

AMERICAN CARGOSERVICE, INC.

FREIGHT FORWARDERS

Process for orders requiring customs and/or shipping

1. Criteria for identifying when ACS freight forwarding or customs clearance services are likely to be needed

- International Shipping: If shipment is over 45 kg or 99 lb. ask ACS for a shipping quote
- Domestic shipments: If shipment is over 150 lb.
- Special handling is required (perishable, delicate, time deferred or time sensitive)
- High value
- *Customs clearance services for international orders in which the value exceeds \$5000 or when the classification/duty rate is in question)

*Use a courier service (FedEx, UPS or DHL) if less than 45 kg or 99 lb.
ACS recommends Fed Ex

CALL or email ACS for questions or request a quote

858-565-4125, UC@ACSSAN.COM

2. If you want ACS to quote shipping send them the following information:

- Supplier shipping costs if already quoted
(We request this so that ACS can provide an "apples to apples" quote)
- Supplier shipping terms (Incoterm, which party is responsible and paying for what?)
- Supplier contact information, name, email address, phone number
- Provide the supplier's/UC order reference#
- Please advise the expected ship date
- When do you need the quote by
- Shipping weights and dimensions
- Required delivery date
- Other special consideration that you may be aware of at pick/up or delivery locations i.e. lift gate or forklift needed, handling instructions, etc.
- Value, if needed for insurance purposes

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3. Please notify the supplier that you would like UC contracted freight forwarder to be considered for shipping

4. Once purchase order is complete:

- Send ACS a copy the purchase order for the supplier (ensure "ship to", UC contact information is correct with complete receiving address and contact name, number, email address)
- Send ACS PO # for ACS services and include the ACS shipping quote
*Noting the same PO for the supplier is not generally used for shipping costs. Advise if there is a special billing contact or email address we should send our invoice to
- Before shipment, contact UC campus Risk Management for review regarding insurance, do not assume your purchase is covered.

5. Invoice and payment process:

- ACS accounting will email a copy of our finalized invoice with back up documentation to the party that requested or authorized our services. If you are not the person who will authorize the release of funds and create a PO for our services please ensure that ACS knows who is the proper point of contact to ensure we receive payment within agreed Net30 terms.

**Couriers such as FedEx, UPS and DHL all generally will attempt to provide customs clearance services for formal or informal entries as part of their standard operating procedure. If they are unable to provide these services they will reach out to the consignee to attempt to obtain any needed documentation or request the importer turn over the clearance to their approved customs broker.*

FedEx does offer a "broker select" option, which will allow the shipper to designate ACS in advance, noting additional charges for ACS services or advanced duty or taxes will require a UC purchase order.