



****This Guideline Applies Only To Purchase Orders Issued
By Family Dollar Services, LLC****

IMPORT GUIDELINES

Users:

Suppliers

Tar Heel Trading

Global Sourcing

Merchandising

Replenishment

Transportation

Treasury

Accounts Payable

(All Changes are noted in *italics*.)

Author: Transportation – Import Logistics

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Please note that information in this manual is updated periodically and can change without notice.

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CHANGE HISTORY

Date:	Author:	Version	Change Reference:
6/1/2013	Transportation – Import Logistics	1	THT Conversion
1/2/2014	Transportation – Import Logistics	2	CY Loading, LC & Open Account, Hazardous, WPM, Non-compliance Fees, Lacy Act, eInvoice, ePacking List
4/11/2014	Transportation – Import Logistics	3	Carton Marking and Packaging Requirements, Appendix A, IDC load pattern
6/11/2014	Transportation – Import Logistics	4	IDC 9535 Address, Appendix A
9/14/2015	Transportation – Import Logistics	5	IDC 9535 Address, Hazardous Goods, C-TPAT, Supplier Performance Management Program, Appendix A; Packaging Requirements & Display Construction
4/8/2016	Transportation – Import Logistics	5	Updated Appendix A
7/1/2016	Transportation – Import Logistics	5.5	SOLAS Requirements
7/8/2016	Transportation – Import Logistics	6	New version created for FDS issued PO's. Removed references to THT PO, THT Article, Wells Fargo Bank, Equipment Size Min and Lacy Act web link
3/31/2017	Transportation – Import Logistics	6.5	Carton Marking and Packaging Requirements, Appendix A
6/18/2018	Transportation – Import Logistics	8	CY/CFS Loading
9/4/2019	Transportation – Import Logistics	9	Lithium Battery Carton Markings
8/7/2020	Transportation – Import Logistics	10	Family Dollar Address & IDCW Address Updates
1/18/2021	Transportation – Import Logistics	11	Booking Procedures, Import Center Orders (IDC)
10/1/2021	Transportation – Import Logistics	12	General contact and address information
2/25/2022	Transportation – Import Logistics	13	Carton Marking and Chargeback website links
12/27/2022	Transportation – Import Logistics	14	West Memphis Removal, Savannah IDC address Update

APPROVALS

Approved:	Eric Sherman	Date:	6/1/13
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Approved:	Caleb Smith	Date:	5/9/17
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IMPORT SUPPLIER PERFORMANCE MANAGEMENT PROGRAM.. **Error! Bookmark not defined.**

Failure to meet these requirements may result in cancelled bookings, product refusal, merchandise returned to Supplier, order cancelation and non-compliance fees.

GENERAL IMPORT OVERVIEW

Tar Heel Trading International (THT)

*Shenzhen Tar Heel Information Consultancy Limited
Unit 1702, Tower F, Xinghe(Galaxy) World
1 Yabao Road, Bantian Street
Longgang District, Shenzhen 518129, Guangdong Province, China*

Please direct all logistic inquiries as well as booking and shipping concerns to
THTlogistics@tarheeltrade.com.

Family Dollar (FDS)

For Additional support:

Import Logistics Manager
Dollar Tree Distribution, Inc. / Family Dollar Services, LLC
500 Volvo Parkway
Chesapeake, VA 23320
Importtrans@familydollar.com

Freight Forwarder and Consolidator Contact Information

Yusen Logistics (Yusen), Tar Heel Trading/Family Dollar's Freight Forwarder and Consolidator has been assigned the following responsibilities:

- Monitoring FDS Purchase Order (PO) status
- Booking space with ocean lines
- Consolidating orders
- Providing tracking information
- Collecting, verifying and forwarding documents – utilizing Yusen's eInvoice web tool
- Transmission of Supplier provide SOLAS VGM data elements



- Issuance of FCRs
- Data collection for the Import Supplier Performance Management Program
- Maintenance of C-TPAT (Customs Trade Partnership against Terrorism) factory profiles and risk assessment

Your cooperation with Yusen is essential to managing our import program. Should you have any difficulty arranging a shipment with Yusen, please notify THT Logistics immediately.

For information regarding Yusen office locations and to set up your Yusen accounts, go to the Yusen website (Griffin) at <http://griffin.hk.yusen-logistics.com/ebooking> and complete the registration process. Questions may also be directed to Yusen at fds@hk.yusen-logistics.com.

Booking Procedures

All bookings must be made electronically using the Yusen website. Verbal or email booking requests are not acceptable. **Send your registration form to Yusen at fds@hk.yusen-logistics.com to set up your on-line booking account.** All bookings should be made against the Family Dollar Purchase Order. As well, the final destination on the FDS PO must show a valid FDS DC location. Any FDS PO indicating 8881/9525/9535 must be updated to a valid FDS DC before a booking can be made.

Contact Yusen a minimum of 14 days prior to the “First Ship” date on your FDS PO to ensure carrier equipment and space availability. Family Dollar recommends that Suppliers make their bookings at least 30 days prior to the “First Ship” date. Suppliers that fail to book at least 14 days prior to the “First Ship” date will be subject to non-compliance fees.

