



# VENDOR ROUTING GUIDE

Updated Feb 1<sup>st</sup>, 2024

## V7 PRIVATE LABEL



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# Introduction



Ingram Micro is committed to provide its customers the highest possible customer service.



Please read this guide before shipping Ingram Micro Purchase Orders to ensure that you adhere to the guidelines and avoid any future possible charge back violations and/or financial penalties.



These requirements are structured to provide supply chain efficiencies that support our needs and those of our customers

# Pallet Requirements



**PALLETS  
SPECIFICATIONS**



**REQUIREMENTS  
AND GUIDELINES**



**VIOLATIONS**

# Pallet Specifications

## Pallet Entry

- Pallets must have a 4-way entry to enable easy handling for forklift



## Heat Treated

- Wood pallets used for exports must be heat treated according to ISPM15
- Heat treated WPM can prevent the inconvenience & cost of quarantine at destination port
- Treated product must be marked with this symbol:



# **PALLET REQUIREMENTS**

## **Industrial Wood Pallet**



- **Dimension = preferred 1200mm x 1000mm or 48" x 40"**
- **Max Stacking Height = preferred 2000mm or max 2300mm**
- **Max Load Capacity = 1500 kg**
- **Bottom runners required for long side (at minimum)**



# Industrial-pallet

1.00m \* 1.20m



**Bottom runners on the short and the long side of the pallet  
=> it's stable**



## One way pallet (Industrial size) 1.00m \* 1.20m



**Important:**

**The pallet must always have a bottom runner on the long side (1.20m)**

**If the bottom runner is only on the short side (1.00m) it is a wrong pallet type**





# Plastic pallet (industrial size 1.00m \* 1.20m)

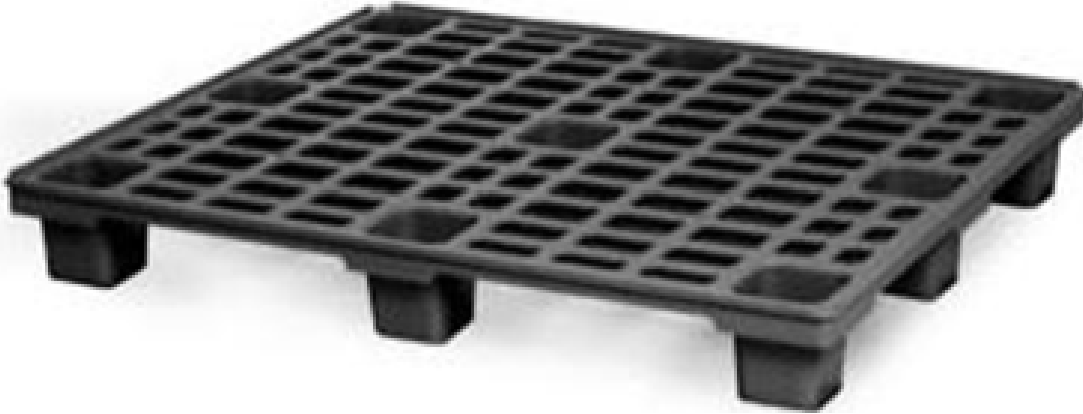


**Only this construction of a plastic pallet is allowed.  
Bottom runner around the whole pallet. Bottom runner must be  
connected with every block => stability**

**(not allowed versions of plastic pallets see next slide)**



# Plastic-pallet



**This construction of a plastic pallet is not allowed.**  
**Problem: stability**  
**=> has no bottom runner**



## **Wrong Pallet type**

### **American pallet type (48 inch x 40 inch)**



**Although this pallet-type has the right size it's not usable because of the construction (not the same like an Euro-pallet)**

#### **Problems:**

- **No bottom runner on the long side of the pallet**
- **Too small access openings on the long side of the pallet**
- **Pallet-type doesn't fit with the picking modul and pallet conveyer**



## **Wrong Pallet type**

### **American pallet type (48 inch x 40 inch)**



**Although this pallet-type has the right size it's not usable because of the construction (not the same like an Euro-pallet)**

#### **Problems:**

- **No bottom runner on the long side of the pallet**
- **No access openings on the long side of the pallet**
- **Pallet-type doesn't fit with the picking modul and pallet conveyer**
- **They get damaged**



