



**US Direct Imports**  
***Customs Compliance***

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***Vendor Training 2015***

- Customs Compliance Team ensures Exchange is compliant with Customs & Border Protection (Customs) regulations entering the United States where the Exchange is the Importer
- The Exchange is the 'Importer of Record' and the legal entity claiming responsibility of foreign goods with accurate declarations
  - ISF security filing, Entry declarations with value appraisalment, HTS classification, quantity, origin, free trade agreements, etc.
  - Harmonized Tariff Schedule (HTS) is a 10 digit code used to identify traded products crossing borders
  - The HTS code is used by governments to assess customs duties, enforce domestic regulations, perform risk assessment, and collect trade statistics
- Exchange Customs Compliance conducts pre-entry analysis, assigns HTS codes at item induction and conducts post-entry audits.

## › Vendor Requirements:

- › Prior to Purchase Order complete and submit
  - › NIIF – (New Item Induction Form)
    - › *note: The Country of Origin is the country where the goods are manufactured*
  - › Product Information (PI) sheet
    - › Detailed information on the nature of each product at time of item induction
    - › PI used to assist with the correct classification of product
    - › Include photos or brochures
- › Advise with any changes in production that may affect HTS code





US Direct Import

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New Item Induction Form (NIIF)  
Product Info (PI) details



EXCHANGE™

# Customs Compliance

Go to *Doing Business with the Exchange* site:


<http://www.aafes.com/about-exchange/doing-business/retail-sales.htm>

Open the excel file. NIIF 2015

The screenshot shows the Exchange website's 'Retail Sales' page. The page features a navigation menu with categories like Apparel, Handbags & Accessories, Shoes, Jewelry &, Beauty &, Baby, Home & Appliances, Electronics, Military, Seasonal &, More, and Sale. The main content area is titled 'RETAIL SALES' and includes a sub-header 'The Exchange strives to maintain the highest ethical business standards while supporting supplier diversity.' Below this, there is a paragraph describing the Exchange as a multi-channel retailer. To the right, a 'Documents' section lists several documents, with 'New Item Induction Form (posted 8/25/15)' circled in red and a red arrow pointing to it. Other documents listed include 'APO / FPO Guide' and 'Ecommerce Product Templates by Commodity'. The page also has a sidebar with links to 'About the Exchange', 'Our Organization', 'Public Affairs', 'Exchange Careers', and 'EEO, Diversity & Inclusion'. The status bar at the bottom indicates 'Done, but with errors on page.' and 'Trusted sites | Protected Mode: Off'.

***If Supplier is not the Importer of Record, complete the US Import HTS tab***

**Required Yes or No. Y/N**  
**If SUPPLIER is the Importer of Record then select Yes. This implies that SUPPLIER is responsible for Customs clearance and will pay duty for importation of the items.**



