
APPENDIX B: SHIPPING SPECIFICATIONS - IMPORT

Distribution Centers

Ingram has two distribution centers to support IPS. Based on the warehouse destination on the PO, inbound shipments should be consigned to one of the addresses below.

Jackson, TN

Ingram Publisher Services
210 American Drive
Jackson, TN 38301

Chambersburg, PA

Ingram Publisher Services
1280 Ingram Drive
Chambersburg, PA 17202

Receiving Hours: 7:00AM – 2:30PM CST Monday thru Friday

- **Appointments are only necessary for deliveries of 10 Pallets or more / Full truck load**
- **Appointments are not necessary for LTL deliveries less than 10 Pallets**

Routing Instructions

For shipments originating outside of the United States, IPS can manage the shipment from origin to final delivery at one of our distribution centers. This includes ensuring proper and timely submission of the Importer Security Filing (ISF) and other documents legally required for clearance by U.S. Customs and Border Protection. To take advantage of IPS's international shipping program, please email raya@meadowsye.com and ipsimports@ingramcontent.com.

If you do not use IPS to manage shipments originating outside the United States, but request IPS to act as the Importer of Record for such shipments, you are responsible to do one of the following:

1) Provide to IPS proof that the ISF form has been properly filed at least 24 HOURS PRIOR to any container being loaded onto a ship bound for the United States;

OR

2) Properly complete the attached ISF Form and submit via email to IPS's customs broker, isf@meadowswye.com, and to ipsimports@ingramcontent.com at least 3 BUSINESS DAYS PRIOR to any container being loaded onto a ship bound for the United States.

IF ONE OF THE 2 ACTIONS SET FORTH ABOVE IS NOT COMPLETED, INGRAM WILL NOT AGREE TO BE THE IMPORTER OF RECORD ON THE SHIPMENT. THE CLIENT PUBLISHER WILL BE RESPONSIBLE TO MAKE OTHER ARRANGEMENTS AND WILL BE SOLELY RESPONSIBLE AND LIABLE FOR ANY AND ALL FEES OR OTHER PENALTIES INCURRED DURING THIS PROCESS.



IPSFORM.docx

IPS's preferred port of entry is the Memphis, Tennessee port for shipments destined to Jackson, TN 38301, and the New York port for shipments destined to Chambersburg, PA 17202.

Customs Broker for imports from Canada only:

Livingston Customs Brokerage

RCA, Team D

POC: Samantha Marconet

Phone: 937-382-1003 x77801

Email customs documentation to: smarconet@livingstonintl.com

Customs Broker for imports from any other country:

Meadows Wye

2506 Forrest Ave

Staten Island, NY 10303

POC: Jeff Charchat

Phone: 718-983-9700 Fax: 718-494-4167

Email any customs documentation including ISF to: jeffc@meadowswye.com

For any additional questions or concerns on international routing instructions, Importer Security Filings or details related to international shipments to IPS distribution centers, please contact your Client Services Representative or IPS Transportation ipsimports@ingramcontent.com.