



International Supply Chain

Delivering and Shipping Merchandise to Myer

Supplier Information Package



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1. Myer Order Consolidation Process

Myer operates international hubs to consolidate orders from multiple suppliers to then scan pack the orders to Myer Store level. After scan pack, orders are consolidated to the respective states of Australia where Myer have a Distribution Centre serving a large number of Myer Stores. The scan pack and consolidation process enables these orders to be cross docked via these Distribution Centre's and through to each Myer Store.

Suppliers from China and Hong Kong are required to deliver goods to one of four hubs – Hong Kong, Shenzhen, Shanghai and Qingdao for consolidation.

Suppliers from India are required to deliver goods to the Mumbai Hub.

Suppliers based outside of China are to deliver goods from their port of origin to the Singapore Hub for consolidation.

Please see below and over page for addresses of the relevant hubs and consolidation centers.

Orders are shipped to the 4 Myer DCs in Australia;

Victoria/ Melbourne - Myer Altona RDC
New South Wales/ Sydney - Myer Eastern Creek RDC
Queensland/ Brisbane - Myer Richlands RDC
Western Australia/ Perth - Myer Kewdale RDC

2. FOB / Origin Charges

Suppliers operating on FOB terms are responsible for Origin charges to be paid directly to the Freight Forwarder.

Origin charges are based on the post scan pack m3 (CBM) of the order delivered by the supplier not the pre scan pack original order size. The cbm of post scan pack may increase by 1 -15% depending on the product type. As some of the makeup of origin charges are variable based on m3 this should be considered by Suppliers.

Pre Scan Pack CBM refers to the CBM the supplier delivers to the Hub.

Post Scan Pack CBM refers to the CBM once the Scan Pack has been completed to the Myer Stores. In most cases the Post Scan Pack CBM will be greater than the Pre Scan Pack CBM.

Origin Charges – today - valid until 1st Feb 2019

Charge Description: CFS	Unit	Shenzhen (in CNY)	Shanghai (in CNY)	Qingdao (in CNY)
THC	PER CBM	40.00	30.00	45.00
Carrier Booking Fee	PER CBM		15.00	15.00
LCL Service Charge	PER CBM	170.00	70.00	65.00
Documentation Fee	PER BILL	125.00	125.00	125.00
Port Security Fee	PER CBM	1.00	1.00	1.00
Port Construction Charge	PER CBM	3.00		5.00
LCL Transfer	PER SHIPMENT			
Carrier Seal Fee	PER CBM	2.00	2.00	3.00
Customs Clearance Charge	PER BILL	350.00	125.00	160.00
Equipment Management Fee	PER CBM	3.00		
Equipment Interchange Receipt Fee	PER CBM	2.00		2.00
Pre-Manifest Charge	PER BILL			150.00
Port Charge	PER CBM			
VGM Fee	PER CBM	2.80	2.80	2.80
Forklift	PER SHIPMENT			
Labour Charge	PER SHIPMENT			
Forwarding Fees	PER BILL			
Total	PER CBM	223.80	120.80	138.80
Total	PER BILL	475.00	250.00	435.00

Charge Description: CFS	Unit	Singapore (in USD)	Hong Kong (in HKD)	Mumbai (in INR)
THC	PER CBM	12.00	86.00	850.00
Carrier Booking Fee	PER CBM			
LCL Service Charge	PER CBM	20.00	170.00	
Documentation Fee	PER BILL	40.00	135.00	750.00
Port Security Fee	PER CBM		3.00	
Port Construction Charge	PER CBM			
Handling Charge	PER BILL	40.00		500.00
Carrier BL	PER BILL	54.00		
LCL Transfer	PER SHIPMENT	50.00		
Carrier Seal Fee	PER CBM		3.00	
Customs Clearance Charge	PER BILL	52.00		750.00
Equipment Management Fee	PER CBM			
Equipment Interchange Receipt Fee	PER CBM			
Pre-Manifest Charge	PER BILL			
Port Charge	PER CBM	1.20		
VGM Fee	PER BILL			200.00
VGM Fee	PER CBM	0.40	3.20	
Forklift	PER SHIPMENT	45.00		
Labour Charge	PER SHIPMENT	24.00		
Forwarding Fees	PER BILL			500.00
Total	PER CBM	33.60	265.20	
Total	PER BILL	255.00	135.00	

New Origin Charges – valid from 1st Feb 2019 onwards

Charge Description: CFS	Unit	Shenzhen (in CNY)	Shanghai (in CNY)	Qingdao (in CNY)
LCL Charge	PER CBM	119.00	102.00	99.00
Documentation Fee	PER BILL	125.00	125.00	125.00
Handling Charge	PER BILL	-	-	-
Carrier BL	PER BILL	-	-	-
LCL Transfer	PER SHIPMENT			-
Customs Clearance Charge	PER BILL	350.00	125.00	160.00
Pre-Manifest Charge	PER BILL	-	-	150.00
VGM Fee	PER BILL	-	-	
VGM Fee	PER CBM	2.80	2.80	2.80
Forklift	PER SHIPMENT	-	-	-
Labour Charge	PER SHIPMENT	-	-	-
Forwarding Fees	PER BILL			

Charge Description: CFS	Unit	Singapore (in USD)	Hong Kong (in HKD)	Mumbai (in INR)
LCL Charge	PER CBM	30.70	220.00	
Documentation Fee	PER BILL	40.00	135.00	
Handling Charge	PER BILL	40.00	-	
Carrier BL	PER BILL	54.00	-	
LCL Transfer	PER SHIPMENT	50.00	-	
Customs Clearance Charge	PER BILL	52.00	-	
Pre-Manifest Charge	PER BILL	-	-	
VGM Fee	PER BILL	-	-	
VGM Fee	PER CBM	0.40	3.20	
Forklift	PER SHIPMENT	45.00	-	
Labour Charge	PER SHIPMENT	24.00	-	
Forwarding Fees	PER BILL			

3. Freight Forwarder China and Hong Kong

Cargo Services Far East Limited

Head Office
Room 13018E, 13/F
ATL Logistics Centre B
Berth No.3
Kwai Chung Container
Terminals New Territories
Hong Kong

Key Contacts

Psyche Lung, General Manager	psychelung@cargofe.com	+852 2439 3901
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(Singapore Hub and
Mumbai Hub)

carolli@cargofe.com

+852 2439 3986

Kristy Hung,
Senior Account Executive
(Qingdao and Shenzhen
Hub)

kristyhung@cargofe.com

+852 2439 3830

Freight Forwarder India

Galaxy cargo Services
Paras Complex, Kolkhe
Village, Mumbai Goa Road,
Phata, Tal-Panvel, Mumbai

Freight Forwarder Bangladesh

ESACK BROTHERS IND. LTD.
HALISHARA, CHITTAGONG

Airfreight CFS Warehouse:
Allport Cargo Services (Air)
Ltd., House no. 21, Road no.
18, Sector no. 3, Uttara,
Jashim Uddin Road, Dhaka

Freight Forwarder Scan Pack Centres

Shanghai

Cargo Services (China) Limited
Shanghai Tian Hong Containers
Limited 1800 Wen Chun Road
Baoshan
Shanghai 201901, China

