for the shipment following the receipt of all required documents.

- For account setup or other SmartVu questions, send email to: [Meijer.SmartSetup@bdpinternational.com](mailto:Meijer.SmartSetup@bdpinternational.com)
- The following information is required to set up your account:
  - FOB Country (i.e. Canada)
  - Shipper Name
  - Shipper Address
  - Telephone/Fax numbers
  - Name (for username creation)
  - Email address
  - PO Number Example



# CANADA Document Requirements and General Guidelines

Effective 8/1/17, vendors are required to submit their documents using the BDP SmartVu Documents tool.

Following the submission of your cargo booking/routing request, all vendors must submit the following information to BDP International in Grand Rapids, MI as soon as the truck is loaded. The receipt of all required document will allow Meijer's customs broker to clear U.S. Customs and other government agencies in a timely manner.

## Static Documents (required on every shipment)

- Commercial Invoice (Appendix B) – Created within SmartVu
  - Add Beneficiary and Inspection Certificate Statement
- Packing List – Created within Smartvu
- Tractor & Trailer Inspection - 17 Point Checklist (*Appendix G*)
- Bill of Lading

**Fax or email all static documents above with Bill of Lading 24 hours prior to shipment to:**  
1.281.775.3838 or emailed to: [mij.importgrr@bdpint.com](mailto:mij.importgrr@bdpint.com)

At the point the truck is loaded, documents submitted via SmartVu must also be **provided to the truck driver.**

## Shipment Specific Documents

- Trademark Agreement
- NAFTA – North American Free Trade Agreement Certificate of Origin CBP Form 434

## Canada General Guidelines:

- Due to compliance issues with small parcel carriers, Meijer does **not** support small parcel collect shipments from Canada. All small parcel shipments should be shipped under FOB Destination, Freight Prepaid terms. Meijer will **not** be the importer of record for these shipments. Small parcel size Purchase Orders need to be set up as domestic POs.
- Single shipment per purchase order. Meijer shipments should **not** exceed a truckload quantity. If your order exceeds truckload cube or weight restrictions, please contact Meijer Logistics at [logistics.logistics@meijer.com](mailto:logistics.logistics@meijer.com) and we will work with Meijer Merchandise Team to resolve this issue.
- Transit time for commodities subject to United States Food and Drug Administration entry approval must have a minimum of 48 hours from vendor shipping to Meijer receiving. Meijer does not support an overnight transit time from Canada into our distribution facilities. Orders will not be received into our facilities until FDA release has been received.

**All other terms, conditions, and requirements apply as stated in this guide for Canada shipments.**

# Booking Procedures for Ocean Shipments

The vendor must complete a booking on-line with Meijer’s Freight Forwarder, BDP International at minimum 21 days prior to the PO ship date. Click this link for details on how to get set up with the **on-line booking tool**. Also see *Appendix A* for this on-line booking information along with a listing by country of points of contact for freight forwarder information.

The Vendor must work directly with Meijer freight forwarder, not with the ocean carrier. Delivery of full containers and LCL is then coordinated between the vendor and the freight forwarder.

## Ocean Shipments

All ocean shipments will be arranged based on vendors’ cargo ready date and Meijer PO ship/arrival date requirement.

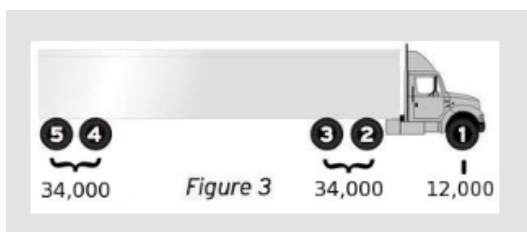
Equipment size selection, Full container loads (FCL) and less than container loads (LCL) are selected by the Meijer Freight Forwarder based on the following guidelines:

### MEIJER’S LOAD-ABILITY GUIDELINE (the expected CBM for each FCL (CY/CY) container

| Size & Type         | Height | Maximum Weight |        | Volume |     |
|---------------------|--------|----------------|--------|--------|-----|
|                     |        | lbs            | Kg     | Cu.ft  | CBM |
| 20' Dry Container   | 8'6"   | 38,000         | 17,237 | 1000   | 28  |
| 40' Dry Container   | 8'6"   | 42,000         | 19,051 | 2000   | 57  |
| 40HC' Dry Container | 9'6"   | 42,000         | 19,051 | 2300   | 65  |
| 45' Dry Container   | 9'6"   | 43,500         | 19,731 | 2650   | 75  |

**\*Note:** Meijer does not prefer shipping in 20ft due to high freight cost. In case vendor insisted to book 20ft, then vendor must get Meijer approval before shipment booking and forward Meijer’s approval email to BDP origin as a proof record. BDP will not release 20ft until receiving Meijer’s approval.

Factory loaded container must be loaded in accordance with US weight limits as follow while the whole container weight must still be within the above overall weight limit, failure to load within these specifications will result in additional expense to the vendor.



U.S. weight limits on the drives and axles are as follows (Apply to all container sizes):

- #1: Tractor front axle 12,000 lbs. / 5,357kg max
- #2 & #3: Tractor rear axle 34,000 lbs. / 15,178kg max
- #4 & #5: Trailer rear axle 34,000 lbs. / 15,178kg max

**Note:** Any costs which Meijer incurs as a result of containers that do not conform to the above loading and legal requirements will be charged back to the vendor responsible for loading the container.

## **Full Container Load (FCL) Ocean Shipments**

All shipment bookings must be done at least 21 days before the PO ship date. This allows the forwarder having sufficient time to book space on a vessel and arrange container to be available to the factory in a timely manner.

For each CY booking, ideally it should be less than 5 containers. However, this is subject to change depending on how's the shipping order (S/O) released by the ocean carriers. Meijer's freight forwarder reserves the right to request vendors split booking in order to reduce rolling risk under the same S/O and fulfill Meijer's allocation strategy with multiple carriers. Besides, each CY booking should only have 1 port of loading, in case you found items from different origins are group under one Meijer PO, then please work with Meijer buyer to split the PO for each origin load port.

Vendors must check the condition of the container prior loading to ensure it's in good condition. Please follow appendix F to conduct the container inspection and if the result is unsatisfactory, please work with Meijer's freight forwarder to change the container immediately. Vendors will be liable for any claims if cargo is loaded in an unsatisfactory container before sailing.

All factory loaded containers should be floor loaded, or on pallet. Any cargo that is not shipping floor loaded or on pallet must be pre-approved by Meijer before the shipment booking.

To avoid delays and vendor penalties, vendors are required to deliver containers to the port of origin no later than the vessel cutoff date of the sailing as specified on the booking confirmation.

For all factory load containers, it must be loaded first by Distribution Facility (DF) if multiple DFs POs involved, then follow by purchase order and lastly sort by items within each purchase order. In other words, all POs with the same DF should be loaded together and then follow by all items under the same purchase order are loaded together.

If supplier didn't have enough volume but insists to ship a light load CY/CY container, Meijer may charge vendor for any additional costs associated with dead freight and additional trucking in the US.

Please follow Meijer's freight forwarder's final instruction as they will base on the overall actual cargo situation to work this out with Meijer logistics team.

## **Container Freight Station (CFS) - Consolidation of Less than Container Load (LCL) Ocean Shipments**

The vendor must transfer finished goods to Meijer specified freight forwarder facility. The freight forwarder is responsible for consolidating multiple vendor orders into full container shipments based on expected delivery date. The freight forwarder is responsible for moving freight to the port for exportation.

The use of the consolidator's facility requires timeliness on the part of each factory. A factory delay can set the entire shipment off schedule, resulting in additional warehouse charges, storage charges, dead freight cost of original planned container, discrepancies to the Letter of Credit and penalties, all the additional cost will be charged to the vendor. To avoid delays, vendors are required to deliver the finished goods to the consolidator by cut off times specified on the booking confirmation.

