



# BDG INTERNATIONAL, INC.

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## IMPORT SERVICE AND PROCEDURE OUTLINE

### **1. GETTING STARTED:**

#### A. Setting up your account with BDG

1. Documentation to start your account: Credit App, Terms, POA (one time only)
2. Copies of 7501 entries (for review)
3. OGA (other government agencies) info: ie. FDA, TSCA, F&W, FCC, USDA etc.
4. Disclose any past problems of your broker
5. Discuss your needs. Two-way communication is very important when beginning and any future changes are being made.

## **2. YOUR NOW IMPORTING USING THE BDG SERVICE:**

A. Via BDG Import Transportation Service  
see section 3

B. Via other transportation service

1. Provide BDG with your purchase order
2. Provide consignment instructions to your supplier using the Supplier Shipping Instructions form
3. Send BDG copies of all documents as soon as possible for pre-entry, follow up with original documents to BDG.
4. Send BDG the arrival notice from the importing carrier if received.

## **3. WORKING WITH BDG IMPORT TRANSPORTATION SERVICE:**

A. Setting up your suppliers:

1. Provide BDG with a list of suppliers. Include all contact information.
2. BDG will complete a Routing Instruction for each supplier. This form will be sent to you for your original signature.
3. Fax a copy of the Routing Instruction to each supplier listed.
4. Send original Routing Instructions to BDG.

## **3. WORKING WITH BDG IMPORT TRANSPORTATION SERVICE: cont...**

B. SHIPMENT IS NOW READY.

1. Provide BDG with a copy of your purchase order when submitted to your supplier.
2. New Suppliers: Provide your supplier with Instructions on how to consign the shipment to yourselves and BDG International using the SUPPLIER SHIPPING INSTRUCTIONS. Normally this only needs to be done once.
3. Fax BDG copies of any documents you receive. Original documents must be sent to BDG upon Receipt.
4. If freight is not on a letter of credit documents may be sent directly to BDG, if freight is purchased on a letter of credit original documents must be obtained by importer as per terms of the L/C.

See: L/C consultation service.

## C. HAVE A NEW SUPPLIER?

### 1. Goto 3A.

Setting up a new supplier can take time. First you have to decide as a company if you want to purchase this product. BDG can advise you on areas to watch out for and suggest inspection companies. We recommend that you purchase on an Ex Works basis so that you always know your actual per unit cost without an inflated transportation cost.

BDG can also give you advise on setting up an L.C. and other payment methods.

## 4. QUOTATIONS:

### 1. Call, Fax, E-mail BDG with your request.

a) Use BDG's quotation form.

b) Provide BDG with basic shipment information.

1. P.O. number (*If Available*)
2. Commodity Description
3. Origin/Destination
4. Shipment Size: - Pieces, Weight & Dimensions
5. Freight Charges: - Prepaid or Collect
6. Terms Of Payment - Incoterm, ie: CIF, CPT, DDU, Ex Factory
7. Insurance Required: - Value of Product
8. Service Required: - Air - Express, Standard, Deferred.  
- Ocean - LCL or FCL
9. Date freight is required to be at your door in the U.S. /  
Date freight will be ready for pick up at origin.

## Quotation Validity:

Import:

"We will wait for your written confirmation of your acceptance of this quotation, prior to arranging for the freight to move from the shipper. This is an estimate only; this is not a confirmation of booking. Estimate number must be placed on the P.O. No. Estimates are subject to carrier price changes at any time. All imports must be covered under a Single Entry Bond (SEB) or continuous bond. SEB rate:\$5.00 per \$1000.00 value of goods + duties/Minimum \$45.00. Terminal handling charges may vary and Duties & Taxes not included, unless otherwise listed. All foreign exchange rates will be converted at time of export. A safety margin is suggested when calculating your cost of shipping. This estimate will expire after 30 days and is subject to equipment availability. If Customs exam is required, additional charges will follow."

## **5. QUESTIONS:**

Contact BDG by a variety of methods, phone, fax, email etc. The easiest for non-urgent matters is our e-mail at [import@bdginternational.com](mailto:import@bdginternational.com)

## **6. OTHER:**

BDG International can provide information on:

ACH - AUTOMATED CLEARING HOUSE (How and why to set up ACH)

CONTINUOUS BOND versus SINGLE ENTRY BOND  
(Benefits to a Continuous Bond, how to transfer your bond to BDG)

TRADESHOW'S in the USA (BDG Tradeshow guidelines)

INSURANCE (BDG Marine insurance coverage)

RELEASE OF CARGO (Do's and Don't s for getting your cargo released quickly)

DEMURRAGE / STORAGE  
(How to avoid demurrage / storage, and why these charges happen)

DRAWBACK (Guidelines to consider drawback)

GENERAL ORDER (Why freight goes G.O.)

OUTPORT FREIGHT  
(How to handle freight that needs to be cleared through customs in a port other than CHICAGO)

POA CANCELLATION  
(How to cancel a power of attorney with another broker)

INFORMED COMPLIANCE / RECORDKEEPING  
(What is your responsibility as an importer)

BDG SERVICE GOALS (Import department goals)

OTHER GOVERNMENT FORMS AND REQUIREMENTS

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