



## 2023 VENDOR SHIPPING INSTRUCTIONS & GUIDELINES

Dear AFW Vendor,

Enclosed are the updated American Furniture Warehouse shipping instructions and guidelines for 2023. It is our goal to continue developing a strong relationship with our vendors that include prompt payments from AFW. In return, we expect and appreciate your assistance in our continued efforts to improve the standards and guidelines within AFW's supply chain. Careful reading and adhering to AFW's shipping instructions will prevent clearance delays, delivery delays, unnecessary storage charges, vendor chargebacks, and most importantly, enable faster processing of payments from AFW to you.

**Please note some important changes for 2023.** AFW is implementing and enforcing requested ship windows. The requested ship date and shipping window is clearly listed on the top of the Purchase Order form, in ecUtopia and in Expeditors OMB. Ship windows can only be adjusted with buyer approval. AFW will no longer request that all orders ship "ASAP." AFW reserves the right to cancel orders 45 days prior to production or if the agreed upon ship dates cannot be met.

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8820 AMERICAN WAY • ENGLEWOOD, CO 80112

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## 1. VENDOR RESPONSIBILITIES & BOOKING REQUIREMENTS -

- Upon receipt of AFW Purchase Order (PO), review for accuracy, (ie: ship date, cost, FOB point, QTY, CBM, Manufacturer name and address). Resolve any discrepancies with buyer prior to submitting booking in Expeditors Order Management Booking Tool (OMB).
- Submit booking in Expeditors Order Management Booking Tool (OMB) at least 14 days prior to cargo ready date. Bookings flagged with “Pending Customer Action”, will be approved, or rejected (with reason) within 24 hours of receipt. Please action all requests timely, to prevent booking delays.
- Meet all required cut-off dates, (i.e.: container loading & return to terminal, ISF, VGM, shipping documents, including Bill of Lading requirements).

## 2. DOCUMENTATION & INFORMATION REQUIREMENTS -

**IMPORTER SECURITY FILING (ISF) FORM** – Mandated by US Customs and Border Protection (CBP) and is NOT OPTIONAL. The non-compliance of ISF now results in heavy fines, penalties, increased customs exams, and the possibility of the importer’s merchandise being liquidated by customs upon arrival to US Port.

- All vendors must fill out the required data elements on the ISF Form correctly and submit to your local Expeditors office at least 3 days prior to container on board the vessel. If a vendor does not comply, AFW will deny or revoke the booking, and/or ALL fines and penalties will be billed back to vendor’s account. Expeditors is to submit all AFW Import shipments electronically to CBP at least 24 hours before cargo is loaded on board the vessel.

**COMMERCIAL INVOICE (CIV)** - All of the following data elements must be on the CIV.

- Full name and address of the Seller, Buyer, and Notify Party
- Invoice number, Date, and AFW PO No.
- Terms of Delivery, Terms of Sale/Payment
- Method of Transport and Ship Date
- COUNTRY OF ORIGIN, FOB Point, Port of Arrival, and Final Destination
- Bill of Lading No., Container No., and Seal No.
- HTS No. (complete 10 digits) - please contact [imports@afwonline.com](mailto:imports@afwonline.com) for assistance if needed
- AFW Item/sku no., Full Description of Goods \*(Do not use part number as description)
- Quantity of each item and total number of packages
- Unit Value per item in USD – **NOTE: All items (including free items) MUST HAVE a value for Customs clearance purposes!**
- Itemization of any additional charges (packing, commissions, freight)
- All rebates, other refunds, goods, or services furnished for the production of the merchandise assist, (such as tools, molds, engineering work, etc,) not included in invoice price of applicable line items, (if applicable).
- **Spare Parts and/or Hardware:** must indicate composition of goods (ie: metal, wood, plastic) by percentage and HTS number for customs purposes. **\*Reminder: ALL invoice lines must have a value for customs clearance purposes.**



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## 2.a. **DOCUMENTATION & INFORMATION REQUIREMENTS CONT -**

**PACKING LIST (PL)** - All of the following data elements must be on the PL. Each container must have a separate PL.

- Full name and address of the Seller, Buyer, and Notify Party
- AFW Purchase Order No.
- FOB Point, Port of Arrival, and Final Destination
- Container No. & Seal No.
- AFW Item/sku no., Full Description of Goods - \*(Do not use Part number as description)
- Quantity of pcs and number of packages, qty of pcs per package if master packed (this number must match what is shown on the bill of lading), type of package (i.e.: carton, pallets, etc.), Marks & No's.
- Net weight & Gross weight
- CBM

