

DC - Shipping to Canada

Purpose

Due to the nature of the shipping method and the destination, the accuracy of shipments to Canada is absolutely critical. Shipments that do not meet the customer's expectations cannot be returned. The product will be written off and reshipped.

Processing

- NITTO and NOKIAN Tires CANNOT be SHIPPED to Canada!
- All Canada orders will be pulled following the pulling BP.
- A fulltime employee must double check the order for accuracy:
 - Verify size, brand and quantity
 - Check for possible defect
 - Validate fitment using FitVal tool
 - Check country of origin
- Notify DC Manager or Senior when shipment is ready.

Processing Tires

Follow the steps below in order to accurately process Canadian tire orders:

Step	Action
1	SRS will notify the shipper of Canada Shipment. Print invoice for order.
2	Move invoice to the "Canada shipping Que then stage in a designated area for final inspection/sign off by manager.
3	Canadian shipments will be shipped using UPS WorldShip and placed in the UPS truck.

Processing Wheels

Follow the steps below in order to accurately process Canadian wheel orders:

Step	Action
1	SRS will notify the shipper of Canada Shipment. Print invoice for order.
2	Move invoice to the "Canada shipping Que then stage in a designated area for final inspection/sign off by manager.
3	Canadian shipments will be shipped using UPS Wordship and placed in the UPS truck.
4	Package and band together according to Best Practices.

Processing Tire and Wheel Packages

Follow the steps below in order to accurately process Canadian package orders:

Step	Action
1	SRS will notify the shipper of Canada Shipment. Print invoice for order.
2	Move invoice to the "Canada shipping Que then stage in a designated area for final inspection/sign off by manager.
3	Package sets according to Best Practices.
4	Canadian shipments will be shipped using UPS Wordship and placed in the UPS truck.

Shipping

All Canada orders are to be shipped under DC Manager or Senior's supervision.

Canada orders are to be shipped paperless using Wordship.

Step	Action (Table Header Text style)
1	Open Wordship and select the Canada profile: <ul style="list-style-type: none"> Fill out all boxes highlighted in blue
2	Enter the following information: <ul style="list-style-type: none"> Name Address Phone number Reference number number of packages
3	Open the "Custom documentation" tab: <ul style="list-style-type: none"> Make sure the "paperless" box is checked. Proper description of goods must be entered. Example: 225/45R17 94W Hankook HRII. Tariff code must be entered: 401110 for tires, 870870 for wheels and 870880 for hardware. Enter quantity and unit price. Enter country of origin.
4	Print labels. Bundled units require a duplicate label on the second unit with matching tracking numbers. Reprint labels on every bundled order.
5	DC Manager or Senior will close ticket on DC Proc by entering tracking number on Point of Sale.

Loading and Uploading

To upload and process these orders on time, UPS international requires:

- Load packages going to Canada at the tail end of the trailer.
- End of the day must be done by 5pm.

Contact

Please see your mentor if you have any questions.