



Import Collect vendors

A Quick Reference Guide for On-Time Shipping

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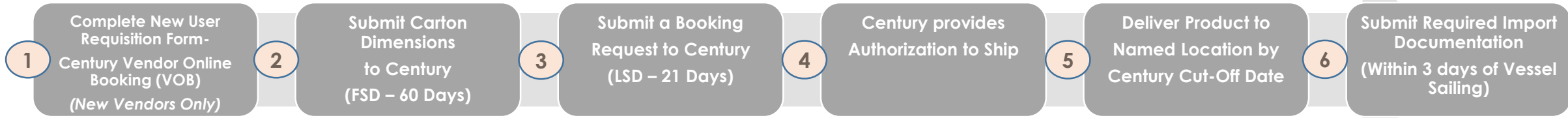
QVC IMPORT COLLECT SHIPMENTS

A Quick Reference Guide for On-Time Shipping

Getting started with Century Distribution Systems (CDS) for QVC Imports

The following steps must be completed in order to deliver your product on-time to QVC using import collect ship method. Vendors must allow sufficient lead time to satisfy all QVC QA pre-shipment and transportation requirements.

QA pre-shipment qualifiers must be completed to proceed with these steps



1. Complete New User Requisition form to begin Import Collect Vendor Set-up

Once processed, user IDs are released and **training for the VOB is coordinated by Century.**

WHERE	E-mail completed form (Appendix A below) to support@cds.com.hk
WHEN	No later than 60 days prior to the DO NOT SHIP BEFORE date on the purchase order

It is CDS's role to handle shipments from origin to destination in accordance with QVC's instructions and procedures. **CDS is the primary contact** for vendors at each origin port and will provide QVC with daily updates on bookings, shipments, and any/all operational issues that might arise. Please note: Any questions regarding bookings, shipping, and/or shipping documents should be directed to the local CDS origin contact per the CDS contact list located on QVC Vendor Portal. Refer to User Requisition Form in **Appendix A** below.

2. Submit Carton Dimensions to Century

At least 60 days prior to your Do Not Ship Before Date (FSD- First Ship Date) on Purchase Order, you must submit Master/Reshipper Carton Dimensions in Century's Vendor Online Booking system (VOB) so that they can forecast vessel space required for your shipment.

WHERE	CDS's Vendor Online Booking (VOB)
WHEN	No later than 60 days prior to the DO NOT SHIP BEFORE date on the purchase order
WHAT	Units per Carton, Length, Width, Height (CM)

3. Submit a Booking Request to Century

The *Booking Request* allows our logistics team and nominated freight forwarder to review the shipment/delivery plan and make arrangements for product to be shipped to our distribution center(s).

WHERE	CDS's Vendor Online Booking (VOB)
WHEN	No later than 21 days prior to the DO NOT SHIP AFTER date on the purchase order <u>Please note:</u> Can be created any time after the purchase order is created and approved

4. Authorization to Ship Provided by Century

The vendor is responsible to pay freight costs associated with transporting and delivering product to the named location. QVC will take possession of the freight at the named location and manage transportation from that point forward. CDS partners with QVC to determine the vessel/flight selection and container consolidation configuration.

5. Deliver Product to the Named Location

WHERE	The vendor must deliver product to location designated by QVC's freight forwarder
WHEN	Between the Purchase Order's DO NOT SHIP BEFORE and DO NOT SHIP AFTER dates and per the instructions given from CDS. The vendor must inform CDS immediately if any of the booking information provided has changed.

6. Submit Required Import Documentation to Century

WHERE	The vendor must submit 1 complete set of documentation in accordance with US Customs requirements to Century Distribution Systems (CDS) for each shipment.
WHEN	No later than 3 days after the vessel departure date.

- See **Appendix B** for Complete List of Required Documents. QVC provides approved templated commercial Invoices and packing lists.

Glossary Terms

CDS: Century Distribution Systems (QVC's Freight Forwarder)

HTS: Harmonized Tariff Schedule Number (Provided by QVC Customs Dept)

FCR: Forwarders Cargo Receipt (Carrier's Sea Waybill)

LSD: Last Ship Date on Purchase Order

FSD: First Ship Date on Purchase Order

VOB: Vendor Online Booking- Century Visibility Management System (VMS)

**APPENDIX A:
NEW USER REQUISITION FORM FOR CENTURY**

Please complete this form and return it to Century Distribution Systems office where you submit your Bookings or to: support@cds.com.hk

Section-1 Action Type

1.1 Please specify action	<input type="checkbox"/> Request New User <input type="checkbox"/> Update Existing User
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For requisition of new user account, please complete Section-2 to Section-3.

For update existing user information, please enter the new values in Section-2 to Section-3.

Please complete only put information that has changed. Section-5 must be completed to Update Existing Users information.

Section-2 Company Information

2.1 Company Name			
2.2 Address			
2.3 City			
2.5 Postal/Zip Code			
2.7 Full Name of User			
2.8 Contact Phone No.			
2.10 Email Address			

Section-3 Relationship with QVC

3.1 QVC Main Vendor Number(s) (Code). Please specify all vendor numbers for your company.		
3.2 Are you a sub-vendor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

APPENDIX B:

Complete Import Documentation Set Includes following required documents (in order):

- Please note: Documents to be scanned in the order as listed in document column.
- For a vessel – Example: Victoria Br – 2 OB/L's
- The documents should be scanned in the same order as customs entry (which goes by B/L).
- Review Century Contact List on QVC Vendor Portal.

*Sequence	Document to scan	From vendor	**To Broker (BY SCAN)
1	Document Cover Letter with required Barcode		1 Copy
2	Copy of SeaWay Bill of Lading "Rated"		1 Copy
3	Ship Advice		1 Copy
4	Container Manifest		1 Copy
5	Century FCR		1 Copy
6	Signed Commercial Invoice	1 Copy	1 Copy
7	Packing List	1 Copy	1 Copy
8	Any other documents (if applicable)		
	- Wearing Apparel Detail Sheet (when required)	1 Copy	1 Copy
	- WPM Statement / Fumigation Certificate	1 Copy	1 Copy
	- Textile Declaration * Textiles only (Egypt needs for manufacturing)	1 Copy	1 Copy
	- Form A - Cert of Origin	1 Copy	1 Copy
	- Bed linen cost breakdown document	1 Copy	1 Copy
	- Toxic Substance Control Act (TSCA) Statement for Ink Pens	1 Copy	1 Copy
	- CCIB Certificate	1 Copy	1 Copy
	- QIZ Certificate (Israel and Egypt)	1 Copy	1 Copy
	- Dangerous Goods Declaration	1 Copy	1 Copy
	- GSP Certificate	1 Copy	1 Copy
	- Lacey Act	1 Copy	1 Copy
	- IRBID – Chamber of Industry - Certificate of Origin FTA	1 Copy	1 Copy
	- Cost Breakdown Document (Jordan)	1 Copy	1 Copy
	- Fabric Affidavits - (Jordan)	1 Copy	1 Copy