## Wrong Pallet type „pressboard-pallet“



### Problems:

- No bottom runners
- stability
- Pallet-type doesn't fit with the picking modul, the racks and the pallet conveyer
- Wrong material



## Metal-pallet



**Not allowed:**



# Styrofoam-pallet

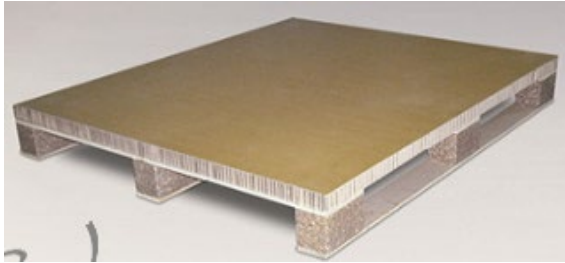


## Problems:

- **No bottom runners**
- **stability**
- **Pallet-type doesn't fit with the picking modul, the racks and the pallet conveyer**
- **Wrong material**



# Carton-pallets



## Problems:

- **No bottom runners**
- **stability**
- **Pallet-type doesn't fit with the picking modul, the racks and the pallet conveyer**
- **Wrong material**





# Wrong Pallets – DO NOT USE



Pressboard pallet



Missing bottom runners



Styrofoam pallet



Metal pallet



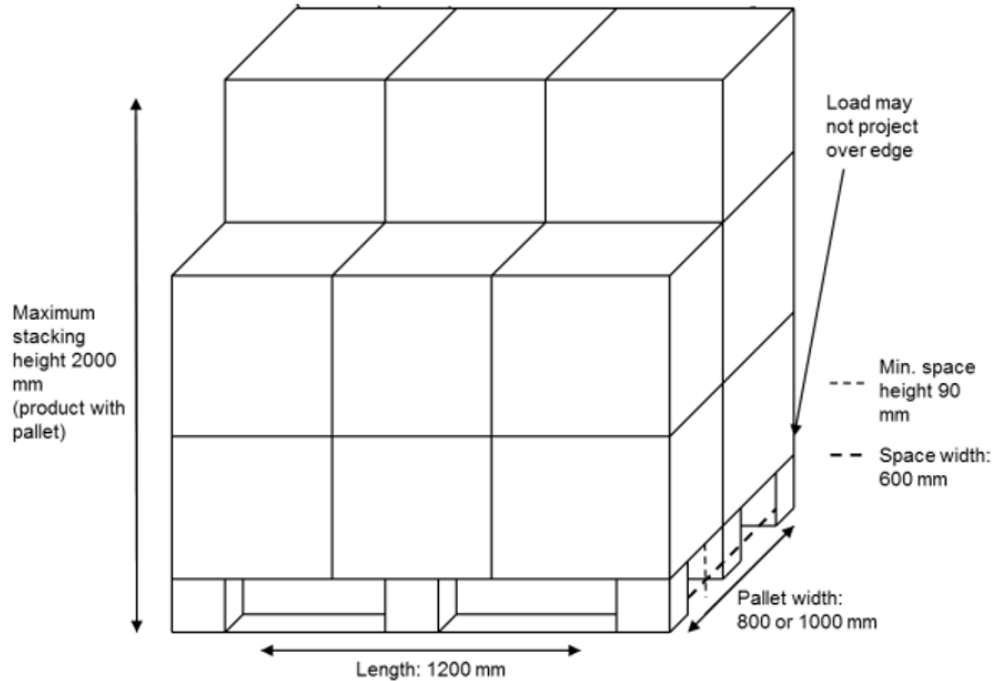
Cardboard pallet

# Steps to Build a Pallet



# Pallet Illustration

## Dimension & Construction

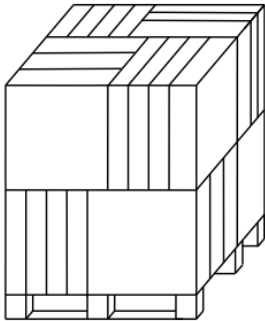


# Stacking and Sorting



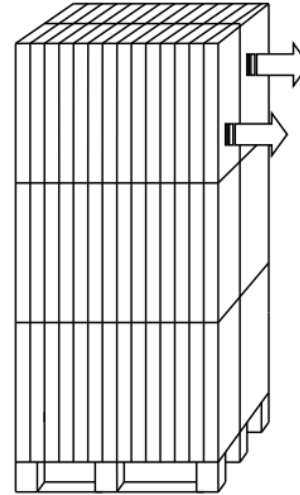
## Acceptable Stacking

- Cartons are placed in longitude & lateral positions for stability
- Goods can be removed without collapsing



