

Author	Status	Effective Date
Michael Boblit	Final	03/05/24

1.0 Purpose

This procedure is put in place to ensure that all Gemini employees follow the right guidelines when it comes to sending all of the correct paperwork for customs for shipping sales orders into Canada.

2.0 Scope

This document covers the standard procedures to be followed for employees in the shipping department when creating customs paperwork for shipments going from the US to Canada. By following the instructions, the workload will be completed accurately and consistently.

3.0 Safety



***Absolutely NO Electronic Devices in the Hazardous Environments. (Production, Fill-Off, TWP Room)**

***Absolutely NO use of headphones, ear buds, etc. inside the Warehouse and/or Hazardous Environments.**

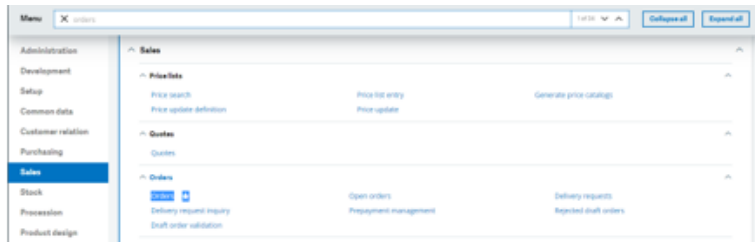
4.0 Creating Paperwork for Canadian Shipments

4.1 Commercial invoicing

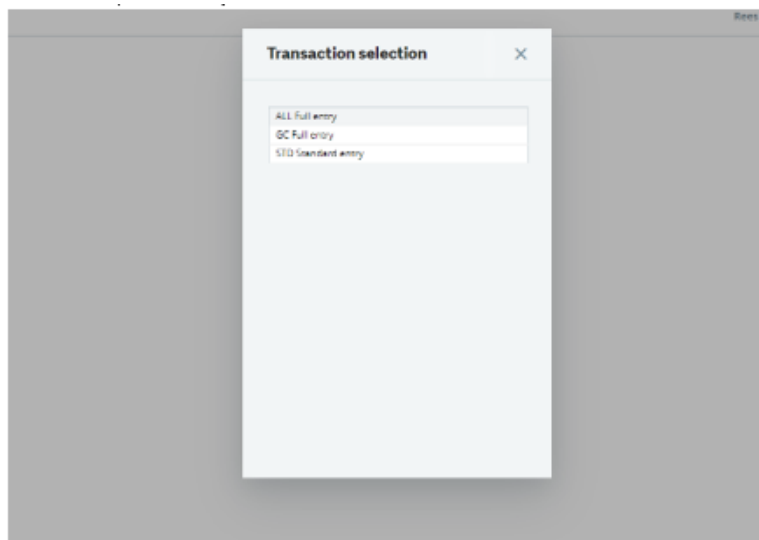
4.1.1 The first document that is needed is the commercial invoice. You will need to go to Sage X3 and login with your user name and password that you use for signing into assistics. After signing in you will need to click on the compass icon on the top right of the page that looks like the image attached.



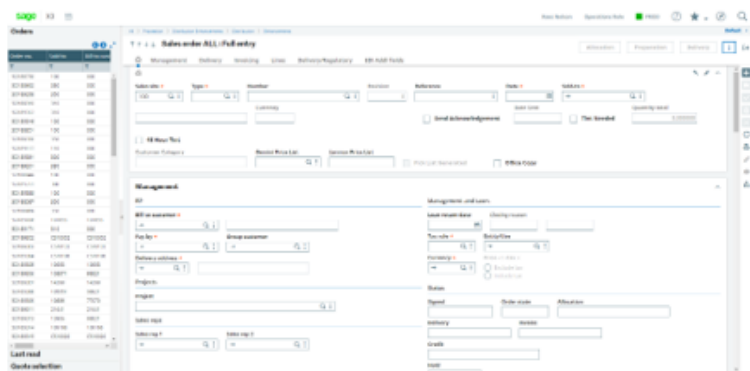
4.1.2 After clicking the compass click on the Search in the Navigations Menu area and type in **Orders**. The highlighted is what you will be clicking on in the orders section. The photo attached is what you are looking for.



4.1.3 After clicking on the link it will pull up a transaction selection box and you will need to click on the box that says **All Full Entry**.



