

**BARNES & NOBLE DISTRIBUTION**  
**BARNES & NOBLE STORES**  
**BARNES&NOBLE.COM**

**IMPORT SHIPPING & ROUTING INSTRUCTIONS**



*January 16, 2009*

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# **I. Overview**

Barnes & Noble has developed this guide to strengthen our ability as business partners and mutually gain from supply chain efficiency. This guide includes the revised import routing instructions for vendors located outside of the United States shipping to Barnes & Noble Distribution Centers located in the United States.

This guide also includes contact and address information that is advantageous to you, the vendor, to efficiently fulfill orders to Barnes & Noble.

Compliance with these guidelines is expected. Non-compliance will be documented and may result in charge backs for non-compliance.

These instructions are effective January 16, 2009 and supersede all previous instructions.

# **II. Import Routing Instructions**

## **1. Loading and Shipping Instructions**

All shipments must be loaded on pre-treated pallets (see Pallet Specifications & Labeling Guidelines).

Floor Loading of cargo is permitted if approved by either your Barnes & Noble Vendor Manager or Barnes & Noble Traffic or if specified on the purchase order.

### **Full Container (FCL) Weight Restrictions**

	<b>20'</b>	<b>40'</b>
<b>Into NY</b>	<b>38,000</b>	<b>45,000</b>
<b>Into Reno</b>	<b>38,000</b>	<b>43,000</b>

### **Full Container (FCL) CBM Utilization**

<b>20'</b>	<b>40'</b>	<b>40'HC</b>	<b>45'HC</b>
<b>25cbm</b>	<b>55cbm</b>	<b>65cbm</b>	<b>75cbm</b>

### **Air Freight**

**For all air shipments that Barnes & Noble is responsible for payment, please contact Barnes & Noble Traffic at 732-656-7400.**

## II. Import Routing Instructions *(continued)*

### 2. Forwarders & US Customs Brokers (Notify Party) *(All Product & Freight Terms)*

#### For Canada:

##### **Fed Ex Trade Network**

128 Dearborn Street  
Buffalo, NY 14207  
Contact: John Semo  
Phone: 716-879-1422  
Fax: 716-879-1519  
Email: [jbsemo@fedex.com](mailto:jbsemo@fedex.com)

#### For All Other Countries:

##### For Freight Booking & Routing:

**Maersk Logistics**  
7 Giralda Farms  
Madison, NJ 07940  
Contact: Jonathan Wood  
Phone: 973-245-3699  
Fax: 973-245-3666  
Email: [NAMLOGBNN@Maersk-Logistics.com](mailto:NAMLOGBNN@Maersk-Logistics.com)

*Contract Booking # 258500  
(See booking form instructions on page 4)*

##### For Customs Clearance:

**Maersk Customs Services**  
3100 Broadway, Suite 300  
Kansas City, MO 64111  
Contact: Brenda Merrick  
Phone: 816-360-7729  
Fax: 816-753-4369  
Email: [KSSCHBOPSMNG@maerskcustomsservicesinc.com](mailto:KSSCHBOPSMNG@maerskcustomsservicesinc.com)

*Send all original documents to this  
address.*

**Find the origin office for your location by visiting the Maersk web site:**

**[www.maersklogistics.com](http://www.maersklogistics.com)**

**On the main page, select your country/territory from the  
drop-down menu under Find Nearest Office.**

## **II. Import Routing Instructions (continued)**

### **3. Maersk Logistics Booking Instructions**

All shipments must be booked through Maersk Logistics. Vendors must not book cargo directly with the ocean carriers. Before delivering cargo to Maersk Logistics, the vendor must first book cargo by the booking deadline. Vendors must strictly adhere to Maersk Logistics booking deadlines. Vendor's adherence to booking deadlines is critical in order for Maersk Logistics to strategically plan cargo transportation. For CFS or CY cargo, Vendor must book cargo between 21 to 14 calendar days prior to projected vessel ETD. This will be monitored and reported on back to Barnes & Noble as a KPI. Before you make a booking with Maersk Logistics, you should organize your booking according to Barnes & Noble's requirement. You should only book one destination per booking.