Local consolidation fees are for the account of the origin vendor. Types of fees can include (but are not limited to):

1. CFS Receiving Charge
2. Documentation Fee
3. Handling Fee
4. CY THC

## Air Shipments - Only on Exception Basis

Air freight as a mode of transportation for Meijer cargo is only used on an exception basis.

Air freight can be arranged by one of the below:

- Pre-paid – air freight charges paid to the Meijer Distribution Facility by the vendor.
- Pre-paid with Ocean/Air difference – air freight charges prepaid by vendor and ocean freight charges invoiced by vendor back to Meijer. The vendor should contact International Logistics for ocean freight costs to invoice.
- Collect – air freight charges paid by Meijer with pre approval from Meijer

**\*Note: Commercial invoices may only include up to 30 purchase orders.**

1. CRD should be at least 2 working days before Meijer PO ship date for air shipment (for peak season, CRD need to be 5 working days in advance, for details, pls check with BDP origin upon booking submission)
2. Submit full set AF documents to Freight Forwarder BDP at least 2 working days before CRD
3. Documents must be approved by Meijer before cargo uplift upon completing the below:
  - a. inspected by the Customs Broker to ensure all required documentation have been provided for clearing US Customs.
  - b. Meijer Customs Compliance to review commercial invoice accuracy. The commercial invoice will be compared to the PO to ensure all unit prices match and any allowances or other additions to the price payable are reported to Customs.
4. For prepaid AF shipment, air quotation need to be confirm within 24 hours upon receipt and payment MUST be settle before cargo uplift

### **FREIGHT WILL NOT FLY UNTIL:**

1. **THE DOCUMENTS ARE REVIEWED AND APPROVED BY CUSTOMS BROKER AND MEIJER CUSTOMS COMPLIANCE.**
2. **AIR FREIGHT CHARGE IS FULLY SETTLED FOR PREPAID SHIPMENT**

The vendor must contact the freight forwarder to confirm and book the shipment. The vendor is to use a Meijer nominated air freight forwarder. Vendors that fail to follow this instruction will be responsible for the move to our "door". This includes U.S. customs clearance and duties, as under the international incoterm DDP – Deliver Duties Paid Meijer Distribution Facility.

Vendors must ensure that orders are on board an aircraft by the ship dates as listed on the purchase order. Visa product must have the original visa present at the time of cargo presentation; otherwise, the cargo will not be loaded for shipment.

# Cargo Manifest Requirements

In compliance with U.S. Customs and Border Protection's 24-Hour Rule, the following information must be supplied by all vendors to Meijer freight forwarder 72 hours before vessel's close day. Failure to do so will result in delayed shipments and penalties up to \$10,000. If this occurs, any expenses, penalties, or other monetary ramifications will be charged back to the vendor for failure to comply.

Manifest Data for CFS/CY Consolidation Boxes must be entered into the Freight Forwarding System within 3 days of Container Stuffing.

For cargo originating in Central America, the manifest will be entered within 48 hours after the containers are "Confirmed on Board".

For CY/CY Containers, excluding Central America, the Container Load Plan must be provided by Vendor to the Freight Forwarder within 24 hours prior to vessel closing. Failure to do so will result in Meijer penalizing the Vendor US\$250 per occurrence.

For cargo originating in Central America, the Container Load Plan must be provided 3 days prior to container pick up from the factory. Required information to be presented to forwarder 24 hours before vessel close day.

**\* Note: For Central America, this is required prior to container pick up at factory.**

- Complete name and address of consignee. This information must accurately reflect the party who will be receiving the merchandise.
- Detailed cargo description. No generic descriptions are allowed, such as FAK or "general cargo" and "said to contain." Such categorical descriptions, such as "stuffed toy" or "electronics," are likewise insufficient.
- Container numbers.
- Seal numbers.

# CTPAT Supply Chain Security Requirements

Meijer CTPAT Security program is based on risk assessment within the supply chain and takes into account guidelines from U.S. Customs. All of Meijer supply chain business partners are required to be CTPAT compliant.

## CTPAT Factory Security Process

All import business partners are required to set up an account through BSI's Supplier Compliance Manager (SCM) Portal. Meijer will send an invitation to the contact person to initiate this process. An on-line factory self-assessment or an on-site audit will be required prior to the vendor booking the PO for shipment and is based on the business partner's country risk rating.

- Low Risk Rating Country: If a factory is located in a country with a low risk rating (1, 2, or 3) the factory will be required to complete a self-assessment through the SCM Portal within two weeks of the request and prior to the vendor completing the booking. If a factory fails to complete a self-assessment prior to booking the PO for shipment, import purchase orders will be placed on hold until it is completed. This includes **ALL** Meijer purchase orders from this vendor. If a factory fails a self-assessment an onsite audit may also be requested at the expense of the factory. Online self-assessments completed through the SCM portal are valid for one year.

• **High Risk Rating Country:** If the factory is located in a country with a high-risk rating (4 or 5) and a current Supplier Compliance Audit Network (SCAN) audit does not exist on file, an on-site security audit will be conducted through SCAN. A third-party audit firm will coordinate the scheduling and payment of the on-site security audit directly with the factory. On-site audits require 45 - 60 days to coordinate from request date. On-site audits will need to be completed within one month of the request and prior to the order being booked. If not completed within that time frame import purchase orders will be placed on hold. This includes **ALL** import purchase orders from this vendor. . The SCAN Audit is valid for one year unless the below criteria are met, in which case the audit is valid for two years:

- Your audit compliance score is  $\geq$  (greater than or equal to) 95% AND all Corrective Actions are addressed
- Your audit compliance score is  $\geq$  85% - 94% AND country security risk is Low, Guarded, or Elevated AND all Corrective Actions are addressed

**Onsite Audit Cost to the Factory:**

**Effective February 1, 2025**

| SCAN Executive Sponsored Audit |                 |
|--------------------------------|-----------------|
| Global Region                  | Total Audit Fee |
|                                | (USD)           |
| Africa                         | \$1,873         |
| Americas                       | \$1,846         |
| Europe                         | \$2,165         |
| Lower Southeast Asia           | \$2,165         |
| Middle East                    | \$1,873         |
| North Asia                     | \$1,527         |
| Southeast Asia                 | \$1,527         |

## Country Risk Rating Chart:

| December 2024      |             |          |                 |
|--------------------|-------------|----------|-----------------|
| Country            | Risk Rating |          | Audit Type      |
| India              | 5           | Severe   | Onsite          |
| Pakistan           | 5           | Severe   | Onsite          |
| Turkey             | 5           | Severe   | Onsite          |
| Bangladesh         | 4           | High     | Onsite          |
| Egypt              | 4           | High     | Onsite          |
| Indonesia          | 4           | High     | Onsite          |
| Malaysia           | 4           | High     | Onsite          |
| Philippines        | 4           | High     | Onsite          |
| Thailand           | 4           | High     | Onsite          |
| Brazil             | 3           | Elevated | Self-Assessment |
| China              | 3           | Elevated | Self-Assessment |
| Dominican Republic | 3           | Elevated | Self-Assessment |
| Germany            | 3           | Elevated | Self-Assessment |
| Vietnam            | 3           | Elevated | Self-Assessment |
| Cambodia           | 2           | Guarded  | Self-Assessment |
| Canada             | 2           | Guarded  | Self-Assessment |
| Hong Kong          | 2           | Guarded  | Self-Assessment |
| Hungary            | 2           | Guarded  | Self-Assessment |
| Lesotho            | 2           | Guarded  | Self-Assessment |
| Netherlands        | 2           | Guarded  | Self-Assessment |
| Sri Lanka          | 2           | Guarded  | Self-Assessment |
| Taiwan             | 2           | Guarded  | Self-Assessment |

**Note:** The Meijer CTPAT Country Risk Rating chart is assessed each Meijer Fiscal Quarter. Risk rating and audit type is subject to change. If you are shipping from a country not listed on this chart, please contact [customs.compliance@meijer.com](mailto:customs.compliance@meijer.com).

