



SPORTSMAN'S GUIDE™

PAYMENT TERMS, SHIPPING, AND DOCUMENT REQUIREMENTS

PAYMENT TERMS

Sportsman's Guide standard direct import terms are FOB port of origin. Terms are paid based on net days after the departure date. No payment transactions will occur until the import specialist receives all required documentation including Business Partnership Agreements, Testing, GCC's, etc. The payment terms are negotiated through the Sportsman's Guide Vendor Agreement, and cannot be changed unless a NEW Agreement is signed.

DOCUMENTS

The vendor must provide via email to the Import Specialist a copy of the following documents:

- Sea Waybill or Original Bill of Lading
- Commercial Invoice
- Packing List

If the vendor chooses to ship with an Original Bill of Lading (OBL) verses a Sea Waybill, one of the three original, physical bills of lading MUST be sent via overnight delivery (with tracking information provided), to the Notify Party within 10 days of the vessel departure (see Document Routing section for more details). Failure to provide the Notify Party with the OBL in a timely manner may result in chargebacks for storage and/or demurrage. To avoid potential chargebacks, we strongly encourage all shippers to use Sea Waybills verses OBL's.

WARNING

Please be advised that authorization of payment does not relieve the vendors' responsibility should U.S. Customs find discrepancies within the shipment and/or documents. In addition, payment in full of a Purchase Order does not relieve the vendor of costs associated with defective merchandise, third party charges, packaging, vendor compliance, or any other costs associated with non-compliant merchandise.

BANKING & BENEFICIARY FORM

The following banking and beneficiary information form (see page 3) must be completed and returned to the Sportsman's Guide before any payments will be issued. Please note the vendor must provide an approved Business Partnership Agreement before any payment transaction will be completed.

LATE SHIP PENALTY

If there are an excessive number of vendor attributable delays or if the delays are substantial, SG may enforce a late ship date penalty.

- 1-59 days late: An automatic deduction of 10% of the PO/invoice total for all orders/items with vendor attributable delays may occur (unless prior approval).
- 60+ days late: An automatic deduction of 20% of the PO/invoice total for all orders/items with vendor attributable delays may occur (unless prior approval).

In addition to the deduction Sportsman's Guide shall be entitled to cancel/return orders, withhold payments, and/or charge for damages, losses, penalties as a result of the delay.



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Banking & Beneficiary Information Request

Please e-mail the completed form directly to the Import Department

Payment Information:

Payment Type:
(Choose 1 or enter manually)

Purchase Order number(s):

Purchase Order amount(s):

Shipment Information:

Port:

Vendor Information:

Vendor:

Vendor Address:

Vendor Contact Name:

Vendor Phone number:

Vendor Fax number:

Vendor E-mail Address:

Beneficiary Information:

Beneficiary:

Beneficiary Address:

Banking Information

Advising Bank Name

Advising Bank Address:

Advising Bank Phone #:

Advising Bank Fax:

Advising Bank Account number:

ABA number: **(US wires only)**

Advising Bank Swift number:
(International payments only)

Transferrable / Non -
Transferrable:

SHIPMENT INSTRUCTIONS

BOOKING & SHIPPING PROCESS

- All bookings should be initiated through Navegate Supply Chain Management (Shanghai). This office will assist the shipper with contacting the appropriate local booking agent, submitting a shipping order, etc. Please consult the Navegate Global Contact List, for contact information and further details.
- The Shipper will need to assign a **Shipping #** for each shipping order. This Shipping# will be the reference number in all communication for this shipment among Navegate, The Sportsman's Guide and the Shipper. This number is also used in the Navegate system to identify the shipment.
- The shipping# must conform to the format below:
 - Vendor code +Two digit year code+ three digit sequence code
 - For example: 3456R08001
 - Interpretation: 3456R – vendor code plus a letter that indicate the shipper 08 – year 2016
001 – the first booking in 2016
- Navegate Supply Chain Management (Shanghai), will coordinate with each origin booking agent in making carrier and route selection under the guidelines established by The Sportsman's Guide. Navegate is authorized to regulate mode of transportation and equipment use following the policies of The Sportsman's Guide.
- Navegate Supply Chain Management (Shanghai), will transmit the shipping order information to The Sportsman's Guide via Navegate for shipping approval.
- Upon approval from The Sportsman's Guide, Navegate Supply Chain Management (Shanghai), or the origin booking agent, will confirm the booking to the shipper, with carrier /vessel/route information, AMS cut-off date, cut-off date and sailing date, as well as applicable origin operation instruction, including container pick-up (or drop-off), loading and delivery information, CFS delivery information and all contact detail.
- All bookings are to follow the trade terms FOB origin seaport or airport unless otherwise directed by The Sportsman's Guide.
- All origin booking fees and origin operation charges are for the account of the shipper.