When M\*Power Shipper or EDI can not be utilized the vendor must book cargo by using the Maersk Logistics Shipping Order form obtained from the Maersk Logistics office at origin. The Shipping Order requires the following information:

- Vendor name and address
- Consignee name and address
- Expected cargo delivery date at the Maersk Logistics warehouse,
- Intended vessel and voyage (first leg)
- Clear and precise cargo description (preferably accompanied with the appropriate Harmonised Code)
- PO and SKU details
- Number of cartons
- Number of pieces
- Measurement of shipment
- Fumigation requirements (if any)

If CY booking (factory load), also:

- Date for equipment pickup
- Who will perform the transport from vendor to carrier

If vendor uses Solid Wood Packing Materials (SWPM), then Maersk Logistics is required to provide fumigation services.

- IMCO (International Maritime Commission) requirements and details (if any)
- Commodity Description
- Load Port and Final Destination

You are required to provide complete and accurate shipping information including but not limited to the following items:

## II. Import Routing Instructions *(continued)*

### 3. Maersk Logistics Booking Instructions *(continued)*

- Shipper name, address and telephone number
- Consignee name, address and telephone number
- Expected cargo on-hand date (= expected cargo delivery date) to our CFS warehouse or to CY terminal
- PO and SKU details / breakdown
- Number of cartons
- Number of pieces
- Weight (kgs) and Measurement (cbm)
- Commodity description
- Load port and final destination
- DC Due Date (if known)
- Notation of quota or non-quota cargo

### 4. Documentation

#### **Ship To Address:**

Barnes & Noble Distribution  
(see address on Purchase order)

Please indicate (Broker details) as the **Notify Party** on ALL shipping documentation. Shipments should be marked clearly and Consigned to the Barnes & Noble Distribution Center location stated on the purchase order. Upon completion of goods, send one complete set of **ORIGINAL** documents to the appropriate forwarder/broker as well as a set of documents each to B&N Traffic and Book Publishing. A Set of Documents must include:

- Commercial Invoice *(See Page 8)*
- Packing List *(See Page 8)*
- Bill of Lading
- Fumigation Certificate/Solid Wood Packing Material Document (pre-treated pallets)
- Original Visa/Export License/Certificate of Origin –  
for shipments from GSP countries only
- FDA Requirements (Lead requirements, Testing reports needed)

## II. Import Routing Instructions *(continued)*

### 4. Documentation *(continued)*

#### Accounting (for payment purposes only)

Barnes & Noble Financial Center  
 1400 Old Country Road  
 Westbury, NY 11590  
 Attn: Mary Maringo or Maria Gribbin  
 Email: [mmaringo@bn.com](mailto:mmaringo@bn.com) or [mgribbin@bn.com](mailto:mgribbin@bn.com)  
 Fax #: Mary 516-338-6592 or Maria 516-338-8492

#### **Distribution of Documents**

Each set must include; Commercial Invoice, Factory Invoice, Packing List, Bill of Lading, FCR, Solid Wood Packing Material Document and Certificate of Origin (if necessary).

<b>When</b>	<b>Send To</b>	<b>Via</b>	<b>Ocean Shipments</b>
48 hours prior to sailing or 24 hours prior to loading the container on a vessel	Booking agent or steamship line to comply with the US "24 HOUR RULE"	On-Line Booking Or Copies	Commercial Invoice Packing List
Within 24 hours of vessel sailing	<b><u>Accounting (for payment purposes)</u></b> Mary Maringo <a href="mailto:mmaringo@bn.com">mmaringo@bn.com</a> Fax # 516-338-6592 Maria Gribbin <a href="mailto:mgribbin@bn.com">mgribbin@bn.com</a> Fax # 516-338-8492	Fax or email	One set of complete shipping documentation, including the Bill of Lading
Within 24 hours of vessel sailing	<b>Maersk Customs Services</b> (See page 3 for contact information)	Courier	<b>Express mail complete set of Originals</b>