### **LACEY DECLARATION (LA) - (when applicable)**

- This document is required if you are shipping furniture within the scope of the Lacey Act (particularly wooden chairs, stools with wooden seats, and picture frames). A copy of the Lacey Declaration Form can be downloaded from the below link:

[http://www.aphis.usda.gov/plant\\_health/lacey\\_act/downloads/declarationform.pdf](http://www.aphis.usda.gov/plant_health/lacey_act/downloads/declarationform.pdf)

### **GENERAL CERTIFICATE OF CONFORMITY (GCC) - (when applicable)**

- This document applies to any items that fall under Pub. L. No. 110-314, the Consumer Product Safety Improvement Act of 2008. If you need assistance with the certificate, information can be found in the link provided: <http://www.cpsc.gov/about/cpsia/faq/elecfaq.pdf>

### **BILL OF LADING (BL) –**

- **AFW REQUIRES SEAWAY-BILL or TELEX RELEASE!** All vendors should provide seaway-bill or issue Telex Release within 5 days of vessel departure and/or no later than 5 days before vessel arrival to port! Note: Seaway-Bill must be requested in your booking instructions at time of booking.

**NO ORIGINAL Bill of Ladings!** Exception will be made for new vendors and the first 2 payments only. There-after, the new vendor must provide Seaway-Bill or Telex Release.

- A copy of Seaway-Bill or Telex Release should be included with the shipping documents and sent to AFW within 5 days of container on board the vessel but no later than 5 days BEFORE vessel arrival to port!

**FAILURE TO COMPLY WITH AFW REQUIREMENT OF SEAWAY-BILL, TIMELY TELEX RELEASE OR OTHER DOCUMENT COMPLIANCE WILL RESULT IN A \$150.00 CHARGEBACK.**



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## **2.b. DOCUMENTATION & INFORMATION REQUIREMENTS CONT -**

### **BILL OF LADING DOCUMENT REQUIREMENTS -**

- Full Shipper name and address
- Full Consignee name and address (details below)
- Full Notify name and address (details below)
- Correct FOB Port, Port of Arrival, and Final Destination
- Container No. & Seal No.
- Complete Description of Goods
- AFW Purchase Order No.
- **HTS No.\* (complete 10 digits)** - Please contact [imports@afwonline.com](mailto:imports@afwonline.com) for assistance if needed
- Number of packages, qty of pcs per package if master packed (this number must match what is shown on the packing list), type of package (ie: carton, pallets, etc.)
- Marks & No's.
- Total Gross weight & Total CBM's
- The statement: "Shipment does not contain wood packing material"

**Consignee:** American Furniture Warehouse  
8820 American Way  
Englewood, CO 80112  
TAX ID# 84-0581547  
Phone: 303-799-9044  
Fax: 720-873-8673  
Contact: Imports Department  
Email: [imports@afwonline.com](mailto:imports@afwonline.com)

**Notify Party:** Expeditors International  
12200 E. Iliff Ave, Suite 202  
Aurora, CO 80014  
Phone: 303-537-6100  
Fax: 303-537-0020  
Email: [Den-afw@expeditors.com](mailto:Den-afw@expeditors.com)

### **ADDITIONAL INFORMATION REQUIRED ON DOCUMENTS -**

Invoices and/or packing lists for wooden and metal furniture should contain the following statements regardless of the country of origin:

- "No Chinese wooden bedroom furniture." (AFW will not be the importer of record for Chinese wooden bedroom furniture)
- "No metal folding chairs."
- "Shipment does not contain wood packing material". **Note:** *This statement should also be on the bill of lading.*
  - If shipping with wood packing material (WPM), a copy of the fumigation certificate is required. The original fumigation certificate must be sent with the shipping documents. The fumigation certificate number must also be indicated on the Bill of Lading.





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### **3. DOCUMENT SUBMISSION INSTRUCTIONS -**

PLEASE UPLOAD YOUR SHIPPING DOCUMENTS INCLUDING SEAWAY BILL OR TELEX RELEASE BL WITHIN 5 DAYS OF VESSEL DEPARTURE.