SHIPMENT DOCUMENTATION

WARNING

Erroneous, late, or missing shipment documents can result in delayed shipments, costly backorders, lost revenue, storage fees, fines, penalties, forfeiture of merchandise, legal expenses and increased administrative costs. Please expect us to take any/all of the following actions as a result of failure on the part of our vendors and/or their agents to provide complete and correct shipment documents to the appropriate parties in a timely manner:

- Imposition of chargebacks
- Cancellation of open orders
- Return of shipped orders
- Withholding of payments
- Litigation

Repeat occurrences of late or inaccurate documents will result in a minimum \$500.00 chargeback for non-compliance.

Below is a list of shipment documents/certifications required for shipments consigned to The Sportsman's Guide.

- **Importer Security Filing Document (ISF)** – In order to comply with the U.S. Customs and Border Protection (CBP) "Importer Security Filing and Additional Carrier Requirements" regulations, The Sportsman's Guide requires all vendors to complete an ISF form for each US port shipment. **The ISF form must be e-mailed to sportsmansdocs@navegate.com, within 48 hours from the time of booking.** The form and instructions are available at our import informational website: <https://www.navegate.com/sportsmans/>.
- **Seaway Bill or Original Bill of Lading** – Issued by the Ocean Carrier approximately four days after vessel departure from the origin port. Must reference the Sportsman's Guide purchase order number. If the vendor is shipping with an Original Bill of Lading, one of the three original, physical documents must be sent to the notify party within 10 days of the vessel departure, per the document routing requirements section below.
- **Commercial Invoice** – Must reference the purchase order number, the SKU number(s), the item description, and the FOB cost as listed on the Sportsman's Guide purchase order. **The FOB cost must match the cost listed on the purchase order.**
 1. **HTS:** Correct HTS numbers **must** be listed by item#, and they **must** match the HTS as it is listed on the PO (if you have questions determining the HTS number, please contact the import department).
 2. **MID:** The actual manufacturer's name and address **must** be included on the commercial invoice. This must match the manufacturer information

provided on the Business Partnership Agreement and other documents such as GCC's, etc. Invoices including items from more than one manufacturer must list items separately by manufacturer. (Refer to the MID compliance memo for more information).

3. **Country of Origin:** The commercial invoice MUST state the country of origin

- **Packing List** – Must reference the shipped quantities broken down by carton number, weight, and CBM's, and include the Sportsman's Guide purchase order number.
- **Certificate of Origin** – Certifying the country of origin for all items in the shipment.
- **Interim Footwear Invoice (footwear only)** – Must provide one document per style.
- **Textile License, Visa/Quota Charge Statement, & Textile Declaration (for all apparel or textile related articles)** – Must provide documentation as required by Customs.
- **Plant and Plant Product Declaration Form (if required)** - We require every supplier of an imported product meeting the criteria set forth in the Lacey Act Amendments of 2008 (16 U.S.C. 3372), to submit one, or more copies of this form with their shipment documents. The form and instructions are available at our import informational website: <https://www.navegate.com/sportsmans/>.
- **Fumigation Certificate**- Required on ALL shipments containing any SOLID WOOD PIECES.

All required shipment documents listed below must be on company letterhead with an authorized signature/stamp, and must reference the Sportsman's Guide purchase order number.

- **Inspection Certificate** – Must confirm that a company representative or an independent agent inspected all goods.
- **Marking Certificate** – Must state all goods and cartons are marked with the country of origin in accordance with U.S. customs regulations.
- **Chief Value/Chief Weight Breakdown** – Must reference all materials used in each product broken down separately by weight and by value.
- **Beneficiary's Certificate** – May vary, but must include one document, which confirms that the shipment does not contain any solid wood packing materials.

Depending on the commodity, the Sportsman's Guide may request additional shipment documentation.

DOCUMENT ROUTING

Orders are to be consigned to:

The Sportsman's Guide Inc.
411 Farwell Ave.
South Saint Paul, MN 55075
Attn: Jeff Rivera
E-mail: Jeff.Rivera@sportsmansguide.com

Notify party:

North Star World Trade Services, Inc.
1300 Mendota Heights Road
Mendota Heights, MN 55120
Phone: 651-379-5030
Fax: 651-379-5031
E-mail: sportsmansdocs@navegate.com

Final Destination: South Saint Paul, Minnesota via Vancouver, Canada or Seattle/Tacoma, Washington. Some FCL, LCL and air freight shipments may require routing through alternate destination ports and will be identified at time of booking.

If shipment was made on an Original Bill of Lading, a full set of shipment documents, including one of the three original physical bills of lading MUST be sent via overnight delivery (with tracking information provided), to the Notify Party listed above within 10 days of the vessel departure.

An additional set of shipment documents with another of the three original bills of lading MUST be sent via overnight delivery (with tracking information provided), to the consignee listed above within 10 days of the vessel departure.

If a TELEX release is arranged for a shipment made on an Original Bill of Lading, a copy of the TELEX release document must be e-mailed to the Notify Party and to consignee within 10 days of vessel departure.

For all shipments made on Sea Waybills or Air Waybills, a full set of shipment documents should be e-mailed directly to the notify party as well as to the consignee.