



Natural Stone Institute Buyer-to-Supplier Manual

Creating International Standards for
Importing and Exporting

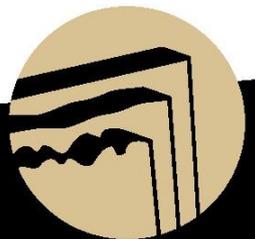
naturalstoneinstitute.org | [#usenaturalstone](https://twitter.com/usenaturalstone)



Learning Objectives



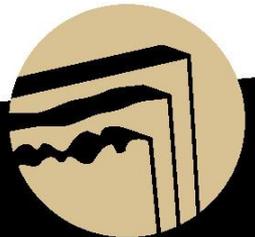
- Understand the process of direct stone sourcing and how your company can benefit.
- Learn the language of sales agreements and how to protect your company when selling or purchasing internationally.
- Discuss “best practices” with colleagues who have gone through the process of exporting or importing stone.
- Discuss what resources are available to someone new to the importing and exporting segments of the industry.



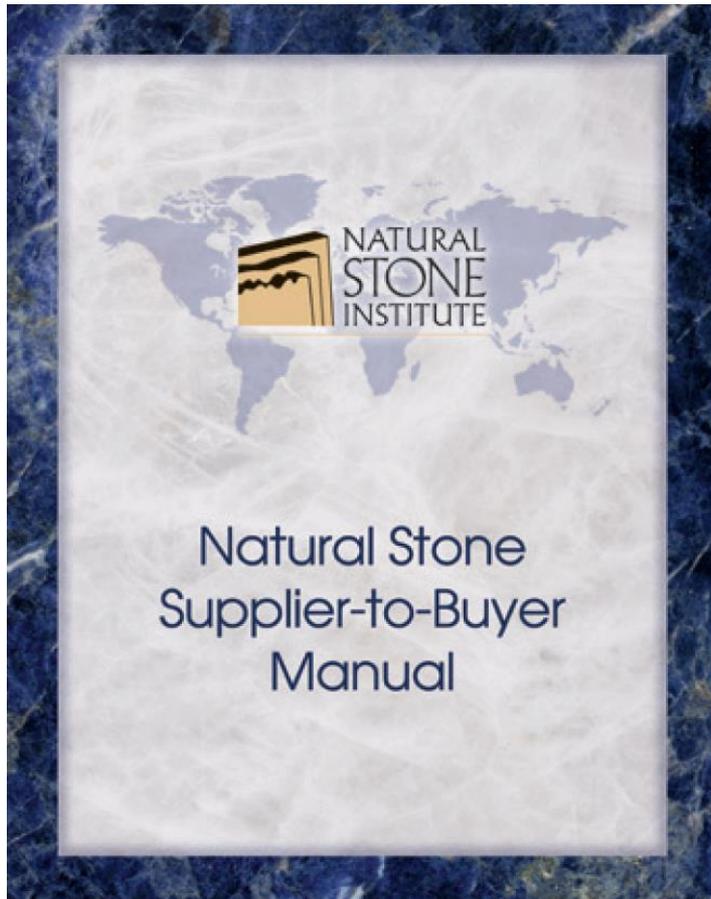
Jeffrey Matthews



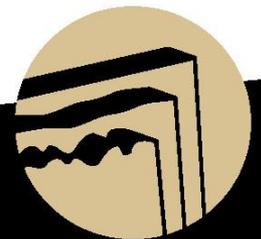
- Vice President
- Trade International
- Atlanta, GA USA
- Stone consultant / importer
- 29 years in the natural stone industry
- 2015 recipient of the Migliore Lifetime Achievement Award



Introducing the Natural Stone Institute Supplier to Buyer Manual

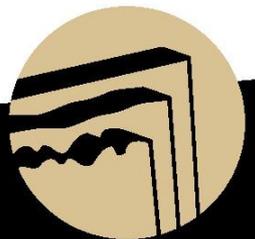


Have you ever had business disagreements about the import or export of stone?



Why Are Standards Important?

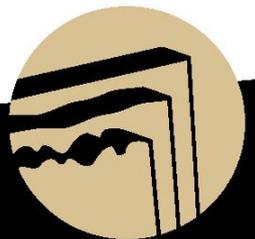
- Standards provide rules and guidelines.
- Describe characteristics for activities and results.
- Define specific terms to avoid misunderstandings among those using the standards.



