ROUTING AND PACKAGING STANDARD

***This standard is applicable for any/all shipments inbound to any of the below LION locations.***

LION Corporate **AND** Starfield LION

7200 Poe Ave Suite 400 23 Benton Road

Dayton, OH 45414 Toronto, Ontario

Phone: 937.898.1949 M6M 3G2 Canada

 Phone: 416.789.4354

Hazel Green Distribution Center

14201 Highway 191

Hazel Green, KY 41332

Phone: 606.662.6100

West Liberty

318 Dogwood Lane

West Liberty, KY 41472

Phone: 606.743.3171

LION Helmet Molding

2000 Composite Drive

Kettering, OH 45420

Phone: 937.415.2861

LION Protective Glove

150 West Franklin Street

Berlin, WI 54923

Phone: 920.361.2112

**Failure to comply with these instructions may result in charge backs for non-compliance.**

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**SCOPE**

Purpose: This standard provides the requirements for the uniform marking, packaging, and transporting of goods supplied to all LION locations by vendors and contractors.

Applicability: Unless exempted in whole or in part, in writing, authorized by LION’s Supply Chain Manager, Process Manager, or Buyer, the marking, packaging, and transporting of all goods shall be as specified in this standard.

Exceptions, exemptions, and additions**:** The marking requirements in this standard are not all inclusive. Any marking exception, exemption, or addition to the requirements **must** be specified in the acquisition document or purchase order.

Order of precedence**:** In the event of a conflict between the text of this document and the references cited herein, the text of this document takes precedence. Nothing in this document, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.

**GENERAL REQUIREMENTS**

1. Identification markings on **unit packs or** **intermediate containers**.

Unless otherwise specified exempted, the following minimum identification markings shall be marked on all unit packs in the order listed below. Any additional identification markings specified in the order shall be placed either below these markings or in a conspicuous location on the identification-marked side of the container. The exact placement of identification markings on specific containers may vary slightly from those shown in the figures.

Refer to **FIGURE 1** for the proper placement of identification markings on all unit packs and intermediate containers.

Note:1.If unit packs and intermediate containers are used as exterior containers the Lot # needs to be located on each end.

2. If rolled fabric, the Raw Material Number should be located on each end.

* **Vendor style number or lot number** (include any spaces or dashes, and any prefix or suffix shown in the requisition order).
* **Item description or nomenclature**.
* **Quantity and unit of issue**. Unit of issue is standard or basic quantity that is expressed as the minimum quantity issued (e.g., dozen, each, foot, gross, gallon, pair, yard, pound, etc.).
* **Size of unit of issue. Recommended one size per unit pack**. Sizes shall be displayed in either alpha or numeric expressions. (If sizes are mixed, please indicate on unit pack).
* **Complete purchase order number/contract number or cut number.**

**FIGURE 1**

LOT #

Company Name

Item Description

Qty/UOM

Size and Color

Weight

PO #

Box 1 of 3

1. Identification markings on **exterior containers**.

Unless exempted in the procurement order, minimum identification information shall be marked on exterior, small end of containers in the order listed.

Refer to **FIGURE 2** for the proper placement of identification markings on all exterior containers.

Note: Unit packs or intermediate containers can be used as exterior containers.

* **Complete purchase order number/contract number or cut number.**
* **Vendor/contractor style number.**
* **Item description or nomenclature.**
* **Quantity and unit of issue.** Unit of issue is standard or basic quantity that is expressed as the minimum quantity issued (e.g., dozen, each, foot, gross, gallon, pair, yard, pound, etc.).
* **Size of unit of issue. Recommended one size per unit pack**. Sizes shall be displayed in either alpha or numeric expressions.

Note: This requirement may not be necessary when contents are packed in unit packs, but is necessary when unit packs or intermediate containers are used as exterior containers.

* **Carton number and total number of cartons in the shipment**. (e.g., 1 of 3, 2 of 3, 3 of 3) Carton label and box must be identical.