***All shipments must be booked through the appropriate Forwarder or Customs Broker. For the office closest to you, go to [www.maersklogistics.com](http://www.maersklogistics.com) (select your country/territory from the drop-down menu under Find Nearest Office).***

***If for any reason you cannot comply with these instructions, please contact the Traffic Department at (732) 656-7400.***

## **II. Import Routing Instructions (continued)**

### **4. Documentation (continued)**

#### **A Set of Documents**

A Set of Documents must include:

- Commercial Invoice
- Packing List
- Bill of Lading
- Fumigation Certificate/Solid Wood Packing Material Document (pre-treated pallets)
- Original Visa/Export License/Certificate of Origin – for shipments from GSP countries only

#### **Container Load Report (CLR)**

A Container Load Report or CLR for ocean shipments must include:

- Sail Date
- Estimated date of arrival
- Vessel
- Container number
- Bill of Lading number

#### **Pre-Advice for Air Shipments**

A Pre-advice for air shipments must include:

- Pieces per master carton
- Number of cartons
- Dimensions of master cartons
- Weight of master cartons
- Total CBM's
- Originating airport

#### **Direct (Drop) Shipments to Barnes & Noble Stores**

When making a direct to store or drop shipment for Barnes & Noble, Inc. please contact **Barnes & Noble Traffic** for detailed instructions at **732-656-7400** or email [Traffic\\_Group@bn.com](mailto:Traffic_Group@bn.com)

## **II. Import Routing Instructions (continued)**

## 5. Seal Policy

Carriers must use High Security Container seals, which meet or exceed current PAS ISO 17712 standards.

Shippers responsible for sealing containers must have a seal monitoring program to include: (1) inventory control of numbered seals, (2) restricted access to same, (3) monitoring of sealing containers by management or independent third party, and (4) documentation of seal numbers affixed to containers from point of loading to delivery to port of export to insure seal integrity.

### Destination Seal Integrity Programs of USA Clearance Agents/Truckers

Brokers must establish and maintain a seal integrity program, vetting all import documentation, arrival notices B/L's, and packing lists for any conflicts in the seal# as reported on commercial documents. All Delivery Orders must clearly indicate documented CNTR# and Seal#. Any changes/conflicts in documented seal numbers must be investigated and/or reported to the authorities – U.S. Customs Border Protection and Port Authority Police.

Truckers must verify the Seal# on Delivery Orders vs. the physical seal number on the Container at the time of pick up from the pier/rail terminal. If there are any conflicts in the documented seal number, the trucker must report to the authorities – U.S. Customs Border Protection and Port Authority Police – and stop the pick up process until the cause of the seal number conflict has been investigated. The Importer will randomly check truckers' adherence to this seal integrity program by comparing TIR (Trailer Interchange Report) against documented seal numbers for any unreported changes. If a trucker cannot provide legitimate reasons for a Seal# change, exam, theft, etc., the truckers' services will be terminated.

## 6. 7-Point Inspection

**(Including the front wall, left side, right side, floor, ceiling/roof, inside/outside doors, outside undercarriage prior to stuffing and/or offloading, including the reliability of the container door locking mechanism)**

All shippers must document their preloading 7-point container inspection program, including visual inspection of container walls, floor, ceiling and door for any signs of tampering or malfunction prior to loading. If problems exist, the shipper should not load stated container and/or report to the authorities.

In the USA, ss lines, piers and truckers must perform the same 7-point container inspections and safety check per the normal at gate out process and creation of TIR. Truckers must report any signs of tampering to the proper authorities.