Establish Relationships

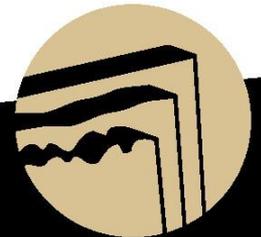
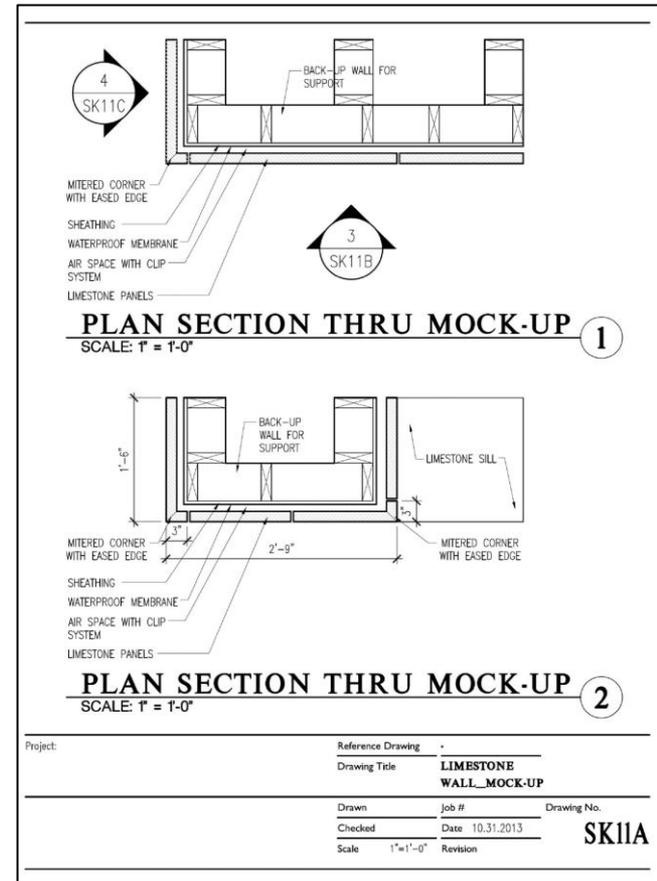
- Ethical Standards of Company
- Business Track Record
- Associations and Memberships Ties

This trust allows companies to work together in fluid situations



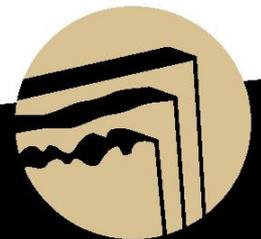
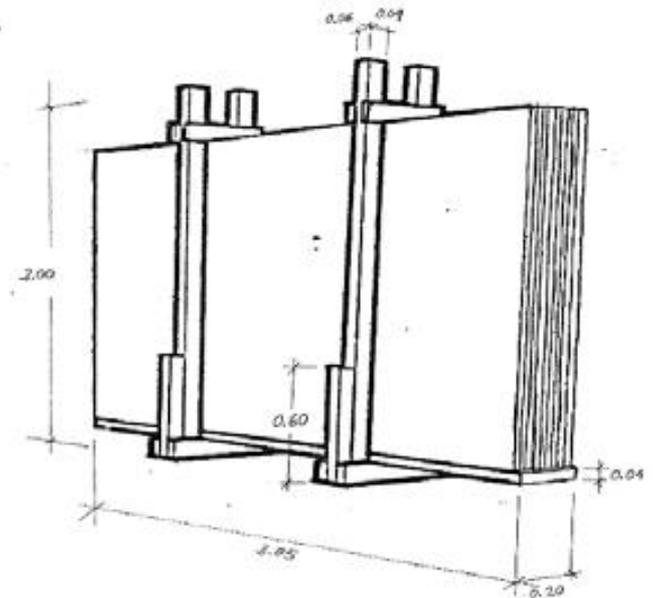
Items that Should be Defined

- Test data
 - Types of test
 - ASTM tests
 - ANSI test
 - Responsibly
 - Cost
- Range samples
- Mock-ups



Purchase Order (PO) & Pro Forma Invoice

- Supplier and buyer information
- Stone sourcing
- Payment terms in addition to other items
 - Penalties
- Packing instructions and expectations:
 - Crate and master packing list
- Samples
- Buying checklist



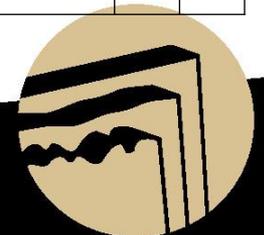
Supplier Progress Report

[insert your logo]

Company Name
123 Alphabet Drive, Ste. 1
City, State Zip
(xxx) 555-1234 phone
(xxx) 555-1235 fax