4.1.4 After selecting ALL Full Entry it will take you to the following screen.



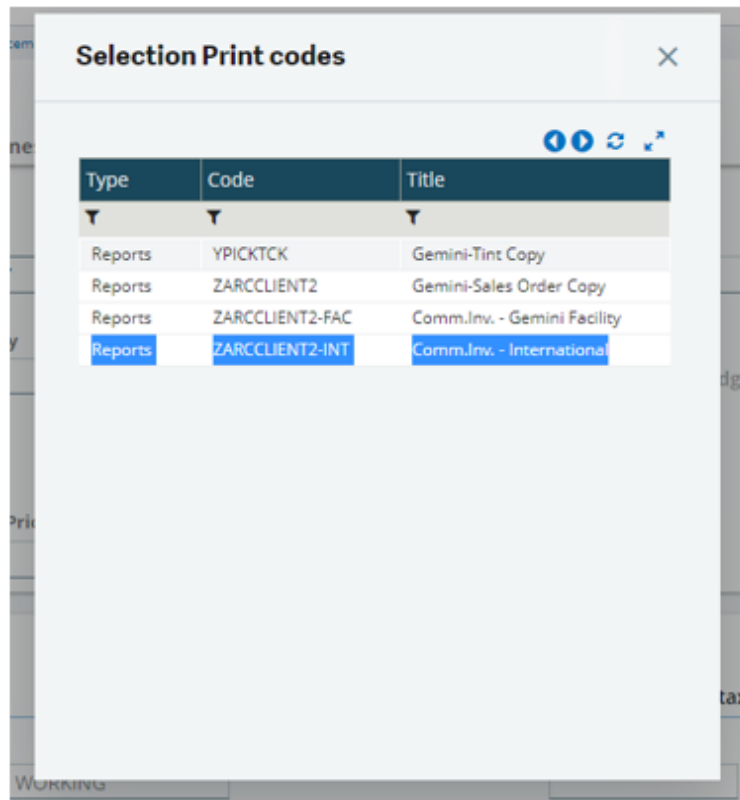
4.1.5 Next you will go to the **Order no.** box on the left hand side of the screen and type in your sales order and click on the sales order that matches what you have typed in.

Order no.	Sold-to	Bill-to cust
SO188612	109056	109056

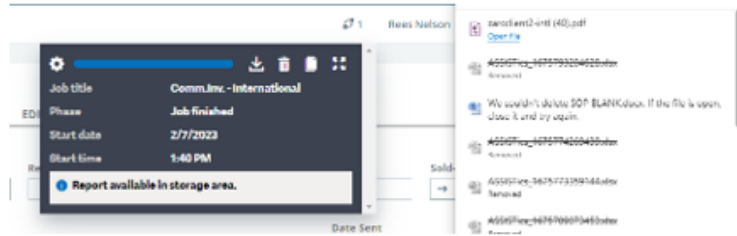
4.1.6 After clicking on the matching sales order, you need you will click on the printer icon on the right hand side of your screen. Then click **Record** when the pop up appears.



4.1.7 Next you will have another pop up and you will click the highlighted section with the title saying **Comm.Inv. – International**.



4.1.8 Next, click on the button labeled **print**. Wait for the job title screen to finish loading and wait for your downloads drop down to pop up and click open file.



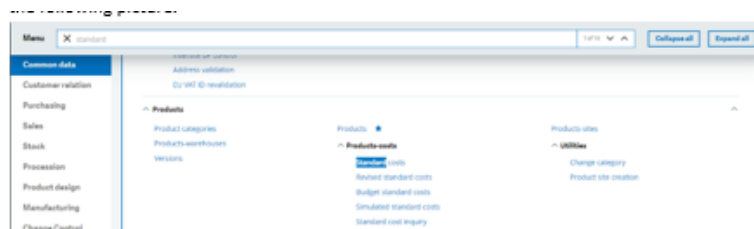
4.1.9 After clicking for the file to open, you will have a document open that is a commercial invoice. You will need to print it out and cover the bill to address with either white out or a sticker that has the following information.



4.1.10 After covering the bill to address you will need to make sure the Qty ordered section and the Qty shipped sections match on the paperwork along with making sure the total amount (after disc.) has a price in it or the paperwork will be sent back.