Import Center Orders (IDC)

In addition to its 10 DC’s (St. George, UT, Matthews, NC, Front Royal, VA, Duncan, OK, Morehead, KY, Maquoketa, IA, Odessa, TX, Marianna, FL, Rome, NY, and Ashley, IN), Family Dollar operates two Import Distribution Centers (IDC). These facilities are located in Garden City, Georgia and Long Beach, California. Below are the addresses for the IDC’s:

IDC - East iDC Logistics 1516 Old Dean Forrest Road Garden City, GA 31408	IDC - West Yusen Logistics (Americas), Inc. 2211 East Carson Street Long Beach, CA 90810
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Morehead, KY will be shipped through IDC – East and Odessa, TX will be shipped through IDC - West (Exception for shipments from Sub-Continent, Middle East, Africa, and Central and East Coast South America which will route via IDC – East for these destinations). **Family Dollar reserves the right to route these orders to their DC assignments.** Suppliers needing visibility to the FDS PO ship to location and other order information may access it by logging into Yusen’s eBooking web tool.

Shipment Window

All factory loaded containers (CY loads) must be delivered to the agreed upon port of export (as indicated on the confirmed offer in PLM) within the “Ship Window: First Ship and Last Ship” dates on the FDS PO to allow for the actual export of the container to occur within or as close to the FDS PO Ship Window as possible. In Yusen’s eBooking web tool, this delivery date is defined as the Cargo Ready Date (CRD).

All non-factory loaded orders (CFS loads) must deliver to the proper Yusen container freight station (CFS) location within the “Ship Window: First Ship and Last Ship” dates on the FDS PO. In Yusen’s eBooking web tool, this delivery date is defined as the Cargo Ready Date (CRD).

Failure to comply with the above delivery requirements may result in cancelled bookings, product refusal, merchandise returned to Supplier, order cancelation and non-compliance fees.

As part of the Import Supplier Performance Management Program, if the cargo ready date (Estimated Delivery Date input by Supplier in Griffin eBooking) is revised more than once per booking in Yusen’s website (eBooking) then non-compliance fees will be applicable. In addition, if the cargo is not delivered within 3 days of the committed Cargo Ready Date (CRD) submitted in Yusen’s website (eBooking), non-compliance fees will be applicable.

CY (Factory) Container Loading Requirements

Containers must meet minimum CBM requirements in order to be CY loaded. Loading for multiple DC’s into one container to create a CY load is not permitted without prior approval from Yusen. Suppliers with less than CY load volumes must deliver their merchandise to the designated CFS locations. Exceptions to these requirements may be allowed based on preapproved load plans.

Suppliers are required to place a container specific Packing List on the interior door for all CY loaded containers.

Suppliers must meet the following minimum load requirement for CY (factory load) containers:

<u>Equipment Size</u>	<u>Minimum Load Requirement</u>
20' Standard	25.00 cbm
40' NOR	50.00 cbm
40' Standard	55.00 cbm
40" High Cube	65.00 cbm
45' Container	72.00 cbm

Suppliers must not exceed the following weight limit for each container type:

<u>Equipment Size</u>	<u>Maximum Cargo Weight</u>
20' Standard	16,330 kgs (36,000 lbs)
40' NOR	19,995 kgs (44,080 lbs)
40' Standard	19,995 kgs (44,080 lbs)
40" High Cube	19,995 kgs (44,080 lbs)
45' Container	19,995 kgs (44,080 lbs)

Any exceptions to these requirements must be approved by THT in advance of the booking.

Cargo is to be floor loaded by FDS PO and SKU number unless otherwise approved by THT. All containers should be loaded evenly for proper weight distribution. If a container is improperly loaded (i.e. mixed sku's throughout) all associated costs incurred will be charged to the Supplier.

It is the Supplier's responsibility for CY loads to ensure that a container is in good order at the time it is picked up from the ocean carrier's container yard at origin. Suppliers must complete the Pre-Loading Container Inspection Certificate for each container as outlined in the C-TPAT section. Containers must be inspected for holes, damaged plywood floors (inside and underneath container), poor patches, internal rust, moisture, powders/chemicals, old packing material or any other issue that may cause damage to the product being loaded into that container. Containers should be inspected on all sides including the underside. Containers found with internal rust spots should be rejected as they are indicators of potential leaks and poor patching. If any such issues are found, the container should be rejected immediately and a replacement container requested. Suppliers should photograph the inside and outside of the empty container (and retain for 1 year) to document that it is in good order.

It is the policy of the ocean carriers that once a container leaves their container yard, it is considered in good order. Damage to product as a result of these types of issues may be considered Supplier negligence and the ocean carrier may deny responsibility. If FDS product is damaged due to non-compliance with this policy, the Supplier will be held responsible for the loss and all associated expenses.

Carton Marking and Packaging Requirements

Suppliers must comply with all THT/FDS Import Carton Marking and Packaging requirements. As per THT/FDS Import Carton Marking and Packaging Requirements, **cartons must include the FDS PO and SKU number. Do not mark your cartons with the FDS DC destination, or IDC code. Failure to properly mark cartons will result in non-compliance and remarking fees.**

For detailed carton marking and packaging requirements please visit:

<https://corporate.dollartree.com/vendor-real-estate-partners/merchandise-vendors/family-dollar-vendor-guide>.

Terms of Sale and Seller Responsibility

FDS import terms are generally FOB. The Seller (Supplier) is responsible for all costs relating to the goods until such time as they have passed the ship's rail at the named port/city or shipment. This is to include any Customs fees, duties, taxes, and other charges payable upon export. Origin charges may also include but are not limited to Bill of Lading/Forwarder's Cargo Receipt (FCR) fees, Automated Manifest System (AMS) fees, warehouse CFS Receiving fees, local origin document and terminal handling fees, security fees, seal fees, SOLAS VGM and inspection fees. This responsibility applies to both CY and CFS loaded cargo.

