LIVINGSTON RESOURCE GUIDE

A guide to get started with Livingston International.

LIVINGSTON
Simplify Trade

WELCOME TO LIVINGSTON

We are thrilled to welcome you to the Livingston family. We understand that running your business is your number one priority, which is why we strive to make your onboarding as seamless as possible. As we move the former P. Mines resources under the Livingston umbrella, you will notice a few small changes, including a new Livingston invoice with new billing codes and remittance information.

To make your transition easier, we have put together this reference guide to help you. This overview with help you discover some of the tools and resources available to you as a Livingston client. This guide will also help explain your new Livingston invoice, including a breakdown of fields and payment options.

Please note that your P. Mines invoices should continue to be paid as usual. This includes any unpaid invoices already received by you, and any work in progress that has already been initiated on P. Mines system for which you will receive an P. Mines invoice.

The payment options contained in this reference guide apply for your new Livingston invoices only. Please set up Livingston as a new vendor in your system, while keeping P. Mines as an open vendor until your balance owed to P. Mines is resolved, and all the work in progress is finalized, billed and paid.

As there are no changes to your service structure at this time, you can continue to depend on the same contacts you have come to know as an P. Mines client.

Please take a moment to review the guide, visit the links and bookmark them for future reference. If you have any additional questions about Livingston, your new invoice, or how you can best make use of our resources, please don't hesitate to contact your local representative.

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ABOUT LIVINGSTON

Livingston is North America's number one company focused on customs brokerage and compliance. We also offer consulting and global trade management services, as well as international freight forwarding, across North America and around the globe.

We help our clients manage the complex and constantly evolving world of international trade by offering multiple business solutions and delivering them in a timely, seamless and cost-effective manner.

The following are our main service offerings:

Customs brokerage

Our experienced customs professionals, supported by a full suite of advanced technology solutions, are available to help you manage your imports and compliance processes every step of the way. We can help you improve your compliance with Customs, reduce your risk, and improve your visibility into the customs process.

Trade software

TradeSphere, preferred global trade management software, for many leading multinational companies. Scalable and automated, it simplifies the complexities of global trade.

Global trade management

Our tailored services provide long-term management of all aspects of your global trade operations and compliance. We offer end-to-end customized solutions as well as components that address specific areas of global trade management.

Freight forwarding

We arrange efficient transportation by air, ocean, rail, truck or intermodal, from point of origin through to final destination.

Trade consulting

For larger companies our customs, regulatory and financial experts help companies implement compliance programs, manage NAFTA certificates, meet audit requirements, recover duties and taxes and manage border security.

Business process outsourcing

We help you streamline your business by designing and delivering program management, information management and contact center services.

U.S. CUSTOMS BROKERAGE INVOICE

U.S. Customs Brokerage Invoice

LIVINGSTON

U.S. Invoice

Livingston International, Inc.

Date: 08/29/2015 (5)

Invoice No.: 123-123456 (6)

Bill to: (1)
ABC COMPANY
123 FIRST STREET
SOMETOWN, NY 123456

(2) ATTN: ACCOUNTS PAYABLE

(3) Please remit to:
P.O. BOX 123
FORT ERIE, ON L2A 5M6

Client Account: 12345678 (7)

(4) Questions:
JOHN SMITH
clientserviceus@livingstonintl.com
(855) 225-5548

Reference No.	Arrival Date	Release Date	Entry No.	Entry Date	Entered Value (USD)	Shipment Value
(8) 123456-123456	(9) 08/29/2015	(10)	(11) 123-1234567-1	(12) 12/11/2015	(13) 39,999.00	39,998.89 USD (14)

Shipper/Exporter	Port of Entry	Port of Lading	Manifest Qty. & UOM	Gross Weight & UOM
(15) ABC COMPANY INC	(16) 0901 BUFFALO-N	(17)	(18) 178 PC	1,952 KG (19)

Carrier	Control/Bill of Lading No.	HWB No.	Master Bill No.	MOT	Date of Export
(20) FAST FREIGHT LTD	(21) ERBI1236456	(22)	(23) MULTI	(24) 30 TRUCK,	08/29/2015 (25)