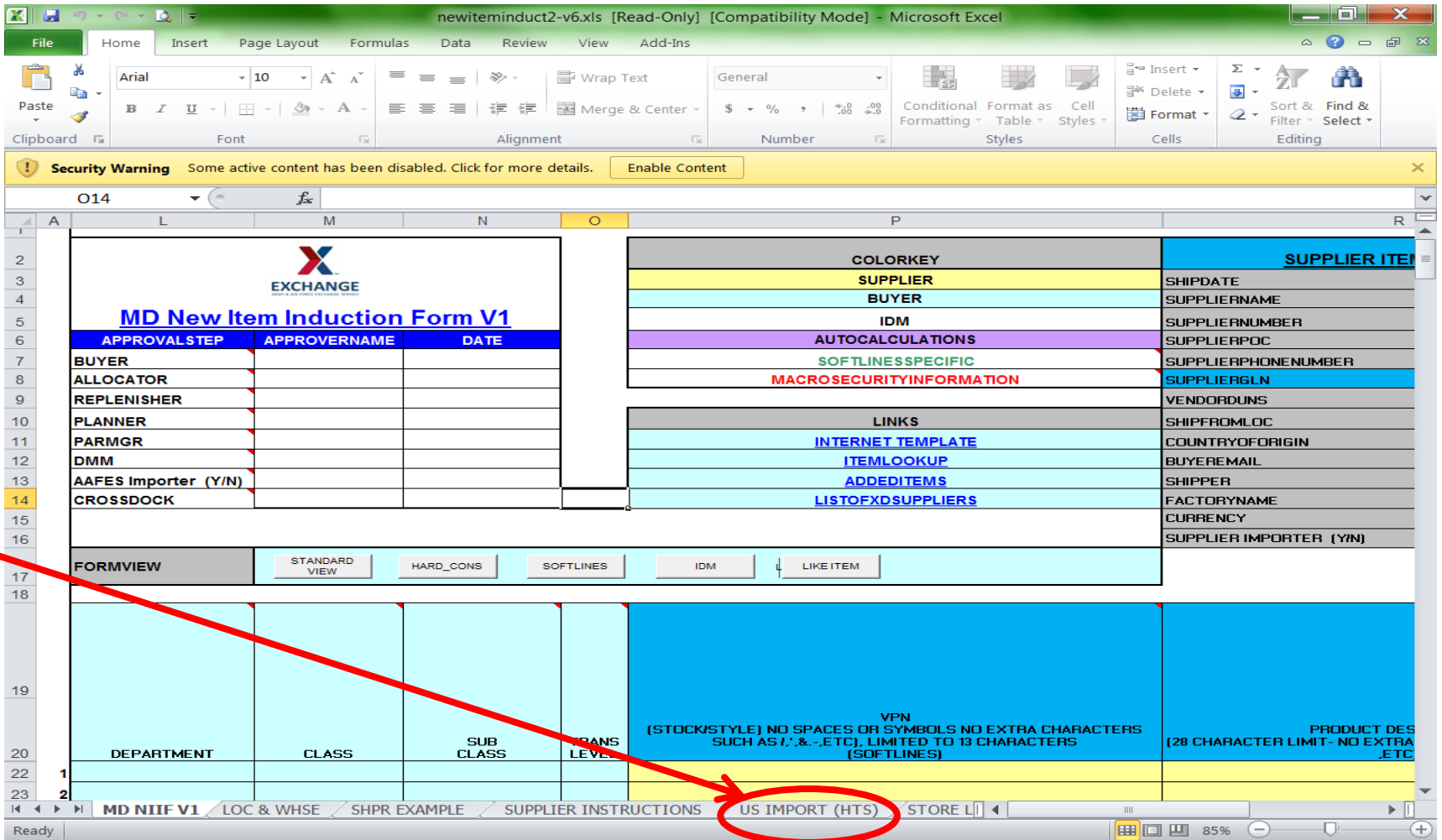
**MD New Item Induction Form V1**

COLORKEY			SUPPLIER ITEM INFORMATION (PLEASE	
SUPPLIER			SHIPDATE	
BUYER			SUPPLIERNAME	
IDM			SUPPLIERNUMBER	
AUTOCALCULATIONS			SUPPLIERPOC	
SOFTLINES SPECIFIC			SUPPLIERPHONENUMBER	
MACROSECURITYINFORMATION			SUPPLIERGLN	
LINKS			VENDORUNS	
INTERNET TEMPLATE			SHIPFROMLOC	
ITEMLOOKUP			COUNTRYOFORIGIN	
ADDEDITEMS			BUYEREMAIL	
LISTOFXDSUPPLIERS			SHIPPER	
			FACTORYNAME	
			CURRENCY	
			SUPPLIER IMPORTER (Y/N)	

FORMVIEW	STANDARD VIEW	HARD_CONS	SOF TLIN	IDM	LIKE ITEM
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DEPARTMENT	CLASS	SUB CLASS	VPN (STOCK/STYLE) NO SPACES OR SYMBOLS NO EXTRA CHARACTERS SUCH AS /, ; & - , ETC, LIMITED TO 13 CHARACTERS (SOFTLINES)	PRODUCT DESCRIPTION (28 CHARACTER LIMIT- NO EXTRA CHARACTERS SUCH AS /, ; & - , ETC)


Click on US Import (HTS) tab:



The screenshot shows the Microsoft Excel interface for the 'newiteminduct2-v6.xls' file. The 'US IMPORT (HTS)' tab is selected and circled in red. A red arrow points from the instruction 'Click on US Import (HTS) tab:' to this tab. The spreadsheet content includes:

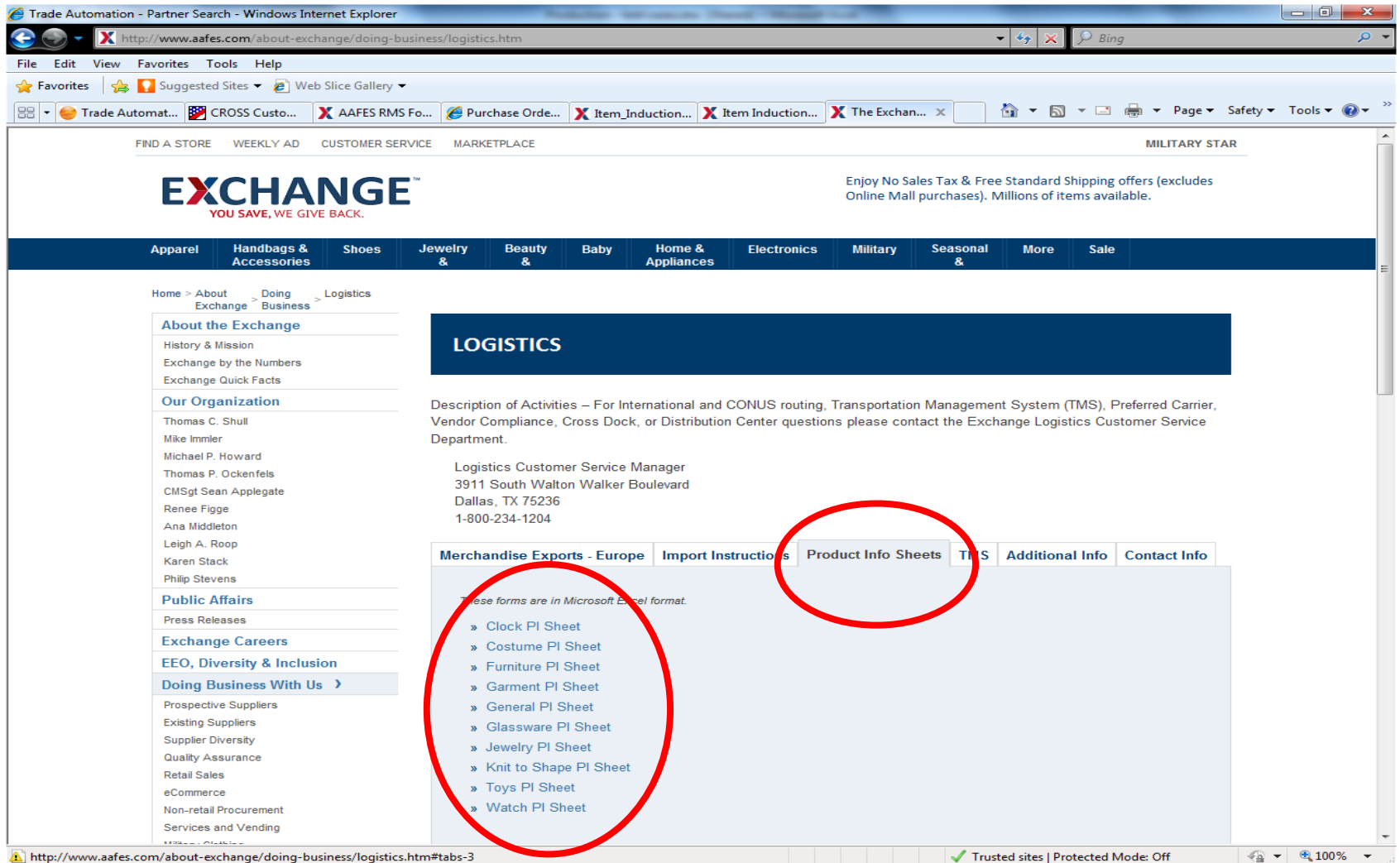
- Header:** EXCHANGE logo and 'MD New Item Induction Form V1'.
- Approval Section:** A table with columns 'APPROVALSTEP', 'APPROVERNAME', and 'DATE'. Rows include BUYER, ALLOCATOR, REPLENISHER, PLANNER, PARMGR, DMM, AAFES Importer (Y/N), and CROSSDOCK.
- Supplier Information Section:** Fields for COLORKEY, SUPPLIER, BUYER, IDM, AUTOCALCULATIONS, SOFTLINES SPECIFIC, and MACROSECURITY INFORMATION.
- Links Section:** INTERNET TEMPLATE, ITEMLOOKUP, ADDEDITEMS, LISTOFXDSUPPLIERS.
- Form View Section:** STANDARD VIEW, HARD\_CONS, SOFTLINES, IDM, LIKE ITEM.
- Product Details Section:** DEPARTMENT, CLASS, SUB CLASS, TRANS LEVEL, VPN (STOCK/STYLE) NO SPACES OR SYMBOLS NO EXTRA CHARACTERS SUCH AS /, &, ., ETC., LIMITED TO 13 CHARACTERS (SOFTLINES), and PRODUCT DES (28 CHARACTER LIMIT - NO EXTRA \_ETC).