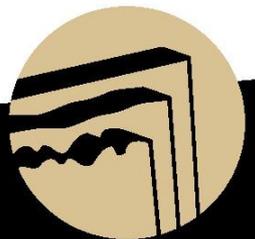
- Meeting ship dates
- Update progress report and photos required
- Inspections
- Progress review of buyers checklist
- Checklist from Natural Stone Supplier-to-Buyer-Manual

BUYER'S CHECKLIST FORM		
PURCHASE ORDER NO:		
EXPORTER/VENDOR NAME:		
Contact Person	E-mail	
Phone No.	Fax No.	
SHIPPING COMPANY:		
Contact Person	E-mail	
Phone No.	Fax No.	
US CUSTOMS BROKER:		
Contact Person	E-mail	
Phone No.	Fax No.	
		DATE CONTACT
1	Confirm receipt of PO by VENDOR, by the day after transmission of the PO.	
2	Confirm Production/Distribution Date by VENDOR, as quickly as possible.	
3	Confirm use of your Specified U.S. HARMONIZE CODE TARIFF NUMBERS & Product Description FOR THE COMMERCIAL INVOICE by VENDOR, Prior to shipping.	
4	Confirm Routing/Shipping instructions to your VENDOR, ASAP.	
5	Confirm expected shipping charges with your shipping company. Every Time!	
6	Receive copies of Proposed Commercial Invoice, Packing Slip, & House/Factory Bill of Lading, PRIOR to SHIPPING for your review and approval.	
7	Verify your U.S. Customs Broker, and their contact information, is on the Bill of Lading.	
8	Approval or Amended Documents. If Amended, repeat these 3 steps.	
9	Confirm Dispatch/Pick-Up by your Shipping Company Date & Time.	
10	Confirm Shipping schedule with your Shipping Company, Ship Date from Port, and Expected arrival date at U.S. Port.	
11	Confirm Receipt of Documents from Shipping Company to your U.S. Customs Broker contact. Must occur no less than 72 hours before the container leaves the foreign port. DO NOT MISS this STEP!!!!	
12	Confirm with U.S. Customs Broker Completion and Submission of the ISF (U.S. Customs form 10-2), must be submitted 48 hours prior to Shipping from the Foreign Port.	
13	Confirm Receipt of all Vendor completed documents: minimum will be a Commercial Invoice, Packing Slip & House/ Factory Bill of Lading, upon pick-up by your Shipping Company. Review and approve informatin. If there is a necessary change, have VENDOR amend documents ASAP. If amendments are needed following departure from the Foreign Port, consult your U.S. Customs Broker.	
14	Confirm Receipt of Documents with your Shipping Company's U.S. office! Do this immediately following the ship date from the Foreign Port. It may take several days fro them to confirm receipt. Do NOT let them tell you "We'll get them," CONFIRM the receipt.	
15	Confirm Arrival Date with your Shipping Company, at least 72 hours ahead of the expected arrival. You should have received an expected container "Arrival Notice" from your Shipping Company.	
16	Notify and Verify with your U.S. Customs Broker the expected arrival of the container at least 48 hours prior to arrival.	
17	Confirm Release of Container from U.S. Customs... arrange notification with your U.S. Customs Broker.	
18	Confirm Pick-up/Dispatch of Conainer from Port of your destination.	



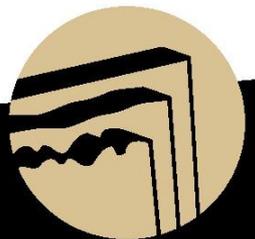
Documentation Required by U.S. Customs

- Entry Process
- Entry Documents
- Entry Summary Documentation
- Power of Attorney
- Releases



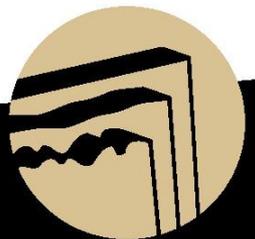
Insurance, Credit, Financial Issues, and Liens

- Insurance on goods
- Failure to accept shipment
- Title and risk of loss
- Credit insurance
- Legal collections or agencies
- Mechanics Liens or Material Liens



Penalties

- Supplier Fees
- Freight option
- Payments and delays in payment
- Post Shipment claims and complaints
- Documenting complaints and issues:
 - Unacceptable stone
 - Mis-shipped goods
 - Shortage stop payments



THANK YOU FOR ATTENDING!

Questions?

Jeffery Matthews
Vice President
Trade International
stonetrade@bellsouth.net



naturalstoneinstitute.org | [#usenaturalstone](https://twitter.com/usenaturalstone)