**FIGURE 2**

LOT #

Company Name

Item Description

Qty/UOM

Size and Color

Weight

PO #

Box 1 of 3

**Placement of markings**: Markings on unit packs shall be located on the small end of the box as to allow the markings to be easily read when stored on shelves or when stacked. To also ensure that the markings will not be destroyed when the pack or container is opened for inspection or until its contents have been used. The marking surface of a unit pack shall be the outermost wrap, bag, or container. The required markings must be placed so that any closure or strapping tape does not obscure them.

**Address markings and labels:** A contractor or vendor making a shipment may apply address markings by silk-screening, stenciling, tags, or labels. The markings must conform to the requirements of this standard. The domestic shipment address for contractor or vendor originated shipments shall contain the following minimum information in the order listed below. Any additional information required by the purchase order or procurement contract shall be applied below the piece number and total pieces.

* **Complete purchase order or contract number**.
* **From:** Name and address of the contractor or vendor.
* **To:** Unless otherwise specified the shipping address will always be as follows:

LION/Starfield LION Purchase Order.

* **Required delivery date.** (Optional)
* **Piece number and number of pieces.** (e.g., 1 of 3, 2 of 3, 3 of 3)

**Placement of address markings or labels**: Unless otherwise specified, the address markings shall be placed on exterior containers as shown in **FIGURE 3**. Each piece of the vendor or contractor originated shipment shall have address markings located in a conspicuous location so as not to be obscured by any strapping or enclosure tape. The exact location of these markings may vary slightly from those illustrated. Figure 3 shows the content and approximate placement of the address markings on unit packs, intermediate containers, and exterior containers.

**FIGURE 3**

PO #

FROM Company Name

 Address

TO LION or Starfield LION

 Attn: PO Receiving

Please use address shown on PO.

Box 1 of 2

**Packing slip:** All vendor or contractor originated shipments shall have a clear, legible packing slip attached to a container. The packing slip will be a direct representation of the procurement order or purchase order. There shall be only one packing slip per shipment. Unless otherwise specified, the following minimum information shall be included on all packing slips in the order listed. One master packing slip for each shipment will be required for multiple box shipments. All imported/contracted shipments will require an advance shipping notice. Advance shipping notifications need to be provided to the buyer listed on the purchase order.

* **Complete purchase order or contract number.**
* **LION/Starfield LION Lot and/or vendor style number of units ordered.**
* **Quantity and size of units in this shipment and on backorder.**
* **Number of containers in the shipment** along with the contents of each container including size, unit of measure (U/M), and quantity. Please list by container number (e.g., 1 of 2, 2 of 2).

**Packing slip placement:** The exterior container with the packing slip shall be clearly marked in a conspicuous location on the carton as to the manner in which the packing slip is attached. The packing slip shall be attached to the outside of a container in a location that is visible as the lead carton sits on a pallet.

**Palletization unless exempted:** Whenever possible, all unit packs and exterior containers shall be placed on pallets, shrink wrapped, and tagged accordingly. Unit packs and/or exterior containers shall be stacked onto pallets depending on the size of the container. When stacking unit packs and exterior containers onto pallets, the side containing all markings shall face outward. The container that holds the packing slip shall be readily visible and marked as such. If there is more than one pallet per procurement being shipped (e.g., 1 of 2, 2 of 2). Pallets that are shrink-wrapped shall be marked on all four sides with a label that requests that the pallets not be broken apart.

**Bill of Lading must have the following information:**

* Total number of cartons and pallets shipped.
* Complete description of products shipped; not in generic terms (i.e. parts).
* Purchase order number(s)/ reference number(s).
* NMFC (National Motor Freight Classification) information.

**DIMENSIONAL WEIGHT:** Dimensional weight applies to both Express and Ground packages. It reflects a package’s density, which is the amount of space a package occupies in relation to its actual weight. For each shipment, your charge is based on the dimensional weight or actual weight of the package — whichever is greater. \*

**US and Intra-Canada?**

To determine the dim weight of a package:

Obtain the actual length, width, and height of the package in inches. If a value is between 0.00 and 0.49, round down to the nearest inch. If a value is between 0.50 and 0.99, round up to the nearest inch.