**Failed Audit:** Meijer requires a minimum overall score of 75% on the SCAN on-site audit and the self-assessment. If a factory receives a score below 75%, ALL orders for the vendor will be placed on hold until the factory completes Corrective and Preventative Actions (CAPAs) to bring their score to a 75% or higher.

**\*Note:** The CTPAT audit/evaluation process can only be waived for the following reasons:

- Vendor is CTPAT certified and accepts monitoring by Meijer through the CTPAT portal.
- Vendor is part of a Mutual Recognition Arrangement and provides their program certificate to verify that they have been accepted into their government program.

Vendors should notify Meijer Customs Compliance: [customs.compliance@meijer.com](mailto:customs.compliance@meijer.com) any time a new factory is used to produce Meijer product. If a factory is not reported to Meijer prior to shipping, it will be identified

during the booking confirmation and **ALL** import purchase orders for the vendor will be placed on hold until CTPAT compliant.

### CTPAT Random Factory Audits

Meijer Customs Compliance will also be performing additional verification on selected “low risk” factories each period. Procedures and pictures will be requested to substantiate the answers provided on the self-assessment. This will help ensure factories have appropriate security measures in place. Vendors will have two weeks from the request date to respond to Meijer Customs Compliance with the appropriate documentation and pictures. If during this verification we find inadequate security controls are in place at a low risk factory, an on-site security audit will be conducted through SCAN at the factory’s expense. If you have any questions, feel free to contact [customs.compliance@meijer.com](mailto:customs.compliance@meijer.com)

### Business Partner Security Recommendations/Guidelines

Meijer business partners are asked to develop and implement a sound plan to enhance security procedures. These are general recommendations that should be followed on a case by case basis depending on the company's size and structure and may not be applicable to all. The company should have a written security procedure plan in place that addresses the following criteria:

| Focus Areas                  | Criteria Categories   |
|------------------------------|---|
| Corporate Security           | 1. Security Vision and Responsibility (New)                     |
|                              | 2. Risk Assessment  |
|                              | 3. Business Partner Security                                    |
|                              | 4. Cybersecurity (New)  |
| Transportation Security      | 5. Conveyance and Instruments of International Traffic Security |
|                              | 6. Seal Security  |
|                              | 7. Procedural Security  |
|                              | 8. Agricultural Security (New)                                  |
| People and Physical Security | 9. Physical Access Controls                                     |
|                              | 10. Physical Security   |
|                              | 11. Personnel Security  |
|                              | 12. Education, Training, and Awareness                          |

#### Corporate Security:

As part of the corporate security focus area, upper level management are held accountable to ensure CTPAT is implemented in a sustainable manner and includes criteria on business continuity. Accountability across departments by establishing a companywide culture of security, implementing a system of checks and balances, expanding cybersecurity protocols, and training personnel on supply chain security best practices are required.



## Transportation Security:

The transportation security focus area relates primarily to the physical movement and handling of goods throughout the supply chain. The required processes and procedures include:

- Ensuring import and export processes follow security protocols and all paperwork is secured;
- Conducting inspections of Instruments of International Traffic such as containers, trailers, and Unit Load devices (ULDs);
- Complying with security seal protocols;
- Maintaining operational security of cargo in transit.

New criteria added, Agricultural Security, aims to prevent the international supply chain from agricultural pests and contaminants.

## People and Physical Security:

The people and physical security focus area encompass well known criteria for securing facilities and training personnel. The education of employees is a key component of the criteria, and as such, training of personnel on the importance of security is now a program requirement. Criteria governing the use of security technology – such as security cameras and intrusion alarms – have been added or expanded, but are only applicable to companies utilizing this type of technology to secure their facilities’

Security controls should include:

- A designated security officer to supervise the introduction/removal of cargo.
- Properly marked, weighed, counted, and documented products.
- Procedures for verifying seals on containers, trailers, and railcars.
- Use of high security seals as per *Appendix E* in the Vendor Factory Load Letter.
- Seal Changes need to be reported to Meijer within 48 hours of occurrence.
- Procedures for detecting and reporting shortages and overages.
- Procedures for tracking the timely movement of incoming and outgoing goods.
- Proper storage of empty and full containers to prevent unauthorized access.
- Procedures to notify Customs and other law enforcement agencies in cases where anomalies or illegal activities are detected or suspected by the company.
- Personnel Security: Companies should conduct employment screening and interviewing of prospective employees to include periodic background checks and application verifications.
- Education and Training Awareness: A security awareness program should be provided to employees including recognizing internal conspiracies, maintaining product integrity, and determining and addressing unauthorized access. These programs should encourage active employee participation in security controls.

## (Domestic Imports) DDP Ocean Container Seal Validation Process

“Domestic Imports” happen when the vendor is responsible to deliver the product from overseas to our distribution facility and clear the goods through US Customs. Although the goods arrive in an ocean container and there is no physical distinction, Meijer is not the importer of record. **It is Meijer’s policy to quarantine all containers that have seal discrepancies, no data found in the Meijer system, or a non-high security seal.**

Since Meijer is not the importer of record, a domestic import would not go through Meijer's import processes and we would not have any information on file for a domestic import container. Therefore when a domestic import container arrives at our facility it would be placed in the quarantine area.

For these types of shipments where Meijer is not the importer of record and the vendor is coordinating the importation of the product all the way to the Meijer distribution facility, Meijer requires vendors to supply Customs Compliance and Inbound Logistics with a packing list and bill of lading prior to arrival. Please send to [customs.compliance@meijer.com](mailto:customs.compliance@meijer.com) and [logistics.logistics@meijer.com](mailto:logistics.logistics@meijer.com).

Customs Compliance will then validate the seal information and communicate with Meijer Asset Protection the release of these containers from the quarantine area.

## Imports and Vendor Non-Compliance Penalties and Debits

- Failure to use Meijer designated service providers will result in the vendor having to arrange for shipment to the Meijer door. Vendor will provide all customs and other government agency clearance and all costs associated with the shipment.
- All charges associated with overweight containers will be charged back to the vendor. Potential charges include: chassis fees, additional drayage cost, detention, and fines, trans-loading and additional handling cost.
- U.S. Customs may issue an Importer Security Filing penalty in the amount of \$5000 for incorrect or delayed submissions.
- Delay in clearance caused by late or incorrect documentation will be charged a per PO fee and could incur detention or storage charges.
- Storage charges incurred at origin caused by late or missing information requested by Meijer's Customs Broker needed to classify items for U.S Customs, will be charged to the vendor.

### Debits to be enforced for Non-compliance on Imports

- Penalties for incorrect labeling/PO association:
  - \$125.00 when carton marking reflects the incorrect DF location
  - \$225.00 for failure to load container sorted by Meijer P.O. and Meijer Destination
- \$250 penalty for failure to provide container load plan within 24 hours after loading
- \$550 penalty for late or incorrect documentation that cause a delay in customs clearance, in addition to any storage or detention fees incurred.
- \$200 for an incorrect visa
- \$500 for partial shipment per purchase order – Orders shipped on multiple bills of lading or orders that are not shipped complete.
- \$500 minimum or 3% of PO value deducted for late shipment per purchase order

## Appendix A –On-Line Booking Tool & Country List of Freight Forwarders

### Online Booking Tool:

<https://www.bdpsmart.com/login>

### Freight Forwarder Point of Contact by Country:

## Appendix B - Commercial Invoice Requirements

Vendors **must create** the commercial invoice and packing list in standardized Meijer format within the BDP SmartVu Documents tool.