Direct Import Payment Options:

Letter of Credit (Sight)

FDS partners with HSBC Bank for all of its Letter of Credit needs. Advising banks must be located in the same country as the beneficiary. All Letter of Credit issuances will expire 28 days after the last ship date stated on the bank documentation. Documents must be presented to the bank within 21 days of shipment date but within credit validity. Terms are 60 days from when

HSBC Bank receives the Beneficiaries documents for clean presentations or upon waiver of discrepancies for all other presentations.

The *FDS* PO and Letter of Credit number must be marked on all documents and correspondence. Addition of correct *FDS* PO and Letter of Credit number to a document by hand or type, without authentication in order to meet this requirement, is permitted.

Suppliers must comply with all requirements as stated in the Letter of Credit documents. Suppliers must present the eInvoice documents generated on Yusen's web tool. The use of the Suppliers own internally generated invoice will not be accepted. Failure to comply may result in discrepancy fees and payment delays. Furthermore, all charges, loss, and expenses incurred, as a result of the merchandise being delayed while these issues are resolved, will be charged back to the Supplier or deducted from the payment.

Issuance of amendments will be at the discretion of *FDS*. *FDS* reserves the right to waive a discrepancy rather than issue an amendment. All amendment fees incurred as a result of Supplier negligence will be at the beneficiary's expense (Supplier may also be subject to non-compliance fees as outlined in the Import Supplier Performance Management Program section of this document).

Questions regarding Letter of Credit transactions and general banking issues should be directed to APRequests@familydollar.com.

Wire Transfer (Receipt of Documents + 45 Days):

Wire Transfer (WT) is a direct payment process in which a Supplier presents invoices to *FDS* via EDI or third party Supplier in order to receive payment for goods shipped. Payment is based on the Goods Receipt Date within the *FDS* inventory system (based on sail date from Yusen) plus agreed upon terms.

Important Wire Transfer Facts:

- All payment terms, including updates, must be signed off on by the Supplier and a *FDS* representative.
- *FDS* POs and Invoices must be transmitted electronically between *FDS* and the Supplier.
 - Supplier may choose to use SPS Commerce as a turnkey solution for EDI as their Web Application requires minimal effort on behalf of the Supplier.
 - Supplier only needs a Web Browser and Internet Connectivity to connect to SPS Commerce.

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- Supplier is required to test all electronic documents with *FDS* before any order can be written using WT terms.
 - One FCR and one invoice are issued per *FDS* PO/destination and vessel/voyage.
 - Payment Terms for each Invoice will be calculated from *FDS* Goods Receipt Date (based on sail date from Yusen).
 - Supplier needs to ensure the invoice date transmitted is consistent with the “Sail Date” stated on the FCR.
 - FCR ID Number should be identified in the Supplier Bill of Lading field of the EDI invoice.
 - Invoice Payments will be transmitted to Suppliers via International T/T (Telegraphic Transfer).
 - All applicable bank charges will be deducted from your invoice payment.
 - An Electronic Payment Authorization form and changes to this form will need to be completed and signed by the Supplier’s CFO/Financial Controller.
 - The invoice payment will be made in accordance with the bank account details specified on the Electronic Payment Authorization form.
 - *FDS* is not responsible for any loss or bank charges due to incorrect information being provided on the Electronic Payment Authorization form or failure by Supplier to provide updated their bank account details.
 - Import Suppliers must comply with all import shipments requirements as outlined in the *THT/FDS* Import Guidelines.
 - Import Suppliers will find a complete list of required documents for their *FDS* PO within the Yusen eBooking module. These documents will need to be uploaded to Griffin eInvoice prior to issuance of the FCR.
 - Questions regarding WT terms should be directed to APRequests@familydollar.com.

Sample Shipments

THT/FDS does not act as the Importer of Record for samples. All samples sent to FDS must be shipped prepaid under shipment terms Deliver Duty Paid (DDP). This includes any Customs fees, duties, taxes, or charges incurred during the transit of the goods. For textiles with a total value in excess of \$250 and all other items with a value in excess of \$2,000, FDS requires that the Supplier indicate the below point of contact and address as the “notify party” on the invoice and airway bill of the sample shipment:

Notify Party:
*Attn: Customs Compliance Manager
Customs Compliance Team
Family Dollar Services, LLC
500 Volvo Parkway
Chesapeake, VA 23320
(757) 321-5786
Email: fdscpliance@familydollar.com*

Ship To:
*Attn: Customs Compliance Manager
Customs Compliance Team
Family Dollar Services, LLC
500 Volvo Parkway
Chesapeake, VA 23320
(757) 321-5786
Email: fdscpliance@familydollar.com*

The Supplier and courier must forward the following documentation to support the sample shipments to Family Dollar:

- Commercial Invoice (as per the below section: Import Documentation Requirements)
- Customs Entry Summary (CF7501)
- Customs Entry/Immediate Delivery (CF3461)

For samples sent directly to the THT offices, please contact that office for specific shipping guidelines.

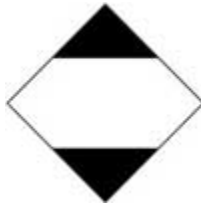
Hazardous Materials

THT/FDS requires all Suppliers to identify whether their items are subject to HAZMAT regulations when submitting an Offer to THT in the Product Lifecycle Management tool (PLM). Suppliers must provide a copy of the (Material) Safety Data Sheet (SDS or MSDS), pictures of the carton markings as well as ocean container marking intentions to THT Logistics and Yusen for any goods potentially subject to HAZMAT regulations.

