

Bealls

●●●●● INC.

International Routing Guide

Last Update: October 25th, 2024

Table of Contents

Preceding Statements	2
e-Booking	3
Pre-Booking Registration.....	3
E-Booking Request.....	3
Late Shipment Notices.....	4
Commercial Documents.....	4
Commercial Document Checklist	4
Yusen Logistics Document Delay Penalty Program	4
Commercial Invoice	5
7 – Point Container Inspection Form.....	6
Electronic Forwarder’s Cargo Receipt (eFCR).....	6
Bealls e-Invoice System.....	6
Business Partner Duties.....	6
Importer Security Filing (10+2).....	7
E-Booking.....	8
E - Load plan	8
Service Provider Roles	8
Commercial Documents	8
Container Loading	9
Bealls Container Size Requirements.....	9
Load Plan Compliance	9
C-TPAT 7 – Point Container Inspection	10
Import Payment Requirements	13
All Import Types	13
Direct Check & Wire Transfer Payments Only	13
Letters of Credit Payments Only	14
Bangladesh Shipments Only.....	14
Wire Transfer Process	14
Other Import Shipments	15
Shipments from Canada and Mexico	15
Air Shipments	15
Carton Guidelines.....	15
Glossary.....	16

Preceding Statements

Bealls, Inc. and its Subsidiaries and Affiliates will be, here after, referred to as Bealls.

Direct Ocean Imports are shipments in which Bealls is the Importer of Record and responsible for the ocean freight, customs clearance and duties.

Bealls direct ocean imports are FOB (freight on board), meaning all charges incurred prior and until container is loaded in the vessel are to be covered by the vendor.

All instructions shown in this routing guide are transportation compliant terms and conditions of our purchase orders and must be followed when sending import shipments to Bealls. All Bealls merchandise and non-merchandise vendors are required to use Bealls International Routing Guide on all shipments in which Bealls is paying the freight charges.

This guide is only valid for purchase orders issued by Bealls. All purchase orders are subject to the PO terms and conditions on Bealls Vendor Partnership Guide website. This guide does not supersede any of those terms and conditions.

The vendor (or the vendor's agent) is responsible for all routing requirements in this guide. This guide supersedes all previous International Routing Guides and exception routing issued by Bealls. Only the Bealls International transportation team can authorize changes to routing instructions. Future updates to this guide will be posted on Bealls vendor partnership guide website. Vendors must stay in compliance with all guidelines listed in the most recent update.

Vendors will be subject to chargeback fees if all compliance guidelines are not followed. For chargeback rates and descriptions please visit Bealls Vendor Partnership Guide. If you cannot fully comply with all instructions in this guide, you must contact the [Bealls Import Transportation Team](#) **PRIOR** to shipping. Please direct all questions regarding Bealls Import Chargebacks to Bealls Import Accounting & Compliance Department at ImportWires@Beallsinc.com.

e-Booking

Pre-Booking Registration

All vendors must register with Yusen Logistics to successfully complete e-Booking and e-invoicing as per Bealls requirements. Use the following steps to register with Yusen Logistics:

1. Visit Yusen Logistics Website: <https://ebookprod001.yvp.yusen-logistics.com/us>
2. Select the link titled “e-Booking Registration Form”.
3. Select Bealls Inc. from the vendor list.
4. Select link to download e-booking registration form for Bealls Inc.
5. Complete form and submit to Yusen Logistics for processing.
6. Yusen Logistics will advise login information within 24-48 hours.

E-Booking Request

Bealls Freight Forwarding partner is Yusen Logistics. All vendors must submit bookings via Yusen Logistics e-booking process. All PO's must be grouped based on release month and week, and CRD. Vendors are required to provide the following information in their e-Booking request:

1. Purchase order #
2. Total # of cartons per purchase order
3. Total # of cbms per purchase order
4. Total # of kilograms per purchase order

The following actions are required for vendors when submitting e-Booking:

1. A complete set of documents is required to be provided to Yusen Logistics by the same week the container is delivered to the CY yard or consolidated loads. Vendors must review and complete all required documents in the [Commercial Documents](#) section.
2. If the LC number is not on the PO, please contact ImportWires@Beallsinc.com prior to submission of booking with Yusen. Vendor must have the WT# before booking is done.
3. Contact Yusen Logistics' origin office to submit a booking request.
 - a. A complete list of Yusen Logistics office locations (by city) can be found on their website's [home page](#).
 - b. Yusen Logistics will forward booking requests to Bealls Import Transportation Department for shipment schedule approval.
4. Booking requests are to be submitted a minimum of **30 DAYS PRIOR** to the purchase order cargo ready date.
 - a. **The PO(s) “cargo ready date” must be within the PO's ship date (ESD) and cancel date (LSD).**
 - b. The PO(s) may not depart within the ship window, the PO(s) will ship based on transit time and the expected arrival.
 - c. **The vendor cannot change the cargo ready date in Yusen without prior written approval of Bealls buying office or the Product Development team, if the cargo ready date falls outside of the purchase order cancel date.**
 - d. **Do not request shipping approvals from the buyers / buying office.** All shipments must be approved by Bealls Import Transportation Department.
 - e. Yusen Logistics will contact vendors for POs without bookings **35, 21, 14, and 7 DAYS** before the shipping window, until the booking is received. **VENDORS ARE REQUIRED TO RESPOND TO EDI.**
 - f. **No partial shipments are allowed.**