Transaction Detail

Line No.	Consignee	Gross Wt. (kgs)	Rpt. Qty & UOM	Line Value	Entered Value (USD)
Invoice/Order No.	C/O	Part No.	Description	SPI	HTS	Duty Rate

(SEE ATTACHED)

(26) (27) (28)

Code	Service	Amount
500	US CUSTOMS DUTY	0.91
631	US FDA PRIOR NOTICE FILING	36.80
700	US CUSTOMS ENTRY SERVICE	37.50
701	FUNDS ADVANCE/DISBURSEMENT	3.00
702	ADDITIONAL CI LINES (PROCESS)	9.00
703	ADDITIONAL INVOICES (PROCESS)	5.00
728	MANDATORY CARGO PRE-FILE	5.30

(30)

Invoice Due Date	Funds	Total Due
On Receipt	USD	97.51
	CAD	134.86

(29) **Message/Information:**
We're going green! Contact us for your electronic invoice options

If you are the importer of record, payment to the broker will not relieve you of liability for Customs charges (duties, taxes or other debts owed Customs) in the event the charges are not paid by the broker. Therefore, if you pay by check, Customs charges may be paid with a separate check payable to U.S. Customs and Border Protection, which shall be delivered to Customs by the broker. The importer must furnish missing documents within the period of time as required by customs regulations to avoid customs penalties. Upon request, we shall provide a detailed breakout of the components of all charges assessed and a true copy of each pertinent document relating to these charges (46CFR515.32d). This invoice is governed by Livingston's standard terms and conditions as may be amended from time to time by Livingston through general notice posted on its web site at www.livingstonintl.com.

Invoice Original www.livingstonintl.com

U.S. Customs Brokerage Invoice fields

	Field Name	Description
1	**Bill To**	The name and address of the company Livingston is billing for services provided.
2	**Attn**	Name of the department or person who should receive this correspondence.
3	**Remit**	The address where payment for services should be sent.
4	**Questions on your invoice**	The contact information for the team servicing your account. You should contact this team if you have any questions about your invoice.
5	**Date**	The date the invoice was issued.
6	**Invoice Number**	A unique number assigned by Livingston to all entries. This is the reference number to use when inquiring about a specific invoice.
7	**Client Account**	Each client is assigned a unique six-digit account number.
8	**Reference Number**	The reference number supplied by the shipper on the commercial invoice.
9	**Arrival Date**	The estimated date of arrival of your shipment at the first port of entry.
10	**Release Date**	The (estimated) date U.S. CBP released your shipment and allowed it to enter the U.S.
11	**Entry Number**	The number assigned by Livingston referencing your shipment into the U.S.
12	**Entered Value**	The value reported to CBP for your shipment, based on the commercial invoice provided.
13	**Entry Date**	The (estimated) date your shipment entered the U.S.
14	**Shipment Value**	The commercial value reported for the goods being imported into the U.S., based on the commercial invoice provided.
15	**Shipper/Exporter**	The name of the company exporting/shipping the goods to the U.S.
16	**Port of Entry**	The name of the U.S. port where entry was made for the goods being imported.
17	**Port of Lading**	The name of the port where your goods loaded to be shipped to the U.S.
18	**Manifest Qty & UOM**	The quantity of goods, as reported by the carrier, being imported into the U.S.

	Field Name	Description
19	**Gross Weight & UOM**	The gross weight of the goods being imported into the U.S.
20	**Carrier**	The name of the carrier transporting the goods into the U.S.
21	**Control/Bill of Lading No**	The Bill of Lading number assigned by the carrier
22	**HWB Number**	The House Way Bill issued by a freight forwarder
23	**Master Bill No**	The Master Bill Number assigned by the carrier
24	**MOT**	The code and mode of transportation used to import your shipment into the U.S.
25	**Date of Export**	The date (may be estimated) your goods were exported.
26	**Code**	For internal purposes, Livingston assigns a numeric code for each service description itemized in Field 27.
27	**Service**	Details of the service(s) provided by Livingston related to your shipment.
28	**Amount**	The dollar amount payable for each of the services performed by Livingston.
29	**Message/Information**	Section to relay important messages to our clients.
30	**Total Due/Funds**	The total amount payable on the invoice and the currency in which the funds are payable.