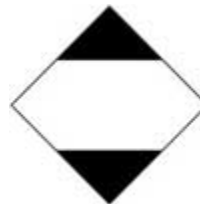
International Maritime Organization (IMO) – Ocean Vessel Shipments:

- **Shipping Papers:** Must be completed. The description should be notated on the Bill of Lading, FCR and other Dangerous Goods documentation. A copy of the SDS must also be turned over to Yusen during the eBooking process.
 - A Dangerous Goods Declaration Form must be fully completed, signed and submitted to Yusen for all hazardous shipments.
 - The Shipping Marks section should reflect the following format (actual values may vary based on commodity):
 - UN #, Shipping Name, Class, Packing Group, Flash Point
 - Example: UN 1263, PAINT, 3, PG II, (21° C c.c.)
 - Limited Quantity

- EmS NO.
 - Example: EmS F-E, S-E
- **Carton Marking Requirements:** Each shippable carton must be marked with the diamond shaped Limited Quantity marking on one side. The size of this marking must be at least 100 mm x 100 mm. When the Limited Quantity marking is used, no other hazmat related symbol should be marked on the cartons. **At time of booking, pictures of the marked cartons must be provided to THT Logistics and Yusen.**
 - The HAZMAT Limited Quantities labeling regulation has eliminated the “ORM-D” label and replaced it with a plain diamond without any text or wording. Below is an example of the marking.



- **Ocean Container Placards:** Hazard Class Placards are **not** authorized for *FDS* orders. Instead, the diamond shaped Limited Quantity marking must be applied on all 4 sides of the ocean container. The size of this marking must be at least 250 mm x 250 mm. This marking must be displayed even when there is a mix of limited quantities and non-hazardous items inside the ocean container. **At time of booking, Suppliers must notify THT Logistics and Yusen as to their marking intentions for the ocean container. Prior to returning containers to the port, Suppliers must photograph the fully loaded container with doors wide open as well as all 4 sides of the sealed container and email them to THT Logistics and Yusen.**



Do not apply Hazard Class Placards unless you have contacted THT Logistics and Yusen in advance and received written authorization. Below are examples of improperly marked containers and the notated corrections.



LITHIUM BATTERY MARKING REQUIREMENTS

(Not contained in or packed with equipment – Special Provision 188 Exemption)

MASTER CARTON

Lithium metal button cell battery master cartons **MUST** be marked with the following label type (for ocean transport). Vendors should provide a US based 24 hour emergency phone number as per the label requirement. When not available, use Dollar Tree’s E3 emergency contact number 1-800-451-8346.



*This is an example only - See Note 1 for detailed label requirements

There are other packaging/shipping requirements that apply to this product as listed below:

Special Provision 188

Ref: Summary of Packing Instruction (2019 IATA Dangerous Goods Regulations 60th Edition) the minimum requirements necessary to transport as non-restricted goods are as follows

參考：以下是在運送非限制品之包裝指示摘要必須跟據(2019 年國際航運協會危險品條例 60 版)最低之要求:

1. For a lithium metal/lithium alloy cell, the lithium content is not more than 1g.
所有的鋰金屬/鋰合金電池, 鋰片含量不會超過 1 克
2. Each package must be displayed a battery handling label. (Tel no and emergency call must be printed on label)
每箱電池必須貼上處理電池標籤. (標籤必須印有電話號碼及急救號碼)
3. Each consignment must be accompanied with a declaration of non-dangerous goods document.
每批貨物必須附上有關非危險品之聲明文件
4. The Original package (NL) must be capable of with standard a 1.2m drop test.
原廠新利達之包裝是可通過 1.2 米高之跌落測試

Non-exempt requirements:

Lithium batteries that do not qualify for Special Provision 188 **MUST be marked with both of the following labels:

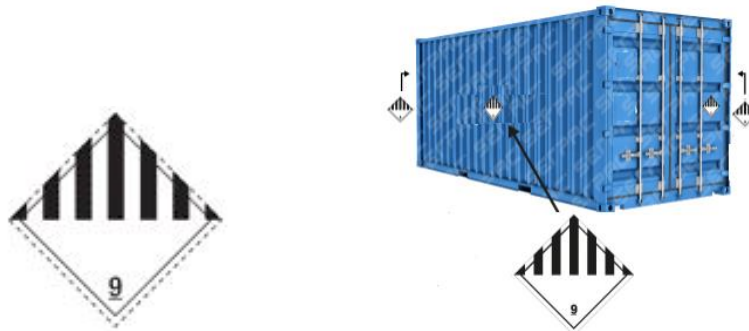


OCEAN CONTAINER

If batteries qualify under Special Provision 188, container placards and Dangerous Goods Declarations are **NOT** required to be presented to the ocean carrier. Ocean carrier may request MSDS/SDS and a non-dangerous goods declaration document to validate compliance.

Non-exempt requirements:

For lithium batteries that do not qualify under Special Provision 188, the following dangerous goods placard **MUST be placed on all 4 sides of the ocean container:



Vendors must also provide the Freight Forwarder a completed Dangerous Goods Declaration with all of the proper UN Class, Description and other relevant product information included.