5. Fish and Wildlife documents must be provided if the shipment requires Fish and Wildlife clearance, and it must be noted on the booking request. Failure to do so will result in a vendor chargeback.

Late Shipment Notices

Vendors or import agents may request a new “PO Cancellation Date” by email notice to your Bealls Inc business partner. The below steps must be taken for the request to be considered:

1. Any extension must be made **30 calendar days prior to the original po cancelation date.**
 - a. Any request made outside of the 30-day window will have an additional administration fee added to the overall cost.
2. The vendor will be notified through email from the compliance department if the extension is approved and what the final discount amount will be. The vendor will also receive an updated purchase order for their records.
 - a. If Bealls agrees to grant the extension, the vendor/import agent is automatically granted a two-calendar day extension without late charges applying. Late charges will be applied beginning on the third calendar day and forward. Late shipment charge will be applied to the final wire transfer payment in the amount of 2% per day (calculated off the total cost) from the third calendar day forward. The 2% per day penalty will apply to the first extension request. Any additional extension requests will be assessed at a higher percentage.
 - b. Bealls reserves the right to refuse to grant an extension request to the PO Cancellation Date in its sole discretion, whether the extension was requested 30 working days prior or not.

Commercial Documents

Commercial Document Checklist

The Commercial Document Checklist can be downloaded on the vendor partnership guide, or in Yusen’s e-Booking and e-Invoicing systems under the “e-Invoicing Documentation Requirements” and “Useful Information” tab. Additional requirements (per document) are provided on pages 5 & 6 of this document.

Any questions regarding documentation, clearance, and/or reports must be direct to Importwires@Beallsinc.com. If you encounter any trouble with the 7-point container inspection form or the government agency documents, contact Importwires@Beallsinc.com. Any vendor shipments that incur demurrage charges at the US port of destination due to incomplete/incorrect information on the documents, will be subject to a chargeback of full demurrage charges and admin fees. All unmarked documents are to be presented as applicable per Bealls PO Terms and Conditions.

Yusen Logistics Document Delay Penalty Program

All commercial documentation must be submitted to Yusen Logistics **by delivery of the container to the CY yard.** Vendors will be notified via email for any late documents submission and penalties will be assessed as per the below schedule, based on vessel sailing date:

Days After Vessel Sailing Date	Penalty
4 – 5	USD \$50 / set or equivalent
6 – 7	USD \$65 / set or equivalent
8 +	USD \$75 / set or equivalent

Commercial Invoice

The commercial invoice is the primary document Customs uses to ascertain classification, valuation and, ultimately, duty payments owed on each imported shipment. Customs may demand to review the commercial invoice prior to clearing cargo for entry into the United States. When a Customs specialist reviews an invoice, they will determine if the product should be allowed entry into the U.S. The specialist compares the customs entry (CF3461) with the description on the invoice and decides if they complement one another. If the invoice detail is incomplete or does not support or conflicts with the HTS commodity codes on the entry, the specialist has the discretion to deny entry, inspect the cargo or request additional information from the importer.

Detailed invoice requirements are found within the US Customs regulations:

1. 19 CFR § 141.86 – [Contents of invoices and general requirements](#)
2. 19 CFR § 141.87 – [Breakdown of component materials](#)
3. FR § 141.89 – [Additional Information for certain classes of merchandise](#)
4. FR § 142.6 – [Invoice Requirements](#)

US Customs regulations and Bealls require an invoice to include the following data elements (the invoice must be in English):

1. **Terms of Sale:**
 - a. Date of sale
 - b. Place of sale
 - c. Seller name & address
 - d. Buyer name & address
2. **Shipment Terms:**
 - a. Date of shipment
 - b. Place of shipment
 - c. Destination port
 - d. Shipper's name
 - e. Receiver or consignee's name
3. **Merchandise Details:**
 - a. A detailed description of the merchandise supporting the HTS classification.
 - b. Shipping and packaging marks and numbers detailing contents of each package.
 - c. Quantities in weights and measures (Net Net KG, NET Kg, Gross Kg must be provided on all invoices.)
 - d. Country of origin
 - e. HTS Classification
4. **Value of the merchandise:**
 - a. Unit and total purchase price
 - b. Currency of the sale
 - c. If not specifically included in the purchase price, all charges including cost of packing, cases, containers, and inland freight to the port of exportation.
 - d. All rebates or commissions
 - e. All goods or services furnished for the production of the merchandise (e.g., assists such as dyes, molds, tools, engineering work) not included in the invoice price.
 - f. Any discount allowed on the price of the merchandise.
5. **Name of a responsible employee of the exporter who has knowledge of the transaction.**

The Commercial Invoice must be legibly signed. All fields must be accurately, and completely, filled out.