1. Multiply the length x width x height (L x W x H) to calculate the package's cubic size.
2. Divide the total cubic inches by 166 **or** 139, based on service:
* (L x W x H) / 166 = dim weight
	+ U.S. /Canadian Express packages using either FedEx or UPS
	+ U.S. /Canadian Ground and Home Delivery packages.
* (L x W x H) / 139\* = dim weight
	+ International Express and Ground packages in customer packaging
1. Round the calculated dim weight up to the nearest pound to determine the dim weight. Each Ground package that:
* Weighs more than 150 lbs. is assessed an additional $67.50 [unauthorized package](http://solutionpoint.solutions.fedex.com/#/Solution/selected/3188) charge.
* If package has a combined length and girth more than 130" is assessed an additional $67.50 OS surcharge.
1. Compare the dim weight to the actual package weight; the rate is based on whichever is greater.

**Domestic Express and Ground example**

Calculate the dim weight if the package dimensions are in cubic inches.

* Actual weight: 28 lbs.
* Length: 30.4"
* Width: 15.2"
* Height: 15.0"
1. Round up the dim values: length to 30", width to 15".
2. Calculate the cubic inches: 30" x 15" x 15" = 6,750 cubic inches.
3. Divide the cubic inches by domestic service: 6,750 / 166 = 40.66 lbs.
4. Round up the dim weight: 41 lbs.

The rated weight is 41 lbs. because the dim weight (41 lbs.) is greater than the actual weight (28 lbs.).

 **International**

Calculate the volume of each package with different sizes that have a combined actual weight of 55 lbs.8" x 14" x 16" = 4,032 cubic inches (volume)

* 14" x 14" x 14" = 2,744 cubic inches (volume)
* 20" x 14" x 12" = 3,360 cubic inches (volume)
1. Calculate the cubic inches: 4,032 + 2,744 + 3,360 = 10,136 cubic inches (total volume).
2. Divide the total volume by the dim factor (139): 10,136 / 139 = 72.92.
3. Round up the dim weight: 73 lbs.

The rated weight is 73 lbs. because the dim weight (73 lbs.) is greater than the actual weight (55 lbs.).

**International Example**

Calculate the dim weight if the dimensions are in centimeters and weight is in kilograms:

1. Calculate the volume in cubic centimeters: 35 cm x 42 cm x 48 cm = 70,560 cubic centimeters.
2. Convert to cubic inches by multiplying by 0.061 and round up to a whole number: 70,560 x 0.061 = 4,304.16 cubic inches or 4,304 cubic inches.
3. Calculate dim weight by dividing the volume by the dim factor (139): 4,304 / 139 = 30.96403 lbs.
4. Shorten the dim weight to 2 decimal places: 30.96 lbs.
5. Convert the dim weight to kilograms by dividing by 2.2046: 30.96 / 2.2046 = 14.04336 kg.
6. Shorten the dim weight to 2 decimal places: 14.04 kg.

The dim weight is 14.5 kg. If the weight is not a multiple of 0.5, round up to the next 0.5.

**DOMESTIC AND INTERNATIONAL SHIPMENTS**

**Oversized packages:** The maximum limits for FedEx Express packages are 150 lbs. and 119 inches in length and 165 inches in length and **girth**. Packages that weigh 150 lbs. or less and exceed 108 inches in length or 130 inches in length and girth will be considered "oversize" packages. Oversize packages will be rated based on the greater of the package's actual rounded weight or dimensional weight. In addition, an oversize charge will apply; see Rates in the FedEx Service Guide.

Packages that exceed 119 inches in length and 165 inches in length and girth may be refused or, if found in the express package network, may be considered for transportation at our sole discretion. These packages also will be rated based on the greater of the package's actual rounded weight or dimensional weight, and an oversize charge will apply.

The length and girth of a package is length plus (two times the height) plus (two times the width). If the dimension includes a fraction, a fraction of one-half or greater will be rounded up to the next whole number; less than one-half will be rounded down to the next whole number.

