IPD CHILD SHIPMENTS

1. **PURPOSE AND SCOPE**

The purpose of this document is to provide instructions on how to do IPD Shipments using FedEx for Dalimar and PCB France

1. **AFFECTED DEPARTMENTS**

Logistics

1. **REFERENCE DOCUMENTS**
2. **RESPONSIBILITIES & AUTHORITY**

The Logistics Supervisor maintain authority over the correct method. All employees who work in the Logistics Shipping Department are responsible for following this procedure.

1. **DEFINITIONS**

FedEx IPD Child Shipments = FedEx International Priority DirectDistribution

1. **SAFETY PRECAUTIONS**-N/A
2. **EQUIPMENT & MATERIALS**

FedEx Computer Software

1. **INSTRUCTIONS**
	1. **DALIMAR INSTRUMENTS**
		* Change the Account- Customize/Active System/IPD for Canada
		* Make sure you have 3 copies of Packing List (1 we keep, 1 on goes on customers package, 1 in the doc box for Dalimar)
		* ***\*\* CUSTOMERS BOX ONLY GETS AN IPD packing list. NOTHING ELSE-NO INVOICES.***
		* Scan Delivery Order Bar Code / OK for popup screen (Verify address info) Verify # of boxes & weight
		* Select Service- “A”-FedEx IP DirectDistribution.
		* Select Packaging- “Your Packaging” then enter box dimensions if not entered already.
		* Select Importer of Record- (IPD/IDF/TED IOR:)- choose only option in drop down menu (IPD-YWGIDALIMAR)
		* Window opens up –choose 1 BUSINESS USE and CHECK print IPD report.
		* Click box indicating *“Print A FedEx Generated Consolidated Commercial Invoice”*
		* Verify Bill Transportation- ***Third Party***- account number 453033740
		* Verify Bill Duty/Taxes- Dalimar’s ***Third Party***- account number 127342300
		* Add Department Notes: #1 Orders
		* Verify Customer Reference= Populates automatically when scanned--Delivery Order#*,* PO Number= PO#
		* Verify Invoice Number= Populates automatically when scanned--CO#*,* Shipment ID= *(Delivery Order#)-*001
		* Check “SHIP ALERT” tab and make sure email is entered & checked –

Recipient = *france@dalimar.ca*

* + - Verify Quantity, Dollar amounts & *correct* Schedule B from the Invoices input into commodities screen and add to shipment
		- HIT SHIP-- Label will print for customer box. Put on Customer’s box with Packing list only

 **Create DOCUMENT BOX going to Dalimar**

* + - Use Drop Down for Address for Doc Box Label: Choose Dalimar NEW address

Dalimar Instruments Inc.

193 Joseph Carrier Street

Vaudreuildorion, QC J5V 5V5

Canada

* + - 1 box
		- 1 lb.
		- Service: IPD Direct Distributor “A”
		- Choose Your Packaging
		- Leave dimension blank
		- Verify Bill Transportation- *Third Party*- account number 453033740
		- Verify Bill Duty/Taxes- Dalimar’s *Third Party*- account number 127342300
		- Department notes: #1
		- Check “SHIP ALERT” tab and make sure email is entered & checked --Recipient = *france@dalimar.ca*
		- Shipping Documents -$1.00 4911.10.0000
		- PRINT LABEL—Doc BOX label will print

**Close Dalimar**

* + - Click SHIPPING LIST from top menu, choose IPD/IDF/IED option
		- Click “Dashboard” & Highlight MASTER Tracking #- Make sure line you click on has TODAYS date.
		- Click OPEN child shipments)
		- Check & Confirm all shipments have been shipped
		- Click “Confirm Shipment”
		- Add dimensions of total consolidation(need to add up box sizes & guess on total size) 30x30x30 normally
		- Consol. Invoice Tab-
		- Terms of Sale= FCA
		- Ref# DALIPD (mmddyy) DALIPD042820
		- Purpose=SOLD
		- Click “OK”
		- All Documents & labels will generate for the Customs Paperwork Package. Multiple labels will print and papers on printer
		- SWITCH BACK TO PCB’s normal ACCOUNT on FedEx Computer
		- \*\*Sign all printed documents in BLUE ink and then make copies. \*\*Remember to push SORT on the copier!! Make 3 sets of copies FedEx paperwork (FedEx labels, IPD paperwork and shipping manifest) \*This is everything that prints \*\*
		- Assemble FedEx Box as Customs Document Box.
		- Use a FedEx padded pack for the FedEx Customs paperwork—write IPD on the front and back of the padded envelope.