7 – Point Container Inspection Form

All of Bealls Vendor C-TPAT information can be found on the Vendor Partnership Guide. Vendors must review the C – TPAT 7 – Point Container Inspection section of this guide. Failure to include a completed 7-point inspection form in commercial document packets will result in delayed payments and/or vendor chargebacks (applicable for vendors shipping Factory Container Loads **ONLY**). A copy of the 7-Point Inspection form must be included with all documents submitted to Freight Forwarder (Yusen Logistics) for US Customs entry purposes. The original 7-Point Inspection form is required to be included with documents submitted to Bealls Import Accounting/Compliance department. for direct wire transfer/ check payments or to LC issuing bank for LC payments. Yusen logistics will provide the CTPAT 7-point container inspection for consolidated loads (CFS/CY).

Electronic Forwarder’s Cargo Receipt (eFCR)

The eFCR will not be available at time of submission. Yusen Logistics will only issue an eFCR (for cargo) upon receipt of a full set of Bealls required commercial documents and the container manifest for factory loaded containers. Yusen Logistics will provide an eFCR for each date cargo and commercial documents are received at their warehouse. Yusen Logistics will not back date or pro date any electronic Forwarder’s Cargo Receipt (FCR). The eFCR will not be released to the vendor until all origin charges are paid.

Bealls e-Invoice System

Vendors will use Bealls e – invoice system when creating commercial documents within Yusen’s platform. **No other commercial invoice formats for import shipments will be accepted for payment or customs entry.**

A copy of the e-Invoice User Manual, Bealls International Routing Guide, and Bealls Vendor Chargeback Schedule have been posted to the Yusen Logistics e-Booking system for your convenience.

Business Partner Duties

All Bealls business partners (ex: vendors, suppliers, manufacturers, buying and booking agents) are required to:

1. The vendor is required to submit original documentation that is presented to Yusen to be sent to ImportWires@Beallsinc.com for T/T payments (except for Bangladesh requires LC documents to be sent the issuing bank and to Yusen).
2. Ensure the accuracy of their existing contact data on file in Yusen Logistics’ e-Booking and e-Invoice systems. It is the vendor/business partner’s responsibility to ensure that they maintain updated email addresses on file for each registered service provider since all Bealls communications will be done electronically via email.
3. All service providers responsible for creating export commercial documents for submission to Bealls for US Customs entry and payments are required to be registered users of the e-Invoice system.
 - a. E-Invoice registration forms can be downloaded at: [Yusen Logistics Supplier Portal](#)

If you have any questions or need any additional information during the e-Invoice registration process, contact your local Yusen Logistics origin office at the following email: YLHK.ML.BEA@hk.yusen-logistics.com

Importer Security Filing (10+2)

Bealls e-Invoice commercial invoice template has been formatted to include all ISF (10+2) data elements. It is imperative that vendors submit accurate information for Bealls ISF purposes. Should Bealls incur any ISF fines/penalties from US Customs due to vendor documentation errors, Bealls will charge back vendors for all fees incurred plus an administrative charge.

Vendors are required to provide the following information:

1. Seller
 - Full name & address
 - The “buying agent” should never be listed as the “seller” on the booking or paperwork.
2. Buyer/Sold To
 - Full name & address
3. Ship To
 - Full name & address
4. Importer or Record (IOR) #
5. Consignee #
 - Same as IOR #
6. Country of Origin
7. Commodity HTS #
 - Vendor MUST use Bealls assigned HTS #'s as assigned on the purchase order

8. Actual Manufacturer
 - Full name & address
9. *Container Stuffing Location
 - Full name & address
 - This information will be provided by the freight forwarder when the booking request has been approved. Vendors must include this information on the original invoice with the cargo and for payment.
10. *Consolidator (stuffer)
 - Full name & address
 - This information will be provided by the freight forwarder when the booking request has been approved. A vendor must include this information on the original invoice surrendered with the cargo and for payment.