The commercial invoice that accompanies each shipment and is used to achieve US Customs Clearance. Meijer wants to assure that invoices received from our vendors are in English, detailed in describing the product in full, correct in detailing the price paid, list all the incidental charges, and correctly describe the terms of sale. The following are required on all commercial invoices. It is the responsibility of the buying agent, or if no buying agent, Meijer Merchandising to communicate this information to our vendors.

1. Unique Invoice Number.
2. Seller name and address.
3. Exporter name and address
4. Name and address of the factory producing the goods. If there are multiple manufacturers, please specify which items go with the appropriate manufacturer.
5. If a fabric product, provide fabric manufacturer name and address.
6. Meijer name and address.
7. Detailed description of the merchandise with identifying product code, plus grade and quality (if appropriate). The information needs to be in sufficient detail to permit classification in the HTSUS.
8. UPC or Item Number.
9. Currency. Must be in US Dollars.
10. Invoice quantity. Be sure to indicate the unit of quantity such as lbs., kg, m.t., etc.
11. Unit cost and total value. The value on the commercial invoice must match the total amount that will be paid to the vendor. Exceptions must be referred to the Customs Manager for review.
12. Terms of sale. Make sure that the terms of sale are stated clearly. The majority of our shipments are terms of sale are FOB (foreign port).
13. Charges. These need to be itemized by name and amount. Meijer does not require or expect that the international freight and insurance charges will be on the invoice. The Customs Broker reports this information on the 7501.
14. Country of Origin. Manufacturing Country
15. Discounts and credits. It must be indicated what the discount or credit was for. This will help with determining if the item is dutiable or non-dutiable.
16. US components that have been incorporated into the goods. If any U.S. components sent overseas (these must be items that are U.S. country of origin) indicate this fact with the value of the component. In addition, indicate the cost to ship the component to the supplier.
17. Commercial invoice must be in English, or an English translation provided.
18. Packing/marking details. This must be in English or an English translation and indicate what is in each carton of the shipment. The Customs Inspector must know what is supposed to be in a carton before it is opened.
19. Statements. Beneficiary and Inspection Certificate statements. If the statements are not added to the commercial invoice separate documentation must be submitted for each statement.

### Commercial Invoice Example



### COMMERCIAL INVOICE

|  |                         |  |              |          |  |
|--|-------------------------|--|--------------|----------|--|
| <b>Document No:</b>  | INV 012345              | <b>Document Date:</b>  | July 14 2017 |          |  |
| <b>Seller:</b><br>ABC Company  | <b>Reference No:</b>    | Seller REF 12345   |              |          |  |
|  | <b>Origin of Goods:</b> | China  |              |          |  |
|  | <b>Terms of Sale:</b>   | Free On Board  |              |          |  |
| <b>Buyer:</b><br>MEIJER DISTRIBUTION INC<br>2929 WALKER AVE. N.W.<br>GRAND RAPIDS, MI US 49544 | <b>Order No:</b>        | 12345678   |              |          |  |
|  | <b>Order Date:</b>      | Jan 15 2017  |              |          |  |
|  | <b>Terms of Payment</b> | 45 DAYS NET  |              |          |  |
|  | <b>Shipped Via:</b>     | VESSEL   | <b>From:</b> | SHANGHAI |  |
|  |                         | <b>To:</b>   | SEATTLE, WA  |          |  |
| <b>Manufacturer:</b><br>ABC MANUFACTURING LTD.<br>12345 ROAD.<br>JINAGSU, CN                   | <b>Ship To:</b>         | MEIJER LANSING DISTRIBUTION<br>DF 093<br>2501 S CREYTS RD<br>LANSING, MI 48917 |              |          |  |

| Ln | Product No              | Quantity                  | Product Description  | Unit Price    | Amount       |
|----|-------------------------|---------------------------|--|---------------|--------------|
| 1  | 884568-5485<br>12345678 | 100 cases<br>Case Pack: 1 | 10 Jackets<br>Size: S-XL<br>Style No: 9999<br>Upc No: 9999999999<br>HTS: 987654321<br>Manufacturer: ABC Manufacturing LTD. | \$100 USD/CAS | \$10,000 USD |

Product Total: 10,000 USD

**Total: \$10,000 USD**

THIS CERTIFIES THAT THIS INVOICE IS TRUE AND CORRECT

*John Doe*

John Doe, Export Clerk  
Printed Name and Title

## Appendix C – Order Confirmation Instructions

<https://vendornet.meijer.com/ShippingDelivery/Section/OrderConfirmation-222>

# Appendix D – Toxic Substance Control Act Certification (TSCA)



## Toxic Substance Control Act Certification *19 CFR 12.121 (Exporter's Copy)*

Check the appropriate statement:

I certify that all chemical substances in this shipment comply with all applicable rules or orders under TSCA and that I am not offering a chemical substance for entry in violation of TSCA or any applicable rule or order thereunder.

I certify that all chemical substances in this shipment are not subject to TSCA.

Date: \_\_\_\_\_

Signature of Exporter: \_\_\_\_\_

Print or Type Name & Title: \_\_\_\_\_

Company Name & Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List products covered by this certification, with the Chemical/Ingredient name and CAS# on the following page. If an ingredient is proprietary, list "Proprietary" in the Chemical/Ingredient Name Field.**



# Appendix E- Vendor Factory/CFS Load Letters

## (1) CY Load Letter

Dear Meijer Vendor of a **CY Load**:

You have just contacted our freight forwarder (consolidator), \_\_\_\_\_, to make a booking for goods which will be shipping in the near future. Meijer has outlined strict guidelines for our freight forwarder to follow on all shipments for Meijer. Your adherence to these guidelines is required.

### Container Loading and Inspection:

Prior to loading, all containers must be inspected by the manufacturer/shipper to ensure the physical integrity of the container. There are seven areas of the container that must be inspected prior to loading: front wall, left side, right side, floor, ceiling, roof, inside and outside of doors, and undercarriage. The manufacturer must also ensure the reliability of the locking systems of the doors. Vendors are responsible for rejecting equipment that has holes or other anomalies that could potentially damage loaded products or other containers. Vendors will assume responsibility for damages as a result of not following this instruction. The attached form should be used to perform this inspection. This form is to be signed and dated and included in your documents that are presented to the freight forwarder.

Vendor loading of containers is a privilege which enables the vendor to keep CFS costs to a minimum. Meijer vendors who load containers need to be aware of the Meijer Container Loading rules and strictly comply with the U.S. weight limits on the drives and axles as listed below. For all factory load containers, it must be loaded first by Distribution Facility (DF) if multiple DFs POs involved, then follow by purchase order and lastly sort by items within each purchase order. In other words, all POs with the same DF should be loaded together and then follow by all items under the same purchase order are loaded together. In case you foresee this loading sequence will break the US drive and axles weighing rules due to the cargo weight of each PO is significantly different from each other, then please rework your container load plan and inform Meijer Freight Forwarder that you need to override this loading instruction before shipment. Otherwise, vendor is liable for any extra costs associated with failing to follow the loading requirements.

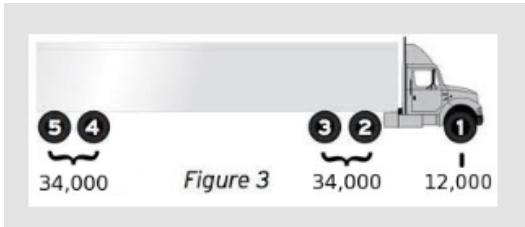
In preparation for a U.S. Customs or other government agency examination, one carton of each style, lot number, or item must be loaded on the rear of the container.

**Note:** Meijer does not accept less than full vendor packs. Meijer will not pay you for any cartons containing less than a vendor pack.

