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*](mailto: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*](mailto: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](mailto: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](mailto:%20salesadmin@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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