***Note 1: Lithium Battery Mark**

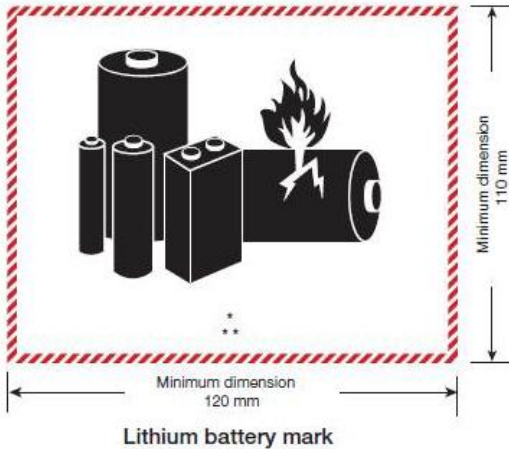
The mark shall indicate the UN number, preceded by the letters “UN”, i.e.

- “UN 3090” for lithium metal cells or batteries or
- “UN 3480” for lithium ion cells or batteries.

Where the lithium cells or batteries are contained in, or packed with, equipment, the UN number preceded by the letters “UN”, i.e. (as appropriate shall be indicated)

- “UN 3091” for LITHIUM METAL BATTERIES CONTAINED IN EQUIPMENT or LITHIUM METAL BATTERIES PACKED WITH EQUIPMENT or
- “UN 3481” for LITHIUM ION BATTERIES CONTAINED IN EQUIPMENT or LITHIUM ION BATTERIES PACKED WITH EQUIPMENT

Where a package contains lithium cells or batteries assigned to different UN numbers, all applicable UN numbers shall be indicated on one or more marks.



* Place for UN number(s)

** Place for telephone number for additional information

The mark shall be in the form of a rectangle with hatched edging. The dimensions shall be a minimum of **120 mm wide x 110 mm high** and the minimum width of the hatching shall be 5 mm. The symbol (group of batteries, one damaged and emitting flame, above the UN number for lithium ion or lithium metal batteries or cells) shall be black on white. **The hatching shall be red.**

If the size of the package so requires, the dimensions/line thickness may be reduced to not less than **105 mm wide x 74 mm high**. Where dimensions are not specified, all features shall be in approximate proportion to those shown.

Wood Packaging Material

The United States Department of Agriculture (USDA) strictly regulates the use of Wood Packaging Material (WPM) for all goods imported into the United States.

Shipments that contain WPM must have a statement on the Commercial Invoice as generated through Yusen’s eInvoice web tool stating that the shipment contains WPM and that the WPM has been treated and marked as per current USDA guidelines. This WPM statement must also be included on the FCR. Treatment must be done by either heat or methyl bromide and the WPM must be marked with the IPPC logo and ISO country code where the treatment occurred. (See FDS document “Wood Packaging Regs 0109” for further details.)

Shipments that do not contain WPM must have an exporter statement on the Commercial Invoice as generated through Yusen’s eInvoice web tool and the FCR stating that the shipment contains no WPM.

Suppliers must clearly identify WPM in their PLM Offer whenever they quote a product that will ship with WPM.

Failure to comply with USDA regulations will result in the immediate export of the goods back to the originating country as mandated by USDA. Supplier will be subject to non-compliance fees and will be responsible for all *import/export* expenses, handling charges, and penalties issued by the U.S. government.

Q: What kinds of WPM are covered by this regulation?

A: Most wood packaging materials are covered by the new rule including wooden packaging materials such as pallets, crates, boxes, and pieces of wood used to support or brace cargo.

Q: What are the actual treatment and marking requirements?

A: There are two treatment options, heat treatment or fumigation with methyl bromide. For heat treatment, WPM must be heat treated to achieve a minimum wood core temperature of 56°C for a minimum of 30 minutes. For fumigation, the WPM must be fumigated with methyl bromide in an enclosed area for at least 16 hours at the regulated dosage and then must be aerated to reduce the concentration of fumigant below hazardous exposure levels.

After either of these treatments, the WPM must be marked in a visible location on each article, preferably on at least two opposite sides of the article, with a legible and permanent mark, approved by the IPPC, to certify that wood packaging material has been subjected to an approved treatment.

Q: What does the approved mark look like?

A: Marks will vary by country and treatment establishment. Following are some examples. As you can see, the marks may vary in size, shape, and color. What the mark must include is the IPPC trademarked graphic symbol, the ISO two-letter country code for the country that produced the wood packaging material, a unique number assigned by the national plant protection agency of that country to the producer of the wood packaging material, and an abbreviation disclosing the type of treatment. In addition to these four required components, marks may also include other information.

APHIS has stated that they recognize the Guatemalan “TT” and “BM” markings as being valid indicators of treatment type. Based on this, shipments with such markings from Guatemala will be considered compliant.



Quality and Compliance

All products sold to *FDS* must comply with the THT/FDS Quality & Compliance Program. This includes factory audits/certifications, product testing, product inspections, and CTPAT compliance. Failure to comply with program requirements may result in, but is not limited to, delayed shipments, increased financial liability, cancelled purchase orders and/or discontinued business partnerships. Family Dollar Store Support Center Quality & Compliance team members are accountable for overall program requirements and may be reached at QualityandCompliance-Domestic@familydollar.com. Our Tar Heel Trading team members are accountable for the execution of the Quality & Compliance Program for all direct import products and may be reached at QualityandCompliance-DirectImport@familydollar.com. All *FDS* items must be approved by the Quality & Compliance team in order for Yusen to confirm and release bookings.

