
APPENDIX B: SHIPPING SPECIFICATIONS - IMPORT

Distribution Centers

Inbound shipments to Ingram Publisher Services should be consigned to:

(Publisher Name)

c/o Ingram Publisher Services
210 American Drive
Jackson, TN 38301
731-988-4440 x 51130

Receiving Hours: 7:00AM – 2:30PM CST Monday thru Friday

- **Appointments are only necessary for deliveries of 10 Pallets or more / Full truck load**
- **Appointments are not necessary for LTL deliveries less than 10 Pallets**

Routing Instructions

For shipments originating outside of the United States, IPS can manage the shipment from origin or origin port to final delivery at our U.S. distribution center. This includes ensuring proper and timely submission of the Importer Security Filing (ISF) and other documents legally required for clearance by U.S. Customs and Border Protection. To take advantage of IPS's international shipping program, please email ingramimport@meadowswye.com and ipsimports@ingramcontent.com to request a booking for a shipment.

Properly complete the attached ISF Form and submit via email to IPS's customs broker, isf@meadowswye.com, and to ipsimports@ingramcontent.com at least **3 BUSINESS DAYS PRIOR to any container being loaded onto a ship bound for the United States.**

IF THIS ACTION IS NOT COMPLETED, INGRAM WILL NOT AGREE TO BE THE IMPORTER OF RECORD ON THE SHIPMENT. THE CLIENT PUBLISHER WILL BE RESPONSIBLE TO MAKE OTHER ARRANGEMENTS AND WILL BE SOLELY RESPONSIBLE AND LIABLE FOR ANY AND ALL FEES OR OTHER PENALTIES INCURRED DURING THIS PROCESS.

****POLICY CHANGE****

If you do not use IPS to manage shipments originating outside the United States, Ingram will not act as importer of record and you must make other arrangements for ISF filing, importer of record, and customs clearance. Publishers using WTA for transportation services who are being directly billed

for those services may continue with no changes. PLEASE NOTE INGRAM'S SERVICES CANNOT BE USED FOR DROP SHIPMENTS TO NON-INGRAM LOCATIONS.

IPS's preferred port of entry is the Memphis, Tennessee port for shipments destined to Jackson, TN 38301.

Customs Broker for imports from Canada only:

Livingston Customs Brokerage

USCST D

POC: Ali Kay Webber

Phone: 1 716 692 3100 x 95347

Email customs documentation to: uscstd@livingstonintl.com

Customs Broker for imports from any other country:

Meadows Wye

Email: ingramimport@meadowswye.com

For any additional questions or concerns on international routing instructions, Importer Security Filings or details related to international shipments to the IPS distribution center, please contact your Client Services Representative or IPS Transportation ipsimports@ingramcontent.com.