**Read instructions. Provide docs in advance for customs clearance to avoid delays. Select the product Information (PI) Sheets specific to the commodity.**

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<b>AAFES US IMPORT</b>
<i>If your product on the NIIF is a 'US Import' where AAFES is the Importer of Record, please provide the information requested on this tab. Detailed information on the nature of each product is needed for proper customs clearance and declaration.</i>
<b>Instructions:</b>
<ol style="list-style-type: none"><li>1) Click on the Product Information Sheets (PI) link below. Select the "Product Info Sheets" tab</li><li>2) Locate the PI sheet pertaining to your product</li><li>3) Fill out the requested information for each item</li><li>4) Save and send the information along with the NIIF to the buyer</li><li>5) Include photos or brochures.</li></ol>
<a href="#">Click here and select "Product Info Sheets"</a> 
The PI Sheets located in the link reference various commodity groups. Select the one most appropriate. Examples include garments, glassware, jewelry, toy, clock, general.
<b>Other government agencies</b>
Please indicate if the item is subject to FCC, FDA, TSCA, USDA, etc and provide necessary forms applicable.
<b>Free Trade Agreements</b>
Provide certificate of origin declarations applicable within special duty programs.
<b>Compliance Requirements</b>
All paperwork must be in compliance with applicable government agencies. Administrative fees per commercial invoice as well as demurrage charges incurred will be assessed for non-compliance. *** <a href="#">Click here and select "Import Instructions" for Import invoice requirements with a sample invoice</a> ***
<b>Contact Information</b>
For questions contact <a href="mailto:importcompliance@aafes.com">importcompliance@aafes.com</a>



Click on the PI Tab and then the relevant PI Sheet



Trade Automation - Partner Search - Windows Internet Explorer  
http://www.aafes.com/about-exchange/doing-business/logistics.htm

File Edit View Favorites Tools Help  
Favorites Suggested Sites Web Slice Gallery

Trade Automat... CROSS Custo... AAFES RMS Fo... Purchase Orde... Item\_Induction... Item Induction... The Exchan... x

FIND A STORE WEEKLY AD CUSTOMER SERVICE MARKETPLACE MILITARY STAR

**EXCHANGE™**  
YOU SAVE, WE GIVE BACK.

Enjoy No Sales Tax & Free Standard Shipping offers (excludes Online Mall purchases). Millions of items available.