Amended Lacy Act (2008 Farm Bill)

Importers of plants or plant products (including wood and wood products) must submit per US Customs and Border Protection (CBP) enforcement upon entry a declaration that includes the genus and species of the plant(s) used, the value and quantity of the importation, and the country

of origin of the imported product. USDA advises that a plant means any wild member of the plant kingdom, including roots, seeds, parts or products thereof, and including trees from either natural or planted forest stands. There is no list of specifically prohibited plants under this Act, however it is unlawful to import any plant or plant products into the US that were illegally harvested. Goods imported under the following Harmonized Tariff (HTS) Chapters will be covered by this requirement

Ch. 33 Headings

- 3301— (Essential oils)

Ch. 42 Headings

- 4202— (Trunks, cases, suitcases)

Ch. 44 Headings

- 4401— (Fuel wood)
- 4402— (Wood charcoal)
- 4403— (Wood in the rough)
- 4404— (Hoopwood; poles, piles, stakes)
- 4406— (Railway or tramway sleepers)
- 4407— (Wood sawn or chipped lengthwise)
- 4408— (Sheets for veneering)
- 4409— (Wood continuously shaped)
- 4410— (Oriented strand board OSB)
- 4412— (Plywood, veneered panels)
- Except 44129906 and 44129957
- 4414— (Wooden frames)
- 4415— (Cases, boxes, crates, drums etc.)
- 4417— (Tools, tool handles, broom handles)
- 4418— (Builders' joinery and carpentry of wood)
- 4419— (Tableware & kitchenware of wood)
- 4420— (Wood marquetry, caskets, statuettes)
- 4421— (Other articles of wood)

Ch. 66 Headings

- 6602— (Walking sticks, whips, crops)

Ch. 82 Headings

- 8201— (Hand tools)

Ch. 92 Headings

- 9201— (Pianos)
- 9202— (Other stringed instruments)
- 9205— (Wind musical instruments)
- 9206— (Drums)
- 9207— (Fretted string instruments)
- 9209— (Parts and accessories)

Ch. 93 Headings

- 9302— (Revolvers and pistols)
- 93051020— (Parts and accessories for revolvers and pistols)

Ch. 94 Headings

- 940169— (Seats with wood frames)

Ch. 95 Headings

- 950420— (Articles and accessories for billiards)

Ch. 96 Headings

- 9620— (Monopods, bipods and similar)

Ch. 97 Headings

- 9703— (Sculptures)

In order for THT/FDS to enforce this regulation, Import Compliance requires that any imported goods falling into the specified headings must have a Plant and Plant Product Declaration Form FDS-PPPD-001 submitted. This form can be found on eBooking or the Family Dollar website. Yusen's eInvoice web tool will advise the Supplier that a completed Plant and Plant Product Declaration Form FDS-PPPD-001 must be provided. The Plant and Plant Product Declaration Form FDS-PPPD-001 must be completed at the Shipment/DC level and uploaded through Yusen's eInvoice web tool along with all other required documents to receive the FCR. Products that are covered by the above HTS Chapters, but do not contain any plant or plant products (including wood and wood products) will require a Beneficiary Statement certifying that the

subject items do not contain the regulated materials. A copy of this statement must be turned over to Yusen.

For Lacey Act FAQ's, please visit the Useful Information tab within the Yusen eBooking module. For additional information on the Lacey Act and a tool to assist with looking up the plant genus and species, please go to https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/sa_lacey_act/ct_lacey_act or contact fdscpliance@familydollar.com.

CBP 24-Hour Advance Cargo Manifest Rule

This rule requires all *FDS* Suppliers to submit to Yusen the cargo declaration details up to four days in advance of the 24 hour manifest period. Information required to be provided includes, but is not limited to, the shipper's complete name and address, detailed description of the commodity being shipped, and the associated quantity and weight.

Suppliers that do not provide this required information may have their bookings cancelled and be subject to non-compliance fees or order cancellation.

Importer Security Filing Rule (10+2/ISF)

The 10+2/ISF rule is regulated by Customs and Border Protection (CBP) and went into effect on January 25, 2009. This rule requires Suppliers and Importers to submit 10 pieces of advance shipping data 24 hours prior to loading at the foreign port. Shipments that do not have proper data submitted will not be permitted to load onto the vessel. As well, the Importer may be subject to liquidated damages of \$5,000 per violation. The 10 Importer elements required are as follows:

1. Manufacturer Name and Address
2. Container Stuffing Location
3. Consolidator Name and Address
4. Country of Origin of each Item
5. Harmonized Tariff Number of each Item
6. Seller Name and Address
7. Buyer Name and Address
8. Ship To Name and Address
9. Importer of Record
10. Consignee ID Number



FDS Suppliers are required to accurately complete their eBooking in a timely manner on Yusen's website to ensure proper filing of ISF.

Suppliers that do not provide this required information may have their bookings cancelled and be subject to non-compliance fees or order cancellation.

Customs –Trade Partnership Against Terrorism (CTPAT)

As a result of the terrorist attack on the United States on September 11, 2001, CBP has created a joint government-business initiative called Customs-Trade Partnership Against Terrorism (CTPAT). This initiative was formed to build cooperative relationships that will strengthen the overall supply chain and border security in the United States and abroad. In this initiative, CBP requests each business to ensure the integrity of its supply chain and to communicate security guidelines to its business partners.

