

BASIC GUIDE TO IMPORTING WITH AAFES for non-garment products

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Terms

AAFES uses FOB port city or consolidator terms. We use FOB as defined by Incoterms.

Shipping Process

1. Follow the terms on the PO and contact our carrier 10 days before scheduled ship date to make a booking.
2. Provide the AAFES 10-digit purchase order (PO) and the UPC code for each item shipping. For each item, advise the units and total cases shipping, as well as the volume details. Please provide the mark for information from the AAFES PO for each PO booked.
3. The AAFES carrier will advise the standard document requirements.
4. Ask the carrier if special paperwork is required for the product shipping.
5. If you know special paperwork is required (FDA/FCC, etc), please include the documents with the paperwork.
6. Notify lgimports@aafes.com 30 days before shipment if cargo is hazardous or includes food products.

Commercial Invoice/Paperwork Requirements

1. List the complete name and address of all manufacturers of the goods.
2. Identify every item by the AAFES UPC number.
3. If the HTS number is known, please list for each item. Also required is a complete description for each item. A complete description is what the item is, what it's made of and the intent of use. Photographs/brochures of the production item can also be included to help us classify the goods.
4. Identify the country or countries of origin.
5. If the goods are wooden bedroom furniture and they are shipping from China, please include an anti-dumping form for every shipment. If your company has been assigned a case number, please include on the document.
6. If your company has obtained a ruling for the product shipping, please notify lgimports@aafes.com no less than 15 days before shipment of the PO#s with the product and the ruling information.

7. Include all paperwork required by Customs and/or other government agencies for the item shipping. Examples are FDA form 2877 for microwaves and TSCA for chemicals, such as paint included in toys.
8. If the product includes clocks or watches in any form, the clock or watch information sheet must be included with the paperwork.

If PO Received Varies from Agreement with AAFES buyer

If PO varies from terms agreed to with AAFES buyer, the buyer must be contacted immediately upon receipt of the PO. Advise the buyer the inaccuracies and request an amendment.

Compliance Actions That Will Result in Chargebacks

1. Canceling or changing a booking.
2. Not compliant with terms of PO.
 - a. Late shipments – must be preapproved by the AAFES buyer.
 - b. Shipping incomplete quantities
 - c. Shipping multiple times against a single PO
 - d. Shipping from a ship point other than what is listed on the PO
3. Incorrect/Incomplete paperwork
4. Failure to include all paperwork required by Customs and/or other government agencies.

Special Note

This guide is meant to be an introductory guide to importing with AAFES. If you have questions that are not answered by this guide or the AAFES Supplier Requirements, please contact lgimports@aafes.com.