

## **IPS FREIGHT SERVICES – INTERNATIONAL ROUTING GUIDE**

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@meadowswye.com](mailto:raya@meadowswye.com) and [ipsimports@ingramcontent.com](mailto: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](mailto:isf@meadowswye.com), and to [ipsimports@ingramcontent.com](mailto: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 preferred port of entry is Memphis, Tennessee for shipments destined to Jackson, TN 38301, and New York port for shipments destined to Chambersburg, PA 17202.**

**Customs Broker is:**

Meadows Wye  
2506 Forrest Ave  
Staten Island, NY 10303  
POC: Ray Ambriano  
Phone: 718-983-9700 Fax: 718-494-4167

**Email any customs documentation including ISF to: [isf@meadowswye.com](mailto:isf@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](mailto:ipsimports@ingramcontent.com).**