### Container Loadability (Weight and Cube):

The following are the established guidelines for Meijer containers. We recognize that specific commodities may require exceptions to these guidelines. Meijer's freight forwarder will handle requests for exceptions to these guidelines at the container level. The U.S. has strict weight limit laws. You must comply with the axle weight limits established in the United States. The weight must be evenly distributed in the container according to these axle limits while the whole container weight must still be within the overall weight limit that listed in the table.

| Size & Type         | Height | Maximum Weight |        | Volume |     |
|---------------------|--------|----------------|--------|--------|-----|
|                     |        | lbs            | Kg     | Cu.ft  | CBM |
| 20' Dry Container   | 8'6"   | 38,000         | 17,237 | 1000   | 28  |
| 40' Dry Container   | 8'6"   | 42,000         | 19,051 | 2000   | 57  |
| 40HC' Dry Container | 9'6"   | 42,000         | 19,051 | 2300   | 65  |
| 45' Dry Container   | 9'6"   | 43,500         | 19,731 | 2650   | 75  |



**U.S. weight limits on the drives and axles are as follows:  
(Apply to all container sizes)**

- #1: Tractor front axle 12,000 lbs. / 5,357kg max
- #2 & #3: Tractor rear axle 34,000 lbs. / 15,178kg max
- #4 & #5: Trailer rear axle 34,000 lbs. / 15,178kg max

Any costs which Meijer incurs as a result of containers that do not conform to the above loading and legal requirements will be charged back to the vendor responsible for loading the container.

**Wood Packaging Material (WPM) (dunnage, pallets, crates, skids)**

U.S. import regulations require wood packaging material (WPM) used in international trade is to be treated. Wood packaging material (dunnage, pallets, crates, skids) used in supporting, protecting or carrying an imported item must either be heat treated or subjected to methyl bromide fumigation. This is to eliminate any pests potentially residing in the WPM.

**Treatment of WPM**

- a) Heat Treatment (HT)  
Wood packaging material should be heated to a minimum wood core temperature of 56 degrees centigrade for a minimum of 30 minutes.
- b) Methyl Bromide (MB) Fumigation  
Wood packaging material fumigated with methyl bromide gas.

**Marking of WPM**

WPM must be marked with the IPPC logo and the two letter ISO code for the country that treated the WPM. The marking must also include the unique number assigned by the national plant protection organization to the company responsible for ensuring the WPM was properly treated, and either the abbreviation HT (heat treatment) or MB (methyl bromide). Evidence of these treatments is by means of stamped IPPC markings on at least two sides of the WPM. The IPPC stamp must be visible on the shipping units facing out for Customs to easily see when opening the container.

**Booking & Pre-shipment Inspection Requirements for WPM**

Meijer requires vendors to inspect and photograph every shipment containing wood packaging material at the time of booking to ensure the stamped IPPC markings are on at least two sides of the WPM. The WPM must be marked with the IPPC logo and the two letter ISO code for the country that treated the WPM. The marking must also include the unique number assigned by the national plant protection organization to the company responsible for ensuring the WPM was properly treated, and either the abbreviation HT (heat treatment) or MB (methyl bromide).

At the time of booking, vendor will be required to check the SWPM flag in BDP Smart Vu indicating that wood packaging is being used AND upload at least 2 photos into BDP SmartVu of the SWPM showing:

Pic 1:

- 1. IPPC logo



2. Two letter ISO code for the country that treated the WPM
3. Marking must also include the unique number assigned by the national plant protection organization.

Pic 2:

The entire WPM (e.g. dunnage, pallets, crates, skids) used for carrying the imported items, so that Meijer can review whether boards are free of serious imperfections to avoid total pallet failure

This applies to all origin countries. If vendor need to provide additional fumigation certificate or other related documents to proof compliance, all documents must be in English. Once the photos and documents are uploaded to SmartVu, BDP's origin office will immediately inform [Customs.Compliance@meijer.com](mailto:Customs.Compliance@meijer.com) to review the photos in BDP SmartVu for compliance. The approval process will normally take 1 – 2 working days. If the photos meet the requirements listed above, then BDP will confirm the booking in system and release shipping order (S/O), vendor will be approved to proceed with shipment.

Please note NO booking can be confirmed until vendors upload SWPM photos and approved by Meijer custom compliance team.

If the photos reveal the SWPM has not been properly marked or pest infestation has occurred, then shipment will not be allowed to leave the country until corrective actions have been taken.

### **Container Seal Requirements Manufacturer/Shipper**

The manufacturer shall be responsible for the sealed container/trailer until such a time as the freight forwarder or ocean carrier assumes control. Seals are to be affixed at manufacturer point of origin (loading). Seals will be of the high security type as per ISO guidelines (ISO/PSA 17712, Freight Containers-Mechanical Seals), adopted May 2003.

The manufacturer is to provide verifiable security systems for cargo storage and handling facilities and container yards in order to prevent the improper manipulation and transportation or handling of cargo and/or containers/trailers. The manufacturer shall safeguard the use of seals and maintain a log of seal numbers issued and used. The manufacturer shall also ensure that all manifests and/or bills of lading or other documentation (including electronic data transmissions) submitted for cargo to be shipped are complete and includes all pertinent seal information.

Seals are to be affixed by a responsible, designated representative of the manufacturing entity. (NOTE: A responsible, designated representative is defined as an employee who maintains a position of trust (i.e. security personnel) within the business and has received appropriate instruction and training in the proper use and application of high security seals). Access to seals will be strictly controlled by the responsible party and shall be issued at random in order to avoid seals being affixed in sequential order. Seals shall be stored in a secure location (locked cabinet, safe, etc.) until such a time as their use is warranted. Access to such secure locations must be restricted to those parties responsible for the inventory and affixing of seals. A log must be maintained in order to account for all seals under the control of the manufacturer.

Several Meijer destinations are cross-docks where the container is unloaded by Meijer on one side of the building and goes out to our stores via a conveyor belt on the other side of the building. To support these fast paced facilities, Meijer must have the containers loaded in an orderly fashion, as outlined above, and we must have accurate information on how the containers are being loaded which you will provide the freight forwarder on the Loading Diagram.

Additionally, Meijer buyers and International Logistics need item level tracking. Your support of providing the information to the freight forwarder will enable us to access tracking information at the earliest stage in the supply chain.

Please create the full set of documents in SmartVu document template via the freight forwarder system on the earliest possible date, but no later than 72 hours after Cargo Receipt Date. Not meeting this submission date or submitting incorrect documents at submission results in a delay in customs clearance. The freight forwarder will begin to contact you on the 4<sup>th</sup> day after the vessel sails to determine document status if you have not delivered your documents. They will also contact you every other day until the documents are received. Meijer and the Buying Agent will be part of each contact, since we need to track document receipt progress closely.

With fast vessels and clearing of U.S. Customs when the goods hit the first U.S. port, there is a need for Meijer to receive the documentation as soon as possible.

**Please keep in mind the goods do not meet the needs of the buyer until we receive the complete set of documents and clear U.S. Customs.**

U.S. Customs requires strict adherence to cargo declaration prior to the vessel sailing. Complete details of the cargo declaration must be submitted to BDP 72 hours before the carrier's CY closing. Failure to present proper documentation details timely results in rejection of bookings and shipment. All fees and charges incurred due to the failure in meeting this timeline will be under the vendor's account.

Thank you for your cooperation on the guidelines outlined in this document. Please return a signed copy of this agreement to the freight forwarder. Booking will not be arranged until this document is received by the freight forwarder.

Sincerely,

Meijer, Inc.

**Candy Tam**

**GSO Senior Logistics Manager**

Phone: 852.29167114

E-mail: [Candy.Tam@meijer.com](mailto:Candy.Tam@meijer.com)

Accepted & Understood: \_\_\_\_\_

Company Stamp & Signature \_\_\_\_\_

# Appendix E- Vendor Factory/CFS Load Letters

## (2) CFS Load Letter

Dear Meijer Vendor for a **CFS LOAD**:

You have just contacted our freight forwarder (consolidator), \_\_\_\_\_, to make a booking for goods which will be shipping in the near future. Meijer has outlined strict guidelines for our freight forwarder to follow on all shipments for Meijer. Your adherence to these guidelines is required.