**Extra-large packages:** Pieces weighing less than 151 lbs. that exceed 165 inches in length and girth combined ("extra-large" packages) may be accepted as **freight** U.S. shipments. These pieces do not have to be palletized (skidded), stackable or forkliftable. Minimum billable weight is 151 lbs. regardless of actual weight.

The length and **girth** of a package is length (longest side) plus (2 times the height) plus (2 times the width). If the dimension includes a fraction, a fraction of one-half or greater will be rounded up to the next whole number; less than one-half will be rounded down to the next whole number.

* Good packaging example: 36”(L) x 24”(H) x 18”(W)

36” + (2 x 24”) + (2 x 18”) = 120”

* Oversized packaging example: 50”(L) x 30”(H) x 20”(W)

50” + (2 x 30”) + (2 x 20”) = 150”

**Overweight packages:** If a package weighing more than 150 lbs. is incorrectly marked on the Airbill or entered into any electronic shipping device as either, then we may audit and correct the service to an available **freight** service. Terms and conditions of the applicable **freight** service will apply. Packages that exceed the size and weight limits are subject to an overmax limit charge.

**Volume shipments**: A shipment over **7,500 lbs. or more/or 750 cubic feet** shall be shipped using a spot quote for volume rate or a truck load carrier. Any volume truckload shipments will be arranged for by LION Locations. Please contact LION/Starfield LION **a minimum of 1 day prior to pick-up** in order to make the arrangements. Truckload or volume shipped without authorization from LION will result with a charge back where the difference between a volume or truckload rate and LTL rate is charged back to the vendor.

**Air shipments**: All air shipments must have prior approval from LION/Starfield LION before routing. **Unauthorized shipments will result in an appropriate charge back.**

**Import shipments:** All import shipments, including parcel shipments where LION is listed as the **Importer of Record**, must be arranged in advance. Please notify LION Logistics Manager or Starfield LION Traffic Supervisor with a pre-alert when the shipment is ready. You will be given the carrier or freight forwarder information to process your import.

**ROUTING INSTRUCTIONS FOR ALL US LION LOCATIONS**

**For inbound and outbound shipments paid by LION, the following suggestions are made:**

* **FEDEX GROUND**: Non-palletized shipments weighing **400** pounds or **less** and consisting of packages of 70 pounds or less**.** If **FEDEX EXPRESS** is used, a prior authorization is required by LION.
* **UPS FREIGHT (LTL)**: Palletized shipments weighing **over 400** pounds.

**LTL Carriers:** Unless otherwise specified, all suppliers and contractors shall use the preferred carrier stated on the purchase order. LION requests **UPS FREIGHT** be used as our carrier of choice as outlined below.

**If our carrier of choice cannot be used or does not service your area, please contact the LION Logistics Manager at 937-415-1975 or bmahan@lionprotects.com.**

**PLEASE TAKE NOTE OF SOME VERY IMPORTANT FACTS!**

* Collect if shipping to LION location.
* 3rd party bill, as shown below, if shipping to another supplier, not a LION location.
* We do not accept Pre-Pay and Add, unless prior authorization has been received.
* We do not accept any cash on delivery shipments (No COD).

**Bill of Lading:**

**Must include the following information**

Please show “**3rd Party Billing”**

**LION**

**C/O WCA Logistics**

**643 Bodey Circle**

**Urbana, OH 43078**

**ROUTING INSTRUCTIONS FOR STARFIELD LION**

**Intra Canada**

**For inbound and outbound shipments paid by Starfield LION, the following suggestions are made:**

* **CANPAR:** For individual cartons up to 75 pounds.
* **Kingsway:** Palletized shipments weighing **over** 350 pounds. Third party bill like this: Starfield LION, 23 Benton Road, Toronto Ontario M6M 3G2 Canada.

**International**

* **FEDEX GROUND or UPS GROUND**: Non-palletized shipments weighing 350 pounds or **less** and consisting of packages of 70 pounds or less**.** If **EXPRESS** is used, a prior authorization is required by Starfield LION.
* **CANPAR:** Pre-paid to the US. Shipper pays freight.
* **LTL Carriers:** Unless otherwise specified, all suppliers shall use the preferred carrier stated on the purchase order. Starfield LION requests **UPS FREIGHT** be used as our carrier of choice as outlined below.

