



Standard Operating Procedure

RED APPLE STORES ULC

Eleventh Edition

1. Consignee

CONSIGNEE NAME	Red Apple Stores ULC
MEMBER CODE	RED

2. Purchase Order

(A) PO Upload

Red Apple is a MPD (Mandatory PO Download) member.

(B) PO Format

PO NUMBER	7 Numbers, e.g. 1234567
STYLE NUMBER	6 or 7 Numbers e.g. 842143

3. Booking Management

(A) Ship Window

- “Ship Date” is the vessel’s departure/sailing date.
- The ship window is based on the “Ship Date”. Shipments can be accepted "- 7 & +7 days” from the “Ship Date”.
- Example :
 - Ship Date: March 16, 2020
 - Cargo can be shipped between March 11 to 21, 2020

(B) Booking Approval

- Shipper is required to submit booking in EBK system. Booking will be auto approved if cargo can be shipped within ship window, otherwise, booking will be reviewed and approved by Red Apple.

(C) Routing for FCL Shipments

- FCL shipments destined for Vancouver (West coast).

4. Important Notes on EBK system

- Since auto approval setting is applied, so shipper requests 20’ FCL and create a **REMARK** to get booking approval is needed.

5. Documentation

- The **Canada Customs Declaration Document Set** must be collected by the local CRSA agent within 4 working days after the departure of the vessel.

The standard Canada Customs Clearance Document Set will include:

- Forwarder Cargo Receipt (FCR)
- Commercial Invoice
- Packing List
- Canada Customs Invoice (if applicable)
- Form A or Certificate of Origin / Exporter Statement (if applicable)
- Local Charge Invoice

It is required that the following points on the Declaration Document are verified against the FCRs:

- PO/Item Number
- Number of Carton and Pieces
- Commodity Description

Then, send an email with the document set attached to their customs broker

To:	Customs Broker	customsdocscan@delmar.ca
	Leandro Calvosa	lcavosa@redapplestores.com
	Vicky Wang	vwang@redapplestores.com

Subject: Red Apple/POL# / VSL&VOY / ETA / FCR#

FCR - Consignee & Notify Party Details

CANADA
Consignee Red Apple Stores ULC 6877 Goreway Drive, Suite #3 Mississauga, ON L4V 1L9 Canada
Notify Party (a) CRSA Global Logistics 1275 Kingsway Avenue Port Coquitlam, Vancouver, BC V3C 1S2 Canada (b) Delmar International Inc. 6399 Cantay Road Mississauga, ON L5R 0G4 Canada <i>(it's acceptable upon vendor requests to show "Delmar" as Notify Party)</i>
Destination Vancouver, BC, Canada

6. Consignee Contacts

(A) Logistics Team:

a. Logistics Coordinator

Leandro Calvosa

lcalvosa@redapplestores.com

Vicky Wang

vwang@redapplestores.com

(B) Customs Broker:

customsdocscan@delmar.ca

7. Revision History

Date	Topic	Changes	Version
2021			
04-Jun	Change Company Name	Changed: Red Apple Stores ULC	8th Ed
2022			
30-Jun	Consignee Contact	Removed: Manish Tomer Added: Leandro Calvosa	9th Ed
2023			
02-Jun	Consignee Contact	Removed: Susie Godden Added: Vicky Wang	10th Ed
2024			
21-Aug	Documentation	Added contacts for customs document sending - Leandro Calvosa & Vicky Wang	11th Ed