**Note:** Meijer does not accept less than full vendor packs. Meijer will not pay you for any cartons containing less than a vendor pack.

U.S. import regulations require that wood packaging material (WPM) used in international trade is to be treated. Wood packaging material (dunnage, pallets, crates, skids) that are used in supporting, protecting or carrying an imported item must either be heat treated or subjected to Methyl Bromide Fumigation. This is to eliminate any pests that may reside in the WPM. Evidence of these treatments is by means of stamped IPPC markings on at least two sides of the WPM. The IPPC stamp must be visible on the shipping units facing out for Customs to easily see when opening the container.

a) Heat Treatment (HT)

Wood packaging material should be heated to a minimum wood core temperature of 56 degrees centigrade for a minimum of 30 minutes.

b) Methyl Bromide (MB) Fumigation

Wood packaging material fumigated with methyl bromide gas.

WPM must be marked with the IPPC logo and the two letter ISO code for the country that treated the WPM. The marking must also include the unique number assigned by the national plant protection organization to the company responsible for ensuring the WPM was properly treated, and either the abbreviation HT (heat treatment) or MB (methyl bromide). Evidence of these treatments is by means of stamped IPPC markings on at least two sides of the WPM. The IPPC stamp must be visible on the shipping units facing out for Customs to easily see when opening the container.

Meijer requires vendors to inspect and photograph every shipment containing wood packaging material at the time of booking to ensure the stamped IPPC markings are on at least two sides of the WPM. The WPM must be marked with the IPPC logo and the two letter ISO code for the country that treated the WPM. The marking must also include the unique number assigned by the national plant protection organization to the company responsible for ensuring the WPM was properly treated, and either the abbreviation HT (heat treatment) or MB (methyl bromide).

At the time of booking, vendor will be required to check the SWPM flag in BDP Smart Vu indicating that wood packaging is being used AND upload at least 2 photos into BDP SmartVu of the SWPM showing:

Pic 1:

4. IPPC logo
5. Two letter ISO code for the country that treated the WPM
6. Marking must also include the unique number assigned by the national plant protection organization.

Pic 2:

The entire WPM (e.g. dunnage, pallets, crates, skids) used for carrying the imported items, so that Meijer can review whether boards are free of serious imperfections to avoid total pallet failure

This applies to all origin countries. If vendor need to provide additional fumigation certificate or other related documents to proof compliance, all documents must be in English. Once the photos and documents are uploaded to SmartVu, BDP's origin office will immediately inform [Customs.Compliance@meijer.com](mailto:Customs.Compliance@meijer.com) to review the photos in BDP SmartVu for compliance. The approval process will normally take 1 – 2 working days. If the photos meet the requirements listed above, then BDP will confirm the booking in system and release shipping order (S/O), vendor will be approved to proceed with shipment.

Please note NO booking can be confirmed until vendors upload SWPM photos and approved by Meijer custom compliance team.

If the photos reveal the SWPM has not been properly marked or pest infestation has occurred, then shipment will not be allowed to leave the country until corrective actions have been taken.

### **Item Tracking:**

Meijer buyers and International Logistics need item level tracking. Your support of providing the information to the freight forwarder will enable us to access tracking information at the earliest stage in the supply chain.

Please create the full set of documents in SmartVu document template via the freight forwarder system on the earliest possible date, but no later than six days after Cargo Receipt Date. Not meeting this submission date or submitting incorrect documents at submission results in a delay in customs clearance. The freight forwarder will begin to contact you on the 7<sup>th</sup> day after cargo delivery to determine document status if you have not delivered your documents. They will also contact you every other day until the documents are received. Meijer and the Buying Agent will be part of each contact, since we need to track document receipt progress closely.

With fast vessels and clearing of U.S. Customs when the goods hit the first U.S. port, there is a need for Meijer to receive the documentation as soon as possible.

**Please keep in mind the goods do not meet the needs of the buyer until we receive the complete set of documents and clear U.S. Customs.**

### **U.S. Customs 24 hours AMS ruling:**

U.S. Customs requires strict adherence to cargo declaration prior to the vessel sailing. Complete details of the cargo declaration must be submitted to BDP 72 hours before the carrier's CY closing. Failure to present proper documentation details timely results in rejection of bookings and shipment. All fees and charges incurred due to the failure in meeting this timeline will be under the vendor's account.

Thank you for your cooperation on the guidelines outlined in this document. Please return a signed copy of this agreement to the freight forwarder. Booking with not be arranged until this document is received by the freight forwarder.

Sincerely,  
Meijer, Inc.

**Candy Tam**  
**GSO Senior Logistics Manager**

Phone: 852.29167114  
E-mail: [Candy.Tam@meijer.com](mailto:Candy.Tam@meijer.com)  
Accepted & Understood:

Company Stamp & Signature

# Appendix F – Container Inspection – Seven Point Checklist

## **MEIJER** Container Inspection & Seal Information



Container # \_\_\_\_\_  
 Seal # \_\_\_\_\_



**Seals must be ISO 17712:2013 High Security Seals**

Seals must be placed on the right hand door on the hasp with the welded rivet, after stuffing is complete. Seals numbers are to be applied randomly to containers.

The physical and environmental integrity of the container structure must be verified prior to stuffing to ensure that it is free of holes or other anomalies that would damage loaded products or other containers.

**Front wall**



- Left side**
- Right side**
- Floor/Ceiling**
- Inside/Outside Doors**

**Outside/Undercarriage/Roof**

Verify that the container is free of holes or anomalies on the outside that may have been missed on the inside inspection. Verify that the goods contained in the container will be protected from the elements.

Seals are much more vulnerable to tampering when they can be manipulated prior to application and closing of container. Seals should never be handled by unauthorized/untrained individuals. Partners can minimize seal tampering by establishing a seal integrity process.

The below **VVTT Seal Verification and Inspection Process** should be used:

- V** = View Seal and Containers Locking Mechanism
- V** = Verify Seal Number for Accuracy
- T** = Tug on seal to ensure it is affixed properly
- T** = Twist and Turn Seal to ensure it does not unscrew



Company Name: \_\_\_\_\_

Inspection Performed By: \_\_\_\_\_

DATE: \_\_\_\_\_

Signature of Company Representative: \_\_\_\_\_

**\*\*\*Any Changes in the Seal Number after stuffing must be reported to Meijer [Customs.Compliance@Meijer.com](mailto:Customs.Compliance@Meijer.com) and their designated Freight Forwarder/BDP within 48 hours from the change.\*\*\***

## **Suggested Actions for the 7 Point Container Inspection**

All vendors are responsible for inspecting the containers for integrity prior to stuffing. Below are some suggestions on what to look for and how to conduct the 7 point inspection to prevent the introduction of unauthorized articles.

Please provide page 1 with your documents provided to Meijer designated Freight Forwarder.

### **Front Wall:**

Make sure blocks and vents are visible

Tap Front wall with an object to listen for a hollow sound.

Use a Range finder, measuring tape, and/or string to determine the length of the container matches.

### **Left/Right Sides:**

Repairs on the walls on the inside of the container must be visible on the outside

Tap side walls with an object to listen for a hollow sound.

### **Floor:**

Floor should be flat no step up to get inside

### **Ceiling/Roof:**

Tap the ceiling with an object to listen for a hollow sound.

Make sure blocks and vents are completely visible.

### **Inside the Container:**

Inspect for anything that may damage product loaded onto it.

For example standing water or a hole that could let water into the container.

### **Outside/Inside Doors:**

Secure and reliable locking mechanisms

Inside doors should have cavities on the top and bottom of the door.

- Verify that the container is free of holes or anomalies on the outside that may have been missed on the inside inspection.
- Verify that the goods contained in the container will be protected from the elements.

