



**SPORTSMAN'S
GUIDE™**

**STANDARD OPERATING PROCEDURES FOR
SUPPLIERS**

SPORTSMAN'S GUIDE

(SG)



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SCOPE

This SOP covers booking, shipping and document handling procedure for all shipments to Sportsman's Guide from overseas suppliers.

Sportsman's Guide authorizes North Star World Trade Services, Inc. and Navegate Supply Chain Management (Shanghai), to handle supply chain management, booking, shipping arrangement, and Customs brokerage for all import shipments of The Sportsman's Guide.

PARTIES

VENDOR / SHIPPER

Each vendor/shipper needs to file detailed contact information with Navegate Supply Chain Management (Shanghai) and update the information if there is any change.

Navegate will issue a code to each vendor/shipper. This code will consist of the four-digit vendor code already assigned by The Sportsman's Guide plus one alpha character (example: 1234A). The vendor/shipper will file this code, and quote the code when issuing a shipping order to Navegate. It is an important reference number to identify a vendor/shipper on the Navegate platform.

PRINCIPAL

Sportsman's Guide
411 Farwell Avenue
South St. Paul, MN 55075
Phone: 651-552-5377
Fax: 651-450-6130
Key Contact: Jeff Rivera
Email: Jeff.Rivera@sportsmansguide.com



US LOGISTICS SERVICES / CUSTOM BROKER

North Star Word Trade Services, Inc.

1300 Mendota Heights Road
Mendota Heights, MN 55120
Main: 651-379-5030
Fax: 651-379-5031

Key Contacts:

Amber Carnahan – Amber.Carnahan@navegate.com
Raymond Langevin – Raymond.Langevin@navegate.com

ASIA BOOKING COORDINATION CENTER OF THE PRINCIPAL

Navegate Supply Chain Management (Shanghai)

425 Yishan Road, Room 1001
Shanghai 200235, China

Primary Contact:

Joy Ma
Tel: 86-21-64696096 / 64696098 / 64696099
joy.ma@navegate.com

Please use the following e-mail address when requesting to book orders for shipment:

sportsmansbooking@navegate.com

Please send all required shipment documents to the following e-mail address:

sportsmansdocs@navegate.com



OPERATING PROCEDURE

The Sportsman's Guide requires all shipments to be booked with our freight forwarder, Navegate, a minimum of two weeks prior to the ship date as listed on the relevant purchase order. **Please note the ship date on the purchase order is the desired vessel sailing date – not the Ex Works date.**

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 2008
001 – the first booking in 2008
- 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, container VGM reporting, 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 and all origin booking fees and origin operation charges are for the account of the shipper.



SHIPMENT DOCUMENTATION

Below is a list of all required documents for 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 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 the vessel departure from the origin port. This document must reference the Sportsman's Guide purchase order number and the actual quantity of cartons in the shipment. If the vendor is shipping with an Original Bill of Lading, one of the three original documents must be sent to the notify party 10 days of the vessel departure, per the document routing requirements section below.

1. **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 our purchase order.** **HTS:** Correct HTS numbers **must** be listed by SKU, 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. **CARB ATCM:** On the Commercial Invoice of finished products, the shipper should note level of compliance. (Refer to CARB ATCM compliance memo for more information)

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. For full container load, items in the Packing List need to be grouped by each container with container number(s) indicated.

Certificate of Origin - certifying the country of origin of all goods contained 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/>.

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, additional documents may be required.

Please consult the appropriate Import Supplier Manual regarding any additional documentation requirements that may apply based on the item(s) being shipped.



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.