Shenzhen

Cargo Services (China) Limited
Yantian Port Logistics Park,
Export Bonded Warehouse,
Lot 19, Hinterland Area of Yantian Port,
Three Street Yong An,
Yantian District, Shenzhen, 518083,
China

Hong Kong

Independent Cargo Consolidators Ltd
Room 9008-9010E, 9016-9021E,
ATL Logistics Centre B, Berth 3,
Kwai Chung Container Terminals
Kwai Chung, N.T.,
Hong Kong

Qingdao

Smart International
Logistics Co., Ltd.
No.358, Longgangshan
Road Qingdao Economic
Development Area,
Qingdao, China

Singapore

Allport Cargo Services Logistics Pte Ltd
20 Gul way, #04-07
Singapore 629196

Mumbai, India

Galaxy cargo Services
Paras Complex, Kolkhe Village,
Mumbai Goa Road, Phata, Tal-Panvel,
Mumbai

Consolidation Centre (CFS) Address

Shanghai

Cargo Services (China) Limited
Shanghai Tian Hong Containers Limited
1800 Wen Chun Road, Baoshan
Shanghai 201901, China

Tianjin

Zhenhua Logistics Group
No.158 Jingmen Road, Xingang
Port, Tianjin, 300461, China

Ningbo

Jingang Middle Road 689#
BeiLun, Ningbo, China

Shenzhen

Cargo Services (China) Limited
Yantian Port Logistics Park,
Export Bonded Warehouse,
Lot 19, Hinterland Area of Yantian Port,
Three Street Yong An,
Yantian District, Shenzhen, 518083,
China

Qingdao

Smart International Logistics
Co., Ltd. No.358,
Longgangshan Road Qingdao
Economic Development Area,
Qingdao, China

Xiamen

Xiamen Xiangyu Singamas Container Co Ltd
Singamas Depot Office Bldg,
Xiangyu Free Zone,
Xiamen 361006, China

Hong Kong

Independent Cargo Consolidators Ltd Room 9008-9010E, 9016-9021E,
ATL Logistics Centre B, Berth 3, Kwai Chung Container Terminals Kwai Chung, N.T.,
Hong Kong

Bangladesh

ESACK BROTHERS IND. LTD
HALISHARA,CHITTAGONG

Airfreight CFS Warehouse:
Allport Cargo Services (Air) Ltd.,
House no. 21, Road no. 18, Sector no. 3,
Uttara, Jashim Uddin Road,Dhaka

Mumbai

Galaxy cargo Services
Paras Complex, Kolkhe Village,
Mumbai Goa Road, Phata, Tal-Panvel,
Mumbai

Singapore

Allport Cargo Services Logistics Pte Ltd
20 Gul way, #04-07
Singapore 629196

4. Export General Procedures

Please note that all booking confirmations for Myer PO's are to be made with Cargo Services.

Progress Checks

For all orders delivered directly to Myer scan pack centres, Cargo Services will check with suppliers 14 days prior to the 'not before date' as stipulated on the PO.

For other orders in Asia, Cargo Services will check with the supplier 21 days prior to the 'not before date', in respect of cargo readiness.

Cargo Bookings

Suppliers are to make bookings with Cargo Services 10 days before the 'Not Before Date' shown on the Myer PO.

All Booking Confirmations for Myer Purchase Orders are to be sent to Cargo Services central booking mailbox: MyerBooking@cargofe.com

Email subject should follow below format:

Any 1 PO Number/Port of Loading_Ship Mode/Single or Multiple (Orders to book)

China orders should indicate the CITY name as the POL

e.g. "MYER: 612345/Shanghai_Sea/Multiple"

e.g. "MYER: 712345/Hong Kong_Air/Single"

Overseas orders should indicate the COUNTRY name as the POL except Indian orders

e.g. "MYER: 812345/France_Air/Single"

Indian Orders should indicate both the COUNTRY and CITY name as the POL

e.g. "MYER: 912345/India Chennai_Sea/Single"

Vendors should indicate all PO numbers in the email contents if they are booking for multiple POs.

Supplier MUST use the Cargo Services Standard MYER Booking Form to make a booking with the Sea or Air Departments at each Origin.

For any bookings, the supplier must provide Cargo Services with the PO number, the style number, and the number of cartons per style to facilitate the planning for ScanPack.

All GOH orders should be made on a separate booking form. Shipments that are delivered earlier than 5 days before the 'Not Before Date' will not be accepted unless the supplier pays the appropriate storage charges to Cargo Services.

Deliveries with Quantity Variance

Where a supplier delivers an order in excess of Myer's tolerance level, i.e., **+/- 5%** (under 1,000pcs) or **+/-3%** (1,000pcs above) of item style / size / colour, Myer will either instruct Cargo Services to accept the order or reject

it.

If the order is rejected, the supplier is responsible for the pick-up of the order within 14 days of notification by Cargo Services.

Where Final Shipment Quantity is Different from Original Booking

Where the final shipment quantity is different from the original booking confirmation, a revised booking confirmation must be made as soon as the final shipment quantity is ascertained.

Cargo Service will revise the booking confirmation within 2 hours of receiving the final shipment quantity.

Goods on Hangers (GOH)

Suppliers are required to indicate whether the Myer PO they are delivering is to be delivered as GOH at the time of booking confirmation with Cargo Services.

If the supplier fails to do so, Myer will not accept the delivery and may instruct Cargo Services to reject the delivery.

Shanghai and Shenzhen suppliers should use separate Vendor Booking and Export Documentation for GOH orders.

FOB Shanghai, Shenzhen, Hong Kong, Qingdao and Singapore orders, suppliers shall deliver the GOH orders hung in truck. Any other deliveries shall pack in GOH hanging cartons to ensure garment conditions. Please get MYER's written confirmation if you cannot comply with these delivery requirements.

Late Cargo Delivery and Document Submissions Penalties

In the event of delays on either the cargo or the document, the supplier MUST inform Cargo Services. Cargo Services will then re-arrange the flight booking or sea schedule accordingly upon receipt of this notification and confirmation with MYER.

For all Late Cargo Delivery and document submissions, a penalty will be

imposed. (For details of applicable penalties, please contact Cargo Services).

The late cargo delivery and document submission penalty is to be settled at the time the Forwarder's Cargo Receipt (FCR) or House Air Waybill (HAWB) is issued by Cargo Services. This is done within 2 business days of collection of all the necessary documents from suppliers.

- Suppliers who provide CoO's after **4 days from the last port ETD** will incur a penalty of USD150.

5. Purchase of Garment Hangers

Suppliers are required to place hanger orders from the below Hanger supplier unless they can provide their own hangers. All costs involved are to be built in to the FOB cost and this Hang wear charge must be identified on the commercial invoice as well as the hanger code.