### **Undercarriage:**

Support Beams should be visible

Attaching the High Security ISO/PAS 17712: **2013 High Security Seal:**

Only designated authorized employees must distribute and affix container seals for integrity purposes.

- After the seal is affixed to the container, an authorized employee should make sure that the seal is secure by pulling down on it.
- Seals numbers are to be applied randomly to containers.
- Seals are to be affixed at the bottom of the container so as not to break off easily.

# Appendix G – Canada and Landed Border Tractor & Trailer Inspection

## Canada and Landed Border

### 17 Point Tractor & Trailer Inspection & Seal Information

Trailer # \_\_\_\_\_

Seal # \_\_\_\_\_



The Seal Number must be the ISO/PAS 17712:2013 High Security seal placed on the right hand door on the hasp with the welded rivet, after stuffing is complete. Seals numbers are to be applied randomly.

*The physical and environmental integrity of the trailer structure prior to stuffing must be verified to ensure that it is free of holes or other anomalies that would damage loaded products or other containers.*

- |                                       |                  |                          |
|---------------------------------------|------------------|--------------------------|
| 16. Refrigerated Unit (if applicable) | 14. Ceiling/Roof | 12. Inside/Outside Doors |
| 17. Exhaust                           | 15. Front Wall   | 13. Side Walls           |



- |           |          |               |                 |                           |                    |
|-----------|----------|---------------|-----------------|---------------------------|--------------------|
| 1. Bumper | 3. Tires | 5. Fuel Tanks | 7. Air Tanks    | 9. Fifth Wheel            | 11. Floor (inside) |
| 2. Engine | 4. Floor | 6. Cab        | 8. Drive Shafts | 10. Outside/Undercarriage |                    |

The below **VVTT Seal Verification and Inspection Process** should be used:

V = View Seal and Containers Locking Mechanism

V = Verify Seal Number for Accuracy

T = Tug on seal to ensure it is affixed properly

T= Twist and Turn Seal to ensure it does not unscrew

**Inspection Performed By:**

\_\_\_\_\_

**Name of Company**

\_\_\_\_\_

**Signature of Company Representative**

\_\_\_\_\_

**Date**

\_\_\_\_\_

\*\*\*Any Changes in the seal number after stuffing must be reported to Meijer [Customs.Compliance@Meijer.com](mailto:Customs.Compliance@Meijer.com) and their designated Freight Forwarder within 48 hours from the change.\*\*\*

## **Canada & Landed Border 17 Point Tractor & Trailer Inspection Process**

A 17-point Tractor & Trailer Inspection Process is required for all trucks and trailers crossing the border into the US from foreign origins such as Canada or Mexico. Import vendors are responsible for inspecting and verifying the physical for integrity of the trailer structure prior to stuffing, including the reliability of the locking mechanisms of the doors. Below are some suggestions on what to look for and how to conduct the 17 point inspection to prevent the introduction of unauthorized articles.

**Please provide page 1 with your documents provided to Meijer designated Freight Forwarder.**

- 1.) Bumper
- 2.) Engine
- 3.) Tires (Truck & Trailer)
- 4.) Floor
- 5.) Fuel Tanks
- 6.) Cab/Storage Compartments
- 7.) Air Tanks
- 8.) Drive Shafts
- 9.) Fifth Wheel
- 10.) Outside / Undercarriage
- 11.) Floor
- 12.) Inside / Outside Doors
- 13.) Side walls
- 14.) Ceiling / Roof
- 15.) Front Wall
- 16.) Refrigerated Unit
- 17.) Exhaust



## **Appendix H – FCC Form 740**

Click of link below to obtain a copy of FCC form 740

<https://transition.fcc.gov/Forms/Form740/740.pdf>

## **Appendix I – FDA Form 2877**

Click on the link below to obtain a copy of FDA form 2877

<https://www.fda.gov/media/72236/download>

# Appendix J – Agricultural Worksheet and Lacey Checklist

## CHECKLIST FOR ITEMS CONTAINING NATURAL AGRICULTURAL PRODUCTS / PARTS

Please complete the below and answer all questions for the appropriate Section as instructed. Please note, this worksheet is UPC and PO specific, only 1 UPC and 1 PO per worksheet.

Buyer# \_\_\_\_\_ Email \_\_\_\_\_ Telephone \_\_\_\_\_

Vendor Name \_\_\_\_\_

Vendor Contact \_\_\_\_\_ Email \_\_\_\_\_ Telephone \_\_\_\_\_

UPC# or Meijer Item Code: \_\_\_\_\_ PO# \_\_\_\_\_

Manufacture: Name \_\_\_\_\_ Address \_\_\_\_\_

Country of Origin \_\_\_\_\_ Country of Harvest \_\_\_\_\_

### ITEMS CONTAINING NATURAL AGRICULTURAL PRODUCTS OR PARTS

1. Does the item contain flowers or flower parts? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES please provide the following:

Common Name \_\_\_\_\_

Genus & Species Names \_\_\_\_\_

Type of Part (petal, stem, etc.) \_\_\_\_\_

2. Does the item contain seeds or seed pods? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, provide the following:

Common Name \_\_\_\_\_

Genus&SpeciesNames \_\_\_\_\_

How are seeds packaged? \_\_\_\_\_

If answered YES to Question #2 and the seeds are individually packaged & then placed in the item, they are considered by USDA as "obscured". Sampling info MUST be provided in Question #3:

3. Has an authorized official of the National Plant Protection Organization of the country of origin been given access to the seed lot for sampling? YES \_\_\_\_\_ NO \_\_\_\_\_

Provide the name of the official \_\_\_\_\_

Provide location of the seed lot sample \_\_\_\_\_

4. Does the item contain sea shells? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, provide the following:

Common Name \_\_\_\_\_

\_\_\_\_\_

Genus&Species Names

\_\_\_\_\_

5. Does the item contain Star Fish or other Marine Animals? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, provide the following:

Common Name \_\_\_\_\_ Genus&

Species Names \_\_\_\_\_

6. Does the item contain bird eggs? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, provide the following:

Common Name \_\_\_\_\_

Genus&Species Names \_\_\_\_\_

7. Does the item contain bird feathers? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, provide the following:

Common Name \_\_\_\_\_ Genus &

Species Names \_\_\_\_\_

8. Does the item contain wood, twigs, sticks, shavings or any type of vine? YES \_\_\_\_\_ NO \_\_\_\_\_  
 If YES, provide complete dimension all wooden items \_\_\_\_\_  
 Common Name \_\_\_\_\_  
 Genus & Species Names \_\_\_\_\_ / \_\_\_\_\_  
 If twigs or sticks please provide: Diameter \_\_\_\_\_ Debarked? YES \_\_\_\_\_ NO \_\_\_\_\_  
 If wood, please specify if item is made of MDF, OSB or particle board: \_\_\_\_\_  
 Is wood further worked and if so please explain how it is further worked (sanded, painted, etc.)? \_\_\_\_\_

9. Does wood contain any bark or is there any bark on item YES \_\_\_\_\_ NO \_\_\_\_\_

10. Does the item contain pine cones? YES \_\_\_\_\_ NO \_\_\_\_\_

11. Does the item contain any straw? YES \_\_\_\_\_ NO \_\_\_\_\_  
 If YES, what type of straw? \_\_\_\_\_

12. Does the item contain any dirt, sand, gravel, loam or growing medium? YES \_\_\_\_\_ NO \_\_\_\_\_  
 If YES, please specify: \_\_\_\_\_  
 Has the dirt, sand, etc. been cleaned to eliminate any plant parts or seeds? YES \_\_\_\_\_ NO \_\_\_\_\_

13. Will the item be fumigated? YES \_\_\_\_\_ NO \_\_\_\_\_  
 If YES, provide the following:  
 Name of pesticide \_\_\_\_\_  
 Timed length of application \_\_\_\_\_

I have reviewed the information and certify to the best of my knowledge that: 1) the above information reported in **Section II** is true and correct; 2) this product does not contain any items on the **Federal Noxious Weed List** as set forth in 7 CFR Part 360; and 3) this item does not contain any plant parts (including seeds & cones), soil or sand, or animals or animal parts not reported above.

