# RP_Logo_NO_1912

# BROKER and FREIGHT FORWARDER INFORMATION

**Our Customs Broker is currently: Our freight forwarder is currently:**

# Terra Worldwide Logistics Terra Worldwide Logistics dba AGL

# 4903 Forest Ave 4903 Forest Ave

# Downers Grove, IL 60515 Downers Grove, IL 60515

Phone # 331-551-1455 Phone # 331-551-1455

Contact: Kim Malloy & Rosemary Fausher Contact: Kim Malloy & Rosemary Fausher

kmalloy@aglsupplychain.com kmalloy@aglsupplychain.com

rfausher@aglsupplychain.com rfausher@aglsupplychain.com

cc: trp@aglsupplychain.com cc: trp@aglsupplychain.com

**REQUIREMENTS:**

1. TRP Acquisition, Inc. d/b/a The RoomPlace requires the use of only 40’ HC Containers on all shipments. Unauthorized use of any other container size will result in vendor chargebacks for the freight difference

2. TRP Acquisition, Inc. d/b/a The RoomPlace prefers the issuance of Seaway Bills for all our shipments.

* Seaway Bills provide the following benefits:
1. faster processing
2. stream lining of the documents with scanned documents and bill of ladings
3. no courier fee involved with each transfer
4. no penalties with late documents

3. Must book containers through **AGL / M+R Spedag Ebooking** (see attached EBooking manual) and **book at least 2 weeks** **in advance.** During peak season, containers should be booked 3-4 weeks in advance whenever possible. Notify The RoomPlace ASAP if you are notified of space issues.

4. The Broker must receive the documentation at least one week before the shipment arrives to West Coast Port. All demurrage charges incurred by The RoomPlace related to late receipt of the original documents or incorrect/insufficient information may be charged back to the vendor.

**BILL OF LADING GUIDELINES**

1. Manufacturer’s full name and address are to be listed in the Shipper’s section of the Bill of Lading
2. TRP Acquisition, Inc. d/b/a The Room Place is to be listed as the Consignee in the Consignee section of the Bill Of Lading
3. For containers originating from China, please provide EIN (45-3745864) for export manifest filing.
4. TWL, our customs broker, is to be listed as the PRIMARY Notify Party in the Notify party section of the Bill Of Lading
5. The RoomPlace PO #’s are to be provided in the description of goods reference sectionon the Bill of Lading
6. Cargo is to be booked to Chicago with door delivery to Romeoville, IL.

**INVOICES AND PACKING LIST GUIDELINES**

1. Invoices and Packing Lists need to show individual cube information as well as total cube usage
2. If parts are to be shipped please indicate a dollar value, detailed description and manufacturer’s name if different
3. Every box that is shipped on an individual purchase order must be numbered (i.e.: if 200 pieces are shipped individual boxes should read 1-200)
4. Please provide packing list at the time of loading to ensure proper ISF filings prior to container departure. It is acceptable to send to M+R. Also send to: twlisf@shipterra.com

**ISF FILING**

ISF filing must be filed at least 48 hours prior to the loading of the containers on the vessel.

AGL/M+R will not approve a booking from origin until they receive ISF filing.

Please provide packing list upon completion of loading to ensure correct ISF filing occurs, as direct above.

**PROCEDURE FOR PAYMENT:**

**Once the freight has been loaded onto a container, you must:**

1. Email The RoomPlace @ accountspayable@theroomplace.com the following document copies:
2. Invoice

# Packing Slip

1. “Original Bill of Lading”

**From the Copies Received The RoomPlace will then:**

1. Based on agreed terms, make payment via check or wire transfer to the address or bank/account of your choosing.

**You will need to:**

1. If original documentation is required, courier all the “original” documents to:

American Global Logistics

4903 Forest Ave

Downers Grove, IL 60515

T: (331)551-1455

1. **DO NOT** – Send Original Documents to The RoomPlace.

Revised 2/2017