**DISTRUBUTION of paperwork:**

* + - **\*\*\*** FedEx padded pak- Original Labels & Original FedEx documents plus 2 copies of FedEx documents- with Copies of the LABELS. DO NOT SEAL THIS PAK
		- \*\*\*Dalimar Doc Box- Original Invoices, Packing Lists & 1 copy of FedEx documents WITHOUT the Copies of the box labels CLOSE BOX this box up and put on the FedEx Doc Box Label
	1. **PCB FRANCE**
		+ Change the Account- Customize/Active System/ Account : IPD FRANCE
		+ Make SURE you have **three** copies of **IPD (French) Packing List** (1 we keep, 1 goes on Customers package, and 1 in Doc box.)
		+ ***\*\* CUSTOMERS BOX ONLY GETS AN IPD packing list. NOTHING ELSE-NO INVOICES.***
		+ Scan OV Bar Code/ OK for popup screen
		+ Check Address- Is this shipping to a DROP ship address- always check your notes and verify address
		+ Enter # of boxes: If you have multiple boxes, then dollar amount needs to be broken up between the multiple packages. SELECT No for individual box
		+ Select Service- **“B”-FedEx IPD SPOC**
		+ Select Packaging- “**Your Packaging**” then enter box dimensions if not entered already
		+ Select Importer of Record- **(IPD/IDF)**- choose only option in drop down menu
		+ Window opens up---choose 1 BUISNESS USE and CHECK print IPD report
		+ CHECK box indicating ***“PRINT A FEDEX Generated Consolidated Commercial Invoice***
		+ Verify **Bill Shipment**- ***Third Party***- account number **299813908**
		+ Verify **Duty/Taxes**- ***Third Party***, same account number **299813908**
		+ Department notes: 1 orders
		+ Verify Customer Reference= Populates automatically when scanned--Delivery Order#*,* PO Number= PO#
		+ Verify Invoice Number= Populates automatically when scanned--CO#*,* Shipment ID= *(Delivery Order#)-*001
		+ Check “**SHIP ALERT**” tab and make sure email is entered & checked Recipient salesadmin@pcbpiezotronics.fr
		+ Verify Quantity, Dollar amounts & *correct* Schedule B from the Invoices input into commodities screen and add to shipment
		+ Does it need an AES filed? If so, File now
		+ HIT SHIP--Label will print for customer box. Put on Customer’s box with Packing list only

 **Create DOCUMENT BOX going to PCB France**

* + - Enter address from the drop down list: PCB FRANCE **NEW** ADDRESS

PCB Piezotronics (France)

Immeuble DISCOVERY

Route de L ‘Orme

91190 Saint Aubin

France

Attn: Frank Retourne Phone: 0169331969

* + - 1 BOX—1 LB
		- Choose your Packaging
		- **Bill Shipment**- ***Third Party***- account number **299813908**
		- **Duty/Taxes**- ***Third Party***, same account number **299813908**
		- Department Notes: #1
		- SHIP ALERT: Recipient Field: Recipient salesadmin@pcbpiezotronics.fr
		- check the boxes
		- \*\*Add commodity—SHIPPING DOCUMENT schedule B# 4911.10.0000 and use $1.00
		- SHIP—this label goes on FedEx Box.
	1. **PCB FRANCE CLOSE INSTRUCTIONS**
		+ Click SHIPPING LIST from top menu, choose IPD/IDF/IED option
		+ Check & Confirm all shipments have been shipped
		+ Click “Confirm Shipment”
		+ MAWB TAB:
			- Enter dimensions 30x30x30
			- Commodity: ELECTRONIC TRANSDUCER INSTRUMENTATION
			- EEI CITATION TYPE: Pre-Departure ITN –**Enter the AES number if necessary.**
		+ CONSOLIDATED COMMERCIAL INVOICE TAB:
			- Enter Terms of Sale : FREE CARRIER
			- REFERENCE number: PCBFIPDLDdate (example: PCBFIPDLD040617)
			- Purpose: SOLD
			- Comment 1: SIRET 43317586900014
			- Comment 2: VAT 65433175569
			- Click “OK”
		+ All Documents & labels will generate for the Customs Paperwork Package. Multiple labels will print and papers on printer
		+ SWITCH BACK TO PCB’s normal ACCOUNT on FedEx Computer
		+ \*\*Sign all printed documents in BLUE ink and then make copies. \*\*Remember to push SORT on the copier!! Make 3 sets of copies FedEx paperwork (FedEx labels, IPD paperwork and shipping manifest) \*this is everything that prints \*\*
		+ Assembles FedEx Box as Customs Document Box.
		+ Use a FedEx padded pack for the FedEx Customs paperwork—write IPD on the front and back of the padded envelope.

**DISTRUBUTION of paperwork:**

* + - **\*\*\*** FedEx padded pak- Original Labels & Original FedEx documents plus 2 copies of FedEx documents- with Copies of the LABELS.

 DO NOT SEAL THIS PAK

* + - \*\*\*PCB FRANCE Doc Box- Original Invoices, Packing Lists & 1 copy of FedEx documents WITHOUT the Copies of the box labels

 CLOSE this box up and put on the FedEx Doc Box Label

1. **INSPECTION**
2. **RECORDS—N/A**
3. **DISTRIBUTION**

Logistics

1. **ATTACHMENTS—N/A**
2. **REVISION HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DCO #** | **REV** | **DATE** | **INITIALS** | **CHANGES MADE** |
| 1959 | A | 4/29/20 | NJ | Work instruction created and initial release. |
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