Apparel Handbags & Accessories Shoes Jewelry & Beauty & Baby Home & Appliances Electronics Military Seasonal & More Sale

Home > About > Doing Business > Logistics

**About the Exchange**  
History & Mission  
Exchange by the Numbers  
Exchange Quick Facts

**Our Organization**  
Thomas C. Shull  
Mike Immier  
Michael P. Howard  
Thomas P. Ockenfels  
CMSgt Sean Applegate  
Renee Figge  
Ana Middleton  
Leigh A. Roop  
Karen Stack  
Philip Stevens

**Public Affairs**  
Press Releases

**Exchange Careers**

**EEO, Diversity & Inclusion**

**Doing Business With Us >**  
Prospective Suppliers  
Existing Suppliers  
Supplier Diversity  
Quality Assurance  
Retail Sales  
eCommerce  
Non-retail Procurement  
Services and Vending

**LOGISTICS**

Description of Activities – For International and CONUS routing, Transportation Management System (TMS), Preferred Carrier, Vendor Compliance, Cross Dock, or Distribution Center questions please contact the Exchange Logistics Customer Service Department.

Logistics Customer Service Manager  
3911 South Walton Walker Boulevard  
Dallas, TX 75236  
1-800-234-1204

Merchandise Exports - Europe Import Instructions **Product Info Sheets** TMS Additional Info Contact Info

These forms are in Microsoft Excel format.

- » Clock PI Sheet
- » Costume PI Sheet
- » Furniture PI Sheet
- » Garment PI Sheet
- » General PI Sheet
- » Glassware PI Sheet
- » Jewelry PI Sheet
- » Knit to Shape PI Sheet
- » Toys PI Sheet
- » Watch PI Sheet

http://www.aafes.com/about-exchange/doing-business/logistics.htm#tabs-3 Trusted sites | Protected Mode: Off 100%





# Required Shipping Documents

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## › Customs Clearance documents

- › Commercial Invoice
  - › UPC#
  - › HTS code
  - › Country of Origin
  - › Manufacturer name & address
  - › Item description
  - › Cost
    - › *Invoice value on shipping docs must be consistent with PO value.*
    - › *Must be submitted to logistics provider APLL from the exporting country before shipment.*
  - › Payment Terms
  - › INCO Terms, item description, payment terms and INCO terms
- › Certificate of Origins to claim special duty programs.
- › Participating governmental agencies: FDA, FCC, USDA, etc.



## Sample Commercial Invoice

Seller/Shipper/Exporter:	Shanghai Company 123 Industrial Road Shanghai, China Tel: 00086 Fax: 00054
Sold To: AAFES PO Box 660261 Dallas, Texas 75226-0261 USA	Invoice Date: Invoice No.:
Consignee: AAFES Logistics, West Coast DC 700 E. Roth Road Bldg 556 French Camp, CA 95231 USA	Notify Party: Incoterms 2010: FOB Yantian China Payment Term: Net 60 days
Port of Loading:	

→ List all parties involved in the transaction.

→ Provide terms of trade and payment.

- Complete Shipper Address/AAFES Address/Consignee Address
- Invoice date & number
- Incoterms
- Payment Terms
- Port of Loading

# Sample Commercial Invoice – cont.

Line Item	Vendor Item	AAFES CRC	UPC	AAFES HTS Code	Description	Quantity (PCS)	Unit Price (USD)	Amount (USD)
PO Number: 008915432.								
1	A123	1234567	123123123123	9403.89.6010	Table 42" Sq Poly Wood	95	\$100.00	\$9,500.00
2	B789	3456789	789789789789	9401.68.6011	Table Oak – Household chairs	516	\$20.00	\$10,320.00
3	9295A	4475557	616161616146	9401.79.0025	3PC Folding Set with Faux wood	1440	\$7.14	\$10,281.60
<b>TOTAL:</b>						<b>2051</b>		<b>\$30,101.60</b>
Total in US DOLLARS THIRTY THOUSAND ONE HUNDRED ONE AND SIXTY CENTS.								
Total Cartons:								
Net Weight:								
Gross Weight:								

- **Complete Description of:**
- **Contents**
  - **Items in the shipment**
  - **Value and currency**

Country of Origin: China

→ **Country of Origin**

Manufactured by: Shanghai Wood & Textile Co  
456 Huanzho Rd  
Shangai, China

→ **Manufacturer of goods**

I/We hereby state that the information on this invoice is true and correct and that the contents of this shipment are as stated above.

Signature:

Title:

→ **Declaration and signature**



**Questions?**

*[importcompliance@aafes.com](mailto:importcompliance@aafes.com)*

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**Thank you**