THT/FDS has joined with CBP to work towards the goal of a secure supply chain. To attain this goal, THT/FDS needs Supplier assistance. THT/FDS is requesting that Suppliers evaluate the security practices of each and every factory from which you produce and ship product to FDS. In order to document these security practices THT/FDS requires an International Supplier Security Checklist be completed online, via Yusen's eBooking web tool. Upon annual expiration, a Supplier will be prompted to complete a new checklist for the applicable factory during the eBooking process on Yusen's website. Yusen will send a Security Checklist reminder to Suppliers prior to expiration to ensure timely booking. Suppliers that fail to complete or annually renew their International Supplier Security Checklist will not be permitted to create new bookings. THT will evaluate supplier's response on the Security Checklist, further clarification or audit by THT or 3rd party may be requested.

A Pre-Loading Container Inspection Certificate is required for all containers. For CY factory loaded containers, the factory must complete the inspection. For CFS cargo, the CFS warehouse will complete the inspection and prepare a Pre-Loading Certificate. For CY, this document must be uploaded to Griffin eInvoice along with all other required documents. The International Supplier Security Checklist and Pre-Loading Container Inspection Certificate template may be found in the Yusen eBooking module.

CBP has mandated that all containers are sealed with seals that meet or exceed ISO 17712:2013 standards. **CBP will detain any container found with non-compliant seals resulting in extended product delay and potential penalties.**

SOLAS – Safety of Life at Sea

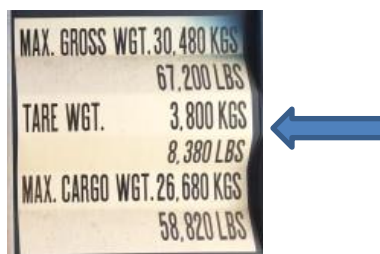
On July 1, 2016, a new regulation from SOLAS (Safety of Life at Sea convention of the International Maritime Organization or IMO) takes effect requiring shippers to verify the gross mass of a container carrying cargo when tendering the container to the ocean carriers and terminals. Under the new SOLAS VGM (verified gross mass) requirement, the shipper named on the ocean bill of lading is the party responsible for providing the container carrier and the terminal operator with the verified gross mass of a packed container. THT/FDS defines the shipper as the party loading the container (for CY loads) and the party arranging delivery of the freight to the CFS (for CFS loads). Compliance with SOLAS is mandatory and essential to ensuring on time shipment of FDS orders. Improper, inaccurate or missing VGM certifications will result in shipment delays and additional costs. **Any shipment delays, penalties, weighing services and reworking costs incurred as a result of non-compliance will be the responsibility of the Supplier.**

Suppliers must use one of two following methods to declare the weight of their shipment:

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 weight of other packing materials to be packed in the container, and add the tare weight of the container to the sum of the single weights of the containers contents.

The tare weight of the container can be found clearly printed on the door of every container. **Please note that the tare weight of each container may vary so validation against the information stated on the container is critical to ensuring accurate VGM certification.**



Yusen has enhanced their eBooking web tool to assist suppliers with VGM certification compliance. During the eBooking process, Suppliers will now be required to not only confirm the gross weight of the cartons but must add the tare weight of the container and certify the

weight as true and accurate. Supplier should follow the procedures in the Yusen eBooking manual and/or contact their local Yusen office for eBooking support or inquiry.

IMPORT DOCUMENTATION REQUIREMENTS

THT/FDS requires that all commercial shipping documents are broken down by *FDS* PO, SKU and DC in accordance with how the booking was made. Shipments for multiple Family Dollar DC's must not be combined on the same set of commercial shipping documents unless routed via a Family Dollar IDC. THT/FDS has mandated the use of Yusen's eInvoice web tool to create all Commercial Invoices, Packing Lists, and Beneficiary Statements. It is also mandated that these documents must be presented to the bank to receive Letter of Credit payments. Within the eInvoice web tool all the required documents are listed for Supplier reference and are required to be uploaded in order for the FCR to be released by Yusen. Registered Suppliers will have access to the Import Required Document Guide within the Useful Information tab of the eBooking module. As well, please review the below guidelines to ensure you are in full compliance with all THT/FDS documentation requirements. If you have questions, please notify fdscpliance@familydollar.com.

Issuance of Forwarders Cargo Receipt (FCR)

FCRs will not be issued until the cargo has sailed, all required documents have been turned over to Yusen and origin charges have been paid to Yusen. This applies to both CY and CFS loads regardless of when the cargo actually delivers to the port or CFS location.

Document Presentation

Letter of Credit:

In most cases, FDS requires one original set of documents, consisting only of an Invoice, Packing List, and FCR to be presented to HSBC. Presentation must occur within 21 calendar days of the shipment date but within credit validity (credit expires 28 days after the Last Ship date stated on the bank documentation). In some instances, the Letter of Credit document may require original Master or House Bills of Lading to be presented to the bank. For all shipments, one full set of required documents must be presented to the appropriate Yusen origin office within 2 business days after the vessel sailing date. **Within the eBooking web tool, Yusen will provide you with a specific list of documents and invoice statements required for your**

specific *FDS* PO/shipment. To be accepted, all documents must be fully completed, marked, signed, and titled.

Note: Suppliers must present the Yusen generated eInvoice and ePacking List to the bank for Letter of Credit payment. Presentation of any other invoice or packing list will result in a discrepancy.