## NOT Acceptable Stacking

- Boxes stacked facing same direction
- Pallet can easily tip over



# Pallet height

Maximum pallet height is 2m (includes pallet & cartons)



# Pallet height & size - *EXCEPTION*



Dimensions of the single product  
are bigger than  
1.20m (size) to 2 m (height)

Safety of the product is  
priority



Dimensions of the single product  
are smaller than  
1.20m (size) to 2 m (height)



# Shrink Wrap & Boards

- **Use Shrink Wrap Liberally**  
**Wrap entire pallet 3 to 5 times**

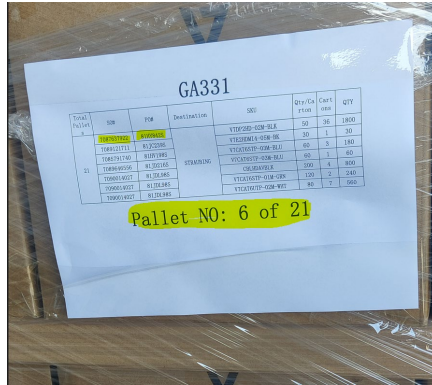


- **Use corner boards for stabilization**

# Labeling of the Goods on Pallets

## Shipping label requirements:

- ✓ Ingram Micro's PO number (7000xxx)& Reference # (81-xxxx)
- ✓ Sequential # of the pallet & total number (e.g., pallet 3 of 5)
- ✓ Number of units per pallet
- ✓ Attach outside shrink wrap
- ✓ Must be visible from the outside
- ✓ Must have labels on each opposite side
- ✓ Mixed pallet must be identified with the relevant packing slip





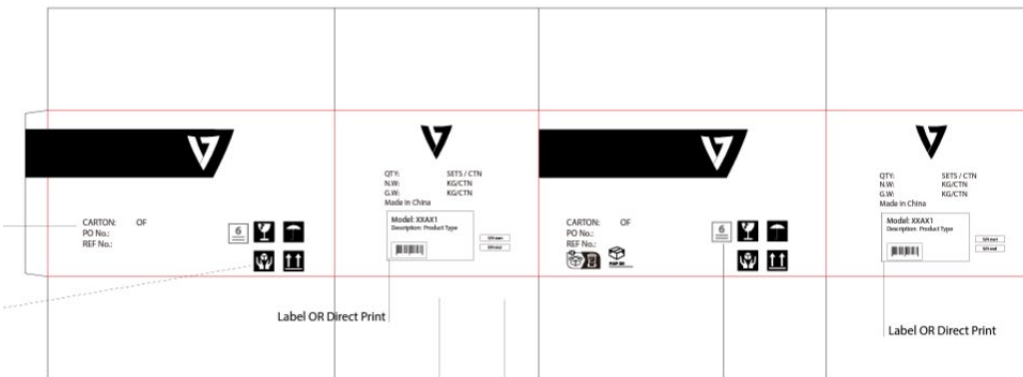
# Master Carton Label Requirements

## MAIN PANEL

- PO#
- Reference #

## SIDE PANEL

- Model no.
- Quantity
- Net Weight
- Gross weight
- EAN /UPC Code
- Country of Origin: Made in XXXX
- Serial # - Start # and End # (only if applicable)



注意：此处的EAN/UPC条码，供应商可选择使用书袋卡盒颜色或白色底纸打印并粘贴上去。条码需与箱内产品包装上的条码保持一致，并且可读。

注意：此处的序列号条码，只有当该产品有序列号时才需要粘贴。供应商可选择使用书袋卡盒颜色或白色底纸打印并粘贴上去。只须粘贴在书袋卡盒，与箱内所装产品的序列号保持一致，并且可读。