YOUR SHIPPING DOCUMENTS **MUST BE UPLOADED TO Expeditors OMB**. THIS ENSURES THAT AFW HAS A COMPLETE DOCUMENTS PACKAGE FOR CUSTOMS CLEARANCE AND PAYMENT OF YOUR INVOICE. YOUR BOOKING MAY BE DECLINED IF NOT UPLOADED TO OMB.

**Instructions for generating and uploading documents can be found on page 25 of the Expeditors OMB Guide for Shippers. They are also covered on page 10 of this document. You may also contact your Expeditors origin office for assistance or to obtain the latest guide.**

**NOTE: TIMELY RECEIPT OF SHIPPING DOCUMENTS WILL ENSURE PROMPT PAYMENT BY AFW, TIMELY CUSTOMS CLEARANCE, AND DELIVERY. A CHARGEBACK OF \$150.00 WILL BE ISSUED IF DOCUMENTS MUST BE REQUESTED FROM OUR SIDE. ANY/ ALL POTENTIAL STORAGE CHARGES INCURRED DUE TO LATE DOCUMENTS/TELEX RELEASE WILL BE BILLED BACK TO THE VENDOR AND/OR SHIPPER.\*\***

### **4. SHIPPING MARKS -**

**ALL CARTONS AND MASTER CARTONS MUST INCLUDE THE FOLLOWING PRINT:**

- AFW PO number
- AFW Item/sku no. and Vendor Model no.
- Description of item
- Master pack quantity
- Inner pack quantity & total Inner packs
- Gross weight & Net weight,
- "Country of Origin <Country>" OR "Made in <Country>"
- Fragile or specially packed items should be marked as such with arrows indicating proper handling direction on two opposite sides of the carton.
- Other special markings or packing: such as: AFW logo, branding, color product image, full color boxes, white boxes or box strength may be required and will be specified and agreed upon by AFW buyer and seller before packing.

## 5. SPLIT PO'S & OVERWEIGHT CONTAINER GUIDELINES -

### SPLIT PO'S -

Split Purchase Orders are intended for two different warehouse locations and the container is transferred from one location to the other for unloading. To help each location unload their PO timely and efficiently, please follow the buyer's instructions when loading split PO's in the container.

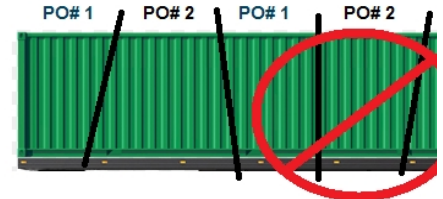
Do not mix the split PO's within the container. Load the first PO entirely, and then the second PO, (see below illustration). If a shipper has loading issues and cannot follow the buyer's instructions, please alert the buyer as to the reason why.



**DO:**  
Load the first split PO in the container,  
then load the second split PO in the container.



**DON'T:**  
Mix the split PO's together when load



### OVERWEIGHT CONTAINERS -

AFW requires all shippers to load within the legal weight limits for 40' / 40' HC containers (MAX KGS is 19,960 KGS). AFW also requires even distribution of weight throughout the container.

Failure to comply with these guidelines will cause unnecessary and costly re-work of the container at destination port, additional pick-up of overflow cargo removed from container, and major delivery delays.

AFW will chargeback all additional expenses incurred to shippers who have previously been notified of overweight and/or unevenly distributed weight of a container. If a shipper has weight concerns prior to loading, please alert the buyer immediately.





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## 6. **AFW PAYMENT PROCESS -**

- AFW has agreed upon specific payment terms for all vendors. However, in all terms, AFW's Policy requires a validated container number in order to process payment.
- Please keep AFW up to date on any changes to wire transfer / bank information to ensure payments are received correctly and promptly.
- Please email AFW accounting department for inquiries to payment deposits and/or payment status: [accountspayable@afwonline.com](mailto:accountspayable@afwonline.com)

## 7. **VENDOR CHARGEBACKS -**

### **AFW WILL ENFORCE A CHARGEBACK FOR THE FOLLOWING VIOLATIONS**

- **Late Submission of Shipping Documents** – Shipping documents not sent within 5 days of vessel departure and no later than 5 days before vessel arrival, upon request by AFW: A Chargeback of \$150.00 will be issued + storage fees (if incurred): varies by carrier/port.
- **Late Telex Release-** Telex Release not issued at least 5 days before vessel arrival:
  - A Chargeback of \$150.00 will be issued + storage fees (if incurred): varies by carrier/port.
- **Late Resolution of Document Discrepancies** – Any missing details and/or discrepancies on shipping documents not resolved at least 5 days before vessel arrival: A Chargeback of \$150.00 will be issued + storage fees (if incurred): varies by carrier/port.
- **Vendor issuing OBL -** Chargeback fee: \$150 + Courier Fees for each OBL that AFW receives
  - (Applicable for all established vendors and new vendors after first 2 payments)