LIVINGSTON

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Invoice Original

www.livingstonintl.com

U.S. Customs Brokerage Charge codes

Bill code	P.Mines description	Livingston charge code	Description
77	U.S BROKERAGE	**700**	US CUSTOMS ENTRY SERVICE
73	ELECT PROCESSING FEE	**728**	MANDATORY CARGO PRE-FILE
23	DISBURSEMENT FEE	**701**	FUNDS ADVANCE/DISBURSEMENT
41	PAYING CHARGE	**717**	FUNDS ADVANCE
63	S ENTRY BOND BORDER	**587**	SINGLE ENTRY BOND PREMIUM
61	US CONTINOUS BOND	**588**	CONTINUOUS BOND PREMIUM
21	BOND: IT,IE,T&E	**742**	IT IN BOND ENTRY (PROCESS)
		745	T&E IN BOND ENTRY (PROCESS)
		752	IMMEDIATE EXPORT BOND (PROCESS)
75	FDA ELECT RELEASE	**726**	FDA ADMISSIBILITY
54	FDA PRIOR NOTICE	**631**	FDA PRIOR NOTICE
27	ISF 10+2 FEE	**546**	IMPORTER SECURITY FILING SERVICES
68	US SPECIAL SERVICES	**733**	SPECIAL HANDLING
10	POST ENTRY SERVICES	**790**	POST ENTRY SERVICES
76	PROFORMA INVOICE	**334**	PROFORMA INVOICE

HELPING YOU TRADE BETTER. SIMPLER.

Our website offers a wide range of tools and resources to help you learn more about customs and trade compliance.

RESOURCES & ONLINE TOOLS

Our website offers a wide range of tools and resources to help you learn more about virtually all aspects of customs and trade compliance.

Resources

To access our extensive database, go to www.livingstonintl.com, where you will find:

- Useful resources for importers/exporters
- Guides for importing and exporting
- Commonly used forms
  http://www.livingstonintl.com/form-category/u-s/
- Guide to government regulations and
- customs requirements
- Shipment tracking
- Industry news and advisories
  List of upcoming webinars

For instant access to our best content and insights, follow us on LinkedIn, Facebook, or Twitter.

Shipment tracking

Track your shipments on the go. The Livingston Shipment Tracker App lets you quickly and easily check the clearance status of your shipments through the U.S. and Canadian borders on the go, keeping you informed of your shipment's status no matter where you are. The Livingston Shipment Tracker App can be downloaded from the App Store, Google Play, or Blackberry World

At your desk? Get real-time status updates of your shipments with Import Tracker:
http://www.livingstontracker.com

Webinars

Livingston offers a number of live and on-demand webinars, free of charge, every month. You can find a list of upcoming webinars at
http://www.livingstonintl.com/webinars.

Our webinars are hosted by Livingston's subject matter experts, who have the knowledge and experience to answer all of your trade and compliance questions.

Topics include:

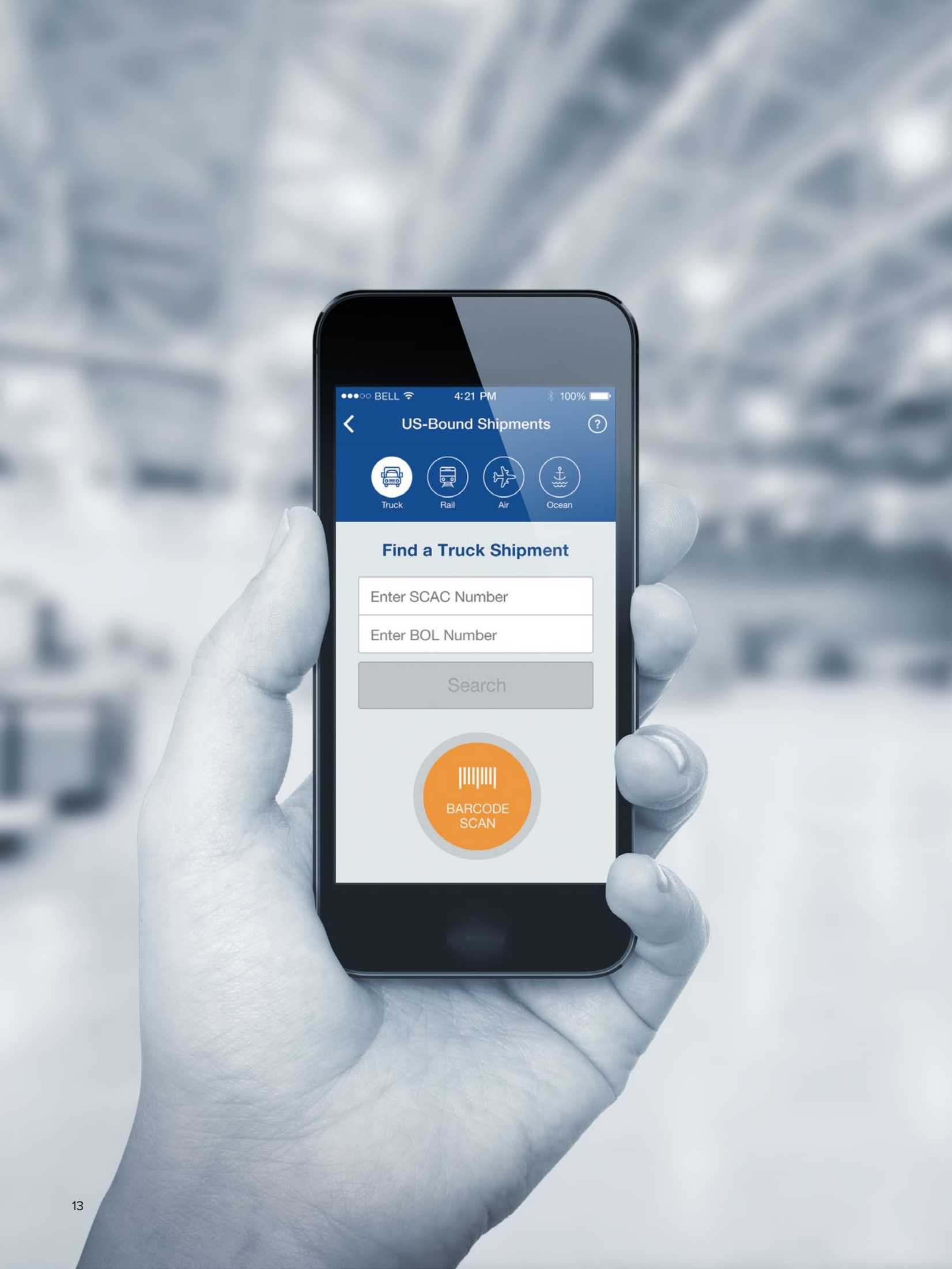
- Importing to Canada
- Importing to the U.S.
- NAFTA compliance
- Canadian sales tax
- Valuation (U.S. and Canada)
- And many more

To attend, simply click on the session date and fill in the registration form. Be sure to check back often to see what new and exciting webinars we have coming up.

For ACE-related information, you can access Livingston's ACE portal: **www.livingstonintl.com/ace**.

The portal contains tools and important information, such as: implementation dates, Partner Government Agency (PGA) details, webinar dates and more.

We've also launched an improved client-facing data collection tool. Connecting to Livingston's people and your trade data is now easier than ever!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Truck
Rail
Air
Ocean
Find a Truck Shipment
Enter SCAC Number
Enter BOL Number
Search
BARCODE SCAN

TECHNOLOGY SOLUTIONS

Powerful new tools at your disposal. Now have access to a robust suite of solutions that will help to simplify trade for your business.

SmartBorder Shipper/Client

SmartBorder is a powerful application that does one thing and does it better than any other solution on the market: it facilitates time-saving, Customs-compliant importation of goods into Canada and the United States. Using SmartBorder's shipper application, your customers can login and manage their shipments through their dashboard, create and print documents, and research tariff numbers and ADD/CVD.

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