NOTE: Bealls understands that data elements #9 & #10 may not be available at the time booking request is submitted for consolidated shipments. However, Yusen Logistics origin offices can provide this information to vendors (A complete list of Yusen Logistics office locations (by city) can be found on their website’s [home page](#)). It is the vendor’s responsibility to ensure that these two data elements are included on all documents submitted with the cargo for Customs entry purposes and payment. Failure to include this data will result in chargebacks.

E-Booking

Data from your e-Booking will be the basis of your e-Invoice. The vendor must ensure the integrity and accuracy of all data input in your e-booking request. The e-Booking submission screen collects the following information at PO Item level:

1. Manufacturer (or supplier) name and address
2. Country of origin
3. Seller
 - a. Name and address of the last known entity by which the goods are sold or agreed to be sold. This information is mandatory and cannot be empty. If "Manufacturer" and "Country of Origin" are the same for all item lines, you can click on "Batch Apply" to make the updates at the same time.
 - b. The "buying agent" should never be listed as the "seller" on the booking or paperwork. Failure to submit correct ISF details on bookings and/or e-Invoice documentation will result in a vendor chargeback.
4. Vendors and agents that are sourcing product for a PO, from multiple factories, are required to create one booking for each factory.

E - Load plan

The Load Plan submission screen collects the following information at container level for Bealls Factory Loaded Containers:

1. Consolidator (stuffer) name and address
2. Container stuffing location - Name and address

Service Provider Roles

Vendors must review all service provider data you have entered in the Yusen Logistics systems. Check all roles/ functions that a designated service provider is responsible for (Examples: Manufacturer, Seller, Container Stuffer, Stuffing Location). It is recommended that all Bealls US based partners who will be responsible for creating and submitting documents on behalf of their foreign vendors and suppliers, manage the e-Invoicing system account on behalf of their foreign suppliers. Please ensure that you maintain an updated list of your service providers and their roles.

Commercial Documents

Vendors must create and submit true and accurate documentation for Bealls import shipments. **Do not use the Bealls PO default item descriptions on your commercial documents.** Commercial documents received with Bealls abbreviated default PO item descriptions will be subject to chargebacks and/or delayed payments.

Vendors must update commercial documents and use the full cargo item descriptions noted on their Product Detail or Product Offering Sheets. Bealls requires vendors and commercial documentation preparers to ensure that all invoice paperwork is updated to reflect a complete and accurate item description. Item descriptions can be updated during the e-Booking process, but no later than during e-Invoice creation.

Container Loading

Please consult with [Bealls Import Transportation Department](#) prior to loading your container. Container loading requirements will be provided for each PO. Yusen Logistics will advise the factory of load type.

Bealls Container Size Requirements

To ensure full optimization of containers, Bealls required CBMs, cubic feet, and cargo weights are listed below (Actual cubic ft capacity is based on the average container sizes of our approved ocean carriers):

Container Size	Required CBM per Container	Minimum Requirements (Cubic Ft.)	Capacity Per Container (Cubic Ft.)	Maximum Commodity Weight (kg/lbs.)
1x20 (D20)	25-27	954	1173*	28,190kg / 62,150 lbs.
1x40 (D40)	55-57	1978	2390*	26,710kg / 58,890 lbs.
1x40HR (D40)	55-57	1978	2390*	26,710kg / 58,890 lbs.
1x40H	65-67	2331	2690*	26,490kg / 58,400 lbs.
1x45	75-77	2684	3040*	27,600kg / 60,840 lbs.

If minimum requirements are not met:

1. Bealls reserves the right to approve booking request as a consolidated load, on any vendor booking, and have the vendor deliver the shipment to the freight forwarder for consolidation. If requested, booking must be updated from CY/CY to CFS/CY. The vendor is responsible for the cost of delivery to the CFS location.
2. If CY, light load fees are to be covered by the vendor. CY shipments must load in the same factory, not one container loaded at different factories.

Load Plan Compliance

1. Bealls PO's are presented as follows –
 - a. Bealls Florida, Inc.: 0100000 - 0699999
 - b. bealls, Inc.: 0700000 – 1999999.
2. Bealls DC location will be noted on the PO.
3. The container must be loaded by PO and style, in its entirety, before loading the next PO.
4. If the container is 100% of either Bealls Florida PO's, or bealls PO's –
 - a. Load by your purchase order's release month, with the earliest release month at the tail.
 - b. If the shipment destination is Miami, load the container with PO's earliest release month at the nose.
5. If container is shared between Bealls Florida PO's and bealls PO's –
 - a. Load by PO, all cartons in its entirety with Bealls Florida PO's at the nose of the container, and bealls PO's at the tail of the container.
 - b. If shipment destination is Miami, load the container with Bealls Florida on the tail and bealls on the nose.
 - c. Do not load Bealls Florida PO's and bealls PO's side by side in the container.
6. If your container is 100% for bealls, but split between Bealls Jacksonville, TX distribution center and bealls Bradenton, FL distribution center –
 - a. Load the PO's for the bealls Jacksonville, TX DC in the tail of the container.
 - b. Ship all carton's to the bealls Bradenton, FL DC.
 - c. All cartons must be marked for the DC specified on the PO. Please visit the Packing and Marking Requirements section of the Vendor Partnership Guide for more details.

