

DIRECT IMPORT SHIPMENT PAYMENT INSTRUCTIONS

Once shipment has been effected, please compile the following documents for payment:

1. One copy of manually signed commercial invoice, in English, stating manufacturer's name and address, terms of sale, country of origin, quantity shipped, unit cost, purchase order number, [VPN](#) number, [and item](#) number, a detailed description, [including the import description](#), invoice number and invoice date. Invoice must include one of the following certifications:

- I, the exporter, certify that this shipment is in compliance with U.S. 7 CFR part 319 and ISPM no.15.
or-
- I, the exporter, certify that this shipment does not contain wood packing material.
- If a buying commission is applicable, the commercial invoice must also state: A buying commission of ___ percent is payable to _____ and is not dutiable and is not included in the invoice price.

For textile shipments, the commercial invoice must state a full detailed description of the garment, including fiber content by percentage breakdown, gender, and whether the garment is made of knitted or woven fabric.

2. One copy of detailed packing list indicating:

- Quantity and size breakdown by [VPN](#)/carton.
- Net weight, gross weight and cube breakdown by [VPN](#)/carton.
- Total cartons, net weight, gross weight and cube breakdown for shipment.
- For textile shipments, packing list must also include the net net weight breakdowns.

3. Original signed Forwarders Cargo Receipt issued by Yusen Logistics, consigned to Academy, Ltd., marked Notify Party: Livingston International, 5775 N. Sam Houston Pkwy. West, Suite 150, Houston, TX 77086, Attn: Imports marked freight collect and indicating place of delivery as Katy, TX, Jeffersonville, GA, Savannah, GA or Cookeville, TN. FCR's must indicate purchase order numbers. For shipments from Bangladesh and Pakistan, we must receive 2/3 set original marine bills of lading consigned or endorsed to the order of Academy, Ltd. in addition to the FCR.

4. Original cover letter stating total amount being claimed and wire transfer instructions for remitting payment.

Please have the above documents sent via courier to:

Academy, Ltd.

[1540 N. Mason Road](#)

[Katy, Texas 77449 USA](#)

Attn: Accounts Payable Imports

Originals of all documents should be handed over to freight forwarder in exchange for the ORIGINAL, SIGNED FORWARDERS CARGO RECEIPT (FCR) needed to claim payment. Copies of all documents along with ORIGINAL, SIGNED FCR are required to be sent to Academy for payment. **We cannot pay against emailed documents.**

Upon receipt of documents, they will be examined for conformity with the purchase order and payment will be effected via wire transfer at the respective due date.

Inquiries may be addressed to accounts payable import staff using email address: apimports@academy.com.