## 8. **CONTACT INFORMATION -**

**AMERICAN FURNITURE WAREHOUSE IMPORT DEPT. –** If you have any questions regarding the information and instructions outlined in our shipping instructions or any other supply chain inquiries, please contact the AFW Imports Department:

Email: [imports@afwonline.com](mailto:imports@afwonline.com)

Phone: 303-799-9044

**EXPEDITORS INTERNATIONAL –** Please reach out to your local origin office if you have any questions regarding the Expeditors OM Booking Tool and the Document Upload/Generation Feature.

### **USA based vendors can contact Expeditors International Denver office:**

Wiles Larimer – Import Customs Brokerage Agent

Mattie Husky – Brokerage Manager

Phone: 303-537-6100

Email: [DEN-AFW@expeditors.com](mailto:DEN-AFW@expeditors.com)



## 9. IMPORTANT UPDATES and REMINDERS -

**UPDATE!!** – As of March 22, 2019, all regulated composite wood products and finished goods containing composite wood products, manufactured in or imported into the United States are required to be labeled as TSCA Title VI compliant and shipping documents must include TSCA Title VI compliance statement. To learn more about this new requirement, please visit the EPA website in the following link:

<https://www.epa.gov/formaldehyde/resources-and-guidance-materials-translations-formaldehyde-emission-standards-composite>

All producers of composite wood product are required to have their products tested by an EPA accredited and recognized TPC to ensure their products are compliant with the formaldehyde emission standards found in the rule. This list of EPA-recognized TPCs will be updated periodically as more applicants are approved. A link to third party certifiers can be found here:

<https://www.epa.gov/formaldehyde/recognized-third-party-certifiers-under-formaldehyde-emission-standards-composite-wood>

The labels on finished goods produced in or imported into the United States must include the fabricator's name, the date the finished good was produced (in month/year format), and a TSCA Title VI compliance statement. The labels on composite wood panels must include the panel producer's name, lot number, an EPA-recognized TSCA Title VI Third-Party Certifier number, and a TSCA Title VI compliance statement.

You are subject to this rule if you are an importer, distributor, or retailer of hardwood plywood, MDF, or particleboard panels, or component parts or finished goods that contain hardwood plywood, MDF, or particleboard.

*If you import, distribute, or sell only exempt products, the rule does not apply to you.*

The following products are exempt:

- Hardboard; • Curved plywood;
- Structural plywood; • Structural panels;
- Structural composite lumber; • Military-specified plywood;
- Oriented strand board; • Glued laminated lumber;
- Prefabricated wood I-joists; • Finger-jointed lumber;
- Wood packaging (pallets, crates, spools, dunnage);
- Composite wood products used inside a new vehicle, other than a recreational vehicle, including rail cars, boats, and aircraft;
- Windows that contain composite wood products, if the windows contain less than 5 percent composite wood product by volume; and
- Exterior doors and garage doors that contain composite wood products, if:
  - i. The doors are made from composite wood products manufactured with no-added formaldehyde-based resins or ultra low-emitting formaldehyde resins; or
  - ii. The doors contain less than 3 percent composite wood product by volume.





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**REMINDER!** As of June 1, 2018, China Customs has released Order No. 56 (2017) to adjust the manifest rules of import and export in the country. The adjusted rules will include the following key points (noted below), on future documentation work. **AFW Tax ID and contact information is found on page 4 in the consignee details.**

- Manifest submissions must be made 24 hours prior to loading.
- Cargo Description must be complete and accurate.
- The full contact details of the Shipper and Consignee (or the Notify Party if Consignee is as To Order) are mandatory, including the Enterprise Codes.

**REMINDER!** As of June 1, 2018, the steamship lines, strongly encourage all shippers to add the **complete 10 digit HTS number** to the Bill of Lading. Please always add the correct/complete 10 digit HTS number to the Bill of Lading. Please contact [imports@afwonline.com](mailto:imports@afwonline.com) for assistance if needed.