C-TPAT 7 – Point Container Inspection

Vendors approved to ship factory container loads (FCL) and Port of Entry (POE) shipments are required to visually inspect the inside and the outside of the container **PRIOR** to loading. This requirement does not apply Container Freight Station (CFS) Loads or Less than Container load (LCL) shipments. A visual is provided on the next page (*page 11*). Follow along with Sealock's Ocean Container Defect Reference Guide when filling out you C-TPAT 7-Point container inspection form. Additionally, all Bealls vendor C-TPAT information can be found on Bealls Vendor Partnership Guide. A C-TPAT 7-Point Container Inspection Form is to be submitted with all other required commercial documentation. Vendors must review the [Commercial Documentation Requirements](#) along with [Bealls e-Invoice System](#) section.

Pictures of the container #, pictures of container being loaded and loaded container upon completion before closing doors and sealing.

**** Please see pages 11 and 12 for more container inspection information ****

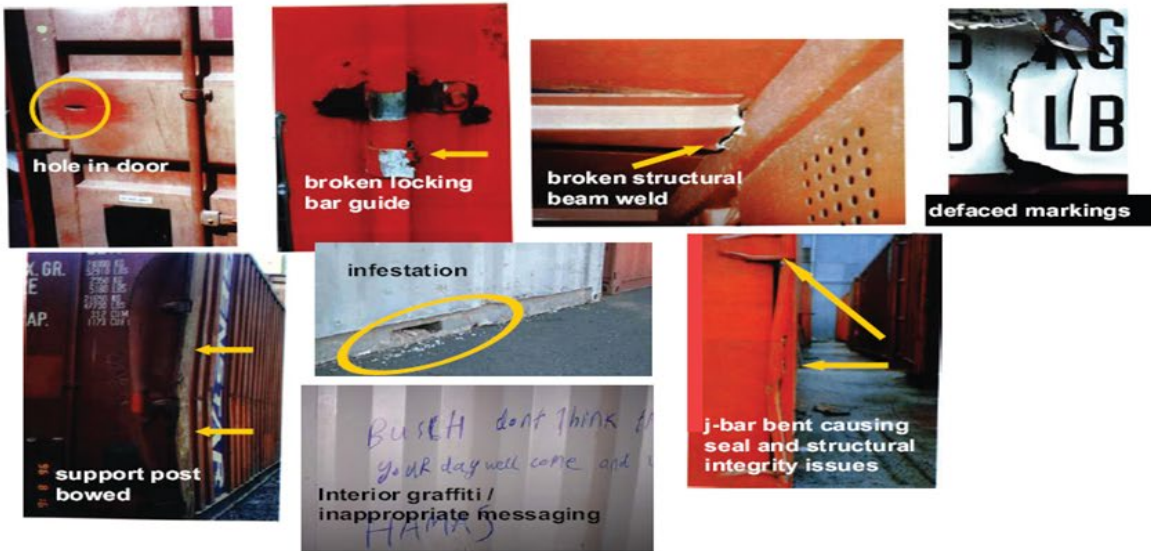
Ocean Container Defect Reference Guide

Every precaution should be taken to ensure proper inspections. Use your experience and judgment when inspecting ocean containers (ISO standard) to determine whether or not they are suitable for shipments. *Please note that graffiti or inappropriate messaging on the interior of containers is not acceptable.*

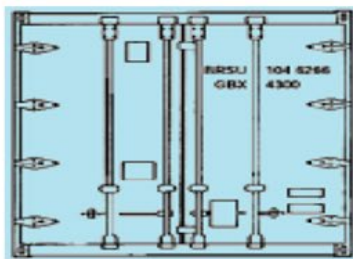
Minor to moderate blemishes and damage are acceptable and considered normal. Look for structural defects that jeopardize the safety and security of people loading and unloading containers and those that compromise the integrity of the products being transported (*see example photographs below*):

- Significantly bent / bowed posts, support beams or broken welds
- Door hardware in poor condition or working order that prevents seal and locking integrity
- Holes that allow light or external weather conditions into container
- Infestation, mold or residual cargo debris / dirt
- Condensation / standing water or wet floors
- Persistent odor or physical reaction such as watering eyes or coughing
- Defaced container markings or interior graffiti / inappropriate messaging

Please note that Illegal contraband can be stored in modified pallets, hidden within products or among boxes and can also simply be added to a shipment in a box, bag or other receptacle.



