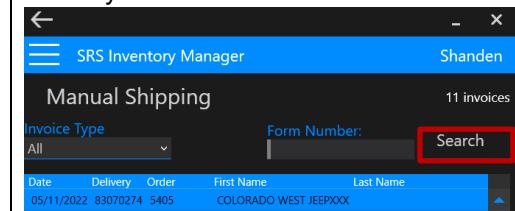
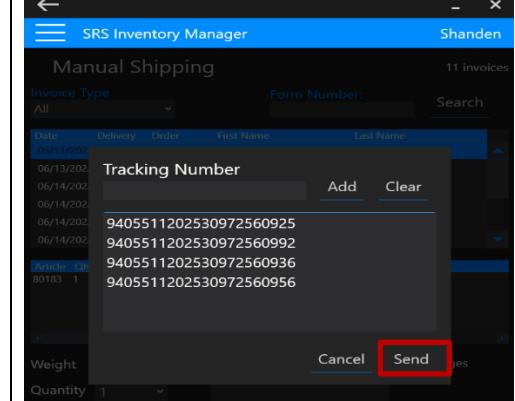


DC - APO/FPO/DPO Procedures

Purpose	<p>Accurate APO/FPO/DPO shipments are critical. Shipments that do not meet the customer's expectations cannot be returned, and the product will be written off and reshipped. Follow these steps to accurately process APO/FPO/DPO orders.</p>												
Quick Tips	<ul style="list-style-type: none"> • You will use Endicia (https://print.endicia.com/SignIn/), FSA, and SRS systems to process APO/FPO/DPO orders. • Harmonization (HS) Codes (in Endicia) <table border="1" data-bbox="530 644 922 802"> <thead> <tr> <th>Product</th><th>HS Code</th></tr> </thead> <tbody> <tr> <td>Tires</td><td>401110</td></tr> <tr> <td>Wheels</td><td>870870</td></tr> <tr> <td>Accessories</td><td>870880</td></tr> </tbody> </table> • Assemblies can only be shipped using USPS if the assembly weighs 70 lbs. or less. If an assembly weighs more than 70 lbs. and mounting and balancing service is requested, email the sales agent and explain that the service cannot be provided due to the assembly weight. • Copy the tracking numbers from Endicia and enter them into the FSA Order Information, Agent Notes field. 	Product	HS Code	Tires	401110	Wheels	870870	Accessories	870880				
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**Shipping
Tires, Wheels,
and VAS
Orders
(continued)**

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7	<p>Select customs forms and enter the description of tire, wheel, or accessory.</p> <p>Example: 287/70R17 Falken Wild Peak AT3. Made In: United States. Value: What the order shows that the customer paid per unit. HS (Harmonization code): 401110.</p> <table border="1" data-bbox="567 952 1155 1108"> <thead> <tr> <th data-bbox="567 952 780 994">Product</th><th data-bbox="780 952 1155 994">HS (Harmonization) Code</th></tr> </thead> <tbody> <tr> <td data-bbox="567 994 780 1036">Tires</td><td data-bbox="780 994 1155 1036">401110</td></tr> <tr> <td data-bbox="567 1036 780 1079">Wheels</td><td data-bbox="780 1036 1155 1079">870870</td></tr> <tr> <td data-bbox="567 1079 780 1121">Accessories</td><td data-bbox="780 1079 1155 1121">870880</td></tr> </tbody> </table> <p>Item Description Qty. Unit Price Made In HS Tariff (Optional)</p> <table border="1" data-bbox="567 1157 1416 1235"> <tr> <td data-bbox="567 1157 926 1235">285/70R17 FALKEN WILDPEAK AT3</td> <td data-bbox="926 1157 992 1235">1</td> <td data-bbox="992 1157 1090 1235">\$ 185.00</td> <td data-bbox="1090 1157 1253 1235">United States</td> <td data-bbox="1253 1157 1416 1235">401110</td> </tr> </table>	Product	HS (Harmonization) Code	Tires	401110	Wheels	870870	Accessories	870880	285/70R17 FALKEN WILDPEAK AT3	1	\$ 185.00	United States	401110																																			
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Shipping Tires, Wheels, and VAS Orders (continued)	11 Search for the order in SRS Manual Shipping.	SRS System  12 Close order out in SRS Manual Shipping by selecting the tracking numbers and clicking Send .	
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Processing Tire and Wheel Sets	Step Action
	1 When APO product is brought to the Sets (PIT) shipping line from the Will Call. The Pit Manager will mount, balance, and package the set using the Best Practice.
	2 When the set is completed and ready to ship, process shipping through Endicia following the Shipping, Tires, Wheels & VAS Orders process (above). Close ticket out following Manual Shipping process in SRS with tracking information from Endicia. <p data-bbox="571 1108 1428 1231">Note: Assemblies can only be shipped using USPS if the assembly weighs 70 lbs. or less. If an assembly weighs more than 70 lbs. and mounting and balancing service is requested, email the sales agent and explain that the service cannot be provided due to the assembly weight.</p>

Contact	Please contact your supervisor for further assistance.
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