



Instructions for Imported Samples to Western Carriers

If you are looking to ship samples to Western Carriers, please advise your MHW Operations Team in advance. Please supply MHW a copy of the Pro-Forma Invoice (Commercial Invoice) **at least 8 business days prior to the shipping of the samples.**

- You can make freight arrangements with FedEx (DHL cannot deliver to Western Carriers, NJ). For a small number of cases it is best to use FedEx as the other freight forwarders will have much higher rates. Tracking information should be passed on as soon as it becomes available.
- Send MHW the commercial invoice in advance with a copy of the cola.

*If the product **does not** have a COLA, you will then have to apply for a COLA Waiver. (Please note there is a there is a \$175.00 service fee charged by MHW for each COLA Waiver request for a sample importation)*

- Commercial Invoice must include:
 1. FDA number of Producer and their business name, address, and contact information
 2. Brand name and Class/Type (i.e. Red Wine)of products
 3. Quantities and Net Contents of bottles (i.e. 12 bottles, 750ml.)
 4. Value (in US dollars or currency of origin – value cannot be \$0.00)
 5. Alcohol content
 6. Statement that indicates “*Products Are Samples and Not For Resale - Values Are For Customs Purposes Only*”

If MHW is the Importer then MHW **must be listed as the Consignee & Importer of Record:

MHW, Ltd
1129 Northern Boulevard
Suite 312
Manhasset, NY 11030
Attn: Compliance Department/Client Name
Tel: (516) 869-9170
License Number: NY-I-1727

- Once the cases ship, FedEx will send you a copy of the Airway Bill, please send a copy to MHW

WARNING SAMPLE BREAKAGE: PER UPS, FEDEX, AND DHL SAMPLES MUST BE PACKAGED SECURELY ENOUGH TO SUSTAIN IMPACT IF DROPPED FROM 4' FEET.

- With all of the above documents, MHW will arrange customs clearance to Western Carriers, NJ



Warehouse Address:

Western Carriers
2220 91st Street
North Bergen NJ 07047

**There will be a \$200.00 fee assessed for failure to comply with the labeling instructions listed below. This fee will cover any legal fees or sanctions MHW Ltd will incur due to this non-compliance by your supplier. Your supplier will also be liable for the expenses incurred in returning the shipment back to the sender (this will be billed by Fed Ex or DHL).

Labeling Instructions:

Each bottle ***must*** be labeled with the following pieces of information:

- 1) “FOR TRADE SHOW (OR SAMPLE) PURPOSES ONLY- NOT FOR SALE”
 - 2) “**GOVERNMENT WARNING:** (1) ACCORDING TO THE SURGEON GENERAL, WOMEN SHOULD NOT DRINK ALCOHOLIC BEVERAGES DURING PREGNANCY BECAUSE OF THE RISK OF BIRTH DEFECTS. (2) CONSUMPTION OF ALCOHOLIC BEVERAGES IMPAIRS YOUR ABILITY TO DRIVE A CAR OR OPERATE MACHINERY, AND MAY CAUSE HEALTH PROBLEMS.”
 - 3) COUNTRY OF ORIGIN STATEMENT (I.E. PRODUCT OF _____)
 - 4) “CONTAINS SULFITES” (*The sulfite statement is required on wines **only***)
- The **FDA Prior Notice** must be completed for *each* sample shipment.
The Prior Notice summary confirmation sheet needs to be included with your shipment documents.
The FDA Prior Notice is obtained via the FDA website: <http://www.access.fda.gov/> by logging into the Prior Notice System Interface. (Prior Notice information and instructions can be found at <http://www.cfsan.fda.gov/~pn/pnoview.html>. Questions about policies, procedures, and interpretations can be answered 24 hours a day at 1-866-521-2297. Also note that some carriers may be able to submit the FDA Prior Notice for you as a service.)

(Please note: We request the pro-forma invoice in advance in order to comply with the TTB [Alcohol & Tobacco Tax & Trade Bureau]. It is mandatory that each sample shipment be approved by the TTB. In order to do this, MHW must file a waiver request form for each sample shipment. In order to file this request, the pro-forma invoice is required. It takes at least 5-7 business days to obtain the waiver. That is why we request 8 days’ notice. If you do not send the invoice in the time frame we request, we reserve the right to refuse a shipment, as MHW will not accept shipments that are not approved by the TTB.