

ROSS & DD's
WIRE/ACH TRANSFER
INSTRUCTIONS/REQUIREMENTS

A. Ross Import / International Finance Invoicing Guidelines:

One purchase order *per invoice* under a single invoice number, stating 'Sold To **Ross Procurement, Inc.**, and listing the following:

- Beneficiary name
- Manufacturer name and address
- Country of Origin
- Full item description (and HTS number) – consistent with Purchase Order detail
- Unit Quantity
- Number of cartons
- Transaction value in USD

Do not bill more than one PO on an invoice. If multiple PO were included in one shipment, a separate invoice for each purchase order must be prepared.

B. REQUIRED DOCUMENTS:

ONE set of below documents is to be submitted to the DHL Origin office when handing over shipment.

1. Forwarder's Cargo Receipt (FCR) and Original Bill of Lading:

COPY/DRAFT FCR or Bill of Lading are not accepted. FCR must reflect carton quantity totals showing cargo and documents were handed over to DHL Supply Chain Consolidation Services at Origin, plus any additional documents required for Customs clearance.

One Original Bill of Lading - endorsed to *Ross Procurement, Inc.*

Freight Cargo Receipt (FCR) - Negotiable transport document FCR *consigned to Ross Procurement, Inc.*

Submit one Original Bill of Lading and Original FCR to:
Carmichael International Service
1200 Corporate Center Dr. Suite 200
Monterey Park, CA 91754

Contact: Karen Tran
Phone: 213-353-0800
Email: CISRossDoc@carmnet.com

2. Commercial Invoice (see A for guidelines)

3. Packing List showing:

Gross and Net weights in Kilogram.

Certificate of Origin – (Only necessary if country of origin is not listed on invoice)

C. PAYMENT PROCESSING:

TERMS: FOB or FCA at Origin **for Import shipments only (No POE allowed for import orders):** Vendor is paid at first cost; shipment is done through DHL Logistics, Inc., Ross' Freight Forwarder, to which payment for freight and custom's clearance will be made.

Payments are processed based on invoice (FCR) date plus the agreed upon terms (30-45-60 etc.).

To properly route payment, the following information from the Beneficiary/Vendor is required:

- a) **Beneficiary bank name, street address and city/state or city/country if bank is outside of USA**
- b) **Bank account number.**
- c) **Bank Routing Number (ABA#) allowing ACH payments for USA accounts OR**
- d) **SWIFT Code if bank is outside USA**