# Loading Guidelines

- Heavier packages go on the bottom, and lighter ones go on top
- Make sure cargo is evenly distributed over the container's floor area
- Cover entire maximum area;
- leaving no empty space
- **Floor load acceptable**  
(requires APPROVAL )



# Strapping

Holds boxes in place, providing stability & protection for the products





# VIOLATIONS



Overhang



Defective pallet



Unstable



**NO**

# **VIOLATIONS**



**YES**



**No bottom runners**



**Bottom runner on short-side only**



**Bottom runner on all sides**



**Bottom runner on long-side only**

# Ocean & Heavyweight Air Booking & Documentation Requirements

Vendor is responsible for cargo  
booking 2 weeks before production  
finish date





# Carrier Booking Form OR Shipper's Letter of Instructions

- This document instructs the freight forwarder on how to ship cargo
- It provides accurate shipper & consignee information
  - Purchase Order No.
  - Freight terms
- And other special instructions
  - Such as NOTIFY Party

[illegible]

- US Customs filing requirement that documents importing information and details, as shipments pass from point to point

Importers who do not file the ISF properly prior to the shipment of their goods will be penalized (US\$5,000 fine)

**Vendor must return completed form to the freight forwarder 5 days (at minimum) prior to sailing of the shipment**

1. Seller
2. Buyer
3. Importer IRS# (same as EIN#)
4. Consignee IRS# (same as EIN#)
5. Manufacturer (or Supplier)
6. Ship to Party
7. Country of origin
8. HTSUS
9. Container Stuffing Location
10. Consolidator
11. Master Bill of Lading #
12. House Bill of Lading#

[illegible]



# Required Shipping Documents

- The following documents must be provided to the designated freight forwarder & Ingram Micro V7 Supply Chain as soon as cargo is picked up:
  - Commercial Invoice  
and
  - Packing List



# Commercial Invoice Requirements

## COMMERCIAL INVOICE

SELLER		INVOICE NUMBER		DATE	
		CUSTOMER REFERENCE NUMBER		DATE	
SOLD TO		TERMS OF SALE/			
		TERMS OF PAYMENT			
SHIP TO		CURRENCY OF SETTLEMENT			
		MODE OF SHIPMENT		BILL OF LADING/AWB	
QTY	PRODUCT DESCRIPTION AND HARMONIZED CODE	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE	
PACKAGE MARKS		TOTAL COMMERCIAL VALUE			
		MISC CHARGES (PACKING, INSURANCE, ETC.)			
		TOTAL INVOICE VALUE			
CERTIFICATIONS		I CERTIFY THAT THE STATED EXPORT PROCES AND DESCRIPTION OF GOODS ARE TRUE AND CORRECT			
		SIGNED _____			
		TITLE _____			

- ✓ Must be in English
- ✓ Manufacturer or supplier name & address
- ✓ Consignee name & address
- ✓ Ingram Micro PO & Reference No.
- ✓ Qty Shipped
- ✓ Vendor Part No. / Ingram SKU
- ✓ Detailed description of goods
- ✓ Harmonized Tariff Schedule (HTS/HS codes)
- ✓ Country of origin
- ✓ Incoterm
- ✓ Purchase Price/Value in USD
- ✓ Sample Shipments -indicate “SAMPLE SHIPMENTS – Value for Customs Purposes Only”

# Packing Slip Requirements

## Required information for each packing slip:

- One packing list per purchase order or per shipment.
- Purchase order number
- Container number (if known)
- Shipper reference number
- Pieces and weight

## Required Information for Each Line Item

- Product description
- V7 Part No/Model No.
- Number of units
- Number of cartons
- Number of pallets
- And indicate **"FLOOR LOAD"** when applicable



NAME/AMB/Tracking NO.

### CONSOLIDATED PACKING LIST

page 1

Invoice No: QA32120220602

Ship Date:

Total Gross Weight: 12833.00

Carrier: GAIA

Shipment Terms: CPT

Weight Type : KG

Total Packages : 1467.00

Total Pallets: 37

**Ship from:**  
c/o Ingram Micro Supply  
Chain Services (Shenzhen) Co., Ltd  
Warehouse 305, Qianhai FTZ, 51  
Linhai Av.  
Nanshan District  
Shenzhen  
518054, P.R.