Upon delivery of the container, if the seal number or container integrity is found in question, the container should be isolated, the seal number change investigated, and the event reported to the authorities.

## II. Import Routing Instructions *(continued)*

## **7. US Customs CSI (Container Security Initiatives)**

Effective December 2, 2002, with a 60 day grace period ending January 30th, 2003 US Customs Service has passed a new rule as part of the US Customs Container Security Initiative (CSI) program that will impose new requirements upon vessels that will arrive in the United States to discharge cargo. The new rule requirements are as follows:

- a. All Ocean Carriers or NVOCC's must submit a complete cargo manifest to US Customs at least 24 hours prior to cargo loading if that vessel is to call a US port direct. The 24-hour period is measured against the schedule commencement of loading activities to a vessel destined to a US port.
  
- b. Details of the cargo manifest must be based on actual declaration of cargo by the shipper and must be submitted no later than the cargo declaration cut off deadline at cargo origin. Cargo descriptions are one of the most important elements to assist Customs in evaluating each container. Each description on the commercial invoice must include the HTS number.
  
- c. Failure to comply with this rule could result in penalties against the carrier or NVOCC along with the removal of container for inspection by US customs and / or denial of permission to unload vessel cargo. The carriers are the parties responsible for filing the cargo declaration (one of the forms that comprises the vessel manifest), compliance with these new requirements is their responsibility. However, the carrier will need cooperation from the shippers. This cooperation will be in the form of additional information regarding your cargo needed in advance of cargo loading onboard the vessel.

In case of failure to fully comply with the new regulations, U.S. Customs may, among other things, assess a civil penalty and deny permission to load/unload cargo to/from the vessel on which the cargo is moving. Any additional cost incurred by Barnes & Noble for shipments that are not compliant with the new rules will be charged back to the vendor.

### III. Barnes & Noble Contacts by Department

#### Corporate Address and Phone:

Barnes & Noble, Inc.  
122 Fifth Avenue  
New York, NY 10022  
(212) 633-3400

#### Product Compliance Information:

Ira Carrel – Trade Product (212) 352-3717 or email [icarrel@bn.com](mailto:icarrel@bn.com)  
Michael Matar – Bargain Product (732) 656-7387 or email [mmater@bn.com](mailto:mmater@bn.com)  
Patricia Sandin – Non-Book Product (732) 656-7386 or email [psandin@bn.com](mailto:psandin@bn.com)

#### Traffic (Import/Export):

Fran Fitzgerald (732) 656-7400 or email [ffitzgerald@bn.com](mailto:ffitzgerald@bn.com)

#### Product Development:

Jeanne Allen (212) 633-3595 or email [jallen@bn.com](mailto:jallen@bn.com)

#### Book Publishing

Stefan Jackson (212) 633-3524 or email [sjackson@bn.com](mailto:sjackson@bn.com)

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#### Barnes & Noble SAN Listing (Ship to Addresses)

Ship to SAN	Ship to address	Bill to SAN	Bill to address
8001464	Barnes & Noble Distribution 1 Barnes & Noble Way Monroe Township, NJ 08831	8001502	Barnes & Noble, Inc. PO Box 1843 Dept. 800-1502 1400 Old Country Road Westbury, NY 11590
8001472	Barnes & Noble Distribution 1 Barnes & Noble Way Monroe Township, NJ 08831	8001510	Barnes & Noble, Inc. PO Box 1843 Dept. 800-1510 – ETB 1400 Old Country Road Westbury, NY 11590
1927809	Barnes & Noble Distribution 12660 Old Virginia Road Reno, NV 89511	1926721	Barnes & Noble, Inc. PO Box 1843 Dept. 1926721 – ETB 1400 Old Country Road Westbury, NY 11590
1927817	Barnes & Noble Distribution 12660 Old Virginia Road Reno, NV 89511	192673X	Barnes & Noble, Inc. PO Box 1843 Dept. 192673X 1400 Old Country Road Westbury, NY 11590