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Imports Portion of the AAFES Vendor Compliance Program

The AAFES Import group maintains compliance programs. One is for paperwork required for entry. The second program is for canceling/changing bookings with our consolidator. And the third is for compliance with the import security filing required from U.S. Customs.

Paperwork compliance

AAFES has been tracking entry problems for imports for over a year. The long term trend for this timeframe shows approximately 17% of our entries have missing, incomplete or incorrect documentation.

We have attempted to work with vendors to improve the documentation but have not had much success. Therefore, we will begin charging vendors for missing or incomplete documentation.

Below is the minimum requirement for the commercial invoice:

1. Complete name and address for all manufacturers.
2. Port of entry to which the merchandise is destined.
3. Ship date and origin of shipment as well as consignee.
4. AAFES 10 digit purchase order number.
5. Each item must be identified by the AAFES 9-digit item number and include a complete description of each item, to include the HTS (Harmonized Tariff Schedule) number. The complete description includes exactly what the item is, what it's made of and the intent of use. If the description is not clear, please include a picture of the item.
6. Quantities in weights and measures to include net and gross weight of each item.
7. Cost price to AAFES, to include the currency information.
8. Terms of purchase (such as FOB).
9. Country of origin. The country of origin must agree with the markings on the items.
10. Invoice and all paperwork must be in the English language.

Certain items, such as microwaves, require specific paperwork that can be obtained from the local office of our consolidator.

Items that are sold in sets require a breakdown of the set on the commercial invoice. The breakdown must include a complete description as well as the cost price of each individual item. The cost price of the items in the set should total to the total cost of the item to AAFES.

FDA paperwork is required for CD/DVD players, massagers, electrical toothbrushes and food products (including food packaged with a toy).

If the goods purchased are subject to anti-dumping duties, the buyer must be informed before the goods are purchased and a statement of non-reimbursement must be included with the paperwork.

All paperwork must be compliant with the appropriate Customs/other government agencies rules and regulations.

AAFES will charge vendors \$164.13 per PO per violation of the import paperwork compliance program. It is possible to be charged twice per an individual PO. This program is not intended to be a profit center. The intent is to recoup some of the expenses violations cause.

Booking compliance

Vendors who make bookings with our consolidator and then change or cancel the bookings cause AAFES to ship containers that are not fully loaded, thus increasing our transportation expenses. Changes must be coordinated with the AAFES import provider and authorized by AAFES Logistics. Any excess freight charges AAFES incurs due to unauthorized changes or cancellations may be charged back to the vendor.

Import Security Filings (ISF)

US Customs is requiring that import security filings (ISF) are processed prior to ocean shipments leaving foreign ports destined for the United States. Ten data elements are required by US Customs prior to purchase order

1. Manufacturer name and address (vendor provided)
2. Seller name and address (vendor provided)
3. Location of vendor loaded containers (vendor provided for factory loads)
4. Country of origin (vendor provided)
5. Consolidator name and address (AAFES provided)
6. Buyer name and address (AAFES provided)
7. Ship to name and address (AAFES provided)
8. Consignee name and address (AAFES provided)
9. Importer of record ID (AAFES provided)
10. Commodity HTS (either provided by vendor, or by AAFES on the PO)

Failure to provide required data elements at time of booking with the AAFES import provider indicated on the purchase order, in the format specified could result in AAFES being fined by US Customs and Border Patrol (CBP). In the event AAFES receives a fine, and or liquidated damages, due to vendor failure to provide the required data elements, AAFES will recoup those fines (up to \$5,000 per PO shipped) and/or liquidated damages from our payment to the vendor. Additional deductions may be taken for late deliveries, demurrage and other expenses incurred due to failure to comply with the import security filing requirements.

If you have any questions, please contact the AAFES imports office at lgimports@aafes.com.