**Ship to:**  
INGRAM MICRO PAN EUROPE GmbH  
EUROPARING 20  
STRAUBING  
94315  
09  
DE

**Notify to / Broker:**  
INGRAM MICRO PAN EUROPE GmbH  
HEISENBERGBOGEN 3  
DORNBACH bei Munchen  
85609  
DE

BL# GY5A00000000  
CONTAINER# : BDM05555XXXX

Materials	Mfg P/N	Description of Goods	PO#	SONO.	MFG/HS	CCCN	origin	Qty (units)	NetWeight	Ttl NetWeight
4154241	V7C07UTP-01M-BLK	CAT5 ETHERNET BLACK UTP 1M CABLE	810M611G	8086379271/20	8544.42.2000	84899	VN	9245.0	0.99	9147.40
1534517	V7E02SDRBT-01M	USB 2.0 A EXTENSION CABLE 1M	810M611G	8086379271/30	8544.42.9090	84899	CN	640.0	0.99	633.40
4808471	V7C07UTP-10C-GRY	Gray Cat7 SFTP Cabled LM 1.6ft Gray Cat7	810M611G	8086379271/40	8544.42.2000	84899	VN	1200.0	0.99	1188.00
4154431	V7C0C-2M-BLK	USB-C 3.1 GEN1 CABLE 2M BLACK	810M611G	8086379271/70	8544.42.9090	84899	VN	300.0	0.99	297.00
4154247	V7C07UTP-01M-YEL	CAT5 ETHERNET YELLOW UTP 1M CABLE	810M611G	8086379271/100	8544.42.2000	84899	VN	300.0	0.99	297.00
4401071	V7C0C-2HDMI-BLK	USB-C to 2X HDMI VIDEO ADAPTER	810M611G	8086472976/110	8471.80.1000	84899	VN	100.0	0.99	148.50
5374141	SDW1SDRBT-PT	USB-C MicroB Single Display HDMI 2.0 P	810M611G	8086379271/120	8471.80.1000	84899	VN	300.0	0.99	297.00
4154492	ADDP0021	DISPLAYPORT TO HDMI ADAPTER	810M610G	8084484046/40	8471.80.1000	84899	VN	800.0	0.99	792.00
1784273	V7E02SDRBT-ADPTE	DVI-D to HDMI ADAPTER BLACK	810M610G	8084446340/40	8536.49.8000	84899	VN	800.0	0.99	792.00
4154191	V7C07UTP-01M-BLK	CAT5 ETHERNET BLACK UTP 1M CABLE	810M610G	8086311840/20	8544.42.2000	84899	VN	2620.0	0.99	2494.80
4154415	V7E02AC-2M-BLK	USB2 A to USB-C CABLE 2M BLACK	810M617G	8086636202/10	8544.42.9090	84899	VN	3000.0	0.99	2970.00
1049794	V7C0C4400B3	USB-C Male to MULTIPORT ADAPTER	810M617G	8086389442/40	8544.42.9090	84899	VN	240.0	0.99	237.40
4154232	V7C07UTP-01M-WHT	CAT5 ETHERNET WHITE UTP 1M CABLE	810P010G	8086246103/20	8544.42.2000	84899	VN	1480.0	0.99	1463.20