TIC Group (Asia) Ltd - Hong Kong Office U Unit 3,5,6 and 7, 29/F Saxon Tower, 7 Cheung Shun Street, Lai Chi Kok, KOWLOON, HONG KONG Telephone : +852 2148 3685 Facsimile Number : +852 2148 3085 Email : hangers@ticgroup.com.hk Web : www.ticgroup.com.hk	TIC Group (Asia) Ltd - Shanghai Office Unit 1809 - 1810, 18th Floor, Pidemco Tower No. 318 Fuzhou Lu, Shanghai, 200001 CHINA Telephone : +86 21 6391 3328 Facsimile Number : +86 21 6391 3110 Email : hangers@ticgroup.com.cn Web : www.ticgroup.com.cn
Payment Pre Delivery or Trading Terms 30 days net from date of invoice. There is a 3 carton minimum order to ensure FIS delivery. All invoices will be issued in US\$ currency.	Payment Pre Delivery or Trading Terms 30 days net from date of invoice. There is a 3 carton minimum order to ensure FIS delivery. All invoices will be issued in US\$ currency.

6. Export Procedures for Shanghai Hub

Shanghai Delivery Hours

Monday to Friday 0800 – 1800 hrs (except official public holidays)

For any order deliveries outside of the above hours, prior arrangement must be made with Cargo Services one day in advance.

Please note that additional charges apply for deliveries made outside the normal delivery hours as indicated above. (For details of applicable charges / rates contact Cargo Services).

All MSAL suppliers need to provide & update the SRA (Shipment Release Authorization) approval to Cargo Services prior to NBD.

Delivery Guidelines

After the final shipment quantity has been ascertained, the supplier must make booking confirmations with Cargo Services prior to the 'not before date' as stated in the Myer PO.

Cargo Services shall provide the booking confirmation with 'portsplit data' to the supplier. This will be done within 2 hours of receiving the booking (if the booking is completed during normal business hours).

Four sets of ECDs (Export Customs Documents - depends on the PO Destination Ports) according to the 'portsplit data' provided by Cargo Services must be sent to Cargo Services Sea or Air Department respectively no later than the day of cargo delivery.

All cartons MUST be packed and marked according to Myer's packing requirement.

Carton sizes recommended and preferred by Myer are as follows;

Option 1

- 55cm x 39cm x 12cm

Option 2

- 55cm x 39cm x 24cm

Option 3

- 55cm x 39cm x 36cm

To assist in processing, the supplier needs to provide the booking confirmation and Packing List on delivery of cargo to the hub.

Tianhong shall issue a dock receipt to the trucker of all Myer suppliers at the time of cargo receipt confirming the quantity and condition of cartons received.

Whether an order is to be transported by sea or by air, Cargo Services shall issue an invoice for all local charges, including 'late document penalty' if applicable. Where applicable, a credit for the charges of the four sets of Export Customs Documents and CIC will be given.

Any variance in the quantity of 'pieces' of cargo after scan pack operations will be reconciled between the Myer suppliers and Cargo Services.

When Myer has not Finalised Port Split Data at Time of Booking Confirmation

In the event that Myer does not have the 'portsplit data' finalised at time of booking confirmation, Cargo Services shall release a booking confirmation to the supplier without 'portsplit data'.

Suppliers are still required to make delivery of the order to Tianhong within relevant delivery window as stipulated in the Myer PO.

As soon as the 'portsplit data' becomes available, Cargo Services shall provide the supplier with this information to enable them to prepare the four required sets of Export Customs documents.

If the 'portsplit data' is not provided to supplier at the time of original booking confirmation, suppliers must provide four sets of ECD's to Cargo Services upon notification of the 'port split' data subject to:

- 3 business days where CIC is applicable
- 5 business days where shipment requires CIC

In the event that portsplit quantities provided to the suppliers by Cargo Services for the application of CIC renders a part or all of the CIC invalid, Myer will be responsible for the cost of applying for new sets of CIC.

Export Documentation

It should be noted that Myer orders are normally split into four ports in Australia, therefore four sets of original ECD's are required.

The quantity stated on each set of Export Customs documents is based on the 'portsplit data' provided by Cargo Services at the time of booking confirmation or revised booking confirmation.

Suppliers are required to submit to Cargo Services the following documents, based on the 'portsplit data' in the booking confirmation provided by Cargo Services.

- Commercial invoice (Refer to Section14)
- Packing list (detailing the contents and quantity of each carton)
- Four sets of Export Customs papers and Customs Clearance Authorisation forms and other necessary documents to facilitate the export process (subject to local instructions)
- Master CIC / CIC if applicable
- Fumigation Certificate for AQIS orders if applicable
- Packing Declaration if applicable
- COO – certificate of origin x 4

7. Export Procedures for Shenzhen Hub

All cartons MUST be packed and marked according to Myer's packing requirement. (Refer to Section 12).

The following documents required when the vendor delivers cargo to the hub. (Subject to local instructions).

- Booking confirmation released by Cargo Services
- Shipment Release Authorisation
- CIC if applicable
- Invoice
- Packing List
- Fumigation Certificate for AQIS orders if applicable
- COO – certificate of origin x 4

The following documents and procedures are required when the vendor submits for Customs Clearance in destination.

Vendors should submit documents within 4 days after vessel departure

- Commercial invoice (Refer to Section 14)
- Packing List
- Fumigation Certificate for AQIS orders if applicable
- Packing Declaration if applicable

Supplier to contact Cargo Services directly for all Local Charges.

8. Export Procedures for Hong Kong Hub

All cartons MUST be packed and marked according to Myer's packing requirement. (Refer to Section 12)

The following document required when the vendor delivers cargo to the hub. (Subject to local instructions)

- Booking Confirmation released by Cargo Service (Sea)
- Shipment Release Authorization
- Packing List

Documents that the vendor submits for Export Customs clearance in destination are as follows;

- Commercial invoice (refer to Section 14)
- Packing List
- Fumigation Certificate for AQIS orders if applicable
- Packing Declaration if applicable
- COO – certificate of origin x 4

Supplier to contact Cargo Services directly for all Local Charges.

All POs from North America, North-East Asia and the Philippines are to be shipped to Hong Kong for ScanPack and subsequent consolidation to MYER.

Italy and U.K. orders which have to depart by LCL services need to be shipped to Hong Kong for ScanPack via the weekly groupage services of Cargo Services from these 2 origins. Shipments (origins not listed above) are subject to Cargo Services final arrangement.

9. Export Procedures Mumbai Hub

Myer has set up an India Mumbai Hub/ Scan Pack centre for FOB Mumbai & Delhi POs only.

The Scan Pack export documentation process for all other cargoes ex Mumbai is:

Myer to send allocations to Cargo Services/Galaxy Cargo Services via LIMA 11 days prior to the NBD of POs;

Galaxy Cargo Services to work out the quantity of the PO by discharge port breakdown in Australia, based on the allocations received;

Suppliers are to make Bookings with Galaxy Cargo Services 10 days prior to the NBD of POs;

Galaxy Cargo Services to stipulate port breakdown quantity on booking confirmations to Suppliers;

Galaxy Cargo Services to send to Suppliers at the time of Booking Confirmations a proforma GST invoice (highlighting no carton quantity needs to appear on the GST invoice) and packing list (highlighting that the number of cartons is to be left blank);

Supplier to make out four sets of GST invoices and packing lists according to the port

Break down quantity per PO and in accordance with the proforma GST invoice and packing list;
Supplier to deliver order to the ScanPack Centre of Galaxy Cargo Services, together with the four sets of GST invoices and packing lists;

Supplier may consider using the export Customs clearance services of Galaxy Cargo Services at competitive charges;

Galaxy Cargo Services to charge Myer for 3 sets out of 4 of export Customs clearances for the shipments and the Supplier 1 set;

Any shortfall of goods for any POs may be handled by the following option;

Galaxy Cargo Services to advise shipper of the actual quantity of exports to any of the port breakdown for the shipper to submit revised GST invoice(s)/packing list(s)

10. Export Procedures for locations outside of China & Hong Kong

Singapore is the hub for all cargo shipped from Europe, Italy (FCL), UK (FCL), USA, and South East Asian countries. (Exclusive of Philippines).