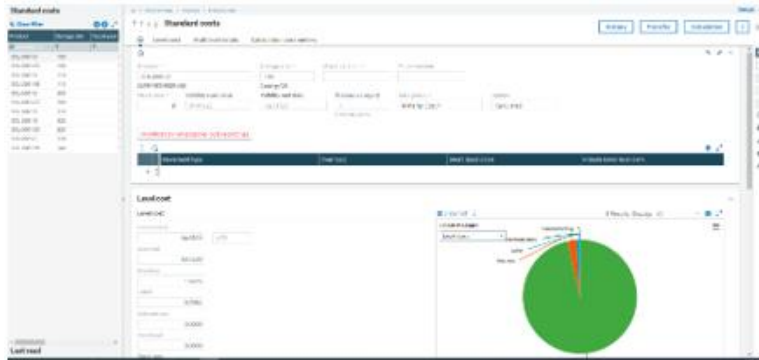
QTY Ordered	QTY BackOrder	QTY Shipped	UOM	Disc.		Net Price	Total Amount (after disc.)
1.0	0.0	1.0	EA	0.00		78.41	78.4100
1.0	0.0	1.0	EA	0.00		102.54	102.5400

4.1.11 If the Qty ordered and Qty Shipped are not the same, you will need to manually adjust the Total Amount (after disc.). If the Total Amount does not have a cost in it look up the product in X3. In X3 go to the search bar again and type in standard costs it will look like the following picture.



4.1.12 After clicking on standard cost you will go to the top left corner of the page where it says products and type in the product. Make sure you click on the product that is associated with the location you are working in. The screen should look like the following. After reaching this page scroll down to where you see the total cost on

the left side of the page under the level cost section. After you locate the total cost, that will be what you use multiplied by the quantity shipped to get the total amount section total. Do this for every product that it is needed for.



4.1.13 Next you will need to make sure that on your physical copy of the commercial invoice has the following whited out. ZZPPF, PAID FREIGHT, NOTES INSIDE THE DESCRIPTION BOX, the boxes that go along with it, The estimated total weight and the amount, total gallons and the amount, the amount that is in the order total amount. The following picture will show all the items highlighted that need to be whited out.



Gemini Coatings, Inc.
 P.O. Box 699
 El Reno, Oklahoma, 73036
 1-800-262-5710
 www.gemini-coatings.com
 Country of Origin: U.S.A.

Sales Order SO188612	
Order Date: 1/30/2023	Rev 4
Updated by: TORIB	

COMMERCIAL INVOICE

BILL TO:


NEAR NORTH CUSTOMS BROKERS
 20 ELLIOTT AVENUE
 BARRIE, ON, L4N4V7
 CANADA

SHIP TO:

KMS TOOLS AND EQUIPMENT
 925 Tipper Ave
 COQUITLAM, BC V3K 1A4
 CA

Customer #	P.O. Number	Carrier	Transport Method	F.O.B		Payment Terms			
109056	418813		Ground	Pd Ft 83000		NET30			
Phone Number	Scheduled Ship Date	Sales/Ship Site	Salesperson	Order Placed	Order Typed by				
604-623-6599	2/5/2023	100-Coatings/CK	Caruk & Associates	1/30/2023	DANWA				
Product	Description	Ship Site	QTY Ordered	QTY Back Order	QTY Shipped	UOM	Stck.	Net Price	Total Amount (after disc.)
AR-41QT-CA	CA-AUTO REFINISH ZR GRAY	100	15.0	0.0	0	EA	0.00	24.28	242.8000
AR-42	AR-G281SP GRAY ZR (AER) 12 PER CASE	100	24.0	0.0	24	EA	0.00	10.20	244.8000
AR-42SA-CA	CA-AUTO REFINISH ZR BLACK	100	12.0	0.0	12	EA	0.00	67.99	815.8800
AR-42QT-CA	CA-AUTO REFINISH ZR BLACK	100	15.0	0.0	0	EA	0.00	24.28	242.8000
AR-43	AR-G382SP BLACK ZR (AER) 12 PER CASE	100	36.0	0.0	36	EA	0.00	10.20	367.2000
AR-47QT-CA	CA-AUTO REFINISH ZR WHITE	100	9.0	0.0	9	EA	0.00	28.06	252.5400
AR-05	AR-05 87SP WHITE ZR (AER) 12 PER CASE	100	12.0	0.0	12	EA	0.00	10.56	126.7200
ZZ99F	PAID FREIGHT 1/31/23 SHIP WHAT IS AVAILABLE PER ELAINE. BACKORDERS NEED TO SHIP WITH THIS ORDER. -TB	400	1.0	0.0	0.0	EA	0.00	0.00	0.0000
Estimated Total Weight: 292							Subtotal		2,292.74 USD
Total Volume: 28.25							Tax		114.64
ORDER TOTAL									2,292.74 USD

4.1.14 After whitening out the highlighted sections you will need to add the subtotal amount and the tax amount together and write it in the order total box. The document should look like this after all of this has been accomplished.