**If our carrier of choice cannot be used or does not service your area, please contact the Traffic Supervisor, Starfield LION at 1.800.473.5553 x1826 or** **csandilands@lionsprotects.com****.**

**PLEASE TAKE NOTE OF SOME VERY IMPORTANT FACTS!**

* Collect if shipping to Starfield LION.
* 3rd party bill, as shown below, if shipping to another supplier, not Starfield LION.
* We do not accept Pre-Pay and Add, unless prior authorization has been received.
* We do not accept any cash on delivery shipments (No COD).

**Bill of Lading**

**Must include the following information**

Please show “**3rd Party Billing”:**

**Starfield LION**

**C/O WCA Logistics**

**643 Bodey Circle**

**Urbana, OH 43078**

**The following documents must be sent to the LION Logistics Manager/Starfield LION Transportation Supervisor AND our import broker by courier:**

**COMMERCIAL INVOICE *must BE IN ENGLISH and contain:***

* List the name and address of person/company selling the goods.
* List sold to and ship to parties, if they are not the same confirmed Incoterm 2010 as listed on the purchase order.
* Type of currency (purchase price of each item in the currency of the purchase, and if ordered by a purchase order or a contract/agreement.
* Detailed description of the merchandise including fabric content.
* List of the quantity and the weights.
* Country of origin of merchandise.
* Harmonized Tariff Code (HTS #).
* Country of export, if different from country of origin port of entry
* Itemized separately, if applicable:
	+ Rebates or discounts freight and insurance.
	+ Commissions.
	+ Cost of packing.
	+ Assists-all goods or services furnished for the production of the merchandise (I.e. patterns, fabrics, findings).
* A commercial invoice must be prepared for each shipment indicating all purchase orders being shipped.
* NAFTA Certificates if applicable (signed original)
* Packing List
* Bill of Lading or Airway bill

**If an “original” ocean bill of lading is issued, then it must be properly endorsed. Confirm any possible non-dutiable charges, such as freight and/or insurance fees that may be deducted from the entry.**

**INCOTERMS 2010**

**Rules for any mode of transportation:**

**ExWorks (EXW):** the seller fulfills his obligations by having the goods available for the buyer to pick up at his premises or another named place (i.e. factory, warehouse, etc.). Buyer bears all risk and costs starting when he picks up the products at the seller’s location until the products are delivered to his location. Seller has no obligation to load the goods or clear them for export.

**Free Carrier (FCA):** the seller delivers the goods export cleared to the carrier stipulated by the buyer or another party authorized to pick up goods at the seller’s premises or another named place. Buyer assumes all risks and costs associated with delivery of goods to final destination including transportation after delivery to carrier and any customs fees to import the product into a foreign country.

**Carriage Paid To (CPT):** seller clears the goods for export and delivers them to the carrier or another person stipulated by the seller at a named place of shipment. Seller is responsible for the transportation costs associated with delivering goods to the named place of destination but is not responsible for procuring insurance.

**Carriage and Insurance Paid To (CIP):** seller clears the goods for export and delivers them to the carrier or another person stipulated by the seller at a named place of shipment. Seller is responsible for the transportation costs associated with delivering goods and procuring minimum insurance coverage to the named place of destination.

**Delivered at Terminal (DAT):** seller clears the goods for export and bears all risks and costs associated with delivering the goods and unloading them at the terminal at the named port or place of destination. Buyer is responsible for all costs and risks from this point forward including clearing the goods for import at the named country of destination.

**Delivered at Place (DAP):** seller clears the goods for export and bears all risks and costs associated with delivering the goods to the named place of destination not unloaded. Buyer is responsible for all costs and risks associated with unloading the goods and clearing customs to import the goods into the named country of destination.

**Delivered Duty Paid (DDP):** seller bears all risks and costs associated with delivering the goods to the named place of destination ready for unloading and cleared for import.