Wire Transfer:

Wire Transfer participants will not receive a list of required documents with their *FDS* PO. It is the Supplier's responsibility to ensure compliance with all THT/*FDS* document requirements. For all shipments, eInvoice completion and upload must be submitted within **2** business days after the vessel sailing date. **Within the eBooking web tool, Yusen will provide you with a specific list of documents and invoice statements required for your specific *FDS* PO/shipment. To be accepted, all documents must be fully completed, marked, signed, and titled.**

eInvoice:

The following elements are **prepopulated** fields in eInvoice. For further detail please contact Yusen.

- “Sold to” party as *Family Dollar Services, LLC*
- “Ship to” party name and address
- Importer of Record/Consignee Number
- Port of Discharge
- Final Destination
- Name of vessel/voyage number, shipment date and port of loading
- Shipment and Payment Terms
- Letter of Credit
- Country(s) of origin as per CBP Regulations 19 CFR 134.1 (by item if various countries of origin apply)
- *FDS* PO Number (Sales Order Number)
- *FDS* SKU (Item) Number
- *FDS* Style Number
- A complete and accurate description of the goods including a breakdown of component materials by both percentage, weight, HTS number and unit price (percent breakdown must be equal to 100%; unit price breakdown must equal the total unit price listed)

- Unit and total purchase price of each SKU in U.S. dollars as agreed upon at time of export
- Cartons and Quantity/Unit
- PO DC (Sales Order DC)
- Net Weight (kg)
- HTS Number
- Buying Agents name and commission in percentage (if applicable)
- Manufacturer’s name and address
- *FDS PO* Supplier name and address
- Container stuffing location name and address
- Consolidator name and address

The following elements require manual entry by the Supplier:

- Invoice number and date
- Name and Title of Responsible Officer
- All shipments that do **not** contain WPM must include an exporter statement on the Commercial Invoice stating that the shipment contains no WPM. For shipments that contain WPM, the Commercial Invoice must include an exporter statement certifying that the shipment contains WPM and that the WPM has been treated and marked as per current USDA guidelines.

The following statements may be required and will need manual entry in the “Remarks” section of eInvoice:

Suppliers may identify these underlined requirements in the eBooking web tool’s Required Documents section of the PO Detail Document/Statement and in the Required Document section of eInvoice.

- For FDA regulated items including food, candy, health and beauty, pet food and treats, medical devices etc., list the Manufacturing Lot Numbers and associated identification data.

Packaging

Code for Traceability (Production Code)	FORMAT: LOT 0000000:00 EXAMPLE: 0011314:30
Code Key	EXAMPLE KEY -- JULIAN DATE: 001 YEAR: 1 PACK. MACHINE: 3 HOUR: 14:30
How is code applied (embossed, inkjet, laser jet, ect.)	INK JET
Where is the code located on the package	BACK SIDE, CENTERED

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- Also include this information in the Marks and Numbers section of the Ocean Bill of Lading/FCR.
 - For food and candy, list the Manufacturer and shipper's FDA Registration Number and the name and contact information for the agent of the Manufacturer in the United States.
 - **Supplier must ensure provided FDA Registration Number is still valid at time of shipment. Expired/invalid FDA Registration information will delay release of merchandise.**
 - For FDA regulated medical devices, list the FDA Medical Device Listing Number and the FDA Establishment Number.
 - For wearing apparel, list the Vertical and Horizontal Knit Stitch Count.
 - For bedding, state whether the articles contain any embroidery, lace braid, edging, trimming, piping, or applique work.
 - For Chinese wooden furniture, state that the merchandise is not used in conjunction with wooden bedroom furniture.

ePacking List:

The following elements are **prepopulated** fields in eInvoice for the Packing List. For further detail please contact Yusen.

- Invoice number and date
- “Sold to” party as *Family Dollar Services, LLC*
- “Ship to” party name and address
- Importer of Record/Consignee Number
- Port of Discharge
- Final Destination
- Name of vessel/voyage number, shipment date, and port of loading
- Shipment and payment terms
- Letter of Credit or OA Number (as applicable)
- Country of Origin
- Carton Number
- *FDS* PO Number (Sales Order Number)
- *FDS* SKU (Item) Number
- *FDS* Style Number
- Merchandise Description
- Quantities in Cartons and Quantity/Unit
- Inner Pack
- Master Case Pack

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- Total Gross Weight (kg) by SKU
 - Total Volume (CBM) by SKU
 - Container stuffing location name and address
 - Consolidator name and address

The following elements require manual entry by the Supplier:

- Carton Dimensions (cm)
- Carton Marks and Number
- Name and Title of Responsible Officer
- Gross Weight (kg) per carton
- Total Net-Net Weight (kg) by SKU (weight of product WITHOUT packaging)
- Total Net Weight (kg) by SKU (weight of product WITH packaging)

Other Required Documents or Beneficiary Statements:

For a complete list of other required documents or beneficiary statements, please reference the Import Required Documents Guide within the Useful Information Tab of the Yusen eBooking module.

THT/FDS has mandated the use of Yusen's eInvoice web tool to create the Beneficiary Statement and upload all other required documents as listed in the eBooking and eInvoice web tools.

Suppliers needing further clarification or assistance with completing any of the listed documents should contact the Import Compliance Team at fdcompliance@familydollar.com.

Import Supplier Performance Management Program:

Based upon the processes laid out in this document for Import procedures, failure to comply with expectations could result in penalties. A full list of applicable charges can be found at: <https://corporate.dollartree.com/vendor-real-estate-partners/merchandise-vendors/family-dollar-vendor-guide>.