GEMINI
INDUSTRIES, INC.

Gemini Coatings, Inc.
P.O. Box 899
EJ Reno, Oklahoma, 73036
1-800-262-5710
www.gemini-coatings.com
Country of Origin: U.S.A.

Sales Order S0188612

Order Date: 1/30/2023 Rev 4

Updated by: TORIB

COMMERCIAL INVOICE

BILL TO:

NEAR NORTH CUSTOMS BROKERS
20 ELLIOTT AVENUE
BARRIE, ON, L4N4V7
CANADA

SHIP TO:

KMS TOOLS AND EQUIPMENT
925 Tupper Ave
COQUITLAM, BC V3K 1A4
CA

Customer #	F.O. Number	Carrier	Transport Method	F.O.B	Payment Terms					
109056	4188813		Ground	Per Fr 52000	NET30					
Phone Number	Scheduled Ship Date	Sales/Ship Site	Salesperson	Order Placed	Order Typed by					
804-522-5599	2/9/2023	100-Coatings/CK	Caruk & Associates	1/30/2023	DANWA					
Product	Description	Ship Site	QTY Ordered	QTY BackOrder	QTY Shipped	UOM	UoM	Net Price	Total Amount (after disc.)	
AR-61QT-CA	CA-AUTO REFINISH ZR GRAY		100	10.0	0.0	IC	EA	0.00	34.20	342.8000
AR-02	AR-02H15P GRAY ZR (AER)		100	24.0	0.0	2(L	EA	0.00	15.20	344.8000
AR-03GA-CA	CA-AUTO REFINISH ZR BLACK		100	12.0	0.0	1(L	EA	0.00	87.99	879.9900
AR-02QT-CA	CA-AUTO REFINISH ZR BLACK		100	15.0	0.0	Q	EA	0.00	24.28	342.8000
AR-03	AR-03H25P BLACK ZR (AER)		100	36.0	0.0	3(L	EA	0.00	15.20	367.2000
AR-61QT-CA	CA-AUTO REFINISH ZR WHITE		100	9.0	0.0	Q	EA	0.00	28.06	252.0400
AR-05	AR-05 H75P WHITE ZR (AER)		100	12.0	0.0	Q-	EA	0.00	10.95	129.7200
Subtotal									2,292.74	USD
Tax									114.64	
ORDER TOTAL									2,407.38	USD

Attention: Due to the increased regulations and security issues, Gemini will no longer ship any hazardous materials, flammable or combustible, via air. We apologize for any inconvenience this might cause. Please be assured we will continue to look for ways to ship your products in a timely fashion. Thank you.

Print Date: 2/6/2023 9:15:38AM Customer Original Page 1 of 1

4.1.15 After the document looks like the one above you will need to make 3 copies of it and keep the original document.

4.2 USMCA Form and NAFTA Codes

4.2.1 The first step is to open both of the documents that are attached on your computer.



4.2.2 After opening both documents you will need to have the USMCA Form on your main screen because you will be filling out information on this form.

4.2.3 The boxes that will need to be filled are boxes 5, 6, 7, 8, 9, 9a, 9d, and date. For the next step you will need your commercial invoice in front of you.

4.2.4 In box 5 you will need to type in every product that is going on the shipment in order from the top to the bottom followed by a / and then from your NAFTA

CODES link you will need to find what the products description is and type that after the /. The picture attached will show you what it needs to look like.

5. Description of Good(s): Including item, part, or SKU identification numbers, where applicable, and must tie to the description in commercial invoice.
AR-61QT-CA/ PAINT PRODUCT AR-02/ AEROSOL PRODUCT AR-62GA-CA/ PAINT PRODUCT AR-62QT-CA/ PAINT PRODUCT AR-03/ AEROSOL PRODUCT AR-67QT-CA/ PAINT PRODUCT AR-05/ AEROSOL PRODUCT

4.2.5 Next you will fill in box 6 with the code that goes with the product that is on the on the NAFTA CODES document. The following picture is an example of what it should look like.

5. Description of Good(s): Including item, part, or SKU identification numbers, where applicable, and must tie to the description in commercial invoice.	6. HS Tariff Classification Number(s) (min. 6 digits).
AR-61QT-CA/ PAINT PRODUCT	3208.10.00
AR-02/ AEROSOL PRODUCT	3208.90.00
AR-62GA-CA/ PAINT PRODUCT	3208.10.00
AR-62QT-CA/ PAINT PRODUCT	3208.10.00
AR-03/ AEROSOL PRODUCT	3208.90.00
AR-67QT-CA/ PAINT PRODUCT	3208.10.00
AR-05/ AEROSOL PRODUCT	3208.90.00

4.2.6 Next You will fill out both section 7 and 8. For section 7 you will need to make sure that all products have the letter B next to them. In section 8 all products need to have US next to them. The following picture is an example of what sections 5, 6, 7, and 8 will look like. If you run out of room on the first page the second page there will also be section 5,6,7, and 8 that you can continue this process on. After this print off this document, if you haven't filled anything out on the second page in boxes 5,6,7, and 8 then discard it.

AR-61QT-CA/ PAINT PRODUCT	3208.10.00	B	US
AR-02/ AEROSOL PRODUCT	3208.90.00	B	US
AR-62GA-CA/ PAINT PRODUCT	3208.10.00	B	US
AR-62QT-CA/ PAINT PRODUCT	3208.10.00	B	US
AR-03/ AEROSOL PRODUCT	3208.90.00	B	US
AR-67QT-CA/ PAINT PRODUCT	3208.10.00	B	US
AR-05/ AEROSOL PRODUCT	3208.90.00	B	US

4.2.7 For section 9 you will need to get a count on how many sheets of paper you will have for the customs paperwork. This will include one copy of your commercial

invoicing, your USMCA form, and your bill of lading that will print off when you ship the order through the system in assistics. See Shipping orders SOP for instructions on shipping orders through the system if need. Count all of the papers that you have between the three documents and that is the total you will need to put in box 9. The following is an example.

<p>9. I CERTIFY THAT: The goods described in this document qualify as originating and the information contained in this document is true and accurate. I assume responsibility for providing such representations and agree to maintain and present upon request or to make available during a verification visit, documentation necessary to support this certification.</p> <p style="text-align: center;">This certification consists of 5 pages, including all attachments.</p>

4.2.8 In box 9A. You will need to have an authorized signature from one of the following people, Chad Hubbard, Brannon Townsend, Caleb Barber, or Rees Nelson. In box 9D. You will need to put a check mark in the exporter bubble and directly below you will need to put the month/ date/ year in date. Here is an example of what these boxes should look like.

<p>9. I CERTIFY THAT: The goods described in this document qualify as originating and the information contained in this document is true and accurate. I assume responsibility for providing such representations and agree to maintain and present upon request or to make available during a verification visit, documentation necessary to support this certification.</p> <p style="text-align: center;">This certification consists of 5 pages, including all attachments.</p>
<p>9a. Authorized Signature*: <u>Rees Nelson</u></p>
<p>9b. Name and Title: Chad Hubbard Shipping Supervisor</p>
<p>9c. Phone: (405) 345/2064 Fax: _____ Email: <u>chadh@gemini coatings.com</u></p>
<p>9D. Certifier is the: (check one) Exporter <input checked="" type="checkbox"/> Producer <input type="checkbox"/> Importer <input type="checkbox"/></p>
<p>Date: 2/8/2023 (MM/DD/YY)</p>

- 4.2.9 After having the documents printed and filled out you will need three copies of this and you will need to keep the original documents as well.
- 4.2.10 The next thing you will need to do is make 3 copies of your filled out bill of lading and keep the original document.
- 4.2.11 After printing off all of the copies you need you will need to have four stacks of papers including one copy of your commercial invoicing, one copy of your USMCA forms, and one copy of your bill of lading.
- 4.2.12 After separating the documents into these piles you will need to staple each individual stack together.
- 4.2.13 Next you will take two of the stacks that are stapled together and paper clip them together for the drivers copy for them to take and the Gemini copy that we keep. The second stack of paper will be attached to the pick list that the order goes with. The last copy will be folded to fit in an export documents enclosed packing slip and paper clipped to the packing slip that has the packing list in it and goes on the order. The attached picture shows what the enclosed export documents packing

slip looks like.



4.2.14 After putting the documents in this packing slip attach it to the packing slip that has the packing list for the order in it and put it in the tray outside of the main shipping office door for one of the shipping associates to place it on the order. Lastly you will take the drivers copy and the copy we need signed by the driver over to the trays by shipping roll up doors and place the paperwork in the tray that goes with what carrier the shipment is going on.

5.0 References

Reference	Title
1	None