**Rules of sea and inland waterway transport:**

**Free Alongside Ship (FAS):** seller clears the goods for export and delivers them when they are placed alongside the vessel at the named port of shipment. Buyer assumes all risks/costs for goods from this point forward.

**Free on Board (FOB):** seller clears the goods for export and delivers them when they are onboard the vessel at the named port of shipment. Buyer assumes all risks/cost for goods from this moment forward.

**Cost and Freight (CFR):** seller clears the goods for export and delivers them when they are onboard the vessel at the port of shipment. Seller bears the cost of freight to the named port of destination. Buyer assumes all risks for goods from the time goods have been delivered on board the vessel at the port of shipment.

**Cost, Insurance, and Freight (CIF):** seller clears the goods for export and delivers them when they are onboard the vessel at the port of shipment. Seller bears the cost of freight and insurance to the named port of destination. Seller’s insurance requirement is only for minimum cover. Buyer is responsible for all costs associated with unloading the goods at the named port of destination and clearing goods for import. Risk passes from seller to buyer once the goods are onboard the vessel at the port of shipment.

**CHARGE BACK POLICY**

Any shipment, or portion thereof, which fails to conform to the terms of this Routing

Guide, is subject to a vendor charge back**. Exceptions to the guide must be clarified** **and permission must be given in advance, by either LION’s Supply Chain Manager, Buyer, Starfield LION’s Process Manager or a Logistics Manager.**

The standards and procedures outlined in this manual are important to the success of our business relationship. Non-compliance may result in a charge back to offset the expense incurred by LION or Starfield Lion. Charge backs are not administered strictly as a cost recovery measure, but also as a way to insure best quality value and customer service.

Listed below are the charge back and penalty costs for errors made to LION or Starfield Lion shipments.

Late delivery chargeback: Late deliveries, as described in Section 3 of LION 's Terms and Conditions, and Starfield Lion’s Terms and Conditions, will be assessed a 1% late delivery chargeback per calendar week on each unit delivered after the delivery date or completion date stated on the purchase order. If no date is specified on the purchase order, a 1% late delivery chargeback will be assessed within 7 days, after notification by LION or Starfield LION that a shipment is late, and an additional 1% per week chargeback will be assessed for every week thereafter.

|  |  |  |
| --- | --- | --- |
| **QUALITY ISSUES** | **CHARGE BACK COSTS** | **EXPLAINATION** |
| Extra operational costs in processing your products.  | $25.00 hour$50.00 minimum | Labor charge for inspections and/or any rework will be assessed. Supply Chain Managers or Buyers have the authority to refuse the purchase based on poor quality.  |

Note below, “LION” means LION or Starfield LION.

|  |  |  |
| --- | --- | --- |
| **TRANSPORTATION/COMPLIANCE** | **CHARGE BACK COSTS** | **EXPLANATION** |
| Incorrect carrier used |  | Difference between actual invoice Freight cost and LION freight cost. |
| Freight sent other than 3rd Party Bill | Standard Fee | Invoice correction, BOL correction, fee will be invoiced. |
|  |  |  |
| Unauthorized air shipment |  | Difference between actual air invoice and what ground transportation would have cost.  |
| Failure to contact Logistics for routing instructions on volume shipments over 3,000 pounds or 750 cubic feet.  |  | Difference between actual invoice cost and LION cost. |
| Shipped to the wrong location  |  | Full freight + reroute and delivery cost.  |

|  |  |  |
| --- | --- | --- |
| US Customs violations | Actual Incurred Expenses | Improper labeling, Country of Origin, incorrect documentation, HTS Classification.  |

***At times there may be operational constraints, or other special circumstances that may make it difficult for you to comply with our requirements. In these situations, it is imperative that you contact LION or Starfield Lion so that a mutually satisfactory solution can be worked out in advance of any shipments.***

**TERMS AND CONDITIONS**

**LION’s Terms and Conditions can be found here:**

<http://www.lionprotects.com/content/supplier-information>

**Starfield LION’s Terms and Conditions can be found here:**

http://www.lionprotects.com/content/about-us