A supplier who is shipping under FOB contract term from European ports, UK, Italy (FCL) USA, Thailand, Vietnam, Malaysia, Indonesia, or from any other ports other than China is required to book their shipment with a Cargo Services branch office or Agent in the country of origin (refer to Section 2 for contact details).

Shipments (origins not listed above) are subject to Cargo Services final arrangement.

All cartons MUST be packed and marked according to Myer's packing requirement. (Refer to Section 12).

Documents required when vendor delivers cargo to the hub.

(Subject to Local Instructions)

- Booking confirmation released by Cargo Services
- Shipment Release Authorization
- Suppliers Documents that the vendor submits for Export Customs clearance in destination
- Commercial invoice (refer to Section 14)
- Packing List
- Fumigation Certificate for AQIS orders if applicable

- Packing Declaration if applicable

Supplier to contact Cargo Services directly for all Local Charges.

Bangladeshi suppliers please refer to section 13 to submit the **Manufacturer declaration**.

11. Goods Requiring Fumigation

All manufactured articles with contents of wood, rattan, willow, bamboo and other agricultural products and duck or goose down have to be accompanied by valid Fumigation Certificates for their importation into Australia, unless the manufacturer is afforded a Low Risk Wood Articles (LRWA) status by AQIS which is valid for two years. A copy of the supplier's LRWA **must** be submitted at the time of booking. For vendors who do not have the approved LRWA status, a valid Fumigation Certificate must accompany the goods at the time of delivery to the Myer freight forwarder.

If granted, this LRWA status is typically valid for two years. Suppliers who have been granted this status have to submit a copy of the approved LRWA to Cargo Services, who will verify this with AQIS.

The Fumigation Certificate for all products must clearly state the following:

- This cargo has been fumigated using Methyl Bromide (CH₃Br)
- Date of fumigation
- Dosage rate 48mg/m³
- Duration of fumigation 24 hours at 21 degrees Celsius

- Consignment was fumigated prior to any application of impervious coatings or surfaces that may prevent effective fumigation.
- Goods were fumigated prior to wrapping with plastic or plastic has been slashed or punctured prior to fumigation.

The Fumigation Certificate for all products with bamboo content must clearly state the following:

- All goods have been fumigated prior to wrapping / packaging
- All goods have not been coated with a lacquer
- All goods are not green or fresh
- All goods are packaged in clean new packaging

For suppliers who are based in China, fumigation can only be carried out by the 'Entry- Exit' Inspection and Quarantine Bureau of the People's Republic of China (CIQSA), and a Fumigation Certificate issued by them.

For suppliers in other countries, fumigation can be carried out by any of the organisations listed in the 'Offshore Methyl Bromide Treatment Providers List' found at the following website:

<http://www.agriculture.gov.au/import/before/prepare/treatment-outside-australia/afas/providers>

The Fumigation Certificate must refer to the Myer PO, the Commercial Invoice Number and details of the product and the correct quantities.

The total quantity of the shipments after the port split must not exceed the quantity shown on the Fumigation Certificate.

The 21 day rule no longer applies & has now been extended to 6 months.

For Customs & Quarantine clearance we now require a storage declaration accompanying the fumigation certificate for all fumigated shipments.

Below are the required statements from Manufacturers or Suppliers;

Manufacturer's declaration OR Supplier's declaration

To demonstrate compliance with this requirement you must present the following on a **Manufacturer's declaration** or **Supplier's declaration**:

"The <<insert product name/description>> has been stored in an appropriate way to minimise the risk of infestation or contamination by pests of biosecurity concern between the date that the goods *were treated/*entered the facility, and when the goods *were exported/*left the facility."

*use applicable phrase

Exporter's declaration

You must present the following on an **Exporter's declaration**:

"The <<insert product name/description>> were stored after treatment at the following locations in an appropriate way to minimise the risk of infestation or contamination by pests of biosecurity concern:

<<list the following information about each product line: country of origin, the storage locations (address) and the dates the items were at each specific location>>

The goods arrived in the country of export free of biosecurity concern and were stored at <<insert last point of storage location>> in an appropriate way that prevented infestation or contamination."

Declarations need to be on a Manufacturers or Suppliers letterhead, signed & dated.

In summary Timber and Timber products fumigated now require the following documents for clearance;

- **Fumigation Certificate** - as per normal but can be performed within 6 months of shipping/ containerization;
- **Storage Declaration** - as detailed above

12. Source Tagging

Myer requires Radio Frequency (RF) Electronic Article Surveillance (EAS) to be applied to designated merchandise at the supplier's warehouse / premises prior to being delivered to Myer's freight forwarder.

One of two forms of source tagging is to be attached to designated products:

- **Soft Tags**: - are stickers that can be placed onto swing tags and packaging, or may be incorporated into swing tags and packaging. These are single

use items that are permanently deactivated when passed through the deactivation zone at registers.

- Hard Tags: - are solid devices that are attached to merchandise by pins or by cables / lanyards. These have traditionally been multiple use items that are not deactivated if passed through the deactivation zone at registers.

In some circumstances it may not be feasible for certain products to have an EAS device attached to it (e.g., candles, pencils), whilst other items may be too large to represent a risk of theft, (e.g., white goods, furniture). In other cases, the cost of the hard tag EAS devices may be prohibitive, or might cause a secondary risk of damage to the merchandise, in which case the soft tag EAS alternative would be the best option.

The application of either EAS device is therefore determined based on the risk profile of that particular product. Buyers / product developers will advise the supplier to apply a hard tag to the product. All apparel and accessories with a retail value exceeding \$99.95 will need to be hard tagged by supplier, the buyer may also request in some circumstances for the supplier to apply the tag at a retail value less than \$99.95.

Designated Supplier Myer EAS Devices

Myer's designated supplier of **all hard and soft** tag EAS devices is **Checkpoint**. Checkpoint is Myer's preferred supplier of barcode printing of soft tag EAS devices and will be used exclusively to provide barcode printed EAS devices for Myer's private brands where Myer sources products directly from overseas. All other suppliers are encouraged to obtain devices and printing from Checkpoint to take advantage of prices negotiated by Myer.

Every soft tag (also named as price ticket with bar-coding) must be visible to each individual package to enable scanpack in MYER Origin DCs. Any non-compliance case will be billed the re-handling fee at supplier's cost.

Checkpoint's online ordering, order management and support tool is called 'Checknet'. Suppliers are required to download the Checknet user guide and register with Checknet via:

www.checknet-worldwide.com

Please note that you will need your 7 digit Myer Sap number to register on this website.