Cargo container doors should seal completely and securely when shut. The container should be light-tight, which will also prevent entry of any external elements into the container while in transit. To ensure a satisfactory light-tight seal, you can conduct a light test by observing the seal performance from inside a closed container. In addition, all door locking hardware (hasps, hinges, handles, bars, bolts, etc.) must be tested and be in good working order (*see below diagram*).



When contracting with third party trucking companies to transport cargo, you must ensure that those organizations also inspect ocean containers and the vehicles (truck / tractor trailer) prior to delivering equipment to you. Please access the below link to the U.S. Customs & Border Protection website for a complete list of inspection criteria for truck / tractor trailers.


http://www.customs.gov/xp/cgov/import/commercial_enforcement/ctpat/security_criteria/hwy_carrier_criteria/hwy_carrier_criteria.xml

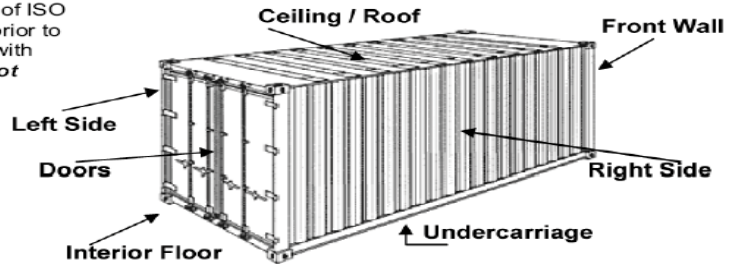
Source: International Chamber of Shipping and Institute of International Container Lessors, Ltd.



7-Point Ocean Container Security Inspection Guide

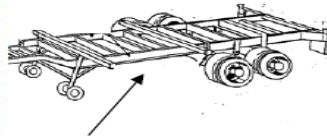
Conduct 7-point interior and exterior inspection of ISO ocean container to verify the physical integrity prior to loading. Document container results and keep with shipping records. **Reject containers that do not pass the 7-Point Inspection criteria.**


 Reference back for additional inspection criteria information.



Outside and Undercarriage

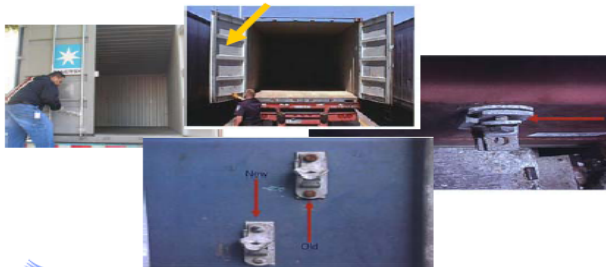
Before allowing the container to enter the facility, inspect undercarriage and outside of container. Use a mirror to access hard-to-see areas.




 Undercarriage support beams should be visible; solid plates should not cover the beams.

Doors – Outside and Inside

Ensure locking mechanisms are secure and in good working order. There should be ribs on the interior sides of each door; solid plates should not cover standard interior door cavities.




 Look for different color bonding material, loose bolts, new and worn metals on same device. Doors should seal completely when closed.

Left and Right Sides

Inspect internal and external surfaces, including structural beams. Use a tool to tap side walls – listen and feel for hollow, metal sound. All walls, ceiling, and doors should be metal.




 Any repairs on the inside must be also visible on the outside. Blocks and vents (9 holes) inside container must be visible and appropriately spaced (see above picture).

Front Wall

Inspect front wall, making sure vents and blocks are visible and appropriately spaced. Measure interior and exterior with a tape measure, range finder or string. Container should be exact to specifications.




 Look for different wall colors and blocks that are too close to the vents. Use a tool to tap front wall – you should hear a hollow, metal sound.

Ceiling & Roof

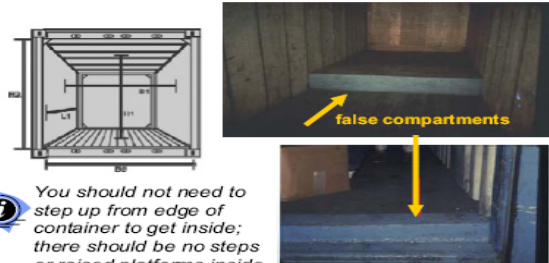
Inspect external roof and internal ceiling, including structural beams. Use tool to tap – you should hear a metal, hollow sound. If unable to see roof of container, use ladder or a mirror attached to a pole.




 Any weld repairs on the inside must be also be visible on the outside. Watch for unusual welding or repair on support beams. False compartments are common in ceilings, beams, floors, doors, and the front wall.

Interior Floor

Inspect floor for unusual repairs. Floor should be flat and one height. Measure floor to ceiling with a tape measure, range finder or piece of wood. Container should be exact to specifications.