#### **9.a. IMPORTANT UPDATES and REMINDERS CONT-**

**REMINDER!** As of July 1, 2016, the International Maritime Organization (IMO) amended the SOLAS (Safety of Life at Sea) convention under regulation 2 of chapter VI which mandates the declaration of the Verified Gross Mass (VGM) of a packed container, (by the shipper), before loading on board vessels within a prescribed cut-off date / time to the shipping line and / or port terminal authorities.

Consequences of mis-declared weight leads to: Risk of personal injury or death to crew and shore side workers, ship instability, incorrect vessel stowage, collapsed container stacks, re-handling and re-stowing, higher operating costs, chassis and ship damage, supply chain delay, shut-out of accurately declared cargoes, road safety problems, etc. AFW thanks you for your support as our partner for adhering to the SOLAS VGM Regulation. More information regarding shipper's responsibility to declare VGM can be found in the below link. Furthermore, many steamship lines have provided tools on their websites to assist with calculating the VGM.

<http://www.worldshipping.org/industry-issues/safety/cargo-weight>

**REMINDER!** We have taken the steps in filing a Request for Confidential Treatment with US Customs and Border Protection to protect the integrity of all information from vendors and Manufacturers. The current HTS codes we have on file for your products will be printed on our purchase orders. If you believe the HTS code indicated is incorrect or notice a discrepancy, please notify us immediately. You can reference the US Customs and Border Protection website for clarification of HTS Codes:

<https://hts.usitc.gov/>

**REMINDER!** Please note upon receiving a Purchase Order by AFW: "Requested Ship Date" (ETD) and Ship Windows were added to our Purchase Orders for 2023. Approval will be required by your buyer to ship outside of this shipping window.

***Your assistance with US Customs compliance is expected and greatly appreciated!***



## 10. OMB DOCUMENT GENERATION/DOCUMENT UPLOAD –

Instructions to email documents are stated on page 5. The AFW preferred standardized Commercial Invoice and Packing List are also available for all shippers to use. However, AFW still encourages our vendors to utilize the OMB Document Generation and Document upload feature within Expeditor’s Booking Tool. This process will help streamline the timely receipt of documents for all parties and further insure prompt payment from Accounts Payable Team. If a shipper uses the document generation/upload feature, please make sure all required data elements are listed on the shipping documents and alert the contacts listed on page 5.

### Instructions for Document Generation and Document Upload:

Fill in the information in the “Documents” section to the right on the Booking Request Tab.

Check mark the “Commercial Invoice” & “Packing List” and click the Generate Button. Use the “Edit Document Generation Fields” to include your packing list and commercial invoice numbers. A packing list and commercial invoice will be created using the booking information for that particular PO. Item cost on the automatically generated invoice will be the cost from the PO.

**Note:** You may also use the upload document feature in addition to the document generation process. Once you are finished, continue with the booking as usual. Note: The container number and estimated sail date will need to be added to the documents once they are available and must be validated for payment processing. Please email the contacts from page 5 if you are uploading your shipping documents.

Once your shipment is received by the ocean carrier and documents are available via the Document Generation process, AFW will download a list of shipments received from the previous day and issue payment from the OMB generated invoice based on the payment terms with your company.

If you are not the factory, a separate login may be necessary to attach/upload your commercial invoice.

Payment will be made the next business day after your shipment is loaded in a container, sealed, and has left your door.

Upon receipt of payment, telex release MUST be issued (if not a seaway bill). Telex must be issued within 5 days of container on board but no later than 5 days before vessel arrival to port!





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## FINAL DELIVER TO LOCATIONS:

### COLORADO (4)

#### Thornton, CO

8501 Grant St., Thornton, CO 80229

#### Englewood, CO (Headquarters)

8820 American Way, Englewood, CO 80112

#### Firestone, Longmont, CO

10550 Jake Jabs Blvd. 81501 Firestone, CO 80504

#### Grand Junction, CO (live unloads only)

2570 American Way, Grand Junction, CO

### ARIZONA (2)

#### Glendale, AZ

5801 N. 99th Ave., Glendale, AZ 85305

#### Gilbert, AZ

4700 South Power Road, Gilbert, AZ 85296

### TEXAS (3)

#### Webster, TX

21501 Gulf Fwy, Webster, TX 77598

#### Katy, TX

500 Pin Oak Dr., Katy, TX 77494

#### Conroe, TX

12312 I-45 South, Conroe TX 77304

***As a valued partner and vendor for AFW, we thank you again for everything you do! We hope that 2023 will be a prosperous year and we look forward to continued success in our partnership with you!***