Contacts for Checkpoint

AUST SALES & SERVICE

Sharon Matthews

Office + 613 9262 8124

Mobile +61 405 552 968|

E : sharon.matthews@checkpt.com

HK CUSTOMER SERVICE

Pete Cheung

Tel. +852 2995 8221

E : Pete.Cheung@checkpt.com

HK SALES

Bobo Lau

Tel. +852 2995 8346

Bobo.Lau@checkpt.com

Obtaining Price / Barcode Printed EAS Soft Tags

Data will be extracted from Myer's merchandise system and uploaded to create ticket orders on Checkpoint's on-line ordering and tracking system, Checknet. Suppliers will need to access Checknet to release the printed tickets, and to make sure that the factory address and billing details are correct. Suppliers will need to register with Checkpoint prior to gaining access to Checknet. Failure to do so may delay production and delivery of tickets, and may result in ticket re-prints at the supplier's cost.

Hardware Required by Suppliers

It is recommended that suppliers obtain the following equipment to enable them to meet Myer's source tagging requirements.

Thermal Transfer Printer

For suppliers wanting to print their own RF stickers, they must use certified thermal printers. Recommended brands include (NB: preferred brands are **bold** text).

- | | | |
|-----------------|-------------------------------|----------------------------------|
| • Astro-Med Inc | • Axihom Cognitive Solutions | • Datamax |
| • Eltron | • Internec Technologies Group | • Monarch |
| • Novexx | • Paxar | • Sato |
| • Soabar | • TEC | • Zebra Technologies Corp |

To determine suitability of other brands of thermal printers, please contact David Murrihy at Checkpoint Aust.

Hard Tag Pin Removal Device

It is recommended that a hard tag pin removal device be obtained for each of the factories in which merchandise will be tagged. Pin removal will only be necessary under unusual circumstances (e.g., if goods require re-processing). Unless factories are equipped with this device, they will be unable to remove the pins once goods are tagged.

It is also recommended that every office that receives and / or forwards samples obtain a pin removal device.

RF Verifier

To allow suppliers to check the activity of both soft and hard tags, it is recommended that each factory and office obtain an RF Verifier.

Please note: suppliers are to pay all cost associated with obtaining both hard and soft tags, with the costs being built back into the cost of goods.

For all other floor ready details please refer to the Floor Ready and Source Tagging documents on the Myer Supplier Website:

http://myersupplier.myer.com.au/web/supply_chain.shtml

13. Supplier Packing Requirements

Suppliers are to deliver apparel merchandise in solid size, solid colour, in poly bags in cartons to Myer's freight forwarder, unless otherwise negotiated with the buyer / product developer.

Hardgoods are to be delivered to the freight forwarder as per delivery instructions as negotiated between the supplier and Myer buyer / product developer.

Carton Marking

Myer requires that cartons be marked with the following information (including

'fragile' marking if required).

Shipping Marks

- Myer Pty Ltd
- Myer order number eg – 123456
- Class Group department number – eg 1234
- Made in _____
- Carton No. 1/Up

Side Marks

- Myer order number eg – 123456
- Class Group department number – eg 1234
- Style number
- Colour
- Size
- Unit / total
- Size / unit ratio (where applicable)
- Measurement
- Carton gross weight
- Carton net weight
-

Carton Specifications

Wherever possible, merchandise must be ordered in quantities whereby outer / shipper cartons, bags or bales etc., are limited in weight to a maximum of 12.5kg and within the following dimensions:

Product dimensions and weights will vary between the following parameters

	<i>Length</i>	<i>Width</i>	<i>Height</i>	<i>Weight</i>
<i>Minimum</i>	225mm	150mm	100mm	0.5kg
<i>Average</i>	400mm	300mm	250mm	13kg
<i>Maximum</i>	*1200mm	*550mm	550mm	23kg

NOTE: Restrictions on the *maximum* system conveyable cartons are as outlined below

Length	505mm	700mm	1000mm	1200mm
Width	505mm	480mm	450mm	400mm

As the cartons are required to travel around the sorter, certain dimensions

when combined together inhibit the productivity of the sorter and can stop it from running. The above dimensions show the maximum combinations of Length and Width that a carton can have without causing disruption to the sorter. For example, a carton that has a maximum length of 1000mm and a maximum width of 450mm will travel easily through the sorter. If the maximums were however changed to reflect Length 1000mm and Width 505mm, it would cause disruptions to the sorter. Heavy/Bulky Marking Standards outlined below must be complied with.

The suggested cardboard grade for issue and inner packs is grade '3C'. This is defined as a board having liners (outside covering) of approximately 240 grams per square metre and a medium (the inside corrugation or flute) of 117 g.s.m. The flute rate is 138 flutes per metre. Packaging should be made from materials, which enable a steady, non-slip grip. Packaging should be able to be opened with a box cutter.

Where possible, outer packages should be taped avoiding:

- Stapling or gluing of outer packages
- Taping out packages
- Plastic or metal bands around packages
- External strapping (only to be used where essential to add to stability of the carton or to attach the carton to a pallet or skid and with prior approval by Myer. Where **handles** are provided, the packaging design should meet the following requirements:
- There must be sufficient strength within the handles to move the load.
- There must be a minimum 100mm separation between sets of handles so

that there is adequate shoulder room for each person to take a position around the package as part of a team lift.

- The dimensions of the handles should allow for a minimum of 100mm L x 30mm H x 40mm D for each hand and should be set 412mm apart at their central point, which is sufficient width and form to enable a strong and pain free grip.
- Handles must be accessible when merchandised (e.g., should allow for easy access and clear grasp when placed on shelving).
- The packaging must provide for a balanced and stable load when lifted from the point of lift.
- When lifted using the handles, the package should not rise more than 750mm above the point at which the handle is held so that the line of sight is not blocked, and should not fall more than 800mm below the point at which the handle is held so that the package can be carried without being dragged on the ground.

Myer cargo must not be packed together with any cargo of a '**Dirty Nature**', in particular

- **HAZARDOUS CHEMICALS**
- **PIGMENTS OR DYES**
- **OILS**
- **ODOUR PERMEATING CARGOS (i.e., COFFEE OR SIMILAR)**

Heavy / Bulky Goods

As part of Myer's Occupational Health and Safety responsibilities, any packed item/s or outer cartons moved as individual units or on shelf ready packaging supplied to Myer that weighs in excess of 14kg or is of a bulky nature (0.13 cubic meters or greater in size, approximating measurements of 0.5m x 0.5m x 0.5m) must carry one of the Myer approved weight / bulky marking icons to minimise weight related workplace injuries and improve workplace safety.

Icon Examples



Bulky Icon – To be applied to packages and outer cartons (weighing up to 17kg) moved as individual units or on shelf ready packaging where the carton size is larger than 0.13 cubic metres, (or approx 50cm x 50cm x 50cm).

Handling items within this category: Proceed with caution. The use of a two-person lift or a mechanical aid is to be CONSIDERED.



Heavy Weight Icon – To be applied to packages and outer cartons moved as individual units or on shelf ready packaging in the 17kg up to 35kg category. Handling items within this category: Proceed with caution. The use of a two person lift or a suitable mechanical aid is to be CONSIDERED.