 You should not need to step up from edge of container to get inside; there should be no steps or raised platforms inside container.

Import Payment Requirements

All Import Types

Vendors are required to include the following information:

1. Bealls PO's are presented as follows:
 - a. Bealls Florida, Inc: 0100000 - 0699999
 - b. bealls, Inc.: 0700000 – 1999999.
2. EIN number should match what is on the B/L.
3. One of the following “Bill To” addresses:
 - a. If you are a vendor shipping to bealls, please list the Bill TO name as bealls, Inc. If you are a vendor shipping to Bealls Florida, please list the Bill TO name as Bealls Florida Inc. The remaining information (PO box #, street address, City, and Zip code) will be the same for Bealls and bealls.

BILL TO:
Bealls Florida, Inc. OR Bealls, Inc. 1806 38 th Ave E Bradenton, FL 34208 (USA)

4. The **SHIP TO** address listed in your PO confirmation email.
5. The following **NOTIFY PARTIES** on FCR and/or Bill of Ladings:

Notify Party #1
BEALLS INC. 1806 38TH AVE E ATTN: IAC DEPT BRADENTON, FL 34208 (USA)
Email: Importwires@beallsinc.com

Notify Party #2
YUSEN LOGISTICS (AMERICAS) INC. 691 AIRPORT SOUTH PARKWAY COLLEGE PARK, GA 30349
Email: Yusal-imp@us.yusen-logistics.com

6. The following on all documents as applicable per negotiated payment terms and method:
 - a. Bealls issued wire transfer #
 - b. Letter of Credit #
7. Documents presented for payment must **EXACTLY MATCH** documents presented to the Bealls approved freight forwarder with the cargo at origin.

Direct Check & Wire Transfer Payments Only

8. Vendor must forward one full set of Bealls required *electronic* commercial documents for payment to:

Attention: Import Accounting and Compliance ImportWires@Beallsinc.com
Phone: 941 – 744-4524

Letters of Credit Payments Only

7. Vendor must forward one full set of original required commercial documents to the Letter Credit issuing bank per LC instructions.

Bangladesh Shipments Only

7. Two original endorsed OBL's are to be forwarded to Bealls Import Accounting a minimum of **7 DAYS PRIOR** to the US port of destination ETA. A scanned copy of the bank endorsed OBL (front and back) is to be sent via email to Importtransportation@Beallsinc.com and ISF@Beallsinc.com ; advising of the courier's name and tracking number for tracing. Failure to provide 2 bank-endorsed OBLs **7 DAYS PRIOR** to the shipment's arrival at the US Port of Destination ETA will result in delays.
8. Original endorsed OBLs are to be sent to:

Bealls, Inc. Attn: Import Accounting & Compliance Dept. 1806 38 th Ave E Bradenton, FL 34208
Email: ImportWires@Beallsinc.com

Note: If the shipment's payment terms are via Letter of Credit, please ensure all documentation is submitted to your bank in time to meet the above requirement. Also note that upon receipt of the original OBLs, Bealls will need to endorse and dispatch the original OBLs to the ocean carrier for container release in the US so please be sure to allow adequate time for document turnaround.

Wire Transfer Process

Currently, Bealls makes import payments via direct wires, and LC's. In order to get paid via T/T, import vendors must:

1. Adhere to Bealls commercial documentation requirements. (Note: The same *import documentation requirements apply to all Bealls import vendors regardless of method of payment.*)
2. **Use Yusen's e-Invoice system to create invoices for payment for import shipments. No other commercial invoice format will be accepted for payment or customs entry. E-invoice must be created within 24 hours of container stuffing CY/CY. E-invoice must be created within 24 hours of Yusen notification of container stuffing CFS/CY.**
3. Reference Bealls issued WT# on all documents.
4. Ensure that information on documents submitted for payment must **EXACTLY MATCH** documents submitted to the freight forwarder at origin with the cargo for Customs entry purposes. Chargebacks will apply for discrepant documents.
 - a. Failure to adhere to Bealls commercial documentation requirements will result in delayed payments and/or administrative chargebacks.
5. **Once the wire application has been issued, there is no changes to the first cost allowed. If the first cost was wrong before the wire application has been issued, please email Import Accounting and Compliance at ImportWires@Beallsinc.com. Please check first cost at receipt of the purchase order.**
6. Once shipment is made, **original copies** of Bealls required commercial documents must be submitted directly to Bealls for payment via wire transfer. Documents must be forwarded to Bealls Import Accounting & Compliance Department at the following email: Importwires@beallsinc.com

Upon receipt, review, and approval of **accurate** and **complete originals** of Bealls required commercial documents from the vendor, Bealls Import Accounting & Compliance Dept. will remit payment via direct wire transfer per our payment processing schedule below:

1. Wire transfer payments are scheduled for the 15th and 30th of each calendar month.
2. Wire transfer cut-off dates are as follows:
 - a. Invoices received during 1-10th calendar day of the month will be paid on the 15th (Please allow 3-5 Business days for receipt).
 - b. Invoices received during the 11-20th calendar day of the month will be paid on the 30th (Please Allow 3-5 Business days for receipt).
 - c. Any invoice that is received outside of these cut-off windows will be processed in the next available payment cycle.
3. Due to seasonal schedules and/or processing volume, vendors should allow up to an additional **10 days** for their wire payments to be processed and approved as per payment schedule.
4. Payments against discrepant documents will be held pending receipt of revised commercial documentation from the vendors. Administrative chargebacks may apply.

Other Import Shipments

Shipments from Canada and Mexico

Bealls is not the importer of record, and the vendor cannot book these shipments via TMS. It is the vendor's responsibility to bring the merchandise stateside, then route domestically. Please see the Domestic Routing Guide Section of the Vendor Partnership Guide for Domestic Routing Guidelines.

Air Shipments

Vendors must contact [Bealls Import Transportation team](#) to send air shipments to Bealls.

Carton Guidelines

The Carton Guidelines can be found under the Packing and Marking Requirements section of the Vendor Partnership Guide.

Glossary

1. **Agent:** The individual or group with responsibility in overseeing the transportation, and collection of payment, of an import/export shipment.
2. **Cargo Ready Date (CRD):** The date the shipment has completed production and is ready for pickup/loading, passed all Bealls required testing (hazard and quality), factory has received Bealls acceptance and approval of testing results, and cargo is physically ready to load. This date must be on or before Purchase Order cancel date.
3. **Carton:** A box containing an assortment of the vendor's PO(s). Each box must contain a specific assortment of items based on the vendor's PO. Packing requirements are provided for each PO type in this guide.
4. **Commercial Documents:** Official records containing details of the transactions between Bealls, and the import vendor based on customs required documentation for the shipment.
5. **Consolidated Shipments:** A collection of vendor shipments, when those shipments do not constitute a full container load. NO SELF CONSOLIDATION ALLOWED FROM MULTIPLE FACTORIES BY THE VENDOR. MUST BE DELIVERED TO YUSEN WAREHOUSE FOR CONSOLIDATION.
6. **Consolidator (stuffer):** The party who stuffed the container or arranged for the stuffing of the container.
7. **Container Dead Space:** Left over space in a shipping container, when the shipment does not constitute a full container.
8. **Container Stuffing Location:** Physical location(s) where the goods were stuffed in the container.
9. **Customs – Trade Partnership Against Terrorism (C-TPAT):** A supply chain security program led by U.S. Customs and Border Protection focused on improving the security of private companies' supply chains.
10. **e – Booking:** Request for shipping submitted thru Yusen Logistics e-booking system for direct imports. **(NO POE)**
11. **Electronic Data Interchange (EDI):** Electronically coded documents for the exchange of business information between Bealls and the vendor.
12. **Factory:** The location where goods are manufactured and processed before being shipped to United States.
13. **Factory Container Load (FCL):** A vendor's shipment that constitutes a full container load as per required Bealls CBM's.
14. **Factory Loaded Shipments:** Factory Loaded Containers include direct import (FOB); Landed Duty Paid (LDP/POE terms).
15. **Forwarder's Cargo Receipt (E-FCR):** A documented receipt, received by the vendor, from the freight forwarder.
16. **Freight Forwarder:** The company that organizes a vendor's goods for shipment to Bealls.
17. **Import Security Filing (ISF; aka 10+2):** critical document required to import goods into the U.S. via ocean vessel. An ISF filing is not required for goods transported via other modes of transportation.
18. **Importer of Record:** The company responsible for US customs documentation, as well as the payment for transportation of the shipment and customs duties.
19. **Letters of Credit (LC):** A letter issued from one bank to another, to guarantee the payment of a vendor's shipments.
20. **Original Bill of Lading (OBL):** A standardized transportation document for listing PO information, locations traveled and to be traveled, and handlers from the carrier possession to Bealls possession.
21. **Purchase Order (PO):** A record of the official purchasing agreement between Bealls and the vendor. The document states the product purchased, quantity of the product, and the price of the product.
22. **Seaway Bill:** A bill of lading does not require endorsements for freight release.
23. **Seller:** The exporter responsible for delivering goods and clearing export customs at origin. The seller may or may not have an agent.
24. **Transportation Management System (TMS):** A Bealls software for planning the transportation of POs (Domestic shipments ONLY).
25. **Telegraphic Transfers (T/T):** An international wire transfer from the buyer's bank to the seller's bank.