\_\_\_\_\_  
 Signature and Type of Print Name

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Date

**Revision date 12/17/19**

**Page 2**

**LACEY CHECKLIST FOR WOOD ARTICLES**

**Please complete the below and answer all questions for the appropriate Section as instructed. Please note, this worksheet is UPC and PO specific, only 1 UPC and 1 PO per worksheet.**

**Please**

Buyer# \_\_\_\_\_ Email \_\_\_\_\_ Telephone \_\_\_\_\_

Vendor Name \_\_\_\_\_

Vendor Contact \_\_\_\_\_ Email \_\_\_\_\_ Telephone \_\_\_\_\_

UPC# or Meijer Item Code \_\_\_\_\_ PO# \_\_\_\_\_

Country of Origin \_\_\_\_\_ Country of Harvest \_\_\_\_\_

**Articles of wood subject to Lacey Act Declaration (PPQ Form 505)**

**Article/Component** \_\_\_\_\_

**Genus & Species** \_\_\_\_\_

I certify that to best of my knowledge the above information reported in **Section I** is true and correct:

\_\_\_\_\_  
Signature and Type or Print Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

**Revision date 08/15/17**

# APPENDIX K – Carton Labeling & Pallet Specification

Refer to the Meijer VendorNet>Vendor Documents>Guides>Pallet Packaging Store Ready Display Specifications

# APPENDIX L – Container Load Plan Template

| <u>Vendor - Letter Head</u>  |     |                             |        |                       |      |       |             |          |          |          |
|--|-----|-----------------------------|--------|-----------------------|------|-------|-------------|----------|----------|----------|
| CONTAINER LOAD PLAN  |     |                             |        |                       |      |       |             |          |          |          |
| Vessel / Voyage :  |     |                             |        | Port of loading :     |      |       |             | ETD:     |          |          |
| Carrier:   |     |                             |        | Final Destination :   |      |       |             |          |          |          |
| Port of Discharge:   |     |                             |        | ETA:                  |      |       |             | Size :   |          |          |
| Carrier S/O No.:   |     |                             |        | Container / Seal no.: |      |       |             |          |          |          |
| MBL No.:   |     |                             |        | Cnt Delivery Date:    |      |       |             |          |          |          |
|  |     | BDP Booking Request S/O NO. | DC NO. | P.O.NO.               | UPC# | Item# | VENDOR NAME | Carton   | KGS      | CBM      |
| HEAD<br>LOAD<br><br>↓  | 1:  |                             |        |                       |      |       |             |          |          |          |
|  | 2:  |                             |        |                       |      |       |             |          |          |          |
|  | 3:  |                             |        |                       |      |       |             |          |          |          |
|  | 4:  |                             |        |                       |      |       |             |          |          |          |
|  | 5:  |                             |        |                       |      |       |             |          |          |          |
|  | 6:  |                             |        |                       |      |       |             |          |          |          |
|  | 7:  |                             |        |                       |      |       |             |          |          |          |
|  | 8:  |                             |        |                       |      |       |             |          |          |          |
|  | 9:  |                             |        |                       |      |       |             |          |          |          |
|  | 10: |                             |        |                       |      |       |             |          |          |          |
| 11:  |     |                             |        |                       |      |       |             |          |          |          |
| 12:  |     |                             |        |                       |      |       |             |          |          |          |
| 13:  |     |                             |        |                       |      |       |             |          |          |          |
| 14:  |     |                             |        |                       |      |       |             |          |          |          |
| 15:  |     |                             |        |                       |      |       |             |          |          |          |
| 16:  |     |                             |        |                       |      |       |             |          |          |          |
| 17:  |     |                             |        |                       |      |       |             |          |          |          |
| 18:  |     |                             |        |                       |      |       |             |          |          |          |
| 19:  |     |                             |        |                       |      |       |             |          |          |          |
| 20:  |     |                             |        |                       |      |       |             |          |          |          |
| TAIL<br>LOAD   | 21: |                             |        |                       |      |       |             |          |          |          |
|  | 22: |                             |        |                       |      |       |             |          |          |          |
|  | 23: |                             |        |                       |      |       |             |          |          |          |
|  | 24: |                             |        |                       |      |       |             |          |          |          |
|  | 25: |                             |        |                       |      |       |             |          |          |          |
|  | 26: |                             |        |                       |      |       |             |          |          |          |
|  | 27: |                             |        |                       |      |       |             |          |          |          |
|  | 28: |                             |        |                       |      |       |             |          |          |          |
|  | 29: |                             |        |                       |      |       |             |          |          |          |
|  | 30: |                             |        |                       |      |       |             |          |          |          |
|  | 31: |                             |        |                       |      |       |             |          |          |          |
|  | 32: |                             |        |                       |      |       |             |          |          |          |
|  | 33: |                             |        |                       |      |       |             |          |          |          |
| <b>TOTAL :</b>   |     |                             |        |                       |      |       |             | <b>0</b> | <b>0</b> | <b>0</b> |
| <b>REMARKS :</b>   |     |                             |        |                       |      |       |             |          |          |          |
| 1. Pls affix this loading plan on the cargo of tail for each container |     |                             |        |                       |      |       |             |          |          |          |

# APPENDIX M – Safety of Life at Sea (SOLAS) – Container Weighing Regulations

## **Background**

Containers tendered to ocean carriers for loading on board an ocean going vessel are stowed on the vessel based on the container weight. Inaccurate weight declarations have resulted in stability concerns with vessels and ocean terminal equipment. The potential exists for this condition to cause serious injuries or fatalities. To address this safety issue, the SOLAS convention has implemented a new global requirement to ensure all container weights are accurately reported in the origin country. This weight verification must occur before the container is loaded on the vessel and is effective worldwide on July 1, 2016.

## **Operational Execution**

Under the SOLAS requirements, the shipper named on the ocean bill of lading is the party responsible for certification of the Verified Gross Mass (VGM) of loaded cargo containers. In our world this could be either the vendor/factory or BDP (where a consolidated container is involved). The certification must be made to the ocean carrier prior to container arrival at the origin port of loading. The weight verification must be signed and a specific person must be named and identified as having verified the accuracy of the weight calculation on behalf of the shipper.

The weight of a container can be determined using one of two methods.

### *Method 1:*

Upon the conclusion of packing and sealing a container, the shipper may weigh, or have arranged that a third party weigh, the packed container.

### *Method 2:*

The shipper or, by arrangement of the shipper, a third party may weigh all packages and cargo items, including the mass of pallets, dunnage and other packing and securing material to be packed in the container, and add the tare mass of the container to the sum of the single masses of the container's contents.

**Any estimation of the weight, will not be permissible. Containers without a verified weight will not be loaded on board the ocean vessel and on time arrival may be compromised.**

## **Preparation & Actions Required:**

- Double check all the weight and volume information on Meijer POs whenever new POs are received and liaise with your Meijer contact for PO amendment immediately if any discrepancies are found
- Ensure accurate information is provided during the booking process and matches with the actual cargo tendered for shipment. Mismatch of the cargo weight will prohibit loading of the container on the ocean vessel at origin and may impact on time arrival.
- The shipper will be responsible for providing the verified gross weight (VGM)
- The weight verification must be signed and a specific person must be named and identified as having verified the accuracy of the weight calculation on behalf of the shipper.
- Reserve sufficient time for the weighing process regardless of method 1 or 2. VGM data must be provided to BDP prior to the vessel arriving on the pier
- Stay in touch with the local government to understand how the new regulation will be implemented and cooperate with BDP origins' offices on the actual practice which is developed to support the Meijer business.