# Ingram V7 Locations, Contact & Notify Party

Branch # City, State Country	Cust PO REF#	Ship To / Consignee (Same as PO)	Notify Party	Also Notify Party	For China Customs
Straubing Germany	81XXXXXS	INGRAM MICRO PAN EUROPE GMBH, EUROPAPRING 20, 94315 STRAUBING, GERMANY ATTENTION: MICHELE HEINEMANN TEL: +49-89-4208-1298	INGRAM MICRO PAN EUROPE GMBH, EUROPAPRING 20, 94315 STRAUBING, GERMANY ATTENTION: CUSTOMS DEPT TEL: +49-9421-738265 Email: <a href="mailto:DESIR-Customs-Import@ingrammicro.com">DESIR-Customs-Import@ingrammicro.com</a>	INGRAM MICRO INC, WORLD-WIDE PRIVATE LABEL – V7, 3351 MICHELSON DRIVE, SUITE 100, IRVINE, CA 92612, USA ATTENTION: AMIT V. KHAJANCHI TEL: +1-714-382-1067	<b>Consignee Company Code</b> German VAT ID: DE113858192  <b>Consignee Contact</b> Michele Heinemann +49-89-4208-1298
Branch 10 Mira Loma, CA USA	10XXXXXS	INGRAM MICRO INC., 12510 MICRO DRIVE, MIRA LOMA, CA 91752, USA ATTENTION: RECEIVING TEL: +1 (951) 727-3341 <a href="mailto:USMR_Scheduling@ingrammicro.com">USMR_Scheduling@ingrammicro.com</a> <a href="https://usmr.yardcommander.com">https://usmr.yardcommander.com</a>	TransAmerican 4902 North America Drive Buffalo, NY 14224 Tel: 716-896-7800 ISF Notices: <a href="mailto:isfta@TACustomslogistics.com">isfta@TACustomslogistics.com</a> Documentation: <a href="mailto:setupt@TACustomslogistics.com">setupt@TACustomslogistics.com</a>	INGRAM MICRO INC, WORLD-WIDE PRIVATE LABEL – V7, 3351 MICHELSON DRIVE, SUITE 100, IRVINE, CA 92612, USA ATTENTION: AMIT V. KHAJANCHI TEL: +1-714-382-1067	<b>Consignee Company Code</b> US IRS EIN number: 62-1644402  <b>Consignee Contact</b> Amit V Khajanchi +1-714-382-1067
Branch 20 Fort Worth, TX USA	20XXXXXS	INGRAM MICRO INC., 14500 FAA BLVD, SUITE 300 FORT WORTH, TX 76155 ATTENTION: RECEIVING TEL: +1 (972) 512-2764 <a href="mailto:USDainboundSched-1@ingrammicro.com">USDainboundSched-1@ingrammicro.com</a> <a href="https://usda.yardcommander.com">https://usda.yardcommander.com</a>	TransAmerican 4902 North America Drive Buffalo, NY 14224 Tel: 716-896-7800 ISF Notices: <a href="mailto:isfta@TACustomslogistics.com">isfta@TACustomslogistics.com</a> Documentation: <a href="mailto:setupt@TACustomslogistics.com">setupt@TACustomslogistics.com</a>	INGRAM MICRO INC, WORLD-WIDE PRIVATE LABEL – V7, 3351 MICHELSON DRIVE, SUITE 100, IRVINE, CA 92612, USA ATTENTION: AMIT V. KHAJANCHI TEL: +1-714-382-1067	<b>Consignee Company Code</b> US IRS EIN number: 62-1644402  <b>Consignee Contact</b> Amit V Khajanchi +1-714-382-1067
Branch 70 Moore, SC USA	70XXXXXS	INGRAM MICRO INC., 6675 HIGHWAY 221 MOORE, SC 29369 ATTENTION: RECEIVING TEL: TBD <a href="mailto:uscscheduling@ingrammicro.com">uscscheduling@ingrammicro.com</a> <a href="https://uscs.yardcommander.com">https://uscs.yardcommander.com</a>	TransAmerican 4902 North America Drive Buffalo, NY 14224 Tel: 716-896-7800 ISF Notices: <a href="mailto:isfta@TACustomslogistics.com">isfta@TACustomslogistics.com</a> Documentation: <a href="mailto:setupt@TACustomslogistics.com">setupt@TACustomslogistics.com</a>	INGRAM MICRO INC, WORLD-WIDE PRIVATE LABEL – V7, 3351 MICHELSON DRIVE, SUITE 100, IRVINE, CA 92612, USA ATTENTION: AMIT V. KHAJANCHI TEL: +1-714-382-1067	<b>Consignee Company Code</b> US IRS EIN number: 62-1644402  <b>Consignee Contact</b> Amit V Khajanchi +1-714-382-1067
Branch 40 Carol Stream, IL USA	40XXXXXS	INGRAM MICRO INC., 415 E LIES ROAD, CAROL STREAM, IL 60188, USA ATTENTION: RECEIVING TEL: +1 (630) 668-0106 X34245 <a href="mailto:USCSinboundSched-1@ingrammicro.com">USCSinboundSched-1@ingrammicro.com</a> <a href="https://uscs.yardcommander.com">https://uscs.yardcommander.com</a>	TransAmerican 4902 North America Drive Buffalo, NY 14224 Tel: 716-896-7800 ISF Notices: <a href="mailto:isfta@TACustomslogistics.com">isfta@TACustomslogistics.com</a> Documentation: <a href="mailto:setupt@TACustomslogistics.com">setupt@TACustomslogistics.com</a>	INGRAM MICRO INC, WORLD-WIDE PRIVATE LABEL – V7, 3351 MICHELSON DRIVE, SUITE 100, IRVINE, CA 92612, USA ATTENTION: AMIT V. KHAJANCHI TEL: +1-714-382-1067	<b>Consignee Company Code</b> US IRS EIN number: 62-1644402  <b>Consignee Contact</b> Amit V Khajanchi +1-714-382-1067
Branch 80 Hazle Township, PA USA	89XXXXXS	INGRAM MICRO INC., 101 COMMERCE DRIVE HAZLE TOWNSHIP, PA 18202, USA ATTENTION: RECEIVING TEL: TBD <a href="mailto:UshzinboundScheduling@ingrammicro.com">UshzinboundScheduling@ingrammicro.com</a> <a href="https://ushz.yardcommander.com">https://ushz.yardcommander.com</a>	TransAmerican 4902 North America Drive Buffalo, NY 14224 Tel: 716-896-7800 ISF Notices: <a href="mailto:isfta@TACustomslogistics.com">isfta@TACustomslogistics.com</a> Documentation: <a href="mailto:setupt@TACustomslogistics.com">setupt@TACustomslogistics.com</a>	INGRAM MICRO INC, WORLD-WIDE PRIVATE LABEL – V7, 3351 MICHELSON DRIVE, SUITE 100, IRVINE, CA 92612, USA ATTENTION: AMIT V. KHAJANCHI TEL: +1-714-382-1067	<b>Consignee Company Code</b> US IRS EIN number: 62-1644402  <b>Consignee Contact</b> Amit V Khajanchi +1-714-382-1067
Branch 17 Miami, FL	17XXXXXS	INGRAM MICRO INC., 2000 NW 84 <sup>TH</sup> AVE Miami, FL 33122 +1-305-593-5900 <a href="mailto:MiamiBusOps@ingrammicro.com">MiamiBusOps@ingrammicro.com</a>	TransAmerican 4902 North America Drive Buffalo, NY 14224 Tel: 716-896-7800 ISF Notices: <a href="mailto:isfta@TACustomslogistics.com">isfta@TACustomslogistics.com</a> Documentation: <a href="mailto:setupt@TACustomslogistics.com">setupt@TACustomslogistics.com</a>	INGRAM MICRO INC, WORLD-WIDE PRIVATE LABEL – V7, 3351 MICHELSON DRIVE, SUITE 100, IRVINE, CA 92612, USA ATTENTION: AMIT V. KHAJANCHI TEL: +1-714-382-1067	<b>Consignee Company Code</b> US IRS EIN number: 62-1644402  <b>Consignee Contact</b> Amit V Khajanchi +1-714-382-1067

# Ingram Micro as Importer of Record (for US ONLY)



## ■ C-TPAT

- For Ingram Micro to act as the Importer of Record, vendor must be vetted under Customs & Trade Partnerships Against Terrorism( C-TPAT)
- C-TPAT is a US Customs program designed to help secure the supply chains leading into the U.S.
- Participants include importers, carriers, consolidators, customs brokers & manufacturers
- Annual certification is mandatory

*\*If you are unsure if your organization has been vetted, pls consult with the V7 Supply Chain team\**

Questions???

**CONTACT US VIA EMAIL**

**V7 Supply Chain Team**  
**[V7Supplychain@IngramMicro.com](mailto:V7Supplychain@IngramMicro.com)**



**Amit Khajanchi – Head of Operations & Compliance**  
**[Amit. Khajanchi@IngramMicro.com](mailto:Amit.Khajanchi@IngramMicro.com)**

