



## **NBS Merchandising and Routing Guide** **For Domestic and Import Programs**

### **Domestic Shipments**

When NBS is NOT the importer of record, NBS needs to receive notification from the vendor when the goods are shipped and the estimated time of arrival at NBS's warehouse.

For all domestic shipments where NBS is liable for freight charges please contact our office for routing instructions.

When goods are shipped domestically NBS needs to be notified with the pro # for tracking purposes.

#### **NBS Contact Information:**

Main Phone: 817-788-0034

Toll Free: 800-379-0155

Distribution Center: 817-605-2241

Fax: 817-788-8542

### **Direct Import Shipments**

#### **Freight Forwarder**

For all direct import shipments where NBS is the importer of record and liable for freight charges NBS will assign the Freight Forwarder that will be contracted to handle the shipment.

#### **Customs Broker**

For all direct import shipments where NBS is the importer of record NBS will assign the Customs Broker that will be contracted to handle the shipment.

#### **Additional Instructions**

Nation's Best Sports adheres to all policies established by the U.S. Government and U.S. Customs with respect to International Trade. Transshipping, the act of sending an exported product through an intermediate country before routing it to the intended country of final destination is not tolerated or considered an acceptable practice by Nation's Best Sports.

The 24-hour rule, which became effective December 2, 2002 mandates that U.S. Customs receive early, detailed, accurate, and complete cargo information 24 hours before a U.S. bound vessel is loaded at a foreign origin port. This information must be filed by the carrier electronically via the Automated Manifest System, (AMS). In order to minimize delays in our supply chain, our vendors must revise their shipping procedures to allow for submission of complete freight information to NBS's Freight Forwarder on or before cargo booking.

## **Required Overseas Shipping Documents**

The following shipping documents are required before shipment as well as before payment is made.

2/3 Set Original Ocean Bill of Lading / Airway Bill

Full Set of Clean 'On Board' Bill of Lading Stating No Wood Contents

Commercial Invoice

Country of Origin Declaration

Bug Free Declaration

Beneficiary's Certificate stating that none of the product is made w/ Prisoner or Child Labor.

Signed Inspection Certificate

Itemized Packing List

### **All commercial documents for any commodity should contain the following:**

Country of Origin

FOB Point (China, Japan, etc)

Name/Address of Actual Manufacturer of the Goods

Full and Complete Description of the Goods Being Imported, include knit/woven on any textile goods along with percentage of each fabric/filling used.

## **Shipping Windows**

This SHIP DATE is defined as the date the shipment is available to be delivered to our Freight Forwarder. Notify the NBS Buyer if your shipment is delayed or shipped short of the quantity on the Letter of Credit (LC) or Wire Transfer Documentation.

Purchase Orders must be shipped complete. Authorization to ship split-shipments must be obtained from your NBS Buyer.

## **NBS Shipping Address**

Nation's Best Sports Distribution Center

4350 Fossil Creek Boulevard

Fort Worth, TX 76137

(817) 605-2241

## **Product Packaging & Labeling**

Each individual item must be marked with the following information:

Industry standard EAN number and scannable barcode.

Wash Instructions and Symbols (For Textile)

## **Master Carton Labeling**

**\*ITEM# must include all 12 digits where applicable\***

**\*A scannable barcode must be included on at least two sides of the carton\***

Item Number: OE3188ALL1SM



The item number must be printed along with the UPC number as displayed above.

If multiple UPC's are in a carton then each UPC must be printed onto the carton and show the quantity of each UPC.

Main Mark:

Nation's Best Sports

PO# \_\_\_\_\_

Item# \_\_\_\_\_

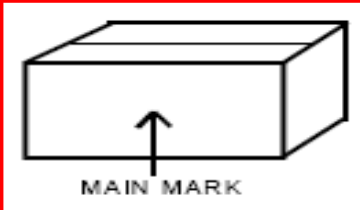
Description \_\_\_\_\_

Color \_\_\_\_\_

Size / Prepack Run \_\_\_\_\_

Quantity: \_\_\_ Pcs \_\_\_ PPKs

Made In: \_\_\_\_\_ Carton No: \_\_\_ of \_\_\_



**If multiple item's are in a carton then each item and UPC must be printed onto the carton as shown and show the quantity of each item**

Nation's Best Sports

Side Markings:

PO# \_\_\_\_\_

Item# \_\_\_\_\_

Description \_\_\_\_\_

Color \_\_\_\_\_

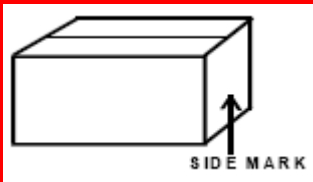
Size / Prepack Run \_\_\_\_\_

Quantity: \_\_\_ Pcs \_\_\_ PPKs

C.B.M. \_\_\_\_\_

Measurement \_\_\_ x \_\_\_ x \_\_\_ inch

Made In: \_\_\_\_\_



**If multiple item's are in a carton then each item and UPC must be printed onto the carton as shown and show the quantity of each item**

Cartons must be packed with only one sku per carton, one purchase order per carton.

### Master Pack Dimension Restrictions

Master Packs cannot exceed 5600 Cubic Inches unless authorized by the NBS Office.

No box can exceed 150lbs in weight.

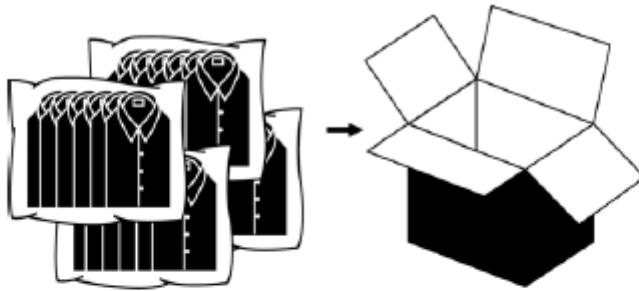
## **Master / Inner Packs**

All vendors must provide NBS with a Master Pack and Inner Pack quantities, as defined below, by SKU for the products sold by NBS. In all cases, NBS should be contacted for preferred Master and Inner pack quantities.

*Master Pack* - the number of saleable units contained within a vendors outermost carton.

*Inner Pack* – the number of saleable units grouped together by some packaging material (usually cellophane, rubber bands, or card board) within a master carton.

*Poly Bags* – For anything that is poly bagged a UPC barcode along with the item number must be present.



*Example:* A vendor “prepacks” shirts S-XL with the following breakout: 1-Sm, 2-Med, 2-Lg, 1-Xlg. Each prepack combination is polybagged. There is a total of 24 units in the carton, 4 polybags of 6 units.

In this example: Master Pack = 24 and Inner Pack = 6

Please notify the NBS buying office immediately of changes made to your Master or Inner packaging.

When “prepack” merchandise is ordered, each “prepack” should be packaged as a separate unit within a carton.

## **Nation's Best Sports Charge Back Policy**

In the event that a shipment is not made in accordance with the previously stated instructions, NBS will charge back all related handling and administrative costs to the vendor.

All “Collect” shipments made to NBS from a domestic (U.S. Location) vendor must be routed through NBS. Vendors will need to contact our Distribution Center via phone at 817-7880-0034 with the shipper’s warehouse zip code, class of freight, pallet numbers and weight. Orders must be complete unless prior approval from the NBS buyer is obtained. Violations will be charged back a \$75.00 administration fee plus the difference in transportation fees.

## **Violations**

Merchandise received by NBS, with one or more of the violations noted, will be charged back in accordance with the following standards.

- A. Rate Per Violations:
  - 1. \$75.00 Administration Fee
  - 2. \$15.00 Per hour per person D.C. labor fee to correct violation.
  - 3. Excess Amount of freight charges +\$75.00 administration fee for non-compliance on routing instructions.
- B. Violations
  - 1. Missing Packing List
  - 2. Improper Markings of Cartons
  - 3. Not Case Packed as Detailed
  - 4. Pre-ticketing Instructions not Met
  - 5. Shipments with Overages
  - 6. Ship/Cancel Dates Not Followed
  - 7. Duplicate Shipments
  - 8. Substitutions with No Prior Approval
  - 9. Unapproved Partial/Backorder Shipments
- C. Payment
  - 1. All charge backs for violations will be deducted from the next invoice and supporting documentation will be provided at that time.

**Please sign below to indicate that you have read and understand all of the information contained in this Routing Guide and then return by fax to NBS @ 817-788-8542.**

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

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

Signature: \_\_\_\_\_

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