Very Heavy Weight Icon – To be applied to packages and outer cartons moved as individual units or on shelf ready packaging in the 36kg up to 50kg category. Handling items within this category: Warning. The use of a team lift or a suitable mechanical aid is ADVISED.



Extremely Heavy Weight Icon – To be applied to packages and outer cartons moved as individual units or on shelf ready packaging in the 51kg and above category.

Handling items within this category: Danger. A suitable mechanical aid is REQUIRED to lift items marked with this weight warning.

Icon Specifications

Icon Location	<p>Size and weight icon must be included and visible on the product packaging when the item is stored and merchandised. Icons can be printed directly onto the outer shipping carton or product packaging. If this is not possible place the icon on the outer carton or packaging using a sticker or swing ticket.</p> <p>Icons must be placed on at least two opposing sides of the package, with one of the icons positioned within 10cm of the gross weight information so employees can assess the risk of moving the load. Size and weight icons should be placed in a clear position on the package:</p> <ul style="list-style-type: none"> • Do not bend labels over the edges of packages • Do not place labels over seams, closures or sealing tape • Do not place labels over barcodes or unique identifiers
Icon Application	<p>The icon can be a black and white sticker or incorporated into the packaging design as pre-print. If black text does not provide a contrast to the package, an alternative colour may be used in line with the size and weight icon specifications provided in the document. The icon can be used in a swing ticket version for non-boxed products with the product barcode sticker on the back of the ticket.</p>
Size	<p>Black and white size and weight icons can be printed in 3 sizes.</p> <ol style="list-style-type: none"> 50 x 45mm 80 x 70mm – to be used on packaging or cartons with sides of the box being less than 300mm depth 110 x 95mm to be used on packaging or cartons with sides greater than 300mm depth. <p>Where the size and weight warning icon is incorporated as part of the packaging design, the icon should be no less than 50 x 45mm and no more than 110 x 95mm.</p>

Colours	To minimise cost of label production, the icons will be printed in black and white. On single or 2 colour pack designs, the Weight Icons can be pre-printed in one colour only onto the outer shipping carton or packaging providing it is a contrasting colour to the product information and can be clearly differentiated by the customer. E.g., on two colour jobs, use the brightest colour to print the size and weight icons.
Icon Ordering	<p>Pre-printed size and weight icons can be ordered from Hang Shing Label Printing Product Company Limited Phone 852 2754 1518</p> <p>Fax 852 2754 1613</p> <p>www.hslabel.com</p> <p>Note: This supplier is not mandatory.</p>

14. Supplier Payments

Unless handled by Myer's designated agents, international payments to suppliers are managed by Myer Merchandise Services – ISC.

In order for a supplier payment to be made, a 'Vendor Registration / Maintenance Form – Merchandise' must be completed with the correct banking details. The buyer / product developer will provide this and other relevant paperwork during negotiations.

As well as this document being completed and returned to Myer, the following documentation must be provided and validated for payment to occur:

- 1 copy of Commercial Invoice (Please see point 15 for further details)
- 1 copy of Packing List
- 1 copy of Forwarder's Cargo Receipt (FCR)
-

This documentation should be scanned and emailed to:

Merchandise.servicesISC@myer.com.au

Please note, this email address is not case sensitive and should state in the subject heading : **Myer Purchase Order <insert order number/s>**

15. Supplier Commercial Invoice

Billing Address

Myer Pty Ltd

Merchandise Services - ISC

Level 7

800 Collins Street

Victoria Harbour, VIC 3008

Australia

Additional information of the composition details is also required on the commercial invoice to assist with the Customs clearance of the goods arriving into Australia.

Below are the following details.

COMMERCIAL INVOICE MANDATORY REQUIREMENTS (EXAMPLE)

******Commercial Invoices must be generated properly by suppliers (not in Excel) and be the invoice that MYER is paying******

****** Any supplier found not complying to the below mandatory layout will result in an invoice payment delay ******

**** TEXTILES ****

Product Description must follow the following format at all times.

Example:

Type of the Garment: Dress, Top, Pants, Pyjama etc.

Materials/ Composition: 50% Modal – 45% Cotton – 5% Elastane

Gender: Male or Female

Construction: Knitted or Woven

Leather: Type?

Please note: Wallets, Purses and Scarves require suppliers to outline the size of the item.

When a product is made of more than one composition material. It is essential to know all composition material as it could directly affect the tariff classification and any possible duty concession. Therefore, it could affect the amount of duty is paid.

Mandatory Layout

- ☐ Supplier Header including all contact details
 - ☐ Buyer/Bill to: i.e. Myer PTY LTD (please do not use MYER as consignee on the invoices as it does not explicitly confirms the buying party on sales transactions unless the buyer is also stipulated as MYER)
 - ☐ Invoice Number
 - ☐ Buying Terms (Incoterm) – FOB, EXW
 - ☐ Full Product Description – as above in red
 - ☐ Total Quantity, Unit Prices, Currency and Total Invoice Amount
 - ☐ PO Number
 - ☐ Item Number
 - ☐ Country of Origin
 - ☐ Rebates and Discounts if any
-

****FURNITURE****

Product Description must follow the following format at all times.

Example: Description: ie Outdoor Table

Materials / Composition: Aluminum, Wood (solid wood or MDF/HDF), Plastic, Metal, and Plant/Synthetic

If item is made of or consists of reconstituted wood (MDF, HDF, LDF) it is necessary that commercial invoices indicate these terms in the descriptions in order to distinguish them from quarantine risk materials.

When a product is made of more than one composition material. It is essential to know all composition material as it could directly affect the tariff classification and any possible duty concession. Therefore, it could affect the amount of duty is paid.

Mandatory Layout

- ☐ Supplier Header including all contact details
- ☐ Buyer/Bill to: i.e. Myer PTY LTD (please do not use MYER as consignee on the invoices as it does not explicitly confirms the buying party on sales transactions unless the buyer is also stipulated as MYER)
- ☐ Invoice Number
- ☐ Buying Terms (Incoterm) – FOB, EXW
- ☐ Full Product Description – as above in red
- ☐ Total Quantity, Unit Prices, Currency and Total Invoice Amount
- ☐ PO Number
- ☐ Item Number
- ☐ High resolution scanned copy with watermarks evident Fumigation /Treatment Certificate – complete, and/or
- ☐ Manufacturers Declaration (if no wood to state what materials is used especially when using wording like “PVC wicker/rattan etc)
- ☐ Country of Origin
- ☐ Rebates and Discounts if any
- ☐ Storage Declaration is require for any wooden article with fumigation certificate

****TOYS **GAMES**SPORT ARTICLES****

Goods (for each article on the Invoice)

Product Description must follow the following format at all times.

Example: Description: Detailed Product Description (If set a short brief of what the components are) – ***what does it do?***

Function: Battery operated, power – watts/ voltage (if applicable), Ride-On, Puzzles, Musical Instrument, Incorporating a motor, etc

The function of a product becomes essential where the item is either a machine or a tool, or similar product, which its “type” does give sufficient information about its function. Examples of such products include; “plastic toy”, a “game toy”, or any other product which are known by names other than their actual type. For example toy suppliers produce thousands of products that are known by other terms. Therefore, if a plastic toy is a kind of weapon, or it does an electronic function such as producing sound or music etc. then such function needs to be regarded in the product description.

Materials / Composition: Metal, Wood, Plastic

If there are any plush toys please advise the “filling material” as well.

If item is made of or consists of reconstituted wood (MDF, HDF, LDF) it is necessary that commercial invoices indicate these terms in the descriptions in order to distinguish them from quarantine risk materials.

When a product is made of more than one composition material. It is essential to know all composition material as it could directly affect the tariff classification and any possible duty concession. Therefore, it could affect the amount of duty is paid.

Mandatory Layout

- ☐ Supplier Header including all contact details
- ☐ Buyer/Bill to: i.e. Myer PTY LTD (please do not use MYER as consignee on the invoices as it does not explicitly confirms the buying party on sales transactions unless the buyer is also stipulated as MYER)
- ☐ Invoice Number
- ☐ Buying Terms (Incoterm) – FOB, EXW
- ☐ Full Product Description – as above in red
- ☐ Total Quantity, Unit Prices, Currency and Total Invoice Amount
- ☐ PO Number
- ☐ Item Number
- ☐ High resolution scanned copy with watermarks evident Fumigation /Treatment Certificate – complete, and/or
- ☐ Manufacturers Declaration (if no wood to state what materials is used especially when using wording like “PVC wicker/rattan etc)
- ☐ Lead Cadmium Level – if applicable to product
- ☐ Country of Origin
- ☐ Rebates and Discounts if any
- ☐ Storage Declaration is require for any wooden article with fumigation certificate

****HOMEWARES****

Goods (for each article on the Invoice)

Product Description must follow the following format at all times.

Example: Description: Detailed Product Description (If set a short brief of what the components are)

Materials / Composition: Polyester / Cotton / Feathers (percentage if mixed), cushion/ pillow require to state the filling material – please refer to below;

- **Plastic Products:** Type of product with full description and Type of plastic (propylene, polyethylene, melamine etc)
- **Products of Ceramic, earth ware, porcelain:** Type of product with full description and the type of porcelain or ceramic. *Please note: If the composition material is “Bone China” it must be stated on the invoice.*
- **Iron or Steel Products:** Type of product with full description and full composition material (eg. Stainless Steel, Cast Iron, Carbon Steel, enamelled, Coated (type of coating))
- **Function:** Battery operated, power – watts/ voltage (if applicable)

Generic composition material for certain products **MUST NOT** be used. For example textile, metal, non-wooden, and etc. In this case these should be states as; metal tableware, metal pot, metal imitation jewellery, and etc.

If item is made of or consists of reconstituted wood (MDF, HDF, LDF) it is necessary that commercial invoices indicate these terms in the descriptions in order to distinguish them from quarantine risk materials.

When a product is made of more than one composition material. It is essential to know all composition material as it could directly affect the tariff classification and any possible duty concession. Therefore, it could affect the amount of duty is paid.

Mandatory Layout

- ☐ Supplier Header including all contact details
- ☐ Buyer/Bill to: i.e. Myer PTY LTD (please do not use MYER as consignee on the invoices as it does not explicitly confirms the buying party on sales transactions unless the buyer is also stipulated as MYER)
- ☐ Invoice Number
- ☐ Buying Terms (Incoterm) – FOB, EXW
- ☐ Full Product Description – as above in red
- ☐ Total Quantity, Unit Prices, Currency and Total Invoice Amount
- ☐ PO Number
- ☐ Item Number
- ☐ High resolution scanned copy with watermarks evident Fumigation /Treatment Certificate – complete, and/or
- ☐ Manufacturers Declaration (if no wood to state what materials is used especially when using wording like “PVC wicker/rattan etc)
- ☐ Country of Origin
- ☐ Rebates and Discounts if any
- ☐ Product must comply with acceptable lead and cadmium level as listed on Customs (Prohibited Import) Regulation 1956 schedule 7 – No documentation is require

Customs (Prohibited Import) Regulation 1956 schedule 7

Item	Description of Article	Method of testing	Amount of lead per volume of solution	Amount of cadmium per volume of solution
			milligrams per litre	milligrams per litre
1	Cup, mug, jug, jar, bowl, teapot, coffee pot or other article of tableware (other than an article referred to in Item 3) having a liquid capacity of less than 1100 millilitres.	Method specified and described in paragraph 4 (other than subparagraph 4.1) of Part 1 of British Standard 4860 published on 31 October 1972.	7.0	0.7
2	Cup, mug, jug, jar, bowl, teapot, coffee pot or other article of tableware (other than an article referred to in Item 3) having a liquid capacity equal to or in excess of 1100 millilitres.	Method specified and described in paragraph 4 (other than subparagraph 4.1) of Part 1 of British Standard 4860 published on 31 October 1972.	2.0	0.2
3	Plate (including soup plate or dessert plate), saucer, or similar article of tableware.	Method specified and described in paragraph 4 (other than subparagraph 4.1) of Part 1 of British Standard 4860 published on 31 October 1972.	20.0	2.0
4	Any article of cooking ware.	Method specified and described in paragraph 4 (other than subparagraph 4.1) of Part 2 of British Standard 4860 published on 31 October 1972.	7.0	0.7

****FOOTWEAR****

Product Description must follow the following format at all times.

Example: Description: Men's/Women/children/ shoes/sandals/boots (covering or not covering the ankle) / sport shoes / thongs /slipper (what kind of shoes is that one)

Materials / Composition: Upper composition and lower/Sole composition (for example: Leather Upper / Rubber Sole)

If leather is used please state the type of leather.

If item is made of or consists of reconstituted wood (MDF, HDF, LDF) it is necessary that commercial invoices indicate these terms in the descriptions in order to distinguish them from quarantine risk materials.

When a product is made of more than one composition material. It is essential to know all composition material as it could directly affect the tariff classification and any possible duty concession. Therefore, it could affect the amount of duty is paid.

Mandatory Layout

- ☐ Supplier Header including all contact details
 - ☐ Buyer/Bill to: i.e. Myer PTY LTD (please do not use MYER as consignee on the invoices as it does not explicitly confirms the buying party on sales transactions unless the buyer is also stipulated as MYER)
 - ☐ Invoice Number
 - ☐ Buying Terms (Incoterm) – FOB, EXW
 - ☐ Full Product Description – as above in red
 - ☐ Total Quantity, Unit Prices, Currency and Total Invoice Amount
 - ☐ PO Number
 - ☐ Item Number
 - ☐ High resolution scanned copy with watermarks evident Fumigation /Treatment Certificate – if applicable (wooden components)
 - ☐ Manufacturers Declaration only if leather of like CITES species (snake, crocs, etc)
 - ☐ Country of origin
 - ☐ Rebates and Discounts if any
 - ☐ Storage Declaration is require for any wooden article with fumigation certificate
-

16. Free Trade Agreements for Australia

Australia currently has Free Trade Agreements (FTA) in place with barriers lifted to encourage more trade between partner countries.

Any commodities coming from the below countries could be a trigger to the possible preferential duty rate, but at the same time may not necessarily be subject to a lower rate. This all depends on the type of good and classification it falls under.

- **China (CHAFTA)**
- **New Zealand (ANZCERTA & ASEAN)**
- **Brunei (ASEAN)**
- **Myanmar (Burma), (ASEAN)**
- **Malaysia, (ASEAN)**
- **Philippines, (ASEAN)**
- **Singapore, (ASEAN)**
- **Thailand (ASEAN) (TAFTA)**
- **Vietnam. (ASEAN)**
- **Cambodia (ASEAN)**
- **Laos (ASEAN)**
- **Indonesia (ASEAN)**
- **Chile (ACI-FTA)**
- **Singapore (SAFTA) (ASEAN)**
- **United States**
- **Canada (CANATA)**
- **Forum Islands (including Fiji)**

Please check with [Ismail Kirim](#) if duty free status applies to your product and for more information.

Duty Free status can be applied only with a valid Free Trade Agreements declaration or Certificate of Origin.

CHINA ORIGINATED GOODS (CHAFTA)

The ChAFTA (CHINA - AUSTRALIA FREE TRADE AGREEMENT) entered in to force on 20 December 2015.

This means that shipments coming into Australia from China may be entitled to a reduction or an elimination of import duty from 20 December 2015 onwards.

Suppliers are required to provide 4 x CoOs, as Myer allocates to 4 DCs in Australia.

Cargo Services will provide port split data at the time of where allocations are in the system as well as issue FCRs in a timely manner to assist Suppliers with CoO applications.

CoOs must be provided to Cargo Services in a timely manner - by 4 days from last ports ETD

If the Suppliers choose to apply for CoOs in person at the CIQ office, CoOs will be free of charge.

Suppliers will need to apply to '*AQSIQ (General Administration of Quality Supervision, Inspection and Quarantine) where the actual certificates will be issued by provincial Entry-Exit Inspection and Quarantine Bureaus, which are administered by AQSIQ; and the China Council for the Promotion of International Trade*'.

These Certificates of Origin need to be applied for before goods depart.

This Certificate of Origin is required to be accompanying with the commercial documents **at all times.**

Cargo Services and MSAL are aware of this and will do their bit to manage suppliers.

If you have any questions please don't hesitate to contact Ismail Kirim
(Ismail.kirim@myer.com.au)

**ANNEX 3-A
CERTIFICATE OF ORIGIN**

(SAMPLE ONLY- ORIGINALS TO BE SUPPLIED BY AUTHORISED BODIES)

1. Exporter's name, address and country:			Certificate No.: CERTIFICATE OF ORIGIN Form for China-Australia Free Trade Agreement Issued in: _____			
2. Producer's name and address (if known):						
3. Importer's name, address and country (if known):			For official use only:			
4. Means of transport and route (if known) Departure date: Vessel/Flight/Train/Vehicle No.: Port of loading: Port of discharge:			5. Remarks:			
6. Item number (max. 20)	7. Marks and numbers on packages (optional)	8. Number and kind of packages; description of goods	9. HS code (6-digit code)	10. Origin criterion	11. Gross or net weight or other quantity (e.g. Quantity Unit, litres, m ³ .)	12. Invoice number and date
13. Declaration by the exporter or producer The undersigned hereby declares that the above-stated information is correct and that the goods exported to <div style="text-align: center;">_____</div> (Importing Party) comply with the origin requirements specified in the China-Australia Free Trade Agreement. <div style="text-align: center;">_____</div> Place, date and signature of authorised person			14. Certification On the basis of the control carried out, it is hereby certified that the information herein is correct and that the described goods comply with the origin requirements of the China-Australia Free Trade Agreement. <div style="text-align: center;">_____</div> Place, date, and signature and stamp of the Authorised Body Tel: _____ Fax: _____ Address: _____			

BANGLADESH ORIGINATED GOODS

Bangladesh is a growing market and the number of orders of Bangladeshi origin is on the increase.

Bangladesh is a Least Developing Country and goods originating from Bangladesh qualify for preferential customs duty rates where Australian Importer can take advantage of this - *duty free or lower duty rate depending on the commodity.*

In order for this to apply the **manufacturer** must supply the below declaration filled out for **manufactured goods** accordingly.

Note 1: The Manufacturer declaration needs to provide adequate information about the goods and its relevant commercial invoice in order to be able to link that to its relevant commercial documents.

Note 2: Please read below as a clarification for the statements on the declaration form.

Part (a): Mandatory

Part (b): Also mandatory

Part (c): If there is any country other than Least Developed and **Forum Island countries (the attached list)** which is included in the "expenditure of the factory cost on materials produced or manufactured" then part (c) become mandatory. Part (c) has been included in the declaration to ensure that NOT more than 25% of the expenditure of the factory cost on materials produced or manufactured is carried out outside the "Least Developed and Forum Island countries".

This declaration is required to be accompanying with the commercial documents **at all times.**

Alternatively, this declaration can be stated on the commercial invoice and in this case there is no need for the separate declaration.

NB: only if the commercial invoice is from the Bangladeshi manufacturer.

Cargo Services and MSAL are aware of this and will do their bit to manage suppliers.

If you have any questions please don't hesitate to contact Ismail Kirim
(Ismail.kirim@myer.com.au)

UN-MANUFACTURED RAW PRODUCTS

"I declare that the goods described below* are the un-manufactured raw products of (name of Least Developed Country)."

*Description of goods:

Item Nos	Marks and Numbers of packages	Quantity of goods	Description	Number and date of invoices
----------	-------------------------------	-------------------	-------------	-----------------------------

Signature:

Name:

Position in production business:

Name of production business:

Date:

MANUFACTURED GOODS

"I declare that:

- (a) the last process in the manufacture of the goods described below* was performed in (name of Least Developed Country); and
- (b) not less than 50% of their total factory cost is represented by the sum of the allowable expenditure of the factory on materials, labour and overheads and the cost of inner containers of (names of relevant Least Developed Countries, Developing Countries, Forum Island Countries and/or Australia); and

** (c) expenditure of the factory on materials produced or manufactured in (names of all relevant Developing Countries that are not Least Developed Countries) that has been included, in aggregate, in the allowable expenditure of the factory on materials does not exceed 25% of the total factory cost of the goods."

*Description of goods:

Item Nos	Marks and Numbers of packages	Quantity of goods	Description	Number and date of invoices
----------	-------------------------------	-------------------	-------------	-----------------------------

Signature:

Name:

Position in manufacturing business:

Name of manufacturing business:

Date:

* If the declaration is on the invoice for the goods, a reference in the body of the declaration to the invoice lines covered by the declaration is an acceptable alternative to completing the "Description of goods" table.

** Only include if a Developing Country that is not a Least Developed Country is cited in (b)

17. Australian Quarantine Import Permits

Certain products require an Import Permit to be imported into Australia, including but not limited to;

- **General biological products** - bark, straw etc
- **Food** - dairy/ eggs, meat etc

If an Import Permit is required, goods will not be permitted to be shipped from the Supplier until the Import Permit has been issued - please note this process can take 4 to 6 weeks

For goods requiring an Import Permit, Suppliers must ensure that all permit conditions are met before delivery to FF/ Hub.

Origin Hubs will not accept PO booking until an Import Permit has been issued.

Myer ISC will apply for the Import Permit once the required documents have been received.

18. Myer International Supply Chain Contacts

Peter Nance

General Manager, Supply